

Franklin Township Board of Education Minutes
Regular Meeting – July 18, 2018

TIME AND PLACE: The regular meeting of the Board of Education was held on July 18, 2018 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: School Board President, Jean Hansen, called the meeting to order at 6:04 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 12, 2018, with the starting time revision published in the Star Gazette on July 13, 2018.

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

PRESENT: Jean Hansen (Board President)
Rudolph DiGilio (Vice President)
Elizabeth Ames
Patrick Gardner
Renee Hart (arrived at 6:13pm)
Kevin Klus
Donna Sbriscia
(one seat vacant, per Mr. Blaszkas's resignation)

ABSENT: Pam Fitzsimmons

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

PUBLIC: Julie Shellaway, Janie Brown, Scott Hansen, Julia Cassano,
Kim Cowling, Alexandra Donchetz, Kathleen Helewa

APPROVAL OF JUNE 20, 2018 MINUTES Action 19-001 Motion

Motion by E. Ames, and seconded by R. DiGilio, to approve the minutes of the Regular Meeting of June 20, 2018.

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

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APPROVAL OF JUNE 28, 2018 MINUTES *Action 19-002* *Motion*

Motion by R. DiGilio, and seconded by K. Klus, to approve the minutes of the Special Meeting of June 28, 2018.

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

CORRESPONDENCE: None

PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

CHIEF SCHOOL ADMINISTRATOR’S REPORT:

Report included comments on the following:

1. Summer programs
2. Preparations for the fall
3. Preparation of instructional schedule
4. Goal Setting

PUBLIC HEARING ON EVVRS

Mr. Eagleburger introduced the EVVRS public hearing and reviewed the EVVRS statistics for the 2017-2018 school year. There was no public input.

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 8 (eight) incidents of violence or vandalism during the 2017/2018 school year, 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 June 30, 2018, as recommended by the Chief School Administrator.

ARRIVAL OF RENEE HART

Renee Hart arrived at the meeting at 6:13pm.

EXECUTIVE SESSION:

Action 19-003

Motion

Motion by R. DiGilio, and seconded by D. Sbriscia, to enter Executive Session for reasons of 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 75 minutes).

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

The Board entered Executive Session at 6:13 p.m.

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Action 19-004

Motion

Motion by P. Gardner, and seconded by R. Hart, to reconvene public session.

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

The Board reconvened in public session at 7:40 p.m.

EXECUTIVE SESSION MINUTES – Action 19-005

Motion

Motion by R. DiGilio, and seconded by K. Klus, to approve and make public the Executive Session minutes of June 20, 2018.

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

GOAL-SETTING SESSION WITH NJSBA REPRESENTATIVE, KATHLEEN HELEWA

Mrs. Helewa facilitated a goal-setting session with the Board, involving the review of prior year goals and progress toward them, as well as the formulation of new goals for the 2018-2019 school year. The following goals were generated for 2018-2019 and will be submitted for approval at the Board's next regular meeting.

Franklin Township Board of Education District Goals for School Year 2018-2019

1. Continue to implement best practices for utilizing technology as an innovative means of achieving STEAM objectives.
2. Implement best practices to foster an environment that promotes health and wellness of the school community.
3. Update procedures for emergency management and communicate those to the school community effectively.
4. Effectively communicate District information via social media and other outlets.

Franklin Township Board of Education Board Goals for School Year 2018-2019

1. Establish an ad-hoc Budget Committee to address the impact of the new revisions to the State school funding formula.
2. Continue to develop the relationship between the District and the Township Committee.

WORK SESSION

Information and discussion included:

Building & Grounds and Transportation –

- Resurfacing of the parking lots
- The summer cleaning regiment
- Remodeling of room 112

Finance –

- Update on State Aid Legislation
- Extraordinary Aid

Technology –

- Spoke and hub network system

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- Laptops for teachers
 - Technology service area
- Personnel –
- World Language teacher
 - Child Study Team Secretary recommendation
- Policy –
- FYI – Policy Alert 214
- Other –
- Ad Hoc Finance Committee - Mr. DiGilio, Mrs. Hansen, Mr. Klus

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames)
 - Acton in August on FYI
2. **Legislation**
 - Franklin Township Committee (Rep –)
 - Mrs. Hansen will replace Mr. Blaszkas as the official FTC rep.
 - Franklin Township PTA (Rep – Mrs. Hansen) – No report
 - Legislative/NJSBA Delegate (Rep-R. DiGilio) – No report
 - NJASA (Rep-M. Eagleburger) – No report
 - Warren County SBA (Rep-E. Ames) – No report

FINANCIAL REPORTS

LINE ITEM TRANSFERS/RECLASSIFICATIONS – Action 19-006 *Motion*

Motion by R. DiGilio, and seconded by P. Gardner, to approve the following 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>
06/10/18	11-000-217-106-000-001 AIDE SUBS	11-000-217-100-000-000 SALARIES	Ex Exp Aide Subs to Aides	1,250.00
06/12/18	11-190-100-500-000-000 OTHER PURCH SVS	11-190-100-610-008-000 SUPPLIES - TECH	Reg Prog Misc to Reg Prog Tech Sup	5,800.00
06/12/18	11-190-100-611-099-000 Misc Notebooks	11-190-100-610-008-000 SUPPLIES - TECH	Workbooks to Gen suppl tech	4,800.00
06/12/18	11-190-100-640-002-000 TEXTBOOKS - SCIENCE	11-190-100-610-008-000 SUPPLIES - TECH	Textbooks to Gen Supl Tech	2,500.00
06/12/18	11-190-100-890-010-000 MISCELLANEOUS - ENRICH	11-190-100-610-008-000 SUPPLIES - TECH	Reg Prog Misc to Gen suppl tech	1,200.00
06/12/18	11-130-100-101-001-000 SALARY - GR 6 MATH	11-190-100-610-008-000 SUPPLIES - TECH	Grade 6 salary to gen suppl tech	14,000.00
06/12/18	11-230-100-610-000-000 SUPPLIES	11-230-100-101-000-000 SALARY - BSI	BSI Supplies to BSI Salary	500.00
06/12/18	11-130-100-101-000-001 SALARY - GR 6 SUBS	11-422-100-101-000-000 TEACHER SALARY	6 Salary to ESY Salary	1,400.00
06/12/18	11-000-213-610-000-000 SUPPLIES	11-000-213-100-000-001 NURSE SUB	Nurse Supl to Nurse Salary	300.00
06/12/18	11-000-219-105-000-000 SALARY - CST SECRETARY	11-000-219-104-000-000 SALARY - CST	CST Sec to CST Salary	300.00

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06/12/18	11-000-230-800-000-000 CSA - WKSHPs	11-000-230-610-000-000 SUPPLIES	CSA wrkshop to CSA supl	310.00
06/12/18	11-000-262-622-000-000 ENERGY (ELECTRICITY)	11-000-262-610-000-000 SUPPLIES	Elec to Cust/Maint Supl	5,000.00
06/12/18	11-000-262-110-000-000 SALARY - CUSTODIAL	11-000-262-610-000-000 SUPPLIES	Cust Sal to Cust/Maint Supl	3,000.00
06/12/18	11-000-262-320-000-000 PURCH PROF SERVICES	11-000-262-610-000-000 SUPPLIES	Cust Pur Prof to Cust/Maint Supl	625.00
06/13/18	11-130-100-101-000-001 SALARY - GR 6 SUBS	11-401-100-100-000-000 SALARY - CO-CURRIC	6 subs to Co Curr	350.00
06/16/18	11-000-222-100-000-000 Salaries-Media Spec.	11-000-222-300-000-000 PURCH TECH SVCS	Library Salary to Library Pur Tech Svc	1,700.00
06/16/18	11-000-222-104-000-000 SALARY - Media Cnt/Library	11-000-222-300-000-000 PURCH TECH SVCS	Library Salary to Library Pur Tech Svc	230.00
06/16/18	11-000-222-580-000-000 LIBRARY - MILEAGE	11-000-222-300-000-000 PURCH TECH SVCS	Library Oth Pur Svc to Library Pur Tech Svc	300.00
06/16/18	11-000-222-610-000-000 SUPPLIES	11-000-222-300-000-000 PURCH TECH SVCS	Library Supl to Library pur tech svc	1,100.00
06/19/18	11-000-291-270-000-000 INS - HLTH/DENTL/LIFE	11-000-291-249-000-000 Other Retirement Contrib - Reg	Ins to Pension Contrib.	550.00
06/19/18	11-000-291-270-000-000 INS - HLTH/DENTL/LIFE	11-000-263-420-000-000 REPAIRS & MAINTENANCE	Empl ben to prop rep maint	9,000.00
06/25/18	11-000-270-518-000-000 CONTRACT SP ED	11-000-270-800-000-000 Misc Transportation	Trans Sp Ed to Trans Misc	700.00
06/26/18	11-000-230-800-000-000 CSA - WKSHPs	11-000-230-890-000-000 MISCELLANEOUS	CSA wrkshop to CSA misc (postage)	3,000.00
06/30/18	11-000-262-320-000-000 PURCH PROF SERVICES	11-000-263-610-000-000 GENERAL SUPPLIES	Cust pur prof to property supl	900.00

Reclassifications:

<u>Date</u>	<u>PO Number</u>	<u>Ordering Name</u>	<u>Amount</u>	<u>Reclassification Details and Comments</u>
06/13/18	P201800001	FRANKLIN TOWNSHIP BO	\$2,800.00	From 11-401-100-100-000-000 to 11-219-100-101-000-000 Home instr shown as Co Curr on 5/31/18 payroll
06/30/18	P201800398	BUREAU OF EDUCATION.	\$498.00	From 11-000-223-800-000-000 to 20-700-100-800-018-000 Charge workshop to REAP
06/30/18	P201800475	BUREAU OF EDUCATION.	\$259.00	From 11-000-223-800-000-000 to 20-700-100-800-018-000 Charge workshop to REAP

The Net of expense reclassifications on Fund 10 is Expenditures: (\$757.00) Cash: \$757.00
The Net of expense reclassifications on Fund 20 is Expenditures: \$757.00 Cash: (\$757.00)

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

PAYROLL APPROVAL – Action 19-007

Motion

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

June, 2018 Net Payroll	\$247,843.07
June, 2018 Agency and Board Share FICA	\$152,964.61
TOTAL PAYROLL June, 2018	\$400,807.68

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

PUBLIC INPUT PRIOR TO BOARD ACTION:

None

PROGRAM-RELATED ITEMS – Action 19-008 ***Motion***

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

- Accept the Bi-Annual Report of Violence and Vandalism dated June 30, 2018,

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

FINANCE-RELATED ITEMS – Action 19-009 ***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:

- Approve establishing an Ad Hoc Finance Committee to address issues related to Senate Bill S2.

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

PERSONNEL-RELATED ITEMS – Action 19-010 ***Motion***

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

- Approve hiring Mary Robinson as the Child Study Team Secretary for the 2018-2019 school year, effective 9/1/18 at a rate of \$21.40 per hour for 16 hours per week (Annual compensation of \$17,804.80, pro-rated to \$14,837.33 for 10/12 of the year)
- Approve the renewal of the Media Specialist/Librarian Emergency Certificate for Karen Wester for the 2018-2019 school year, as the Board could not secure the services of a certificated educational services candidate suitable for this position.

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

HIB REPORT – Action 19-011 ***Motion***

Motion by P. Gardner, and seconded by R. DiGilio, to affirm the determination for HIB report #1718017 and #1718018.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 2 (Hart, Klus).

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BILL LIST – Action 19-012 **Motion**

Motion by R. DiGilio, and seconded by P. Gardner, to approve the following bill lists and non-check payments:

- June 21-30, 2018 bill list in the amount of \$89,161.65
- July 18, 2018 bill list in the amount of \$57,745.97
- The following June, 2018 non-checks

Date	Check #	To	For	Amount	Account
6/1/2018	N0736	Horizon Healthcare	MSA DCA Admin	\$36.00	11-000-230-590
6/19/2018	N0739	FTS - Section 125	Debit Card Flex	\$13.68	10-132
6/19/2018	N0741	FTS Café	Café Aid	\$5,778.96	10-402
6/25/2018	N0742	Horizon Healthcare	MSA DCA Admin	\$36.00	11-000-230-590

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

SPECIAL MEETING - Action 19-013 **Motion**

Motion by R. DiGilio, and seconded by D. Sbriscia, to approve holding and advertising for a Special meeting to address finance-related topics and any other business, to be held on July 30, 2018 at 9:00 am.

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

ADJOURNMENT - Action 19-014 **Motion**

Motion by P. Gardner, and seconded by R. Hart, to adjourn the meeting.

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

Meeting adjourned at 9:09 p.m.

Respectfully submitted,

Tim Duryea
Board Secretary / School Business Administrator

Board President: _____
Jean Hansen