

**FRANKLIN TOWNSHIP SCHOOL
NEW JERSEY 08868
Board of Education
REGULAR MEETING**

March 16, 2020

1. **Call to Order – Mr. Cama, President, called the meeting to order at 6:30 p.m.**
 Open Public Meeting Announcement
In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notice has been given of tonight’s meeting in the Hunterdon County Democrat and have been posted on the bulletin board by the main office of the Franklin Township School, sent to the Township Clerk and to all Board of Education members and posted on the school website on January 16, 2020.

1.01 Roll Call – Patricia Martucci, SBA/BS, determined that a quorum was present.

Present: Mr. Cama, Mrs. Evans, Mrs. Luciano, Mrs. Sutton, Mr. Tomasini, Mr. Witkowski, Mr. Yasunas

Also Present: Mr. Diaz, Superintendent, Ms. Martucci, SBA/BS

1.02 Flag Salute - Mr. Cama led all assembled in the Pledge of Allegiance

2. **Presentations** – The scheduled presentations are postponed due to COVID 19

3. **Minutes**

- 3.01 February 10, 2020 – Regular Meeting
 3.02 February 10, 2020 - Executive Session

Resolved, to approve the above listed minutes.

Motion Yasunas Second Witkowski By Voice
 Vote

Yes	No	Abstain	Absent
6	0	1 (CC)	0

4. **Superintendent’s Report - Nicholas Diaz**

4.01 **COVID-19**

- Recently, our district made changes to our normal operations by closing school on March 13th. This was to allow teachers collaboration time in order to prepare for prolonged closures associated with the novel coronavirus. Our teachers and staff did an outstanding job in creating learning packets for our students. That same day, all Hunterdon County Schools moved to close beginning on Monday, March 16th. Today, parents came to the school to pick up the learning packets, and we delivered them to families that could not come to the school.
- We have set-up Union Township Middle School as the central location for qualifying students to pick up meals.
- The Department of Education has informed us that our QSAC review is being rescheduled. However, budgets are still due as normal.

- Leadership between Franklin and Union discussed the need to possibly move our staff towards a more robust online learning platform should the closures become prolonged. We will be scheduling a collaborative meeting to brainstorm solutions.
- We now have daily briefing calls scheduled with the DOE to discuss updates to the situation. All superintendents will be on the call.
- I want to publicly commend Ms. Martucci, Ms. Gooditis, and Mrs. Marchese for their exemplary leadership during these difficult times.

4.02 Our enrollment as of March 16, 2020 is 277 students. This is down one student from the last report of 278.

4.03 Security and Fire Drills 2019-2020

Type of Drill	Date
Fire Drill	September 6, 2019
Evacuation (non-fire)	September 12, 2019
Bus Evacuation Drill	October 4, 2019
Bus Evacuation Drill	October 7, 2019
Evacuation (bomb threat)	October 8, 2019
Fire Drill	October 23, 2019
Lock Out	November 4, 2019
Fire Drill	November 21, 2019
Active Shooter	December 10, 2019
Fire Drill	December 20, 2019
Lockdown	January 14, 2020
Fire Drill	January 29, 2020
Lockdown	February 5, 2020
Fire Drill	February 27, 2020
Lock Out	March 2, 2020

5. **Business Administrator Report - Patricia Martucci**

6. **Public Comments**

Trina Lahman commented on March 13th Inservice and commended the Staff and Leadership for doing a great job to prepare for the school closure.

7. **Correspondence**

None at this time.

8. **Subcommittee Discussion and Action Items**

All resolutions are upon the recommendation of the superintendent.

8.01 **Ad Hoc** (Board Goals, Supt Goals/Personnel) - Mrs. Luciano, Mrs. Tomasini, Mr. Witkowski

8.02 **Facilities and Finance** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski

8.02.1 Adoption of the 2020-2021 Proposed Budget:

BE IT RESOLVED that the Franklin Township Board of Education hereby adopts the following ***proposed budget*** for the 2020-2021 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is compliant with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. The District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education.

