

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

TIME AND PLACE: The regular meeting of the Board of Education was held on June 24, 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 Vice President, Rudolph DiGilio, 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:* Rudolph DiGilio (Vice President)
Elizabeth Ames
Jeannene Butler
Pamela Fitzsimmons
Scott Hansen
Renee Hart
Kevin Klus
Donna Sbriscia

ABSENT: Jean Hansen (Board President)

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

PUBLIC:* Janie Brown, Deborah Mannon, Julie Shellaway, Maria Leary, Richard Herzer, Jennifer Fischer, Charles Roberto.

* Board members, Mr. Eagleburger and public were all present virtually.

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

EXECUTIVE SESSION:

Action 20-238

Motion

Motion by J. Butler, and seconded by K. Klus, to enter Executive Session to discuss items related to negotiations and personnel 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, 8; nays, 0; abstain, 0.

The Board entered Executive Session at 7:03 p.m.

Action 20-239

Motion

Motion by J. Butler, and seconded by K. Klus, to reconvene public session.

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

The Board reconvened in public session at 7:15 p.m.

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

EXECUTIVE SESSION MINUTES – Action 20-240

Motion

Motion by J. Butler, and seconded by K. Klus, to approve and make public the Executive Session minutes of June 2, 2020, as amended.

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

APPROVAL OF June 2, 2020 MINUTES Action 20-241

Motion

Motion by J. Butler, and seconded by K. Klus, to approve the minutes of the Regular Meeting of June 2, 2020, as amended (20-234 should read “program-related” not “finance-related”).

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

CORRESPONDENCE:

- Jessica Muglia – Email endorsing fall re-opening of school

PUBLIC INPUT PRIOR TO AGENDA ITEMS:

- Maria Leary–Expressed opposition to change in the district’s contracted Occupational Therapist. Mr. Eagleburger suggested that Mrs. Leary contact him to discuss the change.

CHIEF SCHOOL ADMINISTRATOR’S REPORT:

Report included comments on the following:

1. End-of-school procedures and revisions to report card
2. Virtual Evening of Recognition

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

3. Re-opening of school - No new information has been released from the State of New Jersey, in the way of guidelines for re-opening. Mr. Eagleburger will be forming a re-opening committee, composed of administrators, Board members, and teachers, to address re-opening considerations and plans, specific to the Franklin Township School District. Mrs. Sbriscia, Mrs. Butler, and Mr. Hansen volunteered to serve on the re-opening committee.
4. Goals for 2019-2020

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames) – Committee will be starting up again, to review new policy alerts
2. **Legislation**
 - Franklin Township Committee (Rep – Mrs. Butler) –
 - Richard Herzer, the new Board Liaison, was present at the Board meeting.
 - Franklin Township PTA (Rep – Mrs. Fitzsimmons) –
 - Purchase of gift cards for students
 - Summer movies
 - Legislative/NJSBA Delegate (Rep-R. DiGilio) –
 - Healthcare Legislation
 - Delegate Assembly Resolutions
 - NJASA (Rep-M. Eagleburger) –
 - Letter from the NJLEA, representing multiple educational organizations, was sent to the State of NJ, requesting that the State provide re-opening guidance at least 60 days prior to the start of school.
 - Warren County SBA (Rep-E. Ames) –
 - Programs are available online

FINANCIAL REPORTS

TRANSFERS AND RECLASSIFICATIONS – Action 20-242

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:

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

Transfers:

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
05/28/20	11-000-213-100-000-001 NURSE SUB	11-000-213-610-000-000 SUPPLIES	Nurse Sub to Nurse Supplies	350.00
06/04/20	11-000-240-610-000-000 SUPPLIES	11-000-240-105-000-000 SALARY - SCHOOL SEC	Princ Supl to Sch Sec Salary	490.00
06/04/20	11-000-230-331-000-000 LEGAL SERVICES	11-000-240-105-000-000 SALARY - SCHOOL SEC	Legal Fees to Schl Sec Salary	1,400.00
06/04/20	11-230-100-101-000-001 TEACH SUB	11-213-100-106-000-000 SALARY - AIDE	BSI Sal to RC Aide Sal	5,550.00
06/04/20	11-000-216-320-000-000 PURCH PROF SERVICES	11-000-216-100-000-000 SALARY - SPEECH	Rel Svc to Speech Sal	4,000.00
06/04/20	11-000-219-610-000-000 SUPPLIES	11-000-219-105-000-000 SALARY - CST SECRETARY	CST Supl to CST Sec Sal	200.00
06/04/20	11-000-217-106-000-001 AIDE SUBS	11-000-217-100-000-000 SALARIES	Pers Aide subs to Pers Aide sal	400.00
06/04/20	11-000-291-241-000-000 BOARD SHARE - PERS	11-000-291-249-000-000 Other Retirement Contrib - Reg	PERS Pension to DCRP	250.00
06/04/20	11-000-291-241-000-000 BOARD SHARE - PERS	11-000-291-220-000-000 BOARD SHARE - FICA	PERS Pension to FICA	1,700.00
06/04/20	11-000-262-610-000-000 SUPPLIES	11-000-262-890-000-000 MISCELLANEOUS	Cust supl to Cust Misc	1,000.00
06/04/20	11-000-266-420-000-000 REPAIRS & MAINTANENCE	11-000-266-610-000-000 GENERAL SUPPLIES	Security Maint to Security Supl	1,300.00
06/08/20	11-190-100-640-099-000 Textbooks-Misc	11-190-100-500-000-000 OTHER PURCH SVS	Textbooks to Instr. Purch Serv	5,025.00
06/15/20	11-000-263-420-000-000 REPAIRS & MAINTENANCE	11-000-263-610-000-000 GENERAL SUPPLIES	Grounds Maint to Grounds Supplies	3,500.00
06/16/20	11-190-100-640-099-000 Textbooks-Misc	12-000-230-730-000-000 Admin Equipment	Textbooks to Comp Firewall and servier	6,000.00
06/17/20	11-000-222-800-000-000 Misc. Library	11-000-222-610-000-000 SUPPLIES	Library Misc to Library Supl	125.00
06/18/20	11-190-100-640-099-000 Textbooks-Misc	11-190-100-610-099-000 SUPPLIES - CROSS CONT	Textbooks to Gen Supl	8,100.00
06/18/20	11-000-219-800-000-000 WORKSHOPS	11-000-219-890-000-000 CST - MISCELLANEOUS	CST Wrksp to CST Misc	900.00
06/18/20	11-190-100-640-099-000 Textbooks-Misc	11-190-100-610-099-000 SUPPLIES - CROSS CONT	Textbooks to School Supplies	700.00
06/18/20	11-000-230-331-000-000 LEGAL SERVICES	11-000-230-890-000-000 MISCELLANEOUS	Legal Fees to Admin Misc	1,700.00
06/22/20	11-000-222-100-000-000 Salaries-Media Spec.	11-000-222-300-000-000 PURCH TECH SVCS	Library Salary to Library Purch Tech Serv	3,600.00
06/22/20	11-000-230-331-000-000 LEGAL SERVICES	11-000-230-530-000-000 TELEPHONE	Legal Fees to Telephone Svc	350.00

Reclassifications:

<u>Date</u>	<u>PO Number</u>	<u>Ordering Name</u>	<u>Amount</u>	<u>Reclassification Details and Comments</u>
06/17/20	P202000233	JUMP AHEAD PEDIATRI	\$2,716.85	From 11-000-216-320-000-000 to 20-250-200-320-000-007 Apply to IDEA Basic Grant
06/17/20	P202000297	INK TECHNOLOGIES, LLC	\$98.04	From 11-190-100-610-008-000 to 20-234-100-600-000-000 STEAM Center printer toner charged to Title IV

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

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

PAYROLL AND PAYROLL AGENCY – Action 20-243

Motion

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

May, 2020 Net Payroll	\$171,452.45
May, 2020 Agency and Board Share FICA	\$123,365.64
TOTAL PAYROLL May, 2020	\$294,818.09

June, 2020 Net Payroll	\$235,874.27
June, 2020 Agency and Board Share FICA	\$169,616.69
TOTAL PAYROLL June, 2020	\$405,490.96

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

PUBLIC INPUT PRIOR TO BOARD ACTION: None

FINANCE-RELATED ITEMS –

Action 20-244 *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:

- Approve the following contract renewals for related services for the summer of 2020:
 - Rutgers University/Douglas Developments Disabilities Center – Behavioral Services - \$175.00/hour plus \$0.58 per mile for travel expense.
 - Brett DiNovi Associates, LLC – Behavioral Services - \$129.75/hour.
 - Michele DeSanto – Physical Therapy Services - \$82.00/hour.
- Approve an amendment application for 2019-2020 Title IV grant funds, requesting modification of program specifics, but no change to dollar allocations. Amendment moves \$1862 in salary and corresponding benefits to the category of Volunteerism and Community Involvement to align with specific after-school programs offered by the district.
- Approve the resolution to join the New Jersey School Insurance Group for the 2020-2021 school year.
- Approve contract for payroll processing services with R&L Data Centers, Inc., for the 2020-2021 school year.
- Pursuant to PL 2015, Chapter 47, the Franklin Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the Board of Education. These contracts are, have been, and, if renewed, will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

- Approve the transfer of anticipated surplus funds from the 2019-2020 school year in the amount of \$30,000.00 from the district’s General Fund to the district’s Emergency Reserve Fund.
- Approve the transfer of anticipated surplus funds from the 2019-2020 school year in the amount of \$75,000.00 from the district’s General Fund to the district’s Capital Reserve Fund.
- Authorize the School Business Administrator and the Chief School Administrator to make payments to Horizon Blue Cross and Blue Shield and to Amerihealth for dental and health insurance premiums, respectively, during the 2020-2021 school year, as bills are received, with detailed approval to follow at next subsequent Board meeting, in order to meet payment deadlines for both.
- Approve following health insurance premium renewal rates for the 2020-2021 school year, through Amerihealth, as follows:

PPO

Tier	Monthly Rate
Single	\$1,356.19
Parent Child	\$1,978.95
2-Adult	\$2,958.26
Family	\$3,457.80

EPO Plan

Tier	Monthly Rate
Single	\$1,192.66
Parent Child	\$1,740.33
2-Adult	\$2,601.55
Family	\$3,040.86

High Deductible Plan

Tier	Monthly Rate
Single	\$924.32
Parent Child	\$1,348.77
2-Adult	\$2,016.25
Family	\$2,356.71

- Approve following dental insurance premium renewal rates for the 2020-2021 school year, through Horizon Blue Cross Blue Shield of NJ, as follows:

Tier	Monthly Rate
Single	\$49.31
2-Adult	\$77.64
Family	\$113.39

- Approve contracting with General Healthcare Resources, LLC for Occupational Therapy Services for the summer of 2020 and the 2020-2021 school year, at an hourly rate of \$78.00.

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

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

PERSONNEL-RELATED ITEMS – Action 20-245

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 the following summer, 2020 personnel appointments:
 - Alesandra Alchermes
 ESY Teacher – (2.5 hrs/day x 30 days x \$40/hr) + (2 hrs pre-program prep at \$40/hr) = \$3,080
 - Misha Shoblock
 ESY Certified Aide – (2 hrs/day x 10 days x \$25/hr) + (2 hrs pre-program prep at \$40/hr) = \$580
 - Elizabeth Christian
 ESY Teacher – (2 hrs/day x 20 days x \$40/hr) + (2 hrs pre-program prep at \$40/hr) = \$1,680.00
 - Julia Cassano
 Summer Program Teacher – (2.5 hrs/day x 16 days x \$40/hr) + (2 hrs pre-program prep at \$40/hr) = \$1,680.00
 - Misha Shoblock
 Summer Program Teacher – (2.5 hrs/day x 16 days x \$40/hr) + (2 hrs pre-program prep at \$40/hr) = \$1,680.00
 - Christine Allen
 ESY Aide – 2 hrs/day x 27 days x \$25/hr = \$1,350.00
 - Sheri Billows
 ESY Aide – 2 hrs/day x 20 days x \$25/hr = \$1,000.00
 - Karen Chiu
 Library clerk responsibilities performed in June, 2020, subsequent to the close of school, with hours to be determined by the CSA, at a rate of \$19.13/hour.
 - David Rodriguez Lenge
 Speech Language Services with hours to be determined by needs detailed in student IEPs, at a rate of \$50/hour.
 - John Jacob
 Summer Custodial/Maintenance – as needed - \$15/hr
- Approve the 2020-2021 school year employment contract for School Business Administrator, Timothy Duryea with an annual salary of \$100,125.00.
- Approve the following staff tuition reimbursements for the Spring, 2020 session:
 - Lynn Roberto
 4 credits at Centenary University..... \$2,512.00
 - Karen Wester
 3 credits at William Patterson University... \$2,217.00
 - Stacy Ackerman
 3 credits at Centenary University..... \$1,825.20

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

- Acknowledge the previously approved employment contract for Chief School Administrator, Matthew Eagleburger for the 2020-2021 school year with an annual salary \$138,000.00.
- Motion to approve hiring Craig Tipton as a teacher in the Franklin Township School District for the 2020-2021 school year at Step 5 MA+15, full-time equivalent of 1.0, and an annual salary of \$62,045.00, with employment to begin on August 27, 2020. Employment is conditioned upon receipt of all necessary paperwork and employee is considered provisional until that time that all State-required background checks are completed.
- Approve the reimbursement of \$405.00 to Karen Wester for State fees associated with the acquisition of the Associate School Library Media Specialist certification, per the Superintendent’s specific request for Ms. Wester to obtain said certification.
- Approve the reimbursement of \$160 each to the following individuals, for tri-annual black seal boiler licensing fees:
 - Loren Hamblin
 - Guy Sigafos
 - April Truszkowski
 - Michael Graziano
 - Timothy Duryea
- Approve a rate of \$50.00/hour for staff members involved in IEP meetings while school is not in session. Specific staff needed will vary, depending upon the student for whom the meeting is being held.
- Approve 2020-2021 amended salaries for the following non-FTEA employees.

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

BILL LIST – Action 20-246 *Motion*

- Motion by J. Butler, and seconded by K. Klus, to approve the June 24, 2020 bill list in the amount of \$163,589.25, and the following non-checks.

Date	Check #	To	For	Amount	Account
5/19/2020	N0873	FTS Cafeteria	Supplement	\$5,000.00	11-000-310-930
5/27/2020	N0874	Horizon Healthcare	FSA Admin	\$48.00	11-000-230-590
5/28/2020	N0875	FTS Cafeteria	Cafeteria Aid	\$1,741.52	10-402

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

GOAL SETTING MEETING PREPARATION

Mr. Digilio reminded the Board to give some thought to the upcoming Goal Setting Meeting in August, with the district’s NJSBA representative.

Franklin Township Board of Education Minutes
Regular Meeting – June 24, 2020

ADJOURNMENT - Action 20-247

Motion

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

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

Meeting adjourned at 8:07 p.m.

Respectfully submitted,

Tim Duryea
Board Secretary / School Business Administrator

Board Vice President: _____
Rudolph Digilio