

MINUTES OF REGULAR MEETING NOVEMBER 16, 2020

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

PRESENT: Wayne Bartron, Kathleen Clohessey, John J. Friend
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: None

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. Ross, seconded by Mr. Bartron, and carried unanimously by roll call vote, approved the minutes of the following meeting as presented:

1. October 19, 2020 – Regular Meeting – Minutes

Attachment 1

PRESENTATIONS:

- A. Katrina Homel – Board of Educations' Role in Negotiations

CORRESPONDENCE: NA

OPEN TO THE PUBLIC – AGENDA ITEMS

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

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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.

Mrs. Suzette Houdershielt, payroll clerk, inquired about not seeing her name on the agenda after receiving a RICE notice.

Mr. Graham and Mr. Giacchi responded that the discussion only item will take place during the Finance/Building & Grounds section of the agenda and she will have the opportunity to address the Board during the second public session.

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

BOARD SECRETARY'S REPORT:

- A. Mrs. Decker provided an update on the November 3, 2020 election results which are still unofficial.
- B. School Updates: NA

CHIEF SCHOOL ADMINISTRATOR'S REPORT

- A. School updates provided by Mr. Giacchi.
- B. Mr. Giacchi reported that the fire and security drills held during the month of October 2020 were as follows:
 - October 21, 2020 at 9:03 a.m. - Introduced students to the fire drill sounds
 - October 21, 2020 at 9:10 a.m. - Conducted an evacuation drill by student cohorts

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Personnel Committee – Kathleen Clohessey, Chair

Discussion: NA

On motion by Mr. Graham, seconded by Mr. Bartron, 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, approves Other Paid Leave due to the COVID-19 pandemic under the FFCRA from October 17, 2020 through November 12, 2020 as listed below:

Employee Attendance ID#	Number of Other Paid Days Taken
#7811	1 day
#8005	1 day
#394	1 day
#629	2 days
#662	3 days
#8065	2 days

- B. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, rescinds the following Other Paid Leave previously approved at the October 19, 2020 BOE meeting:

Employee Attendance ID#	Other Paid Days Rescinded
#7995	Rescind 2 days
#7991	Rescind 3 days

- C. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following custodial rate of pay adjustments:

Staff Member	Rate of Pay Adjustment	Begin Date
Sheri McDole	\$19.95	12/1/2020
Bruce Cahill	\$18.74	12/1/2020
Michael Higgins	\$18.45	12/1/2020
Madison Rosko	\$16.50	12/1/2020

- D. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves professional development listed below:

Staff Member	Professional Development	Cost	Date
Sandra Molla-Saracco	Webinar Legal Ethics: New Rules and Trends You Need to Know	<i>Registration: \$299</i>	12/9/2020

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Staff Member	Professional Development	Cost	Date
1. Sandra Molla-Saracco 2. Meg Gummere	Online Seminar: New Jersey School Law Update 2021	<i>Registration: \$299</i> <i>First staff member</i> <i>Registration: \$249</i> <i>Second staff member</i>	12/10/2020

- E. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following co-curricular appointments and stipends:

Staff Member	Extracurricular Activity	Stipend
Melissa Daly Rebecca Szymansky	NJHS Advisors	\$2,566 <i>Annual stipend to be split equally between the two advisors upon approval of the Franklin Education Association and letter stating it is not precedent-setting.</i>

- F. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves supplemental compensation for the following staff members upon submission of timesheet:

Staff Member	Date/Event	Hours Worked	Compensation
Michael Donovan	10/21/2020 - PLC Meeting	1 hour	\$39.81 per hour
Jill Helmstetter	10/21/2020 - PLC Meeting	1 hour	\$60.41 per hour

- G. 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
Edna Cooney	Substitute Teacher	\$100 per day, no benefits, pending completion of required documents
Drew Helmstetter	Substitute Teacher	\$100 per day, no benefits, pending completion of required documents
Diana Ditacconi	Substitute Teacher	\$100 per day, no benefits, pending completion of required documents
Connor Mendes	Substitute Teacher	\$100 per day, no benefits, pending completion of required documents
Chris Stelma	Substitute Teacher	\$100 per day, no benefits, pending completion of required documents

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- H. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, rescinds the following appointments previously approved at the October 19, 2020 BOE meeting:

Name/Position
Jacob Ramos, Custodian (.7 FTE)
Sandra Talmadge, Paraprofessional (.71 FTE)

- I. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the second reading and adoption of the following policy update:

Number	Title	Attachment #
P 1620	Administrative Employment Contracts	Attachment 2

Education Committee – Suzanne Ross, Chair

Discussion: NA

On motion by Mr. Graham, seconded by Mrs. Clohessey, 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 3
- B. Resolved that the Board of Education approves Teaching Strategies GOLD assessment platform effective January 1, 2021 with a \$470 start-up fee and \$13.05 per student annually.
- C. Resolved that the Board of Education approves shared services with Hardyston Township BOE:

Event	Timeframe	Total Cost
Schoolwide Professional Development	12 sessions at \$850 per session	\$10,200

- D. Resolved that the Board of Education accepts the following in-state homeless tuition students:

Student	Start Date	Grade Level	Tuition
#*****9428	9/3/2020	7	\$21,066
#*****4703	9/3/2020	3	\$20,563
#*****6418	10/23/2020	Preschool Resource Program	\$27,082, prorated

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- E. Resolved that the Board of Education approves the following out-of-district costs for the student listed below for the 2020-2021 school year:

Student ID	School	Dates	Rate
#*****0643	Chancellor Academy P.O. Box 338 (mail) 157 West Parkway (physical) Pompton Plains, NJ 07444	Starting on or about November 16, 2020	<i>Per diem: \$389</i> <i>Tuition: \$52,515</i> <i>Plus transportation: TBD</i>
#*****4660	Northern Hills Academy 10 Gail Court Sparta, NJ 07871	Starting on or about 9/3/2020	<i>Additional Therapy Services: \$1,996</i>

- F. Resolved that the Board of Education approves the second reading and adoption of the following policies and regulations update:

Number	Title	Attachment #
P 2431	Athletic Competition	Attachment 4
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity	Attachment 5
P 2464	Gifted and Talented Students	Attachment 6
P & R 5330.05	Seizure Action Plan	Attachments 7 and 8

RESTART AND RECOVERY PLAN POLICY GUIDES

P 1648	Restart and Recovery Plan	Attachment 9
P 1648.02	Remote Learning Options for Families	Attachment 10
P 1648.03	Restart and Recovery Plan – Full-time Remote Instruction	Attachment 11

- G. Resolved that the Board of Education suspend Bylaw 0131 that requires two readings to adopt a Bylaw or Policy and adopt Bylaw 0164.6 with one reading to be in compliance with the new emergency regulations regarding remote meetings held during a Governor-declared emergency, N.J.A.C. 5:39-1.1 through 1.7, promulgated by Department of Community Affairs:

Number	Title	Attachment #
Bylaw 0164.6 -	Remote Public Board Meeting During A Declared Emergency	Attachment 12

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Discussion:

Mr. Friend reported that the Fire Alarm Replacement project and the removal of Underground Storage Tank (UST) project are now complete. The window replacement project is in the planning and measuring stage and a discussion took place regarding saving money and the possibility of outsourcing additional payroll responsibilities. Mrs. Decker provided details on how this would work.

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

- A. Resolved that the Board of Education approves the vendor payments dated October 20, 2020 - November 16, 2020. **Attachment 13**

Fund 10	Charter School/ER FICA Share	36,691.49
Fund 11	General Expense	767,033.35
Fund 12	Capital Outlay	22,719.00
Fund 20	Special Revenue	106,881.80
Fund 60	Cafeteria	15,551.69
Fund 95	Student Activities	0
	Total	948,877.33

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

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of October 31, 2020, no budgetary line item account has encumbrances and 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 October 31, 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 October 2020. **Attachment 15**
- D. Resolved that the Board of Education approves the second reading and adoption of the following policies:

Number	Title	Attachment #
P 6440	Cooperative Purchasing	Attachment 16
P & R 7440	School District Security	Attachments 17 and 18

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Number	Title	Attachment #
P 7450	Property Inventory	Attachment 19
P & R 7510	Use of School Facilities	Attachments 20 and 21
P 8420	Emergency and Crisis Situations	Attachment 22
P 8561	Procurement Procedures for School Nutrition Programs	Attachment 23

OLD BUSINESS:

Mrs. Ross provided an update on the Sussex County Educational Services Commission.

No decision was made on outsourcing payroll; it will be discussed at the December 2020 Committee Meetings.

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

Resolved that the Board of Education approves the following 2020-2021 Board Goals:

1. To actively use services available through NJSBA for yearly board training including, but not limited to: policy, ethics and board retreat.
2. To support district initiatives that will increase the efficiency and long-term viability of the school building.

NEW BUSINESS: NA

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mrs. Ross, 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.

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Mrs. Suzette Houdershielt, Payroll Clerk, addressed the Board, posing a number of questions regarding her employment.

Mr. Mark Wenczel, Board Attorney, interjected that there would be no action tonight and no discussion in public at this time.

Mr. Ryan Ellis, FEA President, addressed the Board regarding the outsourcing of payroll, stating that Mrs. Houdershielt is a support to all people even behind the scenes. He also asked the Board to consider evaluating the utilization of the FFCRA.

Ms. Stephanie Sapio, Teacher, addressed the Board regarding Mrs. Houdershielt, stating that she is a great support and knowledgeable.

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

EXECUTIVE SESSION: NA

On motion by Mr. Hrbek, seconded by Mrs. Ross, and carried unanimously by voice vote, adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Barbara A. Decker
Business Administrator/
Board Secretary