REVENUE		APPROPRIATIONS	
<u>Fund 10: Operating Budget</u>		<u>Fund 10: Operating Budget</u>	
Excess Surplus/Fund Balance	4,101	Current Expense	6,352,262
Local Tax Levy	5,976,775	Capital Outlay *	825,108
Other Revenue	684,500		
Extra Ordinary Aid (Est)	128,173		
NP Transportation Aid (Est)	2,000		
State Aid	381,821		
<u>Fund 20: Special Funds</u>		<u>Fund 20: Special Funds</u>	
Grant Entitlements (Est)	104,771	REAP/NCLB/IDEA Grants (Est)	104,771
<u>Fund 40: Debt Service</u>		<u>Fund 40: Debt Service</u>	
Debt Service – Tax Levy	645,050	Repayment of Debt	645,050
TOTAL REVENUE:	7,927,191	TOTAL APPROPRIATIONS:	7,927,191

*Includes State Assessment for Debt Service on SDA Grant Funding.

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum appropriation amount of \$10,000.00 that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs ensuring the maximum amount is not exceeded.

The 2020-2021 budget includes the use of all automatic adjustments (i.e. enrollment and prebudget year tax levy), if applicable.

The 2020-2021 budget includes a withdrawal from Capital Reserve in the amount of \$500,000.00. The use of these funds is for anticipated student restroom/locker room renovations and window replacement. If all funds are not used by the end of the 2020-21 budget year, they must be returned to the Capital Reserve Fund by June 30, 2021.

The 2020-2021 budget includes a withdrawal from Maintenance Reserve in the amount of \$50,000.00. These funds will be used to offset the cost of Required Maintenance (Accounts 11-000-261-XXX); do not exceed the total of Required Maintenance; and cannot be transferred out of Required

Maintenance during the budget year. Any unused funds will be returned to the Maintenance Reserve Fund by June 30, 2021.

Motion by: Yasunas

Seconded by: Luciano

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Evans	X			
Mrs. Luciano	X			
Mrs. Sutton	X			
Mrs. Tomasini	X			
Mr. Witkowski	X			
Mr. Yasunas	X			
Mr. Cama	X			
Totals:	7	0	0	0

8.02.2 ESEA FY2020 – Amendment #1

Resolved, that the Franklin Township Board of Education authorizes and approve the submission of Amendment #1, in the amount of \$1,991.00 to allocate carry over FY2019 nonpublic ESEA Title IIA funds as follows:

Franklin Township	(Public)	\$1,479.00
Crossroads Christian	(NonPublic)	\$ 512.00

Motion Yasunas Second Witkowski By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

8.03 Curriculum & Education - Mr. Cama, Mrs. Luciano, Mrs. Tomasini

8.03.1 Resolved, to approve the following students from Hunterdon County Vocational School District to observe the following teachers as part of the Cooperative Education Experience:

Emily Miljkovic – Susan Rainaldi
 Jayde Anastasi – Trina Lahman
 Jessica Guerrero – Anita Petersen

Motion Yasunas Second Sutton By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

8.04 Policy - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski

8.04.1 Resolved, to approve first reading of the following policy:

6163.3 Live Animals in the Classroom

Motion Yasunas Second Witkowski By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

8.04.2 Resolved, to approve the following revised policy and regulation:

3542.1 Local Wellness/Nutrition
 3200R School Volunteers

Motion Yasunas Second Luciano By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

8.04.3 Code of Conduct policy will be discussed at the April meeting.

8.05 **Communications** - Mrs. Luciano, Mrs. Sutton, Mr. Yasunas
No meeting.

8.06 **Strategic Plan** - Mrs. Evans, Mrs. Sutton, Mr. Yasunas
No meeting.

8.07 **Negotiations** - Mr. Cama, Mrs. Sutton, Mr. Yasunas
Met on 2/27/20 and settled a 5-year contract with QEA.

9. Consent Agenda

The matters listed below have been referred to the Board for reading and studying and are to be considered routine. They will be enacted with one motion. If separate discussion is desired, an item may be removed by Board assent.

9.01 Budget and Finance

9.01.1 Secretary/Treasurer's Report

Approve the Secretary/Treasurer's Reports submitted for the months ending February 2020, which agree with each other and the bank.

9.01.2 Financial Reports Certification

Approve the following resolution:

Pursuant to N.J.A.C. 6A:23A-13.3(c)3, the Board Secretary certifies that no line 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) and; pursuant to N.J.A.C. 6A:23A-13.3(c)4, we certify that as of February, 2020 after review of the monthly reports (appropriation section) and upon consultation with the appropriate officials, to the best of our knowledge no major line account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(b), and that sufficient funds are available to meet the district's financial obligations for the entire fiscal year.

9.01.3 Transfer of Funds

Approve the transfer of uncommitted funds within the 2019-2020 school year budget as per the attached lists.

9.01.4 Bill List

Approve the February, 2020 bill list in the amount of \$1,256,469.87.

9.02 Education

9.02.1 Approve the following field trips:

Group	Location	Date
M.D. Class	Harper's Table	May 2020
Grade 8	Hershey Park	May 2020

(Staff members attending trips over 7.25 hours per day will be paid at the stipend rate of \$30.00 per hour for additional hours.)

9.03 Personnel

9.03.1 Professional Days

Approve the following professional days and travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member’s current responsibilities and the district’s professional development plan.

Date	Employee	Name of Professional Development Program	Registration Cost	Mileage Exp.
3/19/20	Lillian Bickhardt	PECS Transition to Device	\$219.00	.35/mile
5/1/20	Elizabeth Alexander & Leslie McCusker	NJSBA Technology Conference	\$0	.35/mile
5/20/20	James Schwar	ESCNJ 2020 Expo Member Registration	\$0	.35/mile
5/1/20	Cathy Hoos Melissa Parker Erin Baehr (Non-Public CCA Staff)	Actionable Tools & Strategies to Improve Social Emotional Learning and Productivity in the Classroom	\$512.00 (20-271-200-300-001 ESEA Title IIA)	N/A

9.03.2 Substitute Personnel

No Consent Items

9.04 Facilities

No Consent Items

RESOLVED, upon the recommendation of the Superintendent, Mr. Nicholas Diaz, to approve the above stated consent agenda items.

Motion by: Yasunas Seconded by: Witkowski

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Evans	X			
Mrs. Luciano	X			
Mrs. Sutton	X			
Mrs. Tomasini	X			
Mr. Witkowski	X			
Mr. Yasunas	X			
Mr. Cama	X			
Totals:	7	0	0	0

10. Board Matters/New Business

Cancellation of class trips and refunds to parents were discussed.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Evans	X			
Mrs. Luciano	X			
Mrs. Sutton	X			
Mrs. Tomasini				X
Mr. Witkowski	X			
Mr. Yasunas	X			
Mr. Cama	X			
Totals:	6	0	0	1

15. **Other Business**

The BOE expressed that working with the QEA was a pleasant and productive process.

16. HIB Incidents - #125 and #126.

Resolved, to accept the Superintendent’s recommendation regarding the following HIB Investigations:

Incident #125 – Not confirmed as HIB

Incident #126 – Confirmed as HIB

Motion Evans Second Sutton By Voice Vote

Yes	No	Abstain	Absent
6	0	0	1

17. **Adjournment**

17.01 **Resolved**, to Adjourn from the Public Meeting at 7:54 p.m.

Motion Yasunas Second Witkowski By Voice Vote

Yes	No	Abstain	Absent
6	0	0	1

Respectfully submitted,

Patricia Martucci
Board Secretary