

# MINUTES OF REGULAR MEETING MARCH 14, 2022

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

PRESENT: Wayne Bartron, Kathleen Clohessey  
Barbara Formica [arrived at 7:01 p.m.]  
John J. Friend, Shane Hrbek,  
Stephen Koger, Stephanie Perna, James Saltzman  
John R. Giacchi, Chief School Administrator  
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: Suzanne Ross

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.

## ADMINISTRATION OF OATH OF OFFICE

Mrs. Decker administered the Oath of Office to newly appointed Board member:

- Mrs. Stephanie Perna

## Approval of Regular Board Minutes

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

1. February 14, 2022 – Regular Meeting Minutes

**ATTACHMENT 1**

**DISCUSSION: NA**

## PRESENTATIONS:

- A. Budget Presentation – Mrs. Decker, Business Administrator/Board Secretary and Mr. Giacchi, Chief School Administrator

## OPEN TO THE PUBLIC – Proposed FY 2022-2023 Budget

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 FY 2022-2023 budget.

# MINUTES OF REGULAR MEETING

## MARCH 14, 2022

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, 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.

*Mrs. Michele Fuzia, Franklin teacher and Hardyston Township resident, commented on the preschool budget.*

On motion by Mr. Hbrek, seconded by Mrs. Clohessey, and carried unanimously by voice vote, closed the meeting to the public for comment on the FY 2022-2023 budget.

### **BUDGET:**

#### **ADOPTION OF THE PRELIMINARY BUDGET FOR 2022-2023**

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

**BE IT RESOLVED** that the preliminary budget be approved for the 2022-2023 school year using the 2022-2023 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 the Board of Education approves the use of \$58,805 in Banked Cap and \$14,608 in enrollment adjustment both of which will support certified and non-certified staff salaries in the 2022-2023 fiscal year budget.

## MINUTES OF REGULAR MEETING MARCH 14, 2022

**BE IT FURTHER RESOLVED** that a public hearing be held in the auditorium at Franklin Borough School, 50 Washington Avenue, Franklin, New Jersey on May 2, 2022, at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2022-2023 school year.

	<b>General Fund</b>	<b>Special Revenue</b>	<b>Total</b>
2022-2023 Budget	10,437,013	2,275,972	12,712,985
Less: Anticipated Revenue	4,140,396	2,275,972	6,416,368
Taxes to be Raised	6,296,617	0	6,296,617

### **CAPITAL RESERVE WITHDRAWAL**

Resolved that the Board of Education requests approval of capital reserve withdrawal in the amount of \$251,766 with the preliminary budget.

<b>Project</b>	<b>Projected Cost (local share)</b>
Windows – Phase II	\$251,766

### **PROFESSIONAL SERVICES 2022-2023**

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 2022-2023 fiscal year as follows:

<b>Professional Service</b>	<b>Amount</b>
Legal	25,000
Audit	27,000
Physician	5,500
Architect/Engineer	8,000

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

### **SCHOOL DISTRICT TRAVEL MAXIMUM 2022-2023**

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 2022-2023 school year; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$6,398.75 as of March 11, 2022, 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 2022-2023 school year at the sum of \$32,500; and

# MINUTES OF REGULAR MEETING MARCH 14, 2022

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: NA**

## **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.

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

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

1. The Board Secretary thanked the Board for their support of the Preliminary FY 2022-23 budget.
2. The Board Secretary reported that the School Play will be held on April 13<sup>th</sup> and 14<sup>th</sup>.

## **CHIEF SCHOOL ADMINISTRATOR'S REPORT**

- A. Mr. Giacchi provided school updates on numerous topics.

