

The Regular Meeting of the Township of Franklin Board of Education was called to order on the above date and time.

The meeting was called to order by Mr. Stanley S. Evans, Jr., Board President, who made the following statement: "The chair declares that, in accordance with the New Jersey Open Public Meetings Act, adequate public notice of this meeting has been provided in accordance with statute by the Secretary of the Board of Education."

CALL TO ORDER

The flag salute was held at this time.

FLAG SALUTE

The following members were present at roll call: Mrs. Tina M. Toy, Mr. Norman F. Merckx, Jr., Mrs. Kimberly Kelly, Mrs. Barbara Ciancaglini, Miss Marie J. Grochowski and Mr. Stanley S. Evans, Jr. Also present were Dr. Barbara R. Morella, Interim Superintendent, Mrs. Elizabeth A. DiPietro, School Business Administrator/Board Secretary, and B. Michael Borelli, Board Solicitor.

ROLL CALL

Mr. Harold R. Atkinson and Mrs. Sandra L. Coulbourn were absent at roll call but arrived at 7:05 p.m. and 7:11 p.m., respectively.

Mr. Glenn J. McCormick, Sr., was absent.

The following names were listed in the Attendance Register:

ATTENDANCE REGISTER

<u>Name</u>	<u>Address</u>
Kelly Fiocchi	1142 Panther Rd., Vineland 08361
Joseph Sterchele	4430 Lake Rd., Newfield 08344
Megan Maher	232 Wheat Rd., Buena
John Stagliano	TFEA - CLR School
Irene Klepac	TFEA
Joel Sand	1 Dons Way, Southampton, N.J.
Susan Buriak	TFEA
Donna Herrschaft	
Augusta Badaracco	TFEA
Mrs. Duple	Franklin Twp.
Liana Marandino	

Mr. Raymond Colavita, CPA, from Nightlinger, Colavita and Volpa (school district auditors), made the 2006-2007 audit presentation. There were no recommendations. Mr. Colavita did recommend putting money into one or more of the legal reserve accounts.

2006-2007 AUDIT
PRESENTATION

The Board commended the staff on a job well done with the audit.

Mr. Atkinson arrived during the audit presentation.

Mrs. Coulbourn arrived during the audit presentation.

Mrs. Kelly moved, Mrs. Ciancaglini seconded a motion to adopt the minutes of the Special and Closed Session of August 8, 2007 meeting, Regular and Closed Session of August 22, 2007 meeting, and the Special and Closed Session of September 26, 2007 meeting.

MINUTES

Motion carried unanimously.

Mr. Evans, Miss Grochowski seconded a motion to acknowledge receipt of all communications, and order that they be filed or forwarded to the appropriate committee.

COMMUNICATIONS

Motion carried unanimously.

The Superintendent reported:

Statistical and Informational Report as of October 31, 2007

SUPERINTENDENT'S REPORT

- Enrollment: 1480
- Tuition Placement: 15
- Student Attendance:
 - MFJ - 95.84%
 - CLR - 97.3%
 - MR - 97.01%
 - Lake - 93.6%
- Student Suspensions
 - MFJ - 0
 - CLR - 1
 - MR - 1
 - Lake - 0
- Fire drills were held at each school in accordance with state law.
- Employee Attendance: 97.0% year-to-date

Committee Agendas

Curriculum: Presented for approval tonight are two students for homebound instruction, a field trip to the Franklinville Community Center/Library/ Historical Center, and a tuition placement. A Community Survey was sent to parents on November 8. They were also distributed at the following locations: Franklin Township Community Center, Franklinville and Malaga Post Offices, Triple Oaks Nursery, and Franklin Township Municipal Building. In addition, the form can be downloaded from the district webpage.

Personnel: We will be presenting the following for approval: substitutes, two leave of absence requests, priority substitute for Spanish, bus driver and bus aid employment, food service employment, student teaching placement for the spring semester (Rowan students), a practicum in elementary education with Richard Dantine. Also a new job description for classroom teacher aide (NCLB), Club Z! tutoring services, a teacher for home instruction and travel expense list for professional development and the emergent hiring resolution for substitutes.

The School Business Administrator reported:

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT

Finance

- Approval is sought to accept the Auditor's Management Report and the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2007, as presented by Ray Colavita (district auditor). There are no recommendations.

Mrs. Ciancaglini, Gloucester County School Boards Association representative, reported that the next meeting will be on December 6, 2007. It will be the Mandatory Board Member training.

GCSBA REPORT

Audience participation:

AUDIENCE PARTICIPATION

Donna Herrschaft - Spoke to the Board about the community survey. Did the Board approve the survey?

Dr. Morella responded that the district is required to show that we did a survey. It is tallied and summarized and is available to the county board of education for review.

