

# MINUTES OF ORGANIZATION MEETING

## January 2, 2025

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

PRESENT: Kathleen Clohessey Wayne Bartron, 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: None

Mr. Sarmiento, Business Administrator/Board Secretary, opened the meeting at 7:00 P.M., with the Flag Salute and Pledge of Allegiance, which was followed by the following statement:

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this meeting has been properly advertised in the NJ Herald and the Star Ledger, its agenda has been posted at the appropriate locations, and a copy has been filed with the Franklin Borough Clerk.

Mr. Sarmiento, Business Administrator/Board Secretary, reported the results of the November 5, 2024 Annual School Board Election.

CANDIDATE	VOTES RECEIVED
<b>Three (3) Three-Year Full Terms</b>	
Erin Henry	1,620
Christopher Patterson (write-in)	17
John VanKampen (write-in)	22
Total write-in votes	204
<b>TOTAL</b>	<b>1,863</b>

### ADMINISTRATION OF OATH OF OFFICE

Mr. Sarmiento administers the Oath of Office to newly elected Board members:

- Ms. Erin Henry
- Mr. Christopher Patterson
- Mr. John VanKampen

### ROLL CALL

Roll call vote was taken. All board members were present.

Mrs. Clohessey

Mr. Bartron

Mr. Friend

Ms. Henry

Mrs. Kabbash

Mr. Koger

Mr. Patterson

Mrs. Perna

Mr. VanKampen

**Terms of Office:**

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Board Member	Term Expires
John Friend	2025
Stephen Koger	2025
Stephanie Perna	2025
Wayne Bartron	2026
Kathleen Clohessey	2026
Rachel Kabbash	2026
Erin Henry	2027
Christopher Patterson	2027
John VanKampen	2027

### Organization Action

#### ELECTION OF BOARD PRESIDENT:

The Board Secretary opens the floor for nominations for Board President:

Mr. Koger nominated Mrs. Clohessey.

Mr. Friend nominated Mr. Bartron.

The Board Secretary closed the floor for nominations for Board President.

Discussion:

Mrs. Clohessey provided background information and her credentials for her decision to be President.

Mr. Bartron provided background information and his credentials for his decision to be President.

Mrs. Clohessey was elected Board President by the following roll call vote.

Yes	-	7
No	-	2
Abstain	-	0

The Board Secretary turned the meeting over to Mrs. Clohessey, President of the Board.

#### ELECTION OF BOARD VICE PRESIDENT:

The Board President opened the floor for nominations for Board Vice President.

Mr. Friend nominated Mr. Bartron for Board Vice-President.

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Mrs. Kabbash nominated Ms. Henry for Board Vice-President.

The Board President closed the floor for nominations for Board Vice President.

Discussion: NA

The roll call vote for Mr. Bartron was as follows:

Yes	-	3
No	-	6
Abstain	-	0

Ms. Henry was elected Vice-President of the Board by the following roll call vote:

Yes	-	7
No	-	2
Abstain	-	0

### OPEN TO THE PUBLIC – AGENDA ITEMS ONLY

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

Mr. Sarmiento 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.

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

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### Approval of action items:

#### ORGANIZATION – Items A – J

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

- A. Resolved that the Board of Education adopts the existing bylaws and policies of the Franklin Borough Board of Education through the next organization meeting in January 2026.
- B. Resolved that the Board of Education approves the Superintendent to serve as alternate Custodian of Records.
- C. Resolved that the Board of Education approves the Vice President of the Franklin Borough Board of Education to serve as alternate board secretary when necessary.
- D. Resolved that the Board of Education adopts the Code of Ethics for School Board Members to include:

#### CODE OF ETHICS FOR SCHOOL BOARD MEMBERS

*N.J.S.A.18A:12-24.1*

I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.

I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

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I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.

I will vote to appoint the best qualified personnel available after consideration of the recommendations of the superintendent.

I will support and protect school personnel in proper performance of their duties.

I will refer all complaints to the superintendent and will act on the complaints at public meetings only after failure of an administrative solution.

- E. Resolved that the Board of Education approves the evaluation instrument established by the New Jersey School Boards Association for their annual self-evaluation.
- F. Resolved that the Board of Education approves the evaluation instrument established by the New Jersey School Boards Association for the superintendent’s annual evaluation.
- G. Resolved that the Board of Education approves the notice of annual meetings of the Board of Education through the next organization meeting in January 2026 and directs the School Business Administrator/Board Secretary to advertise and post the notice in accordance with policy. The meetings will be held in the auditorium of Franklin Borough School.

<b>Regular Monthly Meetings</b>	
January 13 , 2025	Regular Meeting
February 10 , 2025	Regular Meeting
March 10, 2025	Regular Meeting
April 14, 2025	Regular Meeting
May 5, 2025	Regular Meeting - Public Hearing 2025-2026 Budget
June 9, 2025	Regular Meeting
July 14, 2025	Regular Meeting
August 11, 2025	Regular Meeting
September 15, 2025	Regular Meeting
October 13, 2025	Regular Meeting
November 17, 2025	Regular Meeting
December 8, 2025	Regular Meeting
January 5, 2026	Organizational Meeting

- H. Resolved that the Board of Education approves The New Jersey Herald and The Star Ledger as the official newspapers for advertising and for public notices.

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Resolved that the Board of Education approves the following banks to be designated as official depositories with the signatories for all accounts in accordance with the following summary:

PROVIDENT BANK ACCOUNT	SIGNATORIES
General Fund	Board President, Vice President, Treasurer, Board Secretary
Payroll	Treasurer, Board Secretary
Agency	Board President, Vice President, Treasurer, Board Secretary
FSA	Board President, Vice President, Treasurer, Board Secretary
Student Activities	Board Secretary, Superintendent
Food Service	Treasurer, Board Secretary
Summer Savings	Board Secretary, Superintendent

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Student Activities	Board Secretary, Superintendent
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Summer Savings	Board Secretary, Superintendent

- I. Resolved that the Board of Education adopts any existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.
- J. Resolved that the Board of Education approves the annual appointments listed below effective January 2, 2025 through December 31, 2025:

ORGANIZATION	DELEGATE
Sussex County School Boards Association	Mrs. Kabbash
New Jersey School Boards Association	Mr. VanKampen
Sussex County Educational Services Commission	Mrs. Perna/Mrs. Clohessey

### PRESENTATIONS

- A. School Boards Ethics Presentation by Kelly Mitchell, New Jersey School Boards Association.

### OLD BUSINESS: NA

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**NEW BUSINESS-** Discussion by Mrs. Clohessey and Dr. Giacchi, explaining the committee times. Dr. Giacchi also explained the frozen pipe situation.

- A. Discuss Board committee assignments
- B. Discuss Board committee availability

**BOARD SECRETARY'S REPORT:** Mr. Sarmiento congratulated the Board.

**SUPERINTENDENT'S REPORT:** Dr. Giacchi congratulated the Board.

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

On motion by Ms. Henry, seconded by Mr. Patterson, and carried unanimously by voice vote, opened the meeting to the public for comment on non-agenda items.

Mr. Sarmiento 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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*No one addressed the Board.*

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

### **EXECUTIVE SESSION: NA**

On motion by Ms. Henry, seconded by Mr. Patterson, and carried unanimously by voice vote, adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Carlos Sarmiento  
Business Administrator/Board Secretary