

**MINUTES  
ACTION MEETING OF THE BOARD OF EDUCATION  
FRANKLIN TOWNSHIP PUBLIC SCHOOLS  
FRANKLIN MIDDLE SCHOOL CAFETERIA & ROOM 313  
DECEMBER 22, 2015 – 6:37 P.M.**

**CALL OF ROLL**

Mrs. Christine Danielsen	Ms. Patricia E. Stanley
Mrs. Nancy LaCorte, Vice President	Mrs. Margaret E. Steele
Mr. Edward Potosnak, III, President	Ms. Latee E. Walton-McCleod - absent
Dr. Julia Presley - absent	Mrs. Betty Whalen – arrived 6:50 PM
Mr. Richard Seamon – arrived 6:55 PM	

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

And 15 Members of the Public

**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 5, 2015, December 1, 2015 and December 5, 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.

**Confidential Session (Room 313)**

Moved: Mrs. Danielsen

Seconded: Ms. Steele

Motion to adjourn to confidential session at 6:40 PM for the purpose of discussing a special education settlement, a possible grievance settlement and administrator transfers. Minutes of the confidential session will be made public when the reason for confidentiality no longer exists.

<u>Yes</u>	<u>Yes</u>	<u>Absent</u>	<u>Absent</u>	<u>Yes</u>	<u>Yes</u>	<u>Absent</u>	<u>Absent</u>	<u>Yes</u>
Danielsen	LaCorte	Presley	Seamon	Stanley	Steele	Walton-McCleod	Whalen	Potosnak

Returned to open session at 7:30 PM in the Cafeteria.

Reconvening roll call – All board members were present with the exception of Dr. Presley and Ms. Walton-McCleod.

**PLEDGE OF ALLEGIANCE** – Mrs. Whalen led the Board in the pledge.

Mrs. Danielsen 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**

- ***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: Mrs. LaCorte

Seconded: Mr. Seamon

<u>Yes</u>	<u>Yes</u>	<u>Absent</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Absent</u>	<u>Yes</u>	<u>Yes</u>
Danielsen	LaCorte	Presley	Seamon	Stanley	Steele	Walton-McCleod	Whalen	Potosnak

#### **II. Superintendent's Report**

##### **Franklin's Finest**

Earlier this month, the district held its Curriculum Expo and District Performance Showcase – namely Franklin's Finest. I was thrilled at the high level of involvement of our dedicated teachers and administrators. The quality of the presentations and model lessons highlighting our curriculum was truly impressive. A thank you to the architects who were there to show how our One Less Move referendum plans are moving along, and a special thank you to our wonderful students for putting their talents into action. This was a wonderful event for our district and for the township.

##### **Transfer of Administrative Leadership**

Later this evening, the Board will be acting on a recommendation included as part of the Personnel Report that calls for some transfers within our administrative leadership team. A chart with those transfers has been posted along with this month's personnel report. Requested transfers and internal promotions initiated the recommended movement. We as an organization feel these moves strengthen the district as a whole. Although mid-year changes are not always optimal, the alternative in this case would likely be more disruptive and make the planning for the start of construction projects nearly impossible. Those moving are excited to begin in their new roles right after the break, and we are excited for them.

##### **Focus on Franklin: The Hillcrest Edition**

As you know we have begun a series of video newsmagazines called Focus on Franklin. These short videos feature stories about our dedicated staff, exciting curricular and extra-curricular programs, our talented students and how our schools interact with the larger community. The episodes featuring Franklin High School and Franklin Park School are currently playing on district television and are available on the website as videos on demand. Our Hillcrest video will air later this month. Please take some time out of your busy schedule to check out our Focus on Franklin broadcasts.

### **III. Board President's Report**

Thank you to Betty Whalen for serving three years on the Board of Education.

