

MINUTES OF REGULAR MEETING JANUARY 29, 2018

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

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

ABSENT: Louise Murphy

Mr. Graham, Board President, **opened the meeting at 7:01 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 Mrs. Zydon, seconded by Mr. Blondina, and carried by the following roll call vote, **approved the Minutes of the 18 December 2017 Regular Meeting.**

Yes	-	7
No	-	0
Abstain	-	Mr. Hrbek

On motion by Mrs. Ross, seconded by Mrs. Paszkiel, and carried by the following roll call vote, **approved the Executive Minutes of the 18 December 2017 Regular Meeting.**

Yes	-	7
No	-	0
Abstain	-	Mr. Hrbek

On motion by Mrs. Paszkiel, seconded by Mrs. Ross, and carried by the following roll call vote, **approved the Minutes of the 3 January 2018 Reorganizational Meeting.**

Yes	-	7
No	-	0
Abstain	-	Mr. Blondina

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PRESENTATION TO THE BOARD

Sophia Clohessey and Caroline Shikata addressed the Board on the activities that have occurred at the Franklin School.

CORRESPONDENCE

Mr. Graham summarized a letter from the New Jersey Earth Science Association informing the Board that they will hold their April 2018 mineral show at the Robert Littell Center.

Mr. Graham summarized a Final Determination letter from Mr. Bernard E. Piaia, Director, Office of School Facilities & Finance, for the Classroom #202 Restroom Project.

Mr. Graham summarized an Other Capital Project Determination letter from the Mr. Bernard E. Piaia, Director, Office of School Facilities & Finance, for the Classroom #202 Restroom Project.

Mr. Graham summarized a letter from the Sussex County Educational Services Commission informing the Board of the FY 2018-19 Tuition & Itinerant Program Rates.

On motion by Mr. Blondina, seconded by Mr. Neal, and carried unanimously by roll call vote, after some discussion, **approved the FY 2018-19 rates for the Sussex County Educational Services Commission should the district utilize the services.**

OPEN TO THE PUBLIC – NON-AGENDA ITEMS

On motion by Mrs. Ross, seconded by Mr. Blondina, and carried unanimously by roll call vote, **opened the meeting to the public for non-agenda items at 7:08 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.

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On motion by Mrs. Ross, seconded by Mrs. Clohessey, and carried unanimously by roll call vote, closed the meeting to the public for non-agenda items at 7:08 p.m.

COMMITTEE REPORTS

Finance/Building & Grounds Committee

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

- a. **Approved the bills for December 2017 in the amount of \$886,549.80.**
- b. **Approved the bills for the Cafeteria Account in the amount of \$28,296.45.**
- c. **Accepted the Board Secretary's and Treasurer's Reports as of *31 December 2017*.**
- d. **Approved the Transfers made by the Chief School Administrator, after the 18 December 2017 Regular Meeting, with Fund 10 debits totaling \$66,300 [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.**

	<u>31 December 2017</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.**
- g. **Discussed the proposed timelines for the Classroom #202 Restroom Project.**
 - i. **Approved moving forward with the Classroom #202 Restroom Project.**
 - ii. **Approved Parette Somjen Architects to prepare all plans, specifications, drawings and necessary bid-related documents for the Classroom #202 Restroom Project and the Business Administrator ensures that funds are available for this project utilizing the Capital Reserve Account, to be budgeted for construction starting 1 July 2018 [FY 2018-19].**

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- h. Approved Dance Dimensions by Michelle for the use of the school auditorium, lobby and gym on the following days, pending receipt of required paperwork and payment in accordance with Policy 7510, Use of School Facilities:**

