

MINUTES OF REGULAR MEETING MARCH 9, 2020

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

PRESENT: Wayne Bartron, Kathleen Clohessey, John Friend
F. Cliff Graham, Shane Hrbek, Stephen Koger
Ronald Neal, Suzanne Ross, Sarah Zydon
John R. Giacchi, Superintendent
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: None

Mr. Graham, President, opened the meeting at 7:00 P.M., with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

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, mailed to the New Jersey Herald and the Star Ledger.

Approval of Regular Board Minutes

On motion by Mrs. Ross, seconded by Mr. Hrbek and carried by the following roll call vote, approved the minutes of the following meetings as presented:

1. February 10, 2020 – Regular Meeting – Minutes

Attachment 1

Yes	-	8
No	-	0
Abstain	-	Mr. Neal

PRESENTATIONS

A. Student Presentation – NA

B. Mr. Giacchi provided an update on the Strategic Plan and District Goals.

C. Mr. Giacchi and Mrs. Decker presented the 2020-2021 Preliminary Budget to the Board.

OPEN TO THE PUBLIC – Proposed FY 2020-2021 Budget

On motion by Mr. Bartron, seconded by Mr. Hrbek, and carried unanimously by voice vote, opened the meeting to the public for comment on the FY 2020-2021 budget.

The Board Secretary read the following statement:

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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 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.

No one addressed the Board.

On motion by Mrs. Ross, seconded by Mr. Bartron, and carried unanimously by voice vote, closed the meeting to the public for visitors to comment on the FY 2020-2021 budget.

ADOPTION OF THE PRELIMINARY BUDGET FOR 2020-2021

On motion by Mrs. Ross, seconded by Mr. Hrbek, and carried by the following roll call vote, approved the following resolutions:

BE IT RESOLVED that the preliminary budget be approved for the 2020-2021 school year using the 2020-2021 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 Franklin Borough Board of Education approves the use of \$54,804 in banked CAP which will support certificated and non-certificated staff salaries in the 2020-2021 fiscal year budget.

BE IT FURTHER RESOLVED that a public hearing be held in the library at Franklin Borough School, 50 Washington Avenue, Franklin, New Jersey on May 4, 2020 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 school year.

	General Fund	Special Revenue	Total
2020-2021 Budget	10,021,736	1,684,916	11,706,652
Less: Anticipated Revenue	4,040,187	1,684,916	5,725,103
Taxes to be Raised	5,981,549	0	5,981,549

CAPITAL RESERVE WITHDRAWAL

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Resolved that the Board of Education requests approval of capital reserve withdrawal in the amount of \$245,500 with the 2020-2021 preliminary budget.

Project	Projected Cost
Fire Alarm Replacement	\$245,500

PROFESSIONAL SERVICES 2020-2021

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 Franklin Borough Board of Education hereby establishes the following maximums for the 2020-2021 fiscal year as follows:

Professional Service	Amount
Legal	\$32,500
Audit	\$24,500
Physician	\$5,500
Architect/Engineer	\$15,000

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

SCHOOL DISTRICT TRAVEL MAXIMUM 2020-2021

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 2020-2021 school year; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$22,478 as of March 9, 2020, **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 2020-2021 school year at the sum of \$49,253; 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.

Yes	-	9
No	-	0
Abstain	-	0

CORRESPONDENCE: NA

OPEN TO THE PUBLIC – AGENDA ITEMS

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On motion by Mrs. Zydon, seconded by Mr. Bartron, and carried unanimously by voice vote, opened the meeting to the public for comment on 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 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.

No one addressed the Board.

On motion by Mrs. Ross, seconded by Mr. Hrbek, and carried unanimously by voice vote, opened the meeting to the public for comment on agenda items.

BOARD SECRETARY'S REPORT

Mrs. Decker provided an update on the following to the Board:

- A. Fire Alarm Replacement Project
- B. QSAC Monitoring Visit March 11, 2020
- C. Budget Due date March 20, 2020

CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Giacchi reported the following to the Board:

- A. School updates
- B. Fire and security drills held during the month of February 2020 were as follows:
 - February 3, 2020 - Fire Drill from 12:20 p.m. - 12:35 p.m.
 - February 27, 2020 - Lockdown Drill from 8:31 a.m. - 8:36 a.m.
- C. Coronavirus (COVID-19) – no reported cases in Sussex County as of March 9, 2020.

