

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on June 23, 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 7:02 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 hearing on the Superintendent’s contract was published in the Express Times on 6/10/21 and was posted with the Star Ledger and at the Franklin Township Municipal Building and the Franklin Township School.

**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)  
Elizabeth Ames (virtual)  
Scott Hansen  
Renee Hart  
Katherine Matlock

**ABSENT:** Jeannene Butler  
Donna Sbriscia  
Kevin Klus

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

**PUBLIC:** Julie Shellaway, Deborah Mannon, and numerous parents/members of the public.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

---

**MEETING DELAY:** Due to audio/video complications the meeting was delayed, resulting in the Executive Session being postponed until the latter portion of the meeting.

**VIRTUAL MEETING GUIDELINES:** Mrs. Hansen reviewed the virtual meeting guidelines.

**APPROVAL OF JUNE 8, 2021 MINUTES Action 21-217 Motion**

Motion by R. Hart, and seconded by S. Hansen, to approve the minutes of the Regular Meeting of June 8, 2021.

*This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain 2 (DiGilio, S. Hansen).*

**APPROVAL OF JUNE 8, 2021 EXECUTIVE SESSION MINUTES**

**Action 21-218 Motion**

Motion by R. Hart, and seconded by S. Hansen, to approve and make public the Executive Session minutes of the Regular Meeting of June 8, 2021.

*This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain 2 (DiGilio, S. Hansen).*

**CORRESPONDENCE:**

- Chelsea Siegfried – Letter / Leave of absence revision
- Jean Hansen – Letter / Resignation from the Board of Education

**PUBLIC INPUT PRIOR TO AGENDA ITEMS:**

Numerous questions were presented by the public (in-person and virtually), regarding the reopening of school, wearing of masks, vaccinations, and other topics related to COVID 19 and its impact on school operations. Community members presenting comments and inquiries included Phillip Budd, Kelly Truskowski, Lexia Matlock, Jason Banghart, Megan Budd, and Xandria Garcia.

There were also questions/comments posed by Xandria Garcia and Phillip Budd regarding the district's sex education curriculum.

**Presentation of Draft Version of Reopening Plan for ARP/ESSER3 and**

**Solicitation of Public Input:** Mr. Eagleburger presented the draft to the Board.

Much of the report was previously discussed during the Public Input session. There was no further input.

**Public Hearing on Superintendent (Chief School Administrator) Employment Contract/Salary, Per Opening of Contract to Approve Annual Salary Increase:**

Mr. Duryea summarized the salary change provision in Mr. Eagleburger's employment contract and updated the Board and public on the requirement for a public hearing when salary increases were not detailed in the base contract. The public was given the opportunity to comment/inquire.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

---

**CSA REPORT**

Mr. Eagleburger presented the CSA Report, inclusive of information on the following:

- Evening of Recognition
- Anticipated release of COVID 19 guidance by the State
- Health and Wellness Goal
- Professional Development
- Learning Loss
- Information Dissemination

**COMMITTEE REPORTS:**

**1. Policy – (Rep-E. Ames)**

- Policy Alert 221 reviewed – further research required

**2. Legislation**

- Franklin Township Committee (Rep – Mrs. Butler) – no report
- Franklin Township PTA (Rep – Mrs. Hansen)
  - Mr. Eagleburger expressed his appreciations for the PTA’s help with the Evening of Recognition and the purchase of lawn signs.
- Legislative/NJSBA Delegate (Rep-R. DiGilio) –
  - Elimination of virtual Board meeting requirement – It was Board consensus to return to an in-person-only format for future Board meetings.
- NJASA (Rep-M. Eagleburger) – no report
- Warren County SBA (Rep. R. DiGilio and D. Sbriscia) – no report

**FINANCIAL REPORTS**

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

**Action 21-219**

***Motion***

Motion by R. Hart, and seconded by S. Hansen, to approve the Board Secretary and Reconciliation Report - May, 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 **May, 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, 6; nays, 0; abstain, 0.*

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

---

**TRANSFERS AND RECLASSIFICATIONS – Action 20-220**

***Motion***

Motion by R. Hart, 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>
06/07/2111	213-100-101-000-000 SALARY - RESOURCE CTR	11-213-100-106-000-000 SALARY - AIDE	RC Teacher to RC Aides	10,700.00
06/07/2111	000-216-320-000-000 PURCH PROF SERVICES	11-000-216-100-000-000 SALARY - SPEECH	Speech Pur Prof to Speech Salary	3,000.00
06/08/2111	120-100-101-000-001 SALARY - GR 1-5 SUBS	11-110-100-101-009-000 SALARY - K TEACHER	1-5 Subs to K Teacher	1,725.00
06/09/2111	000-291-241-000-000 BOARD SHARE - PERS	12-000-266-730-000-000 Undist. Expend. - Security	PERS Assess to Security Fund 12	11,500.00
06/09/2111	000-291-260-000-000 INS - WRKRS COMP	12-000-266-730-000-000 Undist. Expend. - Security	Wrkrs comp ins to Security Fund 12	4,145.00
06/14/2111	000-291-280-000-000 TUITION REIMB	11-000-221-590-000-000 SOFTWARE LICENSING	Tuition Reimb to Software Licensing	3,450.00
06/17/2111	000-222-800-000-000 Misc. Library	11-000-221-590-000-000 SOFTWARE LICENSING	Misc Library to Software	305.00

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

**PAYROLL AND PAYROLL AGENCY – Action 20-221**

***Motion***

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

May, 2021 Net Payroll	\$237,087.05
May, 2021 Agency and Board Share FICA	\$143,102.26
<b>TOTAL PAYROLL May, 2021</b>	<b>\$380,189.31</b>

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

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

**TRANSPORTATION-RELATED ITEMS – Action 21-222**

***Motion***

Motion by R. Hart, and seconded by S. Hansen, to approve the following block of Transportation-related items, as recommended by the Chief School Administrator:

- Approve a Joint Transportation Agreement with Warren Hills as the Host District for the 2020-2021 school year for Route 35/Yellow, at a cost of \$15,862.16.

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

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

---

**PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action 21-223**      *Motion*

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

- Approve the 6/23/21 Travel and Related Expense Reimbursement Form.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 1 (Matlock).*

**FINANCE-RELATED ITEMS – Action 21-224**      *Motion*

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

- Pursuant to PL 2015, Chapter 47, the Franklin Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the Board of Education. These contracts are, have been, and, if renewed, will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.
- Approve the application for and acceptance of the following grant funds for the 2021-2022 school year:
  - ESSEA/Title I - \$17,244.00
  - ESSEA/Title II – 3,800.00
  - ESSEA/Title IV – \$10,000.00
  - IDEA/Basic - \$51,954.00
  - IDEA/Preschool – \$2,115.00

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

**PERSONNEL-RELATED ITEMS – Action 21-225**      *Motion*

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

- Approve the following staff appointments for the summer of 2021:
  - Karen Kane – Summer academic program teacher – 3 hours per day for 8 days at a rate of \$40.00 per hour (\$960.00)
  - Elizabeth Christian - Summer academic program teacher – 3 hours per day for 8 days at a rate of \$40.00 per hour (\$960.00)
  - Jessica Wood-Rosso - Summer academic program teacher – 3 hours per day for 11 days at a rate of \$40.00 per hour (\$1,320.00)
  - Barbara Purcell - Summer academic program teacher – 3 hours per day for 8 days at a rate of \$40.00 per hour (\$960.00)
  - Julia Cassano - Summer academic program teacher – 3 hours per day for 8 days at a rate of \$40.00 per hour (\$960.00)
  - Christine Allen – Substitute teacher for summer academic program at a rate of \$85.00 per day for 5 days (\$425.00)

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

---

- Karen Chiu – Paraprofessional for summer academic program – 2.5 hours per day for 16 days at a rate of \$20.00 per hour (\$800.00)
- Donna Herzer – Paraprofessional for summer academic program – 2.5 hours per day for 16 days at a rate of \$20.00 per hour (\$800.00)
- Christine Allen - Paraprofessional for summer academic program – 2.5 hours per day for 11 days at a rate of \$20.00 per hour (\$550.00)
- Alesandra Alchermes – ESY Teacher – 3.5 hours per day for 30 days at a rate of \$40.00 per hour (\$4,200.00)
- Jessica Whiffin – Paraprofessional for ESY program - 3 hours per day for 30 days at a rate of \$20.00 per hour (\$1,800.00) – To be back charged to the Washington Borough Board of Education.
- Sheri Billows - Paraprofessional for ESY program - 3 hours per day for 30 days at a rate of \$20.00 per hour (\$1,800.00)
- Gabriella Fama – Substitute Assistant to the School Business Administrator a rate of \$15.00 per hour.
- Caroline Brown – Summer custodial/maintenance worker at a rate of \$13.50 per hour. (Pending working papers.)
- Cynthia Hudock – Summer hours for School Nurse responsibilities as needed, at the employee’s hourly equivalent rate.
- David Rodriguez Lenge – Summer hours for Speech Language Specialist responsibilities as needed, at the employee’s hourly equivalent rate.
- Kaitlyn Penna – Summer hours for School Social Worker responsibilities as needed, at the employee’s hourly equivalent rate.
- Approve a tuition reimbursement for Matthew Eagleburger, in the amount of \$4,513.50, 6 credits at Centenary University for the Spring Semester 2021.
- Approve the leave of absence request revisions for Chelsea Siegfried.
- Accept a letter of resignation from Jean Hansen from her seat on the Board of Education, with regret.
- Approve revised employment contract for Matthew Eagleburger, Chief School Administrator, for the 2021-2022 school year, with an annual salary of \$142,140.00.
- Approve the 2021-2022 employment contract for Timothy Duryea, Board Secretary/Business Administrator, with an annual salary of \$103,128.00.
- Approve the following revised offers of continued employment and 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:

**Non-FTEA Certificated Support Staff**

First Name	Last Name	Position	21-22 Annual Salary	FTE
Michele	Lachow	School Psychologist	\$68,380.40	1
Deborah	Mannon	Director of Special Services	\$107,657.08	1
Jane	Petrozzino	LDTTC	\$22,671.95	.2 (7 hrs/day x 36 days)
Kaitlyn	Penna	School Social Worker	\$60,126.25	1 (shared with Oxford Twp BOE 50/50)

**Franklin Township Board of Education Minutes  
Regular Meeting – June 23, 2021**

**Non-FTEA Non-Certificated Salaried Support Staff**

First Name	Last Name	Position	Annual Salary 21-22	FTE
Chris	Carter	School Secretary/CSA Secretary	\$44,125.20	1.0
Chris	Carter	Sub Calling Stipend	\$3,000.00	
Loren	Hamblin	Custodial/Maintenance Coordinator	\$75,606.43	1.0
Chelsea	Siegfried	Assistant to the SBA	\$45,042.37	1.0

**Non-FTEA Non-Certificated Hourly Support Staff**

First Name	Last Name	Position	Rate Per Hour	Hours Per Day	Days Per Year	Annual Salary 21-22
Mary	Robinson	CST Sec	\$23.05	16/wk	52 wks	\$19,177.60
April	Truszkowski	Custodial/Maintenance Person	\$18.81	6/8	215/45	\$31,086.00
Michael	Graziano	Custodial/Maintenance Person	\$18.73	4	200	\$14,984.00
Guy	Sigafoos	Custodial/Maintenance Person	\$18.82	8	260	\$39,145.60

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

**BILL LIST – Action 21-226                      Motion**

Motion by R. Hart, and seconded by S. Hansen, to approve the June 23, 2021 bill list in the amount of \$86,255.67 and the following non-checks.

Date	Check #	To	For	Amount	Account
4/29/2021	N0914*	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590
5/12/2021	N0916	FTS Cafeteria	Cafeteraia Aid	\$31,264.23	10-402
5/26/2021	N0918	FTS Cafeteria	Cafeteraia Aid	\$16,888.75	10-402
5/28/2021	N0919	Horizon Healthcare Ins. Agency	Flex Admin	\$42.00	11-000-230-590

\*Previously reported as N0913

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

**OVERVIEW OF PROCESS TO REPLACE A BOARD PRESIDENT AFTER RESIGNATION** – Mr. Duryea reviewed the process of filling a vacated seat of a Board President.

**RECOGNITION OF RETIRING PRESIDENT, JEAN HANSEN** – Mrs. Hansen was recognized for long service to the Board of Education and a retirement gift was presented to her from the district.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 23, 2021**

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**EXECUTIVE SESSION:**

**Action 21-227 Motion**

Motion by R. Hart, and seconded by S. Hansen, to enter Executive Session to discuss items related to 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 10 minutes.)

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

The Board entered executive session at 9:20 pm.

**Action 21-228 Motion**

Motion by R. Hart, and seconded by S. Hansen, to reconvene Public Session.

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

The Board reconvened public session at 9:41pm.

**REOPENING PLAN – Action 21-229 Motion**

Motion by R. DiGilio, and seconded by R. Hart, to approve the district's reopening plan, per requirements of the ARP/ESSER3 Grant.

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

**IN-PERSON BOARD MEETINGS – Action 21-230 Motion**

Motion by R. DiGilio, and seconded by R. Hart, to approve holding all future Board meetings via in-person environment, only.

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

**ADJOURNMENT - Action 21-231 Motion**

Motion by J. Hansen, and seconded by R. DiGilio, to adjourn the meeting.

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

*Meeting adjourned at 9:45 p.m.*

Respectfully submitted,

Tim Duryea  
Board Secretary /  
School Business Administrator

Rudolph DiGilio  
Board President