

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

DATE: December 16, 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 published in the Star Ledger and the Express Times on October 29, 2020 and was posted at the Franklin Township School, on the Franklin Township School website and at the Franklin Township Municipal Building.)

2. Flag Salute and Moment of Silence

2. Roll Call

☐ Mrs. Hansen

☐ Mrs. Butler

☐ Mrs. Hart

☐ Mr. DiGilio

☐ Mrs. Fitzsimmons

☐ Mr. Klus

☐ Mrs. Ames

☐ Mr. Hansen

☐ Mrs. Sbriscia

3. Executive Session

3.1. Motion to enter Executive Session to discuss items related to personnel 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

4. 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.

5. Approval of Minutes:

5.1. Motion to approve the minutes of the Special Meeting of December 7, 2020. **(Attachment A1)**

(Motion____ Second____ / Yes____ No ____ Abstain ____)

6. Correspondence: None

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

8. Auditor's Presentation By Laura Atwell (Attachment A2)

9. Recognition of Retiring Board Member - Pamela Fitzsimmons

10. Work Session

Program –

- Update on Remote Instruction – Remote instruction has been extended until 1/19/21. At present, all of the Warren Hills Regional districts are on remote instruction.

Building & Grounds and Transportation –

- Utilization of Remote Learning Time for Custodial/Maintenance Projects – In addition to general cleaning/sanitization of the building, snow removal, and helping with the distribution of school lunches/breakfasts, our custodial/maintenance team is also in the process of completing a list of building projects, including, but not limited to: various painting needs, installation of the replacement gym wall pads, and the oversight of the next phase of LED lighting upgrades.

Finance –

- Authorization of last bond payment – February 15th will mark the date for the last payment on the district's construction bond for the school's 300 wing, eliminating approximately \$200,000 in annual costs. Approval for the transfer of the funds for this last payment is included on this agenda.
- Donation – The Board will be asked to approve the acceptance of a generous donation of a portable document camera from Tammy Connelly and Jamie Carzima.
- Cafeteria/SSO Program – Participation in the SSO breakfast/lunch program is now averaging about 90 participants per day. November saw a Federal reimbursement of approximately \$9,500.00, with billable costs from Maschio's just under \$8,000.00. This will help replenish prior losses and position us very nicely as we transition into the next school year, without the SSO program.

Personnel –

- Professional Development Program – Beginning in December, the district will be providing an after-school professional development program for staff on Distance Learning. The program will be comprised of 6 one-hour sessions, with approximately ½ hour of prep time required of each participant, prior to the class. Each staff member will be paid a stipend of \$450.00 for their participation.

Board –

- Certification of Election – The County Clerk has certified the November School Board Election. The three individuals with the highest number of write-in votes, listed in order from highest to lowest, were Katherine Matlock, Jean Hansen, and Renee Hart. Each has indicated that they are willing to serve on the Board.
- Financial Disclosure Forms – Once we complete our reorganization meeting, the district census will be updated with the State of New Jersey and all Board members will receive an email with a link to the 2021 financial disclosure site.
- Mandated Training – If anyone has not completed their mandated training sessions, you are required to complete these by 1/1/21.
- Online Workshop - The Online Workshop through NJSBA is now available to anyone who was registered for the event in October.

11. CSA Report – (Attachment A3)

12. Legislation and Policy Reports –

12.1. Policy – E. Ames

12.2. Legislation:

- Franklin Township Committee – J. Butler
- Franklin Township PTA Representative – P. Fitzsimmons
- NJSBA Delegate/Legislative Representative – R. DiGilio
 - NJQSAC Relief Bill (passed committee)
 - Diversity and Inclusion Instruction Bill (passed in Senate)
 - Sunscreen Policies Bill (no action yet)
 - School Audit Delay Bill (passed)
- NJASA Representative – M. Eagleburger
- Warren County School Boards Representative – E. Ames

13. Financial Reports:

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

November, 2020 <i>Net Payroll</i>	\$166,462.59
November 2020 <i>Agency and Board Share FICA</i>	\$120,765.37
<i>TOTAL PAYROLL November, 2020</i>	\$287,227.96

ROLL CALL

(Motion ____ Second ____)

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

13.2. Board Secretary and Reconciliation Report: November, 2020 (Attachment A4)

Motion to approve the Board Secretary and Reconciliation Report November, 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 **November, 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 ____)

<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. Fitzsimmons		<input type="checkbox"/> Mrs. Ames	<input type="checkbox"/> Mrs. Hansen

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

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. Authorize the School Business Administrator to make payment of interest and principal to Chase NY, per the district's February 15, 2021 scheduled bond payment, with formal approval to follow at a subsequent meeting.

