

FRANKLIN TOWNSHIP SCHOOL
NEW JERSEY 08868
Board of Education
REGULAR MEETING

May 11, 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, Mrs. Tomasini, Mr. Witkowski, Mr. Yasunas
Also Present: Mr. Diaz, Superintendent, Ms. Martucci, SBA/BS

1.02 Flag Salute, led by Mr. Cama, President

2. **Special Education Presentation - Laura Marchese, Supervisor of Special Services**

3. **Minutes**

- 3.01 April 27, 2020 – Regular Meeting
- 3.02 April 27, 2020 - Executive Session

Resolved, to approve the above listed minutes.

Motion Yasunas Second Witkowski By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

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

- This month we celebrate our school nurses and teachers. To all of our teachers and school nurse, please know that we appreciate you and everything you are and have been doing for our students. We appreciate your selflessness, your openness to learning and growing to help your students be the best that they can. Thank you for all you do and happy teacher and school nurse appreciation month.
- Thank you again to all of our families for all they continue to do to support their children’s education during this remote learning. I think we all know how challenging it has been to juggle our own professional duties with our children’s learning. Thank you to all of our families!
- New Jersey school districts recently received additional guidance regarding end of the year celebrations and graduations from the Governor’s Office and the Department of Education. As per Executive Order No. 107 and Administrative Order No. 2020-04, New Jersey School Districts are to cancel or postpone any in-person ceremonies including graduations, parades, or “wave parades”. All districts have been encouraged to develop

remote or virtual celebratory events in place of any in-person events until the current restrictions are lifted.

- Our district had been planning for both in-person and virtual celebrations. Due to the Executive and Administrative Orders, our focus will be on developing virtual celebrations for our 8th grade students.
- Our enrollment as of May 11, 2020 is 278 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

5. Business Administrator Report - Patricia Martucci

5.01 BoE Petitions for the November 3rd election are due to the County Clerk by Monday, July 27th at 4:00 p.m.

- Karen Sutton 12/31/2020
- James Witkowski 12/31/2020

Candidate kits are available on the district website and www.njsba.org

5.02 Shared Service Agreement between Township and School District fully executed and the DPW has already begun the work on the parking lot.

5.03 Summer cleaning has already begun due to the early building closure.

6. Public Comments – 2 emails inquiries were received and read pertaining to the following matters:

- Mrs. Seiple questioned the mandatory 180 school day requirement and the possibility of it being reduced. The response was that the 180 day requirement is regulated by the DOE.
- Mrs. Kober asked if Phase 3 virtual learning will have more teacher interaction. Mr. Diaz said that this is being addressed by the committee.

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

8.02 **Facilities and Finance** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski – met on May 5th.

Resolved, to approve items 8.02.1 - 8.02.14:

8.02.1 Contracted Services Agreement - School Business Administration Services

Resolved, to approve a Contracted Services Agreement for School Business Administration Services between the Franklin Township Board of Education and the Union Township Board of Education for the period July 1, 2020 to June 30, 2021 for \$82,650.00.

8.02.2 Contracted Services Agreement - Supervisor of Child Study Team Services

Resolved, to approve a Contracted Services Agreement for Supervisor of Child Study Team Services between the Union Township Board of Education and the Franklin Township Board of Education for the period July 1, 2020 to June 30, 2021 for \$70,000.00.

8.02.3 Contracted Services Agreement - Child Study Team

Resolved, to approve a Contracted Services Agreement for Child Study Team Services (Case Manager, LDTC, Psychologist, and Social Worker) between the Union Township Board of Education and the Franklin Township Board of Education for the period July 1, 2020 to June 30, 2021 for \$77,508.00.

8.02.4 Contracted Services Agreement - Supervisor of Curriculum

Resolved, to approve a Contracted Services Agreement for Supervisor of Curriculum Services between the Union Township Board of Education and the Franklin Township Board of Education for the period July 1, 2020 to June 30, 2021 for \$20,004.00.

