

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

TIME AND PLACE: The regular meeting of the Board of Education was held on July 19, 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 7:01 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.

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

PRESENT: Jean Hansen (Board President)
Rudolph DiGilio (Vice President)
Mark Blaszk
Pam Fitzsimmons
Patrick Gardner
Kevin Klus
Charles Roberto

ABSENT: Elizabeth Ames
Renee Hart

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

PUBLIC: Deborah Mannon, Sheri Billows, and Chris Gerstner

JUNE 21, 2017 MINUTES **Action 18-001** ***Motion***

Moved by K. Klus, and seconded by P. Gardner, to approve the minutes of the Regular Meeting of June 21, 2017.

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 1 (Gardner)

CORRESPONDENCE:

- Jerry Bush – Letter of Resignation
- John Cupples – Letter of Retirement

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

PUBLIC INPUT PRIOR TO AGENDA ITEMS: Mrs. Mannon thanked the Board and Administrators for their support of the district's summer programs.

BOARD RETREAT DISCUSSION

It was Board consensus to cancel the regularly scheduled August Board meetings and replace them with one meeting on August 15th at 5:30pm. The Board retreat will be held on that date.

CHIEF SCHOOL ADMINISTRATOR'S REPORT:

Report included comments on the following:

1. Summer projects
2. Summer programs
3. District goals
4. Policy – FYI items

COMMITTEE REPORTS:

1. **Policy** – (Rep-E. Ames) – no additional comments
2. **Legislation**
 - Franklin Township Committee (Rep - Mr. Eagleburger) – Mr. Blaszka reported
 - The merging of the FT Emergency Squad into the FT Fire Department is moving forward with success.
 - The district is acting upon the establishment of a walking trail and parking, across the street from the elementary school.
 - Franklin Township PTA (Rep-J. Hansen) – No Report
 - 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) – No Report

FINANCIAL REPORTS

BOARD SECRETARY AND RECONCILIATION REPORT Action 18-002 *Motion*

Motion by R. DiGilio, and seconded by C. Roberto, to approve the Preliminary Board Secretary and Reconciliation Report of June, 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 **PRELIMINARY** monthly financial reports of the Secretary and the Reconciliation for the Month(s)*

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

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, 7; nays, 0; abstain, 0.

LINE ITEM TRANSFERS AND PAYROLLS – Action 18-003 **Motion**

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

Transfers

<u>Date</u>	<u>Source Account/Title</u>	<u>Target Account/Title</u>	<u>Comments</u>	<u>Amount</u>
06/01/17	11-190-100-610-099-000 SUPPLIES - CROSS CONT	11-401-100-100-000-000 SALARY - CO-CURRIC	Gen Supl. to Co Curr Salary	2,850.00
06/01/17	11-000-100-566-000-000 TUITION TO PRIVATE SCHOOL F	11-000-213-100-000-000 SALARY - NURSE	Tuition to Nurse salary	415.00
06/14/17	11-110-100-101-009-001 SALARY - K SUBSTITUTE	11-120-100-101-000-001 SALARY - GR 1-5 SUBS	K Salary to 1-5 Salary	415.00
06/14/17	11-190-100-610-099-000 SUPPLIES - CROSS CONT	11-190-100-611-003-000 WRKBKS - LANG ARTS	Gen Supplies to Gen Workbooks	400.00
06/14/17	11-212-100-101-000-001 MD Substitute Teacher	11-212-100-610-000-000 MD Supplies	MD Salary to MD Supplies	25.00
06/14/17	11-190-100-610-099-000 SUPPLIES - CROSS CONT	11-422-100-101-000-000 TEACHER SALARY	Gen supl. to ESY Teacher Salary	325.00
06/14/17	11-190-100-610-099-000 SUPPLIES - CROSS CONT	11-422-100-106-000-000 AIDE SALARY	Gen Supl. to ESY Aide Salary	1,960.00
06/14/17	11-000-100-566-000-000 TUITION TO PRIVATE SCHOOL F	11-000-216-610-000-000 SUPPLIES	Tuition to Speech Supl.	705.00
06/14/17	11-000-219-105-000-000 SALARY - CST SECRETARY	11-000-219-320-000-000 PURCH PROF SERVICES	CST Sec Salary to CST Pur Prof Serv	400.00
06/14/17	11-000-230-590-000-000 OTH PURCH SERVICES	11-000-240-610-000-000 SUPPLIES	Supt Pur Svc to Schl Adm Supplies	200.00
06/14/17	11-000-262-110-000-000 SALARY - CUSTODIAL	11-000-262-500-000-000 OTH PURCH SERVICES	Custodial Salary to Custodial Pur Svc	255.00
06/14/17	11-000-262-110-000-000 SALARY - CUSTODIAL	11-000-262-610-000-000 SUPPLIES	Custodial Salary to Custodial Supplies	4,850.00
06/22/17	11-190-100-640-001-000 TEXTBOOKS - MATH	11-190-100-640-002-000 TEXTBOOKS - SCIENCE	Math Textbooks to Science Textbooks	26,000.00
06/28/17	11-000-230-800-000-000 CSA - WKSHPs	11-000-230-890-000-000 MISCELLANEOUS	Admin Wkshp to Admin Misc	2,300.00

