

MINUTES OF REGULAR MEETING OCTOBER 19, 2020

AT 7:00 P.M. AT THE FRANKLIN ELEMENTARY SCHOOL

PRESENT: Wayne Bartron, Kathleen Clohessey,
F. Cliff Graham, Shane Hrbek, Stephen Koger
Ronald Neal, Suzanne Ross, Sarah Zydon
John R. Giacchi, Chief School Administrator
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: John J. Friend

The Board President opened the meeting at 7:00 P.M., with the Flag Salute and Pledge of Allegiance, which was followed by the following statement read by the Board Secretary:

This meeting is being conducted in compliance with the "Open Public Meeting Act – Chapter 231 – Public Laws of 1975." Advance written notice of at least 48 hours was given specifying the time, date and to the extent known, the agenda, and stating whether formal action may or may not be taken and has been properly posted at the school, mailed to the Clerk/Administrator, mailed to the New Jersey Herald and the Star Ledger.

Due to New Jersey Governor Phil Murphy's recommendations and guidance from the Centers for Disease Control and Prevention (CDC) regarding social distancing, the board of education and the public will participate in this meeting using the digital platform Zoom.

Virtual attendees are asked to please stay muted until the Public Comment section. How to participate in the meeting will be explained at Public Comment.

Approval of Regular Board Minutes

On motion by Mrs. Zydon, seconded by Mr. Bartron, and carried unanimously by roll call vote, approved the minutes of the following meetings as presented:

1. September 14, 2020 – Regular Meeting – Minutes

Attachment 1

Yes	-	8
No	-	0
Abstain	-	0

PRESENTATIONS:

- A. Presentation of the Audit – Valerie Dolan, Nisivoccia LLP

Discussion: NA

CORRESPONDENCE: NA

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OPEN TO THE PUBLIC – AGENDA ITEMS

On motion by Mrs. Zydon, seconded by Mr. Hrbek, and carried unanimously by voice vote, opened the meeting to the public for comment on agenda items.

The Board Secretary read the following statement:

At this time, members of the public are invited to address the Board. Please note that public comments on the agenda items will be made in accordance with Policy 0167 - Public Presentation at Board meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please click the "Manage Participants" tab at the bottom of your screen, then click the "Raise Your Hand" tab in the bottom right of the participants screen. Once called upon, state your name, municipality of residence, and/or group affiliation.

Please let the record reflect that the Board of Education does not endorse comments nor will the Board of Education be held liable for comments made by a member of the public about a staff member or any other individual that may be considered defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

No one addressed the Board.

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, and carried unanimously by voice vote, closed the meeting to the public for comment on agenda items.

BOARD SECRETARY'S REPORT:

- A. NJSBA Virtual Workshop October 20-22, 2020
- B. School Updates: NA

CHIEF SCHOOL ADMINISTRATOR'S REPORT

- A. School updates provided by Mr. Giacchi.
- B. Mr. Giacchi reported that bus drills for students in preschool through 8th grade were held on the following days:
 - Tuesday, October 6, 2020
 - Wednesday, October 7, 2020
 - Thursday, October 8, 2020

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C. Mr. Giacchi reported that the fire and security drills held during the month of September 2020 were as follows:

- September 10, 2020 at 10:00 a.m. - Introduce students and staff to the lockdown and fire drill sounds

Personnel Committee – Kathleen Clohessey, Chair

Discussion: NA

On motion by Mr. Bartron, seconded by Mr. Hrbek, and carried unanimously by roll call vote, approved the following resolutions:

A. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, amends the following salaries approved at the September 2020 Board Meeting:

Employee	Amended Salary
Johanna Mazzei	\$14.62 per hour
Carolee Post	\$14.88 per hour

B. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves leave for employee #477 beginning October 14, 2020 and ending on or about November 16, 2020. Employee will utilize 10 days of EPSLA and then 11 sick days.

C. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the Sidebar Agreement with the Franklin Education Association (FEA) regarding teacher dismissal on Fridays during the pandemic. **Attachment 2**

D. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves Other Paid Leave due to the COVID-19 pandemic under the FFCRA through October 16, 2020 as listed below:

Employee	Number of Other Paid Days Taken
#7995	3 days
#8002	3 days
#7986	6 days
#7990	1 day
#7991	5 days
#728	2 days
#478	3 days
#665	3 days
#8006	1 day

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E. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, rescinds the following 2020-2021 school year appointments:

- **Affirmative Action Officer** – Rescind Michelle Minimi
- **HIB Specialist** – Rescind Michelle Minimi

F. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following 2020-2021 school year appointments:

- **Affirmative Action Officer** – Appoint Christina Lash-Lain
- **HIB Specialist** – Appoint Christina Lash-Lain

G. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following extracurricular appointments and stipends:

Staff Member	Extracurricular Activity	Stipend
Karen LoPorto	Yearbook	\$3,690
Christina Lash-Lain	RTI Coordinator	\$2,617
Meg Gummere	Coordinator of CST	\$3,641
Elaine Bartholomew Cassie Symons	8 th Grade Advisor	\$500 per teacher

H. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following as full-time custodians for the 2020-2021 school year:

Full-time Custodian	Effective	Compensation
Bruce Cahill	October 1, 2020, benefit eligible	\$32,748
Sheri McDole	October 20, 2020, benefit eligible	\$35,251

I. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following substitutes for the 2020-2021 school year: *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.)*

Name	Position	Compensation
Matthew Ridner	Substitute Teacher	\$100 per day, no benefits
Melissa Hansen	Substitute Nurse	\$200 per day, no benefits
Madison Kent	Substitute Aide	\$11.00 per hour, no benefits
Charles Talmadge	Substitute Custodian	\$11.00 per hour, no benefits
Craig Goelz	Substitute Custodian	\$11.00 per hour, no benefits

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- J. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following appointments for the 2020-2021 school year, pending completion of required paperwork where necessary:

Name/Position	Compensation	Effective Date
Melissa Storch, Kindergarten Teacher (New Full-time position)	BA Step 5, \$57,300, Benefit eligible	October 12, 2020
Michael Donovan, Part-time Basic Skills Teacher (.71- Replaces M. Storch)	BA Step 1, \$39,813.25 prorated, No benefits, pending completion of required paperwork	October 12, 2020
Matthew Ridner, Long-term Substitute for employee #477	\$120 per day, no benefits, pending completion of required paperwork	October 14, 20220 through On or about November 16, 2020
Sandra Talmadge, Part-time Paraprofessional (.71 FTE)	\$14.49 per hour, no benefits 5 hours per day, 5 days per week, pending completion of required paperwork	On or about November 16, 2020
Jacob Ramos, (.7FTE) Up to 40 hours per week	\$13.50 per hour, benefit eligible, pending completion of required paperwork	On or about November 16, 2020
Craig Goelz Part-time, Long-term Substitute Custodian for employee #569 Up to 25 hours per week	\$13.50 per hour no benefits, pending completion of required paperwork	On or about November 16, 2020

- K. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following teachers as mentors for the 2020-2021 school year:

Novice Teacher	Mentor	Mentor Fee
Michael Donovan	Melissa Storch	\$550
Kailee Gori	Lisa Grillo	\$550
Regina Norris	Shannon Zarembo	\$550

- L. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following staff member as a substitute home instruction paraprofessional to be compensated upon submission of timesheets:

Staff Member	Home Instruction	Compensation
Holly Sollitto - Substitute Home Instruction Paraprofessional	Not to exceed 10 hours per week	\$14.49 per hour

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M. Resolved that the Board of Education approves professional development listed below:

Staff Member	Professional Development	Cost	Date
1. Sandra Molla-Saracco 2. Chelsea Lange	School Law Virtual Seminar: Handling Mental Health Issues	<i>Registration: \$359 First staff member</i> <i>Registration: \$309 Second staff member</i>	November 20, 2020

N. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the first reading of the following policy update:

Number	Title	Attachment #
P 1620	Administrative Employment Contracts	Attachment 3

Education Committee – Suzanne Ross, Chair

Mrs. Ross provided an update from the Education Committee Meeting.