Together as a Board, we accomplished many things, including hiring a permanent Superintendent of Schools, Dr. John Ravally; hiring an Interim Assistant Superintendent for Business, James Strimple; negotiating a contract with the Teachers Association; improving communications through Focus on Franklin; negotiating a contract with the Supervisors' Association; improved transparency by posting your questions at board meetings and our responses; updating the policy manual; identifying and achieving board goals; identifying goals for our Superintendent and working cooperatively with each other. And, now, some good news about our students.

#### **AP District Honor Roll**

Franklin High School is one of 425 school districts in the U.S. and Canada being honored by the College Board with placement on the 6th Annual AP<sup>®</sup> District Honor Roll for increasing access to AP course work while simultaneously maintaining or increasing the percentage of students earning scores of 3 or higher on AP Exams.

#### **NJ Seal of Bi-literacy**

At our last meeting, the Board voted to submit an application to participate in the NJ Seal of Bi-literacy Program. I am pleased to inform you that we are one of 25 districts in NJ Participating in the Program which recognizes high school graduates who have attained a level of proficiency in English and one or more languages.

#### **Instant Decision Days at Franklin High School**

Franklin High School recently hosted several instant decision days. During these events a representative from a University will interview prospective students and review materials such as SAT scores, transcripts, letters of recommendation and essays. Some students are then offered admission to that University on the spot. In some cases, scholarship money is also discussed. Here are some of the highlights from our most recent instant decision days.

On November 18, 2015, the Franklin High School Guidance & Counseling Department hosted an Instant Decision Day with Rider University. Nine seniors were admitted on the spot for admission to Rider's Class of 2020. Additionally, all nine students were awarded scholarship money ranging from \$19,000 - \$22,000. Congratulations to the following students: Daniel John, Zalikatu Kamara, Danielle Drayton, David Gray, Jasmine Cunningham, Neha Makwana, Renuka Venkatesh, Justin Orsini and Alex John.

On December 10, 2015, an Instant Decision Day with Saint Peter's University was held and twelve seniors were admitted. Scholarships were also awarded on the spot in the total amount of \$254,000. Congratulations to Girum Abebaw, Santa Alcantara, Nicol Diaz, Alisa Do, Catherine Gutierrez, Daniel John, Mohraeel Mikhail, Denisia Pearson, Andy Rodriguez, Johanna Romano, Taema Reid and M'BaluYansaneh.

On December 14, 2015, an Instant Decision Day with Kean University was held and three seniors were admitted. They are Alisa Do, Daniel John and Gregory Williams.

Finally, on December 15, 2015, Montclair State University participated in an Instant Decision Day and nine seniors were admitted on the spot for admission to Montclair's Class of 2020. Congratulations to Alisa Do, Nirmala Jagdeo, Daniel John, Zalikatu Kamara, Vivian Nwigwe, Taema Reid, Andy Rodriguez, Autumn Thomas and Gregory Williams.

Congratulations to all.

**The Lion King on Broadway and SGS**

Earlier this month, one of the stage crew from the Lion King on Broadway visited the cast of Sampson G. Smith School's upcoming production of this show. Mr. Douglas Hamilton, the professional production's dresser, shared his knowledge and showed the children some of the props from the show. Following the visit some of the parents who are involved in our production were invited behind the scenes of the Broadway show to learn some tips from the professionals on costumes and make up. Ciara Krause, a sixth grade Social Studies Teacher was instrumental in setting up Mr. Hamilton's visit. The SGS production opens on January 29, 2016.

**Conerly Road School Teacher Wins Award**

Maxine Robinson, 4<sup>th</sup> Grade Math Teacher at CRS, was honored by the Zakee Bower Enrichment Foundation on December 6, 2015 at the Women of Distinction Awards. The Women of Distinction awards celebrate the extraordinary accomplishments of women in central New Jersey and abroad. It also honors women who demonstrate outstanding individual achievement in all professions and those who provide positive role models to encourage other women to excel.

**Madrigal Singers**

The Franklin High School Madrigals performed at the White House.