15.1.2. Approve the acceptance of a donation of a AVerF-17 8M 8MP Portable Flexarm Document Camera from Tammy Connelly and Jamie Carzima.

15.1.3. Authorize the School Business Administrator to issue payment to T-Mobile or its subsidiaries or parent corporations in the amount of \$2,400.00 for an annual license for 10 Hot Spot components, with formal approval to follow at a subsequent meeting.

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. Fitzsimmons		<input type="checkbox"/> Mrs. Ames	<input type="checkbox"/> 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 participants in the district's after-school professional development program (6 sessions plus prep time) and the payment of a \$450.00 stipend to each:

Ackerman, Stacy
 Allen, Christine
 Billows, Sherri
 Cassano, Julia
 Christian, Elizabeth
 Fellner, Pamela
 Kane, Karen
 Maguire, Alex
 Miller, Jennifer
 Preiss, Susan
 Shellaway, Julie
 Trumpy, Larisa
 Wester, Karen

Alchermes, Alessandra
 Beer, Deborah
 Brown, Janie
 Challadoff, Ashley
 DaSilva, Lesley
 Fischer, Jennifer
 Lachow, Michele
 Mastrobattista, Kaitlin
 Penna, Kaitlyn
 Rodriguez, Jennifer
 Shoblock, Misha
 Wachter, Johanna
 Wood-Rosso, Jessica

ROLL CALL

(Motion ____ Second ____)

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

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

15.3.1. Approve the following policies/regulations for first reading:

- P 2270 Religion in Schools (Revised)
- P 2622 Student Assessment (M) (Revised)
- P & R 5111 Eligibility of Resident/Nonresident Students (M) (Revised)
- P & R 5200 Attendance (M) (Revised)
- P & R 5320 Immunization (Revised)
- P 5610 Suspension (M) (Revised)
- R 5610 Suspension Procedures (M) (Revised)
- P 5620 Expulsion (M) (Revised)
- P & R 8320 Personnel Records (M) (Revised)

ROLL CALL

(Motion ____ Second ____)

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

16. Motion to approve the December 16, 2020 bill list in the amount of \$116,691.03 and the following non-checks. (**Attachment A5**)

Date	Check #	To	For	Amount	Account
11/12/2020	N0889	FTS Cafeteria	Cafeteria Aid	\$1,094.14	10-402
11/12/2020	N0889	FTS Cafeteria	Café Supplement	\$2,500.00	11-000-310-930
11/27/2020	N0892	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590

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

17. Motion to adjourn the meeting.

(Motion____ Second____ / Yes____ No ____ Abstain ____)

Meeting adjourned at _____.

Franklin Township School District 2019 - 2020 CAFR Financial Facts



Revenues

For the year ended June 30, 2020, revenues decreased in comparison to the prior year of \$2k (excluding TPAF on behalf & bond refunding proceeds).

Tuition revenue from individuals had decreased significantly due to the decrease in preschool enrollment and refund of payments because of COVID. However, tuition from other district's increased from the prior year.

The decrease in miscellaneous revenues was a result of reduced interest rates and non-recurring revenues received in the prior year (ie. prior year refunds) that were not received again in the current year.

Grants received in total of \$93,024 were used to offset costs that would have otherwise occurred in the general fund and day-to-day activities.

The largest decreases from 10 years ago were due to reduced State aid, capital projects and grants received.



Expenditures

For the year ended June 30, 2020, the District had an decrease in over all expenditures in comparison to the prior year of \$4,633 million.

The largest decrease in expenditures was for instruction costs for about \$90k.

Other categories relating to students & instruction related services, plant operations & maintenance and employee benefits had small decreases from the prior year as well.

Expenditures decreased \$380k from 10 year ago.

Employee benefits were also one of the largest decreases from the current year compared to 10 years ago.

Capital projects also had a large decrease for about \$246k, which was related to boiler and window replacement projects.

