

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 21, 2013**

---

**TIME AND PLACE:** The regular meeting of the Board of Education was held on August 21, 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 7:15 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.

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

**PRESENT:** Jeannene Butler (Board President)  
Jean Hansen (Vice President)  
Elizabeth Ames  
Michael Fama  
Sudha Kantor  
David Orban  
Charles Roberto (arrived 7:17pm)  
Stacy Roth

**ABSENT:** Renee Hart

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

**RECOGNITION OF PUBLIC:** None

**MINUTES:**

**JULY 17, 2013 MINUTES Action 14-024** ***Motion***  
Moved by E. Ames, and seconded by M. Fama, to approve the minutes of the Regular Meeting of July 17, 2013.

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

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 21, 2013**

---

**PUBLIC INPUT ON AGENDA ITEMS:** None

**ROBERTO ARRIVAL**

Charles Roberto arrived at 7:17pm, before the CSA Report.

**CHIEF SCHOOL ADMINISTRATOR’S REPORT:**

1. Building preparation update
2. Calendar update
3. Enrollment update
4. Volunteer List (Board input to edit out non-active volunteers)
5. Science teacher update
6. 2<sup>nd</sup> grade long-term sub
7. 3<sup>rd</sup> grade long-term sub
8. Franklin Reading Project
9. District goals from Robyn Meehan
10. Custodial appointment
11. Mailing of student letters/busing information

**COMMITTEE REPORTS:**

1. **Program, Curriculum, Instruction & Technology** – (Rep-S. Roth)
  - a. Website enhancements
  - b. 21<sup>st</sup> Century curriculum
  - c. G&T/Enrichment
  - d. Franklin Reading Project
2. **Policy** – (Rep-E. Ames)
  - a. Committee minutes (no discussion)
  - b. Committee Structure Discussion (Policy Committee will investigate options. How do other Boards function.)
3. **Legislation**
  - a. Franklin Township Committee (Rep-J. Butler ) - minutes available on website
  - b. Franklin Township PTA (Rep-J. Hansen)
    - i. New officers
    - ii. Tricky Tray 4/15/14
    - iii. Fall Festival 10/25/13
    - iv. Trying to resolve scholarship issues
  - c. Land Use Board (Rep-R. Hart)
    - i. No updates
  - d. Legislative (Rep-J. Hansen)
    - i. Governor Christie vetoed sub-contracting bill
    - ii. Board member of the year application due 9/6/13
    - iii. Anti-bullying information – Lines still gray.
  - e. NJSBA Delegate (Rep-S. Roth)
    - i. New delegate will need to be appointed to fill the vacancy at reorganization
    - ii. Review of delegates responsibilities
  - f. NJASA (Rep-M. Eagleburger) – No new updates
  - g. Warren Hills Regional School District – minutes available on website

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 21, 2013**

---

- h. Warren County SBA (Rep-E. Ames)
  - i. No updates
- 4. Building & Grounds & Transportation & Cafeteria – (Rep-M. Fama).**
  - a. Building preparation for new school year.
  - b. Bus route for preschool students
  - c. April Truszkowski received Black Seal license.
  - d. Following all of the committee reports, there was also discussion on the district bus routes and the student wait time in the All-Purpose Room at the end of the day. It was the consensus of the Board of Education to periodically review the routes for the most effective blending of efficiencies and convenience.
- 5. Finance – (Rep-J. Butler)**
  - a. IDEA Grant
  - b. NCLB Grant
  - c. Reduction in State debt service assessment
  - d. Maintenance Reserve Account
  - e. Rod Grant
  - f. E-Rate Update
  - g. Extraordinary Aid
  - h. Surplus funds
- 6. Personnel – (Rep-J. Butler)**
  - a. Part-time custodial appointment
  - b. LDTC Emergent Hire application
  - c. Mentoring for Deborah Mannon

**FINANCIAL REPORTS:**

**JUNE BILL LIST – Action 14-025**

***Motion***

Motion by S. Roth, and seconded by J. Hansen, to approve the revised June 2013 bill list in the amount of \$193,845.84.

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

**JULY BILL LIST – Action 14-026**

***Motion***

Motion to approve the revised July, 2013 bill list in the amount of \$124,629.18.

