

# MINUTES OF REGULAR MEETING

## March 13, 2023

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

PRESENT: Wayne Bartron, Kathleen Clohessey  
Erin Henry, Shane Hrbek  
Stephen Koger, Christopher Patterson  
Stephanie Perna, James Saltzman  
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, and mailed to the New Jersey Herald and the Star Ledger.

### Approval of Regular Board Minutes

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

1. February 13, 2023 – Regular Meeting Minutes

**ATTACHMENT 1**

### PRESENTATIONS

A. Student presentation: NA

B. Fiscal Year (FY) 2023-2024 Preliminary Budget Presentation – Mrs. Decker, Business Administrator/Board Secretary and Mr. Giacchi, Chief School Administrator

### OPEN TO THE PUBLIC – Proposed FY 2023-2024 Budget

**Discussion: NA**

On motion by Mrs. Clohessey, seconded by Ms. Henry, and carried unanimously by voice vote, opened the meeting to the public for comment on the proposed FY 2023-2024 budget.

The Board Secretary read the following statement:

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At this time, members of the public are invited to address the Board for comments on the proposed FY 2023-2024 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.

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 Mr. Hrbek, and carried unanimously by voice vote, closed the meeting to the public for comment on the proposed 2023-2024 budget.

### **BUDGET:**

#### **ADOPTION OF THE PRELIMINARY BUDGET FOR 2023-2024**

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

**BE IT RESOLVED** that the preliminary budget be approved for the 2023-2024 school year using the 2023-2024 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 April 24, 2023 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 school year.

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Total</b>
2023-2024 Budget	11,602,187	2,496,048	14,098,235
Less: Anticipated Revenue	5,179,638	2,496,048	7,675,686
Taxes to be Raised	6,422,549	0	6,422,549

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### CAPITAL RESERVE WITHDRAWAL

Resolved that the Board of Education requests approval of capital reserve withdrawal in the amount of \$1,135,000 with the preliminary budget.

Project	Projected Cost (local share)
HVAC Auxiliary Gym, Rooms 36 and 107	35,000
Windows – Phase II	1,100,000

### PROFESSIONAL SERVICES 2023-2024

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 2023-2024 fiscal year as follows:

Professional Service	Amount
Legal	25,000
Audit	33,500
Physician	6,000
Architect/Engineer	8,000

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

### SCHOOL DISTRICT TRAVEL MAXIMUM 2023-2024

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 2023-2024 school year; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$801.08 as of March 10, 2023 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 2023-2024 school year at the sum of \$25,000; and

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

### CORRESPONDENCE

- A. Letter from Judy and Jim Williams regarding a \$100 donation to the RISE (Responsible, Independent, Skill Experience(s)) Club.

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### OPEN TO THE PUBLIC - AGENDA ITEMS

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

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.

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*No one addressed the Board.*

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

### BOARD SECRETARY'S REPORT:

- Mrs. Decker thanked the Board for their continued support.

### CHIEF SCHOOL ADMINISTRATOR'S REPORT

- A. School updates – Mr. Giacchi provided an update on school events.
- B. Mr. Giacchi reported that the Superintendent's Roundtable Award recipient is Brooke Perez.
- C. Mr. Giacchi reported that the fire and security drills held during the month of February 2023 were as follows:
  - February 10, 2023 at 12:29 p.m. - Fire Drill
  - February 15, 2023 at 3:00 a.m. - Test of Share 911 (only staff)

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**Personnel Committee – Kathleen Clohessey**

**Committee Update: NA**

**Discussion: NA**

On motion by Mr. Hrbek, 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 Chief School Administrator, accepts the resignation from the following staff member:

Employee	Position	Effective Date
Teresa Strimboulis	Part-time Paraprofessional	Last day March 10, 2023 <i>Pending a letter from FEA stating an early release is not precedent setting</i>

B. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following unpaid days:

Employee	Dates
Doris Maldonado	<b>3 days:</b> 3/7/2023, 3/8/2023, 3/9/2023, 3/10/2023
Gina Woodbury	<b>1 day:</b> 3/9/2023

C. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, amends the following leave of absence originally approved at the December 12, 2022 Board of Education meeting:

Employee	Dates	Sick/Personal Days
Alyssa Doyle - Maternity Leave of Absence	On or about April 17, 2023 - <b>June 30, 2024</b>	Utilizing 40 sick days and personal days per contract and NJ Family Leave as allowed. <b><i>Alyssa Doyle will report to work August 2023 to gain tenure and then continue maternity leave through the 2023-2024 school year.</i></b>

D. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, appoints the following personnel for the 2022-2023 school year, pending receipt of required paperwork:

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Staff Member/Appointment	Start Date	Compensation
Mathew Inesti - Part-time Paraprofessional (.71 FTE)	March 6, 2023	\$15.67 per hour, no benefits, pending completion of required paperwork.  Plus \$1.00 per hour for providing a higher level of care, per contract.