REVENUES CAFR Exhibit B-2

	19/20	18/19	Increase (Decrease)	% Change	10/11	Increase (Decrease)	% Change
Local							
Tax levy							
General	\$ 3,769,466	\$ 3,671,732	\$ 97,734	2.66%	\$ 3,762,850	\$ 6,616	0.18%
Debt service	203,500	212,750	(9,250)	-4.35%	257,454	(33,954)	-20.96%
Tuition	44,113	24,475	19,638	80.24%	76,676	(32,563)	-42.47%
Interest & other misc.	25,412	33,961	(8,549)	-25.17%	34,011	(8,599)	-25.28%
State							
State aid **	750,103	818,932	(68,829)	-8.40%	901,957	(151,854)	-16.84%
Capital projects	-	-	-	-	261,320	(261,320)	-100.00%
Federal							
Special revenue	93,024	126,198	(33,174)	-26.29%	161,884	(68,860)	-42.54%
Total revenues *	\$ 4,885,618	\$ 4,888,048	\$ (2,430)	-0.05%	\$ 5,456,152	\$ (570,534)	-10.46%

* Excludes bond refunding proceeds

** Excludes On-Behalf TPAF benefits

EXPENDITURES CAFR Exhibit B-2 (for comparison purposes, allocated benefits have been included in the employee benefits line)

	19/20	18/19	Increase (Decrease)	% Change	10/11	Increase (Decrease)	% Change
Instruction	\$ 1,964,576	\$ 2,054,808	\$ (90,232)	-4.39%	\$ 2,018,555	\$ (53,979)	-2.67%
Support services							
Tuition - Other	2,860	600	2,260	376.67%	83,885	(81,025)	-96.59%
Students & instruction related services	664,352	669,722	(5,370)	-0.80%	484,009	180,343	37.26%
Administrative *	389,518	365,820	23,698	6.48%	348,937	40,581	11.63%
Plant operations & maintenance	356,041	374,283	(18,242)	-4.87%	334,996	21,045	6.28%
Pupil transportation	146,087	119,527	26,560	22.22%	161,879	(15,792)	-9.76%
Employee benefits	844,301	866,194	(21,893)	-2.53%	1,055,879	(211,578)	-20.04%
Transfer to charter school	-	-	-	-	8,483	(8,483)	-100.00%
Capital outlay	38,159	25,678	12,481	48.61%	12,202	25,957	212.73%
Total operating expenditures	4,405,894	4,476,632	(70,738)	-1.58%	4,508,825	(102,931)	-2.28%
Capital projects							
Debt service principal	185,000	185,000	-	0.00%	246,902	(246,902)	-100.00%
Debt service	31,187	40,437	(9,250)	-22.88%	185,000	-	0.00%
Transfer to cafeteria	11,104	-	11,104	-	73,246	(42,059)	-57.42%
Total expenditures ***	\$ 4,633,185	\$ 4,702,069	\$ (68,884)	-1.46%	\$ 5,013,973	\$ (380,788)	-7.59%

* Includes General Administration, School Administration, Central Services, and Administrative Information Technology

** Excludes On-Behalf TPAF benefits

*** Excludes bond refunding

Franklin Township School District 2019 - 2020 CAFR Financial Facts



Fund Balance

Sufficient fund balance allows the District to meet cash flow needs and plan for future expenses.

The excess funds that remained at June 30th allowed the District to contribute additional funds to the maintenance reserve of \$75k and to the emergency reserve of \$30k.

The District continues to work towards improving reserves.

Compared to the 10 years ago, the total general fund balance has increased \$1.2 million.



Enterprise Fund

For the year ended June 30, 2020, the District's cafeteria had a net position decrease of \$266. The Child Care program had a net position decrease of \$826 compared to the prior year.

The cash balance in the cafeteria as of June 30, 2017 was \$9,405 and \$7,808 in the Child Care program.



Enrollment

Average daily enrollment in the current year was 208.

Average daily enrollment 10 years ago was 294.

