

MINUTES OF REGULAR MEETING

March 11, 2024

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

PRESENT: Kathleen Clohessey, John J. Friend, Erin Henry
Rachel Kabbash, Stephen Koger, Christopher Patterson
Stephanie Perna, James Saltzman
John R. Giacchi, Superintendent
Carlos Sarmiento, Business Administrator/Board Secretary

ABSENT: Wayne Bartron

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 Ms. Henry, seconded by Mrs. Perna, and carried unanimously by roll call vote, approved the minutes of the following meetings as presented:

1. February 12, 2024 - Regular Meeting Minutes

ATTACHMENT 1

PRESENTATIONS:

- A. Student Presentation: Brooklyn Nunez and Isabella Hrbek provided school updates.
- B. Fiscal Year (FY) 2024-2025 Preliminary Budget Presentation – Mr. Sarmiento, Business Administrator/Board Secretary and Mr. Giacchi, Superintendent

OPEN TO THE PUBLIC – Proposed FY 2024-2025 Budget

On motion by Mrs. Kabbash, seconded by Ms. Henry, and carried unanimously by voice vote, opened the meeting to the public for comment on the proposed FY 2024 – 2025 budget.

At this time, members of the public are invited to address the Board for comments on the proposed FY 2024-2025 budget. Please note that public comments on the budget 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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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. Kabbash, seconded by Dr. Saltzman, and carried unanimously by voice vote, closed the meeting to the public for comment on the proposed FY 2024 – 2025 budget.

BUDGET:

ADOPTION OF THE PRELIMINARY BUDGET FOR 2024-2025

On motion by Dr. Saltzman, seconded by Mr. Friend, and carried unanimously by roll call vote, approved the following resolutions:

BE IT RESOLVED that the preliminary budget be approved for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit the following preliminary budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline and to advertise said preliminary budget in the NJ Herald in accordance with the form suggested by the State Department of Education according to law; and

BE IT FURTHER RESOLVED that a public hearing be held in the auditorium at Franklin Borough School, 50 Washington Avenue, Franklin, New Jersey on Monday, April 29, 2024 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 school year.

	General Fund	Special Revenue	Total
2024-2025 Budget	\$12,113,259	\$2,061,351	\$14,174,610
Less: Anticipated Revenue	\$5,395,715	\$2,061,351	\$7,457,066
Taxes to be Raised	\$6,717,544	0	\$6,717,544

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CAPITAL RESERVE WITHDRAWAL

Resolved that the Board of Education requests approval of capital reserve withdrawal in the amount of \$400,000 with the preliminary budget.

Project	Projected Cost (local share)
Bathroom Renovations	\$200,000
Paving	\$200,000

MAINTENANCE RESERVE WITHDRAWAL

Resolved that the Board of Education requests approval of capital reserve withdrawal in the amount of \$25,000 with the preliminary budget.

Project	Projected Cost (local share)
Cafeteria Floor Replacement	\$25,000

PROFESSIONAL SERVICES 2024-2025

WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a board of education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3

NOW, THEREFORE, BE IT RESOLVED, that the Borough Board of Education hereby establishes the following maximums for the 2024-2025 fiscal year as follows:

Professional Service	Amount
Legal	\$23,175
Audit	\$34,505
Physician	\$7,000
Architect/Engineer	\$8,240

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs.

SCHOOL DISTRICT TRAVEL MAXIMUM 2024-2025

WHEREAS, school district policy and N.J.A.C 6A:23a-7.1 et seq. provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2024-2025 school year; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$12,277.29 as of March 8, 2024 NOW, THEREFORE, BE IT RESOLVED, that the Franklin Borough Board of Education, in the County of Sussex, New Jersey, hereby establishes the school district maximum for the 2024-2025 school year at the sum of \$32,750.00; and

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BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

OPEN TO THE PUBLIC - AGENDA ITEMS

On motion by Ms. Henry, seconded by Mrs. Kabbash, and carried unanimously by voice vote, opened the meeting to the public for comment on the 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 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.

