

Franklin Township School District

Monthly Meeting of the Board of Education



February 26, 2018

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

February 26, 2018- 6:30 p.m.

A G E N D A

1. 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 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 18, 2018.

1.01 Roll Call – Patricia Martucci, SBA/BS

| | | |
|-----------------------------------|------------------------------------|------------------------------------|
| G. Burdick, <i>Pres.</i> _____ | C. Cama _____ | T. French _____ |
| A. Luciano, <i>V. Pres.</i> _____ | K. Sutton _____ | J. Witkowski _____ |
| F. Yasunas, _____ | | |

1.02 Flag Salute

2. Presentations

- 2.01 Presentation of Certificates to the 2018 Championship Girls’ Basketball Team
Steven Hunter Timko, Girls’ Basketball Coach
- 2.01 Trane U.S. - Proposal for Replacement of Honeywell Head End
Vincent DeAngelis, Systems Account Manager
- 2.02 Custodial Services/Outsource or In-House
Dr. Broadus Davis, Superintendent; Ms. Patricia Martucci, Business Administrator

3. Minutes

- 3.01 January 10, 2018 - Reorganization Meeting **(attachment)**
- 3.02 January 22, 2018 – Regular Meeting **(attachment)**
- 3.03 January 22, 2018 - Executive Session **(attachment)**

Resolved, to approve the above listed minutes.

| | | | | | | | |
|--------|--------|---------------|--|-----|----|---------|--------|
| Motion | Second | By Voice Vote | <table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; text-align: center;">Yes</td> <td style="width: 25%; text-align: center;">No</td> <td style="width: 25%; text-align: center;">Abstain</td> <td style="width: 25%; text-align: center;">Absent</td> </tr> </table> | Yes | No | Abstain | Absent |
| Yes | No | Abstain | Absent | | | | |

4. Acting Superintendent’s Report - Dr. Broadus W. Davis

- 4.01 Student Delegate - Hunter Paulter
- 4.02 PTA Update
- 4.03 Enrollment **(attachment)**

- 4.04 Staff Attendance
- 4.05 Upcoming Events/Activities
- 4.06 Fire/Safety Drills
- 4.07 QSAC Schedule (2018-2019)
- 4.08 Update Status Report - Superintendent's Goals (attachment)

5. **Business Administrator Report**

- 5.01 RFP – Auditor
- 5.02 Special Education Audit Proposals
- 5.03 FSMC – RFP required for 2018-19 Fixed Price vs. Cost Reimbursable
- 5.04 Trane U.S. proposal for Replacement of Honeywell Head End

6. **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.

7. **Correspondence**

8. **Subcommittee Discussion and Action Items**

All resolutions are upon the recommendation of the superintendent.

8.01 **Ad Hoc** (Board Goals, Supt Goals/Personnel) - Mr. Cama, Mrs. Luciano, Mr. Witkowski

8.02 **Facilities and Finance** - Mr. Burdick, Mr. French, Mr. Yasunas

8.02.1 - RFP - District Audit Services

Resolved, to authorize the Business Administrator to issue and advertise RFP #19-01 for District Audit Services for the fiscal year ending June 30, 2018, with two one-year renewals. (attachment)

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

8.02.2 - HVAC System Control Units

Resolved, to approve an agreement between Trane U.S. Inc. and the Franklin Township Board of Education for replacement/upgrade of HVAC system control units as stated in the contract for \$28,458.00. (Copy of contract is on file in the Business Office). (attachment)

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

8.02.3 - Educational Facility Management Services

Resolved, to approve a Professional Services Agreement between the Franklin Township Board of Education and Matthew S. O'Brien for Educational Facility Management Services from February

1, 2018 to June 30, 2018 at \$70.00 per hour, not to exceed \$4,900.00. (Copy of contract is on file in the Board Office.) **(attachment)**

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

8.02.4 - Special Education Audit

Resolved, to approve a Professional Services Agreement between the Franklin Township Board of Education and _____ for a Special Education Audit in the amount of _____ **(attachment)**

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

8.02.5 - Strategic Planning Agreement

Resolved, to approve the agreement between the Franklin Township Board of Education and _____ to provide Strategic Planning Services at a cost of _____ **(attachment)**

