

Franklin Township Board of Education Minutes
Regular Meeting – May 4, 2021

TIME AND PLACE: The regular meeting of the Board of Education was held on May 4, 2021 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 7:03 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, and on the Franklin Township School website and was published in the Express Times and the Star Gazette on January 14, 2021, inclusive of information on virtual attendance. Notice of the 2021-2022 budget hearing was published in the Express Times on April 22, 2021 and posted at the Star Ledger, the Franklin Township Municipal Building, the Franklin Township School, and on the Franklin Township School website.

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

ROLL CALL - Mr. Duryea conducted the Roll Call.

PRESENT: Jean Hansen (Board President)
Rudolph DiGilio (Vice President) (Left meeting at 7:23pm)
Elizabeth Ames (virtual)
Scott Hansen
Kevin Klus (virtual)
Katherine Matlock
Donna Sbriscia (virtual)

ABSENT: Jeannene Butler
Renee Hart

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

PUBLIC: Julie Shellaway, Christine Allen, Janie Brown, and Deborah Mannon (Public were all present virtually.)

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EXECUTIVE SESSION:

Action 21-182 Motion

Motion by S. Hansen, and seconded by K. Matlock, to enter Executive Session to discuss items related to a confidential student matter, personnel matters, and negotiations, 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.)

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

The Board entered executive session at 7:05 pm.

Action 21-183 Motion

Motion by S. Hansen, and seconded by K. Matlock, to reconvene Public Session.

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

The Board reconvened public session at 7:25pm. Public portion of the meeting commenced at 7:30pm.

MR. DiGILIO DEPARTURE

Mr. DiGilio left the meeting at 7:23pm, during executive session.

VIRTUAL MEETING GUIDELINES: The virtual meeting guidelines were read by Mrs. Hansen.

APPROVAL OF APRIL 14, 2021 MINUTES Action 21-184 Motion

Motion by S. Hansen, and seconded by K. Matlock, to approve the minutes of the Regular Meeting of April 14, 2021.

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

APPROVAL OF April 14, 2021 EXECUTIVE SESSION MINUTES

Action 21-185 Motion

Motion by S. Hansen, and seconded by K. Matlock, to approve and make public the Executive Session minutes of the Regular Meeting of April 14, 2021.

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

CORRESPONDENCE: None

PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

2021-2022 BUDGET HEARING: Mr. Duryea provided a Powerpoint presentation on the 2021-2022 budget. The floor was opened to the public for questions/comments.

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WORK SESSION:

Informational updates were provided by the Administration on the following topics:

Program, Curriculum, and Instruction –

- Annual Calendar

Building and Grounds –

- Long Range Facility Plan

Finance –

- Cafeteria surplus limitations, spending plan, and closure of aged balances.

Personnel/Negotiations –

- Substitute rates and new minimum wage levels

Technology –

- Purchase of Chromebooks to support this year’s remote needs

Board –

- NJSBA Spring Symposium – May 12-13

FINANCIAL REPORTS

TRANSFERS AND RECLASSIFICATIONS – Action 21-186 ***Motion***

Motion by S. Hansen, and seconded by K. Matlock, 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>
04/15/21	111-000-270-518-000-000 CONTRACT SP ED	11-000-270-514-000-000 Contract Serv(Sp Ed Stds)-Vend	Spec Ed ESC to Spec Ed Vendor	6,800.00
04/19/21	111-000-230-590-000-000 OTH PURCH SERVICES	11-000-230-610-000-000 SUPPLIES	Admin Pur Svc to Admin Supplies	100.00
04/23/21	111-000-266-420-000-000 REPAIRS & MAINTANENCE	12-000-263-730-000-000 Undist Exp-CareUpkeep of Grnds	Sec Rep/Maint to Grnds Equip	2,520.00

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

BOARD SECRETARY AND RECONCILIATION REPORT- March, 2021

Action 21-187 ***Motion***

Motion by S. Hansen, and seconded by K. Matlock, to approve the Board Secretary and Reconciliation Report - March, 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 **March, 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.*

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ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

PAYROLL AND PAYROLL AGENCY APPROVAL – Action 21-188 *Motion*

Motion by S. Hansen, and seconded by K. Matlock, to approve Payroll and Payroll Agency/FICA as follows:

April, 2021 Net Payroll	\$181,639.61
April, 2021 Agency and Board Share FICA	\$132,985.86
TOTAL PAYROLL April, 2021	\$314,625.47

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION: None

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action 21-189 *Motion*

Motion by S. Hansen, and seconded by K. Matlock, to approve the following block of Program, Curriculum, and Instruction-related items, as recommended by the Chief School Administrator:

