

# MINUTES OF REGULAR MEETING September 18, 2023

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

PRESENT: Wayne Bartron, Kathleen Clohessey, John J. Friend  
Erin Henry, Shane Hrbek, Stephen Koger (arrived at 7:01 p.m.)  
Christopher Patterson, Stephanie Perna, James Saltzman  
John R. Giacchi, Chief School Administrator  
Barbara A. Decker, Business Administrator/Board Secretary

ABSENT: None

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

1. August 14, 2023 – Regular Meeting Minutes **ATTACHMENT 1**
2. August 14, 2023 – Executive Session Minutes

Yes	-	8
No	-	0
Abstain	-	Ms. Henry

**PRESENTATIONS: NA**

**CORRESPONDENCE: NA**

## OPEN TO THE PUBLIC - AGENDA ITEMS

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

# MINUTES OF REGULAR MEETING

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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.

*No one addressed the Board.*

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

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

Mrs. Decker reminded everyone of the upcoming Strategic Planning meeting on Wednesday, September 20, 2023 at 6:00 p.m.

### **CHIEF SCHOOL ADMINISTRATOR'S REPORT**

- A. School updates – Mr. Giacchi provided an update on school events.
- B. Mr. Giacchi reported that no fire or security drills were held during the month of August 2023.

### **Personnel Committee – Kathleen Clohessey**

**Discussion: NA**

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

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

Employee	Position	Effective Date
Jill Helmstetter	Teacher	On or before October 10, 2023
Jennifer Sisco	Teacher	On or before October 16, 2023
Jessica Imhof	Teacher	On or before November 8, 2023

- B. Resolved that the Board of Education, upon recommendation of the Superintendent, rescinds the following staff member appointments for the 2023-2024 school year:

Rescinded Staff Appointment	Effective	Rescinded Compensation
Alexandria Colfax - Part-time Paraprofessional (.71 FTE)	June 30, 2023	\$16.30 per hour, no benefits, pending completion of required paperwork. <i>Note that this resolution was originally approved at the May 15, 2023 Board of Education meeting.</i>
Jessica Imhof - Student Council Advisor	September 5, 2023	\$3,690 annual stipend <i>Note that this resolution was originally approved at the June 12, 2023 Board of Education meeting.</i>

- C. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the updated Job Description for the Supervisor of Instruction. **ATTACHMENT 2**
- D. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the revised contract for Carolyn Ryder for the 2023-2024 school year at an annual salary of \$118,886 and other benefits per contract. *(Note that the original approval date was May 15, 2023.)* **ATTACHMENT 3**
- E. Resolved that the Board of Education, upon recommendation of the Superintendent, amends the following appointment: *(Note that this appointment was originally approved at the July 17, 2023 Board of Education meeting.)*

Staff Member	Dates	Effective Date
• Long-term Substitute (LTS) for ESL Teacher (1 FTE)	• From on or about October 9, 2023 to on or about March 28, 2023	• \$170 per day for 60 days, and then benefit eligible and on guide at <b>MA +30, Step 1</b> at \$65,924 beginning day 61 retroactive to the LTS actual start date

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- F. Resolved that the Board of Education, upon recommendation of the Superintendent, approves increasing the hours of the staff member listed below:

Staff Member	Hours	Effective
Sarah Healey (Gay)	From 0.8 to 1.0 FTE	October 1, 2023 - June 30, 2024

- G. Resolved that the Board of Education, upon recommendation of the Superintendent, appoints the following personnel for the 2023-2024 school year, pending receipt of required paperwork where applicable:

Staff Member/Appointment	Start Date	Compensation
Ivelisse Cuevas-Arce (.71 FTE) – Part-time Paraprofessional	September 5, 2023	\$16.30 per hour, no benefits
Shakeel Danwatta (.48 FTE) – Part-time Paraprofessional	On or about September 25, 2023	\$16.30 per hour, no benefits, pending completion of required paperwork. <i>Plus, \$1.00 per hour for providing a higher level of care per contract language.</i>
Cassie Luttko (1.0 FTE) – Long-term Substitute Paraprofessional	From on or about October 2, 2023 - November 30, 2023	\$100 per day, no benefits
Victoria McBurney (.71 FTE) – Part-time Paraprofessional	On or about September 25, 2023	\$16.30 per hour, no benefits, pending completion of required paperwork
Allison Murphy (1.0 FTE) – Full-time Teacher	On or about November 13, 2023	MA Step 4 at \$63,714, benefit eligible, pending completion of required paperwork