**IV. Comments From The Public** *(5 minutes per speaker - any topic)*

The meeting was opened for public comments at 7:51 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:

Alex Kharazi thanked Betty Whalen for serving on the Board. He spoke about arriving early tonight to attend the jazz concert in the auditorium and thanked administration and the students on an outstanding performance. Mr. Kharazi announced the 19<sup>th</sup> Annual Martin Luther King Community Breakfast on January 18<sup>th</sup> at the DoubleTree Hotel.

Bill Connell thanked Betty Whalen for her service as a board member and spoke about the behind-stage tour of the Lion King. He thanked the parents for their help and demonstrated the use of the gazelles.

John Felix thanked Betty Whalen for her services over these past three years and was pleased to see the Robotics Course on the agenda. He expressed concern that only \$2500 was allocated toward this program.

Sam Velu spoke about the Franklin Soccer Club and lack of gym space.

Motion to close the public comment portion of the meeting at 8:01 PM by Mrs. Whalen, seconded by Mrs. Danielsen. All board members were in agreement.

**V. Committee/Liaison Reports**

Mrs. Danielsen, Facilities Committee Chair, reported on the December 14<sup>th</sup> meeting.

Mrs. Danielsen, Personnel Committee Chair, reported on the December 15<sup>th</sup> meeting.

Mrs. LaCorte, Finance Committee Chair, reported on the December 14<sup>th</sup> meeting.

Mrs. LaCorte, Policy Committee member, reported on the December 15<sup>th</sup> meeting.

**VI. New Business**

- R-01 Monthly Reports
- M-01 Minutes of Board Meetings
- A-01 Travel & Related Expense Reimbursement
- A-02 Revised Policy – 2<sup>nd</sup> Reading & Adoption
- A-03 Revised Policies, Bylaw and Regulation – 1<sup>st</sup> Reading
- B-01 Warrants & Payrolls
- B-02 Transfer of Funds
- B-03 Financial Reports
- B-04 Board of Education Monthly Certification
- B-05 Contract Approval
- B-06 Architectural Services for Roof Replacement Project - Conerly Road School
- B-07 Architectural Services for Roof Replacement Project - Pine Grove Manor School
- B-08 Amendment to Contract for Architectural Services for Roof Replacement - Middlebush Administration Building
- B-09 Participation Agreement for Cooperative Purchasing of Electric Services
- B-10 Civil Engineering Services – Soil Erosion & Sediment Control Permit Applications
- B-11 Change Order – Sampson G. Smith School – AME, Inc. (ESIP)
- B-12 Settlement Agreement
- B-13 Transfer from Capital Reserve to Energy Savings Improvement Program
- B-14 Transfer from Capital Reserve Fund for Architectural Services for Roof Projects
- B-15 Award Contract to AHERA Consultants – Asbestos Removal Assessment
- B-16 Void Outstanding Checks
- B-17 Appointment of Lerch, Vinci & Higgins, LLP – Audit of Application for State School Aid (ASSA)
- B-18 Appointment of Melick – Tully and Associates, P.C. – Services for Compliance with the Department of Environmental Protection Regulations Regarding Underground Storage Tanks
- B-19 Receipt of Bids for Window Replacement Projects at the Conerly Road School, Hillcrest School and MacAfee Road School
- B-20 Rejection of Bids for Window Replacement Projects at the Conerly Road School, Hillcrest School and MacAfee Road School
- B-21 Use of Competitive Contract
- C-01 Out of District Students, School Year 2015-2016
- C-02 Course Approval
- C-03 Field Trip Applications
- C-04 Field Trip Destinations
- P-01 Increment Withholding for the 2016-2017 School Year
- P-02 Approve F.T.S.A.A. Successor Agreement
- P-03 Create Positions
- P-04 New Job Descriptions
- P-05 Personnel Report No. 7, dated December 22, 2015
- P-06 Contract Approval

Moved: Mrs. LaCorte

Seconded: Mr. Seamon

**MOTION**

Moved: Mr. Seamon

Seconded: Mrs. Whalen

Motion to table Resolution A-03.c, Bylaw 9140: Committees and send back to the Policy Committee for further discussion.