Discussion: NA

On motion by Mr. Bartron, seconded by Mr. Hrbek, and carried unanimously by roll call vote, approved the following resolutions:

- A. Resolved that the Board of Education approves the updated 2020-2021 school calendar. **Attachment 4**
- B. Resolved that the Board of Education approves the transportation costs for the following homeless students:

Student ID	Transportation Costs
#*****6689	\$120 per day
#*****3347	

- C. Resolved that the Board of Education approves the following psychiatric evaluation

Student	Provider	Cost
#*****7146	Dr. Fennelly	\$600

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- D. Resolved that the Board of Education approves the out-of-district contract with the New Jersey Department of Children & Families Office of Education SFEA for the 2020-2021 school year for student #*****7175.
- E. Resolved that the Board of Education approves the Renaissance Accelerated Reader Subscription for the school year 2020-2021 at a cost not to exceed \$2,794.90.
- F. Resolved that the Board of Education approves the *Zoom* subscription services at a cost of \$3,200 for one year.
- G. Resolved that the Board of Education approves purchasing SmartSpots through CDW at a cost of \$7,506.40.
- H. Resolved that the Board of Education approves the following service provider for the 2020 - 2021 school year:

Provider	Services
Learn Well Education 2 Main Street, Suite 2A Plymouth, MA 02360	In-patient academic services

- I. Resolved that the Board of Education approves the following services:

Service Provider	Student ID	Services/Dates	Anticipated Cost
Learn Well Education	#*****7175	Academic services 10 hours/week 10/10/20 – 11/10/20	\$45.00/hour plus 33% administrative fee/hour

- J. Resolved that the Board of Education approves the following tuition rates for school year 2020-2021:

Grade/Program	Annual Tuition Rate
Kindergarten	\$22,497
Grades 1 – 5	\$20,563
Grades 6 – 8	\$21,066
Learning and/or Language Disabilities (LLD)	\$34,077
Behavioral Disabilities (BD)	\$31,329
Autistic	\$48,984
Preschool Full-time – Special Education	\$27,082

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K. Resolved that the Board of Education approves the first reading of the following policies and regulations update:

Number	Title	Attachment #
P 2431	Athletic Competition	Attachment 5
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity	Attachment 6
P 2464	Gifted and Talented Students	Attachment 7
P & R 5330.05	Seizure Action Plan	Attachments 8 and 9

RESTART AND RECOVERY PLAN POLICY GUIDES

P 1648	Restart and Recovery Plan	Attachment 10
P 1648.02	Remote Learning Options for Families	Attachment 11
P 1648.03	Restart and Recovery Plan – Full-time Remote Instruction	Attachment 12

FINANCE/BUILDINGS & GROUNDS – John J. Friend, Chair – Committee Report

Discussion:

Mr. Friend provided an update on the Finance & Buildings & Grounds Committee meeting.

On motion by Mrs. Clohessey, seconded by Mr. Bartron, and carried unanimously by roll call vote, approved the following resolutions:

- A. Resolved that the Board of Education approves the vendor payments dated September 15, 2020 - October 19, 2020. **Attachment 13**

Fund 10	Charter School/ER FICA Share	36,710.06
Fund 11	General Expense	886,571.73
Fund 12	Capital Outlay	0
Fund 20	Special Revenue	61,283.34
Fund 60	Cafeteria	0
Fund 95	Student Activities	949.50
	Total	985,514.63

