

**FRANKLIN TOWNSHIP SCHOOL  
NEW JERSEY 08868  
Board of Education  
REGULAR MEETING**

*May 20, 2019 - 6:30 p.m.*

**A G E N D A**

**1. 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 notice has been given of tonight's meeting in the Hunterdon County Democrat and have been 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 and posted on the school website on January 17, 2019.*

1.01 Roll Call – Patricia Martucci, SBA/BS

C. Cama, <i>Pres.</i>	V. Evans	A. Luciano, <i>V. Pres.</i>
K. Sutton	E. Tomasini	J. Witkowski
F. Yasunas		

1.02 Flag Salute

**2. Presentations - None**

**3. Minutes**

3.01 April 29, 2019 - Public Hearing on the Budget and Regular Meeting

3.02 April 29, 2019 - Executive Session

(attachments)

**Resolved**, to approve the above listed minutes.

Motion	Second	By Voice Vote	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="padding: 2px;">Yes</td> <td style="padding: 2px;">No</td> <td style="padding: 2px;">Abstain</td> <td style="padding: 2px;">Absent</td> </tr> </table>	Yes	No	Abstain	Absent
Yes	No	Abstain	Absent				

**4. Acting Superintendent's Report - Dr. Broadus W. Davis**

4.01 Student Delegates

- Justus French
- Hunter Paulter (Class of 2018)

4.02 PTA Update

4.03 Enrollment

(attachment)

4.04 Staff Attendance - April

4.05 2018-2019 Security and Fire Drills

Type of Drill	Date
Fire Drill	September 6, 2018
Security (Evacuation non-fire)	September 17, 2018
Fire Drill	October 1, 2018
Bus Evacuation Drill	October 15, 2018
Security (Bomb Threat)	October 16, 2018

Bus Evacuation Drill	October 16, 2018
Fire Drill	November 7, 2018
Security (Active Shooter)	November 12, 2018
Fire Drill	December 6, 2018
Security (Lockdown)	December 7, 2018
Fire Drill	January 7, 2019
Security (Lockout)	January 30, 2019
Fire Drill	February 4, 2019
Security (Lockout)	February 28, 2019
Fire Drill	March 11, 2019
Security (Lockdown)	March 27, 2019
Bus Evacuation Drill	April 8, 2019
Bus Evacuation Drill	April 9, 2019
Fire Drill	April 17, 2019
Security (Bomb Threat)	April 30, 2019

4.06 2018-2019 HIB Incidents

Month	Number Incidents Reported	Number Classified as HIB
September	0	0
October	0	0
November	2	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0

5. **Business Administrator Report**

- 5.01 BoE Petitions due to County Clerk by July 29, 2019 at 4:00pm – Candidate Kits can be found on the district website
- 5.02 Historic School House
- 5.03 Walter Infiltration Project/Bid Update
- 5.04 Building & Grounds Monthly Report in BoE Folder (attachment)

6. **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.

7. **Correspondence**

8. **Subcommittee Discussion and Action Items**

All resolutions are upon the recommendation of the superintendent.

8.01 **Ad Hoc** (Board Goals, Supt Goals/Personnel) - Mrs. Luciano, Mrs. Tomasini, Mr. Witkowski

8.02 **Facilities and Finance** - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski

**8.02.1 Award T&M Contract – Boiler Inspection/Cleaning & Repair**

**Resolved** to accept the following proposals received in response to RFP #20-02 Boiler Inspection-Cleaning & Repair (T&M) on April 18, 2019:

Vendor		Journeyman	Apprentice	Foreman	Parts / Materials
CJ Vanderbeck & Son, Inc. 240 Marshall Street Paterson, NJ 07503	Year 1	\$110.00	\$110.00	\$120.00	20% Mark Up
	Year 2	\$110.00	\$100.00	\$120.00	20% Mark Up
	Year 3	\$115.00	\$100.00	\$125.00	20% Mark Up
Magic Touch Construction Co., Inc. 59 West Front Street Keyport, NJ 07735	Year 1	\$128.50	\$75.40	\$138.60	10% Mark Up
	Year 2	\$131.90	\$85.50	\$145.20	10% Mark Up
	Year 3	\$136.40	\$90.25	\$149.20	10% Mark Up
McCloskey Mechanical Contractors, Inc. 445 Lower Landing Road Blackwood, NJ 08012	Year 1	\$82.00	\$57.00	\$82.00	15% Mark Up
	Year 2	\$83.25	\$58.00	\$59.00	15% Mark Up
	Year 3	\$84.50	\$59.00	\$84.50	15% Mark Up
Mechanical Preservation Assoc., Inc. 399 Roycefield Rd Hillsborough, NJ 08844	Year 1	\$98.00	\$65.00	\$98.00	25% Mark Up
	Year 2	\$99.00	\$65.00	\$99.00	25% Mark Up
	Year 3	\$100.00	\$65.00	\$100.00	25% Mark Up