Personnel Committee – Kathleen Clohessey, Chair

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Discussion: NA

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

- A. Resolved that the Board of Education accepts Nitosha Young's resignation effective April 9, 2020.
- B. Resolved that the Board of Education amends the maternity leave request for employee #7874 which is scheduled to begin Wednesday, March 11, 2020. Employee #7874 now plans to return to work on the first day of the next school year (2020-2021). Employee #7874 plans to use a combination of accumulated sick days and time afforded via the NJ Family Leave Act. *(Note that employee #7874's original planned return date was June 15, 2020 which was approved at the November 25, 2019 Board of Education Meeting.)*
- C. Resolved that the Board of Education approves Najia Mjahad as the long-term substitute for employee #7874 at \$120 per day, no benefits, for up to 60 days. On the 61st day, Najia Mjahad will be placed on guide Step 1 at \$55,241 prorated, beginning March 11, 2020 and ending the last day of school (on or about June 18, 2020).
- D. Resolved that the Board of Education approves compensation for the staff members listed below upon submission of timesheets:

Date/Event	Staff Members	Extra Hours Worked	Compensation
3/25/2020 – Field Trip	Tammy Drake	1 hour	\$14.11 per hour
5/27/2020 – Field Trip	Shelby Powell-Hicks	1 hour	\$14.11 per hour
6/1/2020 – Field Trip	Trisha Furman-Leve	1 hour	\$14.11 per hour
6/1/2020 – Field Trip	Johanna Mazzei	1 hour	\$14.11 per hour

- E. Resolved that the Board of Education approves increasing the hours for the part-time custodians listed below:

Part-time Custodian	Temporary Hours	Effective
#7853	From 5 hours per day to 8 hours per day, 5 days per week	March 10, 2020 through June 30, 2020 <i>Note that this employee is eligible for benefits after 60 days from commencement of the increase in hours.</i>
#611	From 5 hours per day to 8 hours per day, 5 days per week	March 10, 2020 through June 30, 2020 <i>Note that this employee is eligible for benefits after 60 days from commencement of the increase in hours.</i>

- F. Resolved that the Board of Education approves the following substitutes for the 2019-2020 school year to be compensated upon submission of time sheets: *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.)*

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Substitute Name	Substitute Position	Compensation
Oswald Beggel	Substitute Teacher	\$100 per day, no benefits
Kara Hauptly	Substitute Teacher	\$100 per day, no benefits
Jean McGowan	Substitute Teacher	\$100 per day, no benefits

G. Resolved that the Board of Education approves the professional development listed below:

Staff Member	Professional Development	Cost	Date
E. Bartholomew	Practical Strategies for Improving the Behavior of Attention-seeking, Manipulative and Challenging Students, Newark, NJ	\$279 <i>plus transportation</i>	3/31/2020
T. Zuccheri	Practical Strategies for Improving the Behavior of Attention-seeking, Manipulative and Challenging Students, Newark, NJ	\$279 <i>plus transportation</i>	March 31, 2020

On motion by Mrs. Zydon, seconded by Mr. Hrbek, and carried by the following roll call vote, approved the following resolution:

H. Resolved that the Board of Education approves \$1,500 longevity compensation for Kelly Snyder effective September 1, 2020.

Yes	-	7
No	-	Mr. Neal
Abstain	-	Mr. Koger

Education Committee – Suzanne Ross, Chair

Discussion:

Mrs. Ross provided an explanation for the field trip to Newton Veterinary Hospital and Pet Smart. Mr. Giacchi added that field trips are fully supported by the Sussex County Health Department.

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

A. Resolved that the Board of Education approves submitting the Safety and Security Plan Annual Review Statement of Assurance to the County Office of Education.

B. Resolved that the Board of Education approves the following professional services:

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Student	Provider/Services	Cost
*****6689	Dr. Fennelly - Psychiatric Evaluation – 1.13.2020	\$750 (emergency)
*****0767	Dr. Fennelly - Psychiatric Evaluation – 3.4.2020	\$690

- C. Resolved that the Board of Education approves the following out-of-district costs for the homeless students attending the Pennsauken School District for the 2019-2020 school year:

Homeless Students	Out-of-District Costs
*****3028	\$31,368 + \$666 Transportation
*****4719	\$11,400 + \$666 Transportation

- D. Resolved that the Board of Education approves the 3-Year English Language Services (ELS) Program Plan for the 2019-2022 school years. **Attachment 2**

- E. Resolved that the Board of Education approves the following updated curricula in order to comply with New Jersey Quality Single Accountability Continuum (NJQSAC) requirements: **Attachment 3**

- ELA
- Math
- Physical Education and Health
- Science
- Social Studies
- World Language - Spanish
- Visual and Performing Arts

Requirements include:

Integrated accommodations for special education, ELL, at risk, G&T and 504 students
Formative, summative, benchmark and alternative assessments.
Core instructional, supplemental materials including levels of texts
Pacing guide
Interdisciplinary connections across grades and content areas, excluding 21st Century Skills and Technology
Integration of 21st Century Skills through NJSL9
Integration of Technology skills through NJSL9
Career Education

- F. Resolved that the Board of Education approves the following field trips:

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Destinations	Grade	Date/Time	Cost
Newton Veterinary Hospital 62 Hampton House Road Newton, NJ 07860	Preschool • Cleary • Sheldon	March 18, 2020 8:40 a.m. -12:45 p.m.	<i>Transportation only</i>
Pet Smart 5 Hampton House Road Newton, NJ 07860	Preschool • MacDonald • Mjahad	March 25, 2020 8:40 a.m. -12:45 p.m.	
<i>All preschoolers go to both destinations on their designated day.</i>			

G. Resolved that the Board of Education approves the 2020/2021 School Year Calendar.

Attachment 4

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

Number	Title	Attachment #
Policy 8550	Unpaid Meal Charges/Outstanding Food Service Charges	Attachment 5

FINANCE/BUILDINGS & GROUNDS – John Friend, Chair

Mr. Friend provided an update on the Finance & Buildings & Grounds Committee meeting.

