

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

- TIME AND PLACE:** The regular meeting of the Board of Education was held on November 20, 2013 by the Board of Education of the Franklin Township School District, Warren County, in the Franklin Township School All-Purpose Room, 52 Asbury-Broadway Road, Washington, NJ 07882.
- CALL TO ORDER:** School Board President, Jeannene Butler, 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 7, 2013. Notice of Public Hearing was also published in the Express Times and posted at the Franklin Township Municipal Building, at the Franklin Township School, and at the Star Gazette.
- FLAG SALUTE:** Pledge of Allegiance and a moment of silence.
- PRESENT:** Jeannene Butler (Board President)
Jean Hansen (Vice President)
Elizabeth Ames
Renee Hart
Sudha Kantor
David Orban
Charles Roberto
Stacy Roth (arrived at 7:05pm)
- ABSENT:** Michael Fama
- PRESENT:** DISTRICT ADMINISTRATORS
Matthew Eagleburger, Chief School Administrator/ Principal
Tim Duryea, School Business Administrator/Board Secretary
- RECOGNITION OF PUBLIC:** None
- ARRIVAL OF S. ROTH:**
Stacy Roth arrived at 7:05pm, prior to the approval of the Board minutes.

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

MINUTES:

OCTOBER 16, 2013 MINUTES Action 14-064

Motion

Moved by E. Ames, and seconded by D. Orban, to approve the minutes of the Regular Meeting of October 16, 2013, as amended.

This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain, 1. (Roth)

PUBLIC HEARING: COMPREHENSIVE ANNUAL FINANCIAL REPORT

Mr. Duryea presented an over view of the 2012-2013 CAFR, including an explanation of the materials in the audit synopsis. There were no recommendations by the auditor. As there were no members of the community in the audience, no questions were presented.

Action 14-065

Motion

Motion E. Ames, and seconded by J. Hansen, to accept the June 30, 2013 Comprehensive Annual Financial Report (CAFR) as presented by Mr. William Colantano, School Board Auditor

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

Action 14-066

Motion

Motion R. Hart, and seconded by C. Roberto, to approve Audit Recommendations and the Corrective Action Plans as follows:

- No recommendations

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

PUBLIC INPUT ON AGENDA ITEMS: None

PUBLIC PRESENTATION ON 2013 STATE TEST SCORES:

Mr. Eagleburger reviewed the results of the 2013 State test scores for the Franklin Township School District and an extended time of questions and answers followed.

CHIEF SCHOOL ADMINISTRATOR'S REPORT:

1. No additional narrative was given by Mr. Eagleburger, regarding the regular monthly reports that are distributed to the Board members.

COMMITTEE REPORTS:

1. **Program, Curriculum, Instruction & Technology** – (Rep-S. Roth)
 - a. Resolution of various technology problems
 - b. Language Arts Curriculum
2. **Policy** – (Rep-E. Ames)
 - a. Refer to monthly report
3. **Legislation**
 - a. Franklin Township Committee (Rep-J. Butler) - minutes available on website
 - b. Franklin Township PTA (Rep-J. Hansen)
 - i. Holiday Boutique
 - ii. Tricky Tray

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

- c. Land Use Board (Rep-R. Hart)
 - i. No updates
 - d. Legislative (Rep-J. Hansen)
 - i. Filing date for school board candidates
 - ii. Screening of students for dyslexia
 - iii. Facebook bill
 - iv. Discrimination against employees seeking information from other employees
 - v. NJ Safe Act
 - e. NJSBA Delegate (Rep-D. Orban)
 - i. Delegate Assembly (election of Vice President/Superintendent’s salary cap study/Parent Connections presentation)
 - f. NJASA (Rep-M. Eagleburger)
 - i. No updates
 - g. Warren Hills Regional School District – minutes available on website
 - h. Warren County SBA (Rep-E. Ames)
 - i. No updates
- 4. Building & Grounds & Transportation & Cafeteria – (Rep-M. Fama. J. Hansen presented in Mr. Fama’s absence)**
- a. Custodial position open
 - b. Black Seal license for Mr. Duryea
 - c. Small gas leak resolved
- 5. Finance – (Rep-J. Butler)**
- a. Qualified Purchasing Agent certification for Mr. Duryea
 - b. Horizon prescription drug coverage
 - c. Include Mrs. Ames as in attendance at meeting
- 6. Personnel – (Rep-J. Butler)**
- a. Custodian termination (details not discussed in public)
 - b. Temporary use of substitute custodians
 - c. Maternity leave return
 - d. New paraprofessional position
 - e. Election results and need for two additional Board members
 - Mrs. Ames and Mrs. Kantor were both elected for three-year terms
 - Mrs. Butler was elected for a two-year term