- H. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the following extra-curricular appointments for the 2023-2024 school year:

Activity	Staff Member	Annual Stipend
8 <sup>th</sup> Grade Advisor	Rebecca Szymansky	\$500
Basketball - Girls Head Coach	Kristen Bauer	\$3,652
<ul style="list-style-type: none"> <li>• Play Director</li> <li>• Assistant Play Director</li> </ul>	<ul style="list-style-type: none"> <li>• Stephanie Sapio</li> <li>• Erin Garrity</li> </ul>	<ul style="list-style-type: none"> <li>• \$2,617</li> <li>• \$1,298</li> </ul> <p><i>At the advisors' request and with Franklin Education Association (FEA) consent, the stipends will be split equally between the two advisors.</i></p>
Music Director	Allison Murphy	\$3,690
Soccer Referee	Ryan Ellis	\$65 per game

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- I. Resolved that the Board of Education, upon recommendation of the Superintendent, approves supplemental pay for the following staff members, compensation at the contracted hourly rate upon submission of timesheets:

Staff Member	Date/Event	Hours Worked	Compensation
Nicole Amado-Scaglione	CST Parent Meeting	.5 hours	\$17.30 per hour
Yackelin Barrientos	New Student Orientation and CST Parent Meeting	3.5 hours	\$17.30 per hour
Moya Gallagher	Sports Physicals	1 hour	\$43.30
Jane Gamutan	CPI and CPR Training	9.5 hours	\$17.30 per hour
Erin Garrity	New Student Orientation	3 hours	\$43.00 per hour
Sabrina Mohammed	Sports Physicals	1 hour	\$48.14
Amanda Winters	95% Group Training	6 hours	\$43.00 per hour

- J. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the stipend for the following paraprofessional for the 2023 - 2024 school year, per contract:

Employee/Position	Appointment	Annual Stipend
Erika Alonso	Substitute Teacher	\$2,130

- K. Resolved that the Board of Education, upon recommendation of the Chief School Administrator, approves the following substitutes for the 2023-2024 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
Abel Soares – <i>Effective September 7, 2023</i>	Substitute Teacher	\$150 per day, no benefits
Meliza Guzman	Substitute Teacher	\$150 per day, no benefits, pending completion of required documentation
Angela Setteducato	Substitute Teacher	\$150 per day, no benefits, pending completion of required documentation

- L. Resolved that the Board of Education, upon recommendation of the Superintendent, approves the \$1.00 per hour compensation differential for paraprofessionals who provide a higher level of care for the 2023-2024 school year per contract language:

Paraprofessionals Receiving \$1 Differential for Higher Level of Care	Dates
Nicole Paragh	August 31, 2023 - June 30, 2024

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

Staff Member	Professional Development	Cost	Dates
Sandra Molla-Saracco	32 <sup>nd</sup> Annual School Health Conference in Somerset, NJ	Registration: \$235.00	October 18, 2023
Michele Fuzia	41st Annual Autism Conference in Atlantic City, NJ	Registration: \$500.00 Plus Hotel: \$99.00 per night Meals: \$88.50 Mileage: \$151.53 Parking/Tolls: \$40.00	October 19-20, 2023

### EDUCATION COMMITTEE – James Saltzman – Chair

#### Discussion: NA

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

- A. Resolved that the Board of Education approves the submission of the Statement of Assurance for School District Professional Development Plan and Mentoring Plan.
- B. Resolved that the Board of Education approves a \$900 payment to 95 Percent Group for providing professional development to staff members during the 2023-2024 school year.
- C. Resolved that the Board of Education approves the following out-of-district tuition:

Student	Provider	Days	Cost
#*****8649	Shepard School 2 Miller Road Kinnelon, NJ 07405	183 Days	\$315.18/day = \$57,677.94 Tuition \$193.76/day = \$35,458.08 Paraprofessional Total Cost = \$93,136.02

