

**Franklin Township Board of Education Minutes**  
**Regular Meeting – June 19, 2013**

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on June 19, 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 7:01 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 7, 2013.

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

**PRESENT:** Jeannene Butler (Board President)  
Elizabeth Ames  
Michael Fama  
Sudha Kantor  
Charles Roberto

**ABSENT:** Jean Hansen (Vice President)  
Renee Hart  
David Orban  
Stacy Roth

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

**RECOGNITION OF PUBLIC:** Larisa Trumpy, Linda Bubalis, the Quinn family, and the Slaven family.

**APRIL 24, 2013 MINUTES ACTION 13-182**

***Motion***

Moved by E. Ames, and seconded by C. Roberto, to approve the minutes of the Regular Meeting of May 15, 2013.

*This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 1 (Ames).*

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**PUBLIC INPUT ON AGENDA ITEMS:** None

**BOARD MEMBER ARRIVAL**

David Orban arrived at the meeting at 7:03pm.

**NATIONAL WRITING PROJECT REPORT**

Mr. Eagleburger and Mrs. Bubalis provided an overview of the National Writing Project and responded to questions from the floor.

**WRITING AWARD**

Mr. Eagleburger recognized Chrissy Quinn and Maya Slaven for their success in the Tri-County Reading Council Writing Contest, having received an honorable mention and first place, respectively. Mrs. Trumpy provided a brief description of the council and details of the competition.

**CHIEF SCHOOL ADMINISTRATOR'S REPORT:**

1. Evacuation drill comments
  - *School bus emergency evacuation drill was held on 6/18/13 at 8:30am at the Franklin Township School/Warren County, for routes 1-6. Matthew Eagleburger was the supervisor of the drill.*
2. Flyer on school climate survey results
3. Curriculum being reviewed
4. Evening of recognition
5. Evaluation update – all teachers have been evaluated
6. End of school year information

**COMMITTEE REPORTS:**

1. **Program, Curriculum, Instruction & Technology** – (S. Roth) – Chairperson not present; update provided by Mr. Eagleburger.
  - a. Handwriting and keyboarding curriculum – working with cluster
  - b. Reading project
  - c. School report card response
  - d. Gifted and talented program
2. **Policy** – (E. Ames)
  - a. Section 4000
  - b. Updated meeting time for August meeting.
  - c. Discussion on advertising – Consensus was to begin developing policy for advertising.
3. **Legislation**
  - a. Franklin Township Committee (Rep-J. Butler) - minutes available on website
  - b. Franklin Township PTA (Rep-J. Hansen) – Representative not present
    - i. Mr. Eagleburger reported that the Tricky Tray grossed \$12,000.00.
  - c. Land Use Board (Rep-R. Hart)
    - i. No report; representative not present.
  - d. Legislative (Rep-Jean Hansen)
    - i. No report; representative not present.

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- e. NJSBA Delegate (Rep-S. Roth) – No report, representative not present.
  - 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. Board of Directors meeting
    - ii. Value of NJSBA to individual Boards/Board members
    - iii. Warren County Certified Board Members
    - iv. Special Education considerations
    - v. Shared Services and Best Practices
    - vi. Resolutions from Delegate Assembly
- 4. Building & Grounds & Transportation & Cafeteria – (M. Fama)**
- a. Summer custodial staffing
  - b. Carpet for lobby
  - c. Asbestos abatement
  - d. Simplex Contract
  - e. LED lighting
  - f. Carpet scrubbing machine
  - g. Fenced garden (new topic) – consensus was to approve garden/fencing
- 5. Finance – (J. Butler)**
- a. Contract renewals
  - b. Joint agreements
  - c. Electric lift – not pursuing right now
- 6. Personnel – (J. Butler)**
- a. Hiring
  - b. Future retirements
  - c. Salary adjustments
  - d. Administrative contracts
  - e. Mary Sullivan’s retirement reception

**FINANCIAL REPORTS:**

**PAYROLLS – Action 13-183**

***Motion***

- Motion by M. Fama, and seconded by E. Ames, to approve the April 2013 Payroll and Payroll Agency/FICA as follows:

<i>April 2013 Net Payroll</i>	<i>\$159,687.27</i>
<i>April 2013 Agency and Board Share FICA</i>	<i><u>\$140,880.75</u></i>
<b><i>TOTAL PAYROLL April 2013</i></b>	<b><i>\$300,568.02</i></b>

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*ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0*

**BILL LIST – Action 13-184**

***Motion***

Motion by M. Fama, and seconded by D. Orban, to approve the June 2013 bill list in the amount of \$97,077.52.