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No one addressed the Board.

On motion by Dr. Saltzman, seconded by Mr. Patterson, 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 Budget, Board Secretary's and Treasurer's Reports are available for review.

SUPERINTENDENT'S REPORT

A. Mr. Giacchi provided an update on school events:

- Board self-evaluations have opened.
- Walkkill is using our school for recreational basketball.
- PTO Book Fair begins on Tuesday, March 12th.

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- Monday is a half-day of school for professional development.
- B. To report that the Sussex County Department of Health and Human Services found zero deficiencies on Franklin Borough School’s Immunization Audit: School Year 2023-2024.
- C. To report that the fire and security drills held during the month of February were as follows:
- February 7, 2024 at 1:12 p.m. - Fire Drill
 - February 23, 2024 at 1:37 p.m.- Lockdown Drill

Personnel Committee – Wayne Bartron, Chair

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, accepts the following resignation:

Employee	Position	Effective Date
Gabriel Mercado	Substitute Custodian	Last day worked was January 31, 2024
Vannessa Reynoso	Part-time Paraprofessional	Last day worked was February 28, 2024, <i>pending an agreement with the Franklin Education Foundation (FEA) stating that early release is not precedent setting</i>

- B. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following unpaid days:

Employee	Unpaid Days
Jesse Arteaga	1 Day: 3/8/2024
Jordan Florio	2 Days: 2/28/2024, 2/29/2024
Kristen Karl	3 Days: 2/23/2024, 2/28/2024, 3/13/2024
Yesenia Taylor	5 days: 3/11/2024, 3/12/2014, 3/13/2024, 3/14/2024, 3/15/2024

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C. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the previously approved resolutions below:

- *Previously approved February 13, 2023:*

Staff Member/Appointment	Start Date	Compensation
Selena Vieira - Leave Replacement Teacher (1 FTE)	From February 23, 2023 to June 30, 2023	\$170 per day for 60 days then on guide at BA Step 1 beginning day 61 retroactive to actual start date. Benefit eligible beginning day 61 from start date. Appointment is pending completion of required paperwork.

- *Previously approved July 17, 2023:*

Staff Member/Appointment	Start Date	Compensation
Selena Vieira - Leave Replacement Teacher (1 FTE)	From August 30, 2023 to June 30, 2024	BA Step 2 at \$59,414 per year, benefit eligible

- *Previously approved May 15, 2023:*

D. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the following appointment effective March 4, 2024: *(Note that Ashley Counterman-O'Leary was originally approved as a part-time paraprofessional for the 2023-2024 school year at the May 15, 2023 Board of Education meeting, and the \$1.00 differential for providing a higher level of care was approved at the August 14, 2023 Board of Education Meeting.)*

2023-24 Paraprofessional						
Name	FTE	Hours Per Day	Hourly Rate	Longevity	Total Hourly Rate	Stipend
Counterman-O'Leary, Ashley	.77	5.42	16.30 <i>Plus \$1.00 differential for providing a higher level of care.</i>	-	17.30	-

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
Ashley Counterman-O'Leary	As needed	\$16.30 per hour <i>Plus \$1.00 differential for providing a higher level of care.</i>

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- F. 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	Dates	Compensation
Christina Barben (.71 FTE) – Part-time Paraprofessional	Beginning on or about March 11, 2024	\$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>
Sara Blondina (1 FTE) – Long-term Substitute Elementary School Special Education Teacher	March 13, 2024 – June 30, 2024	\$170 per day, benefit eligible beginning April 1, 2024, compensation upon completion of timesheets
Jose Barrientos (1 FTE) – Long-term Substitute Middle School Special Education Teacher	January 11, 2024 – June 30, 2024	\$170 per day, benefit eligible beginning April 1, 2024, compensation upon completion of timesheets

- G. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following substitute 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
Saige Frederick	Substitute Teacher	\$150 per day, no benefits, pending completion of required paperwork

