

**Franklin Township Board of Education Minutes**  
**Regular Meeting – May 5, 2020**

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on May 5, 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 7:02 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 and Public Budget Hearing information was also advertised in the Express Times on April 30, 2020 and provided to the Star Ledger 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  
Kevin Klus  
Donna Sbriscia

**ABSENT:** Renee Hart

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

**PUBLIC:\*** Deborah Mannon, Janie Brown, Jennifer Fischer, Susan Preiss, Chris Allen, Julia Cassano, Julie Shellaway, Chuck Roberto

\*Board members, Mr. Eagleburger, and public were present via virtual platform.

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**APPROVAL OF April 22, 2020 MINUTES Action 20-208 Motion**

Motion by J. Butler, and seconded by K. Klus, to approve the minutes of the Regular Meeting of April 22, 2020.

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

**CORRESPONDENCE:** None

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

**WORK SESSION**

Work session included discussion on the following topics:

Building & Grounds and Transportation –

- Update on 2020-2021 Transportation Contracts

Finance –

- SSO option for school lunch program
- Maschio’s – Revision in Management Fee Index

Program, Curriculum, and Instruction –

- Remote Learning

Technology –

- Contract with HCESC (pending determination of hours)

Personnel –

- Legislative action on A3904 and S2350
- Substitute rates and new minimum wage levels
- Reappointments to be discussed in Executive Session
- Music position

Board

- Potential move of Executive Session to the beginning of the Board meeting.

**PUBLIC HEARING ON DISTRICT’S 2020-2021 BUDGET**

Mr. Duryea provided a PowerPoint presentation on the 2020-2021 budget and opened the floor for questions from the public and Board members.

**FINANCIAL REPORTS**

**PAYROLL AND PAYROLL AGENCY – Action 20-209**

*Motion*

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

April, 2020 Net Payroll	\$170,740.55
April, 2020 Agency and Board Share FICA	\$123,247.28
<b>TOTAL PAYROLL April, 2020</b>	<b>\$293,987.83</b>

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

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**PUBLIC INPUT PRIOR TO BOARD ACTION:**

Deborah Mannon, Director of Special Services, thanked the Board of Education, Administration, and all staff for the incredible response to the challenges of the school closure. She also expressed her appreciation for the excellent job by the Franklin Township parents.

**FINANCE-RELATED ITEMS – Action 20-210**                      *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:

- Motion to Adopt the 2020/2021 Budget:

**WHEREAS**, the 2020/2021 budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A-11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**THEREFORE BE IT RESOLVED**, the Board of Education approves and adopts the 2020/2021 budget in the amount of **\$5,042,397** as follows:

Operating Budget	\$4,770,147
Grants and Entitlements	\$78,000
Repayment of Debt	\$194,250
Total Base Budget	\$5,042,397

**BE IT FURTHER RESOLVED**, that the following amounts shall be raised from taxes:

Operating Budget	\$3,866,456
Repayment of Debt	\$194,250
Total	\$4,060,706

**BE IT FURTHER RESOLVED**, to acknowledge that the 2020/2021 budget as described above results and an operating budget tax levy in the amount of \$3,866,456.

**BE IT FURTHER RESOLVED**, that the district will seek the utilization of an Enrollment Adjustment allowance of \$21,177, to increase the Operating Budget tax levy over the 2% tax levy cap, by said amount.

- Motion to approve Forms T-1 and T-2 regarding the requisition of taxes for the 2020-2021 school year.
- Authorize the School Business Administrator to seek Requests for Proposals for Occupational Therapy Services, Physical Therapy Services, and Behavioral Services, if needed, after consultation with the Director of Special Services.
- Approve the revised Form 272, regarding the “Index Rate/Food Service Management Company Fee Worksheet, per a revision in the allowable index to 3%. (Maschio’s will be holding the 2% rate, as previously indicated.)

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- Approve contracting with the Hunterdon County Educational Services Commission for Technology Support Services for the 2020-2021 school year, at the following rates, with the understanding that the CSA may reduce the time allocation for on-site support, as needed, which would result in a reduction of the monthly fee:
  - On-site support (3 days per week) - \$4,914.00/month
  - System Administration, inclusive of off-site data backups, antivirus, network and server oversight - \$525.00/month

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

**EXECUTIVE SESSION:**

**Action 20-211**

***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 7:49 p.m.

**Action 20-212**

***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 8:21 p.m.

**PERSONNEL-RELATED ITEMS – Action 20-213**

***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 substitute rates for the 2020-2021 school year:
  - Full Day Substitute School Nurse - \$200 per day
  - Half Day Substitute School Nurse - \$100 per day
  - Full Day Substitute Teacher or Paraprofessional (6hr 52 minute day, exclusive of a 28 minute unpaid lunch) - \$85 + \$2.84 pre-paid sick time
  - Half Day Substitute Teacher or Paraprofessional – (3hr 40 minute day, with no lunch break) - \$45 + \$1.50 pre-paid sick time
  - Long-Term Substitute Teacher or paraprofessional (21+ consecutive days of service for the same staff member / 6hr 52 minute day, exclusive of a 28 minute unpaid lunch) - \$95 + \$3.17 pre-paid sick time
  - Substitute Custodian - \$15/hour

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- Substitute Childcare Worker - \$14/hour (If substitute is a permanent district paraprofessional, the hourly rate is equal to that employee's contractual paraprofessional rate.)
- Offer continued employment and approve a maximum travel limitation of \$500/person for the following Franklin Township School staff for the 2020/2021 school year, as recommended by the Chief School Administrator, as detailed on Attachment # B1.

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

**BILL LIST - Action 20-214**

***Motion***

Motion by J. Butler, and seconded by K. Klus, to approve the May 5, 2020 bill list, in the amount of \$68,826.51.

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

**ADJOURNMENT - Action 20-215**

***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 8:23 p.m.*

Respectfully submitted,

Tim Duryea  
Board Secretary / School Business Administrator

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