

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

*July 25, 2016 – 6:30 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 January 7, 2016.*

**II. Roll Call – Patricia Martucci, SBA/BS**

T. French, <i>V.Pres.</i>	_____	G. Burdick	_____	C. Cama	_____
A. Homulak	_____	R. Masino	_____	F. Yasunas	_____
C. Crielly, <i>Pres.</i>	_____				

**III. Flag Salute**

**IV. Presentation - None**

**V. Resolved, to approve the following minutes:**

- May 23, 2016 – Regular Meeting
- May 23, 2016 – Executive Session
- June 20, 2016 – Regular Meeting
- June 20, 2016 – Executive Session 1 and 2
- June 28, 2016 – Special Meeting
- June 28, 2016 – Executive Session

**(att. V)**

**VI. Superintendent’s Report - Dr. Carol Fredericks**

**A. Information/Discussion Items:**

1. PTA Update
2. Enrollment
3. Staff Attendance
4. HIB Policy 5131.1 - Community Input and Board Training

**(att. VI.A.2)**

*Section G. Anti-Bullying Coordinator, Anti-Bullying Specialist and School Safety Team(s)*

1. *The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.*

*The district Anti-Bullying Coordinator shall:*

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of pupils;*
  - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of pupils in the district;*
  - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of pupils;*
  - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and*
  - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.*
2. *The Principal in the school shall appoint a school Anti-Bullying Specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the Principal shall appoint that individual to be the school Anti-Bullying Specialist. If no individual meeting this criteria is currently employed in the school, the Principal shall appoint a school Anti-Bullying Specialist from currently employed school personnel.*

*The school Anti-Bullying Specialist shall:*

- a. Chair the School Safety Team as provided in N.J.S.A.18A:37-21;*
  - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and*
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.*
3. *A School Safety Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school, and to address school climate issues such as harassment, intimidation, or bullying. Each School Safety Team shall meet at least two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a pupil in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.*

*The School Safety Team shall:*

- a. Receive any complaints of harassment, intimidation, or bullying of pupils that have been reported to the Principal;*
- b. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;*
- c. Identify and address patterns of harassment, intimidation, or bullying of pupils in the school;*
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of pupils;*
- e. Educate the community, including pupils, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of pupils;*
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request;*
- g. Collaborate with the district Anti-Bullying Coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of pupils; and*
- h. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.*

*The members of a School Safety Team shall be provided professional development opportunities that address effective practices of successful school climate programs or approaches. Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a pupil.*

## **VII. Business Administrator Report**

## **VIII. 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.

## **IX. Subcommittee Updates**

- A. Negotiations – Mr. Cama, Mr. Masino, Mr. Yasunas**
- B. Policy – Mr. Burdick, Ms. Crielly, Mr. French – met 7/11/16**
- C. Budget & Finance – Ms. Crielly, Ms. Homulak, Mr. Masino – met 7/11/16**
- D. Curriculum – Ms. Crielly, Mr. Masino, Mr. French**
- E. Communications – Mr. Yasunas, Mr. Cama, Mrs. Homulak**

- F. Appeal – Mr. Burdick, Ms. Crielly, Mr. French – met 7/11/16
- G. Ad Hoc – Goals & Objectives – Ms. Crielly, Mr. French, Mr. Yasunas - met 7/11/16

## X. Correspondence

## 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 months ending May 2016, which agree with each other and the bank.

(att. XI.A.1)

#### 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 May 31, 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 2015-2016 school year budget as per the attached list.

(att. XI.A.3.)

