

AGENDA (Revised 1/27/16)
ACTION MEETING OF THE BOARD OF EDUCATION
FRANKLIN TOWNSHIP PUBLIC SCHOOLS
FRANKLIN MIDDLE SCHOOL CAFETERIA & ROOM 313
JANUARY 28, 2016 – 6:30 P.M.

CALL OF ROLL

Mrs. Christine Danielsen
Mrs. Nancy LaCorte, Vice President
Ms. Laurie Merris
Mr. Edward Potosnak III, President
Dr. Julia M. Presley

Mr. Richard Seamon
Ms. Patricia E. Stanley
Mrs. Margaret E. Steele
Ms. Latee E. Walton-McCleod

Student Liaisons
Sophia Felix
Karmen Normandia. Alt.

Dr. John A. Ravally, Superintendent of Schools
Mr. James H. Strimple, Jr., Interim Assistant Superintendent for Business/Board Secretary
Dr. Jeffrey Charney, Interim Assistant Superintendent for Curriculum & Instruction
Mr. Orvyl Wilson, Director of School Management
Dr. Brenda Sofield, Director of Pupil Personnel Services
Mr. Brian Bonanno, Manager of Human Resources & Personnel Services
Mrs. Mary Clark, Coordinator of Policies, Regulations & Communications

___ Members of the Public

OPEN PUBLIC MEETINGS ACT STATEMENT

In accordance with the "Open Public Meetings Act" P.L. 1975, c. 231 (Sunshine Law), the schedule and notification of this meeting have been provided for on January 7, 2016 January 21, 2016. Copies of this notice were faxed to the **Courier News**, the **Home News Tribune**, **The Star-Ledger**, **The Trenton Times**, Franklin Township Clerk/Manager, WCTC Radio, District Schools, Offices and Associations, PTO Presidents, and posted on the Central Administration Building notice board.

Confidential Session (Room 313)

Moved:

Seconded:

Motion to adjourn to confidential session for the purpose of discussing a legal settlement with Board Counsel. Minutes of the confidential session will be made public when the reason for confidentiality no longer exists.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

Return to Open Session at 7:30 pm in the Cafeteria.

PLEDGE OF ALLEGIANCE

MISSION STATEMENT OF THE FRANKLIN TOWNSHIP PUBLIC SCHOOLS

The Mission of the Franklin Township Public Schools is to provide excellent educational opportunities that meet or exceed New Jersey Core Curriculum Content Standards for every student; maintain an environment that engenders an appreciation of the value of every student; develop every student to his/her highest potential; and instill the attitudes, skills, and knowledge necessary to become independent, contributing members of a democratic, multi-cultural society.

DISTRICT GOALS 2015-2016

- ***To establish the Superintendent as the Educational Leader of Franklin Township Public Schools.***
- ***To utilize data analysis in reviewing our educational programs and make recommendations for subsequent years to improve college and career readiness for all students.***
- ***To recruit and retain high quality staff and re-energize current staff through continued support and professional development.***
- ***To continue progress on our facilities projects with the least amount of disruption to the educational process.***

I. Action to Adopt the Agenda

Moved:

Seconded:

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

II. Presentations

- **2014-2015 Audit Presentation** ~ Ms. Donna L. Japhet, CPA, PSA, Lerch, Vinci & Higgins, LLP. (15 minutes)
- **Site for Franklin High School Graduation – June 23, 2016** ~ Dr. Thomas DiGanci, Interim Principal, Franklin High School. (5 minutes)
- **2014-2015 State Assessment Presentation** ~ Dr. Jeffrey Charney, Interim Asst. Superintendent for Curriculum and Instruction. (20 minutes)
- **Gifted and Talented Program** ~ Mr. David Heras, Supervisor, K-4 Language Arts Literacy, Academic Support and Enrichment. (15 minutes)

III. Superintendent's Report *(If needed)***IV. Board President's Report****V. Comments From The Public *(5 minutes per speaker – agenda items only)*****VI. Committee/Liaison Reports****VII. New Business**

R-01 Monthly Reports

Moved:

Seconded:

Acknowledge receipt of the following reports attached hereto and made a part of the minutes:

a. Principals' Reports

December

Exhibit R-01.a

b.	Attendance Officer's Report	December	Exhibit R-01.b
c.	Enrollment Report	December	Exhibit R-01.c
d.	School Safety Drills	December	Exhibit R-01.d
e.	Suspension Report	December	Exhibit R-01.e
f.	HIB Report	Dec. 18 – Jan. 21	Exhibit R-01.f