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

## R-01 Monthly Reports

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

a. Principals' Reports	November	Exhibit R-01.a
b. Attendance Officer's Report	November	Exhibit R-01.b
c. Enrollment Report	November	Exhibit R-01.c
d. School Safety Drills	November	Exhibit R-01.d
e. Suspension Report	November	Exhibit R-01.e
f. HIB Report	Nov. 3 – Dec. 17	Exhibit R-01.f

## M-01 Minutes of Board Meetings

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

a.	November 12, 2015	Work Session	Exhibit M-01.a
b.	November 19, 2015	Action	Exhibit M-01.b
c.	November 19, 2015	Confidential Session 1	Exhibit M-01.c
d.	November 19, 2015	Confidential Session 2	Exhibit M-01.d

## Administration

### **A-01 Travel & Related Expense Reimbursement**

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)

**A-02    Revised Policy – 2<sup>nd</sup> Reading & Adoption**

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

Policy 5141.21 Administering Medication (Exhibit A-02)

**A-03    Revised Policies, Bylaw and Regulation – 1<sup>st</sup> Reading**

Approve and first reading of the following revised Policies, Bylaw and Regulation:

- a. Policy 4116: Evaluation of Instructional Staff (Exhibit A-03.a)
- b. Policy 5118: Non Residents (Exhibit A-03.b)
- c. Bylaw 9130: Committees (Exhibit A-03.c) **TABLED**
- d. Regulation 6146R: Graduation Requirements -1<sup>st</sup> reading and adoption (Exhibit A-03.d)

<b>Business</b>
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**B-01    Warrants & Payrolls**

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 \$17,035,114.40 identified in the bills list. (Exhibit B-01.a)
- b. Food Service Enterprise Fund warrants in the amount of \$268,998.07 for the month of November 2015. (Exhibit B-01.b)

**B-02    Transfer of Funds**

Approve Account Transfers No.5 for the 2015-2016 school year, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit B-02)

**B-03    Financial Reports**

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

**B-04    Board of Education Monthly Certification**

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4) we certify that as of November 30, 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.

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

Approve the following:

- a.     Amend the appointment of Mellick & Tully (*previously approved on November 19, 2015*) regarding the corrective action plan involving the underground storage tank at the former Phillips School to include Phase 1 Activities in the amount of \$4,600.
- b.     Payment of a 2014-15 invoice from Caring Family Services in the amount of \$1200, as detailed in the exhibit attached hereto and made part of the minutes. (*The contract for Caring Family Services was board-approved on March 26, 2015*). (Exhibit B-05.b)
- c.     The purchase of security equipment from Comstar Technologies for Rutgers Preparatory School in the amount of \$14,777.58, 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.c)
- d.     The purchase of security equipment from Bearcom Wireless Worldwide for Rutgers Preparatory School in the amount of \$1,314.75, 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.d)
- e.     An agreement with Lifetouch NSS, Phillipsburg, NJ to provide school pictures and pictures for IDs for Franklin Middle School students for the 2016-2017 school year, funded by students, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.e)
- f.     An agreement with ADP, LLC, Roseland, NJ to manage compliance with the Affordable Care Act by providing the annual 1094c/1095c filing – Evidence of Benefit Offering Screens and Reporting for 2015, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.f)
- g.     A Clinical Affiliation Agreement with Kean University that would assist Kean University Program students in the development and implementation of field work experience as detailed in the exhibit attached hereto and made a part of the minutes. No cost to the District. (Exhibit B-05.g)
- h.     An agreement with Children's Therapy Source, Somerset, NJ to provide physical therapy services to 504 students from September 1, 2015 through June 30, 2016 for a fee not to exceed \$5,000, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.h)
- i.     An agreement with Wise Learning, LLC, Ridgefield, CT to provide bedside instruction to hospitalized students for the 2015-2016 school year for a fee not to exceed \$5,000, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.i)
- j.     An agreement with St. Clare's Hospital, Boonton, NJ to provide bedside instruction to hospitalized students for the 2015-2016 school year, for a fee not to exceed \$1,000, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.j)

