

**FRANKLIN TOWNSHIP BOARD OF EDUCATION
52 ASBURY-BROADWAY ROAD
WASHINGTON, NEW JERSEY 07882**

DATE: July 22, 2020

TIME: 7:00 P.M.

AGENDA ITEMS - REGULAR MEETING

1. Call to order

TIME IN: _____

SUNSHINE LAW STATEMENT: Advance notice of this meeting was published in the Star Gazette on January 17, 2020 This was a legal public notice. Notice of this meeting was also posted at the Franklin Township Municipal Building, the Franklin Township School, and with the Express Times. (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.)

2. Flag Salute and Moment of Silence

3. Executive Session

- 3.1.** Motion to enter Executive Session to discuss items related to personnel and negotiatons matters, with information to be released at a date, not yet determined. (It is estimated that the Board will be in Executive Session for approximately 30 minutes.)

(Motion____ Second____ / Yes____ No ____ Abstain ____)

Board entered Executive session at _____ pm.

- 3.2.** Motion to reconvene Public Session.

(Motion____ Second____ / Yes____ No ____ Abstain ____)

Board left Executive session at _____ pm

- 3.3.** Motion to approve and make public the Executive Session minutes of June 24, 2020. (**Attachment A1**)

(Motion____ Second____ / Yes____ No ____ Abstain ____)

4. Approval of Minutes:

- 4.1.** Motion to approve the minutes of the Regular Meeting of June 24, 2020. (**Attachment A2**)

(Motion____ Second____ / Yes____ No ____ Abstain ____)

5. Correspondence: None

6. Public Input on Agenda Items – Anyone addressing the Board must state their name, prior to speaking.

7. 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.

8. Work Session

Building & Grounds and Transportation –

- Update on 2020-2021 Transportation Contracts – We anticipate finalizing all contracts within the next week, pending coordination of hours of operation by Superintendents of the Warren Hills Regional cluster.
- Update on Summer Projects – The remaining cleaning projects in the school are limited to just a few incidental spaces, hallways, and the APR. Room filters will be replaced at the latest date possible, to provide the best available hygiene for the first day of school. Pending the finalization of room/class assignments and the determination of what room furnishings will be most appropriate, the custodial crew will then begin the task of relocating all necessary furnishings and sanitary equipment.

The Plant Farm has completed a small face lift to the front of the building, to address aesthetics of the building, and also to assure that shrubbery does not impede the air intake for the classroom unit ventilators.

Finance –

- ESY Tuition Contract for a Washington Borough Student – We will be seeking approval for this contract, as the program is still running virtually.
- Amendment to T-1 Form (tax levy schedule) – The Township's Mayor, Jeff DeAngelis, contacted us last week to see if we were able to modify our existing T-1 Form, to afford them a better cash flow position, during the COVID-19 Pandemic. After completing a cash flow analysis, it appears as if the district would be able to modify the schedule to shift \$323,225 from the first half of the year to the second half. This represents approximately 14% of the July-December tax levy. The following chart summarizes the existing schedule, as well as the proposed modifications to the 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 |
| 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 |

- Update on Extraordinary Aid and Non-Public Transportation Aid – We have received notification that our Extraordinary Aid allocation for the 2019-2020 school year is \$78,700. This represents a very similar reimbursement percentage as last year, in the range of 56-57%. We have not yet received our allocation notice for Non-Public Transportation Aid.

Policy -

- Policy Alert P1649 – Covers the new federal extension of certain employee leave options, related to the COVID-19 pandemic. Most of the policy is required language, with the exception of two limited options. Time sensitive, so presenting directly to the Board as FYI. **(Attachment A3)**

Program, Curriculum, and Instruction –

- Re-opening Plan – Given the extensiveness of information, the CSA will report on this at the meeting, rather than including an agenda narrative.
- Oxford Township Regionalization Study – Oxford Township has applied for a Leap Grant, for the purpose of evaluating the potential of including Oxford in the 7-12 Warren Hills Regional system. The grant requires the impacted Boards of Education to authorize Oxford to act on their behalf, with regard to applying for the grant and overseeing the study.

Technology –

- Summer projects – Summer projects for this year include:
 - Mobilizing new Chromebooks
 - Installation of new firewall
 - Installation of new back-up server
 - Potential installation of new Wireless Access Points, depending upon the needs created by new classroom assignments.
 - Assist with implementation of new district software

Personnel –

- Mrs. Wester has obtained her Associate Media Specialist certification

Legislation –

- Healthcare Legislation – Senate bill S-2273 has been approved and will take effect on January 1, 2021. Here are some of the more consequential components of the Bill, which did see some modifications to the original form.
 - All school districts will be required to offer employees coverage in a new plan referred to as the New Jersey Educators Health Plan on 1/1/21.
 - Other plans negotiated by non-SEHBP districts will still be offered to employees.
 - New employees, as of 7/1/20, must be enrolled in the NJEHP.
 - Employee contribution rates for the NJEHP will be calculated against salary, instead of premium and will be much lower than Chapter 78 rates. Coverage under the NJEHP will be less rich and the premiums are anticipated to be correspondingly lower.
 - In July of 2021, the Garden State Health Plan will be put into effect, which will be identical to the NJEHP, but will only have an in-state NJ provider network.
 - Employees will be required to select their plan for a 1/1/21 effective date, or they will automatically be placed in the NJEHP.
 - NJEHP poses some weaker coverage provisions, particularly regarding the mandatory generic RX requirement, and the out-of-network fee schedule based upon 200% of Medicare (which is substantially lower than the coverage provided by most private insurers).

Board:

- Petitions for School Board election due July 29th

9. CSA Report – (Attachment A4)

10. Legislation and Policy Reports –

10.1. Policy – E. Ames

10.2. Legislation:

10.2.1. Franklin Township Committee – J. Butler

10.2.2. Franklin Township PTA Representative – P. Fitzsimmons

10.2.3. NJSBA Delegate/Legislative Representative – R. DiGilio

10.2.4. NJASA Representative – M. Eagleburger

10.2.5. Warren County School Boards Representative – E. Ames

11. Financial Reports:

- 11.1.** Motion to approve the following line item transfers and reclassifications, as recommended by the Chief School Administrator: (to be provided with revised agenda)

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 supl. | 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 |

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 |

(Motion____ Second____ / Yes____ No ____ Abstain ____)

11.2. Motion to approve revised Payroll and Payroll Agency/FICA as follows:

| | |
|---|---------------------|
| June, 2020 <i>Net Payroll</i> | \$235,964.77 |
| June, 2020 <i>Agency and Board Share FICA</i> | \$169,616.69 |
| <i>TOTAL PAYROLL June, 2020</i> | \$405,581.46 |

ROLL CALL

(Motion ____ Second ____)

☐ Mr. Hansen ☐ Mrs. Hart ☐ Mrs. Sbriscia ☐ Mr. Klus ☐ Mr. DiGilio
☐ Mrs. Butler ☐ Mrs. Fitzsimmons ☐ Mrs. Ames ☐ Mrs. Hansen

11.3. Board Secretary and Reconciliation Report:

Motion 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.*

ROLL CALL

(Motion ____ Second ____)

☐ Mr. Hansen ☐ Mrs. Hart ☐ Mrs. Sbriscia ☐ Mr. Klus ☐ Mr. DiGilio
☐ Mrs. Butler ☐ Mrs. Fitzsimmons ☐ Mrs. Ames ☐ Mrs. Hansen

11.4. Board Secretary and Reconciliation Report:

Motion 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.*

ROLL CALL

(Motion ____ Second ____)

☐ Mr. Hansen ☐ Mrs. Hart ☐ Mrs. Sbriscia ☐ Mr. Klus ☐ Mr. DiGilio
☐ Mrs. Butler ☐ Mrs. Fitzsimmons ☐ Mrs. Ames ☐ Mrs. Hansen

12. Public Input, Prior to Board Action - Anyone addressing the Board must state their name, prior to speaking.

13. Action Items:

13.1. Motion to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

13.1.1. 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.

13.1.2. 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 |
| 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 |

ROLL CALL

(Motion ____ Second ____)

☐ Mr. Hansen ☐ Mrs. Hart ☐ Mrs. Sbriscia ☐ Mr. Klus ☐ Mr. DiGilio
☐ Mrs. Butler ☐ Mrs. Fitzsimmons ☐ Mrs. Ames ☐ Mrs. Hansen

13.2 Motion to approve the following block of Program, Curriculum, and Instruction-related items, as recommended by the Chief School Administrator:

13.1.3. Approve the July 22, 2020 Travel and Related Expense Reimbursement Form.

13.1.4. Approve the Participant's Resolution/LEAP Implementation Grant, with the Oxford Township Board of Education as lead entity.
(Attachment A5)

13.1.5. Approve holding and advertising for a Special meeting of the Board of Education, to be held on July 29, 2020 at 7pm, for the purpose of addressing re-opening plans, financial reports and any other business. This will be an open public meeting.

ROLL CALL

(Motion ____ Second ____)

☐ Mr. Hansen ☐ Mrs. Hart ☐ Mrs. Sbriscia ☐ Mr. Klus ☐ Mr. DiGilio
☐ Mrs. Butler ☐ Mrs. Fitzsimmons ☐ Mrs. Ames ☐ Mrs. Hansen

13.2. Motion to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

13.2.1. 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.

13.2.2. 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 |

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.

ROLL CALL

(Motion ____ Second ____)

☐ Mr. Hansen ☐ Mrs. Hart ☐ Mrs. Sbriscia ☐ Mr. Klus ☐ Mr. DiGilio
☐ Mrs. Butler ☐ Mrs. Fitzsimmons ☐ Mrs. Ames ☐ Mrs. Hansen

- 14.** Motion 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 | Defecit suplmnt | \$5,000.00 | 11-000-310-930 |
| 6/30/2020 | N0883 | FTS Café | Defecit 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 | Defecit suplmnt | \$1,103.78 | 11-000-310-930 |

(Motion____ Second____ / Yes____ No ____ Abstain ____)

- 15.** Motion to adjourn the meeting.

(Motion____ Second____ / Yes____ No ____ Abstain ____)

Meeting adjourned at _____.