- B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for September 2020.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of September 30, 2020, no budgetary line item account has encumbrances and

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expenditures which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:22-8.1;

Therefore be it resolved that pursuant to N.J.A.C. 6A:23A-16.10(c)4 the Board of Education does certify that as of September 30, 2020, the Board Secretary Monthly Financial Report, did not reflect an over expenditure in any Major Account for Fund, and based on the Appropriation Balances reflected on this report and on the advice of District Officials, that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year. **Attachment 14**

- C. Resolved that the Board of Education approves between line item transfers as required by State rules and regulations for the month of September 2020. **Attachment 15**
- D. Resolved that the Board of Education approves Transfer Report S1701 for September 2020 to be submitted to the county office. **Attachment 16**
- E. Resolved that the Board of Education approves the Three-Year Comprehensive Maintenance Plans for the years 2019 – 2022. The Three-Year Comprehensive Maintenance Plan is a guideline subject to budget constraints as required by NJQSAC. **Attachment 17**
- F. Resolved that the Board of Education approves the submission of Form M-1 (Annual Maintenance Reserve Worksheet) to the Executive County Superintendent of Schools on or before November 15, 2020. **Attachment 18**
- G. Resolved that the Board of Education approves the submission of the final expenditure reports for fiscal year 2020 for the following grants:

IDEA Grant	Carryover to FY 2021
IDEA – Basic	\$0
IDEA – Preschool	\$0

ESEA GRANT	Carryover to FY 2021
Title I	\$1,000
Title II-A	\$0
Title IV	\$7,554

- H. Resolved that the Board of Education approves the reduction in FY 2021 PEA budget of \$120,070 to reflect actual carryover from fiscal year 2020.
- I. Resolved that the Board of Education approves the carryover funds from the Preschool Expansion Act for fiscal year 2020 to fiscal year 2021 in the amount of \$34,878.

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J. Resolved that the Board of Education approves the Coronavirus Relief Fund Grant:

Grant	Purpose	Amount
Coronavirus Relief Fund Grant	Assist with internet connectivity and purchase of devices	\$34,261

K. Resolved that the Board of Education authorizes the Business Administrator to submit the annual Health and Safety Evaluation of School Buildings Checklist 2020-2021 to the Executive County Superintendent of Schools as required by NJQSAC on or before November 15, 2020 and certified by the Chief School Administrator.

L. Resolved that the Board of Education approves Parette Somjen Architects LLC of Rockaway, NJ, reimbursable expenses related to Window Replacement Project not to exceed \$3,750.

M. Resolved that the Board of Education approves the use of fiscal year 2021 Title I funds to cover a portion of the following individuals' annual earnings:

Name	Amount	Percentage
Conte, Lisa	6,630.85	50%
Davis, Lisa	6,960.41	50%
DeVore, Lauren	6,960.41	50%
Drake, Tammy	6,630.85	50%
Ehlberg, Elise	6,960.81	50%
Furman-Leve, Trisha	6,630.85	50%
Gamella, Elda	6,629.18	50%
Kent, Dorothy	6,809.04	50%
McDole, Cheyenne	6,629.18	50%
Talmadge, Crystal	6,630.85	50%
Vitrano, Angela	6,630.85	50%
Winkler, Kathleen	5,896.72	42%
TOTAL	80,000.00	

N. Resolved that the Board of Education approves the following change order dated September 3, 2020 and new Contract Sum for the Fire Alarm Replacement Project (Haig's Service Corporation):

Change Order 002	
Deduct Remaining General Allowance	(23,056.00)
NET CHANGE ORDER	(23,056.00)

Original Contract Sum	\$245,500.00
Less Remaining Allowance	(23,056.00)
New Contract Sum AFTER Change Order 002	\$222,444.00

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O. Resolved that the Board of Education approves the first reading of the following policies:

Number	Title	Attachment #
P 6440	Cooperative Purchasing	Attachment 19
P & R 7440	School District Security	Attachments 20 and 21
P 7450	Property Inventory	Attachment 22
P & R 7510	Use of School Facilities	Attachments 23 and 24
P 8420	Emergency and Crisis Situations	Attachment 25
P 8561	Procurement Procedures for School Nutrition Programs	Attachment 26

P. Resolved that the Board of Education approves the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA) to be submitted to the county office.

