

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

**TIME AND PLACE:** The regular meeting of the Board of Education was held on August 19, 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 7:00 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 provided to the Star Ledger and the Express Times 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  
Scott Hansen  
Renee Hart  
Kevin Klus  
Donna Sbriscia

**ABSENT:** Jeannene Butler  
Pamela Fitzsimmons

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

**PUBLIC:\*** Deborah Mannon, Janie Brown, Karen Wester, Jennifer Fischer, Barbara Purcell

\* Board members and public were all present virtually.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

**APPROVAL OF AUGUST 4, 2020 MINUTES Action 21-020 Motion**

Motion by R. DiGilio, and seconded by D. Sbriscia, to approve the minutes of the Regular Meeting of August 4, 2020.

*This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain 1 (Hart).*

**CORRESPONDENCE:**

- Nancy Griffin – Letter of resignation
- Lara Smith – Letter of resignation

**PUBLIC INPUT PRIOR TO AGENDA ITEMS:** None

**ANNUAL BOARD GOAL-SETTING SESSION:**

NJSBA Field Representative, Kathleen Helewa assisted the Board in the establishment of the following District and Board Goals:

**District Goals for School Year 2020--2021**

1. Focus on promoting and fostering the health and wellness of students and staff.
2. Provide professional development for staff and technical and educational support for families in order to maximize student learning throughout the school year.
3. Provide relevant information in a timely manner to families and staff via user-friendly, accessible methods.

**Board Goal for School Year 2020--2021**

1. Provide support to the Administration in the pursuit and achievement of the District Goals.

**SCHOOL CALENDAR/START DATE**

Mr. Eagleburger updated the Board on the recommended change to the district's annual school calendar, resulting in the first day of school for students being September 8, 2020.

**USE OF SCHOOL PROPERTY BY YOUTH ORGANIZATIONS**

Mr. Duryea polled the Board on the potential of allowing youth organizations to use of the school grounds for outside youth programs. It was the consensus of the Board approve the initiative.

**CSA REPORT**

Mr. Eagleburger updated the Board on continued preparations, considerations and accommodations for the reopening of school.

**COMMITTEE REPORTS:**

1. **Policy** – (Rep-E. Ames)
  - Policy 1648 and 1648.02 – first reading
  - Additional policy alert recently received and in the review process

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

**2. Legislation**

- Franklin Township Committee (Rep – Mrs. Butler) – No report
- Franklin Township PTA (Rep – Mrs. Fitzsimmons) – No report
- Legislative/NJSBA Delegate (Rep-R. DiGilio) – No report
- NJASA (Rep-M. Eagleburger) –
  - NJASA does not support reopening, but recognizes district diversity
- Warren County SBA (Rep-E. Ames) –
  - Mr. Duryea will resend the meeting notice email for the August meeting to all Board members.

**FINANCIAL REPORTS**

**PAYROLL AND PAYROLL AGENCY – Action 21-021**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve Payroll and Payroll Agency/ FICA as follows:

July, 2020 Net Payroll	\$28,128.36
July, 2020 Agency and Board Share FICA	\$45,643.41
<b>TOTAL PAYROLL July, 2020</b>	<b>\$73,771.77</b>

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

**BOARD SECRETARY AND RECONCILIATION REPORT-MAY**

**Action 21-022**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve the Final Board Secretary and Reconciliation Report - June, 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 **June, 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, 7; nays, 0; abstain, 0.*

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

**BOARD SECRETARY AND RECONCILIATION REPORT-JULY**

**Action 21-023**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve the Board Secretary and Reconciliation Report - July, 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 **July, 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, 7; nays, 0; abstain, 0.*

**PUBLIC INPUT PRIOR TO BOARD ACTION:** None

**POLICY-RELATED ITEMS – Action 21-024**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve the following block of Policy-related items, as recommended by the Chief School Administrator:

- Approve the following Board policies for first reading:
  - Policy 1648 (new)
  - Policy 1648.02 (new)

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

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

**Action 21-025**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve the following block of Program, Curriculum, & Instruction-related items, as recommended by the Chief School Administrator:

- Approve the revised district calendar for the 2020-2021 school year. (student start date of 9/8/20)
- Approve the August 19, 2020 Travel and Related Expense Reimbursement Form.

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

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

**TRANSPORTATION-RELATED ITEMS – Action 21-026** *Motion*

Motion by R. DiGilio, and seconded by K. Klus, to approve the following block of Transportation-related items, as recommended by the Chief School Administrator:

- Approve the district bus stops for the 2020-2021 school year.

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

**FINANCE-RELATED ITEMS – Action 21-027** *Motion*

Motion by R. DiGilio, and seconded by K. Klus, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Retroactively approve a tuition contract with the Washington Borough Board of Education for a Washington Borough student to be enrolled in the Franklin Township ESY Multiple Disabilities class for the summer of 2020, at the tuition and related services costs as follows:

- Tuition - \$1,000.00
- Related Services – to be billed at cost, in addition to tuition

It is also understood that Washington Borough will supply all transportation needs and the student’s personal aide, who will be employed and paid directly by Washington Borough.

