

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

***March 18, 2019***

**1. Call to Order - Mr. Cama, President, called the meeting to order at 6:30 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 notice has been given of tonight's meeting in the Hunterdon County Democrat 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 and posted on the school website on January 17, 2019.*

1.01 Roll Call – Ms. Martucci recorded the roll call and delared a quorum was present.

Present: Mr. Cama, Mrs. Evans, Mrs. Luciano, Mrs. Sutton, Mrs. Tomasini, Mr. Witkowski, Mr. Yasunas  
Also Present: Dr. Davis, Acting Superintendent, Ms. Martucci, SBA/BS

1.02 Flag Salute - Mr. Cama led all assembled in the Pledge of Allegiance

**2. Presentations - None at this time.**

**3. Public Comments**

None

**4. Minutes**

4.01 February 25, 2019 - Regular Meeting

4.02 February 25, 2019 - Executive Sessions 1 and 2

**Resolved**, to approve the above listed minutes.

Motion Sutton Second Yasunas By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

**5. Acting Superintendent's Report - Dr. Broadus W. Davis**

5.01 Student Delegate - Anabelle Thompson

5.02 PTA Update - none

5.03 Enrollment - 281

5.04 Staff Attendance - February 95.9%

5.05 Middle School Dance was well attended.

5.06 FTS Softball Team - there will be a team; the fields are being prepared.

5.07 QSAC - met most of the day 3/18/19.

5.08 2018-2019 Security and Fire Drills

Type of Drill	Date
Fire Drill	September 6, 2018
Security (Evacuation non-fire)	September 17, 2018
Fire Drill	October 1, 2018

Bus Evacuation Drill	October 15, 2018
Security (Bomb Threat)	October 16, 2018
Bus Evacuation Drill	October 16, 2018
Fire Drill	November 7, 2018
Security (Active Shooter)	November 12, 2018
Fire Drill	December 6, 2018
Lockdown	December 7, 2018
Fire Drill	January 7, 2019
Lockout	January 30, 2019
Fire Drill	February 4, 2019
Lockout	February 28, 2019
Fire Drill	March 11, 2019

5.09 2018-2019 HIB Incidents

Month	Number Incidents Reported	Number Classified as HIB
September	0	0
October	0	0
November	2	0
December	0	0
January	0	0
February	0	0

6. **Business Administrator Report**

6.01 2019-20 Proposed Budget

6.02 NSLP Administrative Review - March 13, 2019 - Perfect review, no corrective action is needed.

6.03 Water Infiltration Bid Opening - March 7, 2019 - All bids will be rejected due to material defects in documents.

6.04 Partial Roof Replacement Bid Opening - March 14, 2019

6.05 Monthly Building & Grounds Report

6.06 Thank you to the Township DPW for helping to move snow after the March 3<sup>rd</sup> storm.

6.07 REAP Grant Application 19/20 - submitted (approximately \$25,000 to be used for technology)

7. **Correspondence**

7.01 Letter from Parents of Student ID # 3150596010 (to be discussed in executive session)

8. **Subcommittee Discussion and Action Items**

**All resolutions are upon the recommendation of the superintendent.**

8.01 **Ad Hoc** (Board Goals, Supt Goals/Personnel) - Mrs. Luciano, Mrs. Tomasini, Mr. Witkowski - no meeting

8.02 **Facilities and Finance** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski - met 3/4/19

**8.02.1 Appointment of Benefit Risk Manager**

**Resolved**, that the Franklin Township Board of Education, effective May 1, 2019, designates James T. Finn, CLU, of Brown & Brown Benefit Advisors, Inc. as its Benefit Risk Manager for our Schools Health Insurance Fund (SHIF) medical, Rx drug, and dental benefit plans.

