# FRANKLIN TOWNSHIP SCHOOL NEW JERSEY 08868 Board of Education REGULAR MEETING

October 15, 2012- 7:30 p.m.

### AGENDA

#### Call to Order

# **Open Public Meeting Announcement**

"In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notices have been given of tonight's meeting in area newspapers, which include the Hunterdon County Democrat and the Express-Times and posted on the bulletin board by the main office of the Franklin Township School, sent to the Township Clerk, and to all Board of Education members on April 27, 2012.

II.	Roll Call -	Dr. Carol Fredericks, SBA/BS	
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J. Foran, <i>V. Pres.</i>	 G. Burdick	 C. Cama	
C. Crielly	 C. Ewing	 R. Masino	
K. Weiss	 F. Yasunas	 C. Piparo, <i>Pres.</i>	

# III. Flag Salute

- IV. Resolved, to approve the following minutes:
  - August 27, 2012 Regular Meeting
  - August 27, 2012 Regular Meeting Executive Session
  - September 10, 2012 Special Meeting
  - September 10, 2012 Special Meeting Executive Session
  - September 10, 2012 Regular Meeting
  - September 10, 2012 Regular Meeting Executive Session
  - September 17, 2012 Special Meeting
  - September 17, 2012 Special Meeting Executive Session

(peach enclosures)

# IV. Interim Superintendent's Report - Dr. Davis

#### A. Informational/Discussion Items:

- 1. PTA Update Vivian Paulter
- 2. Construction Update Dr. Davis/Dr. Fredericks
- 3. Enrollment
- 4. Fire/Security Drills
- 5. Superintendent Search
- 6. Special Education Report
- 7. QSAC December 10, 2012
- 8. Advertisements

(goldenrod enclosure)

# V. Public Comments - Privilege of the Floor (3 minutes)

All comments should be directed to the board president. The Board will not respond to complaints from and to school personnel unless the chain of command has been followed, without satisfaction. Furthermore, the Board cannot respond to any complaints from the public directed at any district employee or student, as the Board must protect each employee and each student's right to privacy.

Those wishing to share comments during this portion of the meeting are asked to state their name and address. Each speaker will be given three minutes.

# VI. Subcommittee Updates

- A. Negotiations
- B. Policy
- C. Finance

# VII. Correspondence

• North Hunterdon-Voorhees Regional High School District

(blue enclosure)

# VIII. Consent Agenda

The matters listed below have been referred to the Board for reading and studying and are to be considered routine. They will be enacted with one motion. If separate discussion is desired, an item may be removed by Board assent.

#### A. BUSINESS

#### 1. SECRETARY/TREASURER'S REPORTS

Secretary/Treasurer's Reports submitted for the months ending August, 2012, which agree with each other and the bank, be approved and filed.

(white enclosure)

#### 2. FINANCIAL REPORTS CERTIFICATION

**Approve** the following resolution:

Pursuant to N.J.A.C. 6A:23A-13.3(c)3, the Board Secretary certifies that no line 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) and; pursuant to N.J.A.C. 6A:23A-13.3(c)4, we certify that as of August 31, 2012, after review of the monthly report (appropriation section) and upon consultation with the appropriate officials, to the best of our knowledge no major line account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(b), and that sufficient funds are available to meet the district's financial obligations for the entire fiscal year.

#### 3. TRANSFER OF FUNDS

**Approve** the transfer of uncommitted funds within the 2012-2013 school year budget as per the attached list. (white enclosure)

4. **Approve** the October 2012 bill list in the amount of \$785,322.61, which includes \$0 in the capital projects account.

(white enclosure)

#### **B. EDUCATION**

- 1. Approve the following field trips:
  - Preschool, Peaceful Valley Orchards, 10/17/12
  - Grade 8, Civic Theater to view rendition of Charles Dickens's *A Christmas Carol*, December 12, 2012

(green enclosure)

#### C. PERSONNEL

- 1. Approve the following substitute teachers:
  - Edna Bercaw
  - Katherine Gladney
  - Joseph Perricone

(buff enclosure)

- 2. **Approve** the following professional day requests:
  - Joan Murray, iPad Workshop: Use of iPad for instruction/data collection during speech/language sessions, October 25, 2012, at no cost.
  - Barry Kramer, Pennsylvania Educational Technology Expo and Conference, February 11 & 12, 2013, at a registration cost of \$178.00, plus mileage reimbursement of \$71.30

**Ratify** the approval of the following professional day requests:

- Lenore Tigue, Math Articulation, October 5, 2012, at a mileage reimbursement cost of \$5.58.
- Angela McVerry, NJ 2012 School Counselor Annual Fall Conference, 10/15/12, at no cost.

