

Franklin Township Board of Education Minutes
Regular Meeting – April 13, 2022

TIME AND PLACE: The regular meeting of the Board of Education was held on April 13, 2022 by the Board of Education of the Franklin Township School District, Warren County, in the Franklin Township School All Purpose Room, 52 Asbury-Broadway Road, Washington, NJ 07882.

CALL TO ORDER: Board Vice President, Donna Sbriscia, 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 Ledger on January 13, 2022.

FLAG SALUTE: Pledge of Allegiance and a moment of silence

ROLL CALL - Mr. Duryea conducted the Roll Call.

PRESENT: Donna Sbriscia (Board Vice President)
Elizabeth Ames
Xandria Garcia
Chester Kucyn
Katherine Matlock

ABSENT: Rudolph DiGilio (Board President)
Scott Hansen
Renee Hart
John McGinnis

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

PUBLIC: Deborah Mannon, Bill Kanyuk, Jamie Heater, Jason Banghart, Karen Wester, Donna Herzer, Kelly Truskowski, Christina Hitchcock, Megan Budd

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CORRECTION OF MINUTES Action 22-177 Motion

Motion by K. Matlock, and seconded by C. Kucyn, to Amend Sunshine Law Statement 1/19/22 and forward to “Star Ledger” as opposed to “Star Gazette” and 2/1/22 to reflect “Regular Meeting”.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain 0.

APPROVAL OF MARCH 23, 2021 MINUTES Action 22-178 Motion

Motion by K. Matlock, and seconded by C. Kucyn, to approve minutes of the Regular Meeting of March 23, 2022.

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain 1 (Garcia).

APPROVAL OF MARCH 23, 2022 EXECUTIVE SESSION MINUTES

Action 22-179 Motion

Motion by K. Matlock, and seconded by C. Kucyn, to approve and make public the Executive Session minutes of the Regular Meeting of March 23, 2022.

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain 1(Garcia).

CORRESPONDENCE: None

PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

WORK SESSION:

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

Program, Curriculum, and Instruction –

- Final reading of social studies curriculum
- Kindergarten enrollment update
- Approval of clubs
- 2022-2023 Preliminary Calendar

Finance/Budget –

- 2022-2023 District Budget
- Annual Budget Hearing on May 3rd
- Approval of Safety Grant
- Approval of NJSIG Safety and Security Grant
- Supply Chain Assistance allocation of \$8,284.58 for 2022-2023
- Amendment to CARES grant
- Budget Mailer/Spring Mailer
- Potential use of surplus funds

Personnel/Negotiations –

- Superintendent’s Evaluation

Board –

- Board Photo for Yearbook
- Financial Disclosure Forms
- NJSBA Workshop – survey of those planning to attend (10/24-26)

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CSA REPORT

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

- Mask guidance and quarantine regulations
- Spring Break
- Health and Wellness – climate survey
- COVID Report
- Assessments/Link It
- Communication via social media
- Curriculum Committee – Social Studies / Health and PE

COMMITTEE REPORTS:

- **Policy** – (Rep-E. Ames)
 - Policy Alert 221 – FYI next meeting
 - Policy Alert 222 – In process
 - Policy Alert 223 and forward pending review
- **Curriculum** – No additional reports
- **Legislation**
 - Franklin Township Committee – (Rep-T. Duryea) – no report
 - Franklin Township PTA
 - Book Fair
 - Garden Club
 - Leadership Conference
 - PTA Award
 - Legislative/NJSBA Delegate (Rep-R. DiGilio) –
 - No delegate for assembly meeting – Mrs. Matlock volunteered
 - Response from Senator Booker’s office on SSO resolution
 - NJASA (Rep-M. Eagleburger) – No report
 - Warren County SBA (Rep. R. DiGilio and D. Sbriscia) –
 - Most recent virtual meeting -mask policy, parent volunteers, and staffing
 - Next Meeting on 5/24/22

FINANCIAL REPORTS

LINE ITEM TRANSFERS AND RECLASSIFICATIONS – Action 22-180 Motion

Motion by C. Kucyn, 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>
03/29/22	11-000-266-420-000-000 REPAIRS & MAINTANENCE	11-000-261-420-000-000 REPAIRS & MAINTANENCE		2,500.00
03/31/22	11-000-251-105-000-000 SALARY - BUSINESS OFF	11-000-251-610-000-000 SUPPLIES	Bus Off Salary to Bus Off Supplies	1,000.00

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain 0.

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PAYROLL AND PAYROLL AGENCY – Action 22-181 **Motion**

Motion by C. Kucyn, and seconded by X. Garcia, to approve Payroll and Payroll Agency/FICA as follows:

March, 2022 <i>Net Payroll</i>	\$177,926.33
March, 2022 <i>Agency and Board Share FICA</i>	\$120,743.70
TOTAL PAYROLL March, 2022	\$298,670.03

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

BOARD SECRETARY AND RECONCILIATION REPORT **Action 22-182**

Motion

Motion by K. Matlock, and seconded by D. C. Kucyn, to approve the Board Secretary and Reconciliation Report February, 2022.

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, 2022**; 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, 5; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION:

- Bill Kanyuck – Comments on sex education (SE) standards
- Megan Budd – Inquiry on starting age for SE? Curriculum flexibility?
- Jason Banghart – Implementation date of SE?
- Kelly Truszkowski – Can parents use “opt out” of SE for students?
- Jason Banghart – Purpose of regionalization if limited authorities?
- Donna Herzer – Many community members do not know about curriculum.
- Karen Wester – Library presentation

REORGANIZATION-----

RE-APPOINTMENTS – Action 22-183 **Motion**

Motion by C. Kucyn, and seconded by E. Ames, to approve the following re-appointments for the 2022/2023 school year:

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504 Compliance Officer	Deborah Mannon
Affirmative Action Officer	Deborah Mannon
Anti Bullying Coordinator	Deborah Mannon
Anti Bullying Specialist	Paola Ramirez
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	Heather King
District Education Stability Liaison	Deborah Mannon
Fan Account Coordinator	Deborah Mannon
HIPAA Privacy Officer	Heather King
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
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

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Director of Special Services	Deborah Mannon
State Testing Coordinator/District	Matthew Eagleburger
State Testing Coordinator/School	Deborah Mannon
Substance Awareness Coordinator	Paola Ramirez
Tax Sheltered Annuity Companies	AXA Equitable/Equivest, 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, 5; nays, 0; abstain, 0.

BANK ACCOUNTS/REQUIRED SIGNATURES – Action 22-184 *Motion*

Motion by E. Ames, and seconded by C. Kucyn, to approve signatures on the bank accounts maintained by the Board of Education of Investors Bank for the 2022/2023 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 (2of 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, 5; nays, 0; abstain, 0.

PUPIL RECORDS – Action 22-185 *Motion*

Motion by C. Kucyn, and seconded by E. Ames, 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

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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, 5; nays, 0; abstain, 0.

PRIOR POLICIES – Action 22-186

Motion

Motion by C. Kucyn, and seconded by E. Ames, 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, 5; nays, 0; abstain, 0.

END OF REORGANIZATION-----

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action 22-187 ***Motion***

Motion by C. Kucyn, 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 district’s Social Studies Curriculum for final reading.

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

FINANCE-RELATED ITEMS – Action 22-188 ***Motion***

Motion by C. Kucyn, and seconded by E. Ames, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Approve amending the district’s CARES grant to move unused equipment funds to be used to purchase grant-related supplies.
- Approve the acceptance of the 2021-2022 School Security Grant through the Securing our Children’s Future Bond Act, in the amount of \$20,000.00.
- Authorize the School Business Administrator to initiate any necessary requests for bids for bus routes for the 2022-2023 school year that will not be renewed at the CPI by the existing vendors.
- Authorize the School Business Administrator to solicit requests for proposal for any professional services for the 2022-2023 school year, deemed necessary, at his discretion.

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- Approve the application for and acceptance of a \$2,000.00 school safety and security grant via the NJSIG for the 2022-2023 school year.
- Approve the following Schedule of Fees/Use of Facility for the 2022-2023 school year, limited to non-profit organizations:
 - Room Charge None
 - Custodial Rate \$32/hour

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

EXECUTIVE SESSION:

Action 22-189 Motion

Motion by X. Garcia, and seconded by C. Kucyn, 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 10 minutes.)

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain 0.

The Board entered executive session at 8:25 pm.

Action 22-190 Motion

Motion by C. Kucyn, and seconded by X. Garcia, to reconvene Public Session.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain 0.

The Board reconvened public session at 8:32 pm.

PERSONNEL-RELATED ITEMS – Action 22-191 Motion

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

- Authorize the CSA to post for summer 2022 employment positions, as needed, including but not limited to:
 - ESY Teachers
 - ESY Paraprofessionals
 - Summer Nurse
 - Summer Program Teachers
 - Summer Custodial/Maintenance Workers
 - Summer Technology Positions
 - Summer Library Worker

with final hours and compensation to be approved by the Board at a subsequent meeting.

- Approve Danielle Yawger as a substitute teacher for the 2021-2022 school year, pending receipt of all required paperwork/ certifications.

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- Approve amending the hours of Jenifer Rodriguez to 29 hours per week, effective 4/16/22, resulting in a revised annual salary of \$17,244.90, based upon Step SC3 on the paraprofessional salary guide, pro-rated to reflect a mid-year change in salary to \$15,460.99, or \$862.25 for each of the remaining 5 payroll periods.
- Approve the following individuals as instructors for after-school programs, as noted:

Instructor	Club	Sessions	\$/Session	Total \$
Janie Brown	Gardening	5	\$50.00	\$250.00
Julia Cassano	Gardening	5	\$50.00	\$250.00
Charles Purcell	Outdoor Games	6	\$50.00	\$300.00
Johanna Wachter	Outdoor Games	6	\$50.00	\$300.00
Janie Brown	Cooking Club	6	\$50.00	\$300.00
Julia Cassano	Cooking Club	6	\$50.00	\$300.00
Sarah Rush	Cooking Club	6	\$50.00	\$300.00
Pam Fellner	3D Printing	6	\$50.00	\$300.00
Pam Fellner	Build/Test Kites	6	\$50.00	\$300.00
Stacy Ackerman	Craft Club	7	\$50.00	\$350.00
Karen Wester	Student Council	6	\$50.00	\$300.00
Johanna Wachter	Yearbook	6	\$50.00	\$300.00
Jessica Wood-Rosso	Yearbook	6	\$50.00	\$300.00

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

BILL LIST – Action 22-192 *Motion*

Motion by C. Kucyn, and seconded by K. Matlock, to approve the April 13, 2022 bill list in the amount of \$144,737.79 and the following non-checks.

Date	Check #	To	For	Amount	Account
2/25/2022	N0954	Horizon Healthcare Ins. Agency	Flex Admin	\$30.00	11-000-230-590
3/4/2022	N0956	FTS Cafeteria	Cafeteria Aid	\$24,408.73	10-402
4/3/2022	N0959	Horizon Healthcare Ins. Agency	Flex Admin	\$30.00	11-000-230-590

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

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ADJOURNMENT - Action 22-193

Motion

Motion by C. Kucyn, and seconded by X. Garcia, to adjourn the meeting.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

Meeting adjourned at 8:37 p.m.

Respectfully submitted,

Timothy Duryea
Board Secretary/School Business Administrator

Donna Sbriscia, Board Vice President