8.02.5 School Health Insurance Fund - Medical, Prescription, Dental Rates 2020-2021

Resolved, to approve the following monthly premiums for medical, prescription, and dental for the period July 1, 2020 to June 30, 2021:

Coverage Type	Medical Aetna POS II \$15	Prescription Express Scripts	Dental Delta PPO/Premier
Single	\$858.00	\$153.00	\$36.00
Parent/Child	\$1,268.00	\$226.00	\$74.00
2 Adults	\$1,912.00	\$341.00	\$60.00
Family	2,223.00	\$397.00	\$108.00

8.02.6 Coordinated Transportation Services - Hunterdon County E.S.C.

Resolved, to approve a Resolution for Participation in Coordinated Transportation Services between the Hunterdon County Educational Services Commission and the Franklin Township Board of Education for July 1, 2020 to June 30, 2021. The contract includes a 5.5% administrative fee.

8.02.7 Coordinated Transportation Services - Warren County S.S.S.D.

Resolved, to approve a Resolution for Participation in Coordinated Transportation Services between the Warren County Educational Services Commission and the Franklin Township Board of Education for July 1, 2020 to June 30, 2021. The contract includes a 4.0% administrative fee.

8.02.8 NonPublic Services Agreements - Hunterdon County E.S.C.

Resolved, to approve the following Nonpublic Services Agreements between the Hunterdon County Educational Services Commission and the Franklin Township Board of Education for July 1, 2020 to June 30, 2021:

Chapters 192-193 Agreement	-	6.0% Fee / Retained out of state funding
Nursing Services	-	6.0% Fee / Retained out of state funding
Security Program	-	8.0% Fee / Paid by District
Technology Program	-	5.0% Fee / Deducted out of state funding
Textbook Program	-	8.0% Fee / Paid by District
IDEA - Part B	-	Services \$95.00 per hour - out of grant funds Professional Development \$150.00 per hour

8.02.9 Professional Services Agreement - Accounting & Auditing Services

Resolved, to approve a Professional Services Agreement for Accounting and Auditing Services with BKC, PA's, PC for July 1, 2020 to June 30, 2021, not to exceed \$18,000.00.

8.02.10 Professional Services Agreement - Continuing Disclosure Agent

Resolved, to approve a Professional Services Agreement for Continuing Disclosure Agent Services with Phoenix Advisors, LLC for July 1, 2020 to June 30, 2021, not to exceed \$1,000.00. Additional services, if needed, are offered on an individual basis, as stated in the contract.

8.02.11 Professional Services Agreement - School Physician

Resolved, to approve a Professional Services Agreement for School Physician Services with Dr. Ronald M. Frank, MD of Green Brook Family Medicine for July 1, 2020 to June 30, 2021, not to exceed \$1,500.00. Additional services, if needed, are offered on an individual basis, as stated in the contract.

8.02.12 Professional Services Agreement - Assistive Technology

Resolved, to approve a Professional Services Agreement for Assistive Technology with Advancing Opportunities for July 1, 2020 to June 30, 2021, on an as needed basis as per the on demand fees stated in the contract.

8.02.13 Professional Services Agreement - Educational and/or Related Services

Resolved, to approve a Professional Services Agreement for Educational and/or Related Services with J & B Therapy, LLC for July 1, 2020 to June 30, 2021, on an as needed basis, as per the on service rates stated in the contract.

8.02.14 **Technology Services - Backup and Monitoring Managed Services**
 Resolved, to approve a Technology Services Proposal for Technology Services with GAM Information Systems, Inc. for July 1, 2020 to June 30, 2021 for \$6,010.00. Additional services, if needed, are offered at a rate of \$110.00 per hour.

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

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

8.03.1 **Teaching Evaluation/Model Instrument**

Resolved, as per policy 4116, to approve the annual adoption and use of the Charlotte Danielson Framework for Teaching Evaluation Model using Oncourse/Frontline as the evaluation instrument for the 2020-2021 school year, as required by NJ Achieve/NJDOE regulations.

