

Franklin Township Board of Education Minutes
Regular Meeting – July 22, 2020

TIME AND PLACE: The regular meeting of the Board of Education was held on July 22, 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 and on the Franklin Township School website. Municipal building is unavailable for access, so no posting was provided to them.)

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

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

ABSENT: None

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

PUBLIC:* Deborah Mannon, Janie Brown, Julie Shellaway, and other staff and public

* Board members and public were all present virtually.

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EXECUTIVE SESSION:

Action 21-001

Motion

Motion by J. Butler, and seconded by K. Klus, to enter Executive Session to discuss items related to personnel and negotiations matters, with information to be released at a date, not yet determined. (It is expected that the Board of Education will be in Executive Session for 30 minutes).

This motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

The Board entered Executive Session at 7:01 p.m.

Action 21-002

Motion

Motion by J. Butler, and seconded by S. Hansen, to reconvene public session.

This motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

The Board reconvened in public session at 7:27 p.m.

The Board did not move to the public portion of the meeting until 7:30 p.m.

EXECUTIVE SESSION MINUTES – Action 21-003

Motion

Motion by J. Butler, and seconded by K. Klus, to approve and make public the Executive Session minutes of June 24, 2020.

This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 1 (J. Hansen).

APPROVAL OF June 24, 2020 MINUTES Action 21-004

Motion

Motion by J. Butler, and seconded by K. Klus, to approve the minutes of the Regular Meeting of June 24, 2020.

This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 1 (J. Hansen).

CORRESPONDENCE: None

PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

PUBLIC HEARING – VIOLENCE AND VANDALISM:

As per Public Law 6A:16-5.3, each school district shall report incidents of violence, vandalism and substance abuse two times per year. Those incidents shall also be reported to the NJ Department of Education via the department's Electronic Violence and Vandalism Reporting System (EVVRS).

As reported to the Department of Education, there were 1 (one) incident of violence or vandalism during from January 1, 2020 – June 30, 2020, which rose to the standards established by the Department of Education.

The Franklin Township Board of Education accepts the Bi-Annual Report of Violence and Vandalism dated July 22, 2020, as recommended by the Chief School Administrator.

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WORK SESSION

Work session included discussion on the following topics:

Building & Grounds and Transportation –

- Update on 2020-2021 Transportation Contracts
- Update on Summer Projects
- Landscaping in Front of Building

Finance –

- ESY Tuition Contract for a Washington Borough Student
- Amendment to T-1 Form (tax levy schedule)
- Update on Extraordinary Aid and Non-Public Transportation Aid
- Policy Alert P1649

Program, Curriculum, and Instruction –

- Re-opening Plan
- Oxford Township Regionalization Study

Technology –

- Summer projects

Personnel –

- Mrs. Wester has obtained her Associate Media Specialist certification

Legislation –

- Healthcare Legislation

Board:

- Petitions for School Board election due July 29th

CHIEF SCHOOL ADMINISTRATOR’S REPORT:

Report included comments on the following:

1. Re-opening Plan

COMMITTEE REPORTS:

1. Policy – (Rep-E. Ames) – No additional information

2. Legislation

- Franklin Township Committee (Rep – Mrs. Butler) –
 - Most recent meeting was cancelled. Next meeting 8/3/20.
- Franklin Township PTA (Rep – Mrs. Fitzsimmons) – No report
- Legislative/NJSBA Delegate (Rep-R. DiGilio) –
 - Healthcare Legislation
 - Delegate Assembly Resolutions – All passed
 - At-Home Instruction Legislation
- NJASA (Rep-M. Eagleburger) –
 - Weekly meetings with support agencies
- Warren County SBA (Rep-E. Ames) – No report