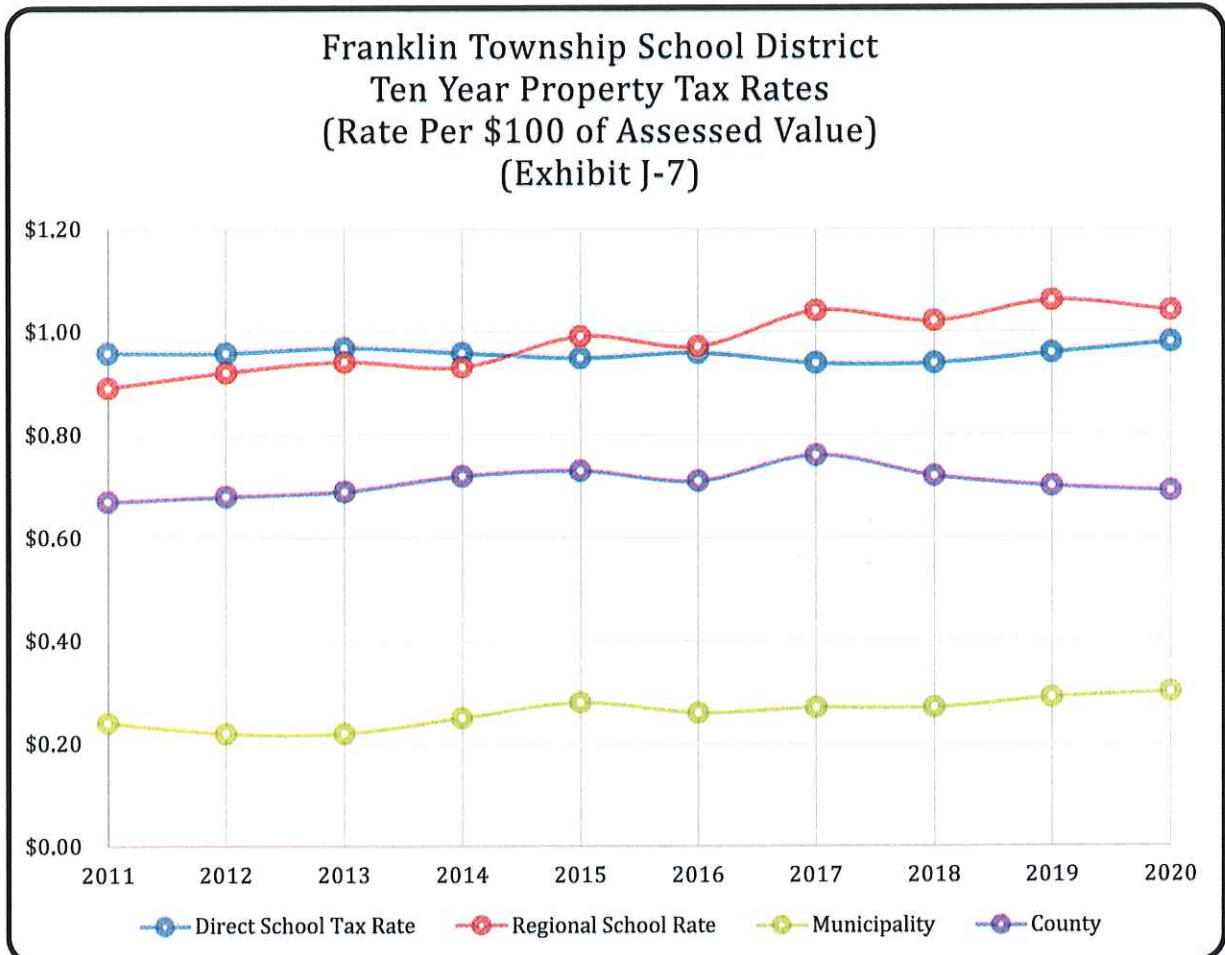
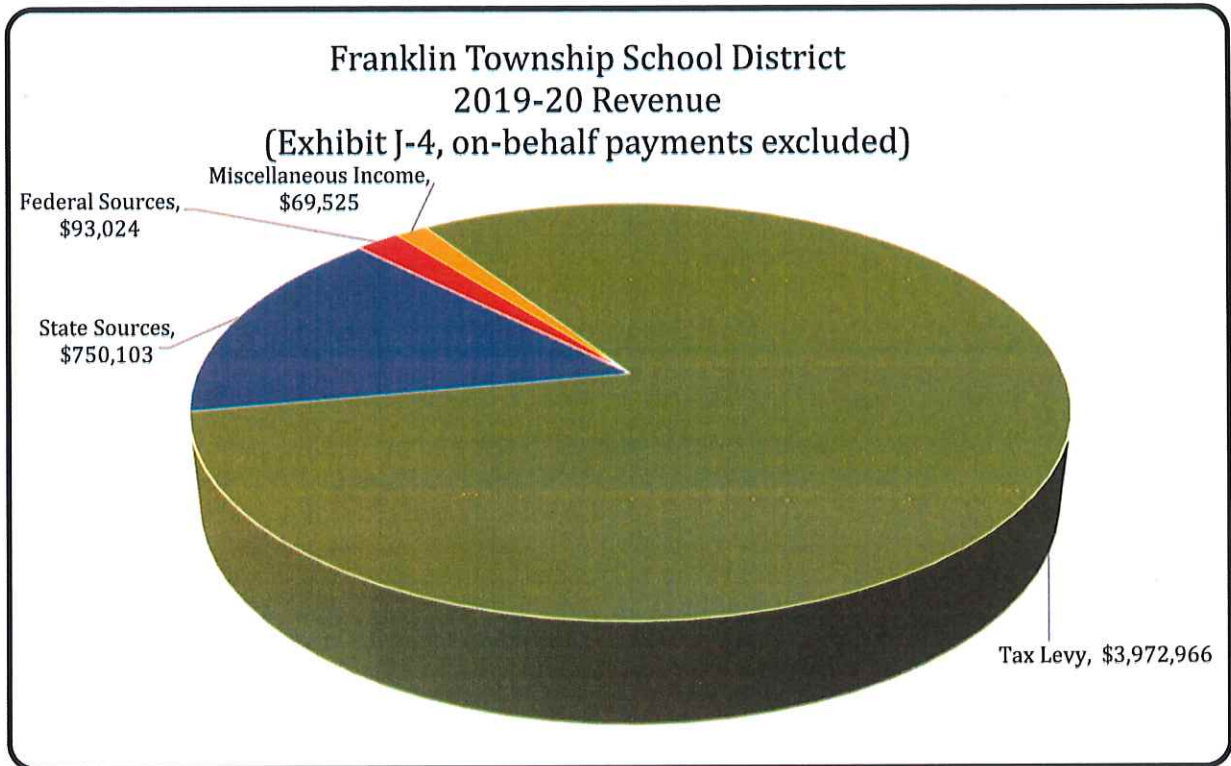
Resulting in a decrease of 29% in the last 10 years.

