

**MINUTES  
REORGANIZATION MEETING OF THE BOARD OF EDUCATION  
FRANKLIN TOWNSHIP PUBLIC SCHOOLS  
FRANKLIN MIDDLE SCHOOL CAFETERIA  
JANUARY 7, 2016 – 7:30 PM**

Mr. James H. Strimple, Jr., 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. Strimple certified that the following were elected to the Franklin Township Board of Education at the Annual School Election held on November 3, 2015, as identified in the exhibit attached hereto and made part of the minutes. (Exhibit O-1)

**Three 3-Year Terms:**

Laurie Merris  
Richard Seamon  
Margaret E. Steele

**ADMINISTER OATH OF OFFICE** – Mr. Strimple administered the Oath of Office to Mrs. Laurie Merris, Mr. Richard Seamon and Mrs. Margaret Steele.

<b>CALL OF ROLL</b>	<b>TERM</b>		<b>TERM</b>
Mrs. Christine Danielsen	2017	Mr. Richard Seamon	2019
Mrs. Nancy LaCorte	2017	Ms. Patricia E. Stanley	2018
Mrs. Laurie Merris	2019	Mrs. Margaret E. Steele	2019
Mr. Edward Potosnak, III	2018	Ms. Latee E. Walton-McCleod	2018
Dr. Julia Presley	2017		

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 - absent  
Mr. Orvyl Wilson, Director of School Management  
Dr. Brenda Sofield, Director of Pupil Personnel Services - absent

And 7 Members of the Public

**PLEDGE OF ALLEGIANCE** – Mr. Strimple led the Board in the pledge.

**OPEN PUBLIC MEETINGS ACT STATEMENT**

Mr. Strimple 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 January 6, 2015 and December 16, 2015. 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.

Mrs. Steele 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 2015-2016***

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

Mr. Strimple instructed the board members on the nominating and voting procedures to elect a Board 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.*

**O-2 Election of President**

Mr. Potosnak was nominated by Mrs. Danielsen

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

A motion to close nominations was made by Mr. Seamon, seconded by Ms. Walton-McCleod. The motion passed.

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

<u>Potosnak</u>	<u>Potosnak</u>	<u>Potosnak</u>	<u>Potosnak</u>	<u>Potosnak</u>	<u>Potosnak</u>	<u>Abstain</u>	<u>Potosnak</u>	<u>Potosnak</u>
Danielsen	LaCorte	Merris	Potosnak	Presley	Seamon	Stanley	Steele	Walton-McCleod

Mr. Potosnak was elected Board President and proceeded to chair the board meeting.

Mr. Potosnak then described the nomination and voting procedures to elect a Vice President by saying:

1. *I will open the floor for nominations for Vice 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.*

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

Mrs. LaCorte was nominated by Mrs. Danielsen.

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

A motion to close nominations was made by Ms. Walton-McCleod, seconded by Mrs. LaCorte. The motion passed.

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

<u>LaCorte</u>	<u>LaCorte</u>	<u>LaCorte</u>	<u>Abstain</u>	<u>LaCorte</u>	<u>Abstain</u>	<u>LaCorte</u>	<u>LaCorte</u>	<u>LaCorte</u>
Danielsen	LaCorte	Merris	Presley	Seamon	Stanley	Steele	Walton-McCleod	Potosnak

### **COMMENTS FROM THE PUBLIC**

The meeting was opened for public comment at 7:45 PM on a motion by Mr. Seamon, seconded by Mrs. LaCorte. All board members were in agreement. Public comments were heard by the Board of Education. The following is a brief synopsis of comments made by the public:

John Felix congratulated the new board members and thanked Dr. Ravally and Mary Clark for their work. He also congratulated Ed Potosnak and Nancy LaCorte for their appointment to President and Vice President of the board. Mr. Felix spoke about board member attendance at board meetings.

Motion to close the public portion of the meeting at 7:49 PM by Mr. Seamon, seconded by Mrs. LaCorte. All board members were in agreement.

- O-4 Adoption of the Board Member Code of Ethics (N.J.S.A.:18A:12-24.1)**
- O-5 Adoption of Policies**
- O-6 Annual Calendar of Regular Meetings – Board of Education**
- O-7 Annual Calendar of Committee Meetings – Board of Education**
- O-8 Adoption of Organizational Chart**
- O-9 Adoption of Roberts Rules of Order**
- O-10 Designation of Official Newspaper**
- O-11 Designation of Positions**
- O-12 Designation of Depositories for School Accounts**
- O-13 Adoption of Signatories for 2016**
- O-14 Establish Petty Cash Funds and Petty Cash Administrators**
- O-15 Adoption of Education Program**

Moved: Mrs. LaCorte

Seconded: Mrs. Danielsen

### **O-4 Adoption of the Board Member Code of Ethics (N.J.S.A.:18A:12-24.1)**

Adopt the following Code of Ethics for School Board Members in accordance with N.J.S.A.:18A12-24.1:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

**O-5    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-6    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 the exhibit attached hereto and made part of the minutes. (Exhibit O-6)

**O-7    Annual Calendar of Committee Meetings – Board of Education**

Approve the proposed annual calendar of committee meetings of the Franklin Township Board of Education, as identified in the exhibit attached hereto and made part of the minutes. (Exhibit O-7)

**O-8    Adoption of Organizational Chart**

Approve the Franklin Township Board of Education Organizational Chart as identified in the exhibit attached hereto and made part of the minutes. (Exhibit O-8)

**O-9     Adoption of Roberts Rules of Order**

Adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and Board Attorney to act as the parliamentarians for the 2016-2017 school year.

