

**REORGANIZATION MEETING OF THE BOARD OF EDUCATION  
FRANKLIN TOWNSHIP PUBLIC SCHOOLS  
FRANKLIN MIDDLE SCHOOL CAFETERIA  
JANUARY 3, 2013 – 7:30 PM**

Mr. John Calavano, as presiding officer, called the meeting to order and chaired the meeting until the election of the President.

**O-1     Announcement of Election Results**

Mr. Calavano certified that the following were elected to the Franklin Township Board of Education at the Annual School Election held on November 6, 2012, as identified in Exhibit O-1 attached hereto and made part of the minutes.

Three (3) Year Term:  
Richard E. Arline  
Robert Ted Trautmann  
Betty Whalen

**ADMINISTER OATH OF OFFICE** – Mr. Calavano administered the Oath of Office to Mr. Arline, Mr. Trautmann and Mrs. Whalen.

**CALL OF ROLL**

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

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

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. Pamela R. Horn, Director of Pupil Personnel Services  
Mr. Orvyl Wilson, Director of School Management

And 15 Members of the Public

**PLEDGE OF ALLEGIANCE** – Mr. Calavano led the board in the pledge.

**OPEN PUBLIC MEETINGS ACT STATEMENT**

Mr. Calavano read the following 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 May 25, 2012. 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.

Mr. Seto read the following statement:

**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 commit to continuous improvement of student achievement through the implementation of rigorous curriculum aligned to the 2009 NJCCC and Common Core Standards, as evidenced by grade-level performance and student growth as measured by multiple measures.*

**COMMUNICATIONS AND PUBLIC ENGAGEMENT:** *To strengthen District communication through the use of the District and school-based websites and other media and to increase public engagement in the District through increased collaboration with the community.*

**SAFETY AND SECURITY:** *To continue the District's efforts to improve the culture and environment of our schools and to build positive relationships that promote respect, motivation for learning, and creativity in and for our students.*

**FACILITIES:** *Utilizing the District's 2011-2021 Long-Range Facilities Plan, develop a building program 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 five years; address critical maintenance issues in all existing facilities and consider potential changes to the delivery of education and identify potential future buildings to support this paradigm shift.*

Mr. Calavano instructed the board members on the nominating and voting procedures to elect a Board President and Vice President by saying:

1. *I will open the floor for nominations for Board President. All nominations will be accepted.*
2. *I will then close the floor for nominations.*
3. *Each board member will be instructed to vote for one, and only one, nominee. Board members will be called upon in alphabetical order to say the name of whom they are voting for.*
4. *The successful candidate will need a majority vote of the members present, which is 5.*

*The same process will occur for the appointment of the Vice President with the Board President conducting the proceedings.*

**O-2 Election of President**

Mrs. Presley was nominated by Mrs. Nagy.  
Mr. Seamon was nominated by Mr. Burton.

Mr. Calavano asked for any other nominees. Seeing none, Mr. Calavano asked for a motion to close nominations for President for the Board of Education.

A motion to close nominations was made by Mrs. Whalen, seconded by Mr. Burton.

Mr. Calavano asked if there was any discussion. Seeing none, Mr. Calavano began roll call vote.

<u>Presley</u>	<u>Seamon</u>	<u>Seamon</u>	<u>Presley</u>	<u>Presley</u>	<u>Seamon</u>	<u>Presley</u>	<u>Seamon</u>	<u>Presley</u>
Arline	Burton	Lewis	Nagy	Presley	Seamon	Smith-Carrington	Trautmann	Whalen

Vote for Mrs. Presley was 5-4.

Mrs. Presley was elected President by majority vote.

### **O-3 Election of Vice President**

Mr. Seamon was nominated by Mr. Burton.

Mrs. Nagy was nominated by Ms. Smith-Carrington.

Mrs. Presley asked for any other nominations. Seeing none, Mrs. Presley asked for a motion to close nominations for Vice President of the Board of Education.

