

Franklin Township Board of Education Minutes
Regular Meeting – January 24, 2018

TIME AND PLACE: The regular meeting of the Board of Education was held on January 24, 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. (Rescheduled from 1/17/18)

CALL TO ORDER: School Board President, Jean Hansen, called the meeting to order at 7:04 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 22, 2018.

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

PRESENT: Jean Hansen (Board President)
Elizabeth Ames
Mark Blaszk
Pam Fitzsimmons
Kevin Miller

ABSENT: Rudolph DiGilio (Vice President)
Renee Hart
Kevin Klus
Patrick Gardner

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

PUBLIC: Deborah Mannon, Kathleen Peri, Donna Herzer, Denise Risko

APPROVAL OF JANUARY 3, 2018 MINUTES *Action 18-116* Motion
Motion by P. Fitzsimmons, and seconded by M. Blaszk, to approve the minutes of the Regular Meeting of January 3, 2018, as amended (18-114 was a Roll Call vote).

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 1(Miller).

CORRESPONDENCE:

- Franklin Township Committee – School Board Recognition Month Resolution

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PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

MEETING CANCELLATION:

Mrs. Hansen Acknowledged the cancellation of the 1/16/18 and 1/17/18 meetings, due to inclement weather. Sufficient public notices were provided regarding the re-scheduling of the 1/17/18 meeting to 1/24/18. A reschedule date for the 1/16/18 joint meeting with the Franklin Township Committee has not yet been selected.

CHIEF SCHOOL ADMINISTRATOR’S REPORT:

Report included comments on the following:

1. Pamela Fellner and Cynthia Hudock were recognized as the Governor’s Teacher and Educational Support Person of the year, respectively.
2. Utilized snow days – February 16th will be added back on to the calendar
3. School Performance Report
4. District Goals
5. Science Series Training
6. After-school STEAM training sessions
7. Team input on ideas for cultivating respect
8. PTA – Magician Program

PRELIMINARY BUDGET OVERVIEW:

Mr. Duryea provided the Board with a preliminary overview of the 2018-2019 budget. Mr. Eagleburger addressed staffing considerations, indicating that there would, in all likelihood, be a reduction in paraprofessional staffing, equivalent to 2 FTE positions.

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames)
 - Committee has started the review of Section 7000
2. **Legislation**
 - Franklin Township Committee (Rep - Mr. Eagleburger) – Mr. Blaszk reported.
 - Meeting cancelled
 - Franklin Township PTA (Rep – Mrs. Hansen) – Mrs. Mannon reported
 - Bingo night
 - Spiritwear
 - Basketball game
 - Legislative/NJSBA Delegate (Rep-C. Roberto) – no report
 - NJASA (Rep-M. Eagleburger) – No report.
 - Warren County SBA (Rep-E. Ames)
 - 2/7/18 meeting counts toward Board member training credits

FINANCIAL REPORTS

LINE ITEM TRANSFERS – Action 18-117

Motion

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

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<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
01/15/1811-000-219-105-000-000	SALARY - CST SECRETARY	11-000-219-590-000-000 Other Purchased Svcs	CST Sec Salary to CST Pur Svc	1,000.00
01/15/1811-000-262-610-000-000	SUPPLIES	11-000-266-610-000-000 GENERAL SUPPLIES	Cust/Maint supl to Security Supl	725.00
01/23/1811-000-223-500-000-000	OTH PURCH SERVICES	11-000-221-590-000-000 SOFTWARE LICENSING	Prof Dev Pur Svc to Software Lic	50.00
01/23/1811-000-222-104-000-000	SALARY - Media Cnt/Library	11-000-222-800-000-000 Misc. Library	Media Center Sal to Media Center Misc.	500.00
The total of all transfers within fund 10 is:				2,275.00

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

PAYROLL APPROVAL – Action 18-118 ***Motion***

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

December, 2017 <i>Net Payroll</i>	\$175,648.88
December, 2017 <i>Agency and Board Share FICA</i>	\$126,901.90
TOTAL PAYROLL December, 2017	\$302,550.78

*Bank transfer error reflected in non-check list, below.

