

**Franklin Township Board of Education Minutes**  
**Regular Meeting – February 21, 2018**

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on February 21, 2018 by the Board of Education of the Franklin Township School District, Warren County, in the Franklin Township School Library, 52 Asbury-Broadway Road, Washington, NJ 07882.

**CALL TO ORDER:** School Board Vice President, Rudolph DiGilio, called the meeting to order at 7:07 p.m.

**PUBLICATION OF NOTICE:** In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, the Franklin Township Board of Education has provided adequate notice of the date, time, and location of this meeting. Such notice has been posted at the Franklin Township Municipal Building, at the Franklin Township School, at the Express Times, and was published in the Star Gazette on January 12, 2018.

**FLAG SALUTE:** Pledge of Allegiance and a moment of silence.

**PRESENT:** Rudolph DiGilio (Vice President)  
Elizabeth Ames  
Mark Blaszk  
Pam Fitzsimmons  
Patrick Gardner

**ABSENT:** Jean Hansen (Board President)  
Renee Hart  
Kevin Klus  
Kevin Miller

**PRESENT:** DISTRICT ADMINISTRATORS  
Matthew Eagleburger, Chief School Administrator  
Tim Duryea, School Business Administrator/Board Secretary

**PUBLIC:** Deborah Mannon, Janie Brown

**APPROVAL OF FEBRUARY 6, 2018 MINUTES *Action 18-137*      *Motion***  
Motion by M. Blaszk, and seconded by P. Gardner, to approve the minutes of the Regular Meeting of February 6, 2018.

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**CORRESPONDENCE:**

- State of New Jersey/Department of Education – Letter/SEMI Waiver Approval

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**PUBLIC INPUT PRIOR TO AGENDA ITEMS:** Mrs. Brown commented on: club procedures, party snacks, Winter Showcase, Reading Night, Read Across America, and the recent school shooting incident in Parkland, Florida.

**CHIEF SCHOOL ADMINISTRATOR’S REPORT:**

Report included comments on the following:

1. 100 Day celebrations
2. School Calendar
3. PTA Parties
4. Curriculum – Media Center
5. Township Committee Meeting
6. Technology Training
7. Chromebooks
8. PARCC Preparations
9. Committee to review respect initiatives
10. Paper Tigers training

**BUDGET UPDATE:**

Mr. Duryea provided the Board with an update to the 2018-2019 budget, including information on: the mid-year budget review by the county office, health insurance renewal, and the annual budget brochure.

**JOINT MEETING:**

Since there was the potential that the Board would be unable to generate quorum for a joint meeting with the Franklin Township Committee, in March, it was the consensus of the Board to delay the meeting until May.

**SUPERINTENDENT EVALUATION CALENDAR:**

The Board reviewed the proposed Superintendent Evaluation Calendar. There were no changes recommended. Mr. Duryea will provide the Board with regular reminders of the deadlines for the different steps in the evaluation process.

**COMMITTEE REPORTS:**

1. **Policy** – (Rep-E. Ames)
  - Alert 212 was finished last week
2. **Legislation**
  - Franklin Township Committee (Rep - Mr. Eagleburger) – No report
  - Franklin Township PTA (Rep – Mrs. Hansen) – No report
  - Legislative/NJSBA Delegate (Rep-R. DiGilio) –
    - Legislation on gas tax exemption for contracted buses
    - Standardized panic alarm system legislation
    - Fire Safety Initiative regarding fire suppression systems
  - NJASA (Rep-M. Eagleburger) –
    - New administration allows the State to take a fresh look at educational topics

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- Warren County SBA (Rep-E. Ames) – Report by R. DiGilio and E. Ames, regarding recent WCSBA meeting.
  - Assessment training (R. DiGilio)
  - Negotiations (E. Ames)
  - Board Member Ethics (E. Ames)
  - Rice Notices (E. Ames)

**FINANCIAL REPORTS**

**LINE ITEM TRANSFERS – Action 18-138**

***Motion***

Motion by M. Blaszk, and seconded by P. Fitzsimmons, to approve the following line item transfers, as recommended by the Chief School Administrator:

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
01/31/18	11-000-222-104-000-000 SALARY - Media Cnt/Library	11-000-222-300-000-000 PURCH TECH SVCS	Media Salary to Media Pur Tech Svc	25,000.00
01/31/18	11-000-190-100-500-000-000 OTHER PURCH SVS	11-000-221-590-000-000 SOFTWARE LICENSING	Gen Pur Svc to Software Purch	1,400.00
01/31/18	11-000-000-219-105-000-000 SALARY - CST SECRETARY	11-000-219-104-000-000 SALARY - CST	CST Sec Sal to CST Sal	1,000.00
02/19/18	11-000-000-261-420-000-000 REPAIRS & MAINTANENCE	11-000-266-420-000-000 REPAIRS & MAINTANENCE	Req. Maint. to Security Maint.	300.00
02/20/18	11-000-000-251-890-000-000 WORKSHOPS	11-000-251-610-000-000 SUPPLIES	Bus Off Wrkshps to Supplies	100.00
02/20/18	11-000-000-262-610-000-000 SUPPLIES	11-000-266-610-000-000 GENERAL SUPPLIES	Cust/Maint supl to Security supl	400.00

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**BOARD SECRETARY AND RECONCILIATION REPORT- JANUARY, 2018**

**Action 18-139**      ***Motion***

Motion by M. Blaszk, and seconded by P. Fitzsimmons, to approve the Board Secretary and Reconciliation Report of January, 2018:

*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(s) of **January, 2018**; 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.*

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*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**PAYROLL APPROVAL – Action 18-140**

***Motion***

Motion by M. Blaszk, and seconded by E. Ames, to approve Payroll and Payroll Agency/FICA as follows:

January, 2018 <i>Net Payroll</i>	\$166,955.46
January, 2018 <i>Agency and Board Share FICA</i>	\$122,392.84
<b>TOTAL PAYROLL January, 2018</b>	<b>\$289,348.30</b>

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**PUBLIC INPUT PRIOR TO BOARD ACTION:** None

**PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action 18-141**

***Motion***

Motion by E. Ames, and seconded by P. Gardner, to approve the following block of Program, Curriculum, and Instruction-related items, as recommended by the Chief School Administrator:

- Approve the February 21, 2018 Travel and Expense Reimbursement Form.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**FINANCE-RELATED ITEMS 1 – Action 18-142**

***Motion***

Motion by P. Fitzsimmons, and seconded by P. Gardner, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Approve the acceptance of funds from Artsonia in the amount of \$500.00, representing a percentage of sales of student artwork products.
- Approve a Coordinated Transportation Agreement with Warren County Special Services School District for the 2018-2019 school year, inclusive of a 4% administration fee.
- Affirm appointment of Nathanya Simon/Scarinci-Hollenbeck LLC as the district’s Board Attorney for the 2018 calendar year, subsequent to receipt of proposals from two other law firms.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**FINANCE-RELATED ITEMS 2 – Action 18-143**

***Motion***

Motion by P. Fitzsimmons, and seconded by P. Gardner, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

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- Approve the attached Employment Search Engine Resolution for submission to the New Jersey School Board Association for consideration at its next scheduled Delegate Assembly.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**EXECUTIVE SESSION:**

**Action 18-144**

***Motion***

Motion by P. Gardner, and seconded by E. Ames, to enter Executive Session for reasons of confidential student information and personnel matters, with information to be released at a date, not yet determined. (It is expected that the Board of Education will be in Executive Session for 30 minutes).

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

The Board entered Executive Session at 8:03 p.m.

**Action 18-145**

***Motion***

Motion by M. Blaszkka, and seconded by E. Ames, to reconvene public session.

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

The Board reconvened in public session at 8:43 p.m.

**PERSONNEL-RELATED ITEMS – Action 18-146**

***Motion***

Motion by P. Fitzsimmons, and seconded by P. Gardner, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Approve revising the number of sessions for the Winter Yearbook Club to 12, resulting in total compensation for instructors Kathleen Peri and Stacy Ackerman of \$600 each, and to approve the following additional after-school programs for the Winter Session:

Instructor	Program	# of Sessions	Rate/Session	Total Fee
Charles Purcell	Select Dance	7	\$50.00	\$350.00
Lesley DaSilva	Select Drama	7	\$50.00	\$350.00
Barbara Weinstein	Set Design	7	\$50.00	\$350.00

- Approve Jane Lipinski as a .4 FTE teacher for the 2017-2018 school year, effective February 26, 2018 on Step BA-Starting, at a pro-rated salary of \$8,109.41 (\$49,350 x .4 FTE x 76 days/185)
- Approve a retroactive salary increase for Guy Sigafos, effective February 8, 2018, in the amount of \$0.50 per hour, resulting in a new hourly rate of \$16.45. Pay increase is in response to the provisions of his original appointment terms, which awarded said increase upon acquisition of Black Seal Certification.

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- Approve a volunteer experience for Emily Quinn (Montclair State University student), the week of March 5, 2018, and other days as approved by the Chief School Administrator.

*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**BILL LIST – Action 18-147                      *Motion***

Motion by P. Gardner, and seconded by E. Ames, to approve the February 21, 2018 bill list, in the amount of \$48,878.44 and the following non-checks, and to authorize the Business Administrator to issue payment to Hunterdon County ESC for on-site tech support in the amount of \$3,380.00, pending receipt of corresponding invoice.

<b>Date</b>	<b>Check #</b>	<b>To</b>	<b>For</b>	<b>Amount</b>	<b>Account</b>
1/3/2018	N0700	FTS - Section 125	Flex Debit Card	\$268.54	10-132
1/9/2018	N0701	FTS - Section 125	Flex Debit Card	\$20.00	10-132
1/18/2018	N0703	FTS Childcare	Bank Error Correct.	\$2,501.04	10402
1/18/2018	N0704	FTS -Agency	Bank Error Correct.	\$6,445.95	10-132
1/23/2018	N0705	FTS - Section 125	Flex Debit Card	\$5.08	10-132
1/29/2018	N0707	FTS - Section 125	Flex Debit Card	\$92.40	10-132
1/31/2018	N0708	Horizon Hlthcare	MSA DCA Admin	\$36.00	11-000-230-590

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

**FINANCIAL DISCLOSURE**

Mr. Duryea reminded the Board about the requirement to submit annual financial disclosure information.

**ADJOURNMENT - Action 18-148                      *Motion***

Motion by P. Fitzsimmons, and seconded by P. Gardner, to adjourn the meeting.

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.*

*Meeting adjourned at 8:45 p.m.*

Respectfully submitted,

Tim Duryea  
 Board Secretary / School Business Administrator

Board Vice President: \_\_\_\_\_  
*Rudolph DiGilio*