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

M-01 Minutes of Board Meetings

Moved:

Seconded:

Approve the minutes of the following meetings of the Franklin Township Board of Education:

a.	December 22, 2015	Action	Exhibit M-01.a
b.	December 22, 2015	Confidential	Exhibit M-01.b
c.	January 7, 2016	Reorganization	Exhibit M-01.c

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

Administration

A-01 Resolution of Appreciation for Betty Whalen

Moved:

Seconded:

Whereas, Betty Whalen served as a member of the Franklin Township Board of Education from January 2013 through December 2015; and

Whereas, during this time, Betty Whalen served the Board and her community faithfully and with distinction; and

Now, therefore, be it resolved, that the Board of Education hereby expresses its appreciation for Betty Whalen's leadership, dedication, commitment and service to the Board, to the Franklin Township Public School District, and to the Franklin Township Community.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-02 Travel & Related Expense Reimbursement

Moved:

Seconded:

Adopt the following resolution:

Whereas, the Franklin Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district, and

Whereas, N.J.S.A. 18A:11-12 requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

Whereas, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

Whereas, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); therefore be it

Resolved, that the Board of Education hereby approves the attendance of the listed school board members and district employees at the attached training, seminars, conferences and conventions, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

Resolved, that the Franklin Township Board of Education authorizes in advance, as required by statute, attendance at the attached training, seminars, conferences and conventions as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit A-02)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-03 Affirm Harassment, Intimidation and Bullying Decisions

Moved:

Seconded:

Whereas, the Franklin Township Board of Education has received and accepted HIB Investigation Reports at its regularly scheduled Board of Education meeting on December 22, 2015; and

Whereas, these HIB Investigation Reports indicated each reported case of Harassment, Intimidation and Bullying and the results of the investigation also known as the Superintendent's decision – including any services provided, training established or discipline imposed; and

Whereas, the parties involved in those cases reported were notified of the results of the investigation, Superintendent's decision, and the rights of those parties to request a hearing before the Board of Education; and

Whereas, no requests for a hearing before the Board of Education have been received; and

Whereas, the Anti-Bullying Bill of Rights provides the Board of Education the opportunity to affirm, modify or reject the Superintendent's decisions on reported cases of Harassment, Intimidation and Bullying;

Now, therefore be it resolved, that the Board of Education affirms the Superintendent's decisions in the cases listed in the HIB Investigation Reports previously accepted by the Board at its regularly-scheduled Board of Education meetings on December 22, 2015.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-04 Revised Policies – 2nd Reading and Adoption

Moved:

Seconded:

Approve the second reading and adoption of the following revised Policies as detailed in the exhibits attached hereto and made a part of the minutes:

- a. Policy 4116 Evaluation of Instructional Staff (Exhibit A-04.a)
- b. Policy 5118 Non Residents (Exhibit A-04.b)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-05 New Policies – 1st Reading

Moved:

Seconded:

Approve the first reading of the following new Policies as detailed in the exhibits attached hereto and made a part of the minutes:

- a. Policy 5853 C.A.R.E. Program (Extended School Day Child Care Program) (Exhibit A-05.a)
- b. Policy 6171.31 Title I District Wide Parent Involvement (Exhibit A-05.b)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-06 Accept a Donation

Moved:

Seconded:

Accept, with appreciation, a donation in the amount of \$650 from the law firm of Parker McCay to sponsor the 2016 Educator-of-the-Year Breakfast.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-07 School Board Recognition Month

Moved:

Seconded:

Whereas, the New Jersey School Boards Association has declared January 2016 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

Whereas, the Franklin Township Board of Education is one of 581 local school boards in New Jersey that sets policies and over sees operations for public school districts; and

Whereas, the Franklin Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

Whereas, New Jersey's local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12th grade; and

Whereas, New Jersey's 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and

parents for the betterment of public education; and

Whereas, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

Whereas, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

Whereas, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

Resolved, that the Franklin Township Board of Education does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2016 as School Board Recognition Month; and be it further

Resolved, that the Franklin Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-08 Student's Participation in SGS Musical

Moved:

Seconded:

Approve, retroactively, student #208943 to participate in the Sampson G. Smith School musical from January 8, 2016 to February 7, 2016.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

A-09 Facilities Use

Moved:

Seconded:

The Board of Education believes that the prudent use and management of school facilities by organizations outside of the curricular, co-curricular and extracurricular activities of the district is important and beneficial to the community. The Board of Education also believes use of these facilities outside of the school day must be granted in a fiscally sound manner.