Discussion: NA

On motion by Mr. Hrbek seconded by Mrs. Zydon, and carried by the following roll call vote, approved the following resolutions:

A. Resolved that the Board of Education approves the vendor payments dated February 11, 2020 - March 9, 2020.

Attachment 6

Fund 10	Charter School/ER FICA Share	64,413.63
Fund 11	General Expense	750,747.23
Fund 12	Capital Outlay	0
Fund 20	Special Revenue	61,305.76
Fund 60	Cafeteria	0
Fund 95	Student Activities	840.00
	Total	877,306.62

B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for February 2020.

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Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of February 29, 2020, 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 29, 2020, 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 7**

- C. Resolved that the Board of Education approves between line item transfers as required by State rules and regulations for the month of February 2020. **Attachment 8**
- D. Resolved that the Board of Education approves GL Group Inc. of Bloomingdale, New Jersey to replace a total of 21 interior doors in stairwells and the boiler room at a cost not to exceed \$68,620 utilizing HCESC-SER-19F cooperative pricing.
- E. Resolved that the Board of Education approves Murray Paving and Concrete of Hackensack, New Jersey for the demolition of the chimney at a cost not to exceed \$32,500 utilizing ESCNJ 16/17-54 GC1 cooperative pricing.
- F. Resolved that the Board of Education accepts the following donations:

Donation By	Purpose	Amount
Franklin Borough PTO	Valentine Bear Sale	343.75
Franklin Borough PTO	Face Painting 8 th grade	109.50
Franklin Borough PTO	8 th grade Ram Jam	625.00

- G. Resolved that the Board of Education approves the following facility use request pending receipt of required paperwork:

Organization/Event	Date	Facility Request
Boy Scouts of America	July and August 2020	Use Franklin Borough School as a morning and afternoon bus stop for the Boy Scouts of America Summer Day Camp Program

- H. Resolved that the Board of Education approves the following resolution awarding a contract for fire alarm replacement at Franklin Borough School:

WHEREAS, pursuant to N.J.S.A. 18A:18A-1, et seq. the Franklin Borough Board of Education ("Board") advertised and solicited bids for Fire Alarm Replacement at the Franklin Borough School; and

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WHEREAS, the Board received bids as follows:

BIDDERS	BASE BID	ALTERNATE	TOTAL BID
Haig's Service Corporation	\$221,500	\$24,000	\$245,500
Spark Electric	\$289,624	\$26,925	\$316,549
Power with Prestige	\$298,000	\$22,000	\$320,000
PJ Smith Electrical Contrac.	\$300,000	\$30,000	\$330,000
Wojchik Electric	\$357,000	\$32,125	\$389,125
Systems Electronics Inc.	\$363,950	\$20,035	\$383,985

WHEREAS, Haig's Service Corporation submitted the lowest total bid in the amount of \$245,500; and

WHEREAS, the Project Architect has reviewed the bids and recommends awarding the contract to Haig's Service Corporation; and

WHEREAS, the Board Attorney has reviewed the bids for legal sufficiency and has determined that Haig's Service Corporation has submitted all of the required documents and materials and is therefore the lowest responsible and responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the Franklin Borough Board of Education that a contract for Fire Alarm Replacement at Franklin Borough School is hereby awarded to Haig's Service Corporation for both the base and alternate bid for a total contract amount of \$245,000.00.

BE IT FURTHER RESOLVED that Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

BE IT FURTHER RESOLVED that Barbara A. Decker, School Business Administrator, is hereby authorized to execute all change orders and such other documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Haig's Service Corporation.

- I. Resolved that the Board of Education approves between line item transfers as required by State rules and regulations for Fund 20 Preschool Education Aid July 2019 – February 2020.

Items A [Exceptions below*], B-I	Yes	-	9
	No	-	0
	Abstain	-	0

*Check #13605	Yes	-	8
	No	-	0
	Abstain	-	Mr. Bartron

OLD BUSINESS:

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Mrs. Ross provided an update on the Sussex County Educational Services Commission including their budget process.

Mr. Giacchi provided an update on the solar panels and options to consider before the end of the 15 year maturity in 2028.

NEW BUSINESS: NA

OPEN TO THE PUBLIC – VISITORS ADDRESS THE BOARD

On motion by Mr. Hrbek, seconded by Mr. Bartron, 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 come to the microphone and state your name, municipality of residence and/or group affiliation.

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No one addressed the Board.

On motion by Mr. Bartron, 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. Zydon, seconded by Mr. Bartron, 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 into closed session to discuss the following matter(s) concerning:

[] Matters rendered confidential by state or federal law

[X] Personnel –

- Chief School Administrator Evaluation

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- Employee Longevity
- [] 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 8:30 p.m.

On motion by Mr. Hrbek, seconded by Mrs. Ross, and carried unanimously by voice vote, adjourned the meeting at 8:32 p.m.

Respectfully submitted,

Barbara A. Decker
Business Administrator/
Board Secretary