

Franklin Township Board of Education Minutes
Regular Meeting – November 17, 2021

TIME AND PLACE: The regular meeting of the Board of Education was held on November 17, 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, Rudolph DiGilio, called the meeting to order at 7:00 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

ROLL CALL - Mr. Duryea conducted the Roll Call.

PRESENT: Rudolph DiGilio (Board President)
Elizabeth Ames
Renee Hart
Katherine Matlock
John McGinnis
Donna Sbriscia
Pamela Fitzsimmons

ABSENT: Jeannene Butler (Board Vice President)
Scott Hansen

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

PUBLIC: Deborah Mannon, Karen Wester, Christina Hitchcock

APPROVAL OF OCTOBER 20, 2021 MINUTES Action 22-081 Motion
Motion by R. Hart, and seconded by P. Fitzsimmons, to approve minutes of the Regular Meeting of October 20, 2021.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain 2 (Sbriscia, Digilio).

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APPROVAL OF OCTOBER 20, 2021 EXECUTIVE SESSION MINUTES

Action 22-082 Motion

Motion by R. Hart, and seconded by P. Fitzsimmons, to approve and make public the Executive Session minutes of the Regular Meeting of October 20, 2021.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain2 (Sbriscia, DiGilio).

CORRESPONDENCE:

- Michele Lachow – Letter of Resignation
- Cynthia Hudock – Retirement Letter
- Jessica Whiffen – Letter Requesting Leave of Absence

PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

CSA REPORT

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

- Covid Update
- Health/Wellness – Quarantine procedures
- Academic Progress – Fall Assessment
- Newsletter Online Hits
- Curriculum Committee

WORK SESSION:

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

Finance:

- Application for State School Aid

Program, Curriculum, and Instruction:

- 21st Century Life and Careers curriculum (FYI)
- World Language Curriculum (FYI)
- Nursing Services Plan
- Uniform State Memorandum of Agreement Between Education and Law Enforcement

Board:

- Unofficial Election Results as of 11/12/2021
 - Three 3-year seats
 - Donna Sbriscia
 - Rudolph DiGilio
 - Xandria Garcia
 - Unexpired 2-year seat
 - Official results have not yet been posted. At present, Chester Kusyn has the largest number of votes.
- Mandated Training due by close of the calendar year.

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COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames) No report
2. **Legislation**
 - Franklin Township Committee (Rep – Mrs. Butler) – no report
 - Franklin Township PTA
 - Fund Raising (Fitathon, Bingo, New programs)
 - Legislative/NJSBA Delegate (Rep-R. DiGilio) –
 - Nursing Bill
 - Legislative Committee Input – SSO Program
 - NJASA (Rep-M. Eagleburger) – no report
 - Warren County SBA (Rep. R. DiGilio and D. Sbriscia)
 - 11/2/31 County Meeting – Workshop success, Sandra Moore passing, Wellness programs at Warren Hills Regional
 - Jean Hansen now represents Franklin Township on the Warren Hills Regional Board.

FINANCIAL REPORTS

PAYROLL AND PAYROLL AGENCY – Action 22-083

Motion

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

October, 2021 <i>Net Payroll</i>	\$172,353.32
October, 2021 <i>Agency and Board Share FICA</i>	\$118,073.60
<i>TOTAL PAYROLL October, 2021</i>	\$290,426.92

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

RECONCILIATION REPORT AMENDMENT- AUGUST, 2021

Action 22-084

Motion

Motion by R. Hart, and seconded by P. Fitzsimmons, to approve the amended Reconciliation Report August, 2021.

*BE IT RESOLVED that the Chief School Administrator recommends that the Franklin Township Board of Education accept the monthly amended financial report of the Reconciliation for the Month of **August, 2021**, with modification only to the Section 125 portion of the report.*

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

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BOARD SECRETARY AND RECONCILIATION REPORT- SEPTEMBER, 2021

Action 22-085

Motion

Motion by R. Hart, and seconded by P. Fitzsimmons, to approve the Preliminary Board Secretary and Reconciliation Report - September, 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 **September, 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, 7; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION:

- Karen Wester – Update on after-school coding program
- Deborah Mannon – SSO Program

FINANCE-RELATED ITEMS – Action 22-086

Motion

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

- Authorize the School Business Administrator and Chief School Administrator to make payments to JCP&L and Direct Energy, as needed, for electrical service costs, per the pending reconciliation of billing partitioning by said utility companies.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action 22-087

Motion

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

- Approve the district's 2021-2022 Nursing Services Plan
- Approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement for 2021-2022.
- Approve the November 17, 2021 Travel and Related Expense Reimbursement Form.
- Approve establishing an Ad Hoc Curriculum Committee for the 2021-2022 school year.
- Approve the district's Science Curriculum for final reading.

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ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

BUILDING & GROUNDS AND TRANSPORTATION-RELATED ITEMS – Action 22-088 *Motion*

Motion by R. Hart, and seconded by P. Fitzsimmons, to approve the following block of Building & Grounds and Transportation -related items, as recommended by the Chief School Administrator:

- Approve the districts Health and Safety Building Evaluation of School Buildings Checklist for the 2021-2022 school year.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

EXECUTIVE SESSION:

Action 22-089 *Motion*

Motion by R. Hart, and seconded by P. Fitzsimmons, to enter Executive Session to discuss items related to negotiations and 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.)

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

The Board entered executive session at 7:55 pm.

Action 22-090 *Motion*

Motion by R. Hart, and seconded by D. Sbriscia, to reconvene Public Session.

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

The Board reconvened public session at 8:44 pm.