## MINUTES OF REGULAR MEETING MARCH 14, 2022

B. Mr. Giacchi reported that the fire and security drills held during the month of February were as follows:

- February 17, 2022 at 9:00 a.m. - Fire Drill
- February 24, 2022 at 9:10 a.m. - Safety Drill - Lockdown

### Personnel Committee – Kathleen Clohessey, Chair

#### Discussion: NA

On motion by Mr. Hrbek, seconded by Mrs. Formica, 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 for the purpose of retirement:

Employee	Position	Effective Date
Sandy Bargiel	Teacher	June 30, 2022

B. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, accepts the resignation below:

Employee	Position	Effective Date
Jocelyn Davis	Part-time Paraprofessional	Friday, March 7, 2022 ( <i>last work day was March 4, 2022</i> ) <i>NOTE: Early release is pending receipt of an agreement with the Franklin Education Association (FEA) stating early release is not precedent setting.</i>

C. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the addition of one personal day to the following teachers:

Staff Member	Personal Day	Reason
Elaine Bartholomew	Add one extra personal day	Attended an approved workshop on a non-contracted school day
Cassandra Symons	Add one extra personal day	Attended an approved workshop on a non-contracted school day

D. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following unpaid leave of absence:

## MINUTES OF REGULAR MEETING MARCH 14, 2022

Employee	Dates
Denise O'Brien	<b>7 days:</b> 2/14/2022, 2/15/2022, 2/16/2022, 2/17/2022, 2/18/2022, 2/23/2022, 2/24/2022
Gina Woodbury	<b>2 days:</b> 3/3/2022, 3/9/2022

E. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the Part-time Confidential Administrative Assistant to the Business Administrator job description. **ATTACHMENT 2**

F. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, appoints the personnel listed below pending completion of required paperwork:

Staff Member/Appointment	Start Date	Compensation
Tracey Babler Part-time Confidential Administrative Assistant to the Business Administrator, 5 hours per day, 5 days per week (.71)	<ul style="list-style-type: none"> <li>• 3/21/22 – 3 hours per day, 5 days per week</li> <li>• On or about 4/14/22 – 5 hours per day, 5 days per week</li> </ul>	\$33,500 per year, prorated accordingly
Dalitzta Cordero Part-time Paraprofessional 5 hours per day, 5 days per week (.71)	On or about 3/21/2022 pending completion of required paperwork	\$15.07 per hour
Cassie Luttko Part-time Paraprofessional 5 hours per day, 5 days per week (.71)	On or about 3/21/2022 pending completion of required paperwork	\$15.07 per hour

G. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following teacher as a mentor for the 2021-2022 school year:

Novice Teacher	Mentor	Mentor Fee
Analee Felix	Laurie Black	\$550, prorated

H. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following substitutes for the 2021-2022 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
Ed Christ	Substitute Teacher	\$125 per day, no benefits, pending completion of required paperwork
Florence Composto	Substitute Teacher	\$125 per day, no benefits, pending completion of required paperwork
Nicole Hammond	Substitute Teacher	\$125 per day, no benefits, pending completion of required paperwork

## MINUTES OF REGULAR MEETING MARCH 14, 2022

Name	Position	Compensation
Sandra Lamborn	Substitute Teacher	\$125 per day, no benefits, pending completion of required paperwork

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

Number	Title	Attachment #
P 3233	Political Activities	<b>ATTACHMENT 3</b>

### EDUCATION COMMITTEE – Suzanne Ross – Chair

#### Discussion: NA

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

- A. Resolved that the Board of Education accepts the attached Immunization Audit: School Year 2021-2022 with zero exceptions. **ATTACHMENT 4**
- B. Resolved that the Board of Education accepts the attached Civil Rights Data Collection Report (CRDC) submission. **ATTACHMENT 5**
- C. Resolved that the Board of Education approves a revised contract with the following service provider for the additional costs listed below:

Student	Services Provider	Services	Costs/Timeline
#4295377175	YCS George Washington	Extraordinary Services	102 days at \$205.59 per day for a total of \$20,970.18

- D. Resolved that the Board of Education approves the following bus routes based on bid opening February 16, 2022, by the Sussex County Regional Cooperative:

Route #	Contractor	Cost
E-22117 – Out of District – The Windsor Learning Center	FYFA	\$567 per diem; split with Hamburg and Hardyston
E-2256 – YCS George Washington	Safeguard	\$79 per diem

- E. Resolved that the Board of Education approves Steinwand Sound Studio to provide and operate a console as well as 16 wireless microphones and monitors for the Spring Drama on April 12 and 13, 2022 at a cost of \$2,000.

