

# **MINUTES OF REGULAR MEETING**

## **April 14, 2025**

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, John VanKampen  
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 Mr. Patterson, and carried by the following roll call vote, approved the minutes of the following meetings as presented:

- |                   |                             |                     |
|-------------------|-----------------------------|---------------------|
| 1. March 10, 2025 | – Regular Meeting Minutes   | <b>ATTACHMENT 1</b> |
| 2. March 10, 2025 | – Executive Session Minutes |                     |

Yes	-	8
Abstain	-	0
No	-	0

### **PRESENTATIONS**

- A. School Updates – National Junior Honor Society Students – It was presented to the Board of Education that track season has started. April is National Autism Month, students are participating.
- B. Positive Behavioral Interventions and Supports (PBSIS) – Dr. Vallacchi, Principal

### **CORRESPONDENCE – N/A**

### **OPEN TO THE PUBLIC - AGENDA ITEMS**

On motion by Mrs. Kabbash, seconded by Mr. Patterson, 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.

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.

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

**BOARD SECRETARY'S REPORT** – Mr. Sarmiento explained that he had nothing further for the board.

#### **SUPERINTENDENT'S REPORT**

- A. School updates – Dr. Giacchi gave updates on the following upcoming events:
  - 1. School Play
  - 2. Career Day – April 29<sup>th</sup>, 2025
  - 3. NJSLA Testing – May 1<sup>st</sup>, 2025
- B. To report that the fire and security drills held during the month of March 2025 were as follows:
  - March 11, 2025 at 1:32 p.m. – Fire Drill
  - March 24, 2025 at 1:48 p.m. – Shelter-in-Place Drill

**PERSONNEL COMMITTEE – Stephanie Perna, Chair**

**Discussion: N/A**

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

***Approve Items A – K***

- A. Resolved that the Board of Education, upon recommendation of the Superintendent, rescinds the following appointment originally made at the March 10, 2025 Board of Education meeting:

<b>Rescinded Staff Member</b>	<b>Rescinded Start Date</b>	<b>Rescinded Compensation</b>
Amanda Conklin – (.71 FTE) Part-time Paraprofessional	On or about March 11, 2025	\$19.00 per hour, not benefit eligible, pending completion of required documentation

- B. Resolved that the Board of Education, upon recommendation of the Superintendent, accepts the following resignations:

<b>Staff Member</b>	<b>Position</b>	<b>Date</b>
Joyce Carr	Secretary to the Principal	Last day worked April 11, 2025
Leslie Alfano Barboza	Accounts Payable Clerk	Last day worked April 11, 2025
Selena Vieira	Special Education Teacher	Last day June 30, 2025

- C. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the following appointments for the 2024-2025 school year:

<b>Staff Member/Appointment</b>	<b>Start Date</b>	<b>Compensation</b>
Sharon Wylie (1 FTE) <b>Secretary to the Principal</b>	On or about April 14, 2025	\$46,085 per year, benefit eligible
Beatrice Guzman (1 FTE) <b>Full-time Child Study Team Secretary</b>	On or about April 14, 2025	\$45,000 per year, benefit eligible

- D. Resolved that the Board of Education, upon recommendation of the Superintendent, appoints the following personnel for the 2024-2025 school year, pending receipt of required paperwork where applicable:

Staff Member/Appointment	Start Date	Compensation
Dawn Heller - Interim Confidential Administrative Clerk to the Business Administrator	On or about April 10, 2025 - June 30, 2025	\$37.00 per hour, not benefit eligible, pending completion of required documentation, compensation upon submission of timesheets
Jaclyn McCabe (1 FTE) Confidential Administrative Clerk to the Business Administrator	On or about May 6, 2025	\$64,770 per year, prorated, benefit eligible, pending completion of required documentation
Elda Gamella (.71 FTE) Part-time Paraprofessional	On or about April 29, 2025	\$19 per hour, not benefit eligible, pending completion of required documentation  <i>Plus \$2.00 per hour compensation differential for providing a higher level of care</i>

- E. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following unpaid leave of absence, pending a memorandum of agreement from the Franklin Education Association (FEA) stating the approval of unpaid days is not precedent setting:

Employee	Unpaid Day
#8240	From March 24, 2025 through on or about May 2, 2025

- F. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following unpaid days, pending a memorandum from the FEA stating the approval of unpaid days is not precedent setting:

Employee	Unpaid Days
#7980	4/8/2025
#8170	3/12/2025, 3/21/2025, 4/11/2025
#8182	4/3/2025, 4/9/2025
#8200	3/11/2025, 3/27/2025, 4/4/2025
#8227	3/27/2025, 3/28/2025, 3/31/2025, 4/3/2025, 4/4/2025
#8244	4/4/2025, 4/7/2025, 4/8/2025
#8246	3/14/2025
#8252	3/24/2025, 4/7/2025, 4/9/2025, 4/11/2025