Brown & Brown Benefit Advisors, Inc. is authorized as follows:

1. To assist employees and dependents in the resolution of elevated service issues that cannot be resolved by Aetna, ESI, Delta Dental or SHIF.
2. To advise the Board of Education relative to compliance with Federal and State regulations regarding group benefit plans.
3. To review periodic SHIF financial reports and advise the Board of Education on the financial status of the SHIF and how that relates to the forecasting of future SHIF assessment rates.
4. To advise the Board of Education on the impact of current, proposed, and future changes to by-laws, procedures, or vendors associated with SHIF.
5. To accept commission payments from SHIF or its designee equivalent to the following:
  - a. May 2018 - June 2018: \$48.53 per employee per month (PEPM)
  - b. July 2019 - June 2020: \$49.50 per employee per month (PEPM)

**Be it Further Resolved**, that all appropriate Board of Education staff members are authorized to take such action and affect such documentation as necessary to implement these changes.

Motion Yasunas Second Evans By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

**8.02.2 Appointment of Group Disability Insurance Plan Broker-of-Record**

**Resolved**, that the Franklin Township Board of Education, effective May 1, 2019, designates Brown & Brown Benefit Advisors, Inc. as its broker-of-record for its group disability insurance plan, insured with The Standard.

Brown & Brown Benefit Advisors, Inc. is authorized as follows:

1. To periodically market the Board’s group disability insurance plan
2. To assist employees and dependents in the resolution of elevated service issues that cannot be resolved by Standard
3. To advise the Board of Education relative to compliance with Federal and State regulations regarding group disability insurance plans
4. To accept commission payments from The Standard identical to current

**Be it Further Resolved**, that all appropriate Board of Education staff members are authorized to take such action and affect such documentation as necessary to implement these changes.

Motion Yasunas    Second Luciano    By Voice Vote    

Yes	No	Abstain	Absent
7	0	0	0

**8.02.3 Adoption of the 2019-2020 Proposed Budget:**

**BE IT RESOLVED** that the Franklin Township Board of Education hereby adopts the following *proposed budget* for the 2019-2020 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is compliant with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. The District has proposed programs and services in addition to the New Jersey Student Learning Standards adopted by the State Board of Education.

REVENUE		APPROPRIATIONS	
<i>Fund 10:</i>		<i>Fund 10:</i>	
Excess Surplus/Fund Balance	90,548	Current Expense	6,333,127
Local Tax Levy	5,859,583	Capital Outlay	255,567
Other Revenue	155,900	State Assessment/Debt Svc*	36,136
Extra Ordinary Aid (Est)	150,000		
NP Transportation Aid (Est)	2,250		
State Aid	366,549		
<i>Fund 20:</i>		<i>Fund 20:</i>	
Grant Entitlements (Est)	158,636	REAP/NCLB/IDEA Grants (Est)	158,636
<i>Fund 40:</i>		<i>Fund 40:</i>	
Debt Service – Tax Levy	645,650	Repayment of Debt	645,650
<b>TOTAL REVENUE:</b>	<b>7,429,116</b>	<b>TOTAL APPROPRIATIONS:</b>	<b>7,429,116</b>

\*State Assessment for Debt Service on SDA Grant Funding.

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum appropriation amount of \$5,000.00 that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs insuring the maximum amount is not exceeded.

The 2019-20 local tax levy includes \$86,630 of banked cap needed for increased special education costs. The use of these funds must be completed by the end of the 2019-20 budget year and cannot be deferred or incrementally completed over a longer period of time.

Motion by: Yasunas                      Seconded by: Sutton

Discussion ensued.

Roll Call Vote:

BOE Member	Yes	No	Abstain	Absent
Evans	X			
Luciano	X			
Sutton	X			
Tomasini	X			
Witkowski	X			
Yasunas	X			
Cama	X			
Totals:	7	0	0	0

**8.02.4 Resolved** to accept the following sealed bids received in response to Project Bid #18-8517 on March 7, 2019, for Water Infiltration Renovations at the Franklin Township Elementary School.

Bidder Name & Address	Base Bid A-1	Alternate Bid 1	Alternate Bid 2	Allowance 2
William Kohl Construction Corp. 523 Newman Springs Road Lincroft, NJ 07738	\$1,994,300	\$94,700	\$62,200	\$214,000
TCI Construction & Mgt. Co. 1306 Sherman Square St. Hwy #33 Farmingdale, NJ 07727	\$784,000	\$24,000	\$28,000	\$34,000

**BE IT FURTHER RESOLVED** to reject all bids due to missing documents in both bids that is non-waivable and a material defect, as recommended by the Board Attorney.