- k. A contract with Embrace the Kids Foundation, New Brunswick, NJ to provide bedside/home instruction for hospitalized students for the 2015-2016 school year, for a fee of 45.00 per hour, not to exceed \$1,500, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.k)
- l. An agreement with Professional Education Services, Inc. (P.E.S.I.), Glassboro, NJ to provide bedside/home instruction to students that have been admitted to The Princeton House Behavioral Health Services of Princeton, NJ and require home instruction for the 2015-16 school year at a rate of \$49.35 per hour, for an additional amount of \$10,000 not to exceed a cumulative total of \$16,000, as detailed in the exhibit attached hereto and made part of the minutes. *This contract was previously approved for a not to exceed amount of \$6,000 on June 25, 2015.* (Exhibit B-05.l)
- m. A parent transportation contract with J.L. from January 1, 2016 to June 30, 2016 identified as contract JL-02-16P F YR in the amount of \$5,300, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.m)

#### **B-06 Architectural Services for Roof Replacement Project - Conerly Road School**

Appoint Design Resources Group, the district's Architect of Record, to provide architectural services associated with a roof replacement project at the Conerly Road School in accordance with their proposal dated November 6, 2015 at a fee based on 7% of final construction costs (estimated at \$775,000) for an estimated fee of \$54,250. Reimbursable expenses (printing, postage, etc.) will be billed at 1.10 actual costs. Specialty consultants required will be billed at 1.25 x actual costs. Funding source will be Capital Reserve. The exhibit is attached hereto and made part of the minutes. (Exhibit B-06)

#### **B-07 Architectural Services for Roof Replacement Project - Pine Grove Manor School**

Appoint Design Resources Group, the district's Architect of Record, to provide architectural services associated with a roof replacement project at Pine Grove Manor in accordance with their proposal dated November 6, 2015 at a fee based on 7% of final construction costs (estimated at \$352,000) for an estimated fee of \$24,640. Reimbursable expenses (printing, postage, etc.) will be billed at 1.10 actual costs. Specialty consultants required will be billed at 1.25 x actual costs. This proposal also includes an additional charge of \$5,000 for a roof investigation. Funding source will be Capital Reserve. The exhibit is attached hereto and made part of the minutes. (Exhibit B-07)

#### **B-08 Amendment to Contract for Architectural Services for Roof Replacement - Middlebush Administration Building**

Amend the award of contract to Design Resources Group for architectural services at the Middlebush Administration Building approved on November 19, 2015 (Agenda Item B-09) to include architectural services associated with HVAC improvements included with their proposal dated December 2, 2015.

Original Award 7% of Estimated Final Construction Costs (\$252,400)	\$17,668
Architectural Fees for HVAC work	<u>7,000</u>
Total Estimated Fees	\$24,668

Reimbursable expenses (printing, postage, etc.) will be billed at 1.10 actual costs. Specialty consultants required will be billed at 1.25 x actual costs. This contract also required an additional charge of \$5,000 for a roof investigation. *(This contract was previously approved at the November 19, 2015 meeting.)*

**B-09 Participation Agreement for Cooperative Purchasing of Electric Services**

Authorize the Franklin Township Board of Education to participate in the cooperative purchasing of electrical services through the Middlesex Regional Educational Services Commission, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-09)

**B-10 Civil Engineering Services – Soil Erosion & Sediment Control Permit Applications**

Approve district Civil Engineer, E2 Project Management, LLC, Rockaway, NJ to acquire the necessary NJDEP permits for Elizabeth Avenue School, for a fee of \$3,500, and additional permit costs of \$1,780 – funded from referendum, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-10)

**B-11 Change Order – Sampson G. Smith School – AME, Inc. (ESIP)**

As recommended by the architect, approve Change Order No. 3 to A.M.E. Inc. involving the furnishing of labor, materials and equipment for the heating system at the Sampson G. Smith School increasing the contract by \$34,750 to \$1,251,583.00, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-11)

Original Contract	\$1,187,333
Previous Change Orders	<u>239,500</u>
Present Contract Total	1,216,833
Change Order #3	<u>34,750</u>
New Contract Total	\$1,251,583

**B-12 Settlement Agreement**

As recommended by Board Counsel ratify a special education settlement agreement and general release in the matter of V.P. and R.A. o/b/o A.A. v. Franklin Township Board of Education and authorize the Board President and Board Secretary to sign the agreement.

