

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

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on April 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 7:03 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)  
Elizabeth Ames  
Mark Blaszk  
Pam Fitzsimmons  
Patrick Gardner  
Kevin Klus

**ABSENT:** Renee Hart  
Charles Roberto

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

**PUBLIC:** Deborah Mannon, Julia Cassano, Karen Wester

**APRIL 4, 2017 MINUTES Action 17-047 Motion**

Moved by R. DiGilio, and seconded by E. Ames, to approve the minutes of the Regular Meeting of April 4, 2017, as amended (add notation of presentation by Kathy Hellewa on NJSBA Strategic Planning).

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 2 (Blaszk, Klus)*

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**CORRESPONDENCE:** None

**PUBLIC INPUT PRIOR TO AGENDA ITEMS:**

- Karen Wester – Commented on the success of the Wizard of Oz and Egg Hunt programs.

**CHIEF SCHOOL ADMINISTRATOR'S REPORT:**

Report included comments on the following:

1. One Book One School Program
2. School Calendar
3. World Language Teacher and CST Secretary positions
4. Middle States Accreditation
5. Technology Updates
6. PARCC Testing
7. District Improvement Plan
8. School Performance Report
9. Tools for Teaching Program
10. Curriculum Updates
11. Conferences

**HEALTH INSURANCE UPDATE:** Mr. Duryea provided a brief update on the district's health insurance plans.

**COMMITTEE REPORTS:**

**1. Policy – (Rep-E. Ames)**

- First reading for Special Education policies
- Review of Alert 210 just completed
- Review of Alert 211 forthcoming

**2. Legislation**

- Franklin Township Committee – (Rep - Mr. Eagleburger) – No report.
- Franklin Township PTA (Rep-J. Hansen) – Mrs. Mannon reported
  - Lip Sync
  - Cultural Arts
  - Staff Appreciation
  - Spiritware
  - Fund raising
- Legislative/NJSBA Delegate (Rep-C. Roberto) – No report
- NJASA (Rep-M. Eagleburger) –
  - Spring Conference and Small Schools Committee information
- Warren County SBA (Rep-E. Ames) –
  - Mr. Blaszkowski will be recognized at the May WCSBA meeting, for ten years of service on the Board of Education.

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**RE-APPOINTMENTS – Action 17-056**

**Motion**

Motion by R. DiGilio, and seconded by P. Gardner, to approve the following re-appointments for the 2017/2018 school year:

504 Compliance Officer	Deborah Mannon
Affirmative Action Officer	Deborah Mannon
Anti Bullying Coordinator	Deborah Mannon
Anti Bullying Specialist	Michele Lachow
Asbestos/AHERA Coordinator	Loren Hamblin
Assessment Program Coordinator	Matthew Eagleburger
Attendance Officer	Deborah Mannon
Bank Account Reconciler	Chelsea Siegfried
Bus Discipline Coordinator	Matthew Eagleburger
Business Administrator/Board Secretary	Timothy Duryea
Civil Rights Coordinator	Deborah Mannon
Dept. of Children and Families Liason	Michele Lachow
Homeless Education Liaison	Michele Lachow
Indoor Air Quality Designee	Loren Hamblin
Newspaper (Official)	The Star Gazette
Newspaper (Alternate)	The Express Times
Official for Investments and Wires	Tim Duryea
PTA Liaison	Sandy Siroky and Karen Wester
Public Agency Compliance Officer	Timothy Duryea
Purchasing Agent	Timothy Duryea
Records (Custodian of)	Timothy Duryea
Right-to Know Coordinator	Loren Hamblin
School Architect of Record	Parette Somjen Architects
School Attorney	SSEC&Z
School Auditor	Bedard, Kurowicki & Co., CPA's, PC
School Health/Dental/Life AD&D Broker	Brown & Brown
School Integrated Pest Management Coordinator	Loren Hamblin
School Physician	Dr. Charles Evans
School Property and Casualty Insurance Broker	CBIZ Insurance Services, Inc.
Substance Awareness Coordinator	Michele Lachow
Tax Shelter Annuity Companies	AXA Equitable/Equivest, Phoenix Life and Annuity, and Prudential
Toxic Hazardous Preparedness Monitor	R.K. Environmental
Toxic Hazardous Preparedness Officer	Loren Hamblin
Water & Waste Treatment Plant Lic. Operator	Natural Systems Utilities

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

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**BANKING – Action 17-056**

***Motion***

Motion by M. Blaszk, and seconded by K. Klus, to approve signatures on the bank accounts maintained by the Board of Education of Investors Bank for the 2017/2018 school year as follows:

FTS BOE Cafeteria Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Child Care Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Student Activity Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE General Fund Account (3 of 4 signatures)	Board Secretary/ Superintendent/ President/ Vice President
FTS BOE Payroll Net Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Payroll Agency Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Section 125 Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS Payroll Escrow Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Petty Cash Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Fan Account (2 of 2 signatures)	Board Secretary/Superintendent
FTS BOE Capital Reserve Account (2 of 2 signatures)	Board Secretary/Superintendent