Motion Yasunas	Second Sutton	By Voice Vote	Yes	No	Abstain	Absent
			7	0	0	0

**8.02.5 Partial Roof Replacement**

**Resolved** to accept the following sealed bids received in response to Project Bid #18-8551 on March 14, 2019, for Partial Roof Replacement at the Franklin Township Elementary School.

Bidder Name & Address	Single Overall Lump Sum Bid
Integrity Roofing, Inc. 1385 Witherspoon Street Rahway, NJ 07065	\$387,340

Northeast Roof Maintenance, Inc. 649 Catherine Street Perth Amboy, NJ 08861	\$374,000
Roof Management Inc. 1627 Wycoff Road Wall, NJ 07727	\$303,000
Strober-Wright Roofing, Inc. 1432 route 179, Unit C2 & C3 Lambertville, NJ 08530	\$296,930

**BE IT FURTHER RESOLVED** to award a contract to Strober-Wright Roofing, Inc., the lowest responsible bidder for \$296,930.00.

Motion Yasunas	Second Sutton	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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8.03 **Curriculum & Education** - Mr. Cama, Mrs. Luciano, Mrs. Tomasini  
8.03.1 School Calendar - 2019-2020

**Resolved**, to approve the 2019-2020 school calendar with corrections to Thanksgiving recess dates.

Motion Yasunas	Second Witkowski	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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8.03.2 **Social Studies Textbook Series - Gr. 6-8**

**Resolved**, to approve the following new Social Studies textbook series for grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> which align with the New Jersey Student Learning Standards:

- myWorld Interactive World History (c 2019) – 6<sup>th</sup> Grade
- History Alive! The United States Through Industrialism (c 2017) – 7<sup>th</sup>/8<sup>th</sup> Grade

Motion Yasunas	Second Luciano	By Voice Vote	Yes 7	No 0	Abstain 0	Absent 0
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8.04 **Policy** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski - met 3/4/19

8.04.1 **Resolved**, to approve the following revised policies:

4111	Certificated Recruitment, Selection and Hiring
4115	Supervision
4131/4131.1	Staff Development; Inservice Education/Visitations/Conferences
4211	Non-Certificated Recruitment, Selection and Hiring
5131	Conduct/Discipline
5131.1	Harassment, Intimidation and Bullying
5131.5	Vandalism/Violence
5131.6	Drugs, Alcohol, Steroids, Tobacco
5145.4	Equal Educational Opportunity

Motion Yasunas Second Luciano By Voice Vote

Yes	No	Abstain	Absent
7	0	0	0

8.05 **Communications** - Mrs. Luciano, Mrs. Sutton, Mr. Yasunas - no meeting.

8.06 **Strategic Plan** - Mrs. Evans, Mrs. Sutton, Mr. Yasunas - met 3/14/19. Went through outline and actions and prioritized actions by sections.

8.07 **Negotiations** - Mr. Cama, Mrs. Sutton, Mr. Yasunas - no meeting

8.08 **Superintendent Search** - Mr. Cama, Mrs. Sutton, Mrs. Tomasini - March 15, 2019 - Communication was sent to the community.

9. **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.

9.01 **Budget and Finance**

9.01.1 **Secretary/Treasurer’s Report**

Approve the Secretary/Treasurer’s Reports submitted for the month ending February, 2019, which agree with each other and the bank.

9.01.2 **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 February, 2019 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.

9.01.3 **Transfer of Funds**

**Approve** the transfer of uncommitted funds within the 2018-2019 school year budget as per the attached list.

9.01.4 **Bill List**

**Approve** the March, 2019 bill list in the amount of \$1,073,088.43.

9.02 **Education**

9.02.1 **Approve** the following field trips:

Group	Location	Date
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Grade 7	American Museum of Natural History	May 2019
Grade 1	Crayola Factory	June 2019
Grade 3	Franklin Institute	May 2019
Grade 8	Dorney Park	June 2019
Grade 5	Washington Crossing State Park (Bike Ride)	May 2019

(Staff members attending trips over 7.25 hours per day will be paid at the stipend rate of \$30.00 per hour for additional hours.)

