

MINUTES OF REGULAR MEETING MARCH 26, 2018

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

PRESENT: Kevin Blondina, Kathleen Clohessey
F. Cliff Graham, Shane Hrbek
Jeanine Paszkiel, Suzanne Ross
Sarah Zydon
John R. Giacchi, Superintendent
7 Members of the Public

ABSENT: Ronald Neal, Vacant Seat

Mr. Graham, 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:

The Board Secretary has advised me 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, sent to the Clerk/Administrator, sent to the N.J. Herald, the Sunday Herald, and the Star-Ledger. Said notice was undertaken by reason of publication of the annual notice.

On motion by Mr. Blondina, seconded by Mrs. Ross, and carried unanimously by roll call vote, **approved the Minutes of the 26 February 2018 Regular Meeting.**

On motion by Mrs. Ross, seconded by Mrs. Zydon, and carried unanimously by roll call vote, **approved the Executive Minutes of the 26 February 2018 Regular Meeting.**

On motion by Mrs. Zydon, seconded by Mr. Hrbek, and carried by the following roll call vote, **approved the Minutes of the 6 March 2018 Special Meeting.**

Yes	-	6
No	-	0
Abstain	-	Mr. Graham

On motion by Mrs. Zydon, seconded by Mr. Blondina, and carried by the following roll call vote, **approved the Minutes of the 8 March 2018 Special Meeting.**

Yes	-	6
No	-	0
Abstain	-	Mrs. Ross

On motion by Mrs. Paszkiel, seconded by Mr. Blondina, and carried by the following roll call vote, **approved the Executive Minutes of the 8 March 2018 Special Meeting.**

MINUTES OF REGULAR MEETING MARCH 26, 2018

Yes	-	6
No	-	0
Abstain	-	Mrs. Ross

PRESENTATIONS TO THE BOARD

Ms. Michelle Minimi, Guidance Counselor, and Mrs. Lisa Vallacchi, Vice-Principal, gave a presentation on Harassment, Intimidation and Bullying (HIB). Considerable discussion ensued among various board members and the presenters.

CORRESPONDENCE

Mr. Graham read a letter from the New Jersey School Boards Association congratulating Mrs. Sarah Zydon on becoming a Certificated Board Member.

OPEN TO THE PUBLIC – AGENDA ITEMS

On motion by Mrs. Zydon, seconded by Mr. Blondina, and carried unanimously by roll call vote, **opened the meeting to the public for agenda items at 7:38 p.m.**

Mr. Graham 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 front 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 that the staff member may consider defamatory and/or libelous, as that staff member retains all rights to pursue any legal remedies against you.

No one addressed the Board.

On motion by Mr. Hrbek, seconded by Mrs. Zydon, and carried unanimously by roll call vote, **closed the meeting to the public for agenda items at 7:38 p.m.**

COMMITTEE REPORTS

Finance/Building & Grounds Committee

On motion by Mrs. Clohessey, seconded by Mr. Blondina, and carried unanimously by roll call vote, **approved, accepted, announced and/or certified the following:**

MINUTES OF REGULAR MEETING MARCH 26, 2018

- a. **Approved the bills for February 2018 in the amount of \$793,982.42.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$29.99.**
- c. **Accepted the Board Secretary's and Treasurer's Reports as of *28 February 2018*.**
- d. **Approved the Transfers made by the Chief School Administrator, after the 26 February 2018 Regular Meeting, with Fund 10 debits totaling \$6,000 [DOCUMENT A] and the Board acknowledges that this/these transfer(s) may increase/decrease the maximum dollar limit established as part of the 2017-18 budget process for various professional services.**
- e. **Pursuant to N.J.A.C. 6A:23A-16.10, the Board Secretary certifies that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10.**

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/>	<u>28 February 2018</u>
Business Administrator/Board Secretary	Date

- f. **Pursuant to N.J.A.C. 6A:23A-16:10, the Franklin Board of Education certifies that no major account or fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10.**

Mr. Graham summarized a letter from the Walkkill Valley Travel Soccer Club requesting to use the grass field and soccer goals behind Franklin Borough School to hold practices for various travel soccer teams from 5:00 p.m. - 9:00 p.m., Monday through Friday from 26 March 2018 through 27 April 2018 [DOCUMENT B].

On motion by Mrs. Clohessey, seconded by Mr. Blondina, and carried unanimously by roll call vote, after some discussion, **approved the Walkkill Valley Travel Soccer Club's request to use the grass field and soccer goals behind Franklin Borough School to hold practices for various travel soccer teams from 5:00 p.m. - 9:00 p.m., Monday through Friday from 26 March 2018 through 27 April 2018, provided there is no conflict with school events [DOCUMENT B]. Walkkill Valley Soccer Club will be notified when field conditions are appropriate for use.**

Mr. Graham summarized a letter from the Borough of Franklin Recreation Commission requesting to use the auditorium and a classroom from 3:00 p.m. - 9:00 p.m. on Friday, 18 May 2018 and from 12:00 p.m. to 9:00 p.m. on Saturday, 19 May 2018 to hold the Borough's annual Miss Franklin Scholarship Pageant and that the Board of Education consider waiving the fee for this event [DOCUMENT C].