Although enrollment has decreased over the last 10 years, we have only seen a 11% decrease during the last 5 years.

FUND BALANCE

(budgetary basis, Exhibit C-1 & F-2)

	19/20	18/19	10/11
Restricted			
Capital reserve	\$ 712,035	\$ 631,488	\$ 203,935
Emergency reserve	80,445	50,000	-
Maintenance reserve	292,213	293,312	50,000
Tuition reserve - current year			
Tuition reserve - prior year	269,316	209,397	41,841
Excess surplus			
Excess surplus - designated for subsequent year's expenditures	209,397	152,334	23,031
Committed			
Encumbrances	145,274	85,822	17,541
Assigned			
Designated for subsequent year's expenditures	91,181	119,800	-
Unassigned			
Unrestricted	329,860	341,181	518,341
Total general fund balance	\$ 2,129,721	\$ 1,883,334	\$ 854,689
Increase (Decrease) in general fund balance	\$ 246,387		\$ 1,275,032
Capital projects fund balance			406,398
Debt service fund balance			15,105



FRANKLIN TOWNSHIP SCHOOL DISTRICT
Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years
(Rate Per \$100 of Assessed Value)

Assessment Year	School District Direct Rate					Regional School Rate	Overlapping Rates		Total Direct & Overlapping Tax Rate
	Basic Rate (a)	General		(From J-6) Total Direct School Tax Rate	Overlapping Rates				
		Obligation Debt Service (b)	Total Direct School Tax Rate		Municipality		County		
2011	\$ 0.92	\$ 0.04	\$ 0.96	\$ 0.89	\$ 0.24	\$ 0.67	\$ 2.76		
2012	0.91	0.05	0.96	0.92	0.22	0.68	2.78		
2013	0.91	0.06	0.97	0.94	0.22	0.69	2.82		
2014	0.90	0.06	0.96	0.93	0.25	0.72	2.86		
2015	0.90	0.05	0.95	0.99	0.28	0.73	2.95		
2016	0.91	0.05	0.96	0.97	0.26	0.71	2.90		
2017	0.89	0.05	0.94	1.04	0.27	0.76	3.01		
2018	0.89	0.05	0.94	1.02	0.27	0.72	2.95		
2019	0.91	0.05	0.96	1.06	0.29	0.70	3.01		
2020	0.93	0.05	0.98	1.04	0.30	0.69	3.00		