Therefore, in accordance with Policy 1330 and Regulation 1330R, Use of School Facilities, the Board of Education will allow use of the following district facilities by organizations other than the Board of Education and the school District on weekdays: Conerly Road School; MacAfee Road School; Franklin Park School; Sampson G. Smith School; Franklin Middle School and Franklin High School.

Additionally, in accordance with Policy 1330 and Regulation 1330R the Board of Education will allow use of the following district facilities by organizations other than the Board of Education and the school District on Saturdays: Franklin High School; Franklin Middle School; Sampson G. Smith School and Franklin Park School.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

Business

B-01 Warrants & Payrolls

Moved:

Seconded:

Approve the following on the certification of the Board Secretary that sufficient funds are available to meet these claims (attached hereto and made a part of the minutes):

- a. General warrants and payrolls in the amount of \$12,705,360.18 identified in the bills list. (Exhibit B-01.a)
- b. Food Service Enterprise Fund warrants in the amount of \$241,291.72 for the month of December 2015. (Exhibit B-01.b)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-02 Transfer of Funds

Moved:

Seconded:

Approve Account Transfers No.6 for the 2015-2016 school year, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-02)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-03 Financial Reports

Moved:

Seconded:

Accept financial reports attached hereto and made a part of the minutes as follows:

- a. Report of the Board Secretary (A-148) (Exhibit B-03.a) (December)
- b. Report of the Treasurer (A-149) (Exhibit B-03.b) (December)
- c. Cash Reconciliation of A-148 & A-149 (Exhibit B-03.c) (December)
- d. Certification of the Asst. Supt. for Business/Board Secretary (Exhibit B-03.d) (December)
- e. Food Service Fund Financial Report (Exhibit B-03.e) (December)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-04 Board of Education Monthly Certification

Moved:

Seconded:

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4) we certify that as of December 31, 2015 after review of Secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)(3) and that sufficient funds are available to meet the district's financial obligations for the fiscal year.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-05 Contract Approval *(All contracts are LEA-funded, unless otherwise noted.)*

Moved:

Seconded:

Approve the following:

- a. The purchase of technology supplies from CDW-G for Elite Preparatory Academy in the amount of \$1,776.98, using non-public funding, through Middlesex Regional Educational Services Commission, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.a)
- b. An agreement with Achieve 3000, Lakewood, NJ, to pilot their online differentiated instruction platform at Franklin High School for an amount not to exceed \$2,300, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.b)
- c. A request for service with Island Photography, Port Washington, NY to provide photography services for the 2016 Franklin High School graduation, as detailed in the exhibit attached hereto and made a part of the minutes. Funded by students. (Exhibit B-05.c)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-06 Use of Competitive Contract

Moved:

Seconded:

In accordance with Public School Contract Law Section 45 of Public Law 1999, C.440 (C.18A:18A-4.1), authorize the administration to utilize competitive contracting to select a training provider for a core group of staff members in the analysis of all our student intervention program data (I-Ready, ST Math, Achieve 3000, NWEA Maps and Read 180).

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-07 Acceptance and Adoption of Comprehensive Annual Financial Report and Management Report for the Fiscal year ended June 30, 2015.

Moved:

Seconded:

Accept the Comprehensive Annual Financial Report and Management Report for the fiscal year ended June 30, 2015 as prepared by the firm Lerch, Vinci & Higgins, Fair Lawn, NJ. The audit synopsis, as detailed in the exhibit attached hereto is to be made a part of the minutes. The complete Comprehensive Annual Financial Report and Management Report are on file in the office of the Secretary. (Exhibit B-07)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-08 Approval of the Corrective Action Plans for the Findings Contained in the Auditor's Management Report for June 30, 2015

Moved:

Seconded:

Approve the proposed corrective action plans as presented for the remediation of the recommendations included in the Auditor's Management Report on Administrative Findings as of June 30, 2015, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-08)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

