

Township of Franklin
Board of Education
Regular Meeting/Budget Public
Hearing
March 26, 2008
7:00 p.m.
Administration Building

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: Ms. Tina M. Toy, Mrs. Kimberly Kelly, Mrs. Barbara Ciancaglini, Mr. Glenn J. McCormick, Sr., Mrs. Sandra L. Coulbourn, Mr. Harold R. Atkinson, Jr., Miss Marie J. Grochowski, and Mr. Stanley S. Evans, Jr. Also present were Mr. Michael G. Kozak, Superintendent, Mrs. Elizabeth A. DiPietro, School Business Administrator/ Board Secretary, and B. Michael Borelli, Board Solicitor.

ROLL CALL

The following names were listed in the Attendance Register:

ATTENDANCE REGISTER

<u>Name</u>	<u>Address</u>
Donna Herrschaft	
Diana Coppinger	951 Main Rd., Newfield
Ms. Duble	Franklin Township
Stephen Ranson	783 Royal Ave., Franklinville
Joe Szwed	189 Kendle Ave., Franklinville
Norman Merckx	330 Oak Ave., Malaga
Cindy Merckx	The Sentinel
Rich Dantine	Main Road School
David Chrans	1371 Pennsylvania Ave., Franklinville

Mr. Kozak presented the proposed 2008-2009 Budget from 7:05 p.m. - 7:32 p.m.

2008-2009 BUDGET HEARING

Audience participation on budget hearing:

AUDIENCE PARTICIPATION -
BUDGET HEARING

Donna Herrschaft - Asked the Board about the new teachers being hired. She inquired as to whether there would be additional classes.

Mr. Kozak responded that grade 2 is a large class and it will be going into grade 3 in the next school year.

Mrs. Herrschaft asked about the legal fees which were budgeted.

Mr. Kozak indicated the fees were included in anticipation of doing a feasibility study.

Norman Merckx - Asked what a penny equated to on the tax table.

Mrs. DiPietro responded \$157,074.

Audience participation on budget hearing closed.

Mr. Evans moved, Mrs. Coulbourn 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 March 26, 2008 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 7:32 p.m.

Return to session 9:32 p.m.

Mr. Evans moved, Miss Grochowski seconded a motion to adopt the minutes of the Special and Closed Session of the February 13, 2008 meeting and the Regular and Closed Session of February 20, 2008 meeting.

MINUTES

Motion carried unanimously.

Mr. Evans moved, 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.

At 9:49 p.m., a hearing was held regarding the contract for Elizabeth A. DiPietro for the 2008-2009 school year. The hearing concluded at 9:51 p.m.

2008-2009 SBA/BS
CONTRACT - HEARING

Mr. Evans moved, Miss Grochowski seconded a motion to approve, upon the recommendation of the Superintendent, the issuance of an employment contract for Elizabeth A. DiPietro as School Business Administrator/Board Secretary for the 2008-2009 school year and further request that the contract be returned by May 30, 2008, as attached.

Motion carried unanimously by roll call vote.

The Superintendent reported:

SUPERINTENDENT'S
REPORT

Statistical and Informational Report as of February 29, 2008

- Enrollment: 1477
- Tuition Placement: 16
- Student Attendance:
 - MFJ - 92.46%
 - CLR - 94.91%
 - MR - 93.79%
 - Lake - 90.14%
- Student Suspensions:
 - MFJ - 0
 - CLR - 0
 - MR - 3
 - Lake - 0

Fire drills were held at each school in accordance with state law.
Employee Attendance: 96.1% year-to-date

The School Business Administrator reported:

SCHOOL BUSINESS
ADMINISTRATOR/BOARD
SECRETARY'S REPORT

Finance

- The Board Secretary's Report and Treasurer's Report for the month ending February 29, 2008 have been completed and show the same overall cash balance. Also, there are no budgetary line item overexpenditures as of February 29, 2008.
- The Food Service Enterprise Fund Report as of January 31, 2008 shows an overall net loss of (\$5,127.22). This shows a decrease of \$18,035.72 when compared to the overall gain of \$12,908.50 that we had as of January 31, 2007. The net gain for January 2008 was \$2,483.24.