 - **Friday, 8 June 2018 from 3:00 p.m. to 9:00 p.m. for a dance rehearsal**
 - **Saturday, 9 June 2018 from 10:00 a.m. to 8:00 p.m. for a dance recital**
- i. Approved Dance Unlimited for the use of the auditorium on Friday, 2 February 2018 after school for up to two hours, pending receipt of required paperwork.**
- j. Approved extending the use of the Zoom Room by Wallkill Valley Junior Cheer through the week of 12 January 2018.**
- k. Approved the use of the clock/scoreboard by St. Jude's basketball program on 31 January 2018 and 28 February 2018.**
- l. Approved the following policies and regulations [DOCUMENT B]:**

 - **Policy 7101, Educational Adequacy of Capital Projects (Revised, page 9).**
 - **Policy 7425, Lead Testing of Water in Schools (New)**
 - **Policy and Regulation 7441, Electronic Surveillance in School Buildings and on School Grounds (M) (Revised)**
- m. Approved the Boy Scouts use of the Main Gym on Thursday, 12 February 2018 from 4:30 p.m. – 6:00 p.m.**

Personnel Committee

On motion by Mrs. Paszkiel, seconded by Mrs. Ross, and carried unanimously by roll call vote, approved/appointed/reported/amended the following:

- a. Approved Lisa Vallacchi [Vice Principal] as School Safety Specialist.**
- b. Approved the 10 month FY 2017-18 contract for part-time custodian Michael Higgins [DOCUMENT C].**
- c. Approved the following degree change effective 1 January 2018, retroactive:**

 - **Amanda Huffman from BA Step 13 to MA Step 13 at the contracted salary of \$66,135 pending receipt of required paperwork [official transcripts].**
- d. Approved the following policies and regulations [DOCUMENT D]:**

 - **Policy 3437, Military Leave (Revised)**

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- Policy 4437, Military Leave (Revised)
- Policy and Regulation 7440, School District Security (Revised)

e. Amended the Chief School Administrator job description [DOCUMENT E].

Mr. Giacchi reported the start date of 21 December 2017 for part time aide, Kathleen Winkler.

Mr. Giacchi reported the start date of 2 January 2018 for part time aide, Elayna Hall.

Mr. Giacchi reported that college student Jed Gloria is doing his field placement with J & B Therapy at Franklin Borough School for seven weeks on Thursdays beginning 1 February 2018.

A discussion was held regarding the search process for hiring a new business administrator.

EDUCATION COMMITTEE

Mr. Giacchi reported on the Immunization Audit conducted by the Department of Health on 8 January 2018 [DOCUMENT F]. Franklin School is 100% compliant.

Mrs. Ross reported that the following students require home instruction as listed below:

- 17-18.4 beginning 4 January 2018 for 10 hours per week at the contracted rate.
- 17-18.5 beginning 4 January 2018 for 10 hours per week at the contracted rate.
- 17-18.6 beginning 5 January 2018 for 5 hours per week at the contracted rate.

Mrs. Ross reported that the following students have ended home instruction as listed below:

- 17-18.4 returned to school 18 January 2018
- 17-18.5 returned to school 18 January 2018

On motion by Mrs. Ross, seconded by Mrs. Zydon, and carried unanimously by roll call vote, **acted on/approved the following:**

➤ **Acted on the following HIB report (shared at the 18 December 2017 regular meeting in Executive Session):**

- HIB 17-18.04 Unsubstantiated Affirmed
- HIB 17-18.05 Unsubstantiated Affirmed

➤ **Approved the following policies and regulations [DOCUMENT G]:**

- Policy 0169.02, Board Member Use of Social Networks (New)
- Policy 5516.01, Student Tracking Devices (New)
- Policy 8507, Breakfast Offer Versus Serve (OVS) (M) Revised
- Policy and Regulation 8630, Emergency School Bus Procedures (M) (Revised)

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- Policy 9242, Use of Electronic Signatures (New)

OLD BUSINESS

Mrs. Ross reminded the Board that Special Meetings for the strategic planning process with the New Jersey School Boards Association as the facilitator are scheduled for 8 February 2018, 6 March 2018 and 10 April 2018, with snow dates of 9 February 2018, 8 March 2018 and 11 April 2018 at 7:00 p.m. and that five board members need to attend each meeting.