**BE IT FURTHER RESOLVED** to award a contract to McCloskey Mechanical Contractors, Inc. for the 2019-20 school year with the option of 2 one-year renewals.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.2 Child Study Team/WISC 5 Testing & G&T Testing – Hunterdon County Educational Services Commission (attachment)**

**Resolved**, to approve a Child Study Team Contract Agreement between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for a School Psychologist, on an as needed basis, to provide WISC 5 and G&T Testing Services at the following rates for the 2019-20 school year:

Testing                      \$275.00 per student per test

Meetings                      \$100.00 per meeting

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.3 Speech Services – Hunterdon County Educational Services Commission**  
**Resolved**, to approve a Service Contract Agreement between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for Speech Therapy Services, on as needed basis for the 2019-20 school year at \$90.00 per hour for direct services, prep time, case management, observations, evaluations, meeting and/or report writing. **(attachment)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.4 Paraprofessional Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for Paraprofessionals between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020, on an as needed basis, at the rate of \$25.70 per hour. Benefits, if applicable, will be billed at the actual benefit and opt-out cost.

**(attachment)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.5 Ch 192-193 Nonpublic Services Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for Chapters 192-193 Nonpublic Services (P.L. 1977) for Crossroads Christian Academy, between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020, for a fee of 6% of the initial Chapter 193 state funding received by the district.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.6 IDEA Part B Nonpublic Services Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for IDEA Part B Nonpublic Services for Crossroads Christian Academy, between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020 or until grant funds are exhausted, whichever occurs first.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.7 Nonpublic Nursing Services Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for Nonpublic Nursing Services for Crossroads Christian Academy, between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020, for a fee of 6%, paid out of the state funding received by the district.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.8 Nonpublic School Security Services Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for Nonpublic School Security Services for Crossroads Christian Academy, between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020, for a fee of 8% of the total funding, paid for by the district.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.9 Nonpublic School Technology Services Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for Nonpublic School Technology Security Services for Crossroads Christian Academy, between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020, for a fee of 5% of the total funding, paid for by the district.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.10 Nonpublic School Textbook Services Agreement – Hunterdon County Educational Services Commission**

**Resolved**, to approve an Agreement for Nonpublic School Textbook Services for Crossroads Christian Academy, between the Franklin Township Board of Education and the Hunterdon County Educational Services Commission for the period July 1, 2019 to June 30, 2020, for a fee of 8% of the total funding, paid for by the district.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.02.11 Water Infiltration Project #18-8517** (Dan Spanton, Representative from SSP Architects will discuss and present details)

**Resolved**, that the Franklin Township Board of Education rejected all bids and all re-bids due to all bids and/or all re-bids being either materially defective or unreasonableness as to price from the March 7, 2019 and April 11, 2019 bid openings;

**Be It Resolved**, that Pursuant to N.J.S.A. 18A:18A-5.c, the Board of Education was permitted to enter into negotiations with contractors to perform the work, provided that the terms, conditions, restrictions and specifications set forth in the negotiated contract are not substantially different from those which were the subject of the bids, and that the Board of Education further authorized the Business Administrator, Architect, and Attorney to enter into such negotiations and execute any and all documents relative to such negotiations;

**Be It Resolved**, that the Board of Education received the following revised submission on May 14, 2019:

Bidder Name & Address	Base Bid A-1	Alternate Bid 1	Alternate Bid 2
Hahr Construction 29 Grove Street North Plainfield, NJ 07060	\$ 935,000	\$24,000 (Waste Line Replacement)	\$29,000 (Water Line Replacement)

**Be It Resolved**, that the Board of Education and Architect entered into negotiations with Hahr Construction of 29 Grove Street, North Plainfield, NJ 07060 on May 14, 2019 and have negotiated a price of \$\_\_\_\_\_ for the Water Infiltration Project #18-8517;

**Be It Resolved**, that the Franklin Township Board of Education, hereby awards the contract for the Water Infiltration Project #18-8517 to Hahr Construction in the amount of \$\_\_\_\_\_, which includes all work stated in the Base Bid, Alternate Bid #1 and Alternate Bid #2.

