

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

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

1. Call to Order, Mr. Cama, President

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

C. Cama, <i>Pres.</i>	V. Evans	A. Luciano, <i>V. Pres.</i>
K. Sutton	E. Tomasini	J. Witkowski
F. Yasunas		

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

2. 2020-2021 Public Budget Hearing

2.01 OPENING REMARKS

Mr. Cyrus Cama, Board President

2.02 PRESENTATION OF BUDGET

Nicholas Diaz, Superintendent
Patricia Martucci, Business Administrator

(attachment)

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

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

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
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<i>Fund 10: Operating</i>			<i>Fund 10: Operating</i>	
Excess Surplus/Fund Balance	4,101		Current Expense	6,356,263
Local Tax Levy	5,976,775		Capital Outlay*	525,107
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: Seconded by:

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Evans				
Mrs. Luciano				

Mrs. Sutton				
Mrs. Tomasini				
Mr. Witkowski				
Mr. Yasunas				
Mr. Cama				
Totals:				

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:

Seconded by:

Roll Call Vote:

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

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

(attachments)

Resolved, to approve the above listed minutes.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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4. **Superintendent’s Report - Nicholas Diaz**

4.01 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**

- 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

6. **Public Comments - Privilege of the Floor (3 minutes)**

All comments should be directed to the board president. The Board will not respond to complaints from and to school personnel unless the chain of command has been followed, without satisfaction. Furthermore, the Board cannot respond to any complaints from the public directed at any district employee or student, as the Board must protect each employee and each student's right to privacy. Those wishing to share comments during this portion of the meeting are asked to state their name and address. Each speaker will be given three minutes.

7. **Correspondence**

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 **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. **(attachment)**

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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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	Second	By Voice Vote	Yes	No	Abstain	Absent
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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	Second	By Voice Vote	Yes	No	Abstain	Absent
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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	Second	By Voice Vote	Yes	No	Abstain	Absent
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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	Second	By Voice Vote	Yes	No	Abstain	Absent
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8.03 **Curriculum & Education** - Mr. Cama, Mrs. Luciano, Mrs. Tomasini

- 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 (attachment)

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- 8.05 **Communications** - Mrs. Luciano, Mrs. Sutton, Mr. Yasunas
- 8.06 **Strategic Plan** - Mrs. Evans, Mrs. Sutton, Mr. Yasunas
- 8.07 **Negotiations** - Mr. Cama, Mrs. Sutton, Mr. Yasunas

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. (attachments)

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. (attachment)

9.01.4 Bill List

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

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:

Seconded by:

Roll Call Vote:

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

10. Board Matters/New Business

11. Personnel

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

Motion by:

Seconded by:

Roll Call Vote:

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

12. Public Comments- Privilege of the Floor (3 minutes)

All comments should be directed to the board president. The Board will not respond to complaints from and to school personnel unless the chain of command has been followed, without satisfaction. Furthermore, the Board cannot respond to any complaints from the public directed at any district employee or student, as the Board must protect each employee and each student's right to privacy.

Those wishing to share comments during this portion of the meeting are asked to state their name and address. Each speaker will be given three minutes.

13. Executive Session

13. 01 Adopt the Following Resolution _____pm

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 _____. 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 _____ hours/minutes. Action ___ will ___ will not, be taken.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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13.02 **Resolved, to return to Open Public Session at _____pm.**

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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14. **Other Business**

15. **Adjournment**

15.01 **Resolved, to Adjourn from the Public Meeting at _____pm.**

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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