#### 4. **Approve** the June, 2016 bill list in the amount of \$10,881.05. (att. XI.A.4.)

#### 5. **Approve** the July, 2016 bill list in the amount of \$283,900.12. (att. XI.A.5.)

### B. EDUCATION

No Consent Items

### C. PERSONNEL

#### 1. **Approve** the Substitute Personnel list for the 2016-2017 school year at the following rates:

- Teacher - \$100.00 per day (8:00 a.m. – 3:30 p.m.), 7.5 hours
- Secretary - \$100.00 per day (8:00 a.m. – 4:00 p.m.), 8 hours
- Paraprofessional - \$100.00 per day (8:00 a.m. – 3:30 p.m.), 7.5 hours
- Nurse - \$110.00 per day (8:00 a.m. – 3:30 p.m.) 7.5 hours
- Administrator - \$250.00 per day (8:00 a.m. – 4:00 p.m.) 8 hours
- All hourly rates calculated by dividing per diem rate by actual hours.

(att. XI.C.1.)

2. **Approve** the following course application:

- Karen Gerth, Inclusive Practices, Centenary College, Fall 2016, Amount of Reimbursement, \$1,080.00, per contract page 9, Article VII.D.1. First Course 80%, not to exceed \$2,000

3. **Approve** the following professional day requests:

- Karen Gerth, Tools of the Mind Training, on 8/8/16, 8/9/16, 10/5/16, 1/11/17 and 4/5/17. Registration Cost \$330 per session (total of \$1,650); Total 5 Day Mileage Reimbursement - \$100.75
- Lillian Bickhardt, Tools of the Mind Training, on 8/8/16, 8/9/16, 10/5/16, 1/11/17 and 4/5/17. Registration Cost \$330 per session (total of \$1,650); Total 5 Day Mileage Reimbursement - \$100.75

**D. FACILITIES**

No Consent Items

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

Motion Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

**XII. Discussion & Action Agenda**

All resolutions are upon the recommendation of the Superintendent.

**A. EDUCATION**

1. **Resolved**, to approve the 2016-2017 class period schedule in accordance with board policy 6112, School Day. **(att. XII.A.1)**

Motion Second By Voice Vote

Yes	No	Abstain	Absent
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**B. BUSINESS**

1. **Action Items:**

- a. **Resolved**, to amend the dates approved for Children's Therapy Services Inc. to provide Occupational Therapy to reflect the period July 1, 2016 to June 30, 2017 at a rate of \$93.00 per hour.

Motion Second By Voice Vote

Yes	No	Abstain	Absent
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- b. **Resolved**, to approve the agreement between Franklin Township BOE and Oxford Consulting Services to provide Occupational, Speech, and Vision Therapy to a special education student (SID #1821266702) as per the IEP for the period of July 30, 2016 through August 31, 2016 at a rate of \$105.00 per session.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- c. **Resolved**, to approve the agreement between Franklin Township BOE and Oxford Consulting Services to provide Occupational, Speech, and Vision Therapy to a special education student (SID # 1821266702) as per the IEP for the period of September 1, 2016 through June 30, 2017 at a rate of \$105.00 per session.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- d. **Resolved**, to approve the special education tuition contract agreement for ESY for 1 student (SID# 3902247516) between the Franklin Township BOE and the East Amwell Township BOE for the period of July 5, 2016 – August 12, 2016 in the amount of \$3,500.00 (includes speech services).

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- e. **Resolved**, to approve the special education tuition contract agreement for 1 student (SID# 5763171500) between the Franklin Township BOE and East Amwell Township BOE for the period of September 6, 2016 through the last day of school in June, 2017 in the amount of \$21,500.00 (includes speech services).

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- f. **Resolved**, to approve the special education tuition contract agreement for 1 student (SID# 4640105502) between the Franklin Township BOE and East Amwell Township BOE for the period of September 6, 2016 through the last day of school in June, 2017 in the amount of \$26,500.00 (includes speech services).

