

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

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**TIME AND PLACE:** The regular meeting of the Board of Education was held on February 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 Star Gazette, and was published in the Express Times on January 7, 2013.

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

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

**ABSENT:** Jean Hansen (Vice President)  
Stacy Roth

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

**RECOGNITION OF PUBLIC:** Bonnie Onembo, Patti Sweeney, Candice Lindaberry, other members of the public.

**MINUTES - Action 13-105**

***MOTION***

*Moved by M. Fama, and seconded by R. Hart, that: The Franklin Township Board of Education approves the Regular Meeting Minutes of January 16, 2013.*

*This motion was ADOPTED as follows: ayes, 5; nays, 0; abstain, 2 (Orban, Hart).*

**PUBLIC INPUT ON AGENDA ITEMS:** *None.*

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**STACY ROTH ARRIVAL:**

Stacy Roth arrived at the meeting at 7:08pm.

**CHIEF SCHOOL ADMINISTRATOR'S REPORT:**

1. *Upcoming presentation by author, Pat Brisson.*
2. *Enrollment update*
3. *Field Trip Master Plan*
4. *World Language Curriculum*
5. *Changes to Section 3000 of the Policy Manual*
6. *Teacher Evaluation Update*
7. *Identification of key people for common core standards connections*
8. *Goals to be updated in March*

**COMMITTEE REPORTS:**

1. **Program, Curriculum, Instruction & Technology** – (S. Roth)
  - a. Technology Survey update
  - b. Core Curriculum Content Standards
  - c. 6<sup>th</sup> grade field trip
  - d. New laptops/netbooks
  - e. Library software upgrade
  - f. New Buffalo Drive for server
  - g. Curriculum Plan review
  - h. Nursing Services Plan
  - i. Website upgrade
2. **Policy** – (E. Ames)
  - a. Review of Section 3000
  - b. Next meeting March 4th
3. **Legislation** –
  - a. Franklin Township Committee (Rep-J. Butler ) - minutes available on website
  - b. Franklin Township PTA (Rep-J. Hansen) – Representative not present
    - i. Tricky Tray moved to June 1<sup>st</sup>
    - ii. Need for BOE to approve events to assure insurance coverage
    - iii. Library still planned for summer
  - c. Land Use Board (Rep-R. Hart) – No updates
  - d. Legislative (Rep-Jean Hansen) – Representative not present
  - e. NJSBA Delegate (Rep-S. Roth) – Next delegate meeting is in May.
  - f. NJASA (Rep-M. Eagleburger) – No updates
  - g. Warren Hills Regional School District – minutes available on website
  - h. Warren County SBA (Rep-E. Ames)
  - i. New budget presented, with same dues structure
  - j. NJSBA and PTA working together on child-focused legislation
  - k. Adding two new legislative representatives
  - l. NJSBA Director recently met with the Governor
  - m. Brd. of Directors discussed impact of Sandy and school security
  - n. School Report Card update

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- o. Election changes and impact on school elections
- 4. Building & Grounds & Transportation & Cafeteria – M. Fama**
  - a. Black seal training for custodial staff
  - b. Insurance settlement for Sandy damage
  - c. Storage area on stage
  - d. Energy recovery wheels
- 5. Finance – J. Butler**
  - a. Budget and Timeline
  - b. Surplus projections
  - c. National Writing Project Contract
  - d. Library Update
  - e. 6<sup>th</sup> Grade Trip
- 6. Personnel – J. Butler**
  - a. Staffing review
  - b. Obamacare
  - c. Free HR services
  - d. Teacher evaluations
  - e. Student evaluations
  - f. Salaries

**FINANCIAL REPORTS:**

**PAYROLLS – Action 13-106**

***Motion***

Motion by M. Fama, and seconded by S. Roth, to approve the December, 2012 Payroll and Payroll Agency/FICA as follows:

December 2012 Net Payroll	\$162,110.98
December 2012 Agency and Board Share FICA	<u>\$132,348.36</u>
<b>TOTAL PAYROLL December 2012</b>	<b>\$294,459.34</b>

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

**BILL LIST – Action 13-107**

***Motion***

Motion by E. Ames, and seconded by M. Fama, to approve the February 20, 2013 bill list in the amount of **\$141,928.21**.

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

**NON-CHECK EXPENDITURES – Action 13-108**

***Motion***

Motion by S. Roth, and seconded by R. Hart, to approve the year-to-date list of non-check expenditures (\$35,388.42, inclusive of bond interest payment).

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

**DECEMBER FINANCIAL REPORTS – Action 13-109**

***Motion***

Motion by R. Hart, and seconded by M. Fama, to approve the Board Secretary and Treasurer's Report December, 2012:

*BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A: 23A-16.10*

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(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 December 2012; 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:**

Liz Christian – Guide movement notification letter

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

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

**Action 13-110**

**MOTION**

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

- Approval of the revised “Franklin Township School Calendar 2012/2013
- Approval of the district’s revised Field Trip Master Plan
- 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, 8; nays, 0; abstain, 0.*

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

**Action 13-111**

**MOTION**

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

- Approval of the following PTA events for the 2012-2013 school year
  - Regular membership meetings held on March 6<sup>th</sup> and the 2<sup>nd</sup> Wednesday of April, May and June (2013).
  - April Movie Night
  - April Book Fair
  - June 1<sup>st</sup> Tricky Tray (off-site)

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- Approval of contract with RK Occupational and Environmental Analysis, Inc. for Asbestos Abatement Specifications and Project Management services, related to the asbestos abatement project planned for the summer of 2013. Estimated project costs are \$5,308.00, however, additional hourly costs could result from unforeseen conditions or events.
- Approve the purchase of 12 energy recovery wheels for the HVAC units in the school's 300 wing, at a cost not to exceed \$800 each, plus shipping and handling.
- Approve the disposal of obsolete and damaged classroom furnishings, including: 25 pull down maps and map railings, 10 projection screens, 6 partition panels, 2 lawn tables, and 12 AV carts.

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

**FINANCE-RELATED ITEMS:**

**Action 13-112**

**MOTION**

Motion by R. Hart, and seconded by C. Roberto, to approve the following block of Finance-related items, as recommended by the Chief School Administrator:

- Rescind previous training contract with LAI Consulting, in the amount of \$11,440.00 and approve a new training contract with Lesliee Antonette Consulting in the same amount, for specialized training for the National Writing Project.
- Approve Waiver of Requirements for the Special Education Medicaid Initiative program (SEMI) for the 2013-2014 school year, due to the low number of students that would be eligible for participation.
- Approve revision to contract previously approved for tuition student from Franklin Township to Warren County Special Services School District, increasing the pro-rated tuition from \$22,129.00 to \$23,618. (Pro-rated from January 2, 2013 to June 30, 2013.)
- Accept the following grants for the 2012-2013 school year:
  - Title I/Part A – \$10,178.00
  - Title II/Part A – \$7,309.00
  - IDEA Basic Grant Award - \$59,699.00
  - Preschool Grant Award - \$2,200.00
- Approve contracting with author, Pat Brisson, for a student presentation/workshop at a cost of \$1,000.00.

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

**PUBLIC COMMENT:**

A parent questioned the policy of the Board, with regard to the reporting of parents to law enforcement when a student repeats parental comments in school, that could be construed as being illegal. Mr. Eagleburger responded to the parents comments and offered to respond further to any written comments/questions that the parent might have.

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**EXECUTIVE SESSION:**

**Action 13-113**

***MOTION***

Motion by R. Hart, and seconded by S. Roth, to enter Executive Session for reasons of student matters and personnel matters, and vendor negotiations/potential litigation, 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 8:04pm.

**Action 13-114**

***MOTION***

Motion by R. Hart, seconded by E. Ames, to reconvene Public Session

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

Board left Executive session at 8:36pm.

**PERSONNEL-RELATED ITEMS:**

**Action 13-115**

***MOTION***

Motion by S. Roth, and seconded by R. Hart, to approve the following block of Personnel-related items, as recommended by the Chief School Administrator:

- Motion to approve payment of a reimbursement claim for 2011-2012 dependent care expenses to John Cupples, from the district's Section 125 account, in the amount of \$2,291.63.
- Accept the letter of intent to retire from Bonnie L. Onembo, with regret, with an effective date of retirement set for June of 2013.

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

**EXECUTIVE SESSION MINUTES:**

**Action 13-116**

***MOTION***

Motion by E. Ames, and seconded by M. Fama, to approve and make public the Executive Session minutes of January 16, 2012.

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

**MEETING DATES:**

**Action 13-117**

***MOTION***

Motion by M. Fama, and seconded by R. Hart, to approve holding and advertising for the following meetings

- Special Meeting on March 6<sup>th</sup> at 7:00pm for the purpose of approving the tentative

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2013-2014 district budget for submission to the Department of Education, and any other business.

- Amending the date of the regular March meeting from March 20, 2013 to March 27, 2013 for purposes of conducting regular Board business and for holding the Public Hearing for the district's 2013-2014 budget.

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

**NEW BUSINESS – FINANCIAL DISCLOSURE FORMS**

Mr. Duryea reviewed the new, automated reporting system for Board members to use to file the annual Financial Disclosure Forms.

**NEW BUSINESS – GENERATOR**

Mrs. Ames suggested that the district investigate the possibility of purchasing a generator that would be able to support the electrical needs of essential school functions, such as the telephone system, particularly if the facility were to be used as a community center.

**ADJOURNMENT - Action 13-118**

**MOTION**

Motion by R. Hart, and seconded by S. Roth, to adjourn the meeting.

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

*Meeting adjourned at 8:54pm.*

Respectfully submitted,

Tim Duryea  
Board Secretary / School Business Administrator

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