June 17th Meeting

Rescheduled to June 24th

Franklin Township School District - Warren County

52 ASBURY-BROADWAY ROAD

WASHINGTON, NEW JERSEY 07882

DATE: June 24, 2026 TIME: 7:00 P.M.

AGENDA ITEMS

1.0 Call to order TIME IN: _____

SUNSHINE LAW STATEMENT: Advance notice of this meeting was published in the Express Times on January 12, 2026 and in the Star Ledger on January 12, 2026. These were legal public notices. Notice of this meeting was also posted at the Franklin Township Municipal Building, the Franklin Township School, and on the Franklin Township School website.

2.0 Flag Salute and Moment of Silence

3.0 Roll Call

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

4.0 Public input on Agenda Items

5.0 Reorganization:

5.1 Motion to approve the following re-appointments for the 2026-2027 school year:

504 Compliance Officer	Magnolia Hutchins
Affirmative Action Officer	Magnolia Hutchins
Anti Bullying Coordinator	Magnolia Hutchins
Anti Bullying Specialist	Paola Ramirez
Asbestos/AHERA Coordinator	Loren Hamblin
Assessment Program Director	Matthew Eagleburger
Attendance Officer	Magnolia Hutchins
Bank Account Reconciler	Chelsea Siegfried
Bilingual /ESL/ELS Coordinator	Magnolia Hutchins
Business Administrator/Board Secretary	Duane Morris
Civil Rights Coordinator	Magnolia Hutchins
Data Coordinator	Matthew Eagleburger
Dept. of Children and Family Liaison	Magnolia Hutchins
Director of Nursing Services	Heather King
District Education Stability Liaison	Magnolia Hutchins
HIPAA Privacy Officer	Heather King
Homeless Education Liaison	Magnolia Hutchins
Indoor Air Quality Designee	Loren Hamblin
NCLB/Title I Coordinator	Magnolia Hutchins
Newspaper(Official)	Star Ledger
Official for Investments and wires	Duane Morris
PTA Liaison	Alex Maguire
Public Agency Compliance Officer	Duane Morris
Purchasing Agent	Duane Morris
Records(Custodian Of)	Duane Morris
Right to Know Coordinator	Loren Hamblin
School Architect of Record	Parette Somjen Architects
School Attorney	Nathanya Simon/Scarinci-Hollenbeck LLC
School Auditor	Bedard,Kurowicki & Co., CPA'S, PC

School Health/Dental/Life AD&D Broker	Brown & Brown Benefit Advisors
School Integrated Pest Management	Loren Hamblin
School Physician	Dr. Charles Evans
School Property and Casualty Insurance	CBIZ Insurance Services, Inc.
School Safety Specialist	Loren Hamblin
State Testing Coordinator/District	Matthew Eagleburger
State testing Coordinator/School	Magnolia Hutchins
Substance Awareness Coordinator	Paola Ramirez
Tax Sheltered Annuity Compliance	AXA Equitable, Phoenix Life and Annuity,Security Benefit, and Prudential Life Insurance Company
Technology Director	Karen Wester
Toxic Hazardous Preparedness Monitor	R.K. Environmental
Toxic Hazardous Preparedness Officer	Loren Hamblin
Water and Waste Treatment Plant lic. Operator	Natural Systems Utilities

Motion_____2nd _____ yes_____ no_____abstain_____

Roll Call

- ☐ Mr. Briggs
- ☐ Mrs.Hamilton
- ☐ Mrs. Herzer
- ☐ Mr. McGinnis
- ☐ Mrs. Page
- ☐ Mr. Sbriscia
- ☐ Mrs. Truszkowski
- ☐ Mrs. Sbriscia
- ☐ Mr. Digilio

6.0 Approval of Minutes:

6.1 Motion to approve the minutes of the Regular Meeting of May 20, 2026. **(Attachment A1)**

Motion_____2nd _____ yes_____ no_____abstain_____

6.2 Motion to approve the minutes of the Executive session of May 20, 2026.(**Attachment A2)**

Motion_____2nd _____ yes_____ no_____abstain_____

7.0 CSA Report (Attachment A3)

8.0 Correspondence:

9.0 Committee and Special Reports

- **Policy Committee –** Donna Sbriscia
- **Curriculum Committee –** John McGinnis
- **Building & Grounds/Transportation/Finance Committee** – David Sbriscia
- **Personnel/Negotiations Committee** – R. DiGilio

