

**FRANKLIN TOWNSHIP BOARD OF EDUCATION
QUAKERTOWN, NEW JERSEY 08868**

April 27, 2020 - 6:00 p.m.

1. Call to Order, Mr. Cama, President, called the meeting to order at 6:05 p.m.

1.01 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.

1.02 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

1.03 Flag Salute, led by Mr. Cama, President.

2. 2020-2021 Public Budget Hearing

2.01 OPENING REMARKS - Mr. Cyrus Cama, Board President

Mr. Cama thanked the Board, Nicholas Diaz, and Patricia Martucci for getting everything ready for this presentation.

2.02 PRESENTATION OF BUDGET

Nicholas Diaz, Superintendent
Patricia Martucci, Business Administrator

2.03 PUBLIC COMMENTS AND/OR QUESTIONS ON THE 2020-2021 BUDGET

Mrs. Lahman commented on the use of iPads vs. Chromebooks to prepare for testing.

2.04 BOARD OF EDUCATION COMMENTS AND/OR QUESTIONS ON THE 2020-2021 BUDGET

Mr. Cama asked about the remaining debt service payments.
Mrs. Luciano asked about preschool.
Mr. Cama asked about the devices – 1:1; keeping iPads vs. Chromebooks.

2.05 **ADOPTION OF THE 2020-21 FINAL BUDGET**

2.05.1 **Adoption of the 2020-2021 Final Budget:**

BE IT RESOLVED that the Franklin Township Board of Education hereby adopts the following final budget for the 2020-2021 school year as approved by the Hunterdon County Department of Education Executive County Superintendent and as recommended by the Superintendent. The 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	
<i>Fund 10: Operating</i>		<i>Fund 10: Operating</i>	
Excess Surplus/Fund Balance	4,101	Current Expense	6,356,262
Local Tax Levy	5,976,775	Capital Outlay*	525,108
Other Revenue	128,500		
ExtraOrdinary Aid (Est)	128,173		
NP Transportation (Est)	2,000		
State Aid	381,821		
W/D Capital Reserve	210,000		
W/D Maintenance Reserve	50,000		
<i>Fund 20: Special Funds</i>		<i>Fund 20: Special Funds</i>	
Grant Entitlements (Est)	104,771	REAP/ESEA/IDEA Grants (Est)	104,771
<i>Fund 40: Debt Service</i>		<i>Fund 40: Debt Service</i>	
Tax Levy	645,050	Repayment of Debt	645,050
TOTAL REVENUE:	7,631,191	TOTAL APPROPRIATIONS:	7,631,191

*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 to insure the maximum amount is not exceeded.

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

The 2020-2021 budget includes a withdrawal from the Capital Reserve Account in the amount of \$210,000.00. The use of these funds is for 1934 wing 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 the Maintenance Reserve Account 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: Sutton

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

2.05.2 APPROVAL OF TAX LEVY PAYMENT SCHEDULE FOR THE 2020-21 BUDGET YEAR

BE IT RESOLVED, that the Franklin Township Board of Education approves the following tax levy payment schedule to be presented to the Township of Franklin for the period July 1, 2020 through June 30, 2021:

Due Date	Amount
July 25, 2020	\$1,103,637.00
September 25, 2020	\$1,103,637.00
November 25, 2020	\$1,103,637.00
January 25, 2021	\$1,103,637.00
March 25, 2021	\$1,103,637.00
May 25, 2021	\$1,103,640.00
Total Tax Levy:	\$6,621,825.00

Motion by: Yasunas

Seconded by: Evans

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

THIS CONCLUDES THE PUBLIC HEARING ON THE 2020-2021 SCHOOL DISTRICT BUDGET

3. **Minutes**
 3.01 March 16, 2020 - Regular Meeting
 3.02 March 16, 2020 - Executive Session

Resolved, to approve the above listed minutes.

Motion Yasunas	Second Luciano	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	----------------	---------------	-------	------	-----------	----------

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

- As we enter our second phase of remote learning, I want to express my gratitude to our students, families, teachers, staff members, and administrators for their flexibility and commitment to the implementation of remote learning. We understand this has not been an easy time for anyone as we juggle work and school and taking care of our families under one roof. Thank you for all of your efforts.
- Our second phase of our remote learning plan includes moving to a more structured approach. Ms. Gooditis also sent out a survey in the newsletter to see how we can improve our remote instruction. We will continue to discuss our remote learning plan through our Board of Education ad hoc committee. We will continue to make improvements to our Remote Learning plan. We value your feedback that has been provided through the survey.
- We have begun discussions on what end of the year celebrations will look like. We are creating a plan for the small possibility of in-person celebrations and the more likelihood of virtual celebrations.
- Our music teacher, Mrs. Emily Kastner sang in a heartfelt video message from our staff to our community. It can be viewed on Twitter, Facebook, and sent out by the PTA.
- Spring Sports are officially cancelled
- We are now going to a Pass/Incomplete grading model. Assignments can be viewed in Genesis. Parents can see assignments students have completed or are missing.
- Our enrollment as of April 27, 2020 is 277 students. No change since last month.
- 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

A discussion ensued regarding end of year activities and options for eighth grade graduation.