Sources: Municipal Tax Collector

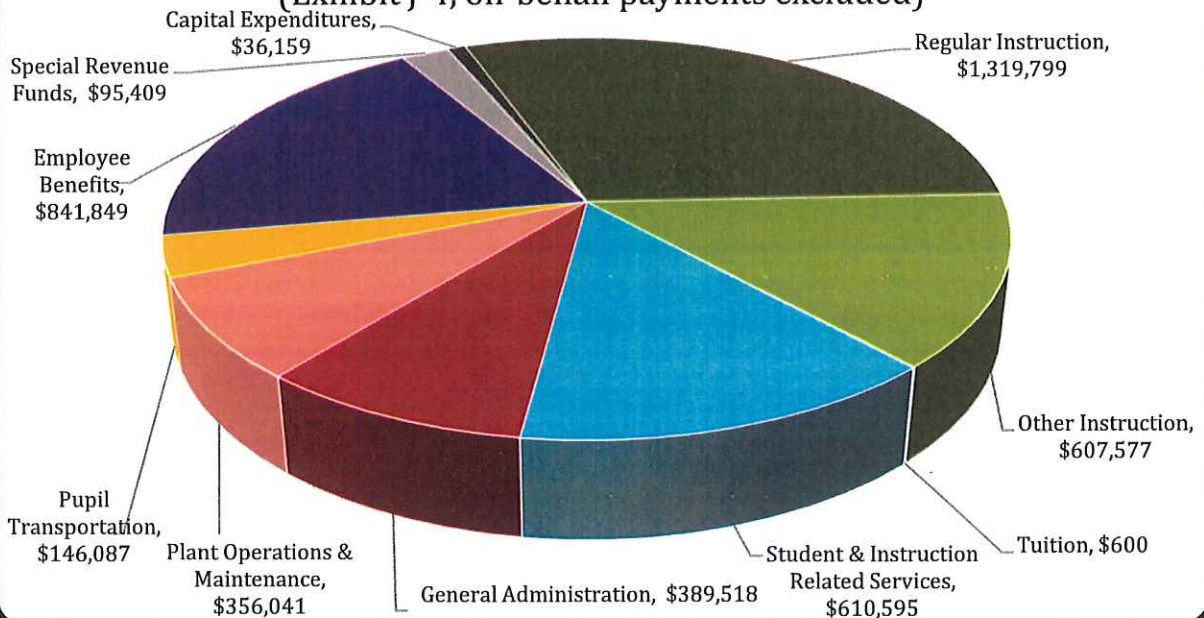
Note: N.J.S.A. 18A:7F-5d limits the amount that the District can submit for a general fund tax levy. The levy when added to other components of the District's net budget may not exceed the pre-budget by more than the spending growth limitation calculated as follows: the pre-budget year net budget increased by the cost of living or 2.5 percent, whichever is greater, plus any spending growth adjustments.

- (a) The District's basic tax rate is calculated from the A4F Form which is submitted with the budget and the net valuation taxable.
- (b) Rates for debt service are based on each year's requirements.

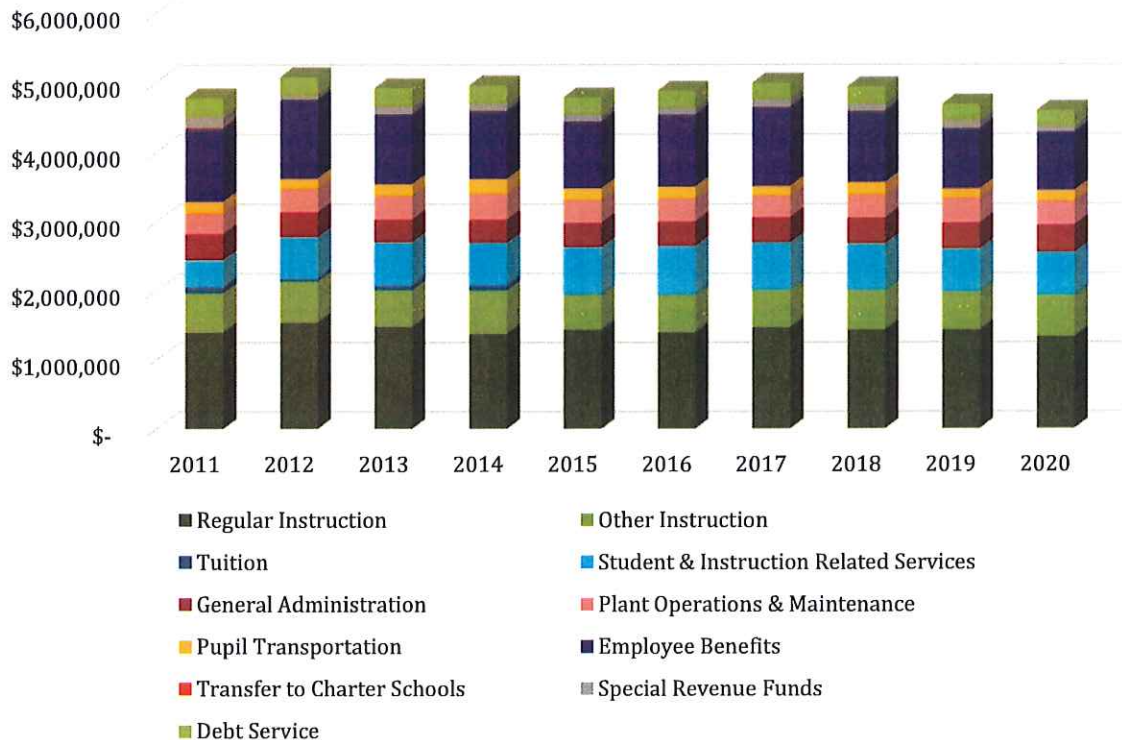
See independent auditors' report.

