

AGENDA (Revised 4/24/14)
ACTION MEETING OF THE BOARD OF EDUCATION
FRANKLIN TOWNSHIP PUBLIC SCHOOLS
FRANKLIN MIDDLE SCHOOL CAFETERIA
APRIL 24, 2014 – 7:30 P.M.

CALL OF ROLL

Mr. Richard E. Arline
Mr. Delvin Burton
Mrs. Christine Danielsen
Mrs. Nancy LaCorte
Mrs. Eva M. Nagy, Vice President

Dr. Julia M. Presley, President
Ms. Keisha Smith-Carrington
Mrs. Betty Whalen

Student Liaison
Monil Patel

Dr. LeRoy Seitz, Interim Superintendent of Schools
Mr. John Calavano, Assistant Superintendent for Business/Board Secretary
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 January 6, 2014. 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 Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

II. Presentation

- Source4Teachers

III. Interim Superintendent's Report**IV. Board President's Report****V. Comments From The Public** *(5 minutes per speaker - any topic)***VI. 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 | March | Exhibit R-01.a |
| b. | Attendance Officer's Report | March | Exhibit R-01.b |
| c. | Enrollment Report | March | Exhibit R-01.c |
| d. | School Safety Report <i>(Fire Drills, Evacuations, etc.)</i> | March | Exhibit R-01.d |
| e. | Suspension Report | March | Exhibit R-01.e |

Arline Burton Danielsen LaCorte Nagy Smith-Carrington 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. | March 13, 2014 | Special | Exhibit M-01.a |
| b. | March 13, 2014 | Confidential | Exhibit M-01.b |
| c. | March 19, 2014 | Special | Exhibit M-01.c |
| d. | March 19, 2014 | Confidential | Exhibit M-01.d |
| e. | March 20, 2014 | Work Session | Exhibit M-01.e |
| f. | March 20, 2014 | Confidential | Exhibit M-01.f |
| g. | March 27, 2014 | Action | Exhibit M-01.g |
| h. | March 27, 2014 | Confidential | Exhibit M-01.h |
| i. | April 8, 2014 | Special | Exhibit M-01.i |

Arline Burton Danielsen LaCorte Nagy Smith-Carrington 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 Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

A-02 Teacher Appreciation Week

Moved:

Seconded:

Adopt the following resolution:

WHEREAS, America's greatest strength has always been Public Education; and

WHEREAS, education is a noble and life-changing profession, worthy to be honored and respected; and

WHEREAS, excellence in education begins in the classrooms of our nation's schools. Teachers are among the professional educators who are charged with the responsibility of helping to shape the destiny of our country by inspiring and guiding our children, youth, and adults; and

WHEREAS, teachers are, and will continue to be, a dynamic force in the educational process. They have demonstrated, through their sense of purpose and dedication to their profession, that they are the bedrock of our schools; and

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

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-04 Board of Education Monthly Certification

Moved:

Seconded:

Pursuant to N.J.A.C. 6A:23A-16.10(c)(4) we certify that as of March 31, 2014 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.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

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

Moved:

Seconded:

Approve the following:

- a. An agreement with Melick-Tully and Associates, Inc., South Bound Brooks, NJ, to provide environmental consulting services related to a 1990 underground storage tank removal project at Sampson G. Smith School for an amount not to exceed \$5,100 for Phase I, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.a)
- b. A inter local transportation services agreement with Somerset County Educational Services Commission, Bridgewater, NJ to participate in coordinated transportation for the 2014-2015 school year, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.b)
- c. An addendum with Schoolwires, Inc., State College, PA, to provide web-hosting services for the 2014-15 school year, for a fee of \$23,082.50, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.c)
- d. A service proposal with BCN Solutions Express to provide 1Gbs internet circuit with router at a monthly cost of \$5,995, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.d)
- e. A contract with Supreme Productionz to provide additional lighting and video presentations at the Franklin High School senior prom at the Hyatt Regency Princeton on May 16, 2014 for a fee of \$1,260 – funded by the FHS student activities account, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.e)