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

BOARD SECRETARY AND RECONCILIATION REPORT- DECEMBER, 2017
Action 18-119 ***Motion***

Motion by M. Blaszk, and seconded by P. Fitzsimmons, to approve the Board Secretary and Reconciliation Report of December, 2017:

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 **December, 2017**; 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.*

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

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PUBLIC INPUT PRIOR TO BOARD ACTION: None

POLICY-RELATED ITEMS – Action 18-120 ***Motion***

Motion by E. Ames, and seconded by M. Blaszk, to approve the following block of Policy-related items, as recommended by the Chief School Administrator:

- Approve first reading on the following policies/regulations:
 - P & R 1240 Evaluation of Superintendent (M) (Revised)
 - P 1511 Board of Education Website Accessibility (New)
 - P & R 3126 District Mentoring Program (Revised)
 - P & R 3221 Evaluation of Teachers (M) (Revised)
 - P & R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (Revised)
 - P & R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)
 - P & R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)
 - P & R 3240 Professional Development for Teachers and School Leaders (M) (Revised)
 - P & R 5610 Suspension (M) (Revised)
 - P 5620 Expulsion (M) (Revised)
 - P & R 7424 Bed Bugs (New)
 - P 7461 District Sustainability Policy (New)
 - P 8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M) (Revised)
 - P 8550 Unpaid Meal Charges/Outstanding Food Service Charges (M) (Revised)

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 1 (Miller).

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS – Action 18-121 ***Motion***

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

- Approve the New Jersey Department of Education Equivalency Application for 2017 QSAC, in the area of Instruction and Program, a copy of which is attached.
- Approve the January 24, 2018 Travel and Expense Reimbursement Form.
- Approve the revised 2017-2018 Master Field Trip Plan

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

FINANCE-RELATED ITEMS – Action 18-122 ***Motion***

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

- Approve Waiver of Requirements for the Special Education Medicaid Initiative program (SEMI) for the 2018-2019 school year, due to the low number of students

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within the Franklin Township School District that would be eligible for participation in the program.

- Authorize the School Business Administrator to make February, 2018 bond principal and interest payments in the amounts of \$185,000.00 and \$18,500.00, respectively.
- Authorize the School Business Administrator to forward payment in the amount of \$83,666.90 to the Public Employee’s Retirement System in payment of the Annual Employer Appropriation Invoice (employer share of pension, non-contributory life insurance, and long-term disability contributions).

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

AUDIT PRESENTATION

Mr. Colantano, the district’s auditor, provided an overview of the recent audit to the Board of Education. Mr. Colantano communicated that the district was in sound financial condition and applauded the district on its ability to consistently reduce taxes.

EXECUTIVE SESSION:

Action 18-123

Motion

Motion by M. Blaszk, and seconded by P. Fitzsimmons, 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 8:31 p.m.

Action 18-124

Motion

Motion by P. Fitzsimmons, 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 8:55 p.m.

Action 18-125

Motion

Motion by M. Blaszk, and seconded by P. Fitzsimmons, to approve and make public the Executive Session minutes of January 3, 2018.

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 1 (Miller)

PERSONNEL-RELATED ITEMS – Action 18-126

Motion

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

- Recognize the following paraprofessional salaries to be paid through the use of Title I funds for the 2017-2018 school year:

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- Kathleen Peri \$14,725 (59% of total salary)
 - Denise Risko \$11,228 (45% of total salary)
- Approve the following schedule of tuition reimbursements for the 2017-2018 school year, and the release of reimbursement funds for the summer and fall sessions.

All Tuition Reimbursements Requested For '17-'18

Name	Summer	Credits	Cost	Fall	Credits	Cost	Spring	Credits	Cost	Total Cost
Fischer, Jennifer	Centenary	6	\$2,652	Centenary	3	\$1,326	Centenary	3	\$1,326	\$5,304
Beer, Deborah	Rutgers	3	\$2,067	Rutgers	3	\$2,106	Rutgers	3	\$2,106	\$6,279
Beer, Deborah							Colorado State	3	\$395	\$395
Kane, Karen	Univ Cinn*	3	\$2,067							\$2,067
Acherms, Alessandra	Penn State*	3	\$2,067	Penn State*	4	\$2,808	Penn State*	4	\$2,808	\$7,683
Rosario, Kaitlyn							Walden	6	\$2,180	\$2,180
Wester, Karen				Wm Patterson*	3	\$2,106	Wm Patterson*	3	\$2,106	\$4,212
Ackerman, Stacy				Centenary	3	\$1,326	Centenary	3	\$1,359	\$2,685

Total Funds \$30,805
% Reimb. \$20,000
0.6492

* Max. per credit reimbursement equal to in-state Rutgers rate.