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FINANCIAL REPORTS

TRANSFERS AND RECLASSIFICATIONS – Action 21-005

Motion

Motion by J. Butler, and seconded by K. Klus, to approve the 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>
06/24/20	11-000-213-340-000-000 PURCH TECH SERVICES	11-000-213-610-000-000 SUPPLIES	Nurse Pur Svc to Nurse Supl	300.00
06/24/20	11-000-262-622-000-000 ENERGY (ELECTRICITY)	11-000-262-610-000-000 SUPPLIES	Elec to Cust Supl	2,350.00
06/25/20	11-190-100-611-099-000 Misc Notebooks	11-190-100-610-099-000 SUPPLIES - CROSS CONT	Workbooks to School Supl	5,400.00
06/25/20	11-212-100-101-000-001 MD Substitute Teacher	11-213-100-610-000-000 SUPPLIES	MD Sal to RC Supl	1,300.00
06/25/20	11-230-100-101-000-000 SALARY - BSI	11-213-100-610-000-000 SUPPLIES	BSI Sal to RC Supl	482.00
06/25/20	11-230-100-610-000-000 SUPPLIES	11-213-100-101-000-000 SALARY - RESOURCE CTR	BSI Supl to RC Sal	110.00
06/25/20	11-000-266-420-000-000 REPAIRS & MAINTANENCE	11-000-263-610-000-000 GENERAL SUPPLIES	Sec maint to prop suppl.	1,100.00
06/30/20	11-190-100-890-010-000 MISCELLANEOUS - ENRICH	11-000-221-590-000-000 SOFTWARE LICENSING	Gen Inst Misc to Software Lic.	25.00
06/30/20	11-190-100-890-010-000 MISCELLANEOUS - ENRICH	11-190-100-500-000-000 OTHER PURCH SVS	Gen Ed Misc to Gen Ed Pur Svc	6,600.00
06/30/20	11-190-100-640-099-000 Textbooks-Misc	11-190-100-500-000-000 OTHER PURCH SVS	Textbks to Gen Ed Pur Srv	1,160.00
06/30/20	11-000-252-340-000-000 PURCH TECH SVCS	11-000-252-330-000-000 PURCH PROF SVCS	Bus Of purch tech to purch prof	40.00
06/30/20	11-110-100-101-006-000 SALARY - K PHYS ED	11-000-310-930-000-000 Trns Cover Deficit (Ent. Fund)	K salary to Cafe Def.	1,103.78
06/30/20	11-130-100-101-001-000 SALARY - GR 6 MATH	11-213-100-106-000-000 SALARY - AIDE	Grade 6 salary to RC aide salary	9,725.00
06/30/20	11-000-230-334-000-000 ARCHITECT	11-000-230-331-000-000 LEGAL SERVICES	Arch Fees to Legal Fees	120.00
06/30/20	11-000-230-334-000-000 ARCHITECT	11-000-230-104-000-000 SALARY - SUPER	Architect to Supt Salary	995.00
06/30/20	11-000-230-590-000-000 OTH PURCH SERVICES	11-000-230-104-000-000 SALARY - SUPER	Admin pur svc to Supt Sal	700.00
06/30/20	11-000-230-580-000-000 TRAVEL - SUPER	11-000-230-104-000-000 SALARY - SUPER	Supt Travel to Supt Sal	656.00
06/30/20	11-000-251-610-000-000 SUPPLIES	11-000-251-890-000-000 WORKSHOPS	Bus Off Supl to Bus Off Misc	30.00
06/30/20	11-000-251-610-000-000 SUPPLIES	11-000-251-500-000-000 MISCELLANEOUS	Bus Off Supl to Bus Off pur svc	192.00
06/30/20	11-190-100-890-010-000 MISCELLANEOUS - ENRICH	11-000-221-590-000-000 SOFTWARE LICENSING	Gen Ed Misc to Software	100.00
06/30/20	11-000-222-340-000-000 PURCH PROF SVCS	11-000-222-104-000-000 SALARY - Media Cnt/Library	Media Cntr Pur Svcs to Media Cntr Sal	510.00
06/30/20	11-000-291-241-000-000 BOARD SHARE - PERS	11-000-291-220-000-000 BOARD SHARE - FICA	Pension to FICA	1,125.00
06/04/2011	11-000-291-241-000-000 BOARD SHARE - PERS	11-000-291-290-000-000 EMP BENE - OTHER	Pension to Emp Benefits Other	2,900.00

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Reclassifications:

<u>Date</u>	<u>PO Number</u>	<u>Ordering Name</u>	<u>Amount</u>	<u>Reclassification Details and Comments</u>
06/25/20	P202000001	FRANKLIN TOWNSHIP BO	\$3,611.00	From 11-401-100-100-000-000 to 20-234-100-100-000-000 Co-Curr amended to Title IV
06/25/20	P202000001	FRANKLIN TOWNSHIP BO	\$276.61	From 11-000-291-220-000-000 to 20-234-200-200-000-000 FICA amended to Title IV
06/30/20	P202000001	FRANKLIN TOWNSHIP BO	\$2,350.00	From 20-700-100-100-020-000 to 11-401-100-100-000-000 REAP amended to Co-Curr
06/30/20	P202000001	FRANKLIN TOWNSHIP BO	\$179.79	From 20-700-200-200-020-000 to 11-000-291-220-000-000 REAP amended to FICA
06/30/20	P202000001	FRANKLIN TOWNSHIP BO	\$958.94	From 11-130-100-101-014-000 to 11-120-100-101-014-000 Grade 6 music amended to grade 1-5
06/30/20	P202000001	FRANKLIN TOWNSHIP BO	\$907.44	From 11-000-222-104-000-000 to 11-000-222-100-000-000 Media Cnt/Library amended to Media Spec
06/30/20	P202000291	FRONTLINE TECHNOLOGI	\$400.00	From 20-700-100-800-018-000 to 11-000-221-590-000-000 REAP charged to software line
06/30/20	P202000354	AMAZON.COM	\$79.70	From 11-190-100-610-008-000 to 20-234-100-600-000-000 Headphones charged to Title IV

This motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

PAYROLL AND PAYROLL AGENCY – Action 21-006

Motion

Motion by J. Butler, and seconded by K. Klus, to approve revised Payroll and Payroll Agency/ FICA as follows:

June, 2020 Net Payroll	\$235,964.77
June, 2020 Agency and Board Share FICA	\$169,616.69
TOTAL PAYROLL June, 2020	\$405,581.46

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

BOARD SECRETARY AND RECONCILIATION REPORT-MAY

Action 21-007

Motion

Motion by J. Butler, and seconded by K. Klus, to approve the Board Secretary and Reconciliation Report - May, 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 **May, 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, 9; nays, 0; abstain, 0.

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PRELIMINARY BOARD SECRETARY AND RECONCILIATION REPORT-JUNE

Action 21-008

Motion

Motion by J. Butler, and seconded by K. Klus, to approve the preliminary 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, 9; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION: None

FINANCE-RELATED ITEMS –

Action 21-009

Motion

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

- Authorize the district's School Business Administrator to make payment of the district's scheduled bond interest payment of \$4,625.00, on or before August 15, 2020.
- Approve revising the districts 2020-2021 T-1 form to reflect the following tax levy schedule:

Month	Current Tax levy	Proposed Tax Levy
July	\$386,645.00	\$386,645.00
Aug	\$386,645.00	\$322,000.00
Sept	\$386,645.00	\$322,000.00
Oct	\$386,645.00	\$322,000.00
Nov	\$386,645.00	\$322,000.00
Dec	\$386,645.00	\$322,000.00

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Month	Current Tax levy	Proposed Tax Levy
Jan	\$257,764.00	\$322,000.00
Feb	\$257,764.00	\$322,000.00
Mar	\$257,764.00	\$322,000.00
April	\$257,764.00	\$322,000.00
May	\$257,765.00	\$322,000.00
June	\$257,765.00	\$259,811.00
Total	\$3,866,456.00	\$3,866,456.00

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

PROGRAM, CURRICULUM, & INSTRUCTION-RELATED ITEMS –

Action 21-010 *Motion*

Motion by J. Butler, 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 July 22, 2020 Travel and Related Expense Reimbursement Form.
- Approve the Participant’s Resolution/LEAP Implementation Grant, with the Oxford Township Board of Education as lead entity.
- Approve holding and advertising for a Special meeting of the Board of Education, to be held on August 4, 2020 at 7pm, for the purpose of addressing re-opening plans and any other business. This will be an open public meeting.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 1 (Hart).

PERSONNEL-RELATED ITEMS – Action 21-011 *Motion*

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

- Approve Karen Wester, the district’s technology coordinator for summer 2020 technology support, at a rate of \$50/hour, with hours to be subject to CSA approval.
- Approve the following revised salaries for the 2020-2021 school year:

First Name	Last Name	Job Title	20-21 Rate/Hour	20-21 Hrs/Day	20-21 Days/Year	20-21 Annual Salary
Michael	Graziano	Custodial/ Maintenance Person	\$18.54	4	202	\$14,980.32
Mary	Robinson	CST Sec	\$22.38	8.00	104	\$18,620.16
Kaitlyn	Penna	School Social Wrkr	NA	NA	NA	\$58,375.00

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and to document the revision to the 2019-2020 salary of Kaitlyn Penna, based upon a delayed start date availability for full-time status, resulting in a revised salary of \$55,683.24.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

BILL LIST – Action 21-012 *Motion*

Motion by J. Butler, and seconded by K. Klus, to approve the June 30, 2020 bill list in the amount of \$61,469.36, the July 22, 2020 bill list in the amount of \$68,906.38, and the following non-checks.

Date	Check #	To	For	Amount	Account
5/28/2020	N0876	FTS Café	Café Aid	\$1,741.52	10-402
6/30/2020	N0880	State of NJ	Debt Svc Assess.	\$12,687.00	12-000-400-896
6/25/2020	N0881	FTS Café	Defeceipt suplmnt	\$5,000.00	11-000-310-930
6/30/2020	N0883	FTS Café	Defeceipt suplmnt	\$1,103.78	11-000-310-930
6/4/2020	N0884	FTS Childcare	Overpay on tuition transferred to Childcare	\$291.50	10-132
6/30/2020	N0882	FTS BOE	Amend Ccare Sal to Para	-\$9,710.19	10-132
6/30/2020	N0882	FTS BOE	Amend Ccare Sal to Para	\$9,710.19	11-213-100-106
6/30/2020	N0883	FTS Café	Defeceipt suplmnt	\$1,103.78	11-000-310-930

This motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

ADJOURNMENT - Action 21-013 *Motion*

Motion by J. Butler, and seconded by K. Klus, to adjourn the meeting.

This motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 0.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Tim Duryea
 Board Secretary / School Business Administrator

Board President: _____
Jean Hansen