

MINUTES OF REGULAR MEETING

March 10, 2025

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

PRESENT: Kathleen Clohessey, Wayne Bartron, John J. Friend, Erin Henry, Rachel Kabbash (arrived 7:04), Stephen Koger, Christopher Patterson, Stephanie Perna, John VanKampen (arrived 7:02)
John R. Giacchi, Superintendent
Carlos Sarmiento, Business Administrator/Board Secretary

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. Bartron, and carried by the following roll call vote, approved the minutes of the following meetings as presented:

1. February 10, 2025 – Regular Meeting Minutes **ATTACHMENT 1**
2. February 10, 2025 – Executive Session Minutes

Yes	-	8
Abstain	-	Mr. Koger
No	-	0

PRESENTATIONS

- A. School Updates – National Junior Honor Society Students
- B. Governor’s Educator of the Year Award presented to Ariadne Diaz-Rojas – Kathleen Clohessey, Board of Education President
- C. Governor’s Services Professional of the Year Award Presented to Sabrina Mohammed – Kathleen Clohessey, Board of Education President – did not attend meeting
- D. Fiscal Year (FY) 2025-2026 Preliminary Budget Presentation – Mr. Sarmiento, Business Administrator/Board Secretary and Dr. Giacchi, Superintendent

OPEN TO THE PUBLIC – Proposed FY 2025-2026 Budget

On motion by Ms. Henry, seconded by Mrs. Perna, and carried unanimously by voice vote, opened the meeting to the public for public comment on FY 2025-2026 budget..

The Board Secretary read the following statement:

At this time, members of the public are invited to address the Board for comments on the proposed FY 2025-2026 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 Ms. Henry, seconded by Mrs. Perna, and carried unanimously by voice vote, closed the meeting to the public for public comment on FY 2025-2026 budget..

BUDGET:

ADOPTION OF THE PRELIMINARY BUDGET FOR 2025-2026

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

BE IT RESOLVED that the preliminary budget be approved for the 2025-2026 school year using the 2025-2026 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 Monday, May 5, 2025 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2024-2025 school year.

	General Fund	Special Revenue	Total
2025-2026 Budget	12,211,435	1,784,567	13,996,002
Less: Anticipated Revenue	5,225,189	1,784,567	7,009,756
Taxes to be Raised	6,986,246		6,986,246

PROFESSIONAL SERVICES 2025-2026

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 2025-2026 fiscal year as follows:

Professional Service	Amount
Legal	23,639
Audit	35,196
Physician	7,000
Architect/Engineer	8,405

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

SCHOOL DISTRICT TRAVEL MAXIMUM 2025-2026

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 2025-2026 school year; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$1,830.20 as of March 7, 2025 **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 2025-2026 school year at the sum of \$32,750.00; 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

Thank You Card from The Center for Prevention and Counseling's Coalition for Healthy and Safe Communities for Franklin Borough School's \$200.00 donation to the "What's Your Anti-Drug" campaign.

OPEN TO THE PUBLIC - AGENDA ITEMS

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

BOARD SECRETARY'S REPORT

Mr. Sarmiento thanked the Board of Education for their overall support and with the approval of the FY26 Budget.

SUPERINTENDENT'S REPORT

- A. School updates-Teen Arts took place, and Franklin School was one of only three schools sending our students to do a performance at the Sussex County Community College. Read Across America took place last week and Wallkill Valley Regional High School students came to read to the students. Dr. Giacchi explained to the Board of Education that an aeronautics instructor came and explained to the students how aeronautics worked.
- B. To report that the fire and security drills held during the month of February 2025 were as follows:
 - February 21, 2025 at 9:45 a.m. – Lockdown Drill
 - February 26, 2025 at 1:29 p.m. – Fire Drill

Dr. Giacchi thanked Mr. Sarmiento for working after hours to complete the FY26 Budget.

