

AGENDA (Revised)
ACTION MEETING OF THE BOARD OF EDUCATION
FRANKLIN TOWNSHIP PUBLIC SCHOOLS
FRANKLIN MIDDLE SCHOOL CAFETERIA
NOVEMBER 21, 2013 – 6:00 P.M.

CALL OF ROLL

Mr. Richard E. Arline
Mr. Delvin Burton
Mr. Thomas J. Lewis
Mrs. Eva M. Nagy, Vice President
Dr. Julia Presley, President

Mr. Richard Seamon
Ms. Keisha Smith-Carrington
Mr. Robert T. Trautmann
Mrs. Betty Whalen

Student Liaison
Monil Patel

Mr. Edward Q. Seto, Superintendent of Schools
Mr. John Calavano, Assistant Superintendent for Business/Board Secretary
Ms. Eveny Pagán, Assistant Superintendent for Curriculum & Instruction
Mrs. Gail Reichg, Director of Personnel
Ms. Lynne Crawford, Director of Pupil Personnel Services
Mr. Orvyl Wilson, Director of School Management

___ Members of the Public

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

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 August 23, 2013, November 7, 2013, November 19, 2013 and November 20, 2013. 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.

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

CURRICULUM AND INSTRUCTION: *To develop and implement a comprehensive assessment program designed to meet the needs of all students through the use of formative and summative assessments aligned to the common core standards and integrated into instruction.*

COMMUNICATIONS AND PUBLIC ENGAGEMENT: *To promote community engagement and effective communication to and from all stakeholders.*

CULTURE AND CLIMATE: *To continue the District's efforts to safeguard students and staff, enhance the culture and environment of our schools and improve relationships among and between students; staff; parents/guardians; and the community that promote respect, motivation for learning and creativity in and for our students.*

FACILITIES: *Utilizing the District's 2011-2021 Long-Range Facilities Plan, finalize a building program (including application for state grants and outside funding sources) that will enhance and improve the District's delivery of education to all students; provide additional classroom space to address the projected enrollment growth over the next several years; address critical maintenance issues in all existing facilities and consider potential changes to the delivery of education.*

I. Action to Adopt the Agenda

Moved:

Seconded:

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Confidential Session – Library

Moved:

Seconded:

Motion to adjourn to confidential session to conduct an interview for the position of Director of Food Services. Minutes of the confidential session will be made public when the reason for confidentiality no longer exists.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Return to open session at 7:30 pm in the Cafeteria.

II. Superintendent's Report**III. Board President's Report****IV. Comments From The Public** *(5 minutes per speaker - any topic)***V. New Business****R-1 Monthly Reports**

Moved:

Seconded:

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

- | | | | |
|----|---|---------|----------------|
| a. | Principals' Reports | October | Exhibit R-01.a |
| b. | Attendance Officer's Report | October | Exhibit R-01.b |
| c. | Enrollment Report | October | Exhibit R-01.c |
| d. | School Safety Report
<i>(Fire Drills, Evacuations, etc.)</i> | October | Exhibit R-01.d |
| e. | Suspension Report | October | Exhibit R-01.e |

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

M-1 Minutes of Board Meetings

Moved:

Seconded:

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

- | | | | |
|----|------------------|--------|----------------|
| a. | October 17, 2013 | Action | Exhibit M-01.a |
|----|------------------|--------|----------------|

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Administration

A-01 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-01)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-02 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 November 14, 2013; 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 November 14, 2013.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-03 Approve School Nursing Services Plan for 2013-2014

Moved:

Seconded:

Approve the District's 2013-2014 School Nursing Services Plan as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit A-03)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-04 Regulations – New

Moved:

Seconded:

Approve the reading and adoption of the following new Regulations as detailed in the exhibits attached hereto and made a part of the minutes.

- a. Regulation No. 4111R Recruitment, Selection and Hiring of Professional Staff – Internet Searches of Employment Candidates (Exhibit A-04.a)
- b. Regulation No. 2130R Administrative Staff – Internet Searches of Employment Candidates (Exhibit A-04.b)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-05 Bylaw Revisions – 1st Reading

Moved:

Seconded:

Approve the first reading of revisions to the following Bylaws as detailed in the exhibits attached hereto and made a part of the minutes. (Revisions to reflect current law.)

- a) Bylaw No. 9111 Qualifications (Exhibit A-05.a)
- b) Bylaw No. 9114 Resignation/Removal From Office (Exhibit A-05.b)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-06 Policy Revisions – 1st Reading

Moved:

Seconded:

Approve the first reading of revisions to the following Policy as detailed in the exhibit attached hereto and made a part of the minutes.