- f. An agreement with Inservco Insurance Services, Inc. as a third party administrator to administer the Board of Education's self-insured workers' compensation program for the term July 1, 2014 – June 30, 2016 in the amount of \$28,870 for year one and \$29,447 for year two, as recommended by the Board of Education's insurance broker, Suydam Insurance Agency, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.f)
- g. A joint transportation agreement with Sussex County Regional Cooperative for the 2014-2015 school year, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.g)
- h. A Group Outing Agreement with Clementon Park/Splash World, Clementon, NJ for Franklin Middle School students on June 12, 2014, as detailed in the exhibit attached hereto and made part of the minutes. Funded by students. (Exhibit B-05.h)
- i. A proposal with Design Resources Group, Architects, AIA (DRG), Piscataway, NJ for architectural services for re-roofing work at MacAfee Road School, not to exceed \$86,000 plus reimbursable expenses, as detailed in exhibit attached hereto and made a part of the minutes. *This contract was previously approved on May 30, 2013 for re-roofing work at Hillcrest School, MacAfee Road School and Sampson G. Smith School.* (Exhibit B-05.i)
- j. A competitive contract with Source4Teachers, Cherry Hill, NJ for substitute teacher staffing services for the 2014-2015 school year for a fee not to exceed \$1,439,437, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.j)
- k. A Memorandum of Understanding with Ed-Consulting, LLC, Kentucky, to prepare the Elementary and Secondary Counseling grant and any future grant proposals for a fee of 8% per year of a funded grant proposal, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-05.k)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-06 Authorization of EFCFA Section 15 Grant Agreement

Moved:

Seconded:

Resolve that the Franklin Township Board of Education authorizes execution and delivery of the Grant Agreement for the following project:

| <u>DOE Project #</u> | <u>SDA Project #</u> | <u>Grant #</u> | <u>School/Project</u> | <u>Grant Amount</u> |
|----------------------|----------------------|----------------|---|---------------------|
| 1610-115-13-3001 | 1610-115-13-G2ON | G5-5799 | MacAfee Road School Roof Replacement | \$491,243 |

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-07 Delegation of Authority for EFCFA Section 15 Grant Agreement

Moved:

Seconded:

Resolve that the Franklin Township Board of Education approves the delegation of authority to Mr. John Calavano, Assistant Superintendent for Business/Board Secretary for supervision of the School Facilities Project for:

| <u>DOE Project #</u> | <u>SDA Project #</u> | <u>Grant #</u> | <u>School/Project</u> | <u>Grant Amount</u> |
|----------------------|----------------------|----------------|---|---------------------|
| 1610-115-13-3001 | 1610-115-13-G2ON | G5-5799 | MacAfee Road School Roof Replacement | \$491,243 |

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-08 Delegation of Authority to Transfer Capital Reserve Funds

Moved:

Seconded:

Resolve that the Franklin Township Board of Education authorizes Mr. John Calavano, Assistant Superintendent for Business /Board Secretary to transfer the local share of \$736,864 from the Capital Reserve Fund upon execution of the Educational Facilities Construction and Financing Act Section 15 Grant Agreement for the following project:

| <u>DOE Project #</u> | <u>SDA Project #</u> | <u>Grant #</u> | <u>School/Project</u> | <u>Grant Amount</u> | | | |
|----------------------|----------------------|-------------------|---|---------------------|------------------|--------|---------|
| 1610-115-13-3001 | 1610-115-13-G2ON | G5-5799 | MacAfee Road School Roof Replacement | \$491,243 | | | |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | <u> </u> | | | |
| Arline | Burton | Danielsen | LaCorte | Nagy | Smith-Carrington | Whalen | Presley |

B-09 Cancellation of Outstanding Checks

Moved:

Seconded:

Approve the cancellation of outstanding checks, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-09)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-10 Procurement of Goods and Services Through State Agency and Cooperative Purchasing Programs for the 2013-2014 School Year

Moved:

Seconded:

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 the 2013-2014 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 B-10)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-11 Vendors Exceeding Bid Threshold

Moved:

Seconded:

Approve 2013-2014 vendors that exceeded the bid threshold of \$36,000, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-11)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

B-12 Change Order

Moved:

Seconded:

Ratify the approval of Change Order No. 7 to A-Tech Concrete Company, Inc., Edison, NJ, to provide power and data to the Franklin High School infield of the track and at the lighting pole for an amount of \$6,006.00, as detailed in the exhibit attached hereto and made part of the minutes. (Exhibit B-12)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington 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 Danielsen LaCorte Nagy Smith-Carrington 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 Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

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

Moved:

Seconded:

Approve the following field trip applications:

- a. Franklin High School Teen PEP (Prevention Education Program) to attend the Teen PEP Retreat at the YMCA, Camp Bernie, Port Murray, NJ, June 10 - 11, 2014 as detailed in the exhibit attached hereto and made a part of the minutes. Funded by LEA and Franklin Township Municipal Alliance. (Revised due to date changed; field trip originally board approved at the February 27, 2014 Action Meeting). (Exhibit C-03.a)
- b. Franklin High School FBLA (Future Business Leaders of America) to attend the FBLA National Leadership Conference in Nashville, TN, June 29 – July 3, 2014 as detailed in the exhibit attached hereto and made a part of the minutes. Funded by LEA, Students and NJ-FBLA. (Exhibit C-03.b)
- c. Franklin High School Student Government to attend the Leadership Training Conference 2014 at The College of NJ, Ewing, New Jersey, from July 13 – 16, 2014, as detailed in the exhibit attached hereto and made part of the minutes. Funded by LEA. (Exhibit C-03.c)
- d. Franklin High School Student Government to attend the Lead for Diversity American Conference on Diversity at the Pocono Environmental Center, Dingmans Ferry, Pennsylvania, July 13 – 18, 2014 as detailed in the exhibit attached hereto and made a part of the minutes funded by LEA and students. (Exhibit C-03.d)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-04 Summer Reading/Math Support Extended School Year Program