**Be It Further Resolved**, that the Franklin Township Board of Education authorizes the withdrawal of \$53,000.00 from Capital Reserve to fund Alternate Bid #1 and Alternate Bid #2.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.03 Curriculum & Education - Mr. Cama, Mrs. Luciano, Mrs. Tomasini**

8.03.1 - Comprehensive Equity Plan - 2019-2022

**Resolved**, to approve the submission of the 2019-2022 Comprehensive Equity Plan to the Hunterdon County Office of Education. **(attachment)**

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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8.03.2 - Multiply Disabled Program - Grades K-4

**Resolved**, to approve the implementation of a Multiply Disabled Program for Grades K-4 in the 2019-2020 school year.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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8.03.3 Teaching Evaluation/Model Instrument

**Resolved**, as per policy 4116, to approve the annual adoption and use of the Charlotte Danielson Framework for Teaching Evaluation Model using Oncourse/Frontline as the evaluation instrument for the 2019-2020 school year, as required by NJ Achieve/NJDOE regulations.

Motion                      Second                      By Voice Vote      

Yes	No	Abstain	Absent
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**8.04 Policy - Mrs. Evans, Mrs. Tomasini, Mr. Witkowski**

8.04.1 Summer Hours

**Resolved**, to approve as per policy 4213.2, Summer Hours, the beginning date of summer hours as June 21, 2019 and the end date of summer hours as August 23, 2018.

Motion	Second	By Voice Vote	Yes	No	Abstain	Absent
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8.05 **Communications** - Mrs. Luciano, Mrs. Sutton, Mr. Yasunas

8.06 **Strategic Plan** - Mrs. Evans, Mrs. Sutton, Mr. Yasunas

8.07 **Negotiations** - Mr. Cama, Mrs. Sutton, Mr. Yasunas

8.08 **Superintendent Search** - Mr. Cama, Mrs. Sutton, Mrs. Tomasini

9. **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.

**9.01 Budget and Finance**

**9.01.1 Secretary/Treasurer’s Report**

Approve the Secretary/Treasurer’s Reports submitted for the month ending April, 2019, which agree with each other and the bank. **(attachment)**

**9.01.2 Financial Reports Certification**

**Approve** the following resolution:

Pursuant to N.J.A.C. 6A:23A-13.3(c)3, the Board Secretary certifies that no line account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23A-16.10(a) and; pursuant to N.J.A.C. 6A:23A-13.3(c)4, we certify that as of April, 2019 after review of the monthly reports (appropriation section) and upon consultation with the appropriate officials, to the best of our knowledge no major line account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(b), and that sufficient funds are available to meet the district’s financial obligations for the entire fiscal year.

**9.01.3 Transfer of Funds**

**Approve** the transfer of uncommitted funds within the 2018-2019 school year budget as per the attached list. **(attachment)**

**9.01.4 Bill List**

**Approve** the May, 2019 bill list in the amount of \$584,974.83. **(attachment)**

**9.02 Education**

**No consent items**

**9.03 Personnel**

**9.03.1 Professional Days**

**Approve** the following professional days and travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member’s current responsibilities and the district’s professional development plan.

Date	Employee	Name of Professional Development Program	Registration Cost	Mileage Exp.
June 12 & 13, 2019	Lillian Bickhardt	PECS Level 1 Training	\$429.00	.31 per mile

**9.03.2 Substitute Personnel**

**No consent items**

**9.04 Facilities**

**No consent Items**

**9.05 Annual Approval of District/School Operations for 2019-2020**

**9.05.1 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:

In accordance with New Jersey Statute 18A: 19-1, the Board of Education hereby appoints the School Business Administrator 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.

