

# MINUTES OF REGULAR MEETING

## December 11, 2023

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

PRESENT: Wayne Bartron, John J. Friend, Kathleen Clohessey  
Erin Henry, Shane Hrbek, Stephen Koger  
Christopher Patterson, Stephanie Perna, James Saltzman  
John R. Giacchi, Superintendent  
Carlos Sarmiento, 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, and mailed to the New Jersey Herald and the Star Ledger.

### Approval of Regular Board Minutes

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

1. November 13, 2023 – Regular Meeting Minutes

**ATTACHMENT 1**

**CORRESPONDENCE: NA**

**PRESENTATIONS:**

A. Student Presentation: NA

B. Mr. Giacchi presented a clock to Mr. Hrbek on behalf of the Franklin Board of Education to memorialize his time serving as the second longest board member.

### OPEN TO THE PUBLIC - AGENDA ITEMS

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, and carried unanimously by voice vote, opened the meeting to the public for comment on the 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 raise your hand to be called upon. Once called, please come to the microphone and state your name, municipality of residence, and/or group affiliation, and the agenda item you will address.

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.

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. Issues raised by members of the public may or may not be responded to by the Board at the conclusion of public participation. This portion of the meeting is meant to hear public comment, not to have a dialogue between the Board and the person speaking.

*No one addressed the Board.*

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

### **BOARD SECRETARY'S REPORT:**

- A. Mr. Sarmiento reported that the Organization Meeting is January 3, 2024 at 7:00 p.m. and that there will be no committee meeting.

### **SUPERINTENDENT'S REPORT**

- A. Mr. Giacchi provided an update on school events:
- Mr. Giacchi recognized the PTO for running the holiday shop.
  - Mr. Giacchi reported that basketball kicks off tonight at the holiday tournament at Wallkill.
  - Mr. Giacchi invited members of the community for movie night.
  - Mr. Giacchi reported that the Franklin School winter concert is this Thursday.
  - Mr. Giacchi reported that Wallkill is using our auditorium this Wednesday for their concert.

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- B. Mr. Giacchi reported that Heather Labance is Franklin Borough School's 2023-2024 Governor's Educator of the Year award recipient and that her award will be presented at the next meeting.
- C. Mr. Giacchi reported that Harriet Panagakis is Franklin Borough School's 2023-2024 Educational Services Professional of the Year award recipient and that her reward will be presented at the next meeting.
- D. Mr. Giacchi reported that the fire and security drills held during the month of November were as follows:
  - November 16, 2023 at 1:11 p.m. - Fire Drill
  - November 28, 2023 at 9:33 a.m. - Safety drill - Lockdown

**Personnel Committee – Kathleen Clohessey**

**Discussion: NA**

On motion by Ms. Henry, seconded by Mrs. Perna and carried unanimously by roll call vote, approved the following resolutions:

- A. Resolved that the Board of Education, upon recommendation of the Superintendent, approves \$250 for Heather Labance to use in the classroom as the 2023-2024 Governor's Educator of the Year award recipient for Franklin Borough School.
- B. Resolved that the Board of Education, upon recommendation of the Superintendent, accepts the following resignations:

Employee	Position	Effective Date
Iman Ahmed	Part-time Paraprofessional	Last day – December 18, 2023, <i>pending an agreement with the Franklin Education Foundation (FEA) stating that early release is not precedent setting</i>
Ivelisse Cuevas-Arce	Part-time Paraprofessional	Last day – October 31, 2023, <i>pending an agreement with the Franklin Education Foundation (FEA) stating that early release is not precedent setting</i>

- C. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the mentor fee, not to exceed \$2,000, for Carlos Sarmiento, Business Administrator. Mentor fee to be paid to the assigned mentor upon completion of the mentorship.

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- D. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following guide movement:

Staff Member	New Step on Guide	Old Step on Guide	Effective Date
Amanda Huffman	MA+30	MA	February 1, 2024

- E. Resolved that the Board of Education, upon recommendation of the Superintendent, approves supplemental pay for the following staff member for the 2023-2024 school year:

Staff Member	Reason	Compensation
Diana Hetyei	Licensed Practical Nurse (LPN) Services as needed	\$18.82 per hour <i>Plus \$1.00 differential for providing a higher level of care.</i>

- F. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the following extra-curricular activity stipend position for the 2023-2024 school year: *(Note that Rebecca Szymansky was approved at the June 12, 2023 Board of Education meeting as the only NJHS Advisor.)*

Activity	Staff Member	Stipend
NJHS Co-Advisors	<ul style="list-style-type: none"> <li>• Christina Lash-Lain</li> <li>• Rebecca Szymansky</li> </ul>	<p style="text-align: center;">\$2,566</p> <p><i>At the advisors' request and with Franklin Education Association (FEA) consent, the stipends will be split equally between the two advisors.</i></p>

- G. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following extra-curricular activity stipend positions for the 2023-2024 school year. Compensation payable upon completion of timesheets.

