

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on November 18, 2020 by the Board of Education of the Franklin Township School District, Warren County, in the Franklin Township School Library, 52 Asbury-Broadway Road, Washington, NJ 07882.

**CALL TO ORDER:** Board President, Jean Hansen, called the meeting to order at 7:01 p.m.

**PUBLICATION OF NOTICE:** In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, the Franklin Township Board of Education has provided adequate notice of the date, time, and location of this meeting. Such notice has been posted at the Franklin Township Municipal Building, at the Franklin Township School, at the Express Times, and was published in the Star Gazette on January 17, 2020. (Virtual meeting access information was also published in the Star Ledger and the Express Times on October 29, 2020 and was posted at the Franklin Township School, on the Franklin Township School website and at the Franklin Township Municipal Building.)

**FLAG SALUTE:** Pledge of Allegiance and a moment of silence.

**PRESENT:** Jean Hansen (Board President)  
Rudolph DiGilio (Vice President)  
Elizabeth Ames (virtual)  
Jeannene Butler  
Pamela Fitzsimmons (virtual)  
Scott Hansen  
Renee Hart (virtual)  
Kevin Klus (virtual)

**ABSENT:** Donna Sbriscia

**PRESENT:** DISTRICT ADMINISTRATORS  
Matthew Eagleburger, Chief School Administrator  
Tim Duryea, School Business Administrator/Board Secretary

**PUBLIC:\*** Janie Brown, Karen Wester, Deborah Mannon

\* Public were all present virtually

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

---

**EXECUTIVE SESSION:**

**Action 21-068 Motion**

Motion by J. Butler, and seconded by S. Hansen, to enter Executive Session to discuss items related to personnel matters, with information to be released at a date, not yet determined. (It is estimated that the Board will be in Executive Session for approximately 30 minutes.)

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 0.*

The Board entered executive session at 7:03pm.

**Action 21-069 Motion**

Motion by J. Butler, and seconded by S. Hansen, to reconvene Public Session.

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 0.*

The Board reconvened public session at 7:16pm. (Meeting continued at 7:30pm)

**APPROVAL OF OCTOBER 21, 2020 MINUTES Action 21-070 Motion**

Motion by J. Butler, and seconded by S. Hansen, to approve the minutes of the Regular Meeting of October 21, 2020.

*This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain 2 (Hart, Fitzsimmons).*

**CORRESPONDENCE:**

- FTEA/Barbara Weinstein – Letter requesting the commencement of collective bargaining for a successor contract.

**PUBLIC INPUT PRIOR TO AGENDA ITEMS:**

- Karen Wester – Mrs. Wester provided an update on the Fitness Run Fund Raiser and Upcoming Special Presenters

**WORK SESSION:**

Informational updates were provided by the Administration on the following topics:

Program –

- Curriculum Writer Shared Services Agreement.
- School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act

Building & Grounds and Transportation –

- Facilities Checklist

Finance –

- T-Mobile Hot Spot Contract
- NJSIG Workers Compensation Refund

Policy –

- Policy Alert #220

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

---

Board –

- Emergency Remote Meeting Protocol
- Unofficial Election Results as of 11/16/2020 (All are write-in votes)
  - Katherine Matlock – 70 Votes
  - Jean Hansen – 44 Votes
  - Renee Hart – 30 Votes

**CSA REPORT**

Mr. Eagleburger updated the Board on the following topics:

- COVID-19 related updates
- Health and Wellness Goals and Communication Goal
- District Learning Workshop

**COMMITTEE REPORTS:**

1. **Policy** – (Rep-E. Ames) – No additional updates
2. **Legislation**
  - Franklin Township Committee (Rep – Mrs. Butler)
    - Warehouse project hearings to commence
  - Franklin Township PTA (Rep – Mrs. Fitzsimmons) – No report
  - Legislative/NJSBA Delegate (Rep-R. DiGilio) –
    - Delegate Assembly – One resolution re: overlapping terms of office.  
Board consensus was to oppose allowing overlapping terms.
  - NJASA (Rep-M. Eagleburger) – No report
  - Warren County SBA (Rep-E. Ames) – No report