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- g. **Resolved**, to approve Home Program Services training provided by Michael MacDuff through East Amwell BOE for the 2016-2017 school year for 3 students (SID# 3902247516, SID# 5763171500 and SID# 4640105502) at the hourly rate of \$50.00 not to exceed \$1,000 per student.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- h. **Resolved**, to approve the special education tuition contract agreement for 3 students (SID# 9303861870, SID#2135812138 and SID#4084851256) between the Franklin Township BOE and Lebanon Township BOE for the period of July 5, 2016 through August 4, 2016 in the amount of \$3,800 per student.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- i. **Resolved**, to approve the Letter of Understanding between the Franklin Township BOE and Kid Therapy, LLC to provide Occupational Therapy Services according to student IEP's for the period of September 1, 2016 through June 30, 2017 at the following rates:
- 30 minute individual therapy session - \$42.50 per session
  - 45 minute individual therapy session - \$63.75 per session
  - 60 minute individual therapy session - \$85.00 per session
  - 15 minute consultation - \$21.25 per consultation
  - 30 minute consultation - \$42.50 per consultation
  - Documentation/Administration time - \$85.00 per hour

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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- j. **BE IT RESOLVED** THAT THE BOARD OF EDUCATION of Franklin Township upon recommendation of the Superintendent approves the renewal of the FSMC base year 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.
- Maschio's guarantees a no cost or breakeven food service operation, including the management fee. In the event that the program costs exceed total revenues (from all sources), Maschio's shall be responsible for any 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 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. (att. XII.B.1.j.)

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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k. **Resolved**, in order to best meet the school lunch meal patterns, to approve the 2016-2017 School Food Service Price list as follows:

Student Paid Lunch	\$3.25	Adult Lunch	\$3.75
Student Reduced Lunch	\$ .40	Ice Cream	\$.75/\$1.00
Student Entree Only	\$2.75	Spring Water	\$.50/\$1.00
Extra Entrée w/Lunch	\$1.90	Hot Pretzel	\$ .75
Milk	\$ .50	Fresh Baked Cookie	\$ .40
Assorted Baked Chips	\$ .75	Juice Pack	\$1.00
Envy	\$1.25		

Motion                      Second                      By Voice Vote                      

Yes	No	Abstain	Absent
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**I. Resolution Authorizing Appointment of Purchasing Agent, Bid and Quote Authority**

**WHEREAS**, changes to the Public School Contracts Laws gave boards of education the ability to increase their bid threshold up to \$36,000 and

**WHEREAS**, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, Patricia Martucci possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

**WHEREAS**, the Franklin Township Board of Education desires to maintain the bid threshold at \$36,000 as provided in N.J.S.A. 18A:18A-3;

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Franklin Township Board of Education, in the County of Hunterdon, in the State of New Jersey hereby continues its bid threshold at \$36,000; and

**BE IT FURTHER RESOLVED** that all contracts that are in the aggregate less than 15% (\$5,400) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations; and

**BE IT FURTHER RESOLVED**, that the governing body hereby appoints Patricia Martucci as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A;18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.

Motion                      Second                      By Voice Vote                      

Yes	No	Abstain	Absent
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m. **Resolved**, to approve the Contract between the Franklin Township BOE and the NJ Commission for the Blind and Visually Impaired for the 2016-2017 Academic Year for 2 students (SID #5160271548 and SID#1821266702) in the amount of \$1,900 per student.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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n. **Resolved**, to dispose of the obsolete or damaged library books as per attached list. **(att. XII.B.1.n.)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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o. **Resolved**, to approve the 2016-2017 Purchasing Manual. **(att. XII.B.1.o.)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**C. FACILITIES  
No Action Items**

**D. TRANSPORTATION  
No Action Items**

**E. POLICY**

1. **Resolved**, to approve, after a second reading, the following policies:

- 4112.8/4212.8 – Nepotism (revised)
- 5141.22 – Medical Marijuana (new)

**(distributed 6/20/16)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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2. **Resolved**, to approve the first reading of the following revised policies:

- 4123 – Classroom Aides ( Paraprofessionals)
- 4222 – Noninstructional Aides
- 5131.1 – Harassment, Intimidation and Bullying (Section H.)