- Approve a shared services agreement with the Oxford Township Board of Education for a School Social Worker for the 2020-2021 school year. Contract provisions detail an equal split of one full-time individual that will be employed by the Franklin Township Board of Education, with actual costs for salary, benefits, insurances, and employer payroll taxes shared equally.
- Approve revised transportation contract costs for the 2020-2021 school year, in correlation with the State approved 1.7% CSI allowable increase, as follows:
  - Approve a Joint Transportation Agreement with the Warren Hills Regional School District, for the transportation of Franklin Township students for the 2020-2021 school year, given the following route details:
    - Host District – Warren Hills Regional BOE
    - Route Name – Yellow
    - Route cost \$15,598.54
  - Renew the following 2020/2021 Joint Transportation Agreements for public school students with Franklin Township as Host District:

Route Number	Destination	Joiner	Total Route Cost
WH11	Warren Hills	Warren Hills	\$20,066.01
WH17	Warren Hills	Warren Hills	\$20,066.01
WH18	Warren Hills	Warren Hills	\$20,066.01
WH40	Warren Hills	Warren Hills	\$20,066.01
WH19	Warren Hills	Warren Hills	\$20,066.01
WH5	Warren Hills	Warren Hills	\$20,066.01
R-1	Mansfield	Mansfield	\$20,066.01
F-1	Mansfield	Mansfield	\$20,066.01
N-1	Mansfield	Mansfield	\$20,066.01
W-1	Mansfield	Mansfield	\$20,066.01

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

- Renew the following bus route for the 2020/2021 school year with GST Transport Corp., with a renewal increase of 1.7% (CPI):

<i>Route Number</i>	<i>Total Base Cost</i>	<i>Inc/Dec Provision</i>	<i>Total Route Cost</i>
<i>WH11</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>R-1</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>WH17</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>F-1</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>WH18</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>N-1</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>WH40</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>W-1</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>WH19</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>GREEN</i>	\$9,865.30	<i>0.74</i>	\$10,033.01
<i>ORANGE</i>	\$9,865.30	<i>0.74</i>	\$10,033.01
<i>WH5</i>	\$19,730.59	<i>0.74</i>	\$20,066.01
<i>PINK</i>	\$9,865.30	<i>0.74</i>	\$10,033.01
<i>BROWN</i>	\$9,865.30	<i>0.74</i>	\$10,033.01

- Approve proportionately amending the district’s preschool tuition rate to reflect the shorter session, in response to the COVID-19 pandemic, as follows:

**2020-2021 Preschool Tuition Rates for Resident, Free Lunch Qualified Students**

2-Day Program            No Cost  
3-Day Program            No program offered  
5-Day Program            No program offered

**2020-2021 Preschool Tuition Rates For All Other Resident Students**

2-Day Program            \$55.00  
3-Day Program            No program offered  
5-Day Program            No program offered

**2020-2021 Preschool Tuition Rates for Non-Resident Students (district paid)**

Tuition rates charged to another school district will be equal to the certified cost per pupil for the preschool program.

**Discount for Multiple Children**            None

**Payment Terms:**

Two months paid, prior to Sept 1st. Remaining eight payments made prior to the close of each month (Sept-April).

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 1 (Hart).*

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 19, 2020**

---

**PERSONNEL-RELATED ITEMS – Action 21-028**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Approve hiring Kathy Henry as a teacher for the 2020-2021 school year, at Starting Step/BA, with full-time equivalent of .4 (4/10), at an annual salary of \$50,645.00, pro-rated to \$20,258.00.
- Authorize the CSA to reassign staff, as needed, in response to the modifications in programs, revision of hours of operation, elimination of the childcare program, and added operational needs, related to the COVID-19 pandemic.
- Approve accepting the resignations of Nancy Griffin and Lara Smith, effective August 12, 2020 and August 11, 2020, respectively, with regret.
- Approve the district’s 2020-2021 substitute list.

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

**BILL LIST – Action 21-029**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to approve the August 19, 2020 bill list in the amount of \$153,992.14 and the following non-checks.

<b>Date</b>	<b>Check #</b>	<b>To</b>	<b>For</b>	<b>Amount</b>	<b>Account</b>
7/1/2020	N0872	Horizon Healthcare	Flex Admin	\$48.00	11-000-230-590
7/31/2020	N0875	Horizon Healthcare	Flex Admin	\$48.00	11-000-230-590

*This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.*

**ADJOURNMENT - Action 21-030**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, to adjourn the meeting.

*This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.*

*Meeting adjourned at 8:32 p.m.*

Respectfully submitted,

Tim Duryea  
 Board Secretary / School Business Administrator

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