Mrs. Herrschaft - Has concerns about the amount of homework being sent home with children.

Audience participation ended.

Miss Grochowski moved, Mrs. Ciancaglini seconded a motion to approve the following Curriculum Committee items:

CURRICULUM COMMITTEE

1. Homebound Instruction, 2. Field Trip - Franklinville Library/Historical Center, 3. Student Tuition Placement - Sent

1. Move to approve homebound instruction for the following students: **HOMEBOUND INSTRUCTION**

Name	Grade	Effective Date	School
M.T. (max. 10 hrs./week)	6	Nov. 1, 2007	MR
(Home instruction will be provided by Club Z! In Home Tutoring Services.)			

Name	Grade	Effective Date	School
A.D. (max. 10 hrs./week)	1	Nov. 15, 2007	MFJ
(Home instruction will be provided by teacher, Santa Kerr.)			

2. Move to approve Caroline L. Reutter School, grade 4, to visit the Franklinville Library/Historical Center on November 20, 2007, 8:45 a.m. to 11:30 a.m., admission cost \$0.00, bus transportation only. **FIELD TRIP - FRANKLINVILLE LIBRARY/HISTORICAL CENTER**

3. Move to approve the Superintendent and School Business Administrator/Board Secretary arranging transportation and making tuition placement of the following student for the 2007-2008 school year: **STUDENT TUITION PLACEMENT - SENT**

Student	Classification/Grade	Placement	Tuition	Effective Date
S.B.	ED/Grade 5	REAL (Regional Enrichment Learning Center) Note: S.B. entered our district through a Therapeutic Home Placement and is a ward of the State. Tuition/Transp. will be paid by the Dept of Ed.	\$120.00/ per diem	11/5/07

Mr. Atkinson moved, Miss Grochowski seconded a motion to approve the following Finance Committee items:

FINANCE COMMITTEE

1. Bills - November, 2. State Aid Deductions, 3. Payroll, 4. Board Secretary's Report and Treasurer of School Monies Report, 5. Budget Transfers - November, 6. Budget Overexpenditure Certification - Board Secretary, 7. Budget Overexpenditure Certification - Board of Education, 8. Anticipated Revenue Summary, 9. Audit 2006-2007 Fiscal Year, 10. Corrective Action Plan for Audit Recommendations, 11. Increased Petty Cash

Motion carried unanimously.

1. Move to approve the list of bills for the month of November in the amount of \$522,476.61 as submitted by the School Business Administrator/ Board Secretary:

BILLS - NOVEMBER

Bill List	Amount
Bill List #1 - November 1, 2007	\$233,946.42
Bill List #2 - November 19, 2007	\$277,833.63
Bill List #3 - November 19, 2007	\$ 10,696.56
Grand Total	\$522,476.61

2. Move to approve amounts withheld from State Aid payments for the month of October and paid to County Special Services, Katzenbach, NJ Commission for the Blind and State Facilities in the amount of \$21,654.00.
3. Move to approve the payroll for the month of October in the amount of \$954,984.40 as submitted by the Board President, Superintendent and School Business Administrator/Board Secretary.
4. Move to accept the reports of the School Business Administrator/Board Secretary and Treasurer of School Monies for the period ending October 31, 2007 and acknowledge that they are in agreement.
5. Move to approve budget transfers for the month of November in the amount of \$19,206.13 as submitted by the School Business Administrator/ Board Secretary.
6. Move to approve the Board Secretary's Monthly Certification that as of October 31, 2007, no budgetary line item account has been overexpended in violation of of N.J.A.C. 6A:23-2.12(c)3.

STATE AID DEDUCTIONS

PAYROLL

BOARD SECRETARY'S REPORT AND TREASURER OF SCHOOL MONIES REPORT

BUDGET TRANSFERS - NOVEMBER

BUDGET OVEREXPENDITURE CERTIFICATION - BOARD SECRETARY

- 7. Move to certify that as of October 31, 2007, after review of the Board Secretary's and Treasurer's Monthly Financial Reports, and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-2.12 (c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. BUDGET
OVEREXPENDITURE
CERTIFICATION - BOARD
SECRETARY
- 8. Move to approve the anticipated Revenue Summary as of October 31, 2007 as submitted by the School Business Administrator/ Board Secretary. ANTICIPATED REVENUE
SUMMARY
- 9. Move to accept the Auditors Management Report and the Comprehensive Annual Financial Report for the Fiscal Year Ending June 30, 2007. There are no recommendations. AUDIT 2006-2007 FISCAL
YEAR
- 10. Move to acknowledge that a Corrective Action Plan for the audit from the Fiscal Year Ending June 30, 2007 is not needed, as there were zero findings and recommendations. CORRECTIVE ACTION PLAN
FOR AUDIT
RECOMMENDATIONS
- 11. Move to increase the imprest petty cash for the Administration building from \$300.00 as outlined in policy #3451 to \$400.00 for the 2007-08 school year. INCREASED PETTY CASH

