

Franklin Township Board of Education Minutes
Regular Meeting – January 16, 2013

TIME AND PLACE: The regular meeting of the Board of Education was held on January 16, 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.

OATH OF OFFICE: Mr. Duryea administered the oath of office to Sudha Kantor.

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

ABSENT: Renee Hart
David Orban
Stacy Roth

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

ADDITIONAL REORGANIZATION ISSUE – Action 13-090

Moved by M. Fama, and seconded by J. Hansen, to appoint Timothy Duryea as the Board Secretary/School Business Administrator for the 2013 calendar year.

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

RECOGNITION OF PUBLIC: Julia Cassano

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MINUTES - Action 13-091

MOTION

Moved by E. Ames and seconded by J. Hansen, that: The Franklin Township Board of Education approves the Regular Meeting Minutes of December 12, 2012 and the Special Meeting (reorganization) of January 2, 2013, as amended.

This motion was ADOPTED as follows: ayes, 3; nays, 0; abstain, 3 (M. Fama, S. Kantor, C. Roberto).

PUBLIC INPUT ON AGENDA ITEMS: *None.*

SCHOOL BOARD RECOGNITION RESOLUTION: Mr. Eagleburger read a resolution drafted by the Franklin Township Committee, recognizing January as School Board Recognition Month and recognizing the contribution that the Franklin Township Board of Education makes to the community.

BOARD COMMITTEE STRUCTURE DISCUSSION: Mrs. Butler initiated discussion on the issue of revising the Board committee structure. Following discussion, it was the consensus of the Board to leave the committee structure as it currently exists (5 committees), but to work toward the potential of consolidation at a future date. Mr. Duryea was asked to poll the Board members to determine what are the most convenient days of the week for the committees to meet.

CHIEF SCHOOL ADMINISTRATOR'S REPORT:

1. *Calendar of Events (Showcase 2/7/13)*
2. *Secretary's Report – enrollment down by 16 students from last year, but the district has had a recent increase from move-ins.*
3. *Substitute List has been updated, with the removal of substitutes that are no longer active.*
4. *Curriculum packets will be sent to the new Curriculum Committee members for review.*
5. *Evaluation of Teachers, under the new guidelines, has begun.*
6. *Library improvements were discussed with the PTA and they were in agreement to move forward with the proposed changes. Mrs. Butler indicated that there are many teenagers in the district that need to fulfill public service requirements, that could help with the project.*
7. *Delayed Opening schedule is being revised to two hours, to coordinate with Warren Hills.*
8. *Field Trip Master Plan – Mrs. Ames initiated discussion on multiple vs. single trips.*

COMMITTEE REPORTS:

1. Franklin Township Committee (Rep-J. Butler) - no minutes available
2. Franklin Township PTA (Rep-J. Hansen volunteered to serve as the new representative)
 - a. Tricky Tray meeting next week
 - b. Internet Safety – Looking for speaker
 - c. Fall Festival – PTA would like to take on this project

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3. Land Use Board (Rep-R. Hart) – No report
4. Legislative (Rep-Jean Hansen) – NJSBA passed resolution recognizing January as School Board Recognition Month.
5. NJSBA Delegate (Rep-S. Roth) – No report
6. NJASA (Rep-M. Eagleburger) – Continued updates on teacher evaluation program
7. Warren Hills Regional School District – (minute link provided to Board)
8. Warren County SBA (Rep-E. Ames) – Board of Directors’ meeting on Friday.
Updates to follow the meeting.

FINANCIAL REPORTS:

LINE ITEM TRANSFERS – Action 13-092

Motion

Motion by E. Ames, and seconded by J. Hansen, to approve the following line-item appropriation transfers as recommended by the Chief School Administrator.

\$300.00 from 11-000-270-518 (Contr. Spec. Educ. Trans.) to
11-000-270-511 (Contracted Bus Routes)

ON A ROLL CALL VOTE, the resolution was ADOPTED as follows: ayes, 6; nays, 0; abstain, 0

PAYROLLS – Action 13-093

Motion

Motion by M. Fama, and seconded by E. Ames, to approve the November 2012 Payroll and Payroll Agency/FICA as follows:

November 2012 Net Payroll	\$162,621.67
November 2012 Agency and Board Share FICA	\$131,732.02
TOTAL PAYROLL NOVEMBER 2012	<u>\$294,353.69</u>

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

BILL LIST – Action 13-094

Motion

Motion by M. Fama, and seconded by J. Hansen, to approve the January 16, 2013 bill list in the amount of **\$165,807.32**.

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

OCTOBER FINANCIAL REPORTS – Action 13-095

Motion

Motion by J. Hansen, and seconded by M. Fama, to approve the Board Secretary and Treasurer’s Report November, 2012:

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 November 2012; and

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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:

Julie Shellaway – request for leave

PUBLIC INPUT PRIOR TO BOARD ACTION: *None.*

PROGRAM, CURRICULUM, INSTRUCTION & TECHNOLOGY RELATED ITEMS:

Action 13-096

MOTION

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

- Staff development experiences and travel expense reimbursement as recommended by the Chief School Administrator; and
- Approve the revised Master Field Trip Plan 2012/2013 School Year, as presented by the Chief School Administrator.

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 13-097

MOTION

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

- Participate in Coordinated Transportation Agreement with WCSSSD at a pro-rated contract cost plus a 4% administrative fee for the 2013/2014 school year, as recommended by the Chief School Administrator.
- Approve the addition of a bus stop at 98 Bickel Road, effective 2/4/13.

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

FINANCE-RELATED ITEMS:

Action 13-098

MOTION

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

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- Accept a \$700 grant from “Target Field Trips” for a fourth grade museum trip, to be deposited into the district’s Student Activity Account.
- Authorize the School Business Administrator to issue bond and bond interest payments for the district’s scheduled February 15, 2013 installment in amounts not to exceed \$185,000 plus \$31,581.25 for Principal and Interest payments, respectively.

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

EXECUTIVE SESSION:

Action 13-099

MOTION

Motion by E. Ames, and seconded by J. Hansen, 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, 6; nays, 0; abstain, 0.

Board entered Executive session at 8:33pm.

Action 13-100

MOTION

Motion by E. Ames, 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 9:30pm.

Action 13-101

MOTION

Motion by E. Ames, and seconded by J. Hansen, to approve and make public the Executive Session minutes of December 12, 2012.

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 2(S. Kantor, C. Roberto).

Action 13-102

MOTION

Motion by E. Ames, and seconded by J. Hansen, to approve and make public the Executive Session minutes of January 2, 2013.

This motion was ADOPTED as follows: ayes, 4; nays, 0; abstain, 2(M. Fama, S. Kantor).

PERSONNEL-RELATED ITEMS:

Action 13-103

MOTION

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

- Approve tuition reimbursements for the following individuals, for the amounts specified:

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• **Teachers**

Mannon, Debbie	\$4,185.00	0.84556381	\$3,538.68
Christian, Elizabeth	\$2,400.00	0.84556381	\$2,029.35
Weinstein, Barbara	\$3,756.00	0.84556381	\$3,175.94
			\$8,743.98

• **Paraprofessionals**

Gibbs, Brandi	\$2,362.50	100%	\$2,362.50
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(Mannon 9 credits at Univ. of Scranton / Christian, 6 credits at Centenary College / Weinstein, 6 credits at Rowan Univ. / Gibbs, 6 credits at Centenary College)

- Approve adding David Lovering as a substitute custodian for the 2012-2013 school year.
- Approve maternity leave request from Julie Shellaway.
- Approve the hiring of Theresa DeLorenzo as a Custodial/Maintenance Person at an hourly rate of \$12.20. Upon receipt of Black Seal Certification, hourly rate will be increased by \$2.00 per hour. District will absorb the cost of the black seal course and testing fee, however, if employee terminates employment within two years of hire, those costs will be reimbursed by Theresa DeLorenzo to the district effective January 18, 2013.
- Approve identifying the following salary as being paid from NCLB/Title I funds:
 - Kathleen Peri \$9,400 salary (+\$719 benefits)

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

BUDGET INFORMATION: Mr. Duryea distributed initial spreadsheets and supporting documentation for the 2013-2014 budget, for discussion at future meetings.

ADJOURNMENT - Action 13-104

MOTION

Motion by J. Hansen, and seconded by M. Fama, to adjourn the meeting.

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

Meeting adjourned at 9:40pm.

Respectfully submitted,

Tim Duryea
 Board Secretary / School Business Administrator

Board President: _____

Jeannene Butler