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

Reclassifications:

<u>Date</u>	<u>PO Number</u>	<u>Ordering Name</u>	<u>Amount</u>	<u>Reclassification Details and Comments</u>
06/16/17	P201700001	FRANKLIN TOWNSHIP BC	\$150.00	From 11-401-100-100-000-000 to 20-701-200-100-000-000 Move CoCurr to REAP
06/16/17	P201700001	FRANKLIN TOWNSHIP BC	\$11.48	From 11-000-291-220-000-000 to 20-701-200-200-000-000 Move to REAP
06/22/17	P201700001	FRANKLIN TOWNSHIP BC	\$4,952.33	From 11-213-100-106-000-000 to 20-700-200-100-000-000 Move to REAP 15-16
06/22/17	P201700001	FRANKLIN TOWNSHIP BC	\$378.85	From 11-000-291-220-000-000 to 20-700-200-200-000-000 Move to REAP 15-16
06/22/17	P201700001	FRANKLIN TOWNSHIP BC	\$5,764.99	From 11-213-100-106-000-000 to 20-701-200-100-000-000 Move to REAP 16-17
06/22/17	P201700001	FRANKLIN TOWNSHIP BC	\$441.02	From 11-000-291-220-000-000 to 20-701-200-200-000-000 Move to REAP 16-17
06/22/17	P201700107	WILSON LANGUAGE TRA	\$226.80	From 11-230-100-610-000-000 to 20-700-100-600-000-000 Move to REAP
06/22/17	P201700142	GREENWICH TOWNSHOP	\$950.00	From 11-000-223-800-000-000 to 20-700-200-500-000-000 Move to REAP
06/22/17	P201700149	RUTGERS CENTER FOR I	\$200.00	From 11-000-219-800-000-000 to 20-700-200-500-000-000 Move to REAP
06/22/17	P201700151	WCSSSD	\$450.00	From 11-000-223-500-000-000 to 20-700-200-500-000-000 Move to REAP
06/22/17	P201700154	FOUNDATION FOR EDUC	\$750.00	From 11-000-219-800-000-000 to 20-700-200-500-000-000 Move to REAP
06/22/17	P201700251	DOUGLASS DEVELOPME	\$480.00	From 11-000-223-500-000-000 to 20-700-200-500-000-000 Move to REAP

The Net of expense reclassifications on Fund 10 is Expenditures: (\$14,755.47) Cash: \$14,755.47

The Net of expense reclassifications on Fund 20 is Expenditures: \$14,755.47 Cash: (\$14,755.47)

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

PAYROLL APPROVAL – Action 18-004

Motion

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

June, 2017 <i>Net Payroll</i>	<i>\$218,944.47</i>
June, 2017 <i>Agency and Board Share FICA</i>	<i>\$184,265.88</i>
<i>TOTAL PAYROLL June, 2017</i>	<i>\$403,210.35</i>

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

PUBLIC INPUT PRIOR TO BOARD ACTION: None

PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS –

Action 18-005 ***Motion***

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

- Approve the 2017-2018 Master Field Trip Plan (ESY programs only)
- Approve the July 19, 2017 Travel and Related Expense Report