- D. Resolved that the Board of Education approves Swing Education for the purposes of substitute teacher staffing support at no cost to the district unless we use the service. If used, the fee for the service is 38% of the substitute rate.
- E. Resolved that the Board of Education approves Smart Pass for grades 3 - 4 for the 2023-2024 school year:

Gade Level	Total Students	Cost
Grade 3 and Grade 4	92 Students	\$3.59 per student = \$330.28

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F. Resolved that the Board of Education approves the second reading and adoption of the following policies and regulations:

Number	Title	Attachments
P & R 5410	Promotion and Retention	<b>ATTACHMENTS 4 AND 5</b>
P 5420	Reporting Pupil Progress	<b>ATTACHMENT 6</b>

### FINANCE/BUILDINGS & GROUNDS – John J. Friend, Chair

#### Discussion: NA

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

A. Resolved that the Board of Education approves the vendor payments dated August 15, 2023 - September 18, 2023. **ATTACHMENT 7**

Fund 10	Charter School/ER FICA Share	33,974.40
Fund 11	General Expense	909,577.63
Fund 12	Capital Outlay	1,625.00
Fund 20	Special Revenue	184,633.27
Fund 60	Cafeteria	12,986.83
Fund 95	Student Activities	0
	<b>Total</b>	<b>1,142,797.13</b>

B. Resolved that the Board of Education accepts the attached Board Secretary's Report and Treasurer of School Monies report for August 2023.

Resolved pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Board Secretary does certify that as of August 31, 2023, 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 August 31, 2023, 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 8**

C. Resolved that the Board of Education approves between line-item transfers as required by State rules and regulations for the month of August 2023. **ATTACHMENT 9**

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- D. Resolved that the Board of Education approves the annual contract with Premier Health Associates naming Nadira Fernandez, M.D. as school physician for the 2023-2024 school year at an annual cost of \$5,000.
- E. Resolved that the Board of Education amends the previously approved resolution (August 14, 2023 board meeting) charging a portion of the following employees' salaries to ESEA Title I-A grant in FY 2024:

Name	Amount	Percentage of Salary
Nicole Amado-Scaglione	\$10,000	63%
Jill Hersh	\$10,000	67%
Shannon Moldovany	\$10,000	67%
Myrna Montes	\$10,000	63%
Jessica Ross	\$10,000	63%
Gina Woodbury	\$10,000	67%

- F. Resolved that the Board of Education approves travel expenses related to the New Jersey School Boards Association (NJSBA) Annual Workshop to be held October 23 - 26, 2023 at Ocean Resort in Atlantic City, New Jersey:

Name	Hotel \$118/night	Mileage 316 miles @ .47	Food Allowance	Tolls and Parking	Total
Barton, Wayne	354.00	148.52	206.50	40.00	749.02
Clohessey, Kathleen	354.00	148.52	206.50	40.00	749.02
Decker, Barbara	354.00	148.52	206.50	40.00	749.02
Giacchi, John	354.00	148.52	206.50	40.00	749.02
Henry, Erin	354.00	148.52	206.50	40.00	749.02
Hrbek, Shane	354.00	148.52	206.50	40.00	749.02
Perna, Stephanie	354.00	148.52	206.50	40.00	749.02

- G. Resolved that the Board of Education approves of the final expenditure reports for fiscal year 2023 for the following grants:

IDEA Grant	Carryover to FY 2024
IDEA – Basic	\$0
IDEA – Preschool	\$0

ESEA GRANT	Carryover to FY 2024
Title I	\$0
Title II-A	\$0
Title IV	\$0

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CRRSA GRANT	Carryover to FY 2024
Coronavirus Response Relief	\$0
Learning Accelerated	\$0
Mental Health	\$0

- H. Resolved that the Board of Education approves a \$41,574.00 withdrawal from Maintenance Reserve to cover the following FY 2023 expenditures:

Arrow Elevator, Inc.	Required annual elevator service contract	2,735.00
Johnson Controls, Inc.	Annual pneumatic agreement	19,100.00
Nickerson Corp	Gymnasium bleacher service	1,900.00
Precision Electric Motor Works	Univent motor repair	1,985.00
JMTK LLC/Rand Plumbing	Exterior water faucet	3,200.00
WILLCO Air Conditioning & Refrigeration	Univent motor replaced	1,179.00
WILLCO Air Conditioning & Refrigeration	Univent motor replaced	1,179.00
Robert Eckstadt	Recover auditorium seat/back	1,830.00
WILLCO Air Conditioning & Refrigeration	Univent motor replaced	1,199.00
McCloskey Mechanical	Univent-Thermostats – Library	2,000.00
McCloskey Mechanical	UV-1 and UV02 wiring – Library	1,997.00
WILLCO Air Conditioning & Refrigeration	2110 Univent motor replacement	2,110.00
Sasse Glass Shop, LLC	Accessible entrance door hinges	1,160.00
<b>TOTAL FY 2023 Maintenance Withdrawal</b>		<b>41,574.00</b>

- I. Resolve that the Board of Education approves the following transportation routes for the 2023-2024 school year:

Students	Route # - Destination – Dates	Cost
#*****4998	E-2228 – Windsor Learning Center September 2023 - June 2024	\$23,544.90 + Admin fee
#*****8649	E-24054 – Shepard School September 2023 - June 2024	\$22,265.61 + Admin fee
#*****0228 #*****5985 #*****4925	QHP-23-4 – 90 days	\$22,320 + Admin fee

- J. Resolved that the Board of Education authorizes the business administrator to prepare and advertise bid specifications for a new pick-up truck.
- K. Resolved that the Board of Education approves the Go Guardian subscription at an annual cost of \$6,453.00.

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- L. Resolved that the Board of Education approves the following facility use requests pending receipt of required paperwork and providing there are no conflicts with school events. *Note that when the school closes for the day or for early dismissal due to weather or other unforeseen circumstances, all evening activities are canceled.*

Organization	Time/Date	Space/Cost
The Franklin Band <i>(previously approved August 14, 2023)</i>	Tuesdays during the school year until June 4, 2024 from 6:45 p.m. - 9:30 p.m. (inclusive of set-up and clean-up)  <b>Blackout dates:</b> <ul style="list-style-type: none"> <li>• September 12, 2023</li> <li>• November 7, 2023</li> <li>• December 26, 2023</li> <li>• January 30, 2024</li> <li>• February 20, 2024</li> <li>• April 2, 2024</li> </ul>	<ul style="list-style-type: none"> <li>• Auditorium</li> <li>• Access to music stands and 40 chairs</li> <li>• Keyed access under the stage to store music and percussion equipment</li> </ul> <p><b>Cost: N/A</b></p>
	Holiday Concert December 16, 2023 12:30 p.m. - 4 p.m.	<b>Cost: Custodial fee \$267.26 (\$76.36 at 3.5 hours)</b>
Wallkill Valley Cheer	<ul style="list-style-type: none"> <li>• <b>Dates:</b> September 5, 2023 - November 17, 2023</li> <li>• <b>Days:</b> Monday through Friday</li> <li>• <b>Times:</b> 6:00 p.m. - 8:30 p.m.</li> </ul> <p><b>Blackout dates:</b></p> <ul style="list-style-type: none"> <li>• September 12, 2023</li> <li>• September 14, 2023</li> <li>• September 22, 2023 - <b>ONLY THE ZOOM ROOM IS AVAILABLE ON THIS DATE</b></li> <li>• October 4, 2023</li> <li>• October 9, 2023</li> <li>• October 27, 2023</li> <li>• November 6 - 9, 2023</li> <li>• November 16, 2023</li> <li>• November 17, 2023</li> </ul>	<p>Main Gym, Zoom Room</p> <p><b>Cost: N/A</b></p>

**OLD BUSINESS: NA**

**NEW BUSINESS: NA**

# MINUTES OF REGULAR MEETING

## September 18, 2023

### **DISCUSSION/COMMENT: NA**

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

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

### **EXECUTIVE SESSION: NA**

On motion by Mrs. Clohessey, seconded by Mr. Hrbek, and carried unanimously by voice vote, adjourned the meeting at 7:11 p.m.

Respectfully submitted,

Barbara A. Decker  
Business Administrator/  
Board Secretary