

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

TIME AND PLACE: The regular meeting of the Board of Education was held on December 13, 2017 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 7:00 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 13, 2017. Notice of the public hearing was posted in the same locations and published in the Star Gazette on December 1, 2017.

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

PRESENT: Rudolph DiGilio (Vice President)
Elizabeth Ames
Mark Blaszk
Pam Fitzsimmons
Patrick Gardner
Renee Hart
Kevin Klus
Charles Roberto

ABSENT: Jean Hansen (Board President)

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

PUBLIC: Deborah Mannon, Janie Brown

NOVEMBER 15, 2017 MINUTES Action 18-086 Motion

Moved by P. Fitzsimmons, and seconded by C. Roberto, to approve the minutes of the Regular Meeting of November 15, 2017.

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 2 (Fitzsimmons, Gardner)

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

NOVEMBER 22, 2017 MINUTES *Action 18-087*

Motion

Moved by R. Hart, and seconded by K. Klus, to approve the minutes of the Special Meeting of November 22, 2017.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 3 (Ames, Gardner, Roberto)

CORRESPONDENCE:

- Blirstown Township School District – Resolution in opposition of a Warren County School System

PUBLIC INPUT PRIOR TO AGENDA ITEMS: Mrs. Brown thanked Mr. Roberto for his service to the Board of Education

PUBLIC HEARING FOR 2016-2017 FINANCIAL AUDIT/CAFR

Mr. Duryea provided the Board with an overview of the 2016-2017 audit and Comprehensive Annual Financial Report and opened the floor to questions. There were no recommendations made by the district's auditor.

RECOGNITION OF MR. ROBERTO

Mr. Roberto was recognized by the Board for his years of faithful service to the district. A brief recess was taken for refreshments.

CHIEF SCHOOL ADMINISTRATOR'S REPORT:

Report included comments on the following:

1. Holiday Concert
2. Tree Lighting Ceremony
3. QSAC
4. Professional Development Plan
5. District Design Options and Meeting with the Franklin Twp. Committee
6. STEAM Goals
7. Bullying Lessons and Programs
8. 2018 Meeting Calendar
9. Policy Alerts - FYI

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames)
 - Review of Alert #213 is nearly complete.
 - The next item to be addressed is a review of Section 7000
 - A replacement for Mr. Roberto will be needed on the Policy Committee
2. **Legislation**
 - Franklin Township Committee (Rep - Mr. Eagleburger) – Mr. Blaszk reported.
 - Walking trail project planning is moving along. The Township is trying to eliminate the need for a flashing crosswalk light.
 - Franklin Township PTA (Rep-J. Hansen) – Mr. Eagleburger presented
 - Cultural Arts Program

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

- Legislative/NJSBA Delegate (Rep-C. Roberto)
 - Delegate Assembly – Two resolutions voted down.
 - Will need new delegate to represent the district at the NJSBA
- NJASA (Rep-M. Eagleburger) – No report.
- Warren County SBA (Rep-E. Ames) – Mr. DiGilio reported
 - The Sussex County SBA meeting in December addressed the topic of school consolidation. Summation was that motivation had to be more than financial, as it is not likely that two or more districts will reduce costs by consolidating.

FINANCIAL REPORTS

LINE ITEM TRANSFERS – Action 18-088

Motion

Motion by M. Blaszk, and seconded by R. Hart, 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>
11/17/17	11-000-270-513-000-000 PRIVATE SCH ROUTES	11-000-270-800-000-000 Misc Transportation	Trans priv to Trans misc	2,000.00
12/01/17	11-213-100-106-000-000 SALARY - AIDE	11-230-100-101-000-000 SALARY - BSI	RC Aide to BSI Teacher	28,000.00
12/01/17	11-120-100-101-001-000 SALARY - GR 5 MATH	11-230-100-101-000-000 SALARY - BSI	Grade 1-5 Math Teacher to BSI Teacher	23,000.00
12/01/17	11-000-230-585-000-000 BOE OTHER PURCH SVCS	11-000-230-104-000-000 SALARY - SUPER	Admin pur svc to Admin sal	4,325.00
12/01/17	11-000-262-110-000-000 SALARY - CUSTODIAL	11-000-261-100-000-000 SALARIES	Cust sal to Maint sal	2,400.00
12/11/17	11-000-270-107-000-000 SALARY - TRANSPORT	11-000-270-511-000-000 CONTRACTED ROUTES	Trans sal to Trans Home to School	3,200.00
The total of all transfers within fund 10 is:				62,925.00

This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

PAYROLL APPROVAL – Action 18-089

Motion

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

October, 2017 Agency and Board Share FICA	\$90.00
TOTAL Additional PAYROLL October, 2017	\$90.00
November, 2017 Net Payroll	\$169,548.06
November, 2017 Agency and Board Share FICA	\$122,732.10
TOTAL PAYROLL November, 2017	\$292,280.16

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

BOARD SECRETARY AND RECONCILIATION REPORT- OCTOBER, 2017

Action 18-090 *Motion*

Motion by P. Fitzsimmons, and seconded by R. Hart, to approve the Board Secretary and Reconciliation Report of October, 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 **October, 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, 8; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION: None

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS –

Action 18-091 *Motion*

Motion by P. Fitzsimmons, 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 December 13, 2017 Travel and Expense Reimbursement Form.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

FINANCE-RELATED ITEMS – Action 18-092 *Motion*

Motion by E. Ames, and seconded by R. Hart, to approve the following block of finance-related items, as recommended by the Chief School Administrator:

- Approve the following resolution to dissolve the Skylands Education Foundation:

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized that support for the public schools, both financial and philosophical, was necessary to the maintenance of educational programs and,

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized a need to improve cooperative efforts with business industry and municipal government and,

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

WHEREAS, The Skyland Education Foundation, Inc. was formed in January 1992 to meet these needs of member school districts and,

WHEREAS, THE Board of Education of Franklin Township agreed to support the Skyland Education Foundation by adopting the constitution by-laws of the organization and committed a sum of \$3.00 per resident student for organizational costs and,

WHEREAS, It is now necessary to dissolve the Skyland Education Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation and,

WHEREAS, The assets of the Corporation shall be distributed to the member school districts in proportion to the resident enrollment at the time the Corporation was formed and,

NOW THEREFORE BE IT RESOLVED, That the Board of Education of Franklin Township supports the dissolution of the Skyland Education Foundation and

NOW THEREFORE BE IT FINALLY RESOLVED, That the Board of Education of Franklin Township requests that their proportionate share of the assets of the Skyland Education Foundation be returned to the Board of Education.

- Accept the June 30, 2017 Comprehensive Annual Financial Report (CAFR) as prepared by BKC Certified Public Accountants, PC, School Board Auditor.
- Approve the district Audit Recommendations and the Corrective Action Plan for FY'17: - No recommendations
- Approve contracting with Bergen County Special Services School District for Augmentative Communication services for two Franklin Township students, at a rate not to exceed \$465/each for a maximum of 3 hours during the 2017-2018 school year.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

TRANSPORTATION-RELATED ITEMS – Action 18-093

Motion

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

- Approve the addition of a bus stop at 240 Willow Grove Road for the district's Green bus route.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

EXECUTIVE SESSION:

Action 18-094

Motion

Motion by P. Fitzsimmons, and seconded by E. Ames, to enter Executive Session for reasons of confidential student information and litigation, 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, 8; nays, 0; abstain, 0.

The Board entered Executive Session at 8:16 p.m.

Action 18-095

Motion

Motion by E. Ames, and seconded by K. Klus, to reconvene public session.

This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

The Board reconvened in public session at 8:30 p.m.

Action 18-096

Motion

Motion by R. Hart, and seconded by P. Fitzsimmons to approve and make public the Executive Session minutes of November 15, 2017, as amended (delete notation of Board members who left Executive Session).

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 2 (Fitzsimmons, Gardner)

PERSONNEL-RELATED ITEMS – Action 18-097

Motion

Motion by C. Roberto, and seconded by K. Klus, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Approve adding the NEA Retirement Plan through Security Benefit as one of the five contractually allowed 403b providers for district employees.
- In an effort to limit employee tax liability for taxable tuition reimbursements in 2018, the Board of Education authorizes the Chief School Administrator and the School Business Administrator, if possible and at their discretion, to issue summer and fall semester 2017 tuition reimbursement checks to staff members, prior to January 1, 2018, per the provisions of the district's collective bargaining agreement, provided necessary documentation has been provided. Approval of the specific amounts and number of credits, by the Board, will follow at a future meeting.
- Approve the following tuition reimbursement for the fall semester of 2017 for Deborah Mannon:
 - 3 graduate credits at the University of Scranton at \$500 per credit, for a total reimbursement of \$1,500.00.
- Approve Jennifer Rodriguez as a substitute paraprofessional for the 2017-2018 school year.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

Franklin Township Board of Education Minutes
Regular Meeting – December 13, 2017

BILL LIST -- Action 18-098

Motion

Motion by M. Blaszk, and seconded by R. Hart, to approve the December 13, 2017 bill list, in the amount of \$169,712.94 and the following non-check payments:

Date	Check #	To	For	Amount	Account
10/3/2017	N0673	FTS - Section 125	Flex Debit Card	\$846.30	10-132
10/11/2017	N0674	FTS - Section 125	Flex Debit Card	\$8.15	10-132
10/12/2017	N0675	FTS - Section 125	Flex Debit Card	\$90.00	10-132
10/17/2017	N0677	FTS - Section 125	Flex Debit Card	\$56.03	10-132
10/24/2017	N0678	FTS - Section 125	Flex Debit Card	\$107.88	10-132
10/27/2017	N0679	Horizon Hlthcare	MSA DCA Admin	\$36.00	11-000-230-590
10/31/2017	N0681	FTS - Section 125	Flex Debit Card	\$86.76	10-132
11/7/2017	N0682	FTS - Section 125	Flex Debit Card	\$151.32	10-132
11/14/2017	N0684	FTS - Section 125	Flex Debit Card	\$151.97	10-132
11/21/2017	N0685	FTS - Section 125	Flex Debit Card	\$23.83	10-132
11/27/2017	N0686	Horizon Hlthcare	MSA DCA Admin	\$36.00	11-000-230-590

This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

WORLD LANGUAGE TEACHER

Mr. Klus inquired as to the status of the district’s search for a World Language Teacher. Mr. Eagleburger discussed recruitment efforts and options available to the district.

ADJOURNMENT - Action 18-099

Motion

Motion by C. Roberto, and seconded by R. Hart, to adjourn the meeting.

This motion was ADOPTED as follows: ayes, 8; nays, 0; abstain, 0.

Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Tim Duryea
 Board Secretary / School Business Administrator

Board Vice President: _____
Rudolph DiGilio