- G. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the end date of the \$2.00 per hour compensation differential for the

paraprofessional listed below: *(Note that the \$2.00 per hour compensation differential was originally amended at the February 10, 2025 Board of Education meeting.)*

Rescind \$2 Differential for Higher Level of Care	Actual Last Day of \$2 Differential
Angelica Muniz	March 12, 2025

- H. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following substitutes for the 2024-2025 school year pending completion of required paperwork. Compensation upon submission of timesheets. *(Note that benefits are not included for the substitute listed below.)*

Name	Position	Compensation
Lourdes Chacon	Substitute Teacher	\$150 per day, not benefit eligible, pending completion of required paperwork
Danielle Mannion	Substitute Teacher	\$150 per day, not benefit eligible, pending completion of required paperwork
Gregory Rosenfeld	Substitute Teacher	\$150 per day, not benefit eligible, pending completion of required paperwork

- I. Resolved that the Board of Education approves the following professional development hours, compensation upon submission of timesheets:

Non-Violent Crisis Intervention (CPI Training)		
April 4, 2025		
Staff Member	Position	Cost Per Hour
Lisa Frye	Paraprofessional	\$21.00 per hour for 3 hours
Angela Lanham	Paraprofessional	\$21.00 per hour for 3 hours
Mary Pandey	Paraprofessional	\$19.00 per hour for 3 hours

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

Staff Member	Professional Development	Cost	Dates
Kailee Gori	ALL IN for Inclusive Education Summer Leadership Conference, Union, NJ	Registration: \$175.00 (Early registration by April 7, 2025 is \$125.00)	March 28-29, 2025
Melissa Fanuel	Online Seminar - Best Cutting-edge Strategies for Kindergarten	\$295.00	May 13, 2025

John Giacchi	NJASA/NJAPSA Spring Conference '25, Atlantic City NJ	Registration: \$0 Hotel: \$241.26 Total Meals: \$170.00 Mileage: \$150.40 Parking/Tolls: \$50 TOTAL: \$611.66	May 14-16, 2025
Carlos Sarmiento	NJASBO Conference, Atlantic City, NJ	Registration: \$500.00 Hotel: \$328.00 Total Meals: \$170.00 Mileage: \$147.58 Parking/Tolls: \$50 TOTAL: \$1,195.58	June 3-6, 2025

- K. Resolved that the Board of Education, upon recommendation of the Superintendent, accepts reimbursement in the amount of \$80.00 from Carlos Sarmiento, Business Administrator, for hotel accommodations on June 3, 2025.

**EDUCATION COMMITTEE – Stephen Koger – Chair**

**Discussion: N/A**

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

***Approve Items A – J***

- A. Resolved that the Board of Education approves the 2025-2026 Preschool Budget Planning Worksheet. **ATTACHMENT 2**
- B. Resolved that the Board of Education approves the 2025-2026 Preschool Budget Narrative. **ATTACHMENT 3**
- C. Resolved that the Board of Education approves the following ESY programs from June 23, 2025 - July 24, 2025, Monday - Thursday, with the following sessions:
- Staff Session: 8:45 a.m. - 11:45 a.m.
  - Student Session: 9:00 a.m. - 11:30 a.m.

Program	Teachers	Aides
Preschool	2	4
Autistic K-2	1	5
LLD K-3	1	4
LLD K-2	1	2
Resource 2-3	1	1
Resource 4	1	2
LLD 4-6	1	2
Resource 5-7	1	1
ERI 5-8	1	2
Resource	2	2
	12	25

Additional ESY Personnel	
Occupational Therapy (OT) Services: IEP driven	
Physical Therapy (PT) Services	IEP driven
Speech Services	IEP driven
School Nurse	
School Security Officer	

- D. Resolved that the Board of Education approves additional summer hours as listed below, compensation at the contracted hourly rate upon submission of timesheets:

Staff Members	
CST Staff	– Not to exceed 10 days each or 70 hours each
School Nurse	– Not to exceed 30 hours
School Counselors	– Not to exceed 3 days or 21 hours each

- E. Resolved that the Board of Education approves up to ten (10) teachers for summer CST meetings.
- F. Resolved that the Board of Education approves up to three (3) summer custodians beginning on or about June 16, 2025 through August 25, 2025.
- G. Resolved that the Board of Education approves the following home instruction services:

Student	Service	Dates
#*****6513	Five (5) hours per week of home instruction for up to six (6) weeks	Beginning April 9, 2025

- H. Resolved that the Board of Education approves the following services for the 2024-2025 school year:

Student	Provider/Service	Date of Service	Costs
#*****1443	Performance Pediatrics - Speech and Language Evaluation	March 24, 2025	\$475.00
#*****2884	Performance Pediatrics - Speech and Language Evaluation	March 24, 2025	\$475.00
#*****8305	Performance Pediatrics - Speech and Language Evaluation	March 24, 2025	\$475.00