Personnel Committee – Stephanie Perna, Chair

Discussion: NA

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

Approve Items A – E

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

Rescinded Staff Member	Rescinded Start Date	Rescinded Compensation
Christine Villegas – (.71 FTE) Part-time Paraprofessional	On or about February 11, 2025	\$19.00 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>

- B. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following unpaid days:

Employee	Unpaid Day
#8170	2/24/2025, 3/3/2025, 3/12/2025
#8182	3/3/2025
#8200	3/3/2025
#8243	2/12/2025, 2/13/2025
#8244	2/19/2025, 3/3/2025

- C. 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
Angela Lanham – (.71 FTE) Part-time Paraprofessional	On or about March 11, 2025	\$19.00 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>

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

Name	Position	Compensation
Janelle VanTassel	Substitute Teacher	\$150 per day, not benefit eligible, pending completion of required paperwork
Robert Mehr	Substitute Teacher	\$150 per day, not benefit eligible, pending completion of required paperwork

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

Staff Member	Professional Development	Cost	Dates
Kristoffer Moser	Buildings and Grounds Convention, Atlantic City, NJ	Registration: \$625.00 Hotel: \$300.00 Meals: \$238.00 Mileage: \$147.67 Parking/Tolls: \$50.00 TOTAL: \$1,360.67	March 23-26, 2025
Janel Edwards	Orton-Gillingham Academy online sessions	Registration: \$300.00	April 21-July 31, 2025

Education Committee – Stephen Koger, Chair

Discussion: NA

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

Yes	-	9
Abstain	-	Mr. Patterson (C & D)
No	-	0

Approve Items A – G

- A. Resolved that the Board of Education accepts the Harassment, Intimidation, and Bullying (HIB) report shared in Executive Session at the February 10, 2025 regular Board of Education meeting:

HIB Case Number	Finding	Determination
HIB 24-25-03	Unsubstantiated	Accept/Reject/Modify

- B. Resolved that the Board of Education approves the 2024-2025 Special Education Medicaid Initiative (SEMI) Corrective Action Plan. **ATTACHMENT 2**

- C. Resolved that the Board of Education terminates out-of-district placement and transportation costs for the following student:

Student	Provider	Dates
#*****2125	Shephard School 2 Miller Road Kinnelon NJ 07405	Effective March 7, 2025

- D. Resolved that the Board of Education approves the following out-of-district placement for the 2024-2025 school year:

Student	Provider	Start Date	Costs
#*****2125	Windsor Learning Center 234 Wanaque Ave Pompton Lakes NJ 07442	March 10, 2025 to June 30, 2025	\$42,315, plus transportation

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

Student	Provider	Type and Date of Service	Cost/Service
#*****5220	Dr. Suckno 170 E Main Street Rockaway NJ 07866	Psychological Evaluation March 4, 2025	\$1,000

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

Student	Provider/Service	Date of Service	Costs
#*****8271	Performance Pediatrics - Speech and Language Evaluation	March 21, 2025	\$475.00
#*****0010	Performance Pediatrics - Speech and Language Evaluation	March 3, 2025	\$475.00

#*****2884	Performance Pediatrics - Speech and Language Evaluation	March 21, 2025	\$475.00
#*****6612	Performance Pediatrics - Speech and Language Evaluation	March 3, 2025	\$475.00

G. Resolved that the Board of Education approves the first reading of the following policy:

Number	Title	Attachment
P 1110	Organizational Chart	ATTACHMENT 3

Finance/Buildings & Grounds – Erin Henry, Chair

Discussion: NA

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

Yes	-	9
Abstain	-	Mr. Patterson (G)
No	-	0

Approve Items A – K

- A. Resolved that the Board of Education approves the vendor payments dated February 8, 2025 - March 7, 2025. **ATTACHMENT 4**

Fund 10	Charter School/ER FICA Share	38,366.46
Fund 11	General Expense	1,063,786.64
Fund 12	Capital Outlay	34,550.00
Fund 20	Special Revenue	104,456.27
Fund 60	Cafeteria	63,478.15
Fund 95	Student Activities	725.00
	Total	1,305,362.52

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

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of January 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 January 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 5

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of January 2025.

ATTACHMENT 6

- D. To approve the submission and acceptance of the following Preschool Facilities Expansion Grant:

Program Name	Grant Number	FY 2024 Award Amount
Preschool Facilities Expansion	24E00855	\$211,069

- E. Resolved that the Board of Education accepts a \$250 donation from Ronetco Shop Rite for the Franklin Borough School Music Program.

- F. Resolved that the Board of Education accepts a \$250 donation from Ronetco Shop Rite for the Franklin Borough School Band Program.

- G. Resolved that the Board of Education amends the following transportation for the 2024-2025 school year:

Student	Bus Run	Dates	Cost
#*****2125	E-25088	Student will be added to this bus run beginning March 10, 2025	\$136.75 per day

- H. Resolved that the Board of Education approves the purchase with DYNTEK Arctiq of C93000 Switch to fix the slow internet connection experienced by wireless users in the school building.