Special Reports:

- Franklin Township Committee Representative –
- Franklin Township PTA Representative
- NJSBA Delegate/Legislative Representative – R. DiGilio
- WCSBA Representative – Donna Sbriscia & R. DiGilio
- Board Items

10.0 Public input prior to Board Action

11.0 Policy Alert 236 1st Reading

Motion_____2nd _____ yes_____ no_____abstain_____

Roll Call

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

12.0 Financial Reports

12.1 Board Secretary and Reconciliation Report : (Attachment 4 & 5)

Motion to approve the Board Secretary and Reconciliation Report May, 2026.

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, 2026****; 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.*

Motion_____2nd _____ yes_____ no_____abstain_____

Roll Call

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

12.2 Motion to approve Payroll and Payroll Agency/FICA as follows: (Attachment A6)

May, 2026 Net Payroll	$211,351.42
May, 2026 Agency and Board Share FICA	$149,265.76
TOTAL PAYROLL May,2026	$360,828.28

Motion_____2nd _____ yes_____ no_____abstain_____

12.3 Motion to approve the following list of Budget transfers

Franklin Township Board of Education Budget Transfers printed on 6/15/2026

Report Includes Effective Dates from May 01, 2026 to May 31, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
05/08/26	11-000-100-566-000-000 TUITION TO PRIVATE SCHOOL FOR	11-190-100-610-008-000 SUPPLIES - TECH	Board Approved 05/20/26	1,600.00
05/22/26	11-000-291-280-000-000 TUITION REIMB	11-000-263-800-000-000 Other Objects	Board Approved 06/17/26	3,000.00
05/22/26	11-000-291-241-000-000 BOARD SHARE - PERS	11-000-262-621-000-000 ENERGY (NATURAL GAS)	Board Approved 06/17/26	1,000.00
05/22/26	11-000-291-241-000-000 BOARD SHARE - PERS	11-000-262-622-000-000 ENERGY (ELECTRICITY)	Board Approved 06/17/26	5,500.00
05/22/26	11-000-216-320-000-000 PURCH PROF SERVICES	11-000-261-420-000-000 REPAIRS & MAINTANENCE	Board Approved 06/17/26	3,000.00
05/29/26	11-000-219-104-000-000 SALARY - CST	11-000-251-105-000-000 SALARY - BUSINESS OFF	Board Approved 06/17/26	2,000.00
05/29/26	11-000-219-104-000-000 SALARY - CST	11-000-251-104-000-000 SALARY - SBA	Board Approved 06/17/26	2,000.00
05/29/26	11-130-100-101-069-000 SALARY - GR 6 Other	11-120-100-101-000-001 SALARY - GR 1-5 SUBS	Board Approved 06/17/26	5,000.00
05/29/26	11-130-100-101-069-000 SALARY - GR 6 Other	11-120-100-101-059-000 SALARY - GR 5 HOME RM	Board Approved 06/17/26	12,000.00
05/30/26	11-000-216-320-000-000 PURCH PROF SERVICES	11-401-100-100-000-000 SALARY - CO-CURRIC	Board Approved 06/17/26	5,000.00
05/30/26	11-000-219-104-000-000 SALARY - CST	11-130-100-101-014-000 SALARY - GR 6 MUSIC	Board Approved 06/17/26	2,500.00
			The total of all transfers within fund 10 is:	**42,600.00**

Motion_____2nd _____ yes_____ no_____abstain_____

13.0 Action Items:

Motion to approve the following block of Building & Grounds, Transportation, and Finance-related items, as recommended by the Chief School Administrator:

13.1 Approve the shared services agreement with the Franklin Township municipality for Snow and Ice Removal/Floor Cleaning for the 2026-2027 school year.