Activity	Staff Member	Stipend
Timeclock/Scoreboard Operator	Daniel Engelhardt	\$65 per night (JV and varsity home games)
Alternate Timeclock/Scoreboard Operator	<ul style="list-style-type: none"> <li>• Jose Barrientos</li> <li>• Nicole Saft</li> </ul>	\$65 per night (JV and varsity home games)

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- H. Resolved that the Board of Education, upon recommendation of the Superintendent, appoints the following personnel for the 2023-2024 school year, pending receipt of required paperwork where applicable:

Staff Member/Appointment	Start Date	Compensation
Tyler Bauer (.71 FTE) – Part-time Paraprofessional	November 29, 2023	\$16.30 per hour, not benefit eligible, pending completion of required paperwork <i>Plus \$1.00 differential for providing a higher level of care.</i>
Dayna Scheper (.71 FTE) – Part-time Paraprofessional	On or about December 12, 2023	\$16.30 per hour, not benefit eligible, pending completion of required paperwork <i>Plus \$1.00 differential for providing a higher level of care.</i>
Mikayla Trujillo (.71 FTE) – Part-time Paraprofessional	On or about December 11, 2023	\$16.30 per hour, not benefit eligible, pending completion of required paperwork <i>Plus \$1.00 differential for providing a higher level of care.</i>

- I. Resolved that the Board of Education, upon recommendation of the Superintendent, approves a compensation increase to \$110 per day for substitute aides effective January 1, 2024.
- J. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following substitutes for the 2023-2024 school year, compensation payable upon completion of timesheets. *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.):*

Name	Substitute Position	Compensation
Jose Barrientos – Long-term Substitute Middle School Special Education Teacher	December 1, 2023 through on or about January 10, 2024	\$170 per day, not benefit eligible
Jenna Bronstein	Substitute Teacher	\$150 per day, no benefits, pending completion of required documentation
Meagan Carr	Substitute Teacher	\$150 per day, no benefits
Gail Kopko-Frieling	Substitute Teacher	\$150 per day, no benefits, pending completion of required documentation

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- K. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the following professional development days, which were originally approved at the October 16, 2023 and November 13, 2023 Board of Education meetings:

Staff Member	Professional Development	Cost	Dates
Lisa Grillo	Online – Dyslexia: Best Targeted Interventions to Accelerate Greater Literacy Success (K - 6)	Registration: <b>\$279.00</b>	January 30, 2024
	Online – Decreasing Defiant and Argumentative Behaviors: Practical Strategies	Registration: <b>\$279.00</b>	February 6, 2024
	Online – ELA Teachers: 20 Best Technology Tools to Increase Student Learning and Simplify your Teaching Life	Registration: <b>\$279.00</b>	February 13, 2024
Kimberly Panaite	Online Course – Reach Students Who Don't Care About School or Their Achievement	Registration: <b>\$279.00</b>	Ongoing

- L. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the second reading and adoption of the following policies and regulations:

Number	Title	Attachment
P 3161	Examination for Cause (Revised)	<b>ATTACHMENT 2</b>
P & R 3212	Attendance (M)(Revised)	<b>ATTACHMENTS 3 and 4</b>
P 4161	Examination for Cause (Revised)	<b>ATTACHMENT 5</b>
P & R 4212	Attendance (M)(Revised)	<b>ATTACHMENTS 6 and 7</b>

### EDUCATION COMMITTEE – James Saltzman – Chair

#### Discussion: NA

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

- A. Resolved that the Board of Education approves the annual Safety and Security Statement of Assurance for the 2023-2024 school year and its submission to the County Office.
- B. Resolved that the Board of Education approves the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Right Act.