**B-13 Transfer from Capital Reserve to Energy Savings Improvement Program**

Based on the advice of Bond Counsel it is recommended that the Board of Education approve a transfer of \$200,000 from Capital Reserve to fund additional work associated with the Energy Savings Improvement Program.

Revenue – Transfer from Capital Reserve			\$200,000
Appropriation	Present <u>Budget</u>	<u>Increase</u>	Revised <u>Budget</u>
30-000-400-450-03-8200-ESIP	\$0	\$200,000	\$200,000
Construction Boiler Work – PGM			

**B-14 Transfer from Capital Reserve Fund for Architectural Services for Roof Projects**

In accordance with N.J.A.C. 6A:23A-14.1.h it is recommended that the Board of Education transfer \$126,000 from Capital Reserve to fund architectural services associated with the roof replacement projects at the Administration Building, Pine Grove Manor School and the Conerly Road School.

Revenue – Transfer from Capital Reserve	\$126,000
30-000-400-390-03-2016 – Pine Grove Roof – Architect	\$33,000
30-000-400-390-04-2016 – Conerly Road Roof – Architect	\$58,000
30-000-400-390-15-2016 – Administration Roof – Architect	<u>\$35,000</u>
Total Appropriations	\$126,000

**B-15 Award Contract to AHERA Consultants – Asbestos Removal Assessment**

Award a contract to AHERA Consultants, Inc., Oceanville, NJ, in accordance with their bid to Educational Data Services, Inc. Bid #5291, Vendor Code 4479 received on February 1, 2013 and in accordance with their proposals submitted to the Franklin Township Board of Education dated October 9, 2015, December 1, 2015 and December 7, 2015 and to furnish all labor and material required to assess the location of asbestos containing materials in the identified buildings undergoing renovations. The exhibit is attached hereto and made part of the minutes. (Exhibit B-15)

Funding source is from the Referendum and ROD Grants

Sampson G. Smith	\$ 8,950.00
Pine Grove Manor	\$ 2,665.00
Elizabeth Avenue	\$ 4,970.00
Hillcrest	\$ 5,170.00
MacAfee Road	\$ 2,215.00
Franklin Middle	<u>\$ 4,570.00</u>
Total Award	\$28,540.00

**B-16 Void Outstanding Checks**

As recommended by the district auditors, authorize the School Business Administrator to void the following outstanding checks in the High School Athletic Account and District Payroll Account:

**High School Athletic Account**

<u>Check #</u>	<u>Amount</u>
110	\$7.00
124	\$7.00
131	\$50.00
196	\$10.99
227	\$10.99
304	\$30.00
328	\$100.00
441	\$377.50
498	\$312.00
473	\$114.17
693	\$74.00
698	\$37.00
712	\$74.00
715	\$37.00
717	\$2.00
718	\$1.00
761	\$5.00
762	\$5.00

**District Payroll Account**

<u>Check #</u>	<u>Amount</u>
510020	\$7.22
518577	\$76.21
523994	\$329.38
524474	\$121.39
531709	\$132.95
535810	\$203.35
547288	\$435.99
552150	\$152.51
552284	\$84.26
553834	\$76.25
559455	\$148.16
559926	\$367.86
560463	\$74.28
562215	\$625.56
565166	\$210.35
566349	\$431.75

**B-17 Appointment of Lerch, Vinci & Higgins, LLP – Audit of Application for State School Aid (ASSA)**

Appoint the firm of Lerch, Vinci & Higgins, LLP, Fair Lawn, NJ to a professional services contract to audit, in accordance with the New Jersey State Department of Education requirements, the 2016-17 ASSA for the student counts conducted as of October 15, 2015, in accordance with their proposal dated December 13, 2015 for a not to exceed fee of \$5,000 and in accordance with their hourly billing rates, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-17)