MINUTES OF REGULAR MEETING MARCH 26, 2018

On motion by Mrs. Clohessey, seconded by Mrs. Zydon, and carried unanimously by roll call vote, approved the request from the Borough of Franklin Recreation Commission to use the auditorium and a classroom from 3:00 p.m. - 9:00 p.m. on Friday, 18 May 2018 and from 12:00 p.m. to 9:00 p.m. on Saturday, 19 May 2018 to hold the Borough's annual Miss Franklin Scholarship Pageant, pending receipt of required paperwork, and waiving the fee for this event [DOCUMENT C].

FY 2018-19 BUDGET ADOPTION

A discussion was held regarding the proposed FY 2018-19 Budget. The proposed FY 2018-19 Budget would increase the 2018 over the 2017 school tax rate by 6.5 cents per \$100 of assessed value. Some discussion ensued.

On motion by Mrs. Clohessey, seconded by Mrs. Zydon, and carried by the following roll call vote, approved the following resolution to adopt the FY 2018-19 tentative budget to the Executive County Superintendent and to authorize the Superintendent and/or the Business Administrator to modify the proposed FY 2018-19 school budget, if changes are required at the conclusion of the review of the proposed FY 2018-19 school budget by the Executive County Superintendent and the Board acknowledges that in the FY 2018-19 tentative budget, the Board is applying for various tax levy adjustments that could be utilized in future budgets [DOCUMENT D].

ADOPTION OF THE TENTATIVE BUDGET 2018-19

Adjustment Enrollment

RESOLVED that the Franklin Borough Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$0.

Adjustment Health Benefits

RESOLVED that the Franklin Borough Board of Education includes in the proposed budget the adjustment for increased costs of health benefits in the amount of \$ 86,709.

Adjustment Banked Cap

RESOLVED that the Franklin Borough Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$123,291 for additional expenditures and the need will be completed in FY 2018-19.

MINUTES OF REGULAR MEETING MARCH 26, 2018

Travel and Related Expense Reimbursement 2018-19

WHEREAS, the Franklin Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of **\$1,500** per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of **\$62,500** for all staff and board members.

Adoption of Tentative Budget 2018-19

BE IT RESOLVED that the tentative budget be approved for the **2018-19** School Year using the **2018-19** state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2018-19 Total Expenditures	9,846,737	168,800	0	10,015,537
Less: Anticipated Revenues	<u>4,195,268</u>	<u>168,800</u>	<u>0</u>	<u>4,364,068</u>
Taxes to be Raised	<u>5,651,649</u>	<u>0</u>	<u>0</u>	<u>5,651,469</u>

MINUTES OF REGULAR MEETING MARCH 26, 2018

And to advertise said tentative budget in the **20 April 2018 edition of the New Jersey Herald** in accordance with the form suggested by the State Department of Education and according to law;

And the proposed **FY 2018-19 budget includes an 'other capital project', which is being funded by the Board's Capital Reserve Account for the installation of a new classroom restroom at the Franklin Elementary School.**

BE IT FURTHER RESOLVED, that a public hearing be held in the Library at the Franklin Elementary School, Franklin Borough, New Jersey on **25 April 2018 at 7:00 p.m.** for the purpose of conducting a public hearing on the budget for the **2018-19 School Year.**

Yes	-	7
No	-	0
Abstain	-	0

Personnel Committee

On motion by Mrs. Paszkiel, seconded by Mr. Hrbek, and carried unanimously by roll call vote, **approved Barbara Decker as Business Administrator/Board Secretary at an annual salary of \$110,000 to begin 1 July 2018 and to include other benefits as per contract, with approval received from the Executive County Superintendent on 23 March 2018 [DOCUMENT I].**

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

➤ **Part-time paraprofessionals as listed below:**

- **Denise O'Brien as a part-time instructional aide for 12.5 hours per week at a prorated salary of \$6,122 per annum, with no medical benefits. The first day of employment is pending completion of all required paperwork.**
- **Angela Vitrano as a part-time instructional aide for 25 hours per week at a prorated salary of \$12,243 per annum, with no medical benefits. The first day of employment is pending completion of all required paperwork.**

On motion by Mrs. Paszkiel, seconded by Mr. Blondina, and carried unanimously by roll call vote, **approved Robert Keuhlen as a substitute teacher for the 2017-2018 school year at the rate of \$80 per day, pending completion of required paperwork.**

On motion by Mrs. Paszkiel, seconded by Mrs. Zydon, and carried unanimously by roll call vote, **approved the Settlement Agreement as depicted in DOCUMENT E.**

MINUTES OF REGULAR MEETING MARCH 26, 2018

EDUCATION COMMITTEE

No report.