B-09 Adoption of Pre-School Tuition Rate for the 2016-2017 School Year

Moved:

Seconded:

It is recommended that the Franklin Township Board of Education adopt a tuition rate of \$5,900 per year for the Pre-School Program for the 2016-2017 School Year.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

Curriculum and Instruction

C-01 Out of District Students, School Year 2015-2016

Moved:

Seconded:

Approve out of district placements for students, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit C-01)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

C-02 Field Trip Destinations

Moved:

Seconded:

Whereas, N.J.A.C. 6A:23A-5.8 requires prior approval of field trip destinations by a majority of the full voting membership of the Board; therefore be it

Resolved, that the Board of Education hereby approves, in advance, field trip destinations, all trips within district, local community locations, and all other schools and universities in New Jersey; be it further

Resolved, that the Franklin Township Board of Education authorizes, in advance, the list of destinations as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-02)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

C-03 Field Trip Applications *(Involving overnight, over 150 miles, or air travel)*

Moved:

Seconded:

Approve the following field trip applications:

- a. Franklin High School JROTC Cadets to attend the Cadet Leadership Challenge (Summer Camp) at the New York Military Academy, Cornwall-on-Hudson, NY, June 25-30, 2016 as detailed in the exhibit attached hereto and made a part of the minutes. Funded by LEA. (Exhibit C-03.a)
- b. Franklin High School Student Government to attend the Lead for Diversity 2016 Youth Leadership Institute, Pocono Environmental Center, Dingmans Ferry, PA, July 10-15, 2016 as detailed in the exhibit attached hereto and made a part of the minutes. Funded by LEA. (Exhibit C-03.b)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

C-04 Pre-School Program Plan Update for 2016-2017

Moved:

Seconded:

Approve submission to the New Jersey Department of Education, Division of Early Childhood Education a One-Year Pre-School Program Plan Update for 2016-2017 for former ECPA/ELLI School Districts. The purpose of the one-year pre-school program plan update is to provide the Division of Early Childhood Education with the district's implementation plan of the pre-school program and associated costs for serving pre-school children in the 2016-2017 school year using Pre-school Education Aid as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-04)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

C-05 Pilot Program at Elizabeth Avenue School

Moved:

Seconded:

Approve a pilot program titled **First Tee** to be implemented at Elizabeth Avenue School. This would be funded by a corporate sponsor and physical education teachers would be trained on-line by **First Tee** at no cost to the district.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

C-06 Letter of Interest

Moved:

Seconded:

Approve submission of a letter of interest to participate in a federal grant being submitted by The College of New Jersey. The grant would provide for certification of district teachers and paraprofessionals in ESL or Bilingual Education through courses offered by TCNJ at a Franklin Township School site at no cost to the district.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

C-07 Revised Funding for Achieve 3000

Moved:

Seconded:

Approve the use of LEA funding in support of the previously approved (*November 19, 2015*) pilot program titled **Achieve 3000**.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

Personnel

P-01 Abolish Positions

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve the following positions be abolished, effective January 1, 2016:

- a. Manager of Administrative Services
- b. Assistant Director of Personnel Services

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

P-02 F.T.E.A. Settlement Agreement

Moved:

Seconded:

Approve a Settlement Agreement for FTEA Grievance AR-2014-726 between the Board of Education and the Franklin Township Education Association as reviewed by the Board of Education as detailed in the exhibit attached hereto and made a part of the minutes. Agreement shall remain confidential until approved by the Board. (Exhibit P-02)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

P-03 Personnel Report No. 8, dated January 28, 2016

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve Personnel Report No. 8, including Addendum A, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit P-03)

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

VIII. Good of The Order**IX. Comments From The Public (*5 minutes per speaker – any topic*)**

Note: Any matters which arise after this agenda is posted which are so urgent that their omission would seriously affect the operation of the district will be considered at this point in the agenda.

Alternate Location

Confidential Session *(if deemed necessary)*

Moved:

Seconded:

Motion to adjourn to confidential session for the purpose of discussing confidential matters. Minutes of the confidential session meeting will be made public when the reason for confidentiality no longer exists.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak

Returned to open session at _____ PM.

X. Adjournment

Moved:

Seconded:

Action to adjourn.

Danielsen LaCorte Merris Presley Seamon Stanley Steele Walton-McCleod Potosnak