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

**LINE ITEM TRANSFERS – Action 14-027**

***Motion***

Motion by S. Roth, seconded by J. Hansen, to approve the following 2012-2013 line item transfers:

- \$2,000.00 from 11-000-251-104 (SBA Salary) to 11-000-251-105 (Bus Office Salary)
- \$2,686.00 from 11-000-291-270 (Hlth/Den Ins) to 10-000-100-566 (Charter School)

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 21, 2013**

---

- \$7,100.00 from 11-000-291-270 (Hlth/Den Ins) to 11-000-291-290 (Emp Bene other)
- \$640.00 from 11-422-100-322 (ESY Pur Prof) to 11-422-100-322 (ESY Tchr Salary)
- \$1,230.00 from 11-000-219-890 (CST Misc) to 11-000-219-104 (CST Salary)
- \$160.00 from 11-000-222-610 (Library Spl) to 11-000-222-104 (Library Salary)

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

**JUNE FINANCIAL REPORTS – Action 14-028 Motion**

Motion by S. Kantor, and seconded by J. Hansen, to approve the Board Secretary and Treasurer’s Report June, 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 June, 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 14-029**

**Motion**

Motion by S. Roth, and seconded by D. Orban, to approve the following block of Program, Curriculum, Instruction & Technology-related items, as recommended by the Chief School Administrator:

- First reading of the district’s 21<sup>st</sup> Century and Life Skills Curriculum
- Final reading of the district’s Handwriting and Keyboarding Curriculum

*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 – August 21, 2013**

---

**POLICY RELATED ITEMS:**

**Action 14-030**

***Motion***

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

- Approve the following policies, regulations and bylaws for first reading:
  - 3425.1 Policy and Regulation
  - 2624 Regulation
  - 6470 Regulation
  - 2431.4 Policy
  - 0132 Bylaw
  - 2415 Policy
  - 2431 Policy
  - 2431.1 Regulation
  - 2431.2 Regulation
  - 2468 Policy
  - 3230 Policy and Regulation
  - 3281 Policy and Regulation
  - 4230 Policy and Regulation
  - 4281 Policy and Regulation
  - 6163 Policy
  - 6480 Policy
  - 8505 Policy

*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 14-031**

***Motion***

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

- Approve the 2013/2014 bus routes;
- Retroactively approve contract with Bonney Interiors for the installation of a drop ceiling in the school's 200 wing hallway at a cost of \$5,936.00.
- Approve the cost of student lunch to \$2.65 and staff lunch to \$3.15 effective September 1, 2013, reflecting no increase over the prior year;
- Approve contracting with Warren County Special Services for the provision of transportation of our in-house preschool-handicapped students (AM & mid-day).
- Approve disposition of ten damaged wafer-board folding tables.

*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 – August 21, 2013**

---

**FINANCE-RELATED ITEMS:**

**Action 14-032**

***Motion***

Motion by M. Fama, and seconded by S. Kantor, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Participation in the Western States Contracting Alliance, for purposes of purchasing cell phone service through Sprint, at a discounted rate.
- Amend the 2012-2013 transfer from maintenance reserve, as follows:
  - \$3,915.00 to 11-000-262-420 amended to 11-000-261-420
  - \$13,882.75 to 11-000-263-420 amended to 11-000-261-420
- Approve the revision to the 2013-2014 budget to reflect the reduction in Debt Service Assessment by the State of New Jersey in the amount of \$6,876.00 and to authorize the reallocation of said reduction to a separate expense account, via a line item transfer.
- Motion to acknowledge and accept the 2012-2013 Extraordinary Aid allocation in the amount of \$147,500.00 and to retroactively accrue said revenues in the 2012-2013 to reflect the revised amount. (Approx. a 1/3 pro-ration reduction from the funds we qualified for.)
- Retroactively approve an Extended-School-Year contract with the Phillipsburg Board of Education for a Franklin Township student attending their program in the summer of 2013, at a cost of \$1,942.00 for tuition and \$2,447.00 for a personal aide.
- To transfer anticipated 2012-2013 year surplus to Maintenance Reserve and Capital Reserve as follows:

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Franklin Township Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve and Capital Reserve accounts at year end, and

**WHEREAS**, the Franklin Township Board of Education has determined that not to exceed \$250,000.00 is available for such purpose of transfer; and

**WHEREAS**, the Franklin Township Board of Education has authorized the district's School Business Administrator to make transfers consistent with all applicable laws and regulations for the 2012-2013 school year;

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 21, 2013**

---

**NOW THEREFORE BE IT RESOLVED**, by the Franklin Township Board of Education that it hereby retroactively approves of the following transfers executed by the district's School Business Administrator, effective 6/30/13:

- \$42,500.00 transferred from current year surplus to Capital Reserve
- \$97,000.00 transferred from current year surplus to Maintenance Reserve
- \$730.23 in Capital Reserve Interest transferred to Capital Reserve

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

**EXECUTIVE SESSION MINUTES:**

**Action 14-033**

***Motion***

Motion by E. Ames, and seconded by S. Kantor, to approve the Executive Session minutes of June 19, 2013 and to make them public.

