

FRANKLIN TOWNSHIP BOARD OF EDUCATION  
226 QUAKERTOWN ROAD, P.O. BOX 368  
QUAKERTOWN, NEW JERSEY 08868  
908-735-7929



**REGULAR MEETING MINUTES**  
**February 20, 2024**

For the Regular Meