

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

DATE: April 14, 2021

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 Express Times and the Star Ledger on January 14, 2021, inclusive of information on virtual attendance. These were legal public notices. Notice of this meeting was also posted at the Franklin Township Municipal Building, the Franklin Township School, and on the Franklin Township School website.

2. Flag Salute and Moment of Silence (Christopher Hamler passing on 3/21/21)

3. Roll Call

☐ Mrs. Hansen

☐ Mrs. Butler

☐ Mrs. Hart

☐ Mr. DiGilio

☐ Mrs. Matlock

☐ Mr. Klus

☐ Mrs. Ames

☐ Mr. Hansen

☐ Mrs. Sbriscia

4. Executive Session

4.1. Motion to enter Executive Session to discuss items related to negotiations and confidential student 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.

4.2. Motion to reconvene Public Session.

(Motion____ Second____ / Yes____ No ____ Abstain ____)

Board left Executive session at _____ pm

5. Virtual Meeting Guidelines:

The public has two opportunities to provide comments, during this meeting. This can be done in-person, virtually, or by forwarding comments in written or email form to the Board office at least 48 hours in advance of the meeting. Comments are limited to a maximum of 5 minutes. Anyone commenting virtually will be required to exhibit the same level of appropriateness as one attending the meeting in-person. When not commenting, all members of the public attending virtually must utilize the system's mute function. The Board reserves the right to mute any individual acting inappropriately and/or any individual whose transmission is causing audio problems.

6. Approval of Minutes:

- 6.1.** Motion to approve the minutes of the Regular Meeting of March 17, 2021.
(Attachment A1)

(Motion____ Second____ / Yes____ No ____ Abstain ____)

- 6.2.** Motion to approve and make public the Executive Session minutes of the Regular Meeting of March 17, 2021. (Attachment A2)

(Motion____ Second____ / Yes____ No ____ Abstain ____)

- 6.3.** Motion to amend motion 21-137 of the February 17, 2021 minutes to reflect a “Regular Meeting”.

(Motion____ Second____ / Yes____ No ____ Abstain ____)

7. Correspondence: none

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

9. CSA Report / School Secretary and School Nurse Reports – (Attachment A3)

10. Work Session

Finance:

- Maschio’s Contract Renewal – The food service management fee for 2021-2022 will be \$7,899.75.
- The 2021-2022 budget has been approved and submitted for advertising.
- NJSIG Refund – The New Jersey School Insurance Group has been granted approval by the Department of Banking and Insurance to issue refunds to its participating members for workers compensation and auto insurance savings experienced in FY’20. Our refund amounts to \$1,369.55 and will be applied toward next year’s insurance premium.
- The insurance situation for next year is mixed, however, both our P&C and health insurances look like they will renew within the amounts that we have budgeted. Health insurance increases will be low, as we already took a partial increase at mid-year, with the implementation of the Educators’ Health Plan. Property and Casualty Insurance rates are taking large increases, nationally. Primarily, this is on the property side of the insurance, as the cost of building materials has increased by more than 50% over the last 6 months. NJSIG rates for workers compensation are anticipated to improve, however, particularly in light of the improvement in the district’s experience modification factor. (Three year averaging of claims payouts has dropped by an average of 40% per year, over the last three years.)
- Safety Grant – Our grant allocation for 2021-2022 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 district will be continuing the SSO food program for the summer of 2021. In all likelihood, the Warren Hills Regional students that live

in Franklin Township will be serviced by our school district, to alleviate the need for parents to have to drive the additional 5 miles to one of the Warren Hills distribution centers. Oxford Township School has offered to operate their program in the same way, while Warren Hills Regional will handle the distribution for Washington Twp.

Program, Curriculum, and Instruction:

- Update on Standardized Testing for 2020-2021
- Update on new quarantine guidelines for out-of-state travel.
- Under our 2021-2022 appointments, we have added two positions to our approvals (Fan Account Coordinator and HIPAA Privacy Officer.)

Buildings and Grounds:

- Purchase of Digital Sign – We have solicited quotes for a digital sign to replace our existing 2-sided fluorescent sign. Cost for the sign will be covered by anticipated 20-21 surplus.

Transportation:

- We have been assured by our Joint Transportation partner districts that they will be continuing with our arrangement for next year.
- Snyder Bus Service has indicated that they would be willing to renew our contract for next year at the CPI increase of 1.7%.
- To date, we have not received any confirmation from GST Transport, regarding their ability to renew at the CPI increase of 1.7%.

Board:

- If you have not already submitted your financial disclosure form, online, please do this as soon as possible, as the deadline for certification is 4/30/21, but we need additional time to return any forms with errors, so that they can be corrected.
- NJSBA Virtual Spring Symposium – May 12th & May 13th

11. Legislation and Policy Reports –

11.1. Policy – E. Ames

11.2. Legislation:

- Franklin Township Committee – J. Butler
- Franklin Township PTA Representative – J. Hansen
- NJSBA Delegate/Legislative Representative – R. DiGilio
 - Department of Agriculture extension of SSO cafeteria program until 9/30/21, but only for summer program.
 - S3488 Regionalization Bill has passed in the Senate
 - S2832 Substitute Requirements Bill is on Governor's desk.
 - A1976 Renewable and Efficient Energy Financing Program has passed in the Assembly
 - A5374 Assessment Waiver has passed in the Assembly
 - A5147 Alleviating Learning Loss Grant Program has passed in the Assembly
 - Legislature is now on "Budget Break" until early May, to afford time to review the Governor's budget.
- NJASA Representative – M. Eagleburger
- Warren County School Boards Representative – D. Sbriscia & R. DiGilio
 - Next meeting is on April 27, 2021

12. Financial Reports:

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

March, 2021 <i>Net Payroll</i>	\$168,995.73
March, 2021 <i>Agency and Board Share FICA</i>	\$122,088.43
<i>TOTAL PAYROLL March, 2021</i>	\$291,084.16

ROLL CALL

(Motion ____ Second ____)

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

12.2. Board Secretary and Reconciliation Report: (Attachment A4)

Motion to approve the Board Secretary and Reconciliation Report February, 2021.

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 **February, 2021**; 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. Matlock ☐ Mrs. Ames ☐ Mrs. Hansen

12.3. Motion 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>
03/18/21	1111-000-230-104-000-000 SALARY - SUPER	11-000-230-331-000-000 LEGAL SERVICES	Admin Salary to Legal Fees	2,500.00
04/01/21	1111-000-266-420-000-000 REPAIRS & MAINTANENCE	11-000-266-610-000-000 GENERAL SUPPLIES	Security Rep/Maint to Security Supplies	1,000.00

(Motion ____ Second ____ / Yes ____ No ____ Abstain ____)

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

14. Reorganization:

14.1. Motion to approve the following re-appointments for the 2021/2022 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
Fan Account Coordinator	Deborah Mannon
HIPAA Privacy Officer	Cynthia Hudock
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
Special Education Coordinator	Deborah Mannon
State Testing Coordinator/District	Matthew Eagleburger
State Testing Coordinator/School	Deborah Mannon
Substance Awareness Coordinator	Michele Lachow
Tax Sheltered Annuity Companies	AXA Equitable/Equivest, Phoenix Life and Annuity, Security Benefit, and Prudential Life Insurance Company
Technology Director	Karen Wester
Toxic Hazardous Preparedness Monitor	R.K. Environmental
Toxic Hazardous Preparedness Officer	Loren Hamblin
Water & Waste Treatment Plant Lic. Operator	Natural Systems Utilities

ROLL CALL

(Motion ____ Second ____)

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

14.2. Approve signatures on the bank accounts maintained by the Board of Education of Investors Bank for the 2021/2022 school year as follows:

FTS BOE Cafeteria Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Child Care Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Student Activity Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE General Fund Account (3 of 4 signatures)	Board Secretary/ Superintendent/ President/ Vice President
FTS BOE Payroll Net Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Payroll Agency Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Section 125 Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Fan Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Capital Reserve Account (2 of 2 signatures)	Board Secretary/Superintendent

ROLL CALL

(Motion ____ Second ____)

<input type="checkbox"/> Mr. Hansen	<input type="checkbox"/> Mrs. Hart	<input type="checkbox"/> Mrs. Sbriscia	<input type="checkbox"/> Mr. Klus	<input type="checkbox"/> Mr. DiGilio
<input type="checkbox"/> Mrs. Butler	<input type="checkbox"/> Mrs. Matlock		<input type="checkbox"/> Mrs. Ames	<input type="checkbox"/> Mrs. Hansen

14.3. Motion to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:3(a) 2 and Board of Education Policy 8330 "Pupil Records";

- 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.

