

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 2017

TIME AND PLACE: The regular meeting of the Board of Education was held on September 27, 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 President, Jean Hansen, 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 September 22, 2017.

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

PRESENT: Jean Hansen (Board President)
Rudolph DiGilio (Vice President)
Elizabeth Ames
Pam Fitzsimmons (arrived at 7:07 p.m.)
Patrick Gardner
Renee Hart
Kevin Klus
Charles Roberto

ABSENT: Mark Blaszk

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

PUBLIC: Deborah Mannon, Janie Brown, Suzanne DuFour

SEPTEMBER 5, 2017 MINUTES Action 18-037 *Motion*

Moved by E. Ames, and seconded by R. DiGilio, to approve the minutes of the Regular Meeting of September 5, 2017.

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 3 (Gardner, Hart, Klus)

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 2017

CORRESPONDENCE: None

PUBLIC INPUT PRIOR TO AGENDA ITEMS: None

CHIEF SCHOOL ADMINISTRATOR’S REPORT:

Report included comments on the following:

1. School Opening
2. Back-to-School Night
3. District Goals
4. Technology Update: Google Docs vs. Microsoft 365

PAM FITZSIMMONS ARRIVAL:

Mrs. Fitzsimmons arrived at the meeting at 7:07 p.m., during the CSA report

DISTRICT DESIGN GOALS

Mr. Eagleburger led discussion on the district goal addressing district design plans, should Franklin Township continue to experience declining enrollment. The Board will address the action plan for this goal at their next Board meeting.

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames)
 - Committee reviewed Policy Alert 212. Will be soliciting Board input on policies relating to Sustainable Schools and Student Wellness at the next Board meeting.
2. **Legislation**
 - Franklin Township Committee (Rep - Mr. Eagleburger) – No report
 - Warren Hills Regional Update – Mrs. Hansen reported
 - Special question that will be on the ballot in November
 - Franklin Township PTA (Rep-J. Hansen) – Mr. Eagleburger reported –
 - Organization of room parents
 - Discussion regarding the level of retained surplus
 - Legislative/NJSBA Delegate (Rep-C. Roberto)
 - No changes in State aid for Franklin Township
 - NJASA (Rep-M. Eagleburger)
 - Funding formula
 - Warren County SBA (Rep-E. Ames) – Next county meeting is on or about October 17, 2017.

FINANCIAL REPORTS

BOARD SECRETARY AND RECONCILIATION REPORT-JUNE

Action 18-038 *Motion*

Motion by R. DiGilio, and seconded by C. Roberto, to approve the revised Board Secretary and Reconciliation Report of June, 2017:

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 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 revised monthly financial reports of the Secretary and the Reconciliation for the Month(s) of **June, 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.

BOARD SECRETARY AND RECONCILIATION REPORT-JULY

Action 18-039 *Motion*

Motion by R. DiGilio, and seconded by C. Roberto, to approve the Board Secretary and Reconciliation Report of July, 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 **July, 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.

LINE ITEM TRANSFERS AND PAYROLLS – Action 18-040

Motion

Motion by E. Ames, and seconded by R. Hart, to approve the following line item transfers and reclassifications, as recommended by the Chief School Administrator:

Transfers

9/15/17 \$1,735.00 from 11-422-100-101 to 11-422-100-320
(ESY Salary to ESY Pur. Prof. Serv.)

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

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 2017

PAYROLL APPROVAL – Action 18-041

Motion

Motion by R. DiGilio, and seconded by K. Klus, to approve Payroll and Payroll Agency/FICA as follows:

August, 2017 Net Payroll	\$41,626.90
August, 2017 Agency and Board Share FICA	\$26,552.62
TOTAL PAYROLL August, 2017	\$68,179.52

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

PUBLIC INPUT PRIOR TO BOARD ACTION:

- Mrs. DuFour expressed her opposition to the concept of consolidating Franklin Township School, as a response to declining enrollments. She indicated that she felt that it was important for children to have their own school. She also suggested that the preschool program be promoted to the community more, as some parents do not know that it exists.