#### D. FACILITIES

- 1. Approve the following use of facilities:
  - PTA Holiday Workshop, Classroom (to be assigned), December 4, 2012, set-up 4:00 7:00 p.m., December 5, 6, & 7, 9:00 a.m. 2:00 p.m.
  - PTA, Getting to Know You Program, New APR, 9:00 10:30 a.m., 1/22/13, 2/5/13, 2/19/13, 3/5/13, 3/19/13, 4/16/13, 4/30/13.
  - PTA, Middle School Halloween Dance, 10/31/12, 1:30 3:00 p.m., (includes set up)
  - Franklin Theatre Works, Lower Level APR, Stage, Tuesdays, Wednesdays, Fridays, 3:15 9:15 p.m., October 23, 2012 May 31, 2013; Friday, Saturday, Sunday, 5:00 11:00 p.m., December 1,2,7,8,9,14,15, 2012. (purple enclosures)

**Resolved,** upon the recommendation of the Interim Superintendent, Dr. Broadus Davis, to approve the above stated consent agenda items.

J. Foran, <i>V. Pres.</i>	G	. Burdick	C. Cama
C. Crielly	C.		R. Masino
K. Weiss	F.	Yasunas	C. Piparo, <i>Pres.</i>

# IX. Discussion & Action Agenda

#### A. EDUCATION

- 1. Action Items:
  - a. **Resolved**, to approve the 2012-2013 Nursing Service Plan.

(pink enclosure)

Moved Second Motion Carried

- b. **Resolved**, to appoint the following members to the District Performance Review Committee for QSAC:
  - Broadus Davis, Interim CSA
  - Sophia Van Ess, School Supervisor
  - Anita Petersen, Kindergarten Teacher
  - Carol Fredericks, School Business Administrator
  - Bob Masino, Board Member

damage,

			·			
			Moved	Second	Motion Carried	
В.		Ac	ESS tion Item: Resolved, to approve M-1 as presented.	the 2012-13 Three-	Year Comprehensive Maintenance (bright blue encl	
			Moved	Second	Motion Carried	
			Resolved, to accept a materials for the library		0 from Fran Fedyna to be used to	purchase
			Moved	Second	Motion Carried	
		c.		ergy, at a rate of \$.0	ergy from the MRESC Cooperative 8306 per KWh, at an estimated	
J. Foran C. Crielly K. Weiss	y	Pres		G. Burdick C. Ewing F. Yasunas	C. Cama R. Masino C. Piparo, <i>Pres.</i>	
		d.	Amend the Emergency	y Generator approval	as follows:	
			Emergency Resolution Resolved, to approve installation of backup	the revised resolution	n from 6-25-12 for Emergency ::	
			Whereas, Franklin Tow resulting in \$70,000.0	•	d a flood loss from power failure ry 2011, and	
			Whereas, Franklin Tow resulting in \$20,000.0	-	d a flood loss from power failure ober 2011, and	
			· · · · · · · · · · · · · · · · · · ·		klin Township School suffered a e potential to cause further floodi	ng

Whereas, on September 28, 2012 an additional power failure occurred,

Now Therefore, Be It Resolved, due to continuing power outage conditions and facility damage an emergency is deemed for the purpose of the good of the

		immediate performa the Franklin Townshi	nce of services: i p School, and su	nstalling a bacl ch work shall b	school, requiring the kup generator to preserve be performed without be paid with Capital Reserve
J. Foran, <i>V. I</i> C. Crielly K. Weiss	Pres		G. Burdick C. Ewing F. Yasunas		C. Cama R. Masino C. Piparo, <i>Pres.</i>
	e.	District rates for ser OT Services - \$88.0	vice as follows: 0 per hour (estin	nated at 5 Frar	nty Special Services School nklin Township students at urs X 88 = \$12,320.00)
		Moved	Second	I	Motion Carried
	f.		516 for annual to	uition of \$17,9 ber 24, 2012 -	contract agreement for 12.00 to attend East June 30, 2013. Motion Carried
	g.	Fiscal Year 2013, an subsequent approva	d to accept the l of the FY 2013 43.00 57.00	revised grant a	n of the IDEA application for ward of the funds upon the on, as follows:
		Moved	Second	l	Motion Carried
		amount of \$50,000 t	to expenditure action the purpose of	count 11-216 funding the sal	Extraordinary Aid in the -100-106-000-000 Pre-K aries of 2 unbudgeted
		Moved	Second	l	Motion Carried
		esolved, to approve 2013-2014, as attac (bright green enclo	hed. (QSAC item		edule and Calendar for FY .b.)
		Moved	Second	I	Motion Carried
		ITIES tion Items			

#### D. TRANSPORTATION

- 1. Action Item:
  - a. Resolved, to approve the regular education transportation jointure with the Host District North Hunterdon-Voorhees Regional High School District and the Joiner District Franklin Township Board of Education for the 2012-2013 school year, as follows: (bright purple enclosure)

Α	Franklin Township	First Student	\$22,055.27
В	Franklin Township	First Student	\$23,437.19
С	Franklin Township	First Student	\$22,055.27
D	Franklin Township	Kensington	\$26,380.59
Ε	Franklin Township	Kensington	\$26,380.59
F06	Franklin Township	First Student	\$19,241.02

J. Foran, <i>V. Pres.</i>	 G. Burdick	 C. Cama	
C. Crielly	 C. Ewing	 R. Masino	
K. Weiss	 F. Yasunas	 C. Piparo, Pres.	

- E. POLICY
- F. OTHER MATTERS
- G. NEW BUSINESS

#### X. Board Matters

- A. Bethlehem/Franklin Alliance
- B. Shared Services Hoboken
- C. Shared Services Hampton
- D. Town Park Discussion
- E. President Transition
- F. Attendance at Conference
  - Resolved, to approve the NJ School Boards Association Annual Conference attendance
    of Mr. Jim Foran, Vice President of the Franklin Township Board of Education on October
    23-25, 2012, and expenditure of \$150.00 to NJ School Boards Association for
    conference registration, \$97.00 to Tropicana hotel for one night accommodation, up to
    \$46 daily GSA approved rate for reimbursement of meals, and \$.31 NJ rate for mileage
    travel reimbursement estimated to be up to \$70, based upon 114 miles each way.

Moved Second Motion Carried

- G. Board Delegate
- H. County Meetings

# XI. Personnel

Administ Educatio to be ex	tem d, to rato n eff ecute	approve the I Services betweetive Octobe ed upon approv	veen Franklin Tov r 16, 2012, acco	vnship Board of Edu ording to the terms terdon County Exec	bcontracting School Business ucation and Hoboken Board of and conditions of the agreement cutive Superintendent of Schools (grey enclosure)
J. Foran, <i>V. Pr</i> C. Crielly K. Weiss	es.		G. Burdick C. Ewing F. Yasunas		C. Cama R. Masino C. Piparo, <i>Pres</i> .
Frederick according	ks an g to	d the Governir the terms and	ng Board of the H conditions of the	loboken School Dist e agreement to be	yment contract between Carol trict effective October 16, 2012, executed upon approval from the rsuant to all approvals as required (cherry enclosure)
J. Foran, <i>V. Pro</i> C. Crielly K. Weiss		oointment of t	G. Burdick C. Ewing F. Yasunas ne following pers		C. Cama R. Masino C. Piparo, <i>Pres.</i>
Name	FT E ST EP	Position Control Number	Account	Title	Salary
Stubing, Ethel Dawn	.6 BA /0	TCH-SCH- LIB-MG-01	11-110-100-101- 001-000 11-120-100-101- 001-000 11-130-100-101- 001-000	School Media Specialist/Librarian	2,829.78 11,319.22 14,149.00 <b>\$28,29</b> 8.00 <b>Total</b> prorated
Muzyka, Keith	1.	AID-SCH- SPEC-MG-16	11-216-100-106- 000-000	One-toOne Student Aide/Autistic Program OOD	\$21,663.00 @\$18/hr x 7.25(166 days)
Ferdinando, Gail	1.	AID-SCH- SPEC-MG-11	11-213-100-100- 000-000	Resource Room Aide	\$9,828.00 @ \$18.00/ hr x 3.25(168 days) 8,726.00@\$12.12/hr x 4 <b>\$18,554.00 Total</b>
Kutz, Abigail	.1	ADM-BO- TRS-NA-01	11-000-230-100- 000-000	Treasurer	\$4,000.00
J. Foran, <i>V. Pr.</i> C. Crielly K. Weiss	es.		G. Burdick C. Ewing F. Yasunas		C. Cama R. Masino C. Piparo, <i>Pres.</i>

	approve Fran Fe year at the per d	-		nistrator as needed for the 201	2-		
J. Foran, <i>V. Pres.</i> C. Crielly K. Weiss		G. Burdick C. Ewing F. Yasunas		C. Cama R. Masino C. Piparo, <i>Pres.</i>			
for 5 hours pe	•	urly rate of \$80	•	ices to Franklin Township stude ional time as needed for evalua			
J. Foran, <i>V. Pres.</i> C. Crielly K. Weiss		G. Burdick C. Ewing F. Yasunas		C. Cama R. Masino C. Piparo, <i>Pres.</i>			
	approve the follofessionals, as fol	_	d conditions of	employment for teaching			
	description of du for teaching aide	•	•	on of terms and conditions of			
• working	with individual p	oupils or groups	of pupils on s	pecial instructional projects;			
•	ng the teacher wi opment of appro			hich will assist the teacher in experiences;			
	g pupils in the us ent of instruction		nstructional res	sources, and assisting in the			
~	•		-	ng in instructional programs and similar subjects;			
• assisting	g in related instr	uctional work as	s required;				
	g students with s and diapering, as	•	elated activitie	es as appropriate, including			
• preparir	ng scripts for rec	ording purposes	S				
laboratori	<ul> <li>assisting in oversight and technical operations of language and/or computer laboratories;</li> <li>assisting students with behavioral/management needs;</li> </ul>						
	<ul> <li>assisting in the set up of laboratory equipment, conduct experiments, and performing limited reviews of student laboratory reports;</li> </ul>						
• assistin	<ul> <li>assisting in the technical preparation and production of media programs;</li> </ul>						
• reading	to and playing a	udio-visual mate	erials for childr	en in lower grades;			
• assistin examinati	• .	nd other tasks ı	related to the	administration of			

• assisting in correction of test papers, recording of grades, maintaining of files and preparing statistical reports.

- managing records, materials and equipment
- supervising students
- providing lunch duty coverage
- providing breakfast duty coverage
- providing playground duty coverage
- providing bus assistance including seat belts, car seats, booster seats and latches; assistance boarding and de-boarding the bus
- serving as emergency classroom substitute when no district substitutes are available
- other duties as assigned
- all aides are prohibited from working overtime (more than 7.25 hours per day) unless pre-approved in advance by the business office

The working hours shall be 7.25 hours per day with an inclusive  $\frac{1}{2}$  hour of paid lunch break allowed.

#### Schedule

The daily schedule shall be 8:10 a.m.-3:25 p.m. with ½ hour non-working paid lunch, exact lunch time will depend upon assigned duties and building schedules.

The aide shall sign in the morning by logging in to the classroom computer and sending an email to the building supervisor at <a href="mailto:payroll@ftschool.org">payroll@ftschool.org</a>, and shall logout whenever leaving the building at the end of the day by sending an email to the building supervisor. All emails sent to <a href="mailto:payroll@ftschool.org">payroll@ftschool.org</a> will be reviewed for payroll processing verification.

NCLB salaries require a weekly timesheet summary to be completed in paper form, signed by the aide/paraprofessional and building supervisor for NCLB reporting requirements, and must be forwarded weekly to the payroll department. These records are mandatory. At this time, no aide/paraprofessionals are charged to federal funds.\*\*

If an aide/paraprofessional experiences late arrivals within a pay period, a counseling session will be scheduled with the building supervisor, and notification of possible payroll deduction will occur. Upon continued lateness in subsequent payroll periods, pay will be docked, based upon documented minutes late.

Each aide will work 183 days of the school calendar, including professional development days, and will be paid for days worked. The Franklin Township Board of Education payroll dates are on the  $10^{th}$  and  $25^{th}$  of each month.

Each aide is annually appointed.

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Each Teaching Aide/Paraprofessional shall accrue 1 day per month of sick time, prorated by date of appointment, for a total of 12 days per year(10 days for 10 month employee), and 3 personal days, prorated by date of appointment. A sick day shall be paid at 7.25 hours pay.

Unused sick time shall accrue from year to year.

Unused sick time is not payable upon separation from the district.

#### **Payroll**

Teaching Aide/Paraprofessionals may elect pay by automatic deposit. They are eligible for summer pay,403 b deductions, AFLAC, and other self-funded benefits from approved district vendors.

J. Foran, <i>V. Pres.</i> G. Burdick	C. Cama
C. Crielly C. Ewing	R. Masino
K. Weiss F. Yasunas	s C. Piparo, <i>Pres.</i>

# XII. Public Comments- Privilege of the Floor (3 minutes)

All comments should be directed to the board president. The Board will not respond to complaints from and to school personnel unless the chain of command has been followed, without satisfaction. Furthermore, the Board cannot respond to any complaints from the public directed at any district employee or student, as the Board must protect each employee and each student's right to privacy.

Those wishing to share comments during this portion of the meeting are asked to state their name and address. Each speaker will be given three minutes.

## XIII. Executive Session

#### Adopt the Following Resolution

**BE IT HEREBY RESOLVED** by the Franklin Township Board of Education pursuant to N.J.S.A. 10:4-13 and 10:4-12 that said public body hold a closed session on October 15, 2012 for the purpose of discussing personnel, negotiations with the QEA, legal matters dealing with construction, and matters of attorney client privilege. It is expected that the results of the discussion undertaken in closed session will be made public at the time official action is taken.

XIV.	Resolved, to return to Open Public Session at				
	Moved	Second	Motion Carried		
XV.	Resolved, to Adjourn fro				
	Moved	Second	Motion Carried		