In the finance committee section, in addition to the approval of the recurring monthly items such as bills, payroll, board secretary/treasurer reports, certification and transfers, tonight we will seek approval for the following items:

- * Approval to seek RFPs for food service management company.
- * Establish maximum travel expense for 2008-2009.
- * Approve Amendment to FY2008 IDEIA Basic

Approve lease with Dell
Approve extraordinary aid application
Approve broker of record for prescription

Property - Approval is sought for the following:

- * Toilet Room Waiver - Lake School, PSD
Change Order S-1 - deduct \$1,124.00 - credit balance of allowance
Change Order E-2 - labor and material to install new cable CAT5e file optic cable

Since there wasn't a meeting of the Gloucester County School Boards Association, Mrs. Ciancaglini, the district's rep, did not have a report.

GCSBA REP. REPORT

There was no audience participation.

AUDIENCE PARTICIPATION

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

CURRICULUM COMMITTEE

1. Monthly Updates for Sent and Received Students, 2. Homeless Received/Other Received Tuition Contract Agreements, 3. School Age Child Care Program 2008-2009, 4. School Calendar 2007-2008, 5. Revised School Calendar 2008-2009, 6. NJ Child Assault Prevention, 2008-2009 Application, 7. Comprehensive Equity Plan Annual Assurance, 2008-2009, 8. Homebound Instruction, 9. Field Trip - Pinelands Institute - Whitesbog Village

Motion carried unanimously.

1. Move to approve the recognition of the updated sending and receiving contract agreements for the 2007-2008 school year, as attached.
2. Move to approve the received student(s) Tuition Contract Agreements for the 2007-2008 school year as follows:

MONTHLY UPDATES FOR SENT AND RECEIVED STUDENTS

HOMELESS RECEIVED/ OTHER RECEIVED TUITION CONTRACT AGREEMENTS

Student	Classification/ Program/Grade/Tier/ ASSA	School	District Received from	Effective Date	Tuition
A.C.	K/Elementary	MFJ	Last district of residence, West Grove, Pa. Tuition paid by State of N.J.	2/27/08	6,642.00 prorated

3. Move to approve a contract with Archway Programs to provide a before and after school child care program for the 2008-2009 school year.
4. Move to approve the revised 2007-2008 School Calendar, as attached.
5. Move to approve the revised 2008-2009 School Calendar, as attached.
6. Move to approve submission of the N.J. Child Assault Prevention Application for funding in the amount of \$2,049.60 for the 2008-2009 school year.
7. Move to authorize submission of the proposed Comprehensive Equity Plan Annual Assurance for the academic years 2008-2009.
8. Move to approve homebound instruction for the following student:

SCHOOL AGE CHILD CARE PROGRAM 2008-2009

REVISED SCHOOL CALENDAR 2007-2008

REVISED SCHOOL CALENDAR 2008-2009

NJ CHILD ASSAULT PREVENTION - 2008-2009 APPLICATION

COMPREHENSIVE EQUITY PLAN ANNUAL ASSURANCE, 2008-2009

HOMEBOUND INSTRUCTION

Name	Grade	Effective Date	School
G.D.	6	3/10/08 - 3/19/08	Main Road
(Instruction provided by Club Z)			

- 9. Move to approve a field trip for the Caroline L. Reutter School fourth grade to the Pinelands Institute - Whitesbog Village.