ROLL CALL

(Motion ____ Second ____)

<input type="checkbox"/> Mr. Hansen	<input type="checkbox"/> Mrs. Hart	<input type="checkbox"/> Mrs. Sbriscia	<input type="checkbox"/> Mr. Klus	<input type="checkbox"/> Mr. DiGilio
<input type="checkbox"/> Mrs. Butler	<input type="checkbox"/> Mrs. Matlock		<input type="checkbox"/> Mrs. Ames	<input type="checkbox"/> Mrs. Hansen

14.4. Motion to approve and adopt all prior policies and regulations, previously approved and adopted by the Board of Education.

ROLL CALL

(Motion ____ Second ____)

<input type="checkbox"/> Mr. Hansen	<input type="checkbox"/> Mrs. Hart	<input type="checkbox"/> Mrs. Sbriscia	<input type="checkbox"/> Mr. Klus	<input type="checkbox"/> Mr. DiGilio
<input type="checkbox"/> Mrs. Butler	<input type="checkbox"/> Mrs. Matlock		<input type="checkbox"/> Mrs. Ames	<input type="checkbox"/> Mrs. Hansen

15. Action Items:

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

15.1.1. Approve the New Jersey Department of Education/Rural Education Achievement Program/Alternative Fund Use Authority for the 2021-2022 school year.

15.1.2. Approve the application for and acceptance of the 2021-2022 Safety Grant through the NJSIG, in the amount of \$2,000.00.

15.1.3. 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 2021-2022 school year as follows:

- Annual management fee of \$7,899.75
- Guarantee of loss not to exceed \$10,000.00
- All provisions as stated in FSMC

15.1.4. Approve the following Schedule of Fees/Use of Facility for the 2021-2022 school year, limited to non-profit organizations:

- Room Charge None
- Custodial Rate \$30/hour

ROLL CALL

(Motion ____ Second ____)

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

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

15.2.1. Approve the following individuals as substitutes for the 2020-2021 school year:

- Katelyn Rush Substitute Teacher
- Brianne Wheatly Substitute Nurse
- Sydney Carter Substitute Nurse

ROLL CALL

(Motion ____ Second ____)

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

16. Motion to approve the March 17, 2021 bill list in the amount of \$154,377.39 and the following non-checks. (**Attachment A5**)

Date	Check #	To	For	Amount	Account
3/1/2021	N0904	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590
3/1/2021	N0905	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590
3/3/2021	N0906	FTS Café	Cafeteria Aid	\$14,175.00	10-402
3/15/2021	N0908	Div of Pens & Benef.	PERS Pension	\$59,239.00	11-000-291-241
3/29/2021	N0910	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590

(Motion____ Second____ / Yes____ No ____ Abstain ____)

17. Motion to affirm, reject, or modify (select one) the determination for HIB Report #2021001.

ROLL CALL

(Motion ____ Second ____)

<input type="checkbox"/> Mr. Hansen	<input type="checkbox"/> Mrs. Hart	<input type="checkbox"/> Mrs. Sbriscia	<input type="checkbox"/> Mr. Klus	<input type="checkbox"/> Mr. DiGilio
<input type="checkbox"/> Mrs. Butler	<input type="checkbox"/> Mrs. Matlock		<input type="checkbox"/> Mrs. Ames	<input type="checkbox"/> Mrs. Hansen

18. Motion to adjourn the meeting.

(Motion____ Second____ / Yes____ No ____ Abstain ____)

Meeting adjourned at _____.