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

8.03.2 Algebra Curriculum

Resolved, to approve the eighth grade Algebra curriculum.

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

8.04 **Policy** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski
 No 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
 No meeting

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 April 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 April, 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 April, 2020 bill list in the amount of \$522,500.98.

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

9.02 Education

No Consent Items

9.03 Personnel

No Consent Items

9.04 Facilities

Approve the following use of facility request:

Name of Group	Purpose	Location	Days/Dates	Time
Quakertown Fire Company	Memorial Day Program (Virtual)	Front Lawn	Monday, May 25, 2020	8:30 - 10:00 a.m.

Motion Yasunas Second Witkowski By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

9.05 Annual Approval of District/School Operations for 2020-2021

9.05.1 Authorization for Payment of Bills

The District, in an effort to improve business practices and procedures, take advantage of cash discounts offered, and establish a good credit rating for the Board of Education by paying bills and obligations of the Board promptly, the following procedures are hereby adopted:

In accordance with New Jersey Statute 18A: 19-1, the Board of Education hereby appoints the School Business Administrator to approve invoices for payment;
The School Business Administrator is hereby authorized to pay necessary bills to be ratified at the next scheduled meeting of the Board and upon review by the finance Committee to pay all bills on the bill list during the summer, to be ratified at the next regular meeting.

9.05.2 Budget Transfer Authority

As provided by N.J.S.A. 18A:22-8.2 amended, the Superintendent and the Business Administrator/Board Secretary, be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

9.05.3 Petty Cash Fund Accounts 2020-2021

Authorize the following Fund Accounts: Petty Cash Petty Cash: \$200 cash (\$25.00 transaction limit)

9.05.4 Insurance 2020-2021

Group Disability Insurance Carrier, The Standard Disability; Prudential Insurance; AFLAC; and Colonial Life.

Insurance General Liability and Worker's Compensation-SAIF School Alliance Insurance Fund.

9.05.5 Tax Shelter Annuity Companies

Re-approve 2020-2021 TSA's as follows:

Lincoln Investment, AIG/Valic, SIRACUSA BENEFITS PROGRAM, AXA Equitable as voluntary TSA brokers.

9.05.6 Procurements of Goods & Services Through State Contracts

BE IT RESOLVED that the Franklin Township Board of Education approves state contract purchases for the 2020-2021 school year:

WHEREAS, the Franklin Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Franklin Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Franklin Township Board of Education intends to enter into contracts with the following Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

THEREFORE BE IT RESOLVED, that the Franklin Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education Business Administrator/Board Secretary shall certify to the availability sufficient funds prior to the expenditure of funds for such goods or services.

9.05.7 Resolution Authorizing Appointment of Purchasing Agent, Bid and Quote Authority

WHEREAS, changes to the Public School Contracts Laws gave boards of education the ability to increase their bid threshold up to \$40,000 and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Patricia Martucci possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Franklin Township Board of Education desires to maintain the bid threshold at \$40,000 as provided in N.J.S.A. 18A:18A-3;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Franklin Township Board of Education, in the County of Hunterdon, in the State of New Jersey hereby continues its bid threshold at \$40,000; and

BE IT FURTHER RESOLVED that all contracts that are in the aggregate less than 15% (\$6,000) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Patricia Martucci as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education;

9.05.8 Procurements of Goods & Services Through Hunterdon County Educational Services Commission, Educational Services Commission of New Jersey, and Somerset County Co-Op
Resolved, to re-approve the 2020-2021 purchasing of goods and services through the cooperative bidding procedures offered by Educational Services Commissions and Co-Ops to better control prices and procure services at the most competitive rates.

9.05.9 Procurements of Goods & Services Through Educational Data Services, Inc.

Resolved, to approve the 2020-2021 purchasing of goods and services through the cooperative bidding procedures offered by Education Data Services, Inc. to better control prices and procure services at the most competitive rates. Licensing and maintenance fee of \$1,200.