OLD BUSINESS:

Mrs. Ross informed the Board that the Sussex County Educational Services Commission has the same format for meetings and Northern Hills Academy is up and running.

NEW BUSINESS:

A. Mr. Giacchi discussed District Goals for FY 2020-2021.

On motion by Mr. Bartron, seconded by Mrs. Zydon, and carried unanimously by roll call vote, approved the following resolution:

Resolved that the Board of Education approves the District Goals for FY 2020-2021:

- 1) Franklin Borough School will collaborate with the school districts in its region to align curricular programs and develop a shared curricular vision.
- 2) To create and foster the competencies and learning environments that students, staff and families need to reunite, renew and thrive in the current health and economic crisis.
- 3) Continue to implement new procedures that ensure the safety of our students, staff and community as well as improving the security of our building.

B. Board Self Evaluation – Mr. Graham provided a summary. Mrs. Zydon recommends the Board utilize NJSBA – great tool to use.

C. Board Goals – Mr. Graham reviewed the FY 2019-2020 goals. Mrs. Zydon said that action plans are helpful.

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Mrs. Zydon informed the Board that there will be Sussex County School Board's meeting on October 29, 2020.

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mr. Neal, seconded by Mr. Hrbek, and carried unanimously by voice vote, opened the meeting to the public for visitors to address the board.

The Board Secretary read the following statement:

At this time, members of the public are invited to address the Board. Please note that public comments not on the agenda items will be made in accordance with Policy 0167 - Public Presentation at Board meetings. Each statement made by all participants may be limited to three minutes in duration. If you would like to address the Board, please click the "Manage Participants" tab at the bottom of your screen, then click the "Raise Your Hand" tab in the bottom right of the participants screen. Once called upon, state your name, municipality of residence, and/or group affiliation.

Please let the record reflect that the Board of Education does not endorse comments nor will the Board of Education be held liable for comments made by a member of the public about a staff member or any other individual that may be considered defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

No one addressed the Board.

On motion by Mrs. Ross, seconded by Mr. Bartron, and carried unanimously by voice vote, closed the meeting to the public for visitors to address the board.

EXECUTIVE SESSION:

On motion by Mr. Bartron, seconded by Mr. Hrbek, and carried unanimously by voice vote, the following resolution was adopted:

WHEREAS, pursuant to N.J.S.A. 10:4-12(b), the Board of Education may exclude the public from the portion of a public meeting at which the Board discusses any of the matters described at N.J.S.A. 10:4-12(b)(1)-9;

NOW THEREFORE BE IT RESOLVED that the Board of Education shall forthwith enter into closed session to discuss the following matter(s) concerning:

- Matters rendered confidential by state or federal law – **Harassment, Intimidation, and Bullying matter**
- Personnel
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation

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- [] Pending or anticipated contract negotiations
- [] Protection of the safety or property of the public
- [] Matters which would constitute an unwarranted invasion of privacy
- [] Matters in which the release of information would impair a right to receive funds from the United States Government
- [] Matters concerning collective negotiations and/or the negotiation of terms and conditions of employment of employees of the Board of Education
- [] Possible imposition of a civil penalty or suspension

BE IT FURTHER RESOLVED, that said discussion may be disclosed to the public when the reasons for discussing and acting upon it in closed session no longer exist.

The Board returned to regular session at 7:45 p.m.

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, and carried unanimously by voice vote, adjourned the meeting at 7:45 p.m.

Respectfully submitted,

Barbara A. Decker
Business Administrator/
Board Secretary