

FRANKLIN TOWNSHIP SCHOOL
NEW JERSEY 08868
Board of Education

REGULAR MEETING
April 23, 2012- 7:30 p.m.

A G E N D A

I. Call to Order

Open Public Meeting Announcement

"In accordance with requirements of the Open Public Meeting Act, N.J.S.A. 10:4-6 et seq., adequate notices have been given of tonight's meeting in area newspapers, which include the Hunterdon County Democrat and the Express-Times and posted on the bulletin board by the main office of the Franklin Township School, sent to the Township Clerk, and to all Board of Education members on May 9, 2011.

II. Roll Call - Dr. Carol Fredericks, SBA/BS

J. Foran, <i>V. Pres.</i>	_____	G. Burdick	_____	C. Crielly	_____
C. Ewing	_____	K. Lundgren	_____	R. Masino	_____
T. Schultz	_____	K. Weiss	_____	C. Piparo, <i>Pres.</i>	_____

III. Flag Salute

IV. Presentation - Technology Update - Leslie McCusker

V. Acting Superintendent's Report - Dr. Davis

A. Informational/Discussion Items:

1. Student Delegate
2. PTA Update - Vivian Paulter
3. Enrollment (gold enclosure)
4. Construction Update - Dr. Davis/Dr. Fredericks
5. Library/Basement
6. Implementation of full day preschool program
7. Harassment Intimidation and Bullying (HIB) Reporting

VI. Public Comments - Privilege of the Floor (3 minutes)

All comments should be directed to the board president. The Board will not respond to complaints from and to school personnel unless the chain of command has been followed, without satisfaction. Furthermore, the Board cannot respond to any complaints from the public directed at any district employee or student, as the Board must protect each employee and each student's right to privacy.

Those wishing to share comments during this portion of the meeting are asked to state their name and address. Each speaker will be given three minutes.

VII. Subcommittee Updates

- A. Negotiations
- B. Policy
- C. Finance

VIII. Correspondence

None

IX. Consent Agenda

The matters listed below have been referred to the Board for reading and studying and are to be considered routine. They will be enacted with one motion. If separate discussion is desired, an item may be removed by Board assent.

A. BUSINESS

- 1. **Approve** the April 2012 bill list in the amount of \$374,929.27, which includes \$0 out of the capital projects account.

(white enclosure)

2. Reappointment of Business and Operations:

- a. **Budget Implementation-** Resolved, to authorize the Superintendent and School Business Administrator to implement the 2012-2013 School Budget as approved by the Board of Education on March 26, 2012.

b. Official Newspapers

The Hunterdon Democrat as the Official newspaper and the Express Times as Alternate, and the Star Ledger for additional personnel advertisements.

c. Official Bank Depositories

- 1. Investors – Operating Funds, Payroll, Agency, Capital
- 2. Depository Trust Company/JP Morgan Chase Bank-Bond Payments

Authorized Signators: Board President, Board Secretary, Treasurer, Alternate Board Bookkeeper

d. 2012-2013 Meeting Schedule (unless otherwise advertised)

The regular monthly meetings of the Franklin Township Board of Education in Hunterdon County will be held on the 2nd and 4th Monday of each month at 7:30 p.m. unless otherwise stated. Meetings will be held at Franklin Township School located at 226 Quakertown Road on the following dates:

- | | |
|--------------------|--------------------|
| May 7, 2012 | May 21, 2012 |
| June 11, 2012 | June 21, 2012 |
| ----- | July 23, 2012 |
| ----- | August 27, 2012 |
| September 10, 2012 | September 24, 2012 |

October 15, 2012
November 12, 2012
December 10, 2012
January 3, 2013 (Thursday)

October 29, 2012

e. Appointment of Treasurer

Appoint Ronald Matthews as Treasurer of School Board Funds.

f. Authorized Signature

Authorize the School Bookkeeper, Carla Abert, to sign checks and purchase orders in the absence of the School Business Administrator.

g. Authorization for Payment of Bills

The District, in an effort to improve business practices and procedures, take advantage of cash discounts offered, and establish a good credit rating for the Board of Education by paying bills and obligations of the Board promptly, the following procedures are hereby adopted:

1. In accordance with New Jersey Statute 18A: 19-1, the Board of Education hereby appoints Dr. Carol A. Fredericks to approve invoices for payment;
The School Business Administrator is hereby authorized to pay necessary bills to be ratified at the next scheduled meeting of the Board and upon review by the finance Committee to pay all bills on the bill list during the summer, to be ratified at the next regular meeting.