9.05.10 Re- Approve District Curricula and Textbooks

Re-approve and re-adopt All written District Curricula in accordance with N.J.A.C. 6A: 8-3.1.

Note: State regulations require the annual formal re-adoption of all curricula even though each guide is individually reviewed and adopted as it is written or revised.

Be it further resolved to Re-adopt all current Textbooks and Materials (required by N.J.S.A. 18A:58-37.4b)

9.05.11 Policies, Regulations and Rules

Re-approve all existing, amended, and new district Policies, Regulations and Rules for 2020-2021.

9.05.12 Personnel Appointments

Re-approve the authorization for the Superintendent to hire necessary personnel between board meetings and ratify personnel appointments at the next scheduled meeting of the Board.

9.05.13 Resolution - Maximum Travel Expenditure Amount

WHEREAS, the Franklin Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.S.A. 18A: 11-12 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-14, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

WHEREAS, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500.00 per employee as described in N.J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the NJOMB mileage reimbursement rate is a reasonable rate: and

WHEREAS, all administrative staff are approved for annual attendance at regularly scheduled professional meetings with no additional cost to the board;

THEREFORE BE IT RESOLVED, the Board of Education approves the amounts set forth for regular district business travel and statutorily authorizes travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

9.05.14 Approve the following appointments for the 2020-2021 school year:

- Board Secretary – Business Administrator
- District Custodian of Public Records (required by P.L.2001, Chapter 404) – Business Administrator
- District Public Agency Compliance Officer (required by N.J.A.C. 17:27-3.2) – Business Administrator
- Right to Know Officer – Business Administrator – Building & Grounds Coordinator
- IAQ Indoor Air Quality designee – Building & Grounds Coordinator
- District Substance Awareness Coordinator- Principal
- District Integrated Pest Management Officer- Building & Grounds Coordinator
- Chemical Hygiene Officer/Bloodborne Pathology – School Nurse
- Affirmative Action Officer (required by N.J.A.C. 6A:7-1.5) - Superintendent
- 504 Compliance Officer – Superintendent
- Title IX Coordinator - Superintendent
- Homeless Liaison/American with Disabilities Officer - Superintendent
- Attendance Officer– Superintendent
- Chief Equity Officer - Superintendent
- Anti-Bullying Coordinator – Principal
- Anti-Bullying Specialist - Guidance Counselor
- Free/Reduced Lunch Hearing Officer – Superintendent
- Fund Commissioner (SAIF) – Business Administrator
- PEOSHA Officer - Building & Grounds Coordinator
- Purchasing Agent – Business Administrator
- Recycling Coordinator - Building & Grounds Coordinator
- School Safety Specialist - Superintendent

* No Additional compensation is paid to appointees, for above positions.

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

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

10. **Board Matters/New Business**

Nothing at this time.

11. **Personnel - All resolutions are upon the recommendation of the Superintendent.**

11.01 **Resolved**, to approve the certificated staff and salaries for the 2020-2021 school year as presented.

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

11.02 **Resolved**, to approve the secretarial personnel recommendations for the period of July 1, 2020 - June 30, 2021 as presented.

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

11.03 **Resolved**, to approve the non-bargaining unit personnel recommendations for the period of July 1, 2020 through June 30, 2021 as presented.

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.

13. **Executive Session**

13.01 Adopt the Following Resolution – 8:05 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 May 11, 2020 for the purpose of discussing legal/staff. 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 30 minutes. Action may be taken.

Motion Yasunas	Second Sutton	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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13.02 **Resolved, to return to Open Public Session at 8:42 p.m.**

Motion Luciano	Second Evans	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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13.03 Resolved, to accept one unfunded choice student for the 2020-2021 school year.

Motion Luciano	Second Evans	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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14. **Other Business - None**

15. **Adjournment**

15.01 **Resolved,** to Adjourn from the Public Meeting at 8:43 p.m.

Motion Yasunas	Second Luciano	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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Respectfully submitted,

Patricia Martucci
Board Secretary