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

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**LINE ITEM TRANSFERS – Action 13-185**

***Motion***

Motion by C. Roberto, seconded by M. Fama, to approve the following line item transfers:

- 4/1/13 \$1,500.00 from 11-000-213-106 (Res. Center Aides) to 11-000-213-101 (Res. Center Teachers)
- 4/1/13 \$2,600.00 from 11-000-270-513 (Priv. Trans.) to 11-00-270-107 (Trans. Salary)
- 5/17/13 \$5,400.00 from 11-190-100-610 (Gen Supl) to 12-000-230-730 (Admin Equip.) for file server
- 5/21/13 \$106.00 from 11000-216-320 (Purch Sp. Ed. Serv) to 11-000-217-320 (extr. Costs) for purchased aide services

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

**NON-CHECK EXPENDITURES – Action 13-186**

***Motion***

Motion by E. Ames, and seconded by M. Fama, to approve the non-checks, detailed below:

- N0306 4/12/13 Franklin Twp BOE/Payroll Agency \$55,064.00  
11-00-291-241 (PERS Employer Pension Contribution)
- N0314 5/22/13 Horizon Healthcare Ins. Agency \$66.00  
11-000-230-590 (Flex Spending Account Administration)

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

**APRIL FINANCIAL REPORTS – Action 13-187**

***Motion***

Motion by M. Fama, and seconded by D. Orban, to approve the Board Secretary and Treasurer's Report April, 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 April, 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, 6; nays, 0; abstain, 0.*

**CORRESPONDENCE:**

- Warren County Department of Education (2) – approval of CSA and SBA contracts
- Mary Sullivan – Thank you note

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

**PROGRAM, CURRICULUM, INSTRUCTION & TECHNOLOGY RELATED ITEMS:**

**Action 13-188**

***Motion***

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

- Approval of staff development experiences and travel expense reimbursement as recommended by the Chief School Administrator.

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

**POLICY RELATED ITEMS:**

**Action 13-189**

***Motion***

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

- Approve the Resolution to Amend NJSBAIG Bylaws.
- Approve the first reading of the following policies:
  - Policy 3435
  - Policy 3432
  - Policy 3270
  - Policy 5300

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

**BUILDING AND GROUNDS, TRANSPORTATION, AND CAFETERIA RELATED ITEMS:**

**Action 13-190**

***Motion***

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

- Approve contracting with **VMC Company, Inc.** for the abatement of asbestos pipe wrap in the ceiling of the schools 200 wing, at a cost of **\$23,300.00.**

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

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**FINANCE-RELATED ITEMS:**

**Action 13-191**

***Motion***

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

- Approve application for FY14 IDEA grant funds in the following amounts:
  - IDEA- Preschool      \$2,042.00
  - IDEA- Basic            \$54,675.00
- Approve application for FY14 ESEA-NCLB grant funds in the following, non-to-exceed amounts:
  - Title I                    \$13,239.00
  - Title II-Part A \$7,173.00
- Approve contracting with Sam’s Kids for the 2013-2014 school year, for the provision of Occupational Therapy Services at a rate of \$87.00/ hour.
- Approve the “Contract for Professional Accounting and Auditing Services for the 2013-2014” with William M. Colantano, Jr. Certified Public Accountant, per the rates detailed in said contract and to be affixed to the minutes of this meeting.
- Approve the Summer 2013 Lease Agreement with WCSSSD for three (3) classrooms at a rate of \$623.00 each, one (1) OT/PT Therapy room at a rate of \$623.00, and one (1) nurses suite at no charge, WCSSSD will provide nursing services for Franklin Township Students from July 1, 2013 through July 19, 2013, for a total lease agreement of \$2,492.00,
- Approve the 2013/2014 Lease Contract with Warren County Special Services School District for the use of one (1) classrooms; annual rental amount of \$7,475.00; ancillary services of \$4,960.00 for an annual total of \$12,435.00,
- Approve the Inter-local Services Agreement with the Township of Franklin, Warren County, NJ for snow and ice removal of the Board of Education’s parking lot in exchange for the cleaning and buffing of the Township’s Community Center Floor on a monthly basis for the 2013/2014 school,
- Approve the Application for Dual Use of Educational Space for the 2013/2014 school year for rooms 111 and 113,
- Authorize Administration to provide the main office with bus stop information for distribution to parents pending board approval at the regular July, 2013 Board of Education meeting.
  