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS –

Action 18-042

Motion

Motion by R. DiGilio, 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 2016-2017 HIB Self-Assessment for the Franklin Township School District.
- Approve the revised 2017-2018 Master Field Trip Plan
- Approve the September 27, 2017 Travel and Related Expense Report

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

BUILDING AND GROUNDS-RELATED ITEMS – Action 18-043

Motion

Motion by C. Roberto, and seconded by R. Hart, to approve the following block of Building and Grounds-related items, as recommended by the Chief School Administrator:

- Approve the Life Threatening Food Allergy Management Program agreement with Maschio’s Food Services for the 2017-2018 school year.
- Approve the demolition and removal of utility shed #2 (closest to dumpster bed), due to failure of the structural integrity of the unit.
- The M1 Calculation as follows:
 - ***BE IT RESOLVED*** to approve and submit the M1 calculation all of which are made part of the New Jersey Quality Single Accountability Continuum.
- The Comprehensive Maintenance Plan as follows:

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 2017

***BE IT RESOLVED** to approve and submit the Comprehensive Maintenance Plan all of which are part and parcel of the New Jersey Quality Single Accountability Continuum.*

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

TRANSPORTATION-RELATED ITEMS – Action 18-044 **Motion**

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

- Approve adding the following bus stops for the 2017-2018 school year:
 - Yellow Route – 248 Asbury-Anderson Road
 - White Route – Asbury Post Office

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

FINANCE-RELATED ITEMS – Action 18-045 **Motion**

Motion by R. DiGilio, and seconded by C. Roberto, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Retroactively approve contracting with Warren County Special Services School District for summer Social Worker services, consisting of 4 meetings @ \$85.00 per meeting.
- Approve entering into a Contract for In School Nursing Services with Bayada Home Health Care, Inc., for the 2017-2018 school year, for the purpose of securing substitute nurses, on an as-needed basis. Hourly rate charged by Bayada is \$60.00 for a registered nurse.
- Approve applying for and accepting the Rural Education Achievement Program (REAP) grant, for the 2017-2018 school year, in the amount of \$25,890.00.
- Approve the acquisition of 504 support software through Frontline Technologies/Frontline Education at an initial cost of \$2,250.00, through REAP grant funds and to authorize the School Business Administrator pay said amount. Subsequent annual cost is currently set at \$350.00.
- Authorize the School Business Administrator to issue payment to Winsor Learning in an amount not to exceed \$1,000 for supplies being purchased with REAP grant funds.
- Approve contracting with the George Street Playhouse for an assembly program entitled “New Kid” at a cost of \$1,525.00 (2 performances) and to authorize the School Business Administrator to issue payment of said amount to the vendor.
- Approve applying for a “Thank America’s Teachers Grant”, through Farmers Insurance, for the 2017-2018 school year, in the amount of \$2,500.00

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 – September 27, 2017

EXECUTIVE SESSION:

Action 18-046

Motion

Motion by R. DiGilio, and seconded by R. Hart, to enter Executive Session for reasons of personnel issue, 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 8:15 p.m.

Action 18-047

Motion

Motion by R. DiGilio, and seconded by P. Gardner, to reconvene public session.

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

The Board reconvened in public session at 8:25 p.m.

PERSONNEL-RELATED ITEMS – Action 18-048

Motion

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

- Approve Karen Wester as a Media Specialist/Librarian for the 2017-2018 school year. FTE status and guide position unchanged. MS/L represents approximately 15% of the teacher's work day.
- Approve Timothy Duryea as School Safety Specialist for the district for the 2017-2018 school year, and to approve attendance of the same at the forthcoming, required, Department of Education, certification training.
- Approve amending the hours for Karen Chiu from 7.33 to 8, effective October 2, 2017, resulting in a revised annual salary of \$26,502.76, and the following job description partitioning:
 - Sept. 1-Oct. 1, 2017 (3.25 hrs Childcare at \$1,181.05 and 4.08 hrs Library Clerk at \$1,482.15)
 - Oct. 2, 2017 – June 30, 2018 (3.25 hrs Childcare at \$9,684.61 and 4.75 hrs Library Clerk at \$14,154.43)
- Approve a school nurse observation/pediatric rotation for the following Warren County Community College students, on the specified dates, at the Franklin Township Elementary School:
 - Dana Jackson 9/28/17
 - Stephanie Heller 10/5/17
- Amend the work hours for Rosemary Barcellona (Childcare Worker) to 4 hours per day at \$15.09 per hour for 184 days, for the 2017-2018 school year. New total annual salary is \$11,106.24.
- Approve the following individuals as after-school, fall, program instructors, at the compensation specified (\$50/session):
 - Environmental Club

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 2017

- Pamela Fellner – 6 sessions - \$300.00
- Fun With Fitness
 - Charles Purcell – 6 sessions - \$300.00
 - Kaitlin Mastrobattista – 6 sessions - \$300.00
- CIA/Character in Action
 - Michele Lachow – 6 sessions - \$300.00
 - Angela Vinchur – 6 sessions - \$300.00
- Chess Club
 - Michael Micucci – 6 sessions - \$300.00
- Outdoor Art
 - Barbara Weinstein – 6 sessions - \$300.00
 - Janie Brown – 6 sessions - \$300.00
 - Kathleen Peri – 6 sessions - \$300.00
- Student Council
 - Karen Wester – 7 sessions - \$350.00
 - Christiane Gerstner – 7 sessions - \$350.00
- Battle of the Books
 - Pamela Fellner – 6 sessions - \$300.00
- Yearbook (Oct-Dec)
 - Stacy Ackerman – 6 sessions - \$300.00
 - Kathleen Peri – 6 sessions - \$300.00
- Approve the following individuals to participate in the six-part, in-house, after-hours, STEAM, professional development experience, during the 2017-2018 school year, and to approve a stipend of \$500 per person, for the completion of the entire training program:
 - *Ellen Dillon*
 - *Jennifer Fischer*
 - *Julia Cassano*
 - *Janie Brown*
 - *Stacy Ackerman*
 - *Johanna Wachter*
 - *Jessica Wood-Rosso*
 - *Lesley DaSilva*
 - *Michael Miccuci*
 - *Larissa Trumpy*
 - *Karen Kane*
 - *Jennifer Miller*
 - *Pamela Fellner*
 - *Charles Purcell*
 - *Karen Wester*
 - *Barbara Weinstein*
 - *Kaitlin Mastrobattista*
 - *Alesandra Alchermes*
 - *Kaitlyn Rosario*

Franklin Township Board of Education Minutes
Regular Meeting – September 27, 2017

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

BILL LIST -- Action 18-049

Motion

Motion by R. DiGilio, and seconded by P. Gardner, to approve the September 27, 2017 bill list, in the amount of \$203,173.75 and the following non-checks

Date	Check #	To	For	Amount	Account
7/13/2017	N0653	Horizon Hlthcare	MSA DCA Admin	\$48.00	11-000-230-590
7/18/2017	N0655	FTS - Section 125	Flex Debit Card	\$450.40	10-132
7/24/2017	N0656	Horizon Hlthcare	MSA DCA Admin	\$48.00	11-000-230-590
7/24/2017	N0657	FTS - Section 125	Flex Debit Card	\$394.60	10-132
8/1/2017	N0659	FTS - Section 125	Flex Debit Card	\$52.56	10-132
8/8/2017	N0660	FTS - Section 125	Flex Debit Card	\$155.16	10-132
8/14/2017	N0662	Chase NY	Bond Interest	\$18,500.00	40-701-510-834
8/15/2017	N0663	FTS - Section 125	Flex Debit Card	\$190.00	10-132
8/22/2017	N0664	FTS - Section 125	Flex Debit Card	\$170.00	10-132
8/29/2017	N0665	FTS - Section 125	Flex Debit Card	\$149.82	10-132
8/30/2017	N0667	Horizon Hlthcare	MSA DCA Admin	\$36.00	11-000-230-590
8/31/2017	N0668	Horizon Hlthcare	MSA DCA Admin	\$36.00	11-000-230-590

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

ADJOURNMENT - Action 18-050

Motion

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

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

Meeting adjourned at 8:31 p.m.

Respectfully submitted,

Tim Duryea
 Board Secretary / School Business Administrator

Board President: _____

Jean Hansen