Policy No. 1315 Distribution of Materials to Pupils and Staff (Exhibit A-06)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

A-07 Accept Donation

Moved:

Seconded:

Accept, with appreciation, the following donation:

A donation of \$1,000 from Stop & Shop Supermarkets to assist in purchasing paint and beautification supplies for Franklin Middle School.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

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 \$17,946,060.38 identified in the bills list. (Exhibit B-01.a)
- b. Revised Food Service Enterprise Fund warrants in the amount of \$300,456.51 for the month of September, 2013. (Exhibit B-01.b)
- c. Food Service Enterprise Fund warrants in the amount of \$311,511.17 for the month of October, 2013. (Exhibit B-01.c)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-02 Transfer of Funds

Moved:

Seconded:

Approve Account Transfers No. 4 for the 2013-2014 school year, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-02)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

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

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-04 Board of Education Monthly Certification

Moved:

Seconded:

Pursuant to N.J.A.C. 6A:23-2-11(c)4 we certify that as of October 31, 2013 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the fiscal year.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

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

Moved:

Seconded:

Approve the following:

- a. A contract with SSP Architectural Group, Inc., Bridgewater, NJ to coordinate and administrate environmental services related to a 1993 underground storage tank removal project at Pine Grove Manor School for an amount not to exceed \$35,000, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.a)
- b. A contract with SSP Architectural Group, Inc., Bridgewater, NJ to serve as Lead Architect in providing architectural design and administrative services for projects related to the Long-Range Facilities plan and the Energy Savings Improvement Program (ESIP) in the amount of not to exceed \$6,958,910 (Pre-Referendum \$108,819, Referendum Implementation \$4,498,091, ESIP Implementation \$2,352,000) funded by the referendum, ESIP and LEA, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.b)
- c. A contract with Design Resources Group, Piscataway, NJ to collaborate with SSP Architectural Group in providing architectural design and administrative services for projects related to the Long-Range Facilities plan for an amount of not to exceed \$2,060,631.74 (Pre-Referendum \$160,000 and Referendum Implementation \$1,900,631.74) funded by the referendum and LEA, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.c)
- d. A transportation contract with Atlantic Express of NJ, New Brunswick, NJ on the basis of the lowest responsible bid opened October 30, 2013, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.d)

- e. Quoted transportation contracts payable with Atlantic Express of NJ, New Brunswick, NJ from November 17 - 24, 2013 identified as Contracts AE10-14P, AE11-14P, AE12-14P, AE13-14P as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.e)
- f. An agreement with New Jersey School Boards Association for Internet Policy Manual services from December 1, 2013 through November 30, 2014 in the amount of \$2,500 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-05.f)
- g. A revised agreement with Bayada Nurses, Inc., North Brunswick, NJ for the 2013-2014 school year for an additional amount of \$45,000 to provide nursing services for an additional student, not to exceed an accumulative total of \$215,000. *Contract was previously approved for \$170,000 on September 26, 2013.*
- h. A competitive contract with Curriculum Associates, North Billerica, MA for Adaptive Instruction Software for Students for the 2013-2014 school year for a total of \$44,475 as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.h)
- i. A service agreement with Blackboard Connect to provide communication with parents and staff throughout the district from December 1, 2013 – July 30, 2017 in the amount of \$8,400 (12/1/13 – 6/30/14) and \$16,800 per school year thereafter, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.i)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

B-06 Change Order

Moved:

Seconded:

Ratify the approval of Change Order No. 6 to A-Tech Concrete Company, Inc., Edison, NJ for credit of unused allowances which will reduce the original contract sum from \$1,003,500 to \$946,909.76, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-06)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Curriculum and Instruction

C-01 Out of District Students, School Year 2013-2014

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)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

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)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

C-03 FHS and FMS Winter Athletic Schedules

Moved:

Seconded:

Approve Franklin High School and Franklin Middle School winter athletic schedules for 2013-14 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-03)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

C-04 New Course Approval

Moved:

Seconded:

Approve the following new course offerings at Franklin High School to commence with the 2014-2015 school year:

Advanced Placement Micro Economics, ½ year course

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

C-05 Partnership with Next Generation Wealth Planning, LLC

Moved:

Seconded:

Approve a partnership with Next Generation Wealth Planning, LLC that would enable Franklin High School business psychology students to participate in "Main Street Philanthropy," a program that uses philanthropy and giving as tools to instill life skills and inspire the next generation of philanthropists in training. Participation in this partnership is at no cost to the district.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Personnel

P-01 Salary Allocations

Moved:

Seconded:

Approve Salary Allocations for 2013-14 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit P-01)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

P-02 Personnel Report No. 8, dated November 21, 2013

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve Personnel Report No. 8, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit P-02)

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

BOARD DISCUSSION: NJ School Boards Association Field Service Representative.

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.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley

Returned to open session at _____ PM.

VI. Adjournment

Moved:

Seconded:

Action to adjourn.

Arline Burton Lewis Nagy Seamon Smith-Carrington Trautmann Whalen Presley