OLD BUSINESS

Mrs. Clohessey addressed the Board stating that the PTO Tricky Tray held on March 23, 2018 netted \$14,000, and the PTO will be purchasing gowns for the 8th graders to keep. Also, Mrs. Clohessey mentioned a breakfast fundraiser at Applebee's Restaurant (in Newton, NJ) on 8 April 2018.

Mr. Blondina reminded the Board of the TREPS Market Place that is scheduled for March 28, 2018 from 6:00 – 8:00 p.m.

Mrs. Zydon updated the Board on the workshops that are offered by the New Jersey School Boards Association.

Mrs. Ross reminded the Board that Strategic Planning Meeting #3 is scheduled for Tuesday, 10 April 2018 in the school cafeteria beginning at 7:00 p.m. (Snow date: Wednesday, 11 April 2018).

NEW BUSINESS

No new business.

BOARD SECRETARY'S REPORT

The Board Secretary reported that the Spring 2018 Visionary Leadership Board of Education Retreat scheduled for Saturday, 14 April 2018 at the Wallkill Valley Regional High School has been postponed due to scheduling conflicts.

On motion by Mrs. Ross, seconded by Mr. Blondina, and carried unanimously by roll call vote, **approved the Business Administrator to attend the 6-8 June 2018 NJ Association of School Business Officials Annual Conference [registration fee \$275, with reimbursement of lodging at \$105 per night plus applicable fees, meals and incidentals as per Board policy].**

On motion by Mr. Blondina, seconded by Mrs. Ross, and carried unanimously by roll call vote, **approved the FY 2018-19 Workshop, Meetings and Travel Budgets and the Professional Service, Athletic & Activity Budgets as depicted on DOCUMENT F.**

On motion by Mrs. Zydon, seconded by Mrs. Ross, and carried unanimously by roll call vote, **approved the FY 2018-19 Joint Resolutions for Participation of Transportation Services [4% & 2%] with the Sussex County Regional Transportation Cooperative [Hopatcong**

MINUTES OF REGULAR MEETING MARCH 26, 2018

Borough Board of Education as the lead agency] for all of the Board's student transportation needs [DOCUMENT G].

On motion by Mrs. Ross, seconded by Mr. Blondina, and carried unanimously by roll call vote, **adopted the Resolution to Purchase Electric Generation Services through the Alliance for Competitive Energy [ACES] Cooperative Bid Pricing System [this obligates the Board to purchase Electric from the ACES Cooperative through May 2023], as depicted in DOCUMENT H.**

CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Giacchi reported that a fire drill was held on was held on 2 February 2018 at 9:30 a.m. It took 2 minutes and 5 seconds to evacuate the building.

Mr. Giacchi reported that an Active Shooter security drill was held on 27 February 2018 at 12:20 p.m. Building occupants were released from the drill at 12:22 p.m.

On motion by Mrs. Ross, seconded by Mrs. Paszkiel, and carried unanimously by roll call vote, **approved the Chief School Administrator to attend the 16-18 May 2018 NJASA/NJAPSA Spring Leadership Conference [registration fee \$550, with reimbursement of lodging at \$100 per night plus applicable fees, meals and incidentals as per Board policy].**

On motion by Mrs. Zydon, seconded by Mrs. Clohessey, and carried unanimously by roll call vote, **acted on the following HIB report (shared at the 26 February 2018 Regular Board of Education Meeting in Executive Session):**

- **HIB 17-18.06 Substantiated Affirmed**

Mr. Giacchi reported on various security measures being implemented at the School, as follows:

- The tracking of vehicle license plates
- Restricting access of adults in the school
- Discussion with the Borough of Franklin on the possibility of a School Resource (Police) Officer at the school.

On motion by Mrs. Zydon, seconded by Mrs. Paszkiel, and carried unanimously by roll call vote, **approved the last day of school being 22 June 2018 with the eighth grade graduation being held on the evening of 22 June 2018.**

OPEN TO THE PUBLIC – NON-AGENDA ITEMS

On motion by Mrs. Paszkiel, seconded by Mr. Blondina, and carried unanimously by roll call vote, **opened the meeting to the public at 8:07 p.m.**

MINUTES OF REGULAR MEETING

MARCH 26, 2018

Mr. Graham 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 front 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 that the staff member may consider defamatory and/or libelous, as that staff member retains all rights to pursue any legal remedies against you.

No one addressed the Board.

On motion by Mr. Blondina, seconded by Mrs. Clohessey, and carried unanimously by roll call vote, **closed the meeting to the public at 8:07 p.m.**

EXECUTIVE SESSION

On motion by Mr. Blondina, seconded by Mrs. Zydon, and carried unanimously by voice 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 that 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
- [X] Personnel – Chief School Administrator 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

**MINUTES OF REGULAR MEETING
MARCH 26, 2018**

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 8:22 p.m.

On motion by Mr. Blondina, seconded by Mrs. Ross, and carried unanimously by voice vote, **adjourned the meeting at 8:22 p.m.**

Respectfully submitted,

William J. Sabo
Business Administrator/
Board Secretary