PERSONNEL-RELATED ITEMS – Action 22-091 *Motion*

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

- Approve Kaitlin Mannon as a substitute school nurse for the 2021-2022 school year.
- Approve a Leave of Absence for Jessica Whiffen, as requested.
- Approve the following individuals as instructors for the noted after-school clubs at \$50 per session:
 - Craig Tipton/choral club/3 sessions/\$150 total compensation
 - Karen Wester/coding club/8 sessions/\$400 total compensation
- Approve the appointment of Nicole Scaplen as a teacher in the school district, effective January 1, 2022 on Step 14/BA+30, at an annual salary of \$66,120.00 (based upon new collective bargaining agreement), pro-rated to \$39,672.00 for the remaining portion of the 2021-2022 school year (6 months of 10).

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- Approve the appointment of Audrey Diana Mallory as a teacher in the school district, effective December 1, 2021, on Step 8/BA+15, at an annual salary of \$61,070.00 (based upon new collective bargaining agreement), pro-rated to \$42,749.00 for the remaining portion of the 2021-2022 school year (7 months of 10).
- Accept the retirement letter of Cynthia Hudock, with her last day of employment being June 30, 2022, with regret.
- Accept the resignation of Michele Lachow, with her last day of employment being November 24, 2021, with regret.
- Approve posting for the position of School Nurse, per the retirement of Cynthia Hudock.
- Approve posting for the position of School Psychologist, per the resignation of Michele Lachow, provided that the district is not able to take advantage of any shared services agreement. The Board also authorizes the CSA to secure temporary contracted services or an interim School Psychologist, pending the finalization of a permanent replacement, with formal Board approval to follow at a subsequent meeting.
- Approve the NJSBA Superintendent Evaluation System (2018 version) as the official instrument for the evaluation of the Chief School Administrator for the 2021-2022 school year.
- Approve the ratification of the Collective Bargaining Agreement between the Franklin Township Board of Education and the Franklin Township Education Association for the 2021-2022, 2022-2023, and 2023-2024 school years, inclusive of all attachments and addendums.
- Approve increasing David Rodriguez Lenge from .87FTE to Full-Time, effective 11/18/21, with a corresponding increase in annual salary to \$60,170.00, pro-rated to reflect the 11/18/21 effective date of said change.
- Approve the following revised salaries for FTEA represented positions, retroactive to the beginning of the school year, per the terms of the new collective bargaining agreement:

Paraprofessionals:

First Name	Last Name	Guide Position	Hours/Day	Final Salary
Christine	Allen	SC10	7.33	\$24,572.34
Rosemary	Barcellona	HQ+30 8	5	\$16,043.89
Sheri	Billows	SC14	7.33	\$27,579.99
Karen	Chiu	NC14	8	\$29,364.94
Donna	Herzer	NC13	7.33	\$26,285.22
Annabelle	O'Brien	NC12	3.67	\$12,525.78
Barbara	Purcell	TC14	8	\$30,336.46
Jenifer	Rodriguez	SC3	5	\$14,866.29
Jessica	Whiffen	NC14	3.67	\$13,471.17

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Teachers:

First Name	Last Name	Final Step	Final Degree	Final FTE	Final Salary
Stacy	Ackerman	12	MA+15	1.00	\$71,370.00
Alessandra	Alchermeres	7	MA	1.00	\$63,470.00 *
Deborah	Beer	13	MA+30	1.00	\$71,370.00
Janie	Brown	22	BA	1.00	\$68,525.00
Julia	Cassano	19	BA	1.00	\$65,920.00
Ashley	Chaladoff	3	BA	1.00	\$53,820.00
Elizabeth	Christian	13	MA	1.00	\$67,870.00 *
Lesley	DaSilva	20	MA	1.00	\$71,970.00
Pamela	Fellner	9	BA+15	1.00	\$62,170.00
Jennifer	Fischer	18	MA	1.00	\$70,070.00
Kathy	Henry	2	BA	0.40	\$21,088.00
Cynthia	Hudock	24	BA+15	1.00	\$72,590.00
Karen	Kane	9	MA+30	1.00	\$69,170.00
Alexandra	Maguire	17	MA+15	1.00	\$70,720.00
Kaitlin	Mastrobattista	8	MA	1.00	\$64,570.00
Michael	Micucci	12	BA	1.00	\$62,620.00
Jennifer	Miller	21	MA	1.00	\$73,030.00
Susan	Preiss	22	MA	1.00	\$73,775.00
Charles	Purcell	8	BA	1.00	\$59,320.00
David	Rodriguez-Lenge	4	MA	0.87	\$52,347.90 **
Julie	Shellaway	23	BA	1.00	\$69,645.00
Misha	Shoblock	3	MA	1.00	\$59,070.00
Craig	Tipton	6	MA+15	1.00	\$64,120.00
Larisa	Trumpy	21	BA+30	1.00	\$71,280.00
Johanna	Wachter	18	BA	1.00	\$64,820.00
Barbara	Weinstein	24	MA+30	1.00	\$79,590.00
Karen	Wester	20	MA+30	1.00	\$75,470.00
Jessica	Wood-Rosso	24	MA	1.00	\$76,090.00

*Salary to be pro-rated to correspond with the resignation date of these employees
Effective 11/18/21 employee is full time, per above motion.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 1 (Ames).

BILL LIST – Action 22-092 *Motion*

Motion by R. Hart, and seconded by D. Sbriscia, to approve the November 17, 2021 bill list in the amount of \$126,586.26.

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

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ADJOURNMENT - Action 22-093

Motion

Motion by R. Hart, and seconded by P. Fitzsimmons, to adjourn the meeting.

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

Meeting adjourned at 8:49 p.m.

Respectfully submitted,

Tim Duryea
Board Secretary/School Business Administrator

Rudolph DiGilio, Board President