A motion to close the nominations was made by Mrs. Whalen, seconded by Mr. Burton.

Mrs. Presley asked if there was any discussion. Seeing none, Mr. Calavano began the roll call.

<u>Nagy</u>	<u>Seamon</u>	<u>Seamon</u>	<u>Nagy</u>	<u>Nagy</u>	<u>Seamon</u>	<u>Nagy</u>	<u>Seamon</u>	<u>Nagy</u>
Arline	Burton	Lewis	Nagy	Presley	Seamon	Smith-Carrington	Trautmann	Whalen

Vote for Mrs. Nagy was 5-4.

Mrs. Nagy was elected Vice President by majority vote.

### **COMMENTS FROM THE PUBLIC**

The meeting was opened for public comment at 7:42 PM on a motion by Mr. Seamon, seconded by Mr. Burton. There were no public comments at this time. Motion to close the public portion of the meeting by Mr. Seamon, seconded by Mr. Burton. All board members were in agreement.

### **O-4 Adoption of Policies**

### **O-5 Annual Calendar of Regular Meetings – Board of Education**

### **O-6 Designation of Official Newspaper**

### **O-7 Designation of Positions**

### **O-8 Designation of Depositories for School Accounts**

### **O-9 Establish Petty Cash Funds and Petty Cash Administrators**

### **O-10 Adoption of Education Program**

### **O-11 Appointments**

### **O-12 Approve the Chart of Accounts**

### **O-13 Authorization to Solicit Contracts**

### **O-14 Resolution Authorizing the Procurement of Goods and Services Through State Agency**

### **O-15 Use of Educational Data Services**

### **O-16 District Grant Submission**

### **O-17 Board of Education Members Code of Ethics**

Moved: Mr. Seamon

Seconded: Mr. Burton

**O-4     Adoption of Policies**

Approve the continued operation of the Franklin Township Board of Education under its present bylaws and policies until and unless revised by the Board of Education.

**O-5     Annual Calendar of Regular Meetings – Board of Education**

Approve the proposed annual calendar of regular meetings of the Franklin Township Board of Education, as identified in Exhibit O-5 attached hereto and made part of the minutes.

**O-6     Designation of Official Newspaper**

Approve designation of the **Courier News** as the official newspaper to be used for the advertisement of meetings, publication of legal notices and all other necessary public notifications for the Franklin Township Board of Education, and so designate the **Home News Tribune** and **The Star-Ledger** if the time limit of the **Courier News** between publication of such notices be insufficient to comply with legal requirements.

**O-7     Designation of Positions**

The following positions are filled by the person(s) or firm named:

Assistant Supt. for Business/Board Secretary	Mr. John Calavano
Treasurer of School Monies	Mrs. Kim Esterman
Board Attorney	Parker, McCay, P.A.
Attendance Officers	Mr. Dennis Harris/Mr. Kevin Kelley
Auditor	Lerch, Vinci & Higgins
Architect	DRG Architects
Insurance Broker	Suydam Insurance Agency
Health Benefits Broker	Integrity Consulting Group
School Physician	Dr. Ronald Frank
Anti-Bullying Coordinator	Mr. Orvyl Wilson
504 Officer	Mr. Orvyl Wilson
Right-to-Know Contact Person	Dr. John Roberts
AHERA Representative	Mr. Rick Goetz
(Asbestos Hazard Emergency Response Act)	
Integrated Pest Management Coordinator	Mr. Rick Goetz
Indoor Air Quality Coordinator	Mr. Rick Goetz
Public Agency Compliance Officers	Mr. John Calavano/Mr. Brian Bonanno
Affirmative Action Officer	Mrs. Gail Reichg
Purchasing Agent	Mr. John Calavano
District Liaison to DCP&P	Ms. Pamela Horn
(Division of Child Protection and Permanency)	

**O-8     Designation of Depositories for School Accounts**

Approve the designation of the following depositories of school funds:

- a. Bank of America
- b. N.J. Cash Management Fund
- c. Magyar Savings
- d. MBIA Municipal Investors Service Corp.
- e. PNC Bank

- f. The Bank of New York
- g. JP Morgan Funds
- h. Wachovia Bank
- i. TD Bank
- j. US Bank
- k. Fidelity Investments
- l. Chase Manhattan Bank

**O-9 Establish Petty Cash Funds and Petty Cash Administrators**

Establish petty cash funds and petty cash administrators, as identified as Exhibit O-9 attached hereto and made part of the minutes.