- Renew the following bus route for the 2013/2014 school year with GST Transport Corp., with a renewal increase of 2.63% (CPI):

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<b>Route Number</b>	<b>Total Base Cost</b>	<b>Inc/Dec Provision</b>	<b>Total Route Cost</b>
<i>YELLOW</i>	\$42,680.94	1.25	\$42,680.94
<i>WH11</i>	\$18,431.10	0.74	\$18,431.10
<i>R-1</i>	\$18,431.10	0.74	\$18,431.10
<i>WH17</i>	\$18,431.10	0.74	\$18,431.10
<i>F-1</i>	\$18,431.10	0.74	\$18,431.10
<i>WH18</i>	\$18,431.10	0.74	\$18,431.10
<i>N-1</i>	\$18,431.10	0.74	\$18,431.10
<i>WH40</i>	\$18,431.10	0.74	\$18,431.10
<i>W-1</i>	\$18,431.10	0.74	\$18,431.10
<i>WH19</i>	\$18,431.10	0.74	\$18,431.10
<i>GREEN</i>	\$9,215.55	0.74	\$9,215.55
<i>ORANGE</i>	\$9,215.55	0.74	\$9,215.55
<i>WH5</i>	\$18,431.10	0.74	\$18,431.10
<i>PINK</i>	\$9,215.55	0.74	\$9,215.55
<i>BROWN</i>	\$9,215.55	0.74	\$9,215.55

- Renew the following bus route for the 2013/2014 school year with Snyder Bus Services, Inc., with a renewal increase of 2.63% (CPI):
- Route #7
- Inc/Dec Provision = 1.64
- Total Base Cost = \$19,230.00
- The Following 2013/2014 Joint Transportation Agreements for public school students with Franklin Township as Host District:

<b>Route Number</b>	<b>Destination</b>	<b>Joiner</b>	<b>Total Route Cost</b>
WH11	Warren Hills	Warren Hills	\$18,431.10
WH17	Warren Hills	Warren Hills	\$18,431.10
WH18	Warren Hills	Warren Hills	\$18,431.10
WH40	Warren Hills	Warren Hills	\$18,431.10
WH19	Warren Hills	Warren Hills	\$18,431.10
WH5	Warren Hills	Warren Hills	\$18,431.10
R-1	Mansfield	Mansfield	\$18,431.10
F-1	Mansfield	Mansfield	\$18,431.10
N-1	Mansfield	Mansfield	\$18,431.10
W-1	Mansfield	Mansfield	\$18,431.10

- Approve voiding the following checks from the district's general account.
  - 18793 \$22.88
  - 19082 \$70.25
  - 19125 \$50.90
  - 19379 \$111.00

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- Approve “The Public Employer Trust Agreement” for the 2013-2014 school year, for the purpose of purchasing employee dental coverage. (Attachment B12)
- Approve cancelling purchase order P201300132, effective 3/1/13 and revising March 2013 financial report to reflect the cancellation.
- Approve a tuition contract with Stepping Stone School for the 2013-2014 school year and the 2013 Extended School Year Program, for a Franklin Township student attending their school, per the schedule of costs detailed below:
  - Total tuition - \$51,433.20
  - Extraordinary Services - \$39,770.55
- Approve revised Health Rate Renewal Summary for Horizon Healthcare of New Jersey, for the 2013-2014 school year. (Attachment B13)
- Approve the 2013-2014 Stipend for Christine Carter in the amount of \$2,000.00 for the task of making substitute phone calls.
- Approve Resolution for Participation in Coordinated Transportation with Warren County Special Services School District for the 2013-2014 school year, with an administrative fee payable to WCSSSD of 4% of contract costs.
- Authorize the School Business Administrator to pay district obligations with board approval to follow at the July 18, 2012 Board of Education meeting;
- Authorize the Chief School Administrator to approve line-item transfer in order to pay district obligations with Board approval to follow at the regular July, 2013 Board of Education meeting;
- To transfer anticipated current 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;



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NOW THEREFORE BE IT RESOLVED, by the Franklin Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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

**EXECUTIVE SESSION:**

**Action 13-192**

***Motion***

Motion by D. Orban, and seconded by S. Kantor, to enter Executive Session for reasons of student matters and personnel matters, with information to be released at a date, not yet determined. (It is estimated that the Board will be in Executive Session for 45 minutes.)

