

Franklin Township Board of Education Minutes
Special Meeting – March 27, 2013

TIME AND PLACE: The special meeting of the Board of Education was held on March 27, 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 7:09 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 March 22, 2013.

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

ABSENT: Michael Fama
Charles Roberto
Stacy Roth

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

RECOGNITION OF PUBLIC: Mark Blaszkka and Brandi Gibbs

MINUTES:

FEBRUARY 20TH MINUTES ACTION 13-128

Motion

Moved by E. Ames, and seconded by J. Hansen, to approve the minutes of the Regular Meeting of February 20, 2013, as amended.

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

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MARCH 6TH MINUTES ACTION 13-129

Motion

Moved by E. Ames, and seconded by D. Orban, to approve the minutes of the Special Meeting of March 6, 2013, as amended.

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

PUBLIC INPUT ON AGENDA ITEMS: Mr. Blaszkowski indicated that the agenda should have included the wording “Public Budget Hearing”.

PUBLIC BUDGET HEARING

Mr. Eagleburger and Mr. Duryea presented the tentative 2013-2014 budget to the Board of Education and the public and responded to questions. Of particular note was the \$30,000.00 reduction in the tax levy.

2013-2014 BUDGET APPROVAL ACTION 13-130

Motion

Motion by E. Ames, and seconded by D. Orban, to approve the following resolution:

WHEREAS, the 2013/2014 budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A-11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

THEREFORE BE IT RESOLVED, the Board of Education approves the 2013/2014 budget in the amount of \$5,183,845 as follows:

Operating Budget	\$4,868,652
Grants and Entitlements	\$ 65,730
Repayment of Debt	\$ 249,463
Total Base Budget	\$5,183,845

BE IT FURTHER RESOLVED, that the following amounts shall be raised from taxes:

Operating Budget	\$3,747,500
Repayment of Debt	\$ 249,463
Total	\$3,996,963

BE IT FURTHER RESOLVED, to acknowledge that the 2013/2014 budget has described above results and an operating budget tax levy in the amount of \$3,747,500.

BE IT FURTHER RESOLVED, that \$40,000 will be appropriated for the 2013/2014 budget from the district’s Maintenance Reserve Account.

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

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EXECUTIVE SESSION:

Action 13-131

Motion

Motion by S. Kantor, and seconded by J. Hansen, to enter Executive Session for reasons of student matters, personnel matters, and possible litigation with a vendor, 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, 6; nays, 0; abstain, 0.

Board entered Executive session at 7:50pm.

Action 13-132

Motion

Motion by E. Ames, and seconded by J. Hansen, to reconvene Public Session

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

Board left Executive session at 8:21pm.

CHIEF SCHOOL ADMINISTRATOR'S REPORT:

1. *District Goals*
2. *School Report Card*

COMMITTEE REPORTS:

1. **Program, Curriculum, Instruction & Technology** – (S. Roth) Representative not present. R. Hart presented report.
 - a. Coordinating calendar with Warren Hills Regional
 - b. Make-up days
 - c. 6th grade field trip
 - d. World Language Curriculum
 - e. VPA Curriculum
2. **Policy** – (E. Ames)
 - a. Review of 3000s section is complete
3. **Legislation** –
 - a. Franklin Township Committee (Rep-J. Butler) - minutes available on website
 - b. Franklin Township PTA (Rep-J. Hansen) –
 - i. Tricky Tray moving forward
 - ii. Internet safety program held
 - iii. Library face lift will be done next year
 - c. Land Use Board (Rep-R. Hart)
 - i. Approved solar farm near ISE Farms
 - d. Legislative (Rep-Jean Hansen)
 - i. Tentative proposal to modify the category percentages on the teacher evaluation formula
 - e. NJSBA Delegate (Rep-S. Roth) – Representative not present.
 - f. NJASA (Rep-M. Eagleburger) – No new updates

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- g. Warren Hills Regional School District – minutes available on website
- h. Warren County SBA (Rep-E. Ames)
 - i. NJSBA budget adopted
 - ii. Grant to help with dues for districts impacted by hurricane Sandy
 - iii. “New Board Member Weekend” is returning.
 - iv. NJSBA relying less on dues and more on grants and business partnerships
 - v. New NJSBA position filled – Educator in Residence
 - vi. Policy review of “first-in last-out provision”
 - vii. Sample resolution on school security
 - viii. Discussion of impact of salary caps
 - ix. School Security Task Force to identify “Best Practices”
- 4. Building & Grounds & Transportation & Cafeteria – M. Fama (Representative not present). J. Hansen presented report.**
 - a. Security meeting
 - b. Library ceiling/LED lighting project
 - c. Septic tank water flow
- 5. Finance – J. Butler**
 - a. State Aid
 - b. Budget
 - c. Health Insurance
- 6. Personnel – J. Butler**
 - a. Maternity leave
 - b. Negotiations prep
 - c. Long-term subs

FINANCIAL REPORTS:

AUDITOR RECOGNITION

The Board recognized the great benefit they received from the advice of the district’s auditor, William Colantano, in the treatment of surplus funds at the close of the 2011-2012 school year and asked Mr. Duryea to send a letter of thanks to Mr. Colantano on their behalf.