FINANCIAL REPORTS:

LINE ITEM TRANSFERS – Action 14-067

Motion

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

09/01/1311-000-100-565-000-000 TUITION-WCSSD	11-000-270-518-000-000 CONTRACT SP ED	Spec Ed Tution to Spec Ed Trans	9,300.00
09/01/1311-000-219-104-000-000 SALARY - CST	11-000-270-518-000-000 CONTRACT SP ED	CST Salary to Spec Ed Trans	9,000.00
09/01/1311-000-262-520-000-000 INSURANCE	11-000-270-518-000-000 CONTRACT SP ED	P&C Insurance to Spec Ed Trans	2,000.00
09/01/1311-000-270-503-000-000 AID IN LIEU	11-000-270-518-000-000 CONTRACT SP ED	Aid in Lieu to Spec Ed Trans	7,000.00
09/01/1311-000-291-270-000-000 INS - HLTH/DENTL/LIFE	11-000-270-518-000-000 CONTRACT SP ED	Empl. Bene. to Spec Ed Trans	9,200.00
09/01/1311-000-291-270-000-000 INS - HLTH/DENTL/LIFE	11-000-270-513-000-000 PRIVATE SCH ROUTES	Empl Bene to Priv Sch Trans	8,100.00

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

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

PAYROLLS – Action 14-068

Motion

Motion by R. Hart, and seconded by C. Roberto, to approve the September 2013 Payroll and Payroll Agency/FICA as follows:

September 2013 Net Payroll	\$147,072.89
September 2013 Agency and Board Share FICA	<u>\$130,905.12</u>
TOTAL PAYROLL September 2013	\$277,978.01

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

AUGUST FINANCIAL REPORTS – Action 14-069A

Motion

Motion by S.Roth, and seconded by J.Hansen, to approve the corrected August, 2013 Treasurer's Report – Line 10(2,3,4)

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

SEPTEMBER FINANCIAL REPORTS – Action 14-069B

Motion

Motion by R. Hart, and seconded by D. Orban, to approve the corrected August, 2013 Treasurer's Report August, 2013:

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 Treasurer for the Month(s) of **August, 2013**; 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 overexpended 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.

CORRESPONDENCE: None

PUBLIC INPUT PRIOR TO BOARD ACTION: None

PROGRAM, CURRICULUM, INSTRUCTION & TECHNOLOGY RELATED ITEMS:

Action 14-070

Motion

Motion by R. Hart, and seconded by J. Hansen, to approve the following block of Program, Curriculum, Instruction & Technology-related items, as recommended by the Chief School Administrator:

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

- Approval of first reading of district’s Technology Curriculum
- Approval of staff development experiences and travel expense reimbursement

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

POLICY RELATED ITEMS:

Action 14-071

Motion

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

- Approval of the final reading of the following policies:
 - 4425.1 – Modified Duty Early Return to Work Programs
 - 4432 – Sick Leave
 - 3432 – Sick Leave
 - 4130 – Assignment and Transfer
 - 4160 – Physical Education
 - 4321 – Acceptable Use of Computer Network(s) /Computers and Resources by Support Staff Members

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

BUILDING AND GROUNDS, TRANSPORTATION, AND CAFETERIA RELATED ITEMS:

Action 14-072

Motion

Motion by R. Hart, and seconded by J. Hansen, to approve the following block of Building and Grounds and Transportation & Cafeteria-related items, as recommended by the Chief School Administrator:

- Approve the “Agreement for Local Education Agencies Consolidating School Meal Programs” between the Warren County Special Services and Franklin Township school districts, for the 2013-2014 school year.