- I. Resolved that the Board of Education approves the withdrawal of \$12,217.45 from Maintenance Reserve for C93000 Switch.

- J. Resolved that the Board of Education approves James Finn from Brown & Brown to be the broker of record for the District's Health Benefit Plan and Dental Plan:

**Franklin Borough Board of Education
A RESOLUTION CONCERNING
GROUP INSURANCE BROKER-OF-RECORD**

The Franklin Borough Board of Education hereby resolves effective immediately to appoint James T. Finn, a representative of Brown & Brown Metro, LLC, whose business address is: 24 Arnett Avenue, Suite 110, Lambertville, NJ 08530, as Agent/Broker of Record and representative on insurance matters in connection with the following policies:

- Medical – School Employees Health Benefit Plan
- Rx Drug – School Employees Health Benefit Plan
- Dental – School Employees Health Benefit Plan

Brown & Brown Metro, LLC, is authorized to negotiate with any insurance company to effect changes in our existing coverage, obtain in-force policy information, forms and documentation relating to the above referenced policy(ies) and/or to amend or cancel such insurance as requested. This letter rescinds all previous appointments and shall remain in full force until cancelled in writing.

Please furnish Brown & Brown Metro, LLC, with any and all information concerning our past, present, or future insurance coverages including but not limited to, policies, amendments, quotes, rates, and claims information.

In addition, we understand that Brown & Brown Metro LLC, is not responsible for any deficiencies in the present program and will not assume such responsibility unless and until its representatives have had a reasonable opportunity to review our policies, provide us with suggestions for coverage, and implement any changes agreed upon.

All appropriate Board of Education staff members are authorized to take such action and affect such documentation as necessary to implement these changes.

- K. Resolved that the Board of Education approves the following Facilities Use requests in accordance with Policy and Regulation 7510, Use of School Facilities:

Organization	Time/Date	Space/Cost
The Franklin Band - Class II	AMENDED DATE/TIME: Sunday, June 1, 2025 from 12:00 to 4:00 p.m. inclusive of set-up and clean-up	Auditorium and main gymnasium <ul style="list-style-type: none"> • Facility Use costs for each four hours' use: <ul style="list-style-type: none"> ◦ Auditorium Waived - \$1,500.00 ◦ Main Gymnasium Waived - \$1,500.00 • Other Fees: <ul style="list-style-type: none"> ◦ Service Fee Per Day \$300.00 ◦ Custodial Costs: Direct cost of employee (TBD) TOTAL COSTS: \$300.00, plus custodial costs
Girls on The Run - Class I	Spring Session from on or about March 3, 2025 through on or about May 7, 2025	Outdoor and indoor space as needed. <i>No cost</i>
Scouting America - Class II	July 7 - August 8, 2025	Bus stop for approximately scouts who will attend Scouting America's summer day camp program. <i>No cost</i>

Organization	Time/Date	Space/Cost
Rising Stars Youth Theatre Company - Class II	May 2 - 3, 2025	Auditorium <ul style="list-style-type: none"> • Facility Use costs for each four hours' use: <ul style="list-style-type: none"> ◦ Auditorium - Waived - \$1,500.00 • Other Fees: <ul style="list-style-type: none"> ◦ Service Fee Per Day \$300.00 ◦ AV Technician Costs Per Hour \$75.00 ◦ Custodial Costs: Direct cost of employee (TBD) TOTAL COSTS: \$600 plus AV and Custodial Costs

OLD BUSINESS: NA

NEW BUSINESS: Mrs. Clohessey mentioned to the Board of Education about the PTO Tricky Tray donation.

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.

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

EXECUTIVE SESSION: Entered Executive Session at 7:51 pm.

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

- ☐ Matters rendered confidential by state or federal law
- ☒ Personnel – Superintendent’s Evaluation, Personnel Matters
- ☐ 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 9:27 p.m.

PRESENTATION

A. Board of Education Training – Kathleen Helewa, Educational Consultants

On motion by Mrs. Perna, seconded by Mr. Koger, and carried unanimously by voice vote, adjourned the meeting at 9:28 p.m.

Respectfully submitted,

Carlos Sarmiento
Business Administrator/
Board Secretary