NEW BUSINESS

Mrs. Zydon reported that the next Sussex County School Boards meeting is scheduled for 1 February 2018 and emphasized the availability of training sessions offered by the New Jersey School Boards Association. Some discussion ensued.

Mrs. Ross gave a report on the Sussex County Educational Services Commission, stating their school, the Northern Hills Academy, is at fifty (50) students.

BOARD SECRETARY'S REPORT

The Board Secretary reviewed with the Board the timeline/deadline for the filing of the School Ethics/Financial Disclosure Statements.

The Board Secretary reviewed the Department of Education's FY 2018-19 budget calendar:

- By Tuesday, 20 March 2018 the FY 2018-19 Budget is due to the Executive County Superintendent. Action on the proposed FY 2018-19 Budget will be on the Monday, 19 March 2018 Board meeting. State aid is expected to be released on Thursday 15 March 2018.
- The Public Hearing will be held before the Wednesday, 25 April 2018 regular meeting.
- The Board Secretary discussed the review of the proposed FY 2018-19 Budget by the Board.

On motion by Mrs. Ross, seconded by Mr. Neal, and carried unanimously by roll call vote, **approved the FY 2017-18 Grant Carryover amendment for Basic IDEA grant [DOCUMENT H].**

On motion by Mrs. Ross, seconded by Mr. Blondina, and carried unanimously by roll call vote, after some discussion, **approved the FY 2018-19 purchases to be made from the approved low bid vendors utilizing the Educational Data Services, Inc/West/Central New Jersey Cooperative Bidding Program with the Morris County Educational Services Commission as the lead agency, with the bid pricing being firm until 30 November 2018.**

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CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Giacchi reported that Ms. Kelly Fedynich is Franklin Borough School's representative for the Governor's Educator of the Year Award.

On motion by Mr. Neal, seconded by Mrs. Paszkiel, and carried unanimously by roll call vote, **approved providing Ms. Kelly Fedynich \$250 to use in her classroom as the Governor's Educator of the Year Award recipient for Franklin Borough School.**

On motion by Mrs. Zydon, seconded by Mr. Neal, and carried unanimously by roll call vote, **approved professional visitations and related travel for professional staff as listed in [DOCUMENT I].**

Mr. Giacchi reported on the fire alarm evacuation that took place on 8 & 9 January 2018.

Mr. Giacchi reported that a fire drill was held on 4 December 2017 at 1:14 p.m. It took 2 minutes and 7 seconds to evacuate the building.

Mr. Giacchi reported that a Lock Down security drill was held on 21 December 2017 at 1:15 p.m. It took 8 seconds for all building participants to lock down.

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mr. Neal, seconded by Mrs. Paszkiel, and carried unanimously by roll call vote, **opened the meeting to the public at 7:48 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. Neal, seconded by Mrs. Ross, and carried unanimously by roll call vote, **closed the meeting to the public at 7:48 p.m.**

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EXECUTIVE SESSION #1

On motion by Mr. Neal, seconded by Mr. Blondina, 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
- Personnel – Staff request for sick days**
- Appointment of a public official
- Matters covered by the attorney-client privilege
- Pending or anticipated litigation
- Pending or anticipated contract negotiations – FEA 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.

Ms. Elise Ehlberg asked to speak to the Board in Executive Session. Ms. Ehlberg was informed that the Board has to go into Executive Session first, then come out of Executive Session and should the Board wish, adopt a resolution to go into Executive Session again for her to address the Board.

The Board returned to regular session at 8:06 p.m.

EXECUTIVE SESSION #2

On motion by Mr. Neal, 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;

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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 – **Student personnel matter**
- Personnel
- 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 8:43 p.m.

On motion by Mr. Blondina, seconded by Mrs. Paszkiel, and carried unanimously by voice vote, **adjourned the meeting at 8:43 p.m.**

Respectfully submitted,

William J. Sabo
Business Administrator/
Board Secretary