h. Budget Transfer Authority

As provided by N.J.S.A. 18A:22-8.2 amended, the Superintendent and the Business Administrator/Board Secretary, be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

i. Petty Cash Fund Accounts 2012-2013

Authorize the following Fund Accounts: Petty Cash
Petty Cash: \$50 cash
Board Office \$1,500 checks

j. Re-appointment of Benefits Carriers

- a. Heath Benefits Carrier for the 2012-2013 school year, Horizon Blue Cross Blue Shield

k. Insurance, Re-appoint as follows:

1. Student Accident Insurer-Bollinger Insurance
2. Group Disability Insurance Carrier 2012-2013 The Standard Disability, Prudential Insurance (Teachers and Secretaries), AFLAC

3. Insurance Agent Health Benefits Broker of Record- Willis Consultants.
4. Insurance General Liability and Worker's Compensation-SAIF School Alliance Insurance Fund, and Wells Fargo as broker for the general liability, worker's compensation, and property damage for the 2012-2013 school year.

I. Tax Shelter Annuity Companies

Lincoln Investment, AIG/Valic, SIRACUSA BENEFITS PROGRAM

m. Certified Annual Tuition Rate 10-11 FOR TUITION ADJUSTMENTS
(In our School)

PK/Kindergarten	\$10,900
Grade 1-5	\$12,159
Grade 6-8	\$ 13,388

ESTIMATED Annual Tuition Rate 12-13 FOR TUITION
(In our School)

PK/Kindergarten	\$14,107
Grade 1-5	\$13,107
Grade 6-8	\$14,638
BD	\$51,250
Autism	\$99,949

n. Approval of Request for Distribution of School Taxes

		<u>Current</u>	<u>Debt Service</u>	<u>Total</u>
July	2012	\$837,925.17	\$129,373.75	\$967,298.92
September	2012	\$837,925.17		\$837,925.17
November	2012	\$837,925.17		\$837,925.17
January	2013	\$837,925.17	\$529,373.25	\$1,367,298.42
March	2013	\$837,925.17		\$837,925.17
May	2013	<u>\$837,925.15</u>		<u>\$837,925.15</u>
Total		\$5,027,551.00	\$658,747.50	\$5,686,298.00

o. Procurements of Goods & Services Through State Contracts

BE IT RESOLVED that the Franklin Township Board of Education approves state contract purchases for the 2012-2013 school year:

WHEREAS, the Franklin Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Franklin Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Franklin Township Board of Education intends to enter into contracts with the following Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

THEREFORE BE IT RESOLVED, that the Franklin Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2009-2010 school year pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education Business Administrator/Board Secretary shall certify to the availability sufficient funds prior to the expenditure of funds for such goods or services; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Franklin Township Board of Education and the Referenced State Contract Vendors shall be from July 1, 2012 to June 30, 2013.

Contract Number	Category
M0002	Grainger Industrial supplies
T0103	Playground Equipment
T0114	Library Supplies
T0155	Asphalt Hot Mix
T0167	Electrical Equipment and Supplies
T0220	Mailroom Equipment and Maintenance
T0207	Plumbing and Heating Equipment & Supplies
T0234	Vacuums and Floor Machines
T0182	Major Household Appliances and Air Conditioners
T2444	Cameras and Recorders, Digital
T2478	Stairway Evacuation Devices
T437A	Copiers/Cost per Copy lease
M0483	Dell Computer WSCA
T1785	Microcomputers
T1219	Furniture, Classroom and Folding
T2440	Furniture, Library
T0038	Copier Paper
T0047	Boxes, Storage
T0147	Carpet, padding, VCT Tiles and Installation
T2100	Vehicles, Class 2 w Plow
T0192	Lamps (light bulbs) various
T0408	Furniture, Office & lounge

p. Resolution Authorizing Appointment of Purchasing Agent, Bid and Quote Authority

WHEREAS, changes to the Public School Contracts Laws gave boards of education the ability to increase their bid threshold up to \$36,000 and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Carol A. Fredericks possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Franklin Township Board of Education desires to increase the bid threshold to \$36,000 as provided in N.J.S.A. 18A:18A-3;

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Franklin Township Board of Education, in the County of Bergen, in the State of New Jersey hereby increases its bid threshold to \$36,000; and

BE IT FURTHER RESOLVED that all contracts that are in the aggregate less than 15% (\$5,400) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Carol A. Fredericks as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Carol A. Fredericks' certification to the Director of the Division of Local Government Services

B. EDUCATION

1. Approve the following field trips:

- Grade 8, Raritan Valley Community College, Holocaust Program, 4/27/12
- Grade 2, Raritan Valley Community College, Planetarium, 5/11/12
- Grade 7, American Museum of Natural History, 5/29/12

(green enclosure)

2. Approve the 2012-2013 school calendar.

(pink enclosure)

3. Approve District Curricula

Resolved, to approve All written District Curricula in accordance with N.J.A.C. 6A: 8-3.1.