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

Board entered Executive session at 8:48pm.

**Action 13-193**

***Motion***

Motion by E. Ames, and seconded by C. Roberto, to reconvene Public Session

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

Board left Executive session at 9:20pm.

**EXECUTIVE SESSION MINUTES:**

**Action 13-194**

***Motion***

Motion by M. Fama, and seconded by S. Kantor, to approve and make public the Executive Session minutes of May 15, 2013, as amended.

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 1(Orban).*

**PERSONNEL-RELATED ITEMS:**

**Action 13-195**

***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 the hiring of the following temporary summer custodial/maintenance people and the utilization of them, as needed, to work evening hours, effective immediately, to begin preparation of the building for the summer cleaning.
  - Matt Torre                   \$10.50/hour
  - Chris Mannon               \$10.50/hour
  - Robin Custodio             \$10.00/hour
  - Patrick Gardner            \$10.00/hour
  - Laila Southard             \$11.25/hour
  - Liz Christian                \$10.00/hour

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- Approve the hiring of the following temporary Extended School Year program staff, for the period of time from 6/24/13 through 7/19/13:
  - Laila Southard      Teacher              \$2,067.00
  - Jessica Whiffen      Paraprofessional      \$16.38/hour
  - Jessica Whiffen      Bus Aide              \$16.38/hour
  - Karen Chiu              Paraprofessional      \$21.17/hour
  - Donna Herzer        Paraprofessional      \$15.97/hour
  - Nancy Griffin        Paraprofessional      \$14.78/hour
  - Cindy Hudock        School Nurse        \$42.50/hour
  - Terri Goretti        Speech Teacher      \$850.00 (as needed)
- Approve the 2013-2014 employment contract for Matthew Eagleburger, with salary in the amount of \$114,444.00, as approved by the Executive County Superintendent.
- Hire Deborah Mannon as the district’s Director of Special Services, for the 2013-2014 school year, effective 9/1/13, with an annual (12 month) salary of \$85,000.00, pro-rated to \$70,833.33.
- Approve the 2013-2014 employment contract for Timothy Duryea, with salary in the amount of \$85,000.00, as approved by the Executive County Superintendent.
- Approve Marie Maren as the temporary Assistant to the School Business Administrator, while Chelsea Gilmore is on maternity leave, at a rate of \$15.00 per hour, effective 6/24/13, and to approve her as a substitute secretary, effective retro-actively to June 4<sup>th</sup> at a rate of \$15.00 per hour, for the time that she was engaged in training for her forthcoming position.
- Approve a student teaching experience for Kaitlin Mastrobattista (September-December, 2013), with Jennifer Miller.
- Amend the following previously-approved 2013-2014 salaries to correct a spreadsheet rounding error:
  - Theresa DeLorenzo              Annual Salary      \$25,937.60
  - Chelsea Gilmore                  Annual Salary      \$36,738.00
  - Mary Robinson                  Annual Salary      \$36,484.50
  - Karen Chiu                          Annual Salary      \$4,422.60 (bus aide)
- Approve tuition reimbursements for the Spring Semester, as follows:
  - Barbara Weinstein      6 credits              Rowan University  
Reimbursement - \$3,175.93
  - Elizabeth Christian      6 credits              Centenary College  
Reimbursement - \$2,080.09

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

**NEW BUSINESS – USE OF FACILITIES**

Mr. Eagleburger initiated discussion on a Use of Facilities request by an archery club. It was Board consensus to have him approve the application, given the safety provisions.

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**ADJOURNMENT - Action 13-196**

***Motion***

Motion by D. Orban, and seconded by S. Kantor, to adjourn the meeting.

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

*Meeting adjourned at 9:30pm.*

Respectfully submitted,

Tim Duryea  
Board Secretary / School Business Administrator

Board President: \_\_\_\_\_  
*Jeannene Butler*