

FRANKLIN TOWNSHIP SCHOOL
 NEW JERSEY 08868
 Board of Education
REGULAR MEETING
 October 15, 2012- 7:30 p.m.

A G E N D A

**I. 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

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. Ewing	_____	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

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)**

A	Franklin Township	First Student	\$22,055.27
B	Franklin Township	First Student	\$23,437.19
C	Franklin Township	First Student	\$22,055.27
D	Franklin Township	Kensington	\$26,380.59
E	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, <i>Pres.</i>	_____

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

A. Action Items:

- Resolved**, to approve the Business Services Agreement for subcontracting School Business Administrator Services between Franklin Township Board of Education and Hoboken Board of Education effective October 16, 2012, according to the terms and conditions of the agreement to be executed upon approval from the Hunterdon County Executive Superintendent of Schools and pursuant to all approvals as required by law. **(grey enclosure)**

J. Foran, *V. Pres.* _____ G. Burdick _____ C. Cama _____
 C. Crielly _____ C. Ewing _____ R. Masino _____
 K. Weiss _____ F. Yasunas _____ C. Piparo, *Pres.* _____

- Resolved**, to approve the school business administrator employment contract between Carol Fredericks and the Governing Board of the Hoboken School District effective October 16, 2012, according to the terms and conditions of the agreement to be executed upon approval from the Hunterdon County Executive Superintendent of Schools and pursuant to all approvals as required by law. **(cherry enclosure)**

J. Foran, *V. Pres.* _____ G. Burdick _____ C. Cama _____
 C. Crielly _____ C. Ewing _____ R. Masino _____
 K. Weiss _____ F. Yasunas _____ C. Piparo, *Pres.* _____

- Ratify the appointment of the following personnel:

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	School Media Specialist/Librarian	2,829.78
			11-120-100-101- 001-000		11,319.22
			11-130-100-101- 001-000		14,149.00
					\$28,298.00 Total 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 \$18,554.00 Total
Kutz, Abigail	.1	ADM-BO- TRS-NA-01	11-000-230-100- 000-000	Treasurer	\$4,000.00

J. Foran, *V. Pres.* _____ G. Burdick _____ C. Cama _____
 C. Crielly _____ C. Ewing _____ R. Masino _____
 K. Weiss _____ F. Yasunas _____ C. Piparo, *Pres.* _____

4. **Resolved**, to approve Fran Fedyna to be a substitute administrator as needed for the 2012-2013 school year at the per diem rate of \$250.00.

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>	_____

5. **Ratify** the approval of Stacey Viscel to provide speech services to Franklin Township students for 5 hours per week at an hourly rate of \$80.00, plus additional time as needed for evaluations, for the 2012-2013 school year.

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>	_____

6. **Resolved**, to approve the following terms and conditions of employment for teaching aides/paraprofessionals, as follows:

The following description of duties is provided for description of terms and conditions of employment for teaching aides/paraprofessionals:

- working with individual pupils or groups of pupils on special instructional projects ;
- providing the teacher with information about pupils which will assist the teacher in the development of appropriate learning and behavioral experiences;
- assisting pupils in the use of available instructional resources, and assisting in the development of instructional materials;
- utilizing their own special skills, and abilities by assisting in instructional programs in such areas as: foreign languages, arts, crafts, music and similar subjects;
- assisting in related instructional work as required;
- assisting students with specific health related activities as appropriate, including toileting and diapering, as necessary
- preparing scripts for recording purposes
- assisting in oversight and technical operations of language and/or computer laboratories;
- assisting students with behavioral/management needs;

- assisting in the set up of laboratory equipment, conduct experiments, and performing limited reviews of student laboratory reports;
- assisting in the technical preparation and production of media programs;
- reading to and playing audio-visual materials for children in lower grades;
- assisting in proctoring and other tasks related to the administration of examinations;
- 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 ½ 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 payroll@ftschoool.org, 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 payroll@ftschoool.org 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 10th and 25th of each month.

Each aide is annually appointed.