Franklin Township School District 2019-20 Expenditures

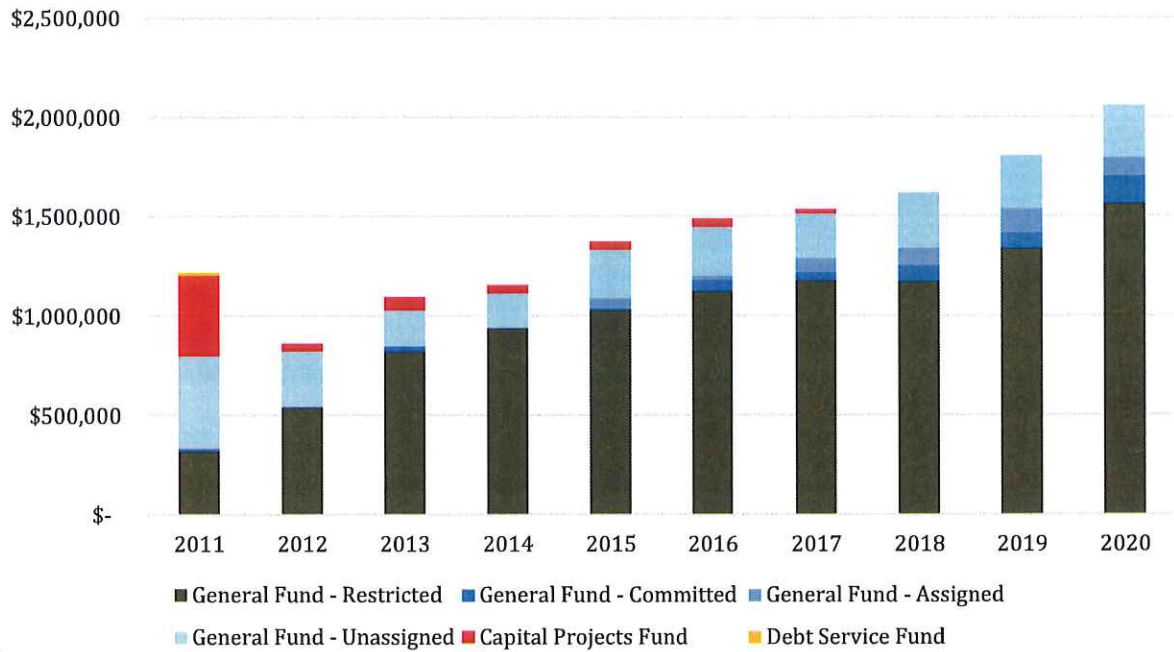
(Exhibit J-4, on-behalf payments excluded)