FIELD TRIP - PINELANDS INSTITUTE - WHITESBOG VILLAGE

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

FINANCE COMMITTEE

- 1. Bills - March, 2. State Aid Deductions, 3. Payroll, 4. Board Secretary's Report and Treasurer of School Monies Report, 5. Budget Transfers - March, 6. Budget Overexpenditure Certification - Board Secretary, 7. Budget Overexpenditure Certification - Board of Education, 8. Anticipated Revenue Summary, 9. Resolution - Budget 2008 -2009, 10. Food Services Management Program, 11. Maximum Travel Expenditure Amount for 2008-2009, 12. IDEIA-B -FY 2008 Amendment, 13. Dell Financial Lease Proposal, 14. Extraordinary Aid Application, 15. Broker of Record - Prescription

Motion carried unanimously by roll call vote.

- 1. Move to approve the list of bills for the month of March in the amount of \$675,502,30 as submitted by the School Business Administrator/ Board Secretary:

BILLS - MARCH

Bill List	Amount
Bill List #1 - March 4, 2008	\$ 242,424.31
Bill List #2 - March 26, 2008	\$ 236,068.54
Bill List #3 - March 26, 2008	\$ 197,009.45
Grand Total	\$ 675,502.30

- 2. Move to approve amounts withheld from State Aid payments for the month of February and paid to County Special Services, Katzenbach, N.J. Commission for the Blind and State Facilities in the amount of \$25,624.00.

STATE AID DEDUCTIONS

- 3. Move to approve the payroll for the month of February in the amount of \$969,827.23 as submitted by the Board President, Superintendent and School Business Administrator/Board Secretary.

PAYROLL

- 4. Move to accept the reports of the School Business Administrator/Board Secretary and Treasurer of School Monies for the period ending February 29, 2008 and acknowledge that they are in agreement.

BOARD SECRETARY'S REPORT AND TREASURER OF SCHOOL MONIES REPORT

- 5. Move to approve budget transfers for the month of March in the amount of \$37,054.56 as submitted by the School Business Administrator/ Board Secretary.

BUDGET TRANSFERS - MARCH

- 6. Move to approve the Board Secretary's Monthly Certification that as of February 29, 2008, no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-2.12 (c)3.

BUDGET OVEREXPENDITURE - BOARD SECRETARY

- 7. Move to certify that as of February 29, 2008, after review of the Board Secretary's Monthly Financial Report (appropriations sections) 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 OF
EDUCATION
- 8. Move to approve the anticipated Revenue Summary as of February 29, 2008 as submitted by the School Business Administrator/Board Secretary. ANTICIPATED REVENUE
SUMMARY
- 9. Move to approve the following resolution to adopt the 2008-2009 budget: RESOLUTION - BUDGET
2008-2009

Resolution

WHEREAS, the Township of Franklin Board of Education has developed a school district budget for the 2008-2009 school year according to the guidelines as set forth by the New Jersey Department of Education; and

NOW THEREFORE BE IT RESOLVED to approve the 2008-2009 school district budget for submission to the County Superintendent as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
General Fund	\$ 17,025,675	\$ 7,984,990
Special Revenue Fund	\$ 514,278	\$ -0-
Debt Service Fund	\$ 200,005	\$ 200,005
Total	\$ 17,739,958	\$ 8,184,995

BE IT FURTHER RESOLVED to apply for no waiver requests to the 2008-2009 school budget.

- 10. Move to authorize the School Business Administrator to obtain Requests for Proposals from Food Service Management Companies beginning the 2008-09 school year. Contracts for Food Service Management Companies cannot exceed five years from original date of issuance. Since the current contract with Nutri-Serve Food Management is in year five, the district is required to go out for RFPs. FOOD SERVICES
MANAGEMENT COMPANY
- 11. Move to approve, in accordance with Policy Numbers 0147, 3440, 4440 and N.J.A.C. 6A:23B-1.2(b), the establishment of a maximum travel expenditure amount for the 2008-2009 school year in the amount of \$38,076. This maximum travel amount applies for the following types of expenditures: travel, staff training and seminars, conventions and conferences, mileage reimbursement, meals, lodging, and other such travel and expense reimbursements. The YTD travel expenditures for 2007-08 as of February 29, 2008 are \$12,042.48. MAXIMUM TRAVEL
EXPENDITURE AMOUNT FOR
2008-2009