- Approve the May 4, 2021 Travel and Related Expense Reimbursement Form.
- Authorize the Chief School Administrator to arrange for an out-of-district placement for a Franklin Township student (confidentiality number 20210504001) with the Holland Township School District for the balance of the 2020-2021 school year, with a tuition rate to be determined and approved by the Board of Education at a subsequent meeting. The Chief School Administrator is also authorized to arrange for other supports and related services, such as transportation, personal aide, etc., as needed and/or defined in the student’s IEP.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

FINANCE-RELATED ITEMS – Action 21-190 *Motion*

Motion by S. Hansen, and seconded by K. Matlock, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Motion to Adopt the 2021/2022 Budget:

WHEREAS, the 2021/2022 budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A-11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

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THEREFORE BE IT RESOLVED, the Board of Education approves and adopts the 2021/2022 budget in the amount of **\$4,947,852** as follows:

Operating Budget	\$4,872,852
Grants and Entitlements	\$75,000
Repayment of Debt	\$0.00
Total Base Budget	\$4,947,852

BE IT FURTHER RESOLVED, that the following amounts shall be raised from taxes:

Operating Budget	\$4,039,535
Repayment of Debt	\$0.00
Total	\$4,039,535

BE IT FURTHER RESOLVED, to acknowledge that the 2021/2022 budget as described above results and an operating budget tax levy in the amount of \$4,039,535.

BE IT FURTHER RESOLVED, that the district will seek the utilization of \$95,750 in prior year banked tax levy cap adjustment for the 2021-2022 school year to increase the Operating Budget tax levy over the 2% tax levy cap, by said amount. Utilization of the banked cap is necessary, due to the loss of State School Aid in excess of that amount, for the 2021-2022 school year.

The need for banked cap will be completed by the end of the 2021-22 budget year and will not be deferred or incrementally completed over a longer period of time.

- Motion to approve Form T-1, regarding the requisition of taxes for the 2021-2022 school year. (**Attachment A3**)
- Subject to the approval of code/construction officials, approve contracting with Signs Plus to replace the district's lighted roadside sign with a combination digital/lighted sign at a cost of \$16,845.00 plus \$800 for a wireless programming interface. Cost includes all programming software and warranty of 10 year parts / 5 year labor on LED, Lifetime on Cabinet and sign.
- Approve contracting with Shutterfly Lifetouch, LLC to provide student/class photography services for the 2021-2022 school year.
- Authorize the School Business Administrator to close/write-off aged balances on select cafeteria student accounts that are deemed uncollectable or at a level that the cost of collection would exceed the outstanding balance.
- Approve an amendment to the district's 2020-2021 Title IV grant application, shifting expenditures from salaries/benefits to supplies.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

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PERSONNEL-RELATED ITEMS – Action 21-191 *Motion*

Motion by S. Hansen, and seconded by K. Matlock, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Retroactively approve the following individuals as participants in the district’s after-school professional development programs (6 session plus prep time) and the payment of a \$450.00 stipend to each:
 - Cynthia Hudock
 - Donna Herzer
- Approve Christine Carter as the district’s Interim Reconciler of Financial Accounts, during the leave-of-absence of Chelsea Siegfried.
- Offer continued employment and approve a maximum travel limitation of \$500/person for the following Franklin Township School staff for the 2021/2022 school year, as recommended by the Chief School Administrator, as detailed below:

On-Guide Teachers					
First Name	Last Name	21-22 Step	21-22 Degree	21-22 FTE	21-22 Salary
Kathy	Henry	1	BA	0.40	\$20,338.00
Ashley	Chaladoff	2	BA	1.00	\$51,945.00
Misha	Shoblock	2	MA	1.00	\$57,195.00
David	Rodriguez-Lenge	3	MA	0.87	\$50,716.65
Craig	Tipton	5	MA+15	1.00	\$62,245.00
Alessandra	Alchermes	6	MA	1.00	\$61,595.00
Kaitlin	Mastrobattista	7	MA	1.00	\$62,695.00
Charles	Purcell	7	BA	1.00	\$57,445.00
Pamela	Fellner	8	BA+15	1.00	\$60,295.00
Karen	Kane	8	MA+30	1.00	\$67,295.00
Stacy	Ackerman	11	MA+15	1.00	\$67,745.00
Michael	Micucci	11	BA	1.00	\$60,745.00
Deborah	Beer	12	MA+30	1.00	\$69,495.00
Elizabeth	Christian	12	MA	1.00	\$65,995.00
Alexandra	Maguire	16	MA+15	1.00	\$68,845.00
Jennifer	Fischer	17	MA	1.00	\$68,195.00
Johanna	Wachter	17	BA	1.00	\$62,945.00
Julia	Cassano	18	BA	1.00	\$64,045.00