**O-10     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-11     Designation of Positions**

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

Assistant Supt. for Business/Board Secretary	Mr. James H. Strimple, Jr.
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. James H. Strimple, Jr./Mr. Brian Bonanno
Affirmative Action Officer	Mr. Orvyl Wilson
Purchasing Agent	Mr. James H. Strimple, Jr.
District Liaison to DCP&P	Dr. Brenda Sofield
(Division of Child Protection and Permanency)	

**O-12     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
- m. First Bank

### **O-13 Adoption of Signatories for 2016**

Authorize the following check signatories for the following district accounts:

<b><u>Accounts</u></b>	<b><u>Signatories</u></b>
<i>Agency Account</i>	Board President, Assistant Superintendent for Business/Board Secretary and Treasurer of School Monies
<i>Athletic Account</i>	Athletic Director, 1 Other Franklin High School Administrator and Assistant Superintendent for Business/Board Secretary
<i>Capital Reserve Account</i>	Assistant Superintendent for Business/Board Secretary
<i>CARE Program Account</i>	Board President, Assistant Superintendent for Business/Board Secretary and Treasurer of School Monies
<i>CARE Program Registration</i>	Board President, Assistant Superintendent for Business/Board Secretary and Treasurer of School Monies
<i>Flexible Spending Account</i>	Assistant Superintendent for Business/Board Secretary
<i>Food Service Account</i>	Board President, Assistant Superintendent for Business/Board Secretary and Treasurer of School Monies
<i>General Account</i>	Board President, Assistant Superintendent for Business/Board Secretary and Treasurer of School Monies
<i>General Investment Fund</i>	Assistant Superintendent for Business/Board Secretary
<i>Payroll Account</i>	Treasurer of School Monies
<i>Referendum Account and CDs</i>	Assistant Superintendent for Business/Board Secretary
<i>School Activity Accounts</i>	2 School Administrators
<i>SUI Account</i>	Assistant Superintendent for Business/Board Secretary
<i>Workers Compensation</i>	Assistant Superintendent for Business/Board Secretary

**O-14 Establish Petty Cash Funds and Petty Cash Administrators**

Establish petty cash funds and petty cash administrators, as identified in the exhibit attached hereto and made part of the minutes. (Exhibit O-14)

**O-15 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.)

<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes/No</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>
Danielsen	LaCorte	Merris	Presley	Seamon	Stanley	Steele	Walton-McCleod	Potosnak

Ms. Stanley voted no on Resolution O-6.

**O-16 Appointments****O-17 Approve the Chart of Accounts****O-18 Authorization to Solicit Contracts****O-19 Procurement of Goods and Services Through State Agency and Cooperative Purchasing Programs for FY 2016 and FY 2017****O-20 Use of Educational Data Services****O-21 District Grant Submission****O-22 Agencies for Purchasing**

Moved: Mr. Seamon

Seconded: Mrs. Danielsen

**O-16 Appointments**

Appoint Board representatives to the following state and county organizations:

- a. Delegate to the New Jersey School Boards Association – Mr. Potosnak/Mrs. LaCorte
- b. Delegate to the Somerset County School Boards Association – Mr. Potosnak
- c. Member Board of Education Somerset County Educational Services Commission - TBD
- d. Member Board of Education Hunterdon County Educational Services Commission - TBD

**O-17 Approve the Chart of Accounts**

Approve the Chart of Accounts as required by the State of N.J. Department of Education.

**O-18 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-19 Procurement of Goods and Services Through State Agency and Cooperative Purchasing Programs for FY 2016 and FY 2017**

Whereas, Title 18A:18A-10 and 18A:18A-11 provide 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 school districts, municipalities and counties; and

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

Whereas, the Franklin Township Board of Education desires to authorize its purchasing agent for FY 2016 and FY 2017 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year;

Now, Therefore, 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 and school districts, municipalities and counties, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit O-19)

**O-20    Use of Educational Data Services**

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

**O-21    District Grant Submission**

Appoint Dr. John A. Ravally, Chief School Administrator, to submit all federal, state, and local grants on behalf of the Franklin Township Board of Education.

**O-22    Agencies for Purchasing**

Authorize the Purchasing Agent to utilize the following agencies for services and materials for the 2016-2017 school year:

Middlesex Regional Educational Services Commission  
Hunterdon County Educational Services Commission  
Somerset County Educational Services Commission  
Somerset County Cooperative Purchasing Program

<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>
Danielsen	LaCorte	Merris	Presley	Seamon	Stanley	Steele	Walton-McCleod	Potosnak

**ADJOURNMENT**

Moved:   Mrs. LaCorte                      Seconded: Mr. Seamon

Action to adjourn at 8:11 PM.

*Motion was approved by voice vote with no opposition.*

Respectfully submitted,

James H. Strimple, Jr.  
Board Secretary