FRANKLIN TOWNSHIP BOARD OF EDUCATION QUAKERTOWN, NEW JERSEY 08868 December 19, 2016

I. Call to Order - Mrs. Crielly, President called the meeting to order at 6:30pm.

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 have been 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 January 7, 2016.

II. Roll Call – Ms. Martucci, Board Secretary recorded the roll and declared a quorum was present:

Present: Mr. French, Mr. Burdick, Mr. Cama, Mrs. Homulak, Mrs Luciano, Mr. Yasunas, Mrs

Crielly.

Absent: None

Also Present: Dr. Fredericks, Superintendent; Ms. Martucci, SBA/BS; Ms. Sautner, Student

Representative.

III. Flag Salute - Mrs. Crielly led all assembled in the Pledge of Allegiance.

- IV. Presentations
 - Technology Curriculum Patrick Smith, Computer Teacher
- V. Resolved, to approve the following minutes:
 - November 21, 2016 Regular Meeting
 - November 21, 2016 Executive Session #1 and #2 (as corrected)

Motion Yasunas Second Burdick By Voice Vote

Yes	No	Abstain	Absent
6	0	Homulak	0

VI. Superintendent's Report - Dr. Carol Fredericks

A. Information/Discussion Items:

- 1. Superintendent Review
 - Move lunchroom (Jan Mar) proposal reviewed
 - Health/Wellness information from NHVRHS
 - Holiday Spirit Week is 12/19-12/22
 - Class Spelling Bees
 - 4th Grade "Why I am Proud of FTS" letters read
 - Rotary Club issued dictionaries to 3rd Grade students
 - Mrs. Kocsi initiated a staff "Cookie Swap"
 - Coding students participated in 1 hour of coding

- 2nd Grade is hosting a recycling toy program that fits well with the Districts Green Ribbon School Application
- 2. Student Delegate
 - Keyboarding helping with other subjects
 - 8th Grade trip Dorney Park
 - 8th Grade dance no decision yet
 - Fundraising Soup & Dinner raffle to pay for 8th Grade Trip, Dance, and Caps/Gowns
 - Food Service can we mirror the Clinton Twp and Tewksbury menu?
- 3. Enrollment 291
- 4. Tardy Report -
 - 450 last year vs. 86 this year
 - 36 last year vs. 0 this year of chronic tardiness (10 or more)
- 5. Staff Attendance 97.8%
- 6. North Hunterdon-Voorhees High School District Calendar 2017-2018
- 7. Incidents of Vandalism & Violence Report January 1, 2016 June 30, 2016 (4)
- 8. Incidents of HIB January 1, 2016 June 30, 2016 (0)
- 9. PTA Update
 - Dukes Fundraiser \$190.00
 - Spelling Bee gift cards to be given to students
 - Keyboarding gift bags to be given to students
 - Snowflake Ball/Tricky Tray January 27, 2017
 - Middle School Dance January 20, 2017
- 10. Important Dates to Remember
 - December 23 January 2 Winter Recess, School Closed
 - January 6, 2017 District Spelling Bee
 - January 13, 2017 Dr. Martin Luther King, Jr. Peace March and It's a Wonderful World
- 11. HIB Policy 5131.1 Community Input and Board Training
 - K. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

- Pupils Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.
- 2. School Employees Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with pupils found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to, reprimand, suspension, increment withholding, or termination.

3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could shall be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with pupils or the provision of pupil services.

VII. Business Administrator Report

- A. Lunch Program Relocation (January March) would require an addendum to the current Food Service Contract as Maschio's could no longer guarantee a profit, additional cost up to \$10,000.
- B. Reorganization Meeting 1/9/17
- C. 2017 Proposed BOE Meeting Dates advise of any conflicts so calendar may be approved 1/9/17.
- **D.** Treasurer of School Monies recommending appointment of Raymond Krov.

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

There were no comments from the public at this time.

IX. Subcommittee Updates

- A. Negotiations Mr. Cama, Mr. Yasunas, Mrs. Homulak
 - Trying to schedule 1/10 at 5:30pm
- B. Policy Mr. Burdick, Ms. Crielly, Mr. French met on 12/5/16
 - Copy of agenda was included in packet
 - 8 Policies were discussed
 - 2 Policies to be amended 1st reading tonight
 - Others require further discussion prior to presentation to the Board for approval
 - January 2017 to review Student Handbook and make criteria clear especially for sports. Use same criteria for sports that is currently in place for student council.
- C. Budget & Finance Ms. Crielly, Ms. Homulak, Mr. Burdick met on 12/5/16
 - Copy of agenda was included in packet
 - 2 items for approval on agenda tonight
 - SRO approximate cost \$40,000, should this be put in the 2017-18 budget? If we put a F/T officer in the budget what will suffer?
- D. Curriculum Ms. Crielly, Mr. French, Mrs. Luciano met on 12/5/16
 - Copy of agenda was included in packet
 - Technology Curriculum was presented tonight
- E. Communications Mr. Yasunas, Mr. Cama, Mrs. Homulak
- F. Appeal Mr. Burdick, Ms. Crielly, Mr. French

X. Correspondence

• Alison Manley - thank you for allowing her to do her student teaching at FTS.

XI. 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

Approve the Secretary/Treasurer's Reports submitted for the month ending November 2016, which agree with each other and the bank.

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 November 30, 2016 after review of the monthly reports (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 2016-2017 school year budget as per the attached list.

4. **Approve** the December, 2016 bill list in the amount of \$511,873.60.

B. EDUCATION

- 1. **Approve** the following field trip:
 - Grade 8, NHHS Orientation Program, January 9, 2017

C. PERSONNEL

1. **Approve** the following professional day request:

Date	Employee	Name of Professional Development Program	Registration Cost	Mileage Exp.
1/12/17	Karen Brokaw	Enhance Your Reading and Writing Instruction (Pre K and K) Practical Strategies that Work	\$245.00	\$42.47

D. FACILITIES

1. Approve the following use of facilities application:

Name of Group	Purpose	Location	Days/Dates	Time
PTA	Middle School	APR/Café	Friday, April 28, 2017	4:00 - 10:30 p.m.
	Dance			(includes set-up)

RESOLVED, upon the recommendation of the Superintendent, Dr. Carol Fredericks, to approve the above stated consent agenda items.

Motion Burdick

Second Yasunas

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	Х			
French	X			
Homulak	Х			
Luciano	X			
Yasunas	Х			
Crielly	X			
Totals	7	0	0	0

XII. Discussion & Action Agenda

All resolutions are upon the recommendation of the Superintendent.

A. EDUCATION

- 1. Action Item:
 - a. **Resolved**, to approve The College of New Jersey student teacher, Alyssa Keenan, to be placed with Karen Brokaw, Kindergarten teacher, for the Spring 2017 season.

(att. XII.A.1.a.)

Motion Burdick Second Yasunas By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

b. **Resolved**, to approve the K-8 Technology Curriculum.

Motion Burdick Second Yasunas

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

c. **Resolved**, to approve the Franklin Township Elementary 2016-2017 Green Ribbon School Application to the U.S. Department of Education.

Motion Yasunas Second Cama

By Voice Vote

-				
	Yes	No	Abstain	Absent
	7	0	0	0

1.d. Resolved, to approve The College of New Jersey student teacher, Jenna McCarty to be placed with Carolyn Johnson, Fifth Grade Teacher, for the Spring 2017 semester.

Motion Burdick Second Cama

By Voice Vote

Yes	No	Abstain	Absent
7	Λ	0	Λ

1.e. **Resolved**, to approve the acceptance of choice conversion student SID # 5748164061 for the remainder of the 2016-2017 school year per NJAC 6A:12-5.1e.

Motion Burdick Second Yasunas By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

B. BUSINESS/FINANCE

Motion by Mr. Burdick, seconded by Mr. Yasunas to table Motion #1 until after Mr. Colantano presents the audit to the Board of Education. (Mr. Colantano had not yet arrived). Motion carried by unanimous voice vote of members present.

Motion #1 Tabled

1. Action Items:

a. Resolution - CAFR and Corrective Action Plan

WHEREAS, the Franklin Township Board of Education has been presented the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2016 as prepared by Bedard, Kurowicki & Co., CPA's, PC; and

WHEREAS, a corrective action plan addressing the recommendations of the audit was developed and has been implemented;

NOW THEREFORE BE IT RESOLVED by the Franklin Township Board of Education, County of Hunterdon, State of New Jersey that the Fiscal Year 2016 Comprehensive Annual Financial Report is accepted and the Corrective Action Plan is approved, and may be submitted to the New Jersey Department of Education.

b. **Resolved**, to approve a withdrawal from the Maintenance Reserve account in the amount of \$3,035.00 to fund the following 2016-17 emergent project:

Repair/replace security alarm system \$3,035.00 Second Yasunas

Motion Burdick

Roll Call Vote				
Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French	X			
Homulak	X			
Luciano	X			
Yasunas	X			
Crielly	X			
Totals	7	0	0	0

c. Accept Quotes and Award Outdoor LED Sign Contract Resolved, to accept the following quotes to replace the existing outdoor school sign with a new outdoor LED sign:

<u>Company</u>	<u>Sign</u>	<u>Installation</u>
Daktronics	\$15,153.00	\$6,125.00 *
AKA Graphics Studio	\$18,948.95	Included **
Stewart Signs	\$10,645.00	Not included ***

^{*} Replacement of existing steel post columns with new concrete foundation. Includes removal & disposal of old sign & State Contract pricing.

^{**} Installation on existing steel post columns. District is responsible for disposal

of old sign.

*** Sign is shipped with instructions and the district is responsible for installation. District is responsible for removal and disposal of old sign.

Be it Further Resolved, to award a contract to Daktronics, under a NJ State Contract, in the amount of \$15,153.00 for the LED sign and award a contract to Rhombus Sign Erectors (subcontractor) in the amount of \$6,125.00 for the installation of the sign.

Motion Yasunas

Second Homulak

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	Х			
French	Х			
Homulak	Х			
Luciano	X			
Yasunas	X			
Crielly	X			
Totals	7	0	0	0

d. **Resolved**, to approve disposal of obsolete Spanish textbooks, as per attached list.

Motion Burdick

Second Yasunas

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

e. **Resolved**, to approve disposal of the Atomic Air Hockey table, Model #G03510W, which is damaged and cannot be repaired.

Motion Burdick

Second Yasunas

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

f. RESOLVED to approve payment of the following invoices totaling \$1,123.41 to Decotiis, FitzPatrick & Cole, LLP for legal fees with reference to the Renewal Energy RFP:

169199

\$ 990.00

176719

\$ 43.23

177547

\$ 90.18

Motion Burdick

Second Cama

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	Х			
Cama	Х			
French	Х			
Homulak	Х			
Luciano	Х			
Yasunas	Х			

Crielly	Х			
Totals	7	0	0	0

- g. BE IT RESOLVED that the Board of Education of Franklin Township, upon recommendation of the Superintendent, approves changes to the FSMC contract with Maschio's Food Services, Inc. for the 2016-2017 school year as follows:
 - The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$7,199.00. The management fee shall be payable in monthly installments of \$719.90 per month commencing on September 1, 2016 and ending on June 30, 2017. (no change).
 - The cost of a student lunch shall be reduced from \$3.25 to \$3.00 effective January 1, 2017 through June 30, 2017.
 - Maschio's guarantees the LEA subsidy not to exceed \$10,000 including the management fee. In the event that the program costs exceed total revenues (from all sources) in excess of the \$10,000, Maschio's shall be responsible for any additional losses (shortfalls) incurred as per the guarantee conditions stated in the addendum to the agreement. In the event such conditions are not met during the remainder of the school year, Maschio's guarantee obligation shall be reduced by an amount equivalent to any increased cost or loss of revenue attributable to the changes in such conditions.

Motion Yasunas S

Second Homulak

MOTION FAILED

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama		X		
French		X		
Homulak		X		
Luciano		X		
Yasunas		X		
Crielly		X		
Totals	1	6	0	0

h. **Resolved**, to accept the grant funds in the amount of \$400.00 from the Joan Lavine Keats Social Justice Award for 2016 (Holocaust Education).

Motion Burdick Second Cama

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

. **Resolved**, to approve for a local government energy audit to be conducted through the New Jersey Board of Public Utilities at no cost to the district.

Motion Burdick

Second Yasunas

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

C. **FACILITIES**

There were no Action Items

D. TRANSPORTATION

There were no Action Items

Ε. **POLICY**

- 1. Action Item:
 - a. Resolved, to approve the first reading on the following revised policies:
 - 4111 Certificated Recruitment, Selection and Hiring
 - 4211 Non-Certificated Recruitment, Selection and Hiring

Motion Burdick Second Yasunas

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

F. OTHER MATTERS

A discussion took place regarding the sharing of Dr. Fredericks with the Union Township (Hunterdon County) Board of Education in the position of Business Administrator. Dr. Fredericks is to meet with the Interim SBA/BS at Union to look at status of their books and to determine how much time will need to be spent there. FTS and UT board committees to meet and discuss the possibility of this sharing opportunity.

G. **NEW BUSINESS**

There was nothing discussed at this time.

XIII. Board Matters

A. Resolved, to approve the Reorganization Meeting to be scheduled on January 9, 2017 at 6:00 p.m., followed by a brief regular meeting.

Motion Burdick

Second Yasunas

By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

XIV. Personnel

A. Action Items:

All resolutions are upon the recommendation of the Superintendent.

1. **Resolved**, to approve assignments of "Teacher(s) in Charge" to attend evening school and PTA events, as needed, throughout the year at the hourly rate of \$30.00 not to exceed \$1,000. Such events will include but not be limited to the Middle School Dance and Snowflake Ball and will include all certificated staff members for approval as certified by submitted timesheets.

Motion French

Second Cama

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French	Х			

Homulak	Х			
Luciano	Χ			
Yasunas	Χ			
Crielly	Х			
Totals	7	0	0	0

2. Resolved, to appoint Raymond Krov as Treasurer of School Monies, effective January 1, 2017 at the salary of \$3,600 per year (prorated to \$1,800 for January – June).

Motion Burdick

Second Cama

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French	X			
Homulak	X			
Luciano	X			
Yasunas	Χ			
Crielly	X			
Totals	7	0	0	0

Motion #3 Tabled 3. **Resolved**, to approve Melissa Minarik to provide home instruction as needed, for the 2016-2017 school year, at the rate of \$30.00 per hour.

Motion by Mr. Cama, seconded by Mrs. Homulak to table Personnel Motion #3 until after Executive Session. Motion carried by unanimous voice vote of members present.

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

Mrs. Minga Cullen inquired as to why we appointed a Treasurer. It was explained that we were replacing Mrs. Kutz that resigned in November and that the Treasurer prepares monthly financial reports for the District.

XVI. Executive Session #1 9:15 pm

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 December 19, 2016 for the purpose of **Student Matter**. It is expected that the results of the discussion undertaken in closed session will be made public at the time official action is taken. The board expects to reconvene in approximate 15 minutes.

Motion Yasunas Second French By Voice Vote Yes No Abstain Absent 0

Resolved, to return to Open Public Session at 9:25 pm.

Motion Yasunas Second Homulak By Voice Vote

3.23 pm.						
	Yes	No	Abstain	Absent		
	7	0	0	0		

The Board took a 5-minute recess at this time.

XVII. PRESENTATION

FY2016 Comprehensive Annual Financial Report - William Colantano, Jr of Bedard, Kurowicki & Co.

XVIII. Executive Session #2 10:05 pm

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 December 19, 2016 for the purpose of **Shared Services and Personnel**. It is expected that the results of the discussion undertaken in closed session will be made public at the time official action is taken. The board expects to reconvene in approximate 30 minutes.

Motion Yasunas Second French By Voice Vote Yes No Abstain O O O

Resolved, to return to Open Public Session at 10:25 pm.

Motion Yasunas Second Homulak By Voice Vote Yes No Ab

Yes	No	Abstain	Absent
7	0	0	0

ADDITIONAL ACTION ITEMS:

Business/Finance:

1.a. Resolution - CAFR and Corrective Action Plan

WHEREAS, the Franklin Township Board of Education has been presented the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year ending June 30, 2016 as prepared by Bedard, Kurowicki & Co., CPA's, PC; and

WHEREAS, a corrective action plan addressing the recommendations of the audit was developed and has been implemented;

NOW THEREFORE BE IT RESOLVED by the Franklin Township Board of Education, County of Hunterdon, State of New Jersey that the Fiscal Year 2016 Comprehensive Annual Financial Report is accepted and the Corrective Action Plan is approved, and may be submitted to the New Jersey Department of Education.

Motion Yasunas Second Cama

Roll Call Vote

Name	Yes	No	Abstain	Absent	
Burdick	X				
Cama	X				
French	X				
Homulak	X				
Luciano	X				
Yasunas	X				
Crielly	X				
Totals	7	0	0	0	

Personnel:

Resolved, to approve Melissa Minarik to provide home instruction as needed, for the 2016-2017 school year, at the rate of \$30.00 per hour.

Motion Yasunas

Second Cama

Roll Call Vote

Name	Yes	No	Abstain	Absent	
Burdick	X				
Cama	X				
French	X				
Homulak	X				
Luciano	X				
Yasunas	X				
Crielly	X				
Totals	7	0	0	0	

Other Matters:

Board President & Vice President for 2017:

Mrs. Crielly spoke to the Board that she did not want to hold the office of President or Vice President for 2017. Since the Board will be reorganizing on January 9, 2017 and 2017 will be her last year on the Board, she feels someone else should take on the office while she is still available to mentor and/or assist if needed. Mr. Burdick spoke that if no one else wanted to be President, he would step up and take on the responsibility, as this too will be his last year on the Board. Mrs. Crielly further spoke that since the Board will be seating two new members in 2019, that the Vice President position is very important for continuity. Mr. Yasunas expressed his interest in learning and said he would accept a nomination as Vice President if none of the other members wanted the position.

XIX. Resolved, to Adjourn the Franklin Township Board of Education Meeting at 10:40 pm.

Motion French	Second Yasunas	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0	
Respectfully submitted by:			Certified	by:			
Patricia Martucci Board Secretary			Christine Board Pr	-			