January Payment for Summer and Fall Courses

Name	Summer	Credits	Initial Cost	Fall	Credits	Initial Cost	Sum/Fall Payment	% Reimb
Fischer, Jennifer	Centenary	6	\$2,652	Centenary	3	\$1,326	\$2,582.70	0.64925
Beer, Deborah	Rutgers	3	\$2,067	Rutgers	3	\$2,106	\$2,709.30	0.64925
Beer, Deborah							\$0.00	0.64925
Kane, Karen	Univ Cinn	3	\$2,067				\$1,341.99	0.64925
Acherms, Alessandra	Penn State	3	\$2,067	Penn State	4	\$2,808	\$3,165.07	0.64925
Wester, Karen				Wm Patterson	3	\$2,106	\$1,367.31	0.64925
Ackerman, Stacy				Centenary	3	\$1,326	\$860.90	0.64925

Total \$12,027.27

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

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BILL LIST – Action 18-127 *Motion*

3.1. Motion by M. Blaszk, and seconded by P. Fitzsimmons, to approve the January 24, 2018 bill list, in the amount of \$167,695.35 and the following non-checks,

Date	Check #	To	For	Amount	Account
11/28/2017	N0687	FTS - Section 125	Flex Debit Card	\$134.02	10-132
11/30/2017	N0689	Michele DeSanto	Bank Error	\$0.90	11-000-216-320
12/5/2017	N0690	FTS - Section 125	Flex Debit Card	\$64.02	10-132
12/12/2017	N0691	FTS - Section 125	Flex Debit Card	\$5.20	10-132
12/12/2017	N0692	FTS - Agency	Bank Transfer Err	\$65,390.34	10-132
12/12/2017	N0694	FTS - Payroll Net	Bank Transfer Err	\$90,753.92	10-132
12/19/2017	N0695	FTS - Section 125	Flex Debit Card	\$56.93	10-132
12/21/2017	N0697	Horizon Hlthcare	MSA DCA Admin	\$36.00	11-000-230-590
12/22/2017	N0698	Franklin Twp Café	State Aid	\$4,272.60	10-132
12/27/2017	N0699	FTS - Section 125	Flex Debit Card	\$3.87	10-132

and to authorize the School Business Administrator to issue payment to Snyder Bus Service, Inc in the amount of \$1,998.80, upon receipt of proper invoicing.

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

HEALTH INSURANCE UPDATE

Mr. Duryea provided the Board with a brief update on the district’s health insurance renewal quotes.

FINANCIAL DISCLOSURE

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

NJSBA DELEGATE ASSEMBLY RESOLUTION DEADLINE

Mr. Duryea informed the Board of the 3/6/18 NJSBA Delegate Assembly resolution deadline.

BOARD MEMBER CONTACT INFORMATION

Mr. Duryea distributed Board member contact information sheets and requested updates to out-dated information.

DEMOGRAPHICS REPORT

Mr. Duryea provided the Board with some very preliminary information gleaned from the early response to the demographic survey.

WORLD LANGUAGE TEACHER

Mr. Eagleburger updated the Board on the efforts to secure a World Language Teacher.

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CALENDAR CHANGE - Action 18-128 ***Motion***

Motion by M. Blaszk, and seconded by P. Fitzsimmons, to amend the 2017-2018 school calendar to include February 16, 2018 as a school day.

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

ADJOURNMENT - Action 18-129 ***Motion***

Motion by M. Blaszk, and seconded by K. Miller, to adjourn the meeting.

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

Meeting adjourned at 9:21 p.m.

Respectfully submitted,

Tim Duryea
Board Secretary / School Business Administrator

Board President: _____
Jean Hansen