Mr. Evans moved, Mrs. Ciancaglini seconded a motion to go into closed session: CLOSED SESSION

Resolution

WHEREAS, The Open Public Meetings Act permits a public body to exclude the public from a portion of its meeting in order to discuss certain specific matters as set forth in that act; and

WHEREAS, This body finds it necessary to meet in closed session to discuss Personnel, Attorney-Client Privilege; and

WHEREAS, Under the Open Public Meetings Act, the public may be excluded from that portion of the meeting at which such matters are discussed;

NOW, THEREFORE, BE IT RESOLVED, that this meeting of the Township of Franklin Board of Education held on November 19, 2007 shall be closed to the public to permit discussion of the subject matter aforesaid;

IT IS FURTHER RESOLVED, that this session shall last for approximately sixty (60) minutes, and the disclosure of matters discussed in the closed session shall take place at such time as all decisions with reference thereto are complete.

Motion carried unanimously.

Meeting adjourned 7:31 p.m.

Return to session 8:56 p.m.

Mr. Evans moved, Miss Grochowski seconded a motion to approve the following Personnel Committee items:

PERSONNEL COMMITTEE

1. Substitute Employment, 2. Leave of Absence Request - Social Worker, 3. Revised - Leave of Absence Request - Teacher, 4. Employment - Priority Substitute Teacher, 5. Employment - Bus Driver (Route MR10), 6. Employment - Bus Aide (Route PS1), 7. Employment - Bus Aide (Route FSE7), 8. Food Service - Employment, 9. Field Experience Student Placement Requests), 10. Practicum in Elementary School Administration, 11. Job Description - New, 12. Home Instruction - Consultant Services, 13. Home Instruction - Teacher, 14. Travel Expense- Professional Staff, Non-Unit Staff and Support Staff, 15. Resolution - Authorization for Emergent Hiring Pending Completion of Criminal History Check

Motion carried unanimously.

1. Move to approve, upon the recommendation of the Superintendent and the approval of the N.J. Dept. of Education, the employment of the following substitutes for the 2007-2008 school year: SUBSTITUTE EMPLOYMENT

<u>Teacher</u>	<u>Custodian</u>	<u>Food Service</u>
Tanya Clark	Frances Kohlmyer	Kathleen Bastian
<i>Lisa Price</i>	Dante Toppi	
Kelly Quigley		
<i>Rosalind M. Townley</i>		

Indicates employee may not need an emergent hire.

2. Move to approve an unpaid leave of absence for Amie Crain, social worker, as follows: April 22, 2008 through June 30, 2008 under the provisions of the Family and Medical Leave Act. LEAVE OF ABSENCE REQUEST - SOCIAL WORKER

Note: Mrs. Crain will utilize sick days during the permissive period of disability from March 10, 2008 through April 21, 2008. (The anticipated due date is March 19, 2008.)

3. Move to approve an unpaid leave of absence for Andrea Watson, teacher, as follows: April 22, 2008 through June 30, 2008. LEAVE OF ABSENCE REQUEST - TEACHER

Note: Mrs. Watson will utilize sick days during the permissive period of disability from March 25, 2008 through April 21, 2008. (The anticipated due date is March 31, 2008.)

4. Move to approve, upon the recommendation of the Superintendent, the employment of the following individual as priority substitute teacher for the respective term indicated at \$105.00 per diem: EMPLOYMENT - PRIORITY SUBSTITUTE TEACHER

<u>Name</u>	<u>Term</u>
Rosalind M. Townley	11/26/07 to 01/31/08

5. Move to approve the employment, upon the recommendation of the Superintendent and N.J. Dept. of Education, of Kim Patnode as bus driver (Route MR10) for the 2007-2008 school year at an hourly rate in accordance with the TFSSA Negotiated Agreement, Step 1 (\$14.76), effective November 26, 2007. EMPLOYMENT - BUS DRIVER

6. Move to approve the employment, upon the recommendation of the Superintendent and N.J. Dept. of Education, of Rachel Long as bus aide (Route PS1) for the 2007-2008 school year at an hourly rate in accordance with the TFSSA Negotiated Agreement, Step 1 (\$10.23), effective November 26, 2007. EMPLOYMENT - BUS AIDE

7. Move to approve the employment, upon the recommendation of the Superintendent and N.J. Dept. of Education, of Rachel Long as bus aide (Route FSE7) for the 2007-2008 school year at an hourly rate in accordance with the TFSSA Negotiated Agreement, Step 1 (\$10.23), effective November 26, 2007. EMPLOYMENT - BUS AIDE