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

**PUPIL RECORDS – Action 17-056**

***Motion***

Motion by E. Ames, and seconded by P. Fitzsimmons, to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:3(a) 2 and Board of Education Policy 8330 “Pupil Records”;

- Personal data identifying each pupil enrolled in the district including pupil’s name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender, Recording religious or political affiliation of pupil or parent is prohibited unless requested by the parent;
- Daily attendance;
- Description of pupil progress, including grade level, according to evaluation system used by the district;
- History and status of physical health per state regulations;
- Grade level and program assignments;
- Special education records pursuant to relevant rules and laws; and
- All other records required by the New Jersey State Board of Education.

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

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**LINE ITEM TRANSFERS – Action 17-056**

***Motion***

Motion by R. DiGilio, and seconded by K. Klus, 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>
03/30/17	11-000-251-105-000-000 SALARY - BUSINESS OFF	11-000-251-890-000-000 WORKSHOPS	Bus Off Salary to Bus Office Misc	200.00
04/01/17	11-130-100-101-001-000 SALARY - GR 6 MATH	11-130-100-101-003-000 SALARY - GR 6 LANG ARTS	6th Math to 6th LA	23,800.00

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

**BOARD SECRETARY AND RECONCILIATION REPORT Action 17-065** ***Motion***

Motion by R. DiGilio, and seconded by M. Blaszk, to approve the Board Secretary and Reconciliation Report March, 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 **March, 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.*

**PAYROLLS – Action 17-057**

***Motion***

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

March, 2017 Net Payroll	\$153,594.10
March, 2017 Agency and Board Share FICA	<u>\$140,239.78</u>
<b>TOTAL PAYROLL March, 2017</b>	<b>\$293,833.88</b>

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

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

**POLICY-RELATED ITEMS –**

**Action 17-058**          **Motion**

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

- Approve the following policies/regulations for first reading:
  - Policy Guide 2460 - Special Education (Revised)
  - Regulation Guide 2460 - Special Education (Revised)
  - Regulation Guide 2460.1 - Special Education - Location, Identification, and Referral (Revised)
  - Regulation Guide 2460.8 - Special Education - Free and Appropriate Public Education (Revised)
  - Regulation Guide 2460.9 - Special Education - Transition From Early Intervention Programs to Preschool Programs (Revised)
  - Regulation Guide 2460.15 - Special Education - In-Service Training Needs for Professional and Paraprofessional Staff (New)
  - Policy Guide 2467 - Surrogate Parents and Foster Parents (Revised)

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

**PROGRAM, CURRICULUM, AND INSTRUCTION-RELATED ITEMS –**

**Action 17-058**          **Motion**

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

- Approve the 2017-2018 School Calendar
- Approve the April 19, 2017 Travel and Expense Reimbursement Form.
- Approve the revised 2016-2017 Master Field Trip Plan.

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

**EXECUTIVE SESSION:**

**Action 17-050**

**Motion**

Motion by R. DiGilio, and seconded by P. Gardner, to enter Executive Session for reasons of confidential student information, 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 15 minutes).

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

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The Board entered Executive Session at 7:44 pm.

**Action 17-051**

***Motion***

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

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

The Board reconvened in public session at 7:51 pm

**BILL LIST -- Action 17-062**

***Motion***

Motion by M. Blaszk, and seconded by R. DiGilio, to approve the April 19, 2017 bill list, in the amount of \$55,883.57 and the following non-check payments:

Entry #	Date	To	Acc. #	Amount
N0622	3/7/2017	FTS-Section 125	10-132	\$82.96
		Flex Debit Card Paid From Gen Account		
N0624	3/14/2017	FTS-Section 125	10-132	\$30.39
		Flex Debit Card Paid From Gen Account		
N0625	3/16/2017	FTS Agency Account	11-000-291-241	\$75,737.90
		PERS Pension Assessment		
N0626	3/21/2017	FTS-Section 125	10-132	\$233.00
		Flex Debit Card Paid From Gen Account		
N0627	3/23/2017	Horizon Healthcare	11-000-230-590	\$48.00
		Flex Admin Fees		
N0628	3/28/2017	FTS-Section 125	10-132	\$25.00
		Flex Debit Card Paid From Gen Account		
N0630	3/31/2017	FTS Agency Account	10-132	\$1.87
		Return Overpayment		
N0628	3/28/2017	FTS Childcare	10-132	\$322.25
		Payroll Return		

March approval for 2/28/17 payment shown as N0614 amended to N0621.

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

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**ADJOURNMENT - Action 17-063      *Motion***

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

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

*Meeting adjourned at 7:52pm.*

Respectfully submitted,



Tim Duryea  
Board Secretary / School Business Administrator

Board President: \_\_\_\_\_

  
**Jean Hansen**