Note: State regulations require the annual formal re-adoption of all curricula even though each guide is individually reviewed and adopted as it is written or revised.

4. Re-adoption of Textbooks and Materials (required by N.J.S.A. 18A:58-37.4b)

C. PERSONNEL

1. Reappointments 2012-2013

- Dr. Carol A. Fredericks, Board Secretary
- District Purchasing Agent (Required by 18A: 18A-2) - Carol A. Fredericks
- District Custodian of Public Records (required by P.L.2001, Chapter 404) - Carol A. Fredericks
- District Public Agency Compliance Officer (required by N.J.A.C. 17:27-3.2) - Carol A. Fredericks
- Right to Know Officer - Carol A. Fredericks
- IAQ Indoor Air Quality designee - Carol A. Fredericks
- District Substance Awareness Coordinator- Sophia Van Ess
- Maintenance Supervisor- Brian Schmitt
- District Integrated Pest Management Officer- Brian Schmitt
- Chemical Hygiene Officer- Brian Schmitt
- Affirmative Action Officers (required by N.J.A.C. 6A:7-1.5)-Dr. Broadus Davis
- 504 Compliance Officer – Dr. Broadus Davis
- Title IX Coordinator- Dr. Broadus Davis
- American with Disabilities Officer 2012-2013- Dr. Broadus Davis
- Attendance Officer 2012-2013 – Dr. Broadus Davis
- Chief Equity Officer- Superintendent of Schools, Dr. Broadus Davis

2. **Approve** the following professional day requests:

- Barbara Suozzo, Meet the Rigorous Common Core State Standards for Writing, May 16, 2012, at a registration cost of \$225.00 and mileage reimbursement of \$19.84.
- Barbara Suozzo, Personality Disorders in Social Work and Health Care, at a registration cost of \$169.00 and mileage reimbursement of \$26.04.

D. POLICY

1. Re-adoption of Policies, Rules, and Regulations
2. Re-adopt the Franklin Township Board of Education Purchasing Manual 2012-2013
3. Re-adopt the Franklin Township Board of Education Standard Operating Procedure Manual

E. APPOINTMENT OF PROFESSIONAL SERVICES

(upon the Board of Education's annual review and qualification based on the receipt of a ***Political Contribution Disclosure** form in accordance with N.J.S.A. 19:44A-20.26 (P.L. 2005, c. 271, s.2).

1. Re-appoint Auditor, William Colantano, Jr. for the 2012-2013 fiscal year audit, at the same rate of \$15,000; additional work shall be performed according to the following schedule:

Partners	\$140-170 per hour
Managers	\$100-125 per hour
Senior Accountants/Supervisors	\$80-100 per hour
Staff Accountants	\$70-80 per hour
Other	\$45 per hour

2. Re-appoint Board Attorney General/Labor Relations Attorney, Vito Gagliardi for the period July 1, 2012-June 30, 2013 as follows: \$ 175 per hour (\$125 for paralegals) with total billing not to exceed \$30,000.

3. Re-appoint School Physician- Dr. Ronald Frank, Standing orders and school physicals for an annual fee of \$1,500.

4. Re-appoint Architect, Frank Joseph Bell, for the period July 1, 2012-June 30, 2013 at the following rates:

Frank Joseph Bell, AIA, Principle	\$110.00/hour
Scott Eichlin, Project Designer/Manager	\$ 85.00/hour
Structural Engineer	\$ 85.00/hour
Draftsman	\$ 65.00/hour
Secretary	\$ 45.00/hour

5. Re-appoint Strunk Albert Engineering for the period July 1, 2012-June 30, 2013 at the following rates:

Principle	\$125.00/hour
Staff Engineer	\$110.00/hour
Designer	\$100.00/hour
Field Engineer	\$105.00/hour
Drafting	\$ 65.00/hour
Secretary	\$ 55.00/hour

E. FACILITIES

1. **Approve** the following use of facility applications:
 - PTA, Mother's Day Plant Sale, Back of the School, (Classroom in case of rain) May 11, 2012, 11:00 a.m. - 3:00 p.m. **(purple enclosure)**

- F. Renew Membership and Participation in Various Services though Hunterdon County Educational Services Commission and Middlesex Regional Educational Services Cooperative for FY 2012-2013.