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

FINANCE-RELATED ITEMS:

Action 14-073

Motion

Motion by D. Orban, and seconded by J. Hansen, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Contract with Advancing Opportunities for assistive technology evaluation of a classified student (\$880.00), assistive technology staff training \$115.00/hour and travel costs.
- Approve the wire transfer of \$462.50 to Horizon Healthcare Insurance Agency or its designee, to establish a prefund for the district’s flex spending debit card system.

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

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

EXECUTIVE SESSION:

Action 14-074

Motion

Motion by D. Orban, and seconded by R. Hart, to enter Executive Session for reasons of personnel matters and confidential student information, with information to be released at a date, not yet determined. (It is estimated that the Board will be in Executive Session for 30 minutes.)

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

Board entered Executive session at 8:59pm.

Action 14-075

Motion

Motion by E. Ames, and seconded by S. Kantor, to reconvene Public Session

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

Board left Executive session at 9:43pm.

Action 14-076

Motion

Motion by S. Kantor, and seconded by J. Hansen, to approve the Executive Session minutes of September 18, 2013 and to make them public.

This motion was ADOPTED as follows: ayes, 7; nays, 0; abstain,1 (Roth).

Action 14-077

Motion

Motion by S. Kantor, and seconded by E. Ames, to approve the Executive Session minutes of Octboer 16, 2013, as amended, and to make them public.

This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain,2 (Roth, Orban).

PERSONNEL-RELATED ITEMS:

Action 14-078

Motion

Motion by D. Orban, and seconded by S. Kantor, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Approve the following volunteers for the 2013-2014 school year: Brendan Barry and Cassie Eckhardt.
- Approve the following substitutes for the 2013-2014 school year, at the district's established pay rate:
 - Grace Ann Murphy (teacher)
 - Eileen Guilfoyle (black seal custodian)

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

- **WHEREAS**, Karl Rock received the greatest number of write-in votes for the district's vacant Board of Education position (3-year term), and **WHEREAS**, Mr. Rock had declined to accept the position, **BE IT RESOLVED**, that the Board of Education will conduct interviews of interested parties for said position and will make an appointment of the Board's choosing.
- Approve hiring Marie Maren as a full-time paraprofessional at an hourly rate of \$13.89 (NC1).
- Approve the termination of employment of Theresa DeLorenzo, upon 30 days notice, effective 11/30/13.
- Approve posting for a full-time custodial/maintenance position.
- Grant Karen Wester FMLA leave for 12 weeks, commencing November 13, 2013, subject to clearance to return to work.

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

NOVEMBER BILL LIST – Action 14-079

Motion

Motion by D. Orban, and seconded by R. Hart, to approve the November, 2013 bill list in the amount of \$152,629.85.

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

NEW BUSINESS

Mrs. Butler initiated discussion on how the Board would implement the new Committee-of-the-Whole structure. After discussion, it was the consensus of the Board to have two monthly meetings, the first meeting to be held on the first Tuesday of the month and second meeting to be held on the third Wednesday of the month, with the first meeting to serve, primarily, as a work meeting to discuss various issues. Although the Board will operate as a committee of the whole, they will retain the Policy Committee and the Negotiations Committee in their current format, because of their greater time demands. These two committees will meet on the first Tuesday of the month, immediately following the Board meeting held on that night (approx. 8pm). Additional meetings, particularly for negotiations, can be called by the respective committee chairs.

ADJOURNMENT - Action 14-080

Motion

Motion by E. Ames, and seconded by D. Orban, to adjourn the meeting.

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

Meeting adjourned at 10:18pm.

Respectfully submitted,

Franklin Township Board of Education Minutes
Regular Meeting – November 20, 2013

Tim Duryea
Board Secretary / School Business Administrator

Board President: _____
Jeannene Butler