**B-18 Appointment of Melick – Tully and Associates, P.C. – Services for Compliance with the Department of Environmental Protection Regulations Regarding Underground Storage Tanks**

Appoint the firm of Melick – Tully and Associates, P.C., South Bound Brook, NJ to a professional services contract to provide environmental consulting services including Licensed Site Remediation Professional services related to the 2,000 gallon gasoline underground storage tank removed at the former Franklin Township High School property in August 1994 and the 6,000 gallon No. 4 heating oil tank abandoned in-place at the Conerly Road School property in 1993, in accordance with their proposal dated December 11, 2015 for the following estimated fees. The exhibit is attached hereto and made part of the minutes. (Exhibit B-18)

Estimated Phase 1 Fee	\$5,750 - \$6,250
Estimated Phase 2	\$10,800 - \$11,600
Subcontractor Services	<u>\$3,575 - \$6,675</u>
Total Estimated Fees	\$20,125 - \$24,525

**B-19 Receipt of Bids for Window Replacement Projects at the Conerly Road School, Hillcrest School and MacAfee Road School**

It is recommended that the Franklin Township Board of Education receive the following bids, which were opened on Thursday, December 10, 2015 at 10:00 am, for window replacement projects at the MacAfee, Hillcrest and Conerly Road Schools as follows:

Contractor	Base Bid	Add Alternate #1	Add Alternate #2	Deduct Alternate #3	Deduct Alternate #4
Fuscon Enterprises, Inc.	\$2,330,000	\$93,446	\$91,400	(\$37,520)	(\$188,233)
Panoramic	\$2,262,000	\$98,000	\$108,000	(\$42,000)	(\$163,000)
Altec Buildings Systems	\$2,035,000	\$60,000	\$90,000	(\$20,000)	(\$70,000)
Billy Contracting & Rest.	\$2,950,000	\$129,000	\$130,000	(\$18,000)	(\$64,000)
SMBA Construction	\$2,330,000	\$104,000	\$101,000	(\$30,000)	(\$70,000)

**B-20 Rejection of Bids for Window Replacement Projects at the Conerly Road School, Hillcrest School and MacAfee Road School**

In accordance with the recommendation of the district's architect and N.J.S.A. 18A:18A – 22a, reject the bids for various window replacement projects, received on December 10, 2015, as the lowest bid substantially exceeds the budget for the project, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-20)

**B-21 Use of Competitive Contract**

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 for a Multisensory Reading Teacher Training Program.

<b>Curriculum and Instruction</b>
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**C-01 Out of District Students, School Year 2015-2016**

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

**C-02 Course Approval**

Adopt the course proposal for **Robotics** as part of a District-wide effort to increase STEM education in all grade bands. This elective course would service our students that show an interest in applying engineering and science skills to real world technology. The course feeds off the interest of students who participate in our after school competition, US First Robotics program. The course budget is allotted at \$2500 and is proposed for the 2016-17. No new staff personnel are required.

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

Approve the following field trip applications:

- a. Franklin High School Model United Nations to attend the 2016 Ivy League Model UN Conference sponsored by the University of Pennsylvania, Philadelphia, PA, January 28 – 31, 2016 as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit C-03.a)
- b. Franklin High School student to attend the Hugh O'Brian Youth (HOBY) State Leadership Seminar to be held at Monmouth University, Long Branch, NJ, June 10-12, 2016 as detailed in the exhibit attached hereto and made part of the minutes. Funded by LEA. (Exhibit C-03.b)
- c. Franklin High School Madrigal Singers to perform at The White House, 1600 Pennsylvania Avenue, Washington, DC, December 22, 2015 as detailed in the exhibit attached hereto and made part of the minutes. Funded by LEA. (Exhibit C-03.c)
- d. Franklin High School Model United Nations to attend the 2016 National High School Model UN Conference, New York, New York, March 2 – 5, 2016 as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit C-03.d)
- e. Franklin High School Model United Nations to attend the 2016 Model UN Conference sponsored by the Institute for Domestic and International Affairs (IDIA), Philadelphia, PA, February 24-28, 2016 as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit C-03.e)
- f. Franklin High School Model United Nations to attend the 2016 Rutgers University Model Congress Conference, April 14-17, 2016 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-03.f)
- g. Franklin High School Student Government to attend the Leadership Training Conference 2016 - Build Leadership Skills at The College of New Jersey, Ewing, NJ, July 17 – 20, 2016 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-03.g)