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- C. Resolved that the Board of Education approves the following service provider for the 2023 - 2024 school year:

Provider	Services
Center for Children’s Behavioral Health (CCBH) 356 Horseneck Road Fairfield NJ 07004	Home Instruction Services

- D. Resolved that the Board of Education approves home instruction services for the student listed below:

Student	Service Provider & Service	Dates	Cost
#*****5706	CCBH - Up to 10 hours per week of Home Instruction Services	Beginning November 13, 2023 for up to three (3) months	\$95 per hour

- E. Resolved that the Board of Education approves out-of-district tuition for the 2023-2024 school year for the following student:

Student	Provider	Dates	Cost
#*****4998	Northern Hills Academy 10 Gail Court Sparta NJ 07871	From on or about December 11, 2023 to June 30, 2024	Tuition: \$53,945, prorated  Transportation: To be determined

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

Number	Title	Attachment
P 2270	Religion in the Schools (Revised)	<b>ATTACHMENT 8</b>
P & R 5111	Eligibility of Resident/Nonresident Students (M)(Revised)	<b>ATTACHMENTS 9 and 10</b>
P & R 5116	Education of Homeless Children and Youths (Revised)	<b>ATTACHMENTS 11 and 12</b>

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

#### Discussion: NA

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

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- A. Resolved that the Board of Education approves the vendor payments dated November 14, 2023 - December 11, 2023. **Attachment 13**

Fund 10	Charter School/ER FICA Share	68,012.79
Fund 11	General Expense	910,593.36
Fund 12	Capital Outlay	20,166
Fund 20	Special Revenue	117,948.88
Fund 60	Cafeteria	58,199.74
Fund 95	Student Activities	0
	<b>Total</b>	<b>1,174,920.77</b>

- B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for November 2023.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of November 30, 2023, 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 November 30, 2023, 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 November 2023. **ATTACHMENT 15**
- D. Resolved that the Board of Education approves a 3-year contract with Frontline Management Systems:

Fiscal Year	Annual Cost
2025	\$6,736.92
2026	\$7,073.76
2027	\$7,427.45

- E. Resolved that the Board of Education approves a preventive maintenance and service agreement with East Coast Combustion at an annual cost of \$5,759.95 covering calendar year 2024.
- F. Resolved that the Board of Education approves a \$198,000 withdrawal from Capital Reserve for Windows Phase 2 Project.



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- G. Resolved that the Board of Education approves the payment of \$18,816, Payment Application #02, to D&E Window and Door for Windows Phase 2 Project.
- H. Resolved that the Board of Education rescinds the November 13, 2023 resolution for the purchase of a new scoreboard for the gymnasium from Varsity Scoreboards not to exceed \$4,800.
- I. Resolved that the Board of Education approves the purchase of a new scoreboard for the gymnasium from Everson, Inc. not to exceed \$6,500. Cost to be offset by a donation from the Franklin Borough Parent Teacher Organization (PTO).
- J. Resolved that the Board of Education accepts the following donations:

Franklin Borough PTO - scoreboard	\$2,239.00
Franklin Borough PTO - bike rack	\$381.51

- K. Resolved that the Board of Education approves the disposition of 231 various books, videotapes, and DVDs in the Media Resource Center.
- L. Resolved that the Board of Education approves the following facility use request pending receipt of required paperwork and providing there are no conflicts with school events. *Note that when the school closes for the day or for early dismissal due to weather or other unforeseen circumstances, all evening activities are canceled.*

Organization	Time/Date	Space/Cost
Train Show – Hosted by the Sussex County Railroad Club and Franklin Historical Society	Friday, May 3, 2023 from 4:00 p.m. to 10:00 p.m.  Saturday, May 4, 2023 from 7:00 a.m. to 6:00 p.m. inclusive of set-up and clean-up	Main Gymnasium and Lobby Area Restrooms <b>Costs:</b> <ul style="list-style-type: none"> <li>• Gymnasium usage fee: No charge</li> <li>• Custodial overtime fees: To be determined based on per hour custodian overtime rates</li> </ul>

- M. Resolved that the Board of Education approves the second reading and adoption of the following policy:

Number	Title	Attachment
P 8500	Food Services (M)(Revised)	<b>ATTACHMENT 16</b>

**OLD BUSINESS: NA**

**NEW BUSINESS: NA**

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### **OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD**

On motion by Mrs. Clohessey seconded by Mrs. Perna, 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 raise your hand to be called upon. Once called, please come to the microphone and state your name, municipality of residence, and/or group affiliation.

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*No one addressed the Board.*

On motion by Ms. Henry, 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 Mrs. Clohessey, seconded by Mr. Saltzman, and carried unanimously by voice vote, adjourned the meeting at 7:14 p.m.

Respectfully submitted,

Carlos Sarmiento  
Business Administrator/  
Board Secretary