12. Move to approve application 2007-08 Amendment 1 to the IDEIA Basic FY 2008 to add the FY 07 IDEIA Basic carryover amount of \$13,651 as follows: IDEIA-B FY 2008
AMENDMENT

Description	Line Item No.	Original Amount	Carryover	Amended Amount
Other Purchased Services	100-100-500	315,579	13,651	329,930
Prof. & Tech. Service	200-200-300	33,375	-0-	33,375
Supplies & Materials	200-200-600	7,650	-0-	7,650
Totals		356,604	13,651	370,255

13. Move to approve Dell Lease program (Quote # 41416891) as outlined below. Monthly payments in the amount of \$1,341.31 for 60 months (five years) to begin July 1, 2008. DELL FINANCIAL LEASE
PROPOSAL

Dell Quote No.	Equipment	Unit Price	Qty	Total Amount Financed	Payment Frequency	Lease Term (months)	Lease Rate Factor	Lease Payments
414168991	OptiPlex 330 Desktop	\$769.98	90	\$69,298.20	Annual	60	0.218	\$15,107.01
	Office 2007	\$50.39	90	\$ 4,535.10	Annual	60	0.218	\$ 988.65
Totals				\$73,833.30				\$16,095.66

14. Move to approve the 2007-2008 application for Special Education Extraordinary Aid. EXTRAORDINARY AID
APPLICATION

15. Move to appoint ABCO's new CU Insurance Services Group (an EBCON insurance group company) as Insurance Broker of Record for prescription drug insurance effective June 1, 2008. BROKER OF RECORD -
PRESCRIPTION DRUG

Mr. McCormick moved, Mrs. Ciancaglini seconded a motion to approve the following Property Committee items:

PROPERTY COMMITTEE

1. Toilet Room Waiver - Lake School, 2. Change Order Request Number S-1, 3. Change Order Request Number E-2

Motion carried unanimously.

1. Move to adopt a resolution regarding a toilet room waiver at the Lake School for the 2008-2009 school year.

TOILET ROOM WAIVER -
LAKE SCHOOL

2. Move to approve change order #S-1 to Southern NJ Steel of \$1,124.00 as a credit for balance of allowance. This change order decreases the contract total from \$59,999.00 to a new total of \$58,875.00 relative to the addition at Caroline L. Reutter School.

CHANGE ORDER REQUEST
#S-1

- 3. Move to approve change order #E-2 to DEC Electrical Contractors in the amount of \$21,817.60 for labor and material to install new data cable CAT5e, fiber optic cable, enclosed wall cabinet, 48 port patch panel, jacks face plates and wire management, terminations and testing. This change order increases the contract total from \$132,683.32 to a new total of \$154,500.92 relative to the addition at Caroline L. Reutter School.

CHANGE ORDER REQUEST #E-2

Mr. McCormick moved, Mrs. Ciancaglini seconded a motion to approve the following Transportation Committee items:

TRANSPORTATION COMMITTEE

- 1. Modify route SPO6 Through Delsea Jointure, 2. Grade 6 Field Trip to Washington, D.C.

Motion carried unanimously.

- 1. Move to approve modification of route SP06 to Archway-Atco with Delsea Regional to accommodate midday pick up as required by student's IEP, with no additional cost , effective March 10, 2008.
- 2. Move to approve an exception to policy #6153 and allow nine buses to be contracted for transportation to Washington D.C. for grade 6 field trip experience at board expense. This exception shall not set a precedent.

MODIFY ROUTE SPO6 THROUGH DELSEA JOINTURE

GRADE 6 FIELD TRIP TO WASHINGTON, D.C.