- E. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the staff member listed below to serve as a home instruction paraprofessional. Staff member is to be compensated at the contracted hourly rate upon submission of timesheets:

Date	Staff Member	Student	Home Instruction	Compensation
3/9/2023 - 6/30/2023	Ashley Counterman-O'Leary - Paraprofessional	#*****5706	A total of 5 hours per week	\$15.67 per hour

- F. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the Yearbook Advisor and Assistant Yearbook Advisor stipends to be split equally between the advisors at their request for the 2022-2023 school year:

Activity	Staff Members	Annual Stipend
<ul style="list-style-type: none"> <li>● Yearbook Advisor</li> <li>● Assistant Yearbook Advisor</li> </ul>	<ul style="list-style-type: none"> <li>● Laura Roberts</li> <li>● Amanda Huffman</li> </ul>	At the advisors' request and pending Franklin Education Association's (FEA) consent, the <b>\$3,690</b> stipend for Yearbook Advisor and the <b>\$2,500</b> stipend for Assistant Yearbook Advisor will be split equally between the two advisors.

- G. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following professional development:

Staff Member	Professional Development	Cost	Date
John Giacchi	NJASA / NJAPSA Spring Leadership Conference 2023, Atlantic City NJ	<i>Registration:</i> None <i>Plus Hotel:</i> \$100 per night <i>Plus Meals and Travel:</i> \$346.96	May 17 - 19, 2023

- H. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following substitute for the 2022-2023 school year, compensation upon submission of timesheets:

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Name	Position	Compensation
Thomas Halter	Substitute Teacher	\$150 per day, pending completion of required documents, no benefits

**EDUCATION COMMITTEE – James Saltzman – Chair**

**Committee Update: NA**

**Discussion: NA**

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

- A. Resolved that the Board of Education approves the extension of the 2019-2022 Comprehensive Equity Plan (CEP) and submission of the CEP Statement of Assurance to the Executive County Superintendent of Schools.
- B. Resolved that the Board of Education amends its acceptance of the Elizabethtown Gas EmPowered Schools Program donation to reflect that it is a total of \$200 with no stipend to be paid. *Note: This was originally approved at the February 13, 2023 Board of Education meeting as a \$200 stipend.*
- C. Resolved that the Board of Education approves the 2023-2024 School Year Calendar. **ATTACHMENT 2**
- D. Resolved that the Board of Education approves out-of-district tuition and transportation for the student below:

Student	Provider	Dates	Cost
#*****5685	Celebrate the Children 230 Diamond Spring Rd Denville NJ 07834	February 15, 2023 - June 30, 2023	\$431 per day plus \$175 per day if needed for Extraordinary Services Plus Transportation

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

Provider	Service/Dates	Cost
Sussex County Educational Services Commission	Speech Services April 17, 2023 – June 30, 2023	\$104/day + 6% Administrative fee 5 days per week

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

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Number	Title	Attachments
P & R 5200	Attendance (M) (Revised)	<b>ATTACHMENTS 3 &amp; 4</b>

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

#### Discussion: NA

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

- A. Resolved that the Board of Education approves the vendor payments dated February 14, 2023 - March 13, 2023. **ATTACHMENT 5**

Fund 10	Charter School/ER FICA Share	65,334.07
Fund 11	General Expense	992,890.99
Fund 12	Capital Outlay	3,000.00
Fund 20	Special Revenue	131,182.24
Fund 60	Cafeteria	26,087.37
Fund 95	Student Activities	851.00
	<b>Total</b>	<b>1,219,345.67</b>

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

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of February 28, 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 February 28, 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 6**

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of February 2023. **ATTACHMENT 7**



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D. Resolved that the Board of Education accepts the following donation:

Donor	Purpose	Amount
Jim and Judy Williams	RISE Club (Responsible, Independent, Skill Experience(s))	\$100

E. Resolved that the Board of Education approves a 36-month contract covering July 2023 - June 2026 with Planet Networks of Newton, New Jersey, to provide 1 Gigabyte of internet service at an annual cost of \$10,800 per Quote Number 39555 dated February 16, 2023.

F. 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.*

Group/Organization	Time/Date	Space/Cost
Boy Scouts of America	July 1, 2023 - August 30, 2023	School parking lot to be used as a bus stop for summer camp. <i>No cost.</i>

**OLD BUSINESS: NA**

**NEW BUSINESS:**

Mr. Giacchi provided an update on the Strategic Plan. The District's New Jersey School Boards Association representative recommends waiting until fall 2023. There will be a small gap of moving from one plan to the next.

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

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

### **EXECUTIVE SESSION:**

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, 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
- Personnel – CSA 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 8:07 p.m.*

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On motion by Mrs. Clohessey, seconded by Ms. Henry, and carried unanimously by voice vote, adjourned the meeting at 8:07 p.m.

Respectfully submitted,

Barbara A. Decker  
Business Administrator/  
Board Secretary