## MINUTES OF REGULAR MEETING MARCH 14, 2022

F. Resolved that the Board of Education approves the purchase of a vision screener from School Health at a cost of \$7,980, less \$300 rebate, utilizing PEA funds.

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

Number	Title	Attachment #
P 2415.05	Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment	<b>ATTACHMENT 6</b>
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries	<b>ATTACHMENTS 7 &amp; 8</b>
P 2622	Student Assessment	<b>ATTACHMENT 9</b>
R 2622	Student Assessment	<b>ATTACHMENT 10</b>
P 5541	Anti-Hazing	<b>ATTACHMENT 11</b>
P & R 8465	Bias Crimes and Bias-Related Acts	<b>ATTACHMENTS 12 &amp; 13</b>
P 9560	Administration of School Surveys	<b>ATTACHMENT 14</b>

H. Resolved that the Board of Education approves the first reading of the following policy and regulation updates:

Number	Title	Attachment #
P 1648.11	The Road Forward COVID-19 - Health & Safety	<b>ATTACHMENT 15</b>

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

#### Discussion: NA

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

A. Resolved that the Board of Education approves the vendor payments dated February 15, 2022 - March 14, 2022. **ATTACHMENT 16**

Fund 10	Charter School/ER FICA Share	70,454.70
Fund 11	General Expense	773,187.83
Fund 12	Capital Outlay	58,871.00
Fund 20	Special Revenue	103,295.63
Fund 60	Cafeteria	0
Fund 95	Student Activities	375.00
	<b>Total</b>	1,006,184.16

B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for February 2022.



## MINUTES OF REGULAR MEETING MARCH 14, 2022

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of February 28, 2022, 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, 2022, 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 17**

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of February 2022. **ATTACHMENT 18**
- D. Resolved that the Board of Education approves JMTK LLC/Rand Plumbing of Little Falls, New Jersey, to install a new booster pump at a cost not to exceed \$45,500 utilizing HCESC-Ser-20C cooperative pricing.
- E. Resolved that the Board of Education approves the withdrawal of \$45,500 from the Maintenance Reserve account to cover the cost of a new booster pump.
- F. Resolved that the Board of Education approves McCloskey Mechanical Contractors, Inc. of Blackwood, New Jersey, to install a new domestic hot water heater at a cost not to exceed \$23,152.69 utilizing HCESC-SER-21A cooperative pricing.
- G. Resolved that the Board of Education approves the withdrawal of \$23,152.69 from the Maintenance Reserve Account to cover the cost of a new domestic hot water heater.
- H. Resolved that the Board of Education approves KC Sign & Awnings of Aston, Pennsylvania, to install a new digital marquee at a cost not to exceed \$39,995 utilizing HCESC-SER-21-08 pricing.
- I. 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.*

<b>Group/Organization</b>	<b>Time/Date</b>	<b>Space/Cost</b>
The Franklin Band	May 20, 2022, times to be determined	Auditorium for The Franklin Band's Spring Concert
Boy Scouts of America	July 1, 2022 - August 30, 2022	School parking lot to be used as bus stop for summer camp. No cost.

# MINUTES OF REGULAR MEETING MARCH 14, 2022

## **OLD BUSINESS: NA**

## **NEW BUSINESS:**

Mrs. Clohessey provided an update on the PTO Spring Book Fair to be held on March 22, 23, and 24, 2022 and on Earth Day which is on April 22, 2022.

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

On motion by Mrs. Clohessey, seconded by Mrs. Formica, 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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*Deb, a Franklin resident, addressed the Board regarding her concerns over bullying.*

On motion by Mrs. Clohessey, seconded by Mr. Friend, 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. Friend, 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;

## MINUTES OF REGULAR MEETING MARCH 14, 2022

**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 7:56 p.m.*

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, and carried unanimously by voice vote, adjourned the meeting at 7:56 p.m.

Respectfully submitted,

Barbara A. Decker  
Business Administrator/  
Board Secretary