

# MINUTES OF REGULAR MEETING September 16, 2024

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

PRESENT: Kathleen Clohessey, Wayne Bartron, John J. Friend,  
Rachel Kabbash, Christopher Patterson, Stephanie Perna  
John R. Giacchi, Superintendent  
Carlos Sarmiento, Business Administrator/Board Secretary

ABSENT: Erin Henry, Stephen Koger, James Saltzman

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 Mr. Friend, seconded by Mrs. Perna, and carried by the following roll call vote, approved the minutes of the following meetings as presented:

1. August 12, 2024 - Regular Meeting Minutes

**ATTACHMENT 1**

Yes	-	5
No	-	0
Abstain	-	Mr. Patterson

## PRESENTATIONS

A. English Language Arts (ELA) Curricular Changes - Carolyn Ryder, Supervisor of Instruction

## CORRESPONDENCE: NA

## OPEN TO THE PUBLIC - AGENDA ITEMS

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

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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 Mr. Bartron, and carried unanimously by voice vote, closed the meeting to the public for comment on the agenda items.

### **BOARD SECRETARY'S REPORT: NA**

### **SUPERINTENDENT'S REPORT**

Dr. Giacchi provided the following school updates:

- A. That we are 10 days into the new school year and everything is going well. Back to School Night was in the past week. There are many students participating in soccer and field hockey has started today. Mum sale coming up shortly.
- B. To report that the fire and security drills held during the month of August were as follows:
  - No drills required in August 2024-No children in the building

### **Personnel Committee – Wayne Bartron, Chair**

#### **Discussion: NA**

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

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### *Approve Items A – N and the J, L, O*

- A. Resolved that the Board of Education, upon recommendation of the Superintendent, rescinds the following appointment:

Rescinded Staff Member	Rescinded Compensation
Patricia Brown - (.71 FTE) Part-time Paraprofessional	\$19.00 per hour, not benefit eligible, pending completion of required paperwork <i>Originally approved at the August 12, 2024 Board of Education meeting.</i>

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

Employee	Position	Effective Date
Courtney Castor	Part-time Paraprofessional	Last Day Worked September 27, 2024
Jane Gamutan	Part-time Paraprofessional	June 30, 2024

- C. Resolved that the Board of Education, upon recommendation of the Superintendent, approves unpaid administrative leave for employee #7808 effective August 27, 2024.

- D. Resolve that the Board of Education, upon recommendation of the Superintendent, amends the following maternity leave request originally approved at the June 17, 2024 Board of Education meeting:

Employee	Updated Leave Request
Rebecca Szymansky	<ul style="list-style-type: none"> <li>• Begin leave on Friday, November 1, 2024, excluding any unforeseen issues with the pregnancy and delivery.</li> <li>• Utilize nine (9) sick days starting on October 21, 2024, with no sick days used after the delivery.</li> <li>• Plan to not return for the remainder of the 2024-2025 school year.</li> </ul>

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

Staff Member	Hours	Compensation
Sabrina Mohammed	Up to an additional 10 hours of summer work until August 30, 2024	\$49.47 per hour

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- F. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following stipend for the 2024-2025 school year:

Staff Member	Appointment/Position	Annual LPN Stipend
Diana Hetyei	Licensed Practical Nurse (LPN) Services as needed	\$2,130 stipend per year, prorated

- G. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the \$2 per hour compensation differential for paraprofessionals who provide a higher level of care for the 2024-2025 school year per contract language:

Paraprofessionals Receiving \$2 Differential for Higher Level of Care	Dates
Michelle Maher	August 27, 2024 - June 30, 2025

- H. Resolved that the Board of Education, upon the recommendation of the Superintendent, approves supplemental pay as needed and at the discretion of the Superintendent for all faculty and staff for the 2024-2025 school year. Compensation is contingent upon the submission of timesheets.