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Off Guide Teachers					
First Name	Last Name	21-22 Step	21-22 Degree	21-22 FTE	21.22 Salary
Lesley	DaSilva	OG15	MA	1.00	\$70,095.00
Karen	Wester	OG15	MA+30	1.00	\$73,595.00
Jennifer	Miller	OG14	MA	1.00	\$71,155.00
Larisa	Trumpy	OG14	BA+30	1.00	\$69,405.00
Janie	Brown	OG13	BA	1.00	\$66,650.00
Susan	Preiss	OG13	MA	1.00	\$71,900.00
Julie	Shellaway	OG12	BA	1.00	\$67,770.00
Cynthia	Hudock	OG11	BA+15	1.00	\$70,715.00
Barbara	Weinstein	OG11	MA+30	1.00	\$77,715.00
Jessica	Wood-Rosso	OG11	MA	1.00	\$74,215.00

On-Guide Paraprofessionals (Inclusive of paras, bus aides, library clerk)

First Name	Last Name	21-22 Step	21-22 Hrs/Day	21-22 Rate/Hour	21-22 Days/Year	21-22 Annual Salary
Jenifer	Rodriguez	SC2	3.67	\$15.64	184	\$10,561.38
Rosemary	Barcellona	HQ7	5	\$16.92	184	\$15,566.40

Off-Guide Paraprofessionals (Inclusive of paras, bus aides, library clerk)

First Name	Last Name	21-22 Step	21-22 Hrs/Day	21-22 Rate/Hour	21-22 Days/Year	21-22 Annual Salary
Karen	Chiu	NCOG1	7.33	\$19.43	184	\$26,205.63
Jessica	Whiffen	NCOG1	3.67	\$19.43	184	\$13,120.69
Sheri	Billows	SCOG1	7.33	\$19.93	184	\$26,879.99
Barbara	Purcell	TCOG4	7.33	\$18.25	184	\$24,614.14
Donna	Herzer	NCOG2	7.33	\$18.97	184	\$25,585.22
Annabelle	O'Brien	NCOG3	3.67	\$18.03	184	\$12,175.30
Christine	Allen	OG5	7.33	\$17.70	184	\$23,872.34

Certificated Support Staff

First Name	Last Name	Position	21-22 Annual Salary
Michele	Lachow	School Psychologist	\$66,388.74
Deborah	Mannon	Director of Special Services	\$104,521.44
Jane	Petrozzino	LDTC	\$22,011.60
Kaitlyn	Penna	School Social Worker	\$58,375.00

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Non-Certificated Support Staff

First Name	Last Name	Position	Rate Per Hour	Hours Per Day	Days Per Year	Annual Salary 21-22
Chris	Carter	Secretary/CSA Secretary	NA	NA	NA	\$42,840.00
Chris	Carter	Sub Calling Stipend	NA	NA	NA	\$3,000.00
Loren	Hamblin	Custodial/ Maintenance Coordinator	NA	NA	NA	\$73,404.30
Mary	Robinson	CST Sec	\$22.38	16/wk	52 wks	\$18,620.16
Chelsea	Siegfried	Assistant to the SBA	NA	NA	NA	\$43,730.46
Guy	Sigafoos	Custodial/ Maintenance Person	\$17.76	8	260	\$36,937.06
April	Truskowski	Custodial/ Maintenance Person	\$18.29	6/8	215/45	\$30,176.19
Michael	Graziano	Custodial/ Maintenance Person	\$18.18	4	206	\$14,980.32

- Approve the following substitute rates for the 2021-2022 school year:
 - Full Day Substitute School Nurse - \$200 per day plus \$6.67 pre-paid sick time
 - Half Day Substitute School Nurse - \$100 per day plus \$3.34 pre-paid sick time
 - Full Day Substitute Teacher or Paraprofessional (6hr 52 minute day, exclusive of a 28 minute unpaid lunch) - \$90 + \$3.00 pre-paid sick time
 - Half Day Substitute Teacher or Paraprofessional – (3hr 40 minute day, with no lunch break) - \$48 + \$1.60 pre-paid sick time
 - Long-Term Substitute Teacher or paraprofessional (21+ consecutive days of service for the same staff member / 6hr 52 minute day, exclusive of a 28 minute unpaid lunch) - \$100 + \$3.34 pre-paid sick time
 - Substitute Custodian - \$15/hour plus \$0.50/hour pre-paid sick time
 - Substitute Childcare Worker - \$14/hour plus \$0.47/hour pre-paid sick time. (If substitute is a permanent district paraprofessional, the hourly rate is equal to that employee’s contractual paraprofessional rate.)

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0.

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BILL LIST – Action 21-192 *Motion*

Motion by S. Hansen, and seconded by K. Matlock, to approve the May 4, 2021 bill list in the amount of \$67,179.61.

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

ADJOURNMENT - Action 21-193 *Motion*

Motion by S. Hansen, and seconded by K. Matlock, to adjourn the meeting.

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

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Tim Duryea
Board Secretary / School Business Administrator

Board President: _____
Jean Hansen