13.2 Pursuant to PL 2015, Chapter 47, the Franklin Township Board of Education intends to renew, award, or permit to expire the attached list of contracts previously awarded by the Board of Education. These contracts are, have been, and, if renewed, will

continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. **(Attachment 7)**

13.3 Approve the district utilizing the Alternative Fund Use Authority in the 2025-2026 and 2026-2027 school year for the Rural Education Achievement Program (REAP).

13.4 Authorize the School Business Administrator and the Chief School Administrator to make payments to Horizon Blue Cross and Blue Shield and to Amerihealth for dental and health insurance premiums, respectively, during the 2026-2027 school year, as bills are received, with detailed approval to follow at next subsequent Board meeting, in order to meet payment deadlines for both.

13.5 Authorize the School Business Administrator and Chief School Administrator to make payments, transfers, purchases, and reclassifications necessary to finalize the financial transactions of the district for the 2025-2026 school year and fully expend grant funds approaching expiration, with formal approval to follow at a subsequent Board meeting.

Motion_____2nd _____ yes_____ no_____abstain_____

Roll Call

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

13.6 **Approve the Board Resolution to transfer the anticipated general fund surplus to the district's capital reserve account in an amount not to exceed $250,000.00.**

RESOLUTION OF THE **FRANKLIN TOWNSHIP BOARD OF EDUCATION** APPROVING THE TRANSFER OF CURRENT YEAR SURPLUS FUNDS TO THE CAPITAL RESERVE ACCOUNT

WHEREAS, N.J.S.A. 18A:7F-41 and N.J.A.C. 6A:23A-14.1 permit a board of education to establish and/or supplement a capital reserve account through a transfer by board resolution at year-end of any unanticipated revenue or unexpended line-item appropriation amounts, or both, for withdrawal in subsequent school years; and

WHEREAS, the Franklin Township Board of Education wishes to supplement its capital reserve account by transferring unexpended line-item appropriation balances and/or unanticipated revenue from the General Fund; and

WHEREAS, the Board of Education has determined that an amount not to exceed $250,000 is available for such transfer into the Capital Reserve Account prior to the closing of the fiscal year books on June 30, 2026;

NOW, THEREFORE, BE IT RESOLVED, by the Franklin Township Board of Education that it hereby authorizes and directs the School Business Administrator/Board Secretary to execute a transfer of an amount not to exceed $250,000 from the General Fund unassigned fund balance to the district's Capital Reserve Account, effective no later than June 30, 2026, in strict accordance with all applicable New Jersey state statutes and administrative codes.

CERTIFICATION
I, Duane Morris, School Business Administrator/Board Secretary of the Franklin Township Board of Education, in the County of Warren, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Education at a meeting held on June 24, 2026.

_____
Duane Morris, School Business Administrator / Board Secretary

Motion_____2nd _____ yes_____ no_____abstain_____

Roll Call

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

13.7 **Motion to approve the Board Resolution to transfer the anticipated general fund surplus to the Maintenance Reserve in an amount not to exceed $74,000.**

WHEREAS, N.J.A.C. 6A:23A-14.2 permits a board of education to establish and/or supplement a maintenance reserve account through a transfer by board

resolution at year-end of any unanticipated revenue or unexpended line-item appropriation amounts, or both, for withdrawal in subsequent school years; and

WHEREAS, the Franklin Township Board of Education wishes to supplement its maintenance reserve account by transferring unexpended line-item appropriation balances and/or unanticipated revenue from the General Fund; and

WHEREAS, the Board of Education has determined that an amount not to exceed $74,000 is available for such transfer into the Maintenance Reserve Account prior to the closing of the fiscal year books on June 30, 2026;

NOW, THEREFORE, BE IT RESOLVED, by the Franklin Township Board of Education that it hereby authorizes and directs the School Business Administrator/Board Secretary to execute a transfer of an amount not to exceed $74,000 from the General Fund unassigned fund balance to the district's Maintenance Reserve Account, effective no later than June 30, 2026, in strict accordance with all applicable New Jersey state statutes and administrative codes.

CERTIFICATION

I,Duane Morris, School Business Administrator/Board Secretary of the Franklin Township Board of Education, in the County of Warren, State of New Jersey, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Board of Education at a meeting held on June 24, 2026.