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

Amended Staff Member 2024-2025 Appointment	Amended 2024-2025 Compensation
Erika Alonso - (1 FTE) Full-time Paraprofessional	<ul style="list-style-type: none"> <li>• \$19.00 per hour, benefit eligible, plus a \$2.00 per hour compensation differential for providing a higher level of care</li> <li>• \$3,000 per year Substitute Stipend <i>(Note that this replaces the \$2,130 prorated substitute stipend that was originally approved at the August 12, 2024 Board of Education meeting.)</i></li> </ul>
Elizabeth Davenport - (1 FTE) Full-time Paraprofessional	\$19.00 per hour, benefit eligible, plus a \$2.00 per hour compensation differential for providing a higher level of care
Lisa Dylewski - (1 FTE) Preschool Teacher	On Guide at BA Step 1 at \$60,637 per year, benefit eligible, pending completion of required paperwork

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- J. 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:

<b>Staff Member/Appointment</b>	<b>Start Date</b>	<b>Compensation</b>
Kelly Baldassano - (.71 FTE) Part-time Paraprofessional	August 29, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation <i>Plus a \$2.00 per hour compensation differential providing a higher level of care.</i>
Samantha Becker - (.75 FTE) Part-time Paraprofessional	September 9, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation <i>Plus a \$2.00 per hour compensation differential providing a higher level of care.</i>  <i>Plus 2 days of supplemental pay for attending professional development August 28-29, 2024. Compensation upon submission of timesheets.</i>
Brenda Cilurso - (.71 FTE) Part-time Paraprofessional	September 3, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation

<b>Staff Member/Appointment</b>	<b>Start Date</b>	<b>Compensation</b>
Lisa Frye - (.71 FTE) Part-time Paraprofessional	On or about October 2, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Diane Healy - (.71 FTE) Part-time Paraprofessional	September 11, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Angela Maione - (.71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Justin Neal - (.71 FTE) Part-time Paraprofessional	On or about September 16, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation <i>Plus a \$2.00 per hour compensation differential providing a higher level of care.</i>

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Mary Pacenka - (.75 FTE) Part-time Paraprofessional	On or about September 16, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation <i>Plus a \$2.00 per hour compensation differential providing a higher level of care.</i>
Mary Pandy - (.71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Kiara Rodriguez - (.71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Krista Ross - (.71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Laura Sanders - (.71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation
Lourdes Vazquez - (.71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit eligible, pending completion of required documentation

K. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following stipends for 30 weeks of mentoring the following novice teachers:

<b>Mentor</b>	<b>Stipend</b>	<b>Novice Teacher</b>
Analee Felix	\$550 stipend for 30 weeks of mentoring	Lisa Dylewski

L. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following job descriptions:

<b>Job Description</b>	<b>Attachments</b>
Art Advisor	<b>ATTACHMENT 2</b>
Auditorium Supervisor	<b>ATTACHMENT 3</b>
Breakfast Supervisor	<b>ATTACHMENT 4</b>

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

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Staff Member	Professional Development	Cost	Dates
Michele Fuzia	42nd Annual Autism Conference in Atlantic City, NJ	Registration: \$500.00 Plus Hotel: \$95.00 per night Meals: \$88.50 Mileage: \$154.25 Parking/Tolls: \$50.00	October 24-25, 2024
Allison Murphy	Virtual - Conversational Solfege Certification	Registration: \$400.00	February 7, 2025 - March 14, 2025

N. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the second reading and adoption of the following policy:

Number	Title	Attachment
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisor/Assistants	<b>ATTACHMENT 5</b>

J. **(Continued)** 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
Diane Witherby - (71 FTE) Part-time Paraprofessional	On or about September 23, 2024	\$19.00 per hour, not benefit-eligible, pending completion of required paperwork

L. **(Continued)** Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following job description:

Job Description	Attachments
New or Non-Stipend Club	<b>ATTACHMENT 15</b>

O. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following substitutes for the 2024-2025 school year: *(Note that benefits are not included for any substitute position listed below, and all approvals are pending receipt of required paperwork, where necessary.):*

Name	Substitute Position	Compensation
Daryl Rodriguez	Substitute Custodian	\$15.50 per hour, no benefits, pending completion of required documentation

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**Education Committee – James Saltzman-Chair- The report was given by Mr. Christopher Patterson**