8. Move to approve, upon the recommendation of Nutri-Serve Food Management, Inc., and the approval of the N.J. Dept. of Education, the employment of the following food service employee for the 2007-2008 school year: EMPLOYMENT - FOOD SERVICE

<u>Name</u>	<u>Position</u>	<u>School</u>
Patricia Gross	Cafeteria Aide	Main Road

9. Move to approve the following requests for placement as follows: FIELD EXPERIENCE - STUDENT PLACEMENT REQUESTS

Student Name	University/College	School	Placement (Staff Member)	Date	Experience Description/College Year
Cifaloglio, Sylvester	Rowan	MFJ	Miriam Szalabofka	Spring 2008	Clinical Practice/Student Teaching
Gulino, Lauren	Rowan	CLR	Kathleen Rosa	Spring 2008	Clinical Practice/Student Teaching
Telischak, Vanessa	Rowan	MFJ	Catherine Bromwell	Spring 2008	Clinical Practice/Student Teaching
Volpe, Jason	Rowan	CLR	Dennis Burlingame	Spring 2008	Clinical Practice/Student Teaching

10. Move to approve Diana Coppinger for 115 hours of practicum under the supervision of Richard Dantine, principal, at Main Road School, effective December 2007 through June 2008. PRACTICUM IN ELEMENTARY SCHOOL ADMINISTRATION

11. Move to approve the job description for the following, as attached. JOB DESCRIPTION - NEW

Title
_____ Classroom Teacher Aide (NCLB)

12. Move to approve Club Z! In Home Tutoring Services to provide home instruction effective November 1, 2007 through June 30, 2008 at a rate of \$45.00 per hour on an as-needed basis. HOME INSTRUCTION - CONSULTANT SERVICES

13. Move to approve Santa Kerr to provide home instruction effective November 15, 2007 at a rate of \$36.00 per hour, as per contract. HOME INSTRUCTION - TEACHER

14. Move to approve travel expenses, as attached.

TRAVEL EXPENSE -
PROFESSIONAL STAFF,
NON-UNIT STAFF AND
SUPPORT STAFF

15. Move to approve the following resolution:

RESOLUTION -
AUTHORIZATION FOR
EMERGENT HIRING
PENDING COMPLETION OF
CRIMINAL HISTORY CHECK

RESOLUTION

WHEREAS, the Township of Franklin Board of Education seeks to employ Tanya Clark, Frances Kohlmyer, Kelly Quigley, Dante Toppi, Rosalind M. Townley on an emergent basis for a period not to exceed three months, pending completion of a criminal history records check; and

WHEREAS, the Township of Franklin Board of Education seeks to demonstrate to the Commissioner of Education that special circumstances exist which justify the emergent employment; and

WHEREAS, Tanya Clark, Frances Kohlmyer, Kelly Quigley, Dante Toppi, Rosalind M. Townley, has attested that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et seq, N.J.S.A. 18A:39-17 et seq., or N.J.S.A. 18A:6-4.13 et seq, as applicable;

NOW THEREFORE BE IT RESOLVED that the Township of Franklin Board of Education approves the application for emergent hiring of Tanya Clark, Frances Kohlmyer, Kelly Quigley, Dante Toppi, Rosalind M. Townley.

Mr. Evans moved, Miss Grochowski seconded a motion to authorize the following signatures for the respective accounts with the Newfield National Bank:

OTHER BUSINESS
SIGNATURES - BANK
ACCOUNTS - REVISED

Account No.	Fund	Title	Signature
125-065-3	General Operating	Board President Board Secretary Treasurer	Stanley S. Evans, Jr. Elizabeth A. DiPietro Frances Carder
109-002-6	Unemployment Trust	Superintendent Board Secretary	Michael G. Kozak Elizabeth A. DiPietro
109-010-9	Summer Pay	Superintendent Board Secretary	Michael G. Kozak Elizabeth A. DiPietro
262	Safe Deposit Box	Superintendent Board Secretary	Michael G. Kozak Elizabeth A. DiPietro
175-744-2	Student Activity Account	Superintendent Board Secretary	Michael G. Kozak Elizabeth A. DiPietro
240-268-3	Capital Reserve Account	Superintendent Board Secretary	Michael G. Kozak Elizabeth A. DiPietro
182-162-75	Money Market Savings Account	Board President Board Secretary Treasurer	Stanley S. Evans, Jr. Elizabeth A. DiPietro Frances Carder

Mr. Evans moved, Mrs. Coulbourn seconded a motion to adjourn.

ADJOURNMENT

Motion carried unanimously.

Meeting adjourned 8:59 p.m.

Respectfully submitted,

Elizabeth A. DiPietro
School Business Administrator/
Board Secretary

Typed by: jmp