

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**TIME AND PLACE:** The regular meeting of the Board of Education was held on April 14, 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 7:01 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.

**FLAG SALUTE:** Pledge of Allegiance and a moment of silence in memory of the passing of Warren Hills Board of Education member, Chris Hamler.

**ROLL CALL** - Mr. Duryea conducted the Roll Call.

**PRESENT:** Jean Hansen (Board President)  
Rudolph DiGilio (Vice President)  
Elizabeth Ames (virtual)  
Jeannene Butler  
Scott Hansen  
Kevin Klus (virtual)  
Katherine Matlock  
Donna Sbriscia

**ABSENT:** Renee Hart

**PRESENT:** DISTRICT ADMINISTRATORS  
Deborah Mannon, Director of Special Services  
Tim Duryea, School Business Administrator/Board Secretary

**ABSENT:** Matthew Eagleburger, Chief School Administrator

**PUBLIC:** Julie Shellaway (Public were all present virtually.)

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**EXECUTIVE SESSION:**

**Action 21-165 Motion**

Motion by J. Butler, and seconded by S. Hansen, 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.)

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 0.*

The Board entered executive session at 7:03 pm.

**Action 21-166 Motion**

Motion by J. Butler, and seconded by S. Hansen, to reconvene Public Session.

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 0.*

The Board reconvened public session at 7:30pm.

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

**APPROVAL OF MARCH 17, 2021 MINUTES Action 21-167 Motion**

Motion by J. Butler, and seconded by S. Hansen, to approve the minutes of the Regular Meeting of March 17, 2021.

*This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain 1 (Sbriscia).*

**APPROVAL OF MARCH 17, 2021 EXECUTIVE SESSION MINUTES**

**Action 21-168 Motion**

Motion by J. Butler, and seconded by S. Hansen, to approve and make public the Executive Session minutes of the Regular Meeting of March 17, 2021.

*This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain 1 (Sbriscia).*

**MINUTE CORRECTION OF FEBRUARY 17, 2021 Action 21-169 Motion**

Motion by J. Butler, and seconded by S. Hansen, to amend motion 21-137 of the February 17, 2021 minutes to reflect a “Regular Meeting”.

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 0.*

**CORRESPONDENCE:** None

**PUBLIC INPUT PRIOR TO AGENDA ITEMS:** None

**CSA REPORT**

In Mr. Eagleburger’s absence, the CSA Report was limited to a presentation of the School Secretary and School Nurse Reports by Mr. Duryea.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**WORK SESSION:**

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

Finance:

- Maschio’s Contract Renewal –
- 2021-2022 Budget
- Insurance Update
- Safety Grant
- REAP Grant
- SSO Program

Program, Curriculum, and Instruction:

- Update on Standardized Testing for 2020-2021
- Update on new quarantine guidelines for out-of-state travel.
- Fan Account Coordinator and HIPAA Privacy Officer

Buildings and Grounds:

- Purchase of Digital Sign

Transportation:

- Joint Transportation Partner Districts
- Snyder Bus Service Renewal Contract
- GST Transport Contract Renewal

Board:

- Financial Disclosure Forms
- NJSBA Virtual Spring Symposium – May 12<sup>th</sup> & May 13<sup>th</sup>

**COMMITTEE REPORTS:**

**1. Policy** – (Rep-E. Ames) No report

**2. Legislation**

- Franklin Township Committee (Rep – Mrs. Butler) – no report
- Franklin Township PTA (Rep – Mrs. Hansen) – no report
- Legislative/NJSBA Delegate (Rep-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 (Rep-M. Eagleburger) – no report
- Warren County SBA (Rep. R. DiGilio and D. Sbriscia) –
  - Wellness Presentation from prior meeting
  - April 27, 2021 virtual meetings

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**FINANCIAL REPORTS**

**PAYROLL AND PAYROLL AGENCY APPROVAL – Action 21-170 *Motion***

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

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

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**BOARD SECRETARY AND RECONCILIATION REPORT- February, 2021**

**Action 21-171 *Motion***

Motion by J. Butler, and seconded by S. Hansen, 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.*

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**TRANSFERS AND RECLASSIFICATIONS – Action 21-172 *Motion***

Motion by J. Butler, and seconded by S. Hansen, 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	111-000-230-104-000-000 SALARY - SUPER	11-000-230-331-000-000 LEGAL SERVICES	Admin Salary to Legal Fees	2,500.00
04/01/21	111-000-266-420-000-000 REPAIRS & MAINTANENCE	11-000-266-610-000-000 GENERAL SUPPLIES	Security Rep/Maint to Security Supplies	1,000.00

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain 0.*

**PUBLIC INPUT PRIOR TO BOARD ACTION: None**

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**REORGANIZATION:**

**REAPPOINTMENTS – Action 21-173**

***Motion***

Motion by J. Butler, and seconded by S. Hansen, 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

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

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/Equinvest, 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

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**BANK SIGNATURES – Action 21-174                      *Motion***

Motion by J. Butler, and seconded by S. Hansen, to 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

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**PUPIL RECORDS – Action 21-175**

***Motion***

Motion by J. Butler, and seconded by S. Hansen, 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.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**PRIOR POLICIES/REGULATIONS – Action 21-176**

***Motion***

Motion by J. Butler, and seconded by S. Hansen, to approve and adopt all prior policies and regulations, previously approved and adopted by the Board of Education.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**FINANCE-RELATED ITEMS – Action 21-177**

***Motion***

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

- Approve the New Jersey Department of Education/Rural Education Achievement Program/Alternative Fund Use Authority for the 2021-2022 school year.
- Approve the application for and acceptance of the 2021-2022 Safety Grant through the NJSIG, in the amount of \$2,000.00.
- Approve the following food services contract resolution:

BE IT RESOLVED:

That the Board 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

**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

- 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

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**PERSONNEL-RELATED ITEMS – Action 21-178                      *Motion***

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

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

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

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**BILL LIST – Action 21-179                      *Motion***

Motion by J. Butler, and seconded by S. Hansen, to approve the April 14, 2021 bill list in the amount of \$154,377.39 and the following non-checks.

<b>Date</b>	<b>Check #</b>	<b>To</b>	<b>For</b>	<b>Amount</b>	<b>Account</b>
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

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

**HIB REPORT - Action 21-180                      *Motion***

Motion by J. Butler, and seconded by S. Hansen, Motion to affirm the determination for HIB Report #2021001.

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*



**Franklin Township Board of Education Minutes**  
**Regular Meeting – April 14, 2021**

---

**ADJOURNMENT - Action 21-181**

***Motion***

Motion by J. Butler, and seconded by S. Hansen, to adjourn the meeting.

*This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.*

*Meeting adjourned at 8:18 p.m.*

Respectfully submitted,

Tim Duryea  
Board Secretary / School Business Administrator

Board President: \_\_\_\_\_  
*Jean Hansen*