**9.05.2 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.

**9.05.3 Petty Cash Fund Accounts 2019-2020**

Authorize the following Fund Accounts: Petty Cash  
Petty Cash: \$200 cash (\$25.00 transaction limit)

**9.05.4 Insurance 2019-2020**

Group Disability Insurance Carrier, The Standard Disability; Prudential Insurance; AFLAC; and Colonial Life.  
Insurance General Liability and Worker’s Compensation-SAIF School Alliance Insurance Fund.

### **9.05.5 Tax Shelter Annuity Companies**

Re-approve 2019-2020 TSA's as follows:

Lincoln Investment, AIG/Valic, SIRACUSA BENEFITS PROGRAM, AXA Equitable as voluntary TSA brokers.

### **9.05.6 Procurements of Goods & Services Through State Contracts**

BE IT RESOLVED that the Franklin Township Board of Education approves state contract purchases for the 2019-2020 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; 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.

### **9.05.7 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 \$40,000 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, Patricia Martucci 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 maintain the bid threshold at \$40,000 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 Hunterdon, in the State of New Jersey hereby continues its bid threshold at \$40,000; and

BE IT FURTHER RESOLVED that all contracts that are in the aggregate less than 15% (\$6,000) 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 Patricia Martucci 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;

**9.05.8 Procurements of Goods & Services Through Hunterdon County Educational Services Commission, Educational Services Commission of New Jersey, and Somerset County Co-Op**

Resolved, to re-approve the 2019-2020 purchasing of goods and services through the cooperative bidding procedures offered by Educational Services Commissions and Co-Ops to better control prices and procure services at the most competitive rates.

**9.05.9 Procurements of Goods & Services Through Educational Data Services, Inc.**

Resolved, to approve the 2019-2020 purchasing of goods and services through the cooperative bidding procedures offered by Education Data Services, Inc. to better control prices and procure services at the most competitive rates. Licensing and maintenance fee of \$1,200.

**9.05.10 Re- Approve District Curricula and Textbooks**

**Re-approve and re-adopt** 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.

Be it further resolved to Re-adopt all current Textbooks and Materials (required by N.J.S.A. 18A:58-37.4b)

**9.05.11 Policies, Regulations and Rules**

**Re-approve** all existing, amended, and new district Policies, Regulations and Rules for 2019-2020.

### **9.05.12 Personnel Appointments**

**Re-approve** the authorization for the Superintendent to hire necessary personnel between board meetings and ratify personnel appointments at the next scheduled meeting of the Board.

### **9.05.13 Resolution - Maximum Travel Expenditure Amount**

**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 et seq. 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 06-14, 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 \$1,500.00 per employee as described in N.J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, the Board of Education finds that a mileage reimbursement rate equal to that of the NJOMB mileage reimbursement rate is a reasonable rate: and

**WHEREAS**, all administrative staff are approved for annual attendance at regularly scheduled professional meetings with no additional cost to the board;

**THEREFORE BE IT RESOLVED**, the Board of Education approves the amounts set forth for regular district business travel and statutorily authorizes travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

### **9.05.14 Approve** the following appointments for the 2019-2020 school year:

- Board Secretary – Business Administrator
- District Custodian of Public Records (required by P.L.2001, Chapter 404) – Business Administrator
- District Public Agency Compliance Officer (required by N.J.A.C. 17:27-3.2) – Business Administrator
- Right to Know Officer – Business Administrator – Building & Grounds Coordinator
- IAQ Indoor Air Quality designee – Building & Grounds Coordinator
- District Substance Awareness Coordinator- Vice Principal
- District Integrated Pest Management Officer- Building & Grounds Coordinator
- Chemical Hygiene Officer/Bloodborne Pathology – School Nurse
- Affirmative Action Officer (required by N.J.A.C. 6A:7-1.5) - Superintendent





13.02 **Resolved, to return to Open Public Session at \_\_\_\_\_.**

Motion

Second

By Voice Vote

Yes	No	Abstain	Absent
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**14. Adjournment**

14.01 **Resolved, to Adjourn from the Public Meeting at \_\_\_\_\_.**

Motion

Second

By Voice Vote

Yes	No	Abstain	Absent
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