- H. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the High Impact Tutoring Grant: *(Note that the High Impact Tutoring Grant was originally approved at the January 22, 2024 Board of Education meeting.)*

High Impact Tutoring Grant Amendments
<ul style="list-style-type: none"> • Approve Meghan Putnam to provide before- or after-school tutoring, compensation upon submission of timesheets • Include up to one (1) hour of paid prep time for each staff member approved to provide before- or after-school tutoring, compensation upon submission of timesheets

- I. Resolved that the Board of Education, upon recommendation of the Superintendent, approves a \$650 stipend for the 2023-2024 school year for an Assistant TREP\$ Market Moderator, pending an agreement with the Franklin Education Association (FEA) that doing so is not precedent setting.

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- J. Resolved that the Board of Education, upon recommendation of the Superintendent, rescinds the following extra-curricular appointment for the 2023-2024 school year: *(Note that this appointment was originally made at the October 16, 2023 Board of Education meeting.)*

Activity	Rescinded Staff Member/Effective Date	Annual Stipend
Student Council Advisor	Christina Lash-Lain - Rescind Effective Date: February 20, 2024	\$3,690 <i>Note Christina Lash-Lain received a prorated stipend of \$1,845 for serving as the Student Council Advisor from October 16, 2023 to February 20, 2024.</i>

- K. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following professional development:

Staff Member	Professional Development	Cost	Date
Michael Clint	Seagull Environmental Training, Lead Paint, Budd Lake, NJ	Registration: \$307.50 Plus Mileage: \$24.06	April 1, 2024

- L. Resolved that the Board of Education approves the first reading of the following policy:

Number	Title	Attachment
P 1140	Educational Equity Policies/Affirmative Action	ATTACHMENT 2
P 1523	Comprehensive Equity Plan	ATTACHMENT 3
P 1530	Equal Employment Opportunities	ATTACHMENT 4
R 1530	Equal Employment Opportunity Complaint Procedure	ATTACHMENT 5
P 1550	Equal Employment/Anti-Discrimination Practices	ATTACHMENT 6
P 3211	Code of Ethics	ATTACHMENT 7

EDUCATION COMMITTEE – James Saltzman – Chair

Discussion:

Mrs. Kabbash asked if Attachment 9 needs to be returned.

Mr. Giacchi attached committee policies.

Ms. Henry asked if the Board will review all policies going forward.

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

- A. Resolved that the Board of Education approves the 2024-2025 Preschool Budget Workbook. **ATTACHMENT 8**
- B. Resolved that the Board of Education approves the 2024-2025 Preschool Budget Narrative. **ATTACHMENT 9**
- C. Resolved that the Board of Education amends out-of-district tuition for the 2023-2024 school year for the following students:

- *Originally approved at the January 22, 2024 Board of Education meeting.*

Student	Provider	Date	Additional Yearly Cost
#*****4998	Northern Hills Academy 10 Gail Court Sparta NJ 07871	February 8, 2024 through June 30, 2024	\$14,204.72

- D. Resolved that the Board of Education amends out-of-district transportation for the 2023-2024 school year for the following student:

- *Originally approved at the August 14, 2023 Board of Education meeting.*

Student	Date	Additional Yearly Cost
#*****1904	February 27, 2024 to June 30, 2024	\$6,836.59

- E. Resolved that the Board of Education amends the transportation route number for students #*****1025 and #*****8567 to HPS-2301 instead of HRS-2301. *(Note that transportation costs were previously amended at the February 12, 2024 Board of Education meeting with the wrong route number.)*
- F. Resolved that the Board of Education approves the following Functional Behavior Assessment (FBA) for the student listed below:

Student	Service Provider/Service	Date	Cost
#*****2436	Team Behavior Consultants to provide a Functional Behavior Assessment	March 1, 2024	Not to exceed: \$1,875.00

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G. Resolved that the Board of Education approves the first reading of the following policy:

Number	Title	Attachment
R 2200	Curriculum Content	ATTACHMENT 10
P 2260	Equity in School and Classroom Practices	ATTACHMENT 11
R 2260	Equity in School and Classroom Practices Complaint Procedure	ATTACHMENT 12
P 2411	Guidance Counseling	ATTACHMENT 13
P&R 2423	Bilingual Education	ATTACHMENTS 14 AND 15
P&R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries	ATTACHMENTS 16 AND 17
P 5570	Sportsmanship	ATTACHMENT 18
P 5750	Equitable Educational Opportunity	ATTACHMENT 19

H. Resolved that the Board of Education abolishes the following policy:

Number	Title
P 5755	ABOLISH - Equity in Educational Programs and Services

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

Discussion: NA

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

A. Resolved that the Board of Education approves the vendor payments dated February 13, 2024 - March 11, 2024. **ATTACHMENT 20**

Fund 10	Charter School/ER FICA Share	53,328.73
Fund 11	General Expense	890,905.57
Fund 12	Capital Outlay	60,127.00
Fund 20	Special Revenue	80,923.24
Fund 60	Cafeteria	26,296.15
Fund 95	Student Activities	100.00
	Total	1,111,680.69

B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for February 2024.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of February 29, 2024, no budgetary line item account has encumbrances and expenditures

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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 February 29, 2024, 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 21

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of February 2024. **ATTACHMENT 22**
- D. Resolved that the Board of Education approves Finalsite as a state-approved vendor.
- E. Resolved that the Board of Education approves a five (5) year contract with Finalsite to host the district website. The initial cost to set up the website is \$6,000 with a yearly fee of \$4,740 commencing in the 2024-2025 school year.
- F. Resolved that the Board of Education approves \$14,633.66 for DynTek Services, Inc. to provide six (6) access points and a switch. Based on concerns by Mr. Patterson, board approval is contingent on Mr. Giacchi checking to see if the IT department can do the installation.
- G. Resolved that the Board of Education amends the following facility use request pending receipt of required paperwork: *(Note that this facility use request was originally approved at the January 22, 2024 Board of Education meeting.)*

Organization	Time/Date	Space/Cost
Pizazz! Dance Academy	June 8, 2024 from 12:30 p.m. - 7:30 p.m.	Auditorium, including sound/ lighting equipment, and main gymnasium/locker rooms Costs: <ul style="list-style-type: none"> • Auditorium usage fee: \$300 • Main gymnasium usage fee: \$150 • Custodial overtime fees: TBD

- H. 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
Girls on the Run	From March 4, 2024 to June 30, 2024	• Outdoors – No cost
Let Me Run	From March 4, 2024 to June 30, 2024	• Outdoors – No cost

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OLD BUSINESS: NA

NEW BUSINESS:

A. Regionalization Study – Mr. Giacchi went into detail about the Wallkill Valley School District update. Mr. Friend spoke about 20 years ago when they did a consolidation study.

B. Women’s Leadership Conference:

Board of Education Member	Conference	Cost	Date
<ul style="list-style-type: none"> • Kathleen Clohessey • Erin Henry • Rachel Kabbash 	Women’s Leadership Conference at Mercer County Community College sponsored by the New Jersey School Boards Association	Registration: \$99.00 per attendee for a total of \$297.00	April 19, 2024

C. Franklin PTO Tricky Tray will be April 19th at 6:00 p.m. Mrs. Perna brought up if more students should be given flyers.

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mrs. Kabbash, seconded by Ms. Henry, 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 on non-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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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 Dr. Saltzman, seconded by Mrs. Kabbash, and carried unanimously by voice vote, closed the meeting to the public for visitors to address the board.

EXECUTIVE SESSION:

On motion by Mrs. Kabbash, seconded by Mrs. Perna, and carried unanimously by roll call 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 – HIB 2023-24.01
- Personnel – Superintendent's Evaluation
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- 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 8:45 p.m.

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On motion by Dr. Saltzman, seconded by Ms. Henry, and carried unanimously by voice vote, adjourned the meeting at 8:45 p.m.

Respectfully submitted,

Carlos Sarmiento
Business Administrator/
Board Secretary