- I. Resolved that the Board of Education approves the amended 2024-2025 District Calendar:  
**ATTACHMENT 4**

Date	Revision
Friday - June 13, 2025	<ul style="list-style-type: none"> <li>• New last day of school for staff and all students</li> <li>• 8<sup>th</sup> Grade Graduation Ceremony at 7:00 p.m.</li> </ul>
Monday - Friday - June 9 - 13, 2025	<ul style="list-style-type: none"> <li>• 12:30 p.m. student dismissal days</li> </ul>

- J. Resolved that the Board of Education approves the following field trip:

Grade	Destination	Date	Cost
8th	Sussex Airport, Sussex, NJ	April 30, 2025	Transportation costs to be determined

#### FINANCE/BUILDINGS & GROUNDS – Erin Henry, Chair

Discussion: N/A

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

#### ***Approve Items A – L***

- A. Resolved that the Board of Education approves the vendor payments dated March 8, 2025 - April 11, 2025. **ATTACHMENT 5**

Fund 10	Charter School/ER FICA Share	38,459.83
Fund 11	General Expense	1,161,151.09
Fund 12	Capital Outlay	1,000.00
Fund 20	Special Revenue	118,757.54
Fund 60	Cafeteria	33,494.38
Fund 95	Student Activities	1,092.86
	<b>Total</b>	<b>1,353,955.70</b>

- B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for February 2025.



Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of February 2025, 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 2025, the Board Secretary Monthly Financial Report, did not reflect an over expenditure in any Major Account or 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 2025. **ATTACHMENT 7**
- D. Resolved that the Board of Education approves Brown and Brown to move Franklin Borough School's Dental plan from the NJ State Health Benefits Plan to Delta Dental, effective on or about July 1, 2025.
- E. Resolved that the Board of Education approves the application and submission of the FY25 Local Recreation Improvement (LRIP) Grant to the New Jersey Department of Community Affairs for funding in the amount of up to \$100,000 to improve Franklin Borough School's playground. Franklin Borough School will match funds up to \$80,083.
- F. Resolved that the Board of Education accepts the LRIP grant in the amount of \$93,000.
- G. Resolved that the Board of Education approves the Sussex County Educational Services Commission (SCESC) rates for the 2025-2026 school year. **ATTACHMENT 8**
- H. Resolved that the Board of Education approves the increase of 3.57% for the Sussex County Regional Cooperative for transportation runs for field trips and athletic events.
- I. Resolved that the Board of Education approves various obsolete Library items for disposal as listed on the Obsolete Items Lists in **ATTACHMENTS 9 and 10**.
- J. Resolved that the Board of Education approves the second renewal with Maschio's Food Services, Inc. of Chester, New Jersey, to serve as the Food Service Management Company (FSMC) for the 2025-2026 school year with a Total Cost of Contract of \$266,382.66 and an annual management fee of \$15,375 and no guarantee.
- K. Resolved that the Board of Education approves the cost of meals for the 2025-2026 school year:

	Student	Adult
Breakfast	\$2.00	\$2.50
Lunch	\$3.75	\$4.50

- L. Resolved that the Board of Education amends the following facility use request for the 2024-2025 school year provided there are no conflicts with school activities:  
*(Note that this request was originally approved at the December 9, 2025 Board of Education meeting.)*

Organization	Time/Date	Space/Cost
Men's Basketball League for those 30 years old and up	Thursday evenings from 7:00 p.m. to 10:00 p.m. from January 8, 2025 to March 31, 2025	<ul style="list-style-type: none"> <li>School Gymnasium</li> <li>Costs: <ul style="list-style-type: none"> <li>Service Fee: \$300</li> <li><b>Waived:</b> \$1,500 facility use fee</li> </ul> </li> </ul>

#### OLD BUSINESS

- A. Ethics Disclosure forms are due April 30, 2025

#### NEW BUSINESS

- A. The Annual Spring Celebration Meeting of the Sussex County School Boards Association is Tuesday, May 6, 2025 at the Newton Country Club in Newton, NJ.

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

On motion by Ms. Henry, seconded by Mrs. Kabbash, 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.

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.

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

**EXECUTIVE SESSION:** Entered Executive Session at 7:30 pm.

On motion by Ms. Henry, seconded by Mr. Patterson, 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 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 closed session to discuss the following matter(s) concerning:

- ☐ Matters rendered confidential by state or federal law
- ☒ Personnel – Superintendent’s Evaluation, 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 8:29 pm.*

**PRESENTATION** - Board of Education Training – Kathleen Helewa, Educational Consultants

On motion by Mrs. Kabbash, seconded by Mrs. Perna, and carried unanimously by voice vote, adjourned the meeting at 9:50 pm.

Respectfully submitted,

Carlos Sarmiento  
Business Administrator/  
Board Secretary