

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

TIME AND PLACE: The regular meeting of the Board of Education was held on July 20, 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 President, Rudolph DiGilio, 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 Ledger on January 13, 2022.

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

ROLL CALL - Mr. Duryea conducted the Roll Call. (Only 8 Board members, initially. Mr. Banghart has appointed and sworn in during the meeting.)

PRESENT: Rudolph DiGilio (Board President)
Scott Hansen
Chester Kucyn
Katherine Matlock
John McGinnis
Jason Banghart (appointed and sworn in during the meeting)

ABSENT: Donna Sbriscia (Board Vice President)
Elizabeth Ames
Renee Hart

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

PUBLIC: Kelly Truszkowski, Christina Hitchcock, David and Julie Guth, Jamie Heater, Jason Banghart, Karen Wester, Brian Camp

APPROVAL OF JUNE 22, 2022 MINUTES Action 23-001 Motion

Motion by S. Hansen, and seconded by C. Kucyn, to approve minutes of the Regular Meeting of June 22, 2022.

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

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

APPROVAL OF JUNE 22, 2022 EXECUTIVE SESSION MINUTES

Action 23-002 Motion

Motion by S. Hansen, and seconded by C. Kucyn, to approve and make public the Executive Session minutes of the Regular Meeting of June 22, 2022.

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

CORRESPONDENCE:

- Jessica Whiffen – Letter/Retirement Notification

PUBLIC INPUT PRIOR TO AGENDA ITEMS:

- Brian Camp – Questions on curriculum implementation procedures and “Don’t Ask, Don’t Tell” protocols
- Kelly Truszkowski – Comments on opt-out protocols and reference to listing of actions by other school districts in response to the new health and PE curriculum.
- Jason Banghart – Questioned how Franklin Township responds to the “Don’t Ask, Don’t Tell” scenario

EXECUTIVE SESSION:

Action 23-003 Motion

Motion by K. Matlock, and seconded by S. Hansen, 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 15 minutes.)

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

The Board entered executive session at 7:48 pm.

Action 23-004 Motion

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

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

The Board reconvened public session at 8:07 pm.

APPOINTMENT OF BOARD MEMBER Action 23-005 Motion

Motion by S. Hansen, and seconded by K. Matlock, to approve appointing Jason Banghart to fill the current open seat on the Franklin Township Board of Education, effective immediately and through December 31, 2022.

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

Mr. Duryea administered the oath of office to Mr. Banghart.

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

WORK SESSION:

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

Program, Curriculum, and Instruction –

- Health/PE curriculum update
- Approval of staff to complete curriculum work

Building and Grounds/Transportation:

- Replacement of HVAC units in main offices
- Results of Transportation bids

Finance –

- Extraordinary Aid Allocation Figures Released - \$115,795.00
- Non-Public Transportation Aid Allocation Figures Released - \$3,770.00
- Potential of expanded preschool aid

Personnel –

- Jessica Whiffen replacement

Board –

- Board Self-Evaluation
- Strauss Esmay services to replace BoardDoc program.
- NJSBA Workshop – (10/24-26)
- Goal setting ideas for Aug 2nd meeting with Kathy Helewa

CSA REPORT:

Mr. Eagleburger updated the Board on the following topics-

- Summer programs
- Curriculum updates

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames) – no report
2. **Curriculum** – no additional comments
3. **Legislation**
 - Franklin Township Committee (Rep – Mr. Duryea) – no report
 - Franklin Township PTA
 - Membership initiative
 - Annual calendar of events
 - Legislative/NJSBA Delegate (Rep-R. DiGilio) – no report
 - NJASA (Rep-M. Eagleburger) – no report
 - Warren County SBA (Rep. R. DiGilio and D. Sbriscia) – no report

FINANCIAL REPORTS

PAYROLL AND PAYROLL AGENCY – Action 23-006

Motion

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

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

June, 2022 Net Payroll	\$244,047.55
June, 2022 Agency and Board Share FICA	\$165,134.92
TOTAL PAYROLL June, 2022	\$409,182.47

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

LINE ITEM TRANSFERS AND RECLASSIFICATIONS – Action 23-007 Motion

Motion by S. Hansen, and seconded by J. McGinnis, 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>
06/13/2211-000-219-104-000-000	SALARY - CST	11-000-213-100-000-000 SALARY - NURSE	CST to Nurse	3,800.00
06/13/2211-000-216-320-000-000	PURCH PROF SERVICES	11-213-100-101-000-000 SALARY - RESOURCE CTR	Rel Svcs to RC	7,700.00
06/27/2211-000-261-420-000-000	REPAIRS & MAINTANENCE	11-000-262-320-000-000 PURCH PROF SERVICES	Req. Maint to Maint Pur Prof Svcs	3,300.00
06/27/2211-190-100-640-099-000	Textbooks-Misc	11-190-100-611-002-000 WRKBKS - SCIENCE	Textbooks to Workbooks	17,500.00
06/28/2211-000-230-104-000-000	SALARY - SUPER	11-000-230-590-000-000 OTH PURCH SERVICES	Admin Salary to Admin Oth Pur Svc	1,700.00
06/28/2211-000-219-104-000-000	SALARY - CST	11-000-219-320-000-000 PURCH PROF SERVICES	CST Salary to CST Pur Prof Svc	1,000.00
06/28/2211-000-222-610-000-000	SUPPLIES	11-000-222-300-000-000 PURCH TECH SVCS	Libr Supl to Libr Pur Tech	350.00
06/28/2211-000-223-800-000-000	WORKSHOPS	11-000-221-590-000-000 SOFTWARE LICENSING	Workshops to Software	2,400.00
06/29/2211-000-291-260-000-000	INS - WRKRS COMP	11-000-262-520-000-000 INSURANCE	Workers Comp to Insurance	9,100.00
06/29/2211-000-261-420-000-000	REPAIRS & MAINTANENCE	11-000-262-420-000-000 REPAIRS & MAINTANENCE	Req. maint to Maint	1,200.00
06/29/2211-000-262-110-000-000	SALARY - CUSTODIAL	11-000-262-420-000-000 REPAIRS & MAINTANENCE	Cust Sal to maint	1,100.00
06/29/2211-000-262-500-000-000	OTH PURCH SERVICES	11-000-262-420-000-000 REPAIRS & MAINTANENCE	Maint pur svc to maint	1,000.00
06/29/2211-000-262-610-000-000	SUPPLIES	11-000-262-420-000-000 REPAIRS & MAINTANENCE	Cust supl to maint	1,000.00
06/29/2211-000-266-420-000-000	REPAIRS & MAINTANENCE	11-000-262-420-000-000 REPAIRS & MAINTANENCE	Security Maint to Maint	1,000.00
06/30/2211-000-291-220-000-000	BOARD SHARE - FICA	11-000-291-290-000-000 EMP BENE - OTHER	FICA to Emp benefits other	4,000.00
06/30/2211-000-230-331-000-000	LEGAL SERVICES	11-000-230-890-000-000 MISCELLANEOUS	Legal Fees to misc Admin	3,000.00
06/30/2211-000-251-105-000-000	SALARY - BUSINESS OFF	11-000-252-330-000-000 PURCH PROF SVCS	Bus Off Sal to Bus Off Pur Prof Svc	575.00

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

Reclassifications:

<u>Date</u>	<u>PO Number</u>	<u>Ordering Name</u>	<u>Amount</u>	<u>Reclassification Details and Comments</u>
06/23/22	P202200001	FRANKLIN TOWNSHIP BO	\$366.54	From 11-000-291-220-000-000 to 20-701-200-200-021-000 To REAP for PS Para benefits - 20-21 funds
06/23/22	P202200001	FRANKLIN TOWNSHIP BO	\$7,735.00	From 20-700-100-100-021-000 to 20-477-100-101-000-000 Move Expend from REAP to CARES
06/23/22	P202200001	FRANKLIN TOWNSHIP BO	\$156.06	From 20-700-200-200-021-000 to 20-477-200-200-000-000 Amend expend from REAP to Cares
06/23/22	P202200001	FRANKLIN TOWNSHIP BO	\$4,791.40	From 11-213-100-106-000-000 to 20-701-100-100-021-000 To REAP Grant for PS Para 20-21 funds
06/28/22	P202200112	WCSSSD	\$1,002.62	From 20-250-200-320-000-007 to 11-000-219-320-000-000 Evals charged to CST Pur Prof Svc
06/28/22	P202200112	WCSSSD	\$1,546.18	From 20-250-200-320-000-007 to 11-000-216-320-000-000 Amend line charged against
06/30/22	P202200001	FRANKLIN TOWNSHIP BO	\$7.95	From 11-000-291-220-000-000 to 11-000-219-104-000-000 Partition shared social worker reimb costs
06/30/22	P202200001	FRANKLIN TOWNSHIP BO	\$104.10	From 11-000-291-290-000-000 to 11-000-219-104-000-000 Partition shared social worker reimb costs
06/30/22	P202200001	FRANKLIN TOWNSHIP BO	\$435.67	From 11-000-291-220-000-000 to 20-477-200-200-000-000 Charge FICA to CARES
06/30/22	P202200003	AMERIHEALTH	\$2,255.75	From 11-000-291-270-000-000 to 11-000-219-104-000-000 Partition shared social worker reimb costs
06/30/22	P202200104	NJSIG - NEW JERSEY SCHC	\$92.05	From 11-000-291-260-000-000 to 11-000-219-104-000-000 Partion shared social worker reimb costs
06/30/22	P202200153	ELLIOTT-LEWIS CORP	\$868.00	From 11-000-261-420-000-000 to 20-492-100-420-000-000 Move to Emergent Needs Grant
06/30/22	P202200192	ELLIOTT-LEWIS CORP	\$1,623.00	From 11-000-261-420-000-000 to 20-492-100-420-000-000 Move to Emergent Needs Grant
06/30/22	P202200200	GRAINGER	\$193.14	From 11-000-262-610-000-000 to 20-111-223-610-000-000 Move expend. to Safety Grant
06/30/22	P202200246	ELLIOTT-LEWIS CORP	\$1,660.00	From 11-000-261-420-000-000 to 20-492-100-420-000-000 Moved to Emergent Needs Grant
06/30/22	P202200501	SCHOOL SPECIALTY, INC.	\$200.00	From 11-190-100-610-099-000 to 20-477-400-732-000-000 Cart Base for previously purchased scanners

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

BOARD SECRETARY AND RECONCILIATION REPORT (May) Action 23-008
Motion

Motion by S. Hansen, and seconded by J. McGinnis, to approve the Board Secretary and Reconciliation Report May, 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 **May, 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.*

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

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

BOARD SECRETARY AND RECONCILIATION REPORT (June) Action 23-009
Motion

Motion by S. Hansen, and seconded by J. McGinnis, to approve the preliminary Board Secretary and Reconciliation Report June, 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 preliminary monthly financial reports of the Secretary and the Reconciliation for the Month of **June, 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, 6; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION: none

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action
23-010 Motion

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

- Approve entering into an agreement with YMCA Camp Bernie, allowing YMCA Camp Bernie to utilize the Franklin Township School as a site for before-school and after-school childcare programs. The agreement is non-monetary, given the non-profit status of the YMCA.

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

FINANCE-RELATED ITEMS – Action 23-011 Motion

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

- Approve writing off \$775.00 in bad debt, regarding FY21 unpaid parental tuition billings.

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 – July 20, 2022

BUILDING & GROUNDS AND TRANSPORTATION-RELATED ITEMS – Action

23-012 *Motion*

Motion by S. Hansen, and seconded by J. McGinnis, to approve the following block of Building & Grounds and Transportation-related items, as recommended by the Chief School Administrator:

- Approve awarding the transportation contract for Bid Number 2022-2023 F/M/WH to GST Transport, Corp. for the 2022-2023 school year, at the following rates:
 - Route-Brown - \$204/day x 180 days = \$36,720.00
 - Route-Green - \$207/day x 180 days = \$37,260.00
 - Route-Yellow - \$207/day x 180 days = \$37,260.00
 - Route-F - \$204/day x 180 days = \$36,720.00
 - Route-N - \$204/day x 180 days = \$36,720.00
 - Route-R - \$207/day x 180 days = \$37,260.00
 - Route-W - \$207/day x 180 days = \$37,260.00
 - Route-5 - \$204/day x 180 days = \$36,720.00
 - Route-11 - \$207/day x 180 days = \$37,260.00
 - Route-17 - \$204/day x 180 days = \$36,720.00
 - Route-18 - \$204/day x 180 days = \$36,720.00
 - Route-19 - \$207/day x 180 days = \$37,260.00
 - Route-35 - \$228/day x 180 days = \$41,040.00
 - Route-40 - \$207/day x 180 days = \$37,260.00
 - Per Diem aide cost for Route WH35 = \$105 (\$18,900 annually)
 - Increase/Decrease adjustment cost on all routes = \$1.95
- Approve awarding the transportation contract for Bid Number 2022-2023 White to Snyder Bus Service, Inc. for the 2022-2023 school year, at the following rates:
 - Route-White - \$193.50/day x 180 days = \$34,830.00
 - Increase/Decrease adjustment cost = \$1.52
- Approve a Joint Transportation Agreement with the Warren Hills Regional Board of Education and the Mansfield Township Board of Education for the 2022-2023 school year, with the Franklin Township Board of Education acting as the host district. Route costs for the Joiner Districts are as follows:

Mansfield Township Board of Education-

- Route-F - \$204/day x 180 days = \$36,720.00
- Route-N - \$204/day x 180 days = \$36,720.00
- Route-R - \$207/day x 180 days = \$37,260.00
- Route-W - \$207/day x 180 days = \$37,260.00
- Increase/Decrease adjustment cost on all routes = \$1.95

Warren Hills Regional Board of Education-

- Route-5 - \$204/day x 180 days = \$36,720.00
- Route-11 - \$207/day x 180 days = \$37,260.00
- Route-17 - \$204/day x 180 days = \$36,720.00
- Route-18 - \$204/day x 180 days = \$36,720.00
- Route-19 - \$207/day x 180 days = \$37,260.00

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

- Route-35 - \$228/day x 180 days = \$41,040.00
- Route-40 - \$207/day x 180 days = \$37,260.00
- Per Diem aide cost for Route WH35 = \$105 (\$18,900 annually)
- Increase/Decrease adjustment cost on all routes = \$1.95
 (Conditioned upon the acceptance of the above bid results by Mansfield Twp BOE)

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

PERSONNEL-RELATED ITEMS – Action 23-013 *Motion*

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

- Accept the retirement notice of Jessica Whiffen, with regret.
- Retroactively approve Christine Allen as a paraprofessional for the summer of 2022, at a rate of \$20.00/hour, for 8 days at 2.5 hours per day and 8 additional days at 3 hours/day, for a total compensation of \$880.00.
- Approve the following teachers to complete curriculum development work during the summer of 2022 at a rate of \$50/hour, not to exceed 10 hours each:
 - Charlie Purcell
 - Karen Wester
 - Jessica Wood-Rosso
 - Pam Fellner
 - Sue Preiss
 - Larisa Trumpy
 - Julia Cassano
 - Deborah Mannon

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

BILL LIST – Action 23-014 *Motion*

2. Motion by S. Hansen, and seconded by J. McGinnis, to approve the June 23-30, 2022 bill list in the amount of \$160,339.72, and the following non-checks.

Date	Check #	To	For	Amount	Account
5/27/2022	N0967	Horizon Healthcare Ins. Agency	Flex Admin	\$30.00	11-000-230-590
6/1/2022	N0968	FTS Cafeteria	Cafeteria Aid	\$31,931.61	10-402
6/9/2022	N0972	FTS Pysl Agency	Health Ins.	\$1,207.56	11-000-291-270

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

Franklin Township Board of Education Minutes
Regular Meeting – July 20, 2022

ADJOURNMENT - Action 23-015

Motion

Motion by J. Banghart, and seconded by K. Matlock, to adjourn the meeting.

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

Meeting adjourned at 9:02 p.m.

Respectfully submitted,

Timothy Duryea
Board Secretary/School Business Administrator

Rudolph DiGilio, Board President