

FRANKLIN TOWNSHIP SCHOOL  
 NEW JERSEY 08868  
*Board of Education*  
REORGANIZATION MEETING  
*January 10, 2018 - 6:00 p.m.*

I. **Call to Order – Ms. Martucci, Board Secretary called the meeting to order at 6:00 p.m. 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 January 8, 2018.*

II. **Flag Salute - Ms. Martucci led all assembled in the Pledge of Allegiance.**

III. **Oath of Office to Newly Elected Board Members**

**Ms. Martucci administered the Oath of Office to the newly elected Board of Education members:**

George Burdick  
 Karen Sutton  
 James Witkowski

IV. **Roll Call – Ms. Martucci recorded the roll and declared a quorum was present.**

Present: Mr. Burdick, Mr. Cama, Mrs. Luciano, Mrs. Sutton, Mr. Witkowski, Mr. Yasunas

Absent: Mr. French

Also Present: Dr. Broadus Davis, Acting Superintendent; Ms. Patricia Martucci, Business Administrator

V. **Nomination of Officers**

A. **Ms. Martucci opened the floor to nominations for President**

**Resolved**, to nominate Mr. George Burdick for President.

Motion: Mr. Yasunas                      Second: Mr. Cama

**Resolved**, to close nominations for President and call for a roll call vote.

Motion: Mr. Cama

Second: Mr. Yasunas

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick			X	
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	5	0	1	1

Ms. Martucci, Board Secretary, declared Mr. George Burdick duly elected as President.  
Ms. Martucci, Board Secretary, turned the meeting over to Mr. Burdick, President

**B. Mr. Burdick, President, called for nominations for Vice-President**

**Resolved**, to nominate Mrs. Allison Luciano for Vice President.

Motion: Mr. Cama

Second: Mr. Burdick

Discussion ensued. Mr. Yasunas discussed his experience as Vice President.

**Resolved**, to close nominations for Vice President and call for a roll call vote. Discussion or comments.

Motion: Mr. Yasunas

Second: Mr. Cama

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano			X	
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	5	0	1	1

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

There were no comments from the public at this time.

**VII. Adopt Code of Ethics - 2001 Version**

**RESOLVED** that the Board of Education adopts the New Jersey School Boards Association Code of Ethics as read;

BE IT FURTHER RESOLVED each Board of Education Member will sign the documentation that he/she has received a copy of the code and it is understood.

Motion Mr. Yasunas                      Second: Mrs. Luciano

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	6	0	0	1

**VIII. Board of Education Accounts/Banking Resolution**

**Resolved,** that the following Financial Institutions be designated as approved depositories for the Franklin Township School District and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Investors Bank

**And Be it Further Resolved,** that the following warrant signatures be approved:

- General Account - (3) President, Secretary, Treasurer
- Payroll/Agency Account & Summer Pay - (2) Secretary, Treasurer
- Student Activity Account - (2 of 3) Secretary, Treasurer, Superintendent
- Petty Cash - (2 of 3) Secretary, Treasurer, Superintendent
- Capital Reserve - (3) President, Secretary, Treasurer
- Unemployment - (2) Secretary, Treasurer
- Food Service - (2) Secretary, Treasurer

Motion Mr. Yasunas                      Second Mrs. Luciano

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	6	0	0	1

**IX. Designate Official Newspapers/Meeting Schedule Resolution**

**Whereas,** Chapter 231 of the Public Laws of NJ (1975) known as, and hereinafter designated as, the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it

**Resolved**, that for purposes of compliance with the Open Public Meetings Act, the Board of Education of Franklin Township School hereby makes the following designations:

The Hunterdon Democrat and The Express Times are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act.

Notices of meetings shall be posted on the bulletin board in the main entrance of the school, and sent to the Township Clerk.

**Be it Further Resolved**, to approve the annual board meeting calendar as follows:  
The regular monthly meetings of the Franklin Township Board of Education in Hunterdon County will be held at 6:30 p.m. on the following dates. Meetings will be held in the Media Center/Library at Franklin Township School located at 226 Quakertown Road, Quakertown, NJ 08868.

January 22, 2018	
February 26, 2018	
March 19, 2018	Adoption of Tentative Budget 2018-19
April 30, 2018	Public Budget Hearing & Adoption 2018-19
May 21, 2018	
June 18, 2018	
July 16, 2018	
August 20, 2018	
September 17, 2018	
October 15, 2018	
November 19, 2018	
December 17, 2018	
January 7, 2019	6:00 p.m. Reorganization Meeting

Motion Mr. Yasunas                      Second Mrs. Luciano

**Roll Call Vote**

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
<b>Totals</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>1</b>

**X. Readoption of Policy Manual**

**Resolved**, to readopt all current written policies, by-laws and rules/regulations of the Franklin Township School District for the period from the date of this Reorganization Meeting until the Reorganization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.