**O-10 Adoption of Education Program**

In compliance with statutes and rules of the State Board of Education, approve the adoption of all existing Board-approved programs and services, curriculum, textbooks, school objectives and Comprehensive Equity Plan goals until and unless revised by the Franklin Board of Education. (Copies of these documents are on file for review in the offices of each building principal and the Superintendent of Schools.)

**O-11 Appointments**

Appoint Board representatives to the following state and county organizations:

- a. Delegate to the New Jersey School Boards Association – Eva Nagy
- b. Delegate to the Somerset County School Boards Association – Betty Whalen
- c. Member Board of Education Somerset County Educational Services Commission – Richard Arline
- d. Member Board of Education Hunterdon County Educational Services Commission – Tom Lewis

**O-12 Approve the Chart of Accounts**

Approve the Chart of Accounts as identified in Exhibit O-12 attached hereto and made a part of the minutes.

**O-13 Authorization to Solicit Contracts**

Authorize the Purchasing Agent (currently the Assistant Superintendent for Business/Board Secretary) to advertise for bids and competitive contracting and obtain quotes and proposals when the need arises.

**O-14 Resolution Authorizing the Procurement of Goods and Services Through State Agency**

Adopt the following resolution:

Whereas, Title 18A:18A-10 provides that a Board of Education, without advertising for bids or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

Whereas, the Franklin Township Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

Whereas, the Franklin Township Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year;

Be it Resolved, that the Franklin Township Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property. Exhibit O-14 is attached hereto and made a part of the minutes.

#### **O-15 Use of Educational Data Services**

Authorize the Purchasing Agent to utilize Educational Data Services, Inc. contracts for services and materials.

#### **O-16 District Grant Submission**

Appoint Edward Q. Seto, Chief School Administrator, to submit all federal, state, and local grants on behalf of the Franklin Township Board of Education.

#### **O-17 Board of Education Members Code of Ethics**

Acknowledge receipt of Code of Ethics for Board of Education members as described in Franklin Board of Education Bylaw No. 9271, New Jersey School Boards Association Code of Ethics, and amendment to the School Ethics Act, C.178, P.L. 2001, as detailed in Exhibit O-17 attached hereto and made a part of the minutes.

<u>Yes</u>	<u>Yes</u>	<u>Yes/No</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Arline	Burton	Lewis	Nagy	Seamon	Smith-Carrington	Trautmann	Whalen	Presley

Mr. Lewis voted no on Resolution O-7 – Architect.

## **Administration**

#### **A-1 Travel & Related Expense Reimbursement**

Moved: Mr. Seamon      Seconded: Mr. Burton

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.

*(Exhibit A-1 attached hereto and made a part of the minutes.)*

<u>Yes</u>	<u>Yes/Abs</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes/Abs</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Arline	Burton	Lewis	Nagy	Seamon	Smith-Carrington	Trautmann	Whalen	Presley

Mr. Burton abstained on Resolution A-1, Delvin Burton only.

Ms. Smith-Carrington abstained on Resolution A-1, Keisha Smith-Carrington only.

## ADJOURNMENT

Moved: Mr. Seamon

Seconded: Mr. Burton

Action to adjourn at 7:53 P.M.

<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Arline	Burton	Lewis	Nagy	Seamon	Smith-Carrington	Trautmann	Whalen	Presley

Respectfully submitted,

John Calavano  
Board Secretary