KANTOR DEPARTURE

Mrs. Kantor left the meeting at 10:12pm

PAYROLLS – Action 13-133

Motion

Motion by J. Hansen, and seconded by R. Hart, to approve the January, 2013 Payroll and Payroll Agency/FICA as follows:

<i>January 2013 Net Payroll</i>	<i>\$159,018.21</i>
<i>January 2013 Agency and Board Share FICA</i>	<i><u>\$139,112.82</u></i>
<i>TOTAL PAYROLL January 2013</i>	<i>\$298,131.03</i>

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0

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BILL LIST – Action 13-134

Motion

Motion by J. Hansen, and seconded by D. Orban, to approve the March, 2013 bill list in the amount of \$157,544.77.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

NON-CHECK EXPENDITURES – Action 13-135

Motion

Motion by J. Hansen, and seconded by D. Orban, to approve the February, 2013 list of non-check expenditures in the amount of \$216,653.25, inclusive of bond interest and bond principle payments.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

JANUARY FINANCIAL REPORTS – Action 13-136

Motion

Motion by R. Hart, and seconded by D. Orban, to approve the Board Secretary and Treasurer's Report January, 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 January, 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, 5; nays, 0; abstain, 0.

CORRESPONDENCE:

- Norwescap – Thank You Letter / Use of school facilities for fund-raising event
- Chelsea Gilmore – Request for maternity/FMLA leave

PUBLIC INPUT PRIOR TO BOARD ACTION: *None.*

PROGRAM, CURRICULUM, INSTRUCTION & TECHNOLOGY RELATED ITEMS:

Action 13-137

Motion

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

- Approval of the district's revised Field Trip Master Plan

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- Approval of staff development experiences and travel expense reimbursement as recommended by the Chief School Administrator
- Approval of the first reading of the revised World Languages Curriculum.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

POLICY RELATED ITEMS:

Action 13-138

Motion

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

- Approve the first reading of Policy Manual Section 3000 and accompanying Regulations, in their entirety.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

BUILDING AND GROUNDS, TRANSPORTATION, AND CAFETERIA RELATED ITEMS:

Action 13-139

Motion

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

- Approve the payment of \$5,595.00 (original approved contract) to West Jersey Water Treatment, as the total and final payment for the installation of the non-salt hard water treatment system.
- Discard two used wooden classroom storage cases.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

FINANCE-RELATED ITEMS:

Action 13-140

Motion

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

- Approve the following 2013-2014 renewal rates with Horizon Blue Cross/Blue Shield of NJ for the district's direct access group insurance plan:

Single Coverage	\$842.59/month
2 Adults Coverage	\$1,837.91/month
Family Coverage	\$2,148.26/month
Parent/Child Coverage	\$1,229.48/month

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- Approve the payment of parental out-of-pocket expenses to the parents of a specific Franklin Township student, for counseling services with Michael Kenney, once per week, for the months of March, April, May and June of 2013. Hourly rate for Mr. Kenney will not exceed \$85.00, for which said parents' health insurance will serve as the primary coverage and district payments will be secondary.
- Approve the implementation of an employee debit card system through Horizon Blue Cross/Blue Shield of NJ and required Debit Card Account Agreement, for the purpose of processing Section 125/Flexible Spending Account claims, at a cost of \$1.00 per participating employee, per month, with costs paid by the district. The Board will also establish necessary pre-funding deposits in the account(s) through which claims are processed, with the understanding that those reserves remain as assets to the district and only serve to facilitate the immediate processing of any claims that precede the full funding of the account.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 1(Hart).

EXECUTIVE SESSION MINUTES:

Action 13-141

Motion

Motion by E. Ames, and seconded by D. Orban, to approve and make public the Executive Session minutes of February 20, 2013.

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

Action 13-142

Motion

Motion by E. Ames, and seconded by J. Hansen, to approve and make public the Executive Session minutes of March 6, 2013.

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

PERSONNEL-RELATED ITEMS:

Action 13-143

Motion

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

- Approve the maternity/FMLA leave request of Chelsea Gilmore, commencing on or about June 17, 2013 and to approve posting for a long-term replacement to be employed during her absence.
- Approve Lauren Dragotta as a long-term substitute for Julie Shellaway, for the remainder of the 2012-2013 school year, commencing on or about April 12, 2013, at a rate of \$75 per day for the first 20 days of service and \$85 per day for 21st day, through the close of school.

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- Approve the following resolution regarding the resignation of Brandi Gibbs:
Whereas, Brandi Gibbs has requested that the Board of Education accept her letter of resignation, effective prior to the contractual 60-day notice of resignation and,
Whereas, the Board of Education has determined that that a replacement can be secured for the employee by said date and,
Whereas, the Board of Education recognizes that the waiver of this provision will not have a substantial negative impact on the educational continuity, within the employee’s sphere of influence,
Be it resolved that, the Board of Education accepts the resignation of Brandi Gibbs, effective April 11, 2013, with regret.
- To increase Pamela Fellner to full-time status, as a paraprofessional, for the 2012-2013 school year, effective April 11, 2013.
- Approve Ronald Haber as a substitute teacher for the 2012-2013 school year at a rate of \$75/day.

ON A ROLL CALL VOTE, this motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

ADJOURNMENT - Action 13-144

Motion

Motion by D. Orban, and seconded by R. Hart, to adjourn the meeting.

This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 0.

Meeting adjourned at 10:25pm.

Respectfully submitted,

Tim Duryea
Board Secretary / School Business Administrator

Board President: _____
Jeannene Butler