Motion Mr. Yasunas

Second Mrs. Luciano

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	6	0	0	1

**XI. Parliamentary Procedures**

**Resolved**, to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians until the next Reorganization Meeting on January 7, 2019.

Discussion ensued. Mr. Witkowski commented that he didn't feel the minutes of the board meetings were as detailed as they could be. He further commented that he went onto the school website and read several years of minutes and at times could not understand what had been discussed due to the lack of detail. Mr. Burdick commented that minutes are not required to be verbatim and Ms. Martucci, Board Secretary commented that she tries to write as much of the dialog down as possible, but she is not a skilled stenographer and that it is difficult to capture everything that is discussed. Ms. Martucci further commented that she will try and include more details of board discussions in the minutes. The Board engaged in a spirited discussion regarding the possibility of audio recording the board of education meetings. The conversation included, but was not limited to, the nature of how to record the meetings, policy on recording the meetings, how long to keep the recordings, should the audio be posted on the website, the possibility of someone saving a copy of the recording and editing it.

Motion Mr. Cama

Second Mrs. Sutton

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	6	0	0	1

**XII. Appointment of Delegates and Representatives**

**Resolved**, to appoint the following delegates/representatives:

- A. Hunterdon County Educational Services Commission - Mr. George Burdick
- B. Hunterdon County School Boards Association - Mrs. Karen Sutton
- C. New Jersey School Boards Association - Mr. Frank Yasunas
- D. Township Committee Liaison - Mr. Cyrus Cama

Motion Mr. Yasunas

Second Mrs. Luciano

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	6	0	0	1

XIII. **Resolved**, to appoint members of the following subcommittees.

Discussion ensued regarding the number and structure of committees.

- Eliminate Policy Committee for now and select a committee when there is a need. Dr. Davis will use NJSBA updates for necessary policy revisions.
- Re-establish Negotiations Committee in 2019 for the 2020-2023 contract.
- Communications - Mr. Yasunas reported that things need to improve. Website, etc. was not updated. Things have improved and board packets are now received earlier. Board members should use email and put ideas under Board matters. He urged BOE members to proactively forward items to Dr. Davis. He referenced that in the past there were 2 meetings per month.
- Ad Hoc - Create a standing committee to meet once a month.
- Budget and Facilities - Should they be separate due to large responsibility? Consensus was no.
- Should we go back to 2 meeting a month? Consensus was no.
- We need to plan ahead for better communication for events, etc. Use website for better communications.
- Do we have Ad Hoc or special meeting? Ad Hoc for situations that wouldn't require vote of the full board.
- The Appeal Committee is no longer needed with the new Superintendent.
- Dr. Davis said that the Curriculum is being updated as per QSAC. Many items are required by the County and State Office as per State Standards.

A. Facilities & Finance - Mr. French, Mr. Burdick, Mr. Yasunas

B. Ad Hoc - Mr. Cama, Mrs. Luciano, Mr. Witkowski

Motion Mr. Cama

Second: Mrs. Luciano

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick	X			
Cama	X			
French				X
Luciano	X			
Sutton	X			
Witkowski	X			
Yasunas	X			
Totals	6	0	0	1

This concludes the Reorganization Meeting of the Franklin Township Board of Education

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

Mr. Cama reminded board members to not “reply all” to emails, as this violates the Open Public Meetings Act.

Mr. Burdick stated that communications to Dr. Davis should only copy the President and Vice President to not violate the Open Public Meetings Act.

**Resolved**, to schedule a Special Meeting on January 17, 2018 at 6:30 p.m. for the purpose of discussing the Superintendent’s Contract for the 2018-2021 school years.

Motion Mr. Yasunas	Second Mrs. Sutton	By Voice	Yes	No	Abstain	Absent
		Vote	6	0	0	1

**XV. Resolved, to Adjourn from the Public Meeting at 7:18 p.m.**

Motion Mr. Yasunas	Second Mrs. Luciano	By Voice	Yes	No	Abstain	Absent
		Vote	6	0	0	1

Respectfully submitted,

Certified by,

Patricia Martucci  
Board Secretary

George Burdick  
Board President