

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

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on April 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 Express Times and 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  
Renee Hart  
Kevin Klus  
Donna Sbriscia

**ABSENT:** None

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

**PUBLIC:** Lynn Roberto, Charles Roberto, Julie Shellaway, Barbara Weinstein, Julia Cassano, Karen Wester, Deborah Mannon, Stacy Ackerman, Jennifer Fischer

\*All Board members, public, and Mr. Eagleburger were present virtually, via GoToMeeting environment.

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**APPROVAL OF MARCH 18, 2020 MINUTES Action 20-195 Motion**

Motion by J. Butler, and seconded by K. Klus, to approve the minutes of the Regular Meeting of March 18, 2020.

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

**CORRESPONDENCE:** None

**MEETING CANCELLATION** – The regular meeting of April 7, 2020 was cancelled by the Board President, in response to the COVID-19 pandemic.

**PUBLIC INPUT PRIOR TO AGENDA ITEMS:**

Karen Wester indicated that April is School Library Month. She expressed her thanks to the Board of Education for their ongoing support of the district’s library program.

**CHIEF SCHOOL ADMINISTRATOR’S REPORT:**

Report included comments on the following:

1. Thanks to the Board for their support through the COVID-19 pandemic.
2. School closing updated to May 15, 2020
3. Language arts curriculum
4. Report card focal points
5. Home instruction issues
6. Health and Wellness Friday updates
7. Social media goals – communication using Google Classroom, etc.

**WORK SESSION:**

The Board work session included information/discussion on the following items;

- Finance:
  - The 2020-2021 budget was approved by the county office and was submitted for advertising.
  - The insurance situation for next year is mixed. It looks like health insurance may renew a percentage point or two higher than expected, however, our property and casualty insurance may renew substantially lower. The pandemic has increased emergent care payouts, but dramatically reduced elective procedures and accidents. Property and casualty policies are seeing only the most minimal payouts for workers compensation and commercial automobile insurance and zero payouts for in-school student accident claims.
  - Safety Grant – Our grant allocation for 2020-2021 will stay at \$2,000.
  - Our REAP grant application has been submitted. We do need to approve the alternate use approval for the application, however.
  - The State of New Jersey is extending its fiscal year to September. We have not been told how that will impact school districts. We will probably not know until August if there will be a reduction in State School Aid, from what was communicated to us in February. Consequently, it is difficult to project the best way to manage expenditures and anticipated surplus funds.

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- Program, Curriculum, and Instruction:
  - Cancellation of field trips and professional development experiences:  
At present, the Governor has closed school until at least 5/18. Unless a virtual experience can be arranged, field trips and professional development experiences scheduled before that date will be cancelled.
- Legislation:
  - Nothing has been finalized, with regard to the NJ healthcare bill.
  - The need exists to get better clarification from the State of New Jersey on recently enacted legislation, as there is a certain level of ambiguity with some bills, and the appearance that some may be in conflict with other pieces of State or Federal legislation.
- Transportation:
  - We are waiting on clarification from the State of New Jersey on the standing transportation contracts and recent legislation that addresses the treatment of those contracts during a State-wide shutdown. We did send out an inquiry to our transportation vendors, on behalf of the constituent districts, but have yet to hear back from any of them.
- Board:
  - The Star Gazette and The Express Times have consolidated their New Jersey circulation into a special Thursday edition of The Express Times. Consequently, we will need to recognize The Express Times as the official newspaper of the school district and select a new paper for the alternate paper.
  - The April 22<sup>nd</sup> Board of Education meeting has been posted as a virtual meeting, with access instructions posted on the district website.

**COMMITTEE REPORTS:**

1. Policy – (Rep-E. Ames) – No report
2. Legislation
  - Franklin Township Committee (Rep – Mrs. Butler) – No report
  - Franklin Township PTA (Rep – Mrs. Fitzsimmons) – No report
  - Legislative/NJSBA Delegate (Rep-R. DiGilio) –
    - Sweeney/NJEA Healthcare Bill in Assembly
    - Legislative Committee questions to the State
  - NJASA (Rep-M. Eagleburger) – No report
  - Warren County SBA (Rep-E. Ames) –
    - All meetings on hold until further notice

**FINANCIAL REPORTS**

**PAYROLL AND PAYROLL AGENCY – Action 20-196**

*Motion*

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

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|   |                     |
|---|---------------------|
| March, 2020 Net Payroll                 | \$175,781.08        |
| March, 2020 Agency and Board Share FICA | \$122,455.39        |
| <b>TOTAL PAYROLL March, 2020</b>        | <b>\$298,236.47</b> |

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

**TRANSFERS AND RECLASSIFICATIONS – Action 20-197** **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> |
|-------------|--|---|--------------------------|---------------|
| 02/27/2011  | 11-201-100-101-000-001<br>SALARY - GR 1-5 SUBS | 11-219-100-101-000-000<br>SALARY - HOME INSTRUCTION | Subs to Home Instruction | 10,000.00     |

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

**BOARD SECRETARY AND RECONCILIATION REPORT- FEBRUARY, 2020**

**Action 20-198** **Motion**

Motion by J. Butler, and seconded by K. Klus, to approve the Board Secretary and Reconciliation Report of February, 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(s) of **February, 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:**

Julie Shellaway commented on the March 9<sup>th</sup> presentation by the Warren County Department of Health and how it better prepared staff for the closure and pandemic. She also complimented Mr. Eagleburger on how well he prepared staff, in advance of the closure.

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REORGANIZATION-----

**APPOINTMENTS FOR 2020-2021 - Action 20-199**

*Motion*

Motion by J. Butler, and seconded by K. Klus, to approve the following re-appointments for the 2020/2021 school year:

|  |   |
|--|---|
| 504 Compliance Officer                 | Deborah Mannon                                  |
| Affirmative Action Officer             | Deborah Mannon                                  |
| Anti Bullying Coordinator              | Deborah Mannon                                  |
| Anti Bullying Specialist               | Michele Lachow                                  |
| Asbestos/AHERA Coordinator             | Loren Hamblin                                   |
| Assessment Program Coordinator         | Matthew Eagleburger                             |
| Attendance Officer                     | Deborah Mannon                                  |
| Bank Account Reconciler                | Chelsea Siegfried                               |
| Bilingual/ESL/ELS Coordinator          | Deborah Mannon                                  |
| Business Administrator/Board Secretary | Timothy Duryea                                  |
| Civil Rights Coordinator               | Deborah Mannon                                  |
| Data Coordinator                       | Matthew Eagleburger                             |
| Dept. of Children and Families Liason  | Deborah Mannon                                  |
| Director of Nursing Services           | Cynthia Hudock                                  |
| District Education Stability Liaison   | Deborah Mannon                                  |
| Homeless Education Liaison             | Deborah Mannon                                  |
| Indoor Air Quality Designee            | Loren Hamblin                                   |
| NCLB Coordinator                       | Deborah Mannon                                  |
| Newspaper (Official)                   | The Express Times                               |
| Newspaper (Alternate)                  | The Star Ledger                                 |
| Official for Investments and Wires     | Tim Duryea                                      |
| PTA Liaison                            | Janie Brown/Karen Wester/Kaitlin Mastrobattista |
| Public Agency Compliance Officer       | Timothy Duryea                                  |
| Purchasing Agent                       | Timothy Duryea                                  |
| Records (Custodian of)                 | Timothy Duryea                                  |
| Right-to Know Coordinator              | Loren Hamblin                                   |
| School Architect of Record             | Parette Somjen Architects                       |
| School Attorney                        | Nathanya Simon/Scarinci-Hollenbeck LLC          |
| School Auditor                         | Bedard, Kurowicki & Co., CPA's, PC              |
| School Health/Dental/Life AD&D Broker  | Brown & Brown Benefit Advisors                  |
| School Integrated Pest Management      | Loren Hamblin                                   |
| School Physician                       | Dr. Charles Evans                               |
| School Property and Casualty Insurance | CBIZ Insurance Services, Inc.                   |
| School Safety Specialist               | Timothy Duryea                                  |



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- Personal data identifying each pupil enrolled in the district including pupil’s name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender, Recording religious or political affiliation of pupil or parent is prohibited unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Grade level and program assignments;
- Special education records pursuant to relevant rules and laws; and
- All other records required by the New Jersey State Board of Education.

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

**PRIOR POLICIES Action 20-202 Motion**

Motion by J. Butler, and seconded by K. Klus, to approve and adopt all prior policies and regulations, previously approved and adopted by the Board of Education.

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

End of Reorganization -----

**PROGRAM-RELATED ITEMS – Action 20-203 Motion**

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

- Approve the use of the Zoom virtual meeting environment for use by teachers in the course of the implementation of distance learning/virtual classroom experiences for students, as a result of the Governor-imposed school closure.
- Approve the following inventory of textbooks approved for disposition at the March 17, 2020 meeting
  - Scott Foresman/Science – 2008 Edition (all grade levels) -46
  - Scott Foresman/Reading Strueet – 2008 Edition (all grade levels) - 530
  - Scott Foresman/The United States – 2003 Edition – 31
- Approve utilization of distance learning/virtual classroom environment for the Franklin Township School District, in response to the COVID-19 pandemic, effective March 16, 2020, with end date to be announced upon direction by the State of New Jersey.

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

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**FINANCE-RELATED ITEMS – Action 20-204**                      ***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 CSA and SBA to negotiate revised terms on contracts with district vendors, as allowed by the State of New Jersey, and as related to the Governor-imposed school closure, with said terms to be approved by the Board of Education at a subsequent meeting.
- Approve the New Jersey Department of Education/Rural Education Achievement Program/Alternative Fund Use Authority for the 2020-2021 school year.
- Approve the application for and acceptance of the 2020-2021 Safety Grant through the NJSIG, in the amount of \$2,000.00.
- Approve the following food services contract resolution:  
BE IT RESOLVED THAT THE BOARD OF EDUCATION of Franklin Township/Warren County, upon the recommendation of the Chief School Administrator approves the renewal of the FSMC base year contract with Maschio’s Food Services, Inc. for the 2020-2021 school year as follows:
  - Annual management fee of \$7,826.60
  - Guarantee of loss not to exceed \$7,500.00
  - All provisions as stated in FSMC
- Approve the NJDA Emergency Procurement/Contract Modification Request and Letter of Understanding with Maschio’s Food Services, Inc. for the 2019-2020 school year.
- Approve the following Schedule of Fees/Use of Facility for the 2020-2021 school year, limited to non-profit organizations:
  - Room Charge                      None
  - Custodial Rate                      \$30/hour

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

**EXECUTIVE SESSION:**

**EXECUTIVE SESSION MINUTES – Action 20-205**                      ***Motion***

Motion by J. Butler, and seconded by K. Klus, to approve and make public the Executive Session minutes of March 18, 2020.

*This motion was ADOPTED as follows: ayes, 9; nays, 0; abstain, 1.*

**BILL LIST – Action 20-206**                      ***Motion***

Motion by J. Butler, and seconded by K. Klus, to approve the April 22, 2020 bill list in the amount of \$111,410.90 and the following non-checks.