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

TRANSPORTATION-RELATED ITEMS – Action 18-006

Motion

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

- Amend the prior contract approval for bus route #7 with Snyder Bus Services, Inc. for the 2017-2018 school year to read:
 - Route #7
 - Inc/Dec Provision = 1.64
 - Total Base Cost = \$19,929.60
 - Total Renewal Cost = \$19,989.00
 - Renewal increase of 0.3% (CPI)

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

FINANCE-RELATED ITEMS – Action 18-007

Motion

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

- Approve the following contracts for related services for the 2017-2018 school year:
 - Kathleen DiFebo Occupational Therapy \$72/hour
 - Michele DeSanto Physical Therapy \$82/hour
- Authorize the School Business Administrator to issue monthly payments to Horizon Blue Cross/Blue Shield, for dental and health insurance, with approval to occur at the next subsequent Board meeting, in order to assure payments are received in sufficient time, so as to not risk lapse in coverage.
- Approve accepting 2016-2017 Extraordinary Aid funds in the amount of \$142,503.00.
- Approve the cost of student lunches for the 2017-2018 school year to be \$2.75 and staff lunch to be \$3.25 effective September 1, 2017, reflecting a \$0.00 increase over the prior year.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

EXECUTIVE SESSION:

Action 18-008

Motion

Motion by R. DiGilio, and seconded by C. Roberto, 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, 7; nays, 0; abstain, 0.

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

The Board entered Executive Session at 7:50pm.

Action 18-009

Motion

Motion by P. Gardner, and seconded by C. Roberto, to reconvene public session.

This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

The Board reconvened in public session at 8:10pm

Action 18-010

Motion

Motion by M. Blaszk, and seconded by P. Fitzsimmons to approve and make public the Executive Session minutes of June 21, 2017

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 1 (Gardner)

PERSONNEL-RELATED ITEMS – Action 18-011

Motion

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

- Approve the 2017-2018 substitute list. (**Attachment A6**)
- Approve Randy Custodio as a summer custodial/maintenance worker for the summer of 2017, at an rate of \$12.25/hour.
- Accept a letter of retirement from John Cupples, effective 7/31/17, with regret.
- Accept a letter of resignation from Jerry Bush, effective 7/14/17, with regret.
- Approve revising the full-time equivalent status of Carmita Mongrella as a part-time World Language Teacher for the 2017-2018 school year on Step13/MA of the teachers' salary guide, to .4FTE, and amending the salary of the same from \$18,690.00 to \$24,920.00.
- Approve advertising/posting for the following positions, per the resignations of Mr. Cupples and Mr. Bush:
 - Teacher
 - Custodial/Maintenance Person
- Amend the hours for the following ESY aides, to reflect an increase in hours from 5.5 per day to 6 per day, per an increase in the actual time needed to cover the daily bus runs and to adjust said employees pay proportionately, retroactive to the first day of the ESY program:
 - Karen Chiu - 6 hrs/day (\$3,240 total for 30 days x 6 hours per day x \$18/hr)
 - Jessica Whiffen - 6 hrs/day (\$3,240 total for 30 days x 6 hours per day x \$18/hr)
- Approve Theresa Goretti as an ESY Speech teacher for the summer of 2017, at a rate of \$70 per hour, retroactive to the first day of the ESY program.
- Approve Angela Vinchur as a part-time school social worker for the 2017-2018 school year, at an annual salary of \$11,140.00. Full-time equivalent is .2 (one day per week).

Franklin Township Board of Education Minutes
Regular Meeting – July 19, 2017

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 1 (Roberto).

BILL LIST -- Action 18-012

Motion

Motion by R. DiGilio, and seconded by P. Gardner, to approve the June 22-30, 2017 bill list, in the amount of \$60,142.33, the 7/19/17 bill list, in the amount of \$91,248.08 and the following non-check payments:

N0640	5/31/17	FRANKLIN TOWNSHIP BOARD			
		Grade 1-5 Art	2,610.75	P201700001	11-120-100-101-004-000

This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

MEETING DATES - Action 18-013

Motion

Motion by M. Blaszk, and seconded by P. Gardner, to approve moving the second August Board meeting to August 15, 2017 at 5:30pm and to cancel the August 1, 2017 meeting.

This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

ADJOURNMENT - Action 18-014

Motion

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

This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 0.

Meeting adjourned at 8:29pm.

Respectfully submitted,

Tim Duryea
Board Secretary / School Business Administrator

Board President:



Jean Hansen