**Discussion: NA**

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

***Approve Items A – H***

- A. Resolved that the Board of Education approves the revised English Language Arts (ELA) Curriculum to align with the changes to the New Jersey State Standard. **ATTACHMENT 6**
- B. Resolved that the Board of Education approves the submission of the Statement of Assurance for the School District Professional Development Plan (**ATTACHMENT 7**) and Mentoring Plan (**ATTACHMENT 8**).
- C. Resolved that the Board of Education approves the annual 2024-2025 Nursing Services Plan. **ATTACHMENT 9**
- D. Resolved that the Board of Education approves the 2024-2025 Master Therapy Services Agreement with Performance Pediatrics. **ATTACHMENT 10**
- E. Resolved that the Board of Education approves the Wingman Program - Student Experience at a cost of \$1,500 for a one-day training to train up to 20 students.
- F. Resolved that the Board of Education approves the following service provider:

<b>Service Provider</b>
New Jersey Pediatric Neuroscience Institute, LLC 131 Madison Avenue, 3rd Floor Morristown NJ 07960

- G. Resolved that the Board of Education approves the following services:

Student	Provider	Date of Service	Cost/Service

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#*****6384	New Jersey Pediatric Neuroscience Institute, LLC 131 Madison Avenue, 3rd Floor Morristown NJ 07960	September 18, 2024	\$695.00 for Pediatric Neurodevelopmental Evaluation
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H. Resolved that the Board of Education approves the following out-of-district (OOD) placement and costs for the 2024-2025 school year including transportation:

Student	Placement	Dates	Cost
# *****8649	Shepard School 2 Miller Road Kinnelon NJ 07405	September 1, 2024 - June 30, 2025	Tuition: \$69,548.76 Aide: \$35,447.46 Transportation: TBD

Items A-H:            Yes            -            6  
                               Abstain       -            Mr. Patterson (H)  
                               No             -            0

### Finance/Buildings & Grounds – John J. Friend, Chair

Discussion: NA

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

#### *Approve Items A – N*

A. Resolved that the Board of Education approves the vendor payments dated August 1, 2024 - August 30, 2024. **ATTACHMENT 11**

Fund 10	Charter School/ER FICA Share	10,195.01
Fund 11	General Expense	349,345.34
Fund 12	Capital Outlay	0
Fund 20	Special Revenue	43,297.20
Fund 60	Cafeteria	69,901.58
Fund 95	Student Activities	0
	<b>Total</b>	<b>472,739.13</b>

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- B. Resolved that the Board of Education accepts the attached Board Secretary’s Report and Treasurer of School Monies report for July 2024.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, the Board Secretary does certify that as of July 2024, 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 July 2024, 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.

**ATTACHMENTS 12**

- C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of July 2024.

**ATTACHMENTS 13**

- D. Resolved that the Board of Education amends the district’s Long Range Facilities Plan (LRFP) to include the Annex Bathroom Renovation Project.

- E. Resolved that the Board of Education approves Parette Somjen Architects, LLC to complete the renovation of the annex bathrooms for preschool at a cost of \$38,700.00.

- F. Resolved that the Board of Education approves a \$5,317.00 withdrawal from Maintenance Reserve to cover the following FY 2024 expenditure:

Provider	Service	Withdrawal from Maintenance Reserve
Sal Electric	Installation of four (4) additional circuits in the mailroom	\$5,317.00
<b>TOTAL FY 2024 Maintenance Withdrawal</b>		<b>\$5,317.00</b>

- G. Resolved that the Board of Education approves charging the Extended School Year (ESY) compensation of \$45 per hour for preschool teachers Stephanie Correal and Kenza Mjahad to the American Rescue Plan (ARP) Afterschool Grant.

- H. Resolved that the Board of Education amends the previously approved resolution from the August 12, 2024 Board of Education meeting charging a portion of the following employee’s salary to the IDEA Preschool grant in FY 2025

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Name	IDEA Preschool Grant Amount	Percentage
Kelly Baldassano	\$10,464	55%

- I. Resolved that the Board of Education rescinds a portion of the following paraprofessional's salary from being charged to the IDEA Preschool Grant in FY 2025: *(Note that this was previously approved at the August 12, 2024 Board of Education meeting.)*

Name	Amount	Percentage
Elizabeth Davenport	\$10,464	60%

- J. Resolved that the Board of Education approves a portion of the following paraprofessional's salary to be charged to the Preschool Expansion (PEA) Grant in FY 2025:

Name	PEA Grant Amount	Percentage
Elizabeth Davenport	\$24,979.50	100%

- K. Resolved that the Board of Education approves the following Extended School Year (ESY) contracts for the 2023-2024 school year:

Provider	Service	Cost
J and B Therapy, LLC	Occupational Therapist (OT)	\$83.50/hour plus 1% administrative fee
Performance Pediatrics	Physical Therapist (PT)	\$85/hour plus 1% administrative fee
Performance Pediatrics	Speech Language Pathologist	\$85/hour plus 1% administrative fee

- L. Resolved that the Board of Education approves the disposal of the following equipment:

DEPT/ GRADE	ARTICLE & DESCRIPTION (INCLUDE SERIAL # OR OTHER IDENTIFICATION)	QTY	OBSOLETE/ SURPLUS/ or DAMAGED UNREPAIRABLE	LOCATION FL/RM #
Music	Classical Guitar ¾ - ticket 193891	1	damaged - replaced with ukuleles	14

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Music	Classical Guitar - Ticket 193963	1	damaged - replaced with ukuleles	14
Music	Classical Guitar 193964	1	damaged - replaced with ukuleles	14
Cafeteria	Tables	12	damaged/exceeded life expectancy	Storage

M. Resolved that the Board of Education approves the following facility use requests for the 2024-2025 school year pending receipt of required paperwork and provided there are no conflicts with school activities:

Organization	Time/Date	Space/Cost
Girl Scout Troop #95328	From 6:30 p.m. - 8:00 p.m. on the following dates: <ul style="list-style-type: none"> <li>• October 1 &amp; 15, 2024</li> <li>• November 19, 2024</li> <li>• December 3 &amp; 17, 2024</li> <li>• January 1 &amp; 21, 2025</li> <li>• February 4, 2025</li> <li>• March 3 &amp; 18, 2025</li> <li>• April 1 &amp; 15, 2025</li> <li>• May 6 &amp; 20, 2025</li> <li>• June 3, 2025</li> </ul> <i>Blackout dates to be determined.</i>	<ul style="list-style-type: none"> <li>• School Cafeteria</li> <li>• <b>Cost:</b> N/A</li> </ul>
Top Tier Dance Academy	Saturday, February 15, 2025 from 4:00 p.m. - 10:00 p.m. inclusive of setup and cleanup	<ul style="list-style-type: none"> <li>• Auditorium, including sound/lighting equipment, and locker rooms</li> <li>• <b>Facility Use Costs:</b> Per Policy and Regulation 7510 – Use of School Facilities</li> <li>• <b>Custodial Costs:</b> To be determined <i>(Note that Policy and Regulation 7510 - Use of School Facilities are currently under review and subject to change. Top Tier Dance Academy will be notified of any changes once they are approved by the Board of Education.)</i></li> </ul>
The Center for Prevention and Counseling –	Tuesday evenings from 5:00 p.m. - 8:00 p.m. <i>(the program runs 5:30 p.m. - 7:30 p.m.)</i> on the following dates:	<ul style="list-style-type: none"> <li>• 1 large room, 3 small rooms</li> <li>• <b>Facility Use Costs:</b> No Cost</li> </ul>

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Strengthening Families	<ul style="list-style-type: none"> <li>• October 22 &amp; 29, 2024</li> <li>• November 5, 12, 19, &amp; 26, 2024</li> <li>• December 3, 10, &amp; 17, 2024</li> <li>• January 7 &amp; 14, 2025</li> </ul>	
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N. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the first reading and adoption of the following policy:

Number	Title	Attachment
R 7510	Use of School Facilities	<b>ATTACHMENT 14</b>

**OLD BUSINESS: NA**

**NEW BUSINESS: NA**

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

On motion by Mr. Patterson, 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.

*No one addressed the Board.*

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

**EXECUTIVE SESSION: NA**

# **MINUTES OF REGULAR MEETING**

## **September 16, 2024**

On motion by Mr. Bartron, seconded by Mrs. Kabbash, and carried unanimously by voice vote, adjourned the meeting at 7:14 p.m.

Respectfully submitted,

Carlos Sarmiento  
Business Administrator/  
Board Secretary