Moved:

Seconded:

Approve an extended school year Summer Reading/Math Support Program for grade K-4 special education students, July 7 – August 1, 2014 from 9:00 a.m. – 11:30 a.m. to be conducted at Franklin Park School. IDEA funded.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-05 Preschool Disabled Extended School Year Program

Moved:

Seconded:

Approve an extended school year program for children who are identified as Preschool Children with Disabilities, July 7 – July 25, 2014 from 9:00 a.m. – 1:00 p.m. to be conducted at Franklin Park School Early Childhood Development Center. IDEA funded.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-06 Special Education Extended School Year Program

Moved:

Seconded:

Approve an extended school year program for grade K-5 special education students, July 7 – August 1, 2014 from 9:00 a.m. – 1:00 p.m. to be conducted at Franklin Park School. IDEA funded.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-07 Cognitively Impaired Extended School Year Program

Moved:

Seconded:

Approve an extended school year program for grade 6-8 special education students who are identified as cognitively impaired, July 7 – August 1, 2014 from 9:00 a.m. – 1:00 p.m. to be conducted at Franklin Middle School. IDEA funded.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-08 Inter-local Services Agreement – Franklin Park School

Moved:

Seconded:

Approve an inter-local services agreement with the Township of Franklin for a shared services summer recreation program for children enrolled in the school district's grade K-5 extended school year program at Franklin Park School. This program will run for a four week period from July 7, 2014 through August 1, 2014 on a daily basis, Monday through Friday, from approximately 9:00 a.m. to 10:00 a.m. for a cost of \$50.00 per student, for an amount not to exceed \$6,250, as detailed in the exhibit attached hereto and made a part of the minutes. LEA funded. (Exhibit C-08)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-09 Title III Summer Enrichment for ESL Students

Moved:

Seconded:

Approve the Summer Enrichment Program for ESL students to develop proficiency in English through content-based units and experiences with focused, academic language strategies to current grade K-8 ESL students for four (4) weeks, July 7, 2014 – July 31, 2014 from 9:00 a.m. – 12:30 p.m. The students will be instructed at Pine Grove Manor School. Funded by Title III Federal Funds.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-10 Textbook Approval

Moved:

Seconded:

Approve the following textbooks for courses at Franklin High School beginning in the 2013-2014 school year:

- a. Sociology - Sociology, 15/E by John J. Macionis
- b. Psychology - Psychology, 9th edition by Douglas Bernstein
- c. US History Honors - The Unfinished Nation: A Concise History of the American People
by Alan Brinkley

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

C-11 Application for Funds

Moved:

Seconded:

Approve submission of an application for funds for the New Jersey Schools Insurance Group 2014 Safety Grant Program in the amount of \$6,171.00. If awarded, these funds would be used toward upgrading the surveillance capability at Elizabeth Avenue School. More specifically, the funds would be used toward the purchase and installation of cameras for use in the corridors and outside areas of Elizabeth Avenue School. Detailed in the exhibit attached hereto and made part of the minutes. (Exhibit C-11)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

| |
|------------------|
| Personnel |
|------------------|

P-01 Create a Position

Moved:

Seconded:

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

Supervisor Secondary Education – Alternative Program (Road To Success)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

P-02 New Job Description

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve the following new job description as detailed in the exhibit attached hereto and made a part of the minutes: (Exhibit P-02)

Supervisor Secondary Education – Alternative Program (Road To Success)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

P-03 Personnel Report No. 16, dated April 24, 2014

Moved:

Seconded:

As recommended by the Superintendent of Schools, approve Personnel Report No. 16, as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit P-03)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

P-04 Salary Allocations

Moved:

Seconded:

Approve Revised Salary Allocations for 2013-14 as detailed in the exhibit attached hereto and made a part of the minutes. (Exhibit P-04)

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

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 Danielsen LaCorte Nagy Smith-Carrington Whalen Presley

VII. Adjournment

Moved:

Seconded:

Action to adjourn.

Arline Burton Danielsen LaCorte Nagy Smith-Carrington Whalen Presley