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

**Action 14-034**

***Motion***

Motion by D. Orban, and seconded by E. Ames, to approve the Executive Session minutes of July 1, 2013 and to make them public.

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

**Action 14-035**

***Motion***

Motion by S. Roth, and seconded by J. Hansen, to approve the Executive Session minutes of July 17, 2013 and to make them public.

*This motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 2 (Roberto, Hansen).*

**PERSONNEL-RELATED ITEMS:**

**Action 14-036**

***Motion***

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

- Approve hiring Pamela Fellner as a teacher for the 2013-2014 school year at Starting Step/BA, at an annual salary of \$47,995.00.
- Approve hiring Michael Graziano as a part-time custodian for the 2013-2014 school year, at an hourly rate of \$15.58, effective September 1, 2013.
- Retroactively approve Debbie Mannon at a rate of \$50.00 per hour for the summer of 2013 for work with the Child Study Team.

**Franklin Township Board of Education Minutes**  
**Regular Meeting – August 21, 2013**

---

- Retroactively approve Pauline Albrecht for additional hours associated with the Child Study Team for the summer of 2013, at her pro-rated hourly equivalent.
- Accept the declination of employment as a long-term substitute for the 2013-2014 school year by Lauren Dragotta.
- Approve hiring Theresa Bifano as a long-term substitute for Julie Shellaway, during her maternity leave during the 2013-2014 school year at a daily rate of \$75.00 per day for the first 20 days and \$85 per day for the 21<sup>st</sup> day and successive days.
- Approve hiring Katelyn VanHorn as a long-term substitute for Lesley DaSilva, during her maternity leave during the 2013-2014 school year at a daily rate of \$75.00 per day for the first 20 days and \$85 per day for the 21<sup>st</sup> day and successive days.
- Approve the 2013-2014 Full-Time School Principal Waiver Request.
- Approve applying for an emergent hiring of Debbie Mannon as an LDTC and the payment of an amount not-to-exceed \$3,000.00 for the 2013-2014 school year for her principal certificate program, including, but not limited to costs for the required mentor.
- Motion to approve the 2013/2014 Volunteer List as recommended by the Chief School Administrator.
- Motion to approve the 2013/2014 Substitute List as recommended by the Chief School Administrator
- Approve Debbie Mannon as the lead teacher, for the 2013-2014 school year, in the absence of the Chief School Administrator.
- Approving the 2013/2014 Substitute List as follows:
  - Teachers at a rate of \$75.00 per day as needed;
  - Nurses at a rate of \$100.00 per day as needed;
  - Teacher Assistants at a rate of \$75.00 per day as needed;
  - Custodians at a rate of \$10.00/per hour without a black seal and \$15.00/hour with a black seal as needed;
  - OT Assistants at a rate of \$75.00 per hour as needed; and
  - Secretaries at a rate of \$75.00 per day as needed.
  - Appointments effective September 1, 2013:
- Approve a retroactive increase in hourly pay of \$2.00 for April Truszkowski, effective July 22, 2013, for the acquisition of a Black Seal Boiler Operators License. New hourly rate is \$15.36.
- Approve the following rates/hours for teaching staff members involved in the 2013-2014 Franklin Reading Project in-house training program, and to post for the instructor positions for said project:
  - Instructors (2) - 46 hours each (max) Rate-\$50.00/hour
  - Participants (est 10) - 20 hours each(max) Rate-\$50.00/hour

*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 – August 21, 2013**

---

**AUGUST BILL LIST – Action 14-037**

***Motion***

Motion by S. Roth, and seconded by J. Hansen, to approve the August, 2013 bill list in the amount of \$256,659.16.

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

**ADJOURNMENT - Action 14-038**

***Motion***

Motion by D. Orban, and seconded by C. Roberto, to adjourn the meeting.

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

*Meeting adjourned at 9:46pm.*

Respectfully submitted,

Tim Duryea  
Board Secretary / School Business Administrator

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

***Jeannene Butler***