5. **Resolved**, to approve the Hunterdon County Educational Services Commission Non-Public Services Agreement for the administration of the 2011-2012 NJ Non-Public Textbook Program Agreement, to be funded by the annual NJ State Non Public Textbook allocation. **(buff enclosure)**

Moved

Second

Motion Carried

6. **Resolved**, to approve the bid for a the three year lease purchase of 300 ipad3 tablets for the Franklin Township school district at an estimated annual cost of \$57,511.93, subject to annual appropriations of funds clause. Total estimated cost of units is \$167,400, plus estimated interest of \$1,711.93 per year or \$5,135.79 over the three year term. The purchase will be funded by REAP grant funds estimated at \$39,000 from 12-13 REAP funds and \$18,000 from 11-12 Carryover Funds.

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF Franklin IN THE COUNTY OF Hunterdon DETERMINING TO FINANCE CERTAIN ipad3 Apple Technology and/or Capital Equipment AND RELATED ACQUISITIONS THROUGH THE COMPETITIVE BID, RECOMMENDATION OF AWARD AND EXECUTION OF A LEASE PURCHASE AGREEMENT, APPROVING THE FORM OF CERTAIN AGREEMENTS INCLUDING A LEASE PURCHASE AGREEMENT, AUTHORIZING CERTAIN OFFICIALS OF THE BOARD TO EXECUTE SUCH AGREEMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO ACCOMPLISH THE TRANSACTION.

WHEREAS, The Board of Education or the Township of Franklin in the County of Hunterdon, New Jersey (the “Board” when referring to the governing body, and the “School District” when referring to the legal entity and the territorial boundaries that are governed by the Board) has determined to lease purchase finance the acquisition of ipad3s and or lawn tractor and or vehicle, and other miscellaneous costs required to enter into a Lease Purchase Agreement (“Lease, Agreement”) for an amount of approximately \$ 182,000.00, and a term not to exceed three to five-years (collectively, the “Acquisition”); and

WHEREAS, Middlesex Regional Educational Services Commission Lease Purchase Bidding/Financial Advisory Service (MRESC) will serve as financial advisor (the “Financial Advisor”) to conduct a competitive bid (Bid) for the Lease Purchase to finance the cost of the Acquisition pursuant to the attached contract; and

WHEREAS, MRESC will conduct the Bid for the Lease Purchase on or before May and will make its recommendation to the Board prior to the May 21, 2012 Board meeting; and

WHEREAS, The Board wishes to expedite the payment of the respective vendors of the Acquisition;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF Franklin IN THE COUNTY OF Hunterdon, NEW JERSEY, AS FOLLOWS:

The Board authorizes the Board President and the Board Secretary to award the Bid for the Lease Purchase upon the written recommendation of the Financial Advisor and to enter into Lease with the successful bidder after Board Counsel has reviewed the Agreement; and

The Board hereby approves the execution of the Lease to the Lessor in order to finance the Acquisition and authorizes the sale of the Lease to the recommended low bidder as Lessor. This award is to be made in accordance with the proposal form submitted by the Lessor to the Board Secretary as of the date of the Bid, said proposal shall be attached hereto, and kept on file with the Board Secretary; and

The Board authorizes the Board President or the Board Secretary to approve any changes or deletions to the Lease Agreement or related documents as may, in the judgment of Counsel be necessary, advisable and in the best interest of the Board; and

The Board authorizes the Board President or the Board Secretary to establish an escrow account for the deposit of the lease proceeds in accordance with the Governmental Unit Deposit Protection Act (GUDPA), and to direct the deposit and investment of the lease proceeds in escrow for the term of the lease; and

The Board hereby delegates the Board President and the Board Secretary the ability to execute the lease purchase agreement and other related financing documents with recommended low bidder, serving as the Lessor and purchaser of the lease purchase agreement (the "Lessor" and "Purchaser"), and Escrow Agent (Escrow Agent); and

The Lease is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 (b) (3) (ii) of the Internal Revenue Code of 1986, as amended.

This resolution shall take effect immediately.

J. Foran, <i>V. Pres.</i>	_____	G. Burdick	_____	C. Crielly	_____
C. Ewing	_____	K. Lundgren	_____	R. Masino	_____
T. Schultz	_____	K. Weiss	_____	C. Piparo, <i>Pres.</i>	_____

C. FACILITIES
No action items

D. TRANSPORTATION
No action items

E. POLICY
No action items