_____

Duane Morris, School Business Administrator / Board Secretary [SEAL]

Motion_____2nd _____ yes_____ no_____abstain_____

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

14.0 Executive Session-

14.1 Motion to enter Executive Session to discuss personnel-related matters, and confidential Student issues ,with information to be released at a later date, not yet determined. It is estimated that the Board will be in Executive Session for 30-45

minutes.

Motion_____2nd _____ yes_____ no_____abstain_____

Board entered Executive Session at _____pm.

14.2 Motion to reconvene Public Session.

Motion_____2nd _____ yes_____ no_____abstain_____

Board reconvened Public Session at _____pm

15.0 Additional Action Items:

15.1 **Motion to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:**

15.2 Approve the following tuition reimbursements for the spring semester:

Name	Semester	Institution	Credits	Cost	Reimburse. %	Reimburse $
Magnolia Hutchins	Spring	Centenary	6	$3,266.10	100%	$3,266.10

15.3 Confirm the 5-year employment contract for Matthew Eagleburger and that the contractual salary for the 2026-2027 school year is $167,137.00, as detailed in said contract.

15.4 Approve the contract renewal for Duane Morris, School Business Administrator, for the 2026-2027 school year, at an annual salary of $104,636.00.

15.5 Approve the Hiring of the following individual for our Summer ESY program

Lena Melquist @ $21/hr 3hrs per day/ $1260.00 total
Kayla Fortunato @ $21/hr 3hrs per day/ $1260.00 total
Louise Pedersen @ $21/hr 3hrs per day/ $1260.00 total

Motion_____2nd _____ yes_____ no_____abstain_____

Roll Call

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

15.6 **Motion to approve the board resolution to appoint Duane Morris a Temporary Purchasing Agent for 2026**

RESOLUTION APPOINTING A TEMPORARY PURCHASING AGENT

WHEREAS, the Franklin Township Board Of Education (the "Board") has a vacancy in the position of Purchasing Agent; and

WHEREAS, N.J.S.A. 40A:11-9(g) and N.J.A.C. 5:32-4 authorize a board of education to appoint a person who does not possess a Qualified Purchasing Agent (QPA) certificate to serve as a Temporary Purchasing Agent for a period not to exceed one year, utilizing the authorization and authority of a previous QPA-certified agent; and

WHEREAS, the Board desires to appoint Duane Morris as the Temporary Purchasing Agent; and

WHEREAS, N.J.S.A. 40A:11-3(a) and N.J.A.C. 5:32-4.3 permit the governing body to establish the bid threshold up to the maximum statutory amount for a contracting unit with a qualified purchasing agent, which is currently set at $53,000, and the quote threshold up to $7,950 (15% of the bid threshold);

NOW, THEREFORE, BE IT RESOLVED that the Franklin Township Board of Education hereby appoints Duane Morris as the Temporary Purchasing Agent for the period of January 1, 2026, through December 31, 2026, in accordance with N.J.S.A. 40A:11-9(g) and N.J.A.C. 5:32-4; and

BE IT FURTHER RESOLVED that Duane Morris is hereby authorized to prepare public advertising for bids, receive and open bids, and award contracts as permitted by law; and

BE IT FURTHER RESOLVED that the Board hereby establishes its bid threshold at the maximum statutory amount of $53,000 and its quote threshold at $7,950 for the duration of this appointment; and

BE IT FURTHER RESOLVED that a certified copy of this resolution be forwarded to the Director of the Division of Local Government Services.

Motion_____2nd _____ yes_____ no_____abstain_____

☐ Mr. Briggs	☐ Mr. McGinnis	☐ Mrs. Truszkowski
☐ Mrs.Hamilton	☐ Mrs. Page	☐ Mrs. Sbriscia
☐ Mrs. Herzer	☐ Mr. Sbriscia	☐ Mr. Digilio

16.0 Motion to approve the June 24, 2026 bill list in the amount of $ 227,167.18 (Attachment 8)

Motion_____2nd _____ yes_____ no_____abstain_____

17.0 Motion to adjourn the meeting

Motion_____2nd _____ yes_____ no_____abstain_____

Meeting adjourned at _____.