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 - Custodian, 3. Extended Leave of Absence Request - Teacher, 4. Leave of Absence Request - Teacher, 5. Retirement Resignation - Custodian, 6. Priority Substitute Secretary, 7. New Substitute Salary Positions - 2007-2008, 8. Principal Waiver, 9. Principal - Lake School, 10. Teacher of the Year 2008-2009, 11. Revised Employee Calendar 2008-2009, 12. Probationary Employment Acknowledgment, 13. Field Experience - Student Placement Requests, 14. Travel Expense - Professional Staff, Non-Unit Staff and Support Staff, 15. Non-Unit Staff Contracts, 16. 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

Teacher
Jessica Brown

Facilities Maintenance Mechanic
Richard Couch

- 2. Move to approve an unpaid leave of absence, from September 2, 2008 through December 19, 2008, for Jason Ruczynski, custodian.

LEAVE OF ABSENCE REQUEST - CUSTODIAN

- 3. Move to approve an extended unpaid leave of absence for Jiselle Knauss, teacher, under the provisions of the Family and Medical Leave Act, from March 18, 2008 through April 7, 2008 or such earlier date as she is able to return to work. EXTENDED LEAVE OF ABSENCE REQUEST

- 4. Move to approve an unpaid leave of absence, from September 1, 2008 through June 30, 2009 for Andrea Foster, grade 6 teacher. LEAVE OF ABSENCE REQUEST - TEACHER

- 5. Move to accept, with regret, the retirement resignation of Gary A. Schwegel, Custodian, effective September 1, 2008. (Mr. Schwegel has been employed in the district since October, 1981.) RETIREMENT RESIGNATION - CUSTODIAN

- 6. Move to approve June Clemick as priority substitute secretary at Caroline L. Reutter School for the 2007-2008 school year effective April 1, 2008 through June 30, 2008 at the rate of \$10.25 per hour. PRIORITY SUBSTITUTE SECRETARY

- 7. Move to approve the salary of the following new substitute positions for the 2007-2008 school year as follows: NEW SUBSTITUTE SALARY POSITION - 2007-2008
 - Facilities Maintenance Mechanic \$15.00 per hour

- 8. Move to request a waiver of the provision of N.J.A.C. which requires a full-time non-teaching principal at Lake School for the 2008-2009 school year. PRINCIPAL WAIVER

- 9. Move to appoint Anthony Ettore as principal of Lake School for the 2008-2009 school year. PRINCIPAL - LAKE SCHOOL

- 10. Move to approve Deborah Neri as Township of Franklin Teacher of the Year for 2008-2009 and authorize her nomination for consideration as Gloucester County Teacher of the Year. TEACHER OF THE YEAR 2008-2009

- 11. Move to approve the 2008-2009 Employee Calendar, as attached. REVISED EMPLOYEE CALENDAR

- 12. Move to acknowledge the successful probationary employment of the following individuals: PROBATIONARY EMPLOYMENT ACKNOWLEDGMENT

Employee	Position	Effective Date
Kimberly Patnode	Bus Driver	February 26, 2008
Rachel Long	Bus Aide	February 26, 2008

- 13. 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
Debra Swenk	Fairleigh Dickinson	CLR	K. Uhle	Spring 2008	Observation
Lauren O'Shea	Rowan	MR	K. Niewoehner	Fall 2008	Clinical Practice (student teaching)

14. Move to approve travel expenses, as attached.

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

15. Move to approve, upon the recommendation of the Superintendent, the issuance of employment contracts for Non Unit Staff for the 2008-2009 school year, and further request that the contracts be returned by May 30, 2008, as attached.

NON-UNIT STAFF
CONTRACTS

NOTE: Each contract may be voted on individually.

16. 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 Jessica Brown, Richard Couch, Robert Fixler, 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, Jessica Brown, Richard Couch, Robert Fixler, 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 Jessica Brown, Richard Couch, Robert Fixler.

* Robert Fixler was previously approved at the February 20, 2008 board meeting.

Mr. Evans moved, Miss Grochowski seconded a motion to adjourn.

ADJOURNMENT

Motion carried unanimously.

Meeting adjourned 10:00 p.m.

Respectfully submitted,

Elizabeth A. DiPietro
School Business Administrator/
Board Secretary

Typed by: jmp