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

8.03 Curriculum & Education

8.04 Policy

8.04.1 **Resolved**, to approve, after a second reading, the following revised policies: (posted 1/22)

| | |
|---------|--|
| 5145.4 | Equal Educational Opportunity |
| 6121 | Non Discrimination/Affirmative Action |
| 6142.2 | English as a Second Language; Bilingual Programs |
| 6142.12 | Career Education |
| 6172 | Alternative Educational Programs |

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

8.04.2 **Resolved**, to approve the first reading of the following revised policies: **(attachment)**

| | |
|---------------|--|
| 2224 | Non Discrimination/Affirmative Action |
| 4111.1/4211.1 | Non Discrimination/Affirmative Action |
| 4131/4131.1 | Staff Development; Inservice Education/Visitations/Conferences |
| 6164.2 | Guidance Services |
| 6171.1 | Remedial Instruction |

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

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 January 2018, which agree with each other and the bank. **(attachment)**

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 January, 2018 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 2017-2018 school year budget as per the attached list. **(attachment)**

9.01.4 Bill List

Approve the February, 2018 bill list in the amount of \$1,237,034.17. **(attachment)**

9.02 Education

9.02.1 Field Trips

Approve the following field trips:

| Group | Location | Date |
|---------|-----------------|--------------|
| Grade 6 | Camp Bernie | May 24, 2018 |
| Grade 1 | Crayola Factory | June 6, 2018 |

(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.) **(attachment)**

9.03 Personnel

9.03.1 Professional Day Requests

Approve the following professional day requests:

| Date | Employee | Name of Professional Development Program | Registration Cost | Mileage Exp. |
|---------|------------------|--|-------------------|--------------|
| 3/1/18 | Lindsay Gooditis | Mandatory PARCC Training | \$0 | \$25.42 |
| 3/12/18 | Kate Paquette | 2018 NJASC Advisors | \$30.00 | \$16.43 |

| | | | | |
|---------|-----------------|--|---------|---------|
| 3/9/18 | Leslie McCusker | NJSBA Technology Conference 21 st Century Classroom Solutions | \$99.00 | \$ 0.00 |
| 4/13/18 | Karin Stumpf | 2018 Annual School Counselor Conference | \$35.00 | \$28.58 |
| 4/13/18 | Katrina Mani | 2018 Annual School Counselor Conference | \$35.00 | \$28.58 |

9.03.2 Substitute Personnel

Approve the following substitute applications:

- Elizabeth Turek (Substitute Nurse)

(attachment)

9.04 Facilities

9.04.1 Use of Facilities

Approve the following use of facilities requests:

| Name of Group | Purpose | Location | Days/Dates | Time |
|--|----------------------------------|--------------------------------|------------------------|-------------------|
| PTA /8 th Grade Fundraiser | Staff/Student Basketball Game | Gym | Friday, March 23, 2018 | 6:00 - 9:00 p.m. |
| PTA | Dr. Seuss Breakfast | Cafeteria/ Kitchen | Friday, March 2, 2018 | 6:30 - 8:20 a.m. |
| Quakertown Fire Co. | Memorial Day Observance | Front Lawn (Gym if raining) | Monday, May 28, 2018 | 8:30 - 11:00 a.m. |

(attachment)

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

Motion by:

Seconded by:

Roll Call Vote:

| Name | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mr. Cama | | | | |
| Mr. French | | | | |
| Mrs. Luciano | | | | |
| Mrs. Sutton | | | | |
| Mr. Witkowski | | | | |
| Mr. Yasunas | | | | |
| Mr. Burdick | | | | |
| Totals: | | | | |

10. Board Matters/New Business

11. Executive Session

11.01 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 February 26, 2018 for the purpose of discussing the Superintendent Search and Shared Services. 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 |
|-----|----|---------|--------|

11.02 **Resolved, to return to Open Public Session at _____.**

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

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

12.01 **Resolved**, to accept, with regret, the resignation of Lauren Chrisman, Gifted and Talented Science Teacher, effective February 13, 2018. **(attachment)**

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

12.02 **Resolved**, to approve the first reading of the following job descriptions:

- Building and Grounds Coordinator
- Custodian - with Black Seal License
- Custodian - without Black Seal License
- Media Aide
- Cafeteria Aide

(attachment)

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

12.03 **Resolved**, to approve the posting of the following anticipated positions, until filled:

- Building and Grounds Coordinator
- Custodian(s) - With and Without Black Seal License

(attachment)

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

13. 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.

14. Adjournment

14.01 **Resolved**, to Adjourn from the Public Meeting at _____.

Motion Second By Voice Vote

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|