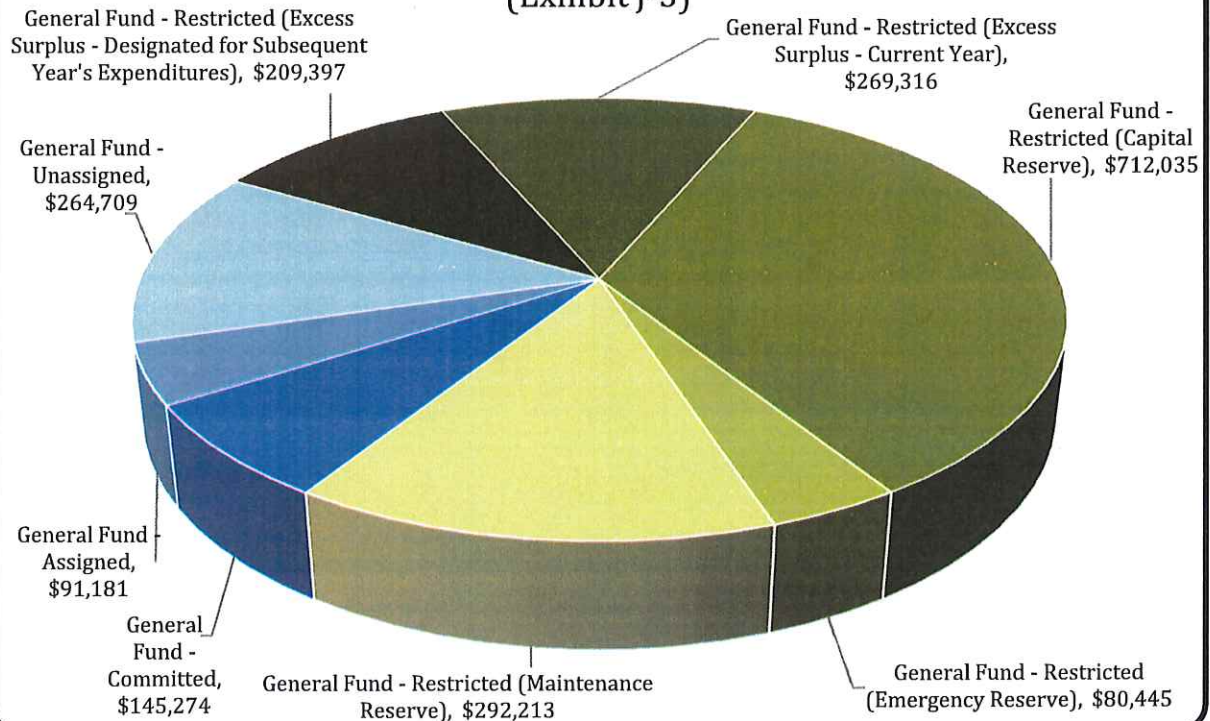
Franklin Township School District Ten Year Expenditure Comparison (Exhibit J-4, on-behalf payments excluded)



Franklin Township School District Ten Year Fund Balance Comparison (Exhibit J-3)



Franklin Township School District 2019-20 Fund Balances (Exhibit J-3)



Franklin Township School District (Warren County)										
Surplus Analysis										
06/30/2020										
Analysis of Balance	6/30/2011	6/30/2012	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020
Restricted:										
Capital Reserve	203,935.31	204,817.58	248,047.81	248,887.62	324,773.72	365,931.26	367,438.99	475,686.97	631,488.33	712,034.89
Maintenance Reserve	50,000.00	197,000.00	275,311.17	275,311.17	293,311.17	293,311.17	293,311.17	293,311.17	293,311.17	292,212.17
Emergency Reserve									50,000.00	80,444.82
Budget Appropriation - Tax Relief				3,131.00	50,000.00	19,500.16	71,454.69	85,620.67	119,800.15	91,180.52
Excess Surplus - Prior Year	23,031.00	41,841.00	92,841.00	201,777.00	210,056.00	198,768.84	264,572.31	250,406.33	152,333.85	209,397.48
Excess Surplus - Current Year	41,840.61	92,840.74	201,776.81	210,056.40	198,768.84	264,572.31	250,406.33	152,333.85	209,397.48	269,315.84
Committed:										
Encumbrances	17,540.63	8,617.57	31,928.47	5,350.70	13,966.29	61,375.43	45,965.83	86,538.49	85,821.73	145,274.03
Unassigned fund balance:										
Free Balance Exceptions:										
Nonpublic Transportation	2,022.20	910.14	3,132.00	-	527.00	434.00	999.00	2,280.00	4,078.00	1,160.00
Extraordinary Aid	266,320.00	94,356.00		-	68,072.00	71,021.00	47,503.00	103,748.00	87,102.00	78,700.00
Unrestricted Free Balance/Surplus	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
Total	\$ 854,689.75	\$ 890,383.03	\$ 1,103,037.26	\$ 1,194,513.89	\$ 1,409,475.02	\$ 1,524,914.17	\$ 1,591,651.32	\$ 1,699,925.48	\$ 1,883,332.71	\$ 2,129,719.75
Expenditures	\$ 4,357,838.06	\$ 4,751,841.58	\$ 4,540,482.17	\$ 4,597,113.00	\$ 4,459,426.78	\$ 4,539,548.04	\$ 4,649,940.50	\$ 4,586,167.18	\$ 4,361,408.81	\$ 4,334,274.98

Franklin Township School District
Ten Year Enrollment
(Exhibit J-17)