- h. Franklin High School Teen PEP to attend the 2016-17 Teen PEP Summer Retreat, YMCA Camp Bernie, Port Murry, NJ, June 6-7, 2016 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit C-03.h)

**C-04    Field Trip Destinations**

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-04)

<b>Personnel</b>
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**P-01    Increment Withholding for the 2016-2017 School Year**

Whereas, the Board of Education has received a recommendation from the Superintendent of Schools relating to district employee 7945; and

Whereas, the Superintendent has recommended that the employee's employment and adjustment increments (including longevity increment, if any) be withheld for the 2016-2017 school year, and that the salary of such employee be maintained at the same amount as the salary level for such employee for the 2015-2016 school year; and

Whereas, specific grounds for recommendation are set forth in the attachment hereto (which shall be held confidential by the Board) and have been submitted to the Board and considered by it in connection with this action; now, therefore, be it

Resolved by the Board of Education, in accordance with the provisions of N.J.S.A. 18A:29-14, as follows:

The employment and adjustment increments (including longevity increment, if any) shall be withheld from district employee 7945 for the 2016-2017 school year and that the employee's salary for the 2016-2017 school year shall be the same as received by such employee during the 2015-2016 school year (\$95,617).

**P-02    Approve F.T.S.A.A. Successor Agreement**

Approve a Memorandum of Agreement for terms of a successor agreement between the Board of Education and the Franklin Township School Administrators Association for the school years 2015-2016 through 2018-2019 as reviewed by the Board of Education in confidential session on November 19, 2015.

**P-03    Create Positions**

As recommended by the Superintendent of Schools, approve the creation of the following new positions:

- a.     Supervisor of Instructional Technology
- b.     Manager of Human Resources and Personnel Services
- c.     Assistant Manager of Human Resources and Personnel Services

## **P-04 New Job Descriptions**

As recommended by the Superintendent of Schools, approve the following new job descriptions as detailed in the exhibit attached hereto and made a part of the minutes.

- a. Supervisor of Instructional Technology (Exhibit P-04.a)
- b. Manager of Human Resources and Personnel Services (Exhibit P-04.b)
- c. Assistant Manager of Human Resources and Personnel Services (Exhibit P-04.c)

**P-05     Personnel Report No. 7, dated December 22, 2015**

As recommended by the Superintendent of Schools, approve Personnel Report No. 7, including attachments A and B, as detailed in the exhibits attached hereto and made a part of the minutes. (Exhibit P-05)

**P-06     Contract Approval**

As recommended by the Superintendent of Schools, approve individual employment agreements with non-aligned district administrative staff as detailed in the exhibits attached hereto and made a part of the minutes. Contracts shall remain confidential until approved by the Board. (Exhibits P-06.a through P-06.d)

<u>Yes</u>	<u>Yes</u>	<u>Absent</u>	<u>Yes</u>	<u>Yes</u>	<u>Yes</u>	<u>Absent</u>	<u>Yes</u>	<u>Yes</u>
Danielsen	LaCorte	Presley	Seamon	Stanley	Steele	Walton-McCleod	Whalen	Potosnak

## VII. Good of the Order

Board members expressed their thanks to Betty Whalen for her services over the past three years.

## VIII. Adjournment

Action to adjourn at 8:45 PM.

Respectfully submitted,

James H. Strimple, Jr.  
Board Secretary