**FINANCIAL REPORTS**

**TRANSFERS/RECLASSIFICATIONS – Action 21-072                      *Motion***

Motion by J. Butler, and seconded by S. Hansen, to approve the following line item transfers and reclassifications, as recommended by the Chief School Administrator:

**Transfers:**

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
10/21/2011-000-219-610-000-000	SUPPLIES	11-000-219-104-000-000 SALARY - CST	CST Supl to CST Salary	1,100.00
10/21/2011-213-100-101-000-000	SALARY - RESOURCE CTR	11-213-100-106-000-000 SALARY - AIDE	RC Salary to RC Aide Salary	16,500.00
10/21/2011-000-216-320-000-000	PURCH PROF SERVICES	11-000-216-100-000-000 SALARY - SPEECH	Rel Svc to Speech Sal	600.00
10/21/2011-213-100-101-000-000	SALARY - RESOURCE CTR	11-120-100-101-049-000 SALARY - GRADE 4	RC Teacher to 4th Gr Teacher	30,000.00
10/21/2011-105-100-101-000-000	SALARY - PRESCH TEACHER	11-120-100-101-049-000 SALARY - GRADE 4	PS Teacher to 4th Grade Teacher	29,000.00
10/21/2011-190-100-640-099-000	Textbooks-Misc	11-120-100-101-039-000 SALARY - GRADE 3	Textbooks to Gr 3 salary	20,000.00
10/21/2011-130-100-101-000-001	SALARY - GR 6 SUBS	11-110-100-101-009-000 SALARY - K TEACHER	Gr 6 Sal to Kind. Sal	40,000.00
10/21/2011-130-100-101-001-000	SALARY - GR 6 MATH	11-110-100-101-009-000 SALARY - K TEACHER	Gr 6 Sal to Kind. Sal	6,000.00

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

---

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

**PAYROLL AND PAYROLL AGENCY APPROVAL – Action 21-073** **Motion**

Motion by J. Butler, and seconded by S. Hansen, to approve Payroll and Payroll Agency/FICA as follows:

October, 2020 Net Payroll	\$167,695.10
October, 2020 Agency and Board Share FICA	\$119,665.18
<b>TOTAL PAYROLL October, 2020</b>	<b>\$287,360.28</b>

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

**BOARD SECRETARY AND RECONCILIATION REPORT- OCTOBER, 2020**  
**Action 21-074** **Motion**

Motion by J. Butler, and seconded by S. Hansen, to approve the Board Secretary and Reconciliation Report - October, 2020.

*BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A: 23A-16.10 (c) 3, does hereby certify that as of the date of these reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23A-16.10 (a);*

*BE IT FURTHER RESOLVED that the Chief School Administrator recommends that the Franklin Township Board of Education accept the monthly financial reports of the Secretary and the Reconciliation for the Month of **October, 2020**; and further recommends, in compliance with N.J.A.C. 6A: 23A-16.10 (c) 4, that the Board of Education Certifies that no major account has been over expended in violation of N.J.A.C. 6A: 23A-16.10 (b), and that as of this report sufficient funds are available to meet the District’s financial obligations for the remainder of the year.*

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

**PUBLIC INPUT PRIOR TO BOARD ACTION:**

- Janie Brown – Commented on the level of stress associated with the pandemic.

**POLICY-RELATED ITEMS – Action 21-075** **Motion**

Motion by J. Butler, and seconded by Scott Hansen, to approve the following block of Policy-related items, as recommended by the Chief School Administrator:

- Approve the following Board policies for final reading:
  - P 0152 Board Officers (Revised)
  - P 1581 Domestic Violence (M) Revised
  - R 1581 Domestic Violence (M) New
  - P 2442 Health and Physical Education (M) (Revised)

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

---

- P 3421.13 Postnatal Accommodations (New)
- P 4421.13 Postnatal Accommodations (New)
- P/R 5330 Administration of Medication (M) (Revised)
- P 7243 Supervision of Construction (M) (Revised)
- P 8210 School Year (Revised)
- P 8220 School Day (M) (Revised)
- R 8220 School Closing (Revised)
- P8462 Reporting Potentially Missing or Abused Children (M) (Revised)

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**PROGRAM, CURRICULUM, & INSTRUCTION-RELATED ITEMS –**

**Action 21-076                      *Motion***

Motion by J. Butler, and seconded by Scott Hansen, to approve the following block of Program, Curriculum, & Instruction-related items, as recommended by the Chief School Administrator:

- Approve the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act for the 2019-2020 school year.
- Approve the districts LGBTQ+ curriculum for final reading.
- Approve the district’s 2020-2021 Nursing Services Plan
- Approve the November 18, 2020 Travel and Related Expense Reimbursement Form.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 1 (Hart).*

**BUILDING & GROUNDS AND TRANSPORTATION -RELATED ITEMS –**

**Action 21-077                      *Motion***

Motion by J. Butler, and seconded by Scott Hansen, to approve the following block of Building & Grounds and Transportation-related items, as recommended by the Chief School Administrator:

- Approve adding a bus stop on the district’s White route at 278 Asbury-Broadway Road for the 2020-2021 school year.
- Approve the district’s “Health and Safety Evaluation of School Buildings Checklist 2020-2021”.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**FINANCE-RELATED ITEMS – Action 21-078                      *Motion***

Motion by J. Butler, and seconded by Scott Hansen, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Approve application for and acceptance of the FY20 School Security Grant in the amount of \$20,000.00.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

---

- Approve the district’s manual of Standard Operating Procedures (guidelines for fiscal accountability). (to be provided before Board meeting)
- Approve participation in the American College of Education Partnership Grant program for the 2020-2021 school year.
- Approve the acceptance of a donation of a refrigerator/freezer from Timothy and Bonita Duryea.
- Approve an application for and acceptance of a grant through the Warren County Consortium for Student Enrichment in the amount of \$221.56, for the 2020-2021 school year.
- Approve contracting with Garden State AAC Specialists for a two-hour session of Augmentative and Alternative Communication Consulting and Coaching for a Franklin Township Student at a cost of \$330.00, inclusive of travel costs.
- Approve the 2020-2021 Curriculum Writer Shared Services Agreement with the Oxford Township Board of Education, in the amount of \$1,300.00.
- Approve holding the public hearing for the districts 2019-2020 Comprehensive Annual Financial Report/Audit at its regular meeting on December 16, 2020.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 1 (Hart).*

**PERSONNEL-RELATED ITEMS – Action 21-079                      *Motion***

Motion by J. Butler, and seconded by Scott Hansen, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Approve the NJSBA Superintendent Evaluation System (2018 version) as the official instrument for the evaluation of the Chief School Administrator for the 2020-2021 school year.
- Accept the CSA’s annual professional improvement plan for the 2020-2021 school year.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**BILL LIST – Action 21-080                      *Motion***

Motion by J. Butler, and seconded by Scott Hansen, to approve the November 18, 2020 bill list in the amount of \$135,133.74 and the following non-checks.

Date	Check #	To	For	Amount	Account
10/30/2020	N0888	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**Franklin Township Board of Education Minutes**  
**Regular Meeting – November 18, 2020**

---

**SPECIAL MEETING - Action 21-081**

***Motion***

Motion by J. Butler, and seconded by Scott Hansen, to approve holding and advertising for a Special Meeting of the Franklin Township Board of Education on December 7, 2020, at 7pm, to address and approve issues items related to the districts 2020-2021 QSAC review and any other business. This will be an open public meeting held in the school's all-purpose room, with attendance also available virtually. (Snow date of December 8, 2020.).

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**PAUL RINALDI HEALTH UPDATE**

Mr. Eagleburger provided the Board with an update on the health of Paul Rinaldi, former CSA of Franklin Township, who is recuperating from surgery resulting from a brain tumor.

**ADJOURNMENT - Action 21-082**

***Motion***

Motion by J. Butler, and seconded by Scott Hansen, to adjourn the meeting.

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

*Meeting adjourned at 8:26 p.m.*

Respectfully submitted,

Tim Duryea  
Board Secretary / School Business Administrator

Board President: \_\_\_\_\_  
*Jean Hansen*