### 9.03 Personnel

#### 9.03.1 Professional Days

**Approve** the following professional days and travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan.

Date	Employee	Name of Professional Development Program	Registration Cost	Mileage Exp.
4/15/19	Minga Cullen	Addressing Common Teaching Challenges in Children with Autism	\$90.00	.31 per mile
4/11/19	Karin Stumpf	Middle/High School Conflict Resolution	\$0.00	.31 per mile

### 9.04 Facilities

**9.04.1 Approve** the following use of facilities requests:

Name of Group	Purpose	Location	Days/Dates	Time
PTA	Mother's Day Plant Sale	Lawn outside of Main Entrance (Indoors if Raining)	Friday, May 10, 2019	8:00 a.m. - 2:00 p.m.
PTA	Fun Fair	Playground/Grassy Area	Friday, June 7, 2019 (Rain date 6/10/19)	8:00 a.m. - 3:00 p.m.
Nat'l Psoriasis Foundation	Parking Lot	Rest Stop for Bike Ride	Friday, May 10, 2019 (porta-toilet delivery) Saturday, May 11, 2019	6:00 a.m. - 6:00 p.m.

**RESOLVED**, upon the recommendation of the Acting Superintendent, Dr. Broadus W. Davis, to approve the above stated consent agenda items.

Motion by: Yasunas

Seconded by: Luciano

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Evans	X			
Mrs. Luciano	X			



Mrs. Sutton	X			
Mrs. Tomasini	X			
Mr. Witkowski	X			
Mr. Yasunas	X			
Mr. Cama	X			
Totals:	7	0	0	0

**10. Board Matters/New Business**

10.01 Review and approve the 2018-2019 Board Goals as follows:

1. Pursue our due diligence to seek a new Superintendent for Franklin Township School via following methods:
  - a) Seek bids from organizations to assist with search
  - b) Seek cost-effective measures to reduce administrative costs with a Shared Services Agreement for Superintendent with a North Hunterdon High School sending district
  - c) Work with NJ School Boards to ensure there is a plan to ensure a transition on July 1, 2019 if a Superintendent is not found.
  
2. Continue improvement of communication and communication vehicles to Parents/ Guardians, Students, Faculty and Community Members.
  
3. Evaluate and improve FTS Bus Transportation services for efficiencies with costs to district, and ensuring process for emergency situations.
  
4. Understand and identify Special Education improvement plans.
  
5. Pull through the FTS Strategic Plan with FTS BOE committees including community involvement with monthly updates at FTS BOE meetings.

Motion Yasunas Second Luciano By Voice Vote

Yes 7	No 0	Abstain 0	Absent 0
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10.02 Board Vacancy Procedure

**11. Personnel - All resolutions are upon the recommendation of the Acting Superintendent.**

**11.01 Resolved,** to approve Missy Minarik to be the alternate homework help/detention teacher as needed for the remainder of the 2018-2019 school year at \$30.00 per hour not to exceed \$300.00.

Motion by: Yasunas

Seconded by: Witkowski

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Evans	X			
Mrs. Luciano	X			
Mrs. Sutton	X			
Mrs. Tomasini	X			
Mr. Witkowski	X			
Mr. Yasunas	X			
Mr. Cama	X			

Totals:	7	0	0	0
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12. **Public Comments - none**

13. **Executive Session - 7:54 p.m.**

13.01 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 March 18, 2019 for the purpose of discussing the Superintendent 2018-2019 contract and a 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 into public session in approximately 45 minutes. Action will not be taken.

Motion Yasunas	Second Luciano	By Voice Vote	Yes	No	Abstain	Absent
			7	0	0	0

13.02 **Resolved, to return to Open Public Session at 8:29 a.m.**

Motion Yasunas	Second Witkowski	By Voice Vote	Yes	No	Abstain	Absent
			7	0	0	0

Mr. Cama, President, reminded everyone of the NJHS Induction on Wednesday, March 21, 2019.

14. **Adjournment**

14.01 **Resolved**, to Adjourn from the Public Meeting at 8:29 p.m.

Motion Yasunas	Second Witkowski	By Voice Vote	Yes	No	Abstain	Absent
			7	0	0	0

Respectfully submitted,

Patricia A. Martucci  
Board Secretary