**(att. XII.E.2.)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**F. OTHER MATTERS**

**G. NEW BUSINESS**

**XIII. Board Matters**

## XIV. Personnel

### A. Action Items:

All resolutions are upon the recommendation of the Superintendent.

1. **Resolved**, to approve David Giantisco to be paid for attending required CPR training on June 21, 2016 at a rate of \$30.00 not to exceed 3 hours.

Motion

Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

2. **Resolved**, to approve the following staff to review and make revisions to the Code of Conduct, Positive Behavior Support, and the Parent/Student Handbook on June 30, 2016 at the hourly rate of \$30.00 for a total of 6 hours each.

Angela McVerry  
Lindsay Gooditis  
Courtney Maxwell

Motion

Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

3. **Resolved**, to approve the appointment of Lillian Bickhardt as full time 10 month Teacher, 2016-2017 MA level of \$59,646.27 charged to account number 11-213-100-101-001-000, position control number TCH-SCH-SPED-MG-02-000, initial placement STARS program (Student Transitions for Academic Readiness & Success).  
(att. XIV. A.3.)

Motion Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

4. **Resolved**, to approve the appointment of Christina Kocsi as full time 10 month Teacher, 2016-2017 MA level of \$59,646.27 charged to account number 11-120-100-101-001-000, position control number TCH-EL-TEAC-02-02, initial placement Grade 2 Teacher. (att. XIV.A.4.)

Motion Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

5. **Resolved**, to approve the appointment of Steven Hunter Timko as full time 10 month Teacher, 2016-17 BA level of \$57,555.06 charged to account numbers 11-110-100-101-001-000, 11-120-100-101-001-000, 11-130-100-101-001-000, position control number TCH-SCH-PE-MG-01, initial placement Health/Physical Education Teacher. (att. XIV.A.5.)

Motion Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				



9. **Resolved**, to approve Karen Gerth and Lillian Bickhardt to be paid \$30.00 per hour to attend Tools of the Mind Training on August 8 and 9, 8:30 a.m. – 3:30 p.m.

Motion

Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

10. **Resolved**, to approve the revised classroom teacher job description to align with the parameters of New Jersey Achieve regulations and the district-selected Charlotte Danielson Framework for Teaching Evaluation instrument.

**Be it further Resolved**, to update other district job descriptions with the same standards and language in item 15 Performance Responsibilities, Requirements, Equal Opportunity Language and Legal Citations. (att. XIV. A.10.)

Motion

Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

11. **Resolved**, to approve the following teachers to be paid to attend and prepare (1 hour) for preschool open house (1 hour) and kindergarten orientation (1.5 hours) on August 17, 2016 at \$30.00 per hour.

Karen Gerth  
 Karen Brokaw  
 Anita Petersen





17. **Resolved**, approve the appointment of \_\_\_\_\_ as full time 10 month Teacher, 2016-17 \_\_\_\_\_ charged to account numbers 11-110-100-101-001-000, 11-120-100-101-001-000, 11-130-100-101-001-000, position control number TCH-SC-SPAN-MG-01, initial placement Spanish Teacher.

Motion Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

18. **Resolved**, to approve Lillian Bickhardt to provide specialized tutoring to a special education student during the summer at an hourly rate of \$30.00 not to exceed \$900.00.

Motion Second

Roll Call Vote

Name	Yes	No	Abstain	Absent
Burdick				
Cama				
French				
Homulak				
Masino				
Yasunas				
Crielly				
Totals				

**XV. 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.



**XVI. 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 July 25, 2016 for the purpose of discussing Bus Transport Appeal. It is expected that the results of the discussion undertaken in closed session will be made public at the time official action is taken.*

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**XVII. Resolved, to return to Open Public Session at \_\_\_\_\_.**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**XVIII. Resolved, to approve/deny bus transport appeal per board review.**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**XIX. Resolved, to Adjourn from the Public Meeting at \_\_\_\_\_.**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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