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

- 2018 Lease Purchase - Close out 4/30/2020
- S2337 - Effective 4-14-20 (Payment to employees and contracted service providers)
- Donation of PPE to Hunterdon County OEM
- Donation of 2 cases of Clorox Wipes to Allied Oil (fuel oil supplier)
- Food Service during shutdown

- New bank account for FSA
- Franklin Township Police – Borrowed cabinet to sterilize their masks, etc.

6. **Public Comments**

There were no comments from the public at this time.

7. **Correspondence** – none.

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
No meeting.

8.02 **Facilities and Finance** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski
Virtual meeting was held 4/21/2020.

8.02.1 **Letter of Understanding 2019-2020 Food Service**

Resolved, to approve a Letter of Understanding between the Franklin Township Board of Education and Maschio’s Food Services, Inc. for an emergency contract modification due to COVID 19, to be submitted to the New Jersey Department of Agriculture for approval.

Motion Yasunas	Second Witkowski	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	------------------	---------------	-------	------	-----------	----------

8.02.2 **Food Service Management Contract Renewal 2020-2021**

Resolved, to approve a Food Service Management Company Cost Reimbursable Contract Renewal for the 2020-2021 school year, as follows:

1. Management Fee: The School Food Authority (Franklin) shall pay Maschio’s Food Services, Inc. a Management/Administrative total Flat Fee of \$7,486.98. The Management/Administrative total Flat Fee shall be payable in monthly installments of \$748.70 per month commencing on September 1, 2020 and ending on June 30, 2021.

2. Guarantee: Maschio’s Food Services, Inc. guarantees a food service operation profit/loss of \$0.00 (breakeven) including the Management/Administrative fee.

Motion Yasunas	Second Sutton	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	---------------	---------------	-------	------	-----------	----------

8.02.3 **Food Service Prices 2020-2021**

Resolved, that the Franklin Township Board of Education hereby approves the following lunch prices for the 2020-2021 school year:

Student Paid Lunch	\$3.25
Student Reduced Lunch	\$0.40
Adult Lunch	\$4.00

Motion Yasunas	Second Witkowski	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	------------------	---------------	-------	------	-----------	----------

8.02.4 **Shared Services Agreement - Township of Franklin**

Resolved, to approve a Shared Services Agreement between the Township of Franklin and the Franklin Township Board of Education.

Motion Yasunas	Second Witkowski	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	------------------	---------------	-------	------	-----------	----------

8.02.5 Flexible Spending Bank Account - Investors Bank

Resolved, to approve the opening of a new bank account for employee deductions for Flexible Spending/Dependent Care/Commuter Benefits with Investors Bank effective May 1, 2020. Authorized signatories on the account shall be the Board Secretary and Treasurer (2 signatures required).

Motion Yasunas	Second Evans	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	--------------	---------------	-------	------	-----------	----------

8.03 **Curriculum & Education** - Mr. Cama, Mrs. Luciano, Mrs. Tomasini
No meeting

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

8.04.1 **Resolved**, to approve, after a second reading, the following policy:

6163.3 Live Animals in the Classroom

Motion Yasunas	Second Sutton	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	---------------	---------------	-------	------	-----------	----------

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
• Agreement with QEA ratified.
• Edits to agreement.

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 and /Treasurer Reports submitted for the month ending March 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 March, 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 list.

9.01.4 **Bill List**

Approve the March, 2020 bill list in the amount of \$647,050.78.

9.02 Education

No Consent Items

9.03 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: Evans

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 – Mr. Cama

10.01. Superintendent and BOE Annual Review.

10.02. Thank you to administration and staff with virtual instruction structure; District Plan for long term future recovery plan.

11. Personnel

11.01 Accept a letter to rescind her resignation, by Ranae Pellegrino, dated March 23, 2020.

Motion by: Yasunas Seconded by: Sutton

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

12. Public Comments

There were no comments from the public at this time.

13. **Executive Session**

13.01 **Adopt the Following Resolution – 7:36 p.m.**

BE IT HEREBY RESOLVED by the Franklin Township Board of Education pursuant to N.J.S.A. 10:4 -13 and 10:4 -12 that said public body hold a closed session on April 27, 2020 for the purpose of personnel. It is expected that the results of the discussion undertaken in closed session will be made public at the time official action is taken. The board expects to reconvene into public session in approximately 20 minutes. Action will not, be taken.

Motion Yasunas	Second Sutton	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	---------------	---------------	-------	------	-----------	----------

13.02 **Resolved, to return to Open Public Session at 8:09 pm.**

Motion Yasunas	Second Witkowski	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	------------------	---------------	-------	------	-----------	----------

14. **Other Business - nothing**

15. **Adjournment**

15.01 **Resolved**, to Adjourn from the Public Meeting at 8:09 pm.

Motion Yasunas	Second Sutton	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
----------------	---------------	---------------	-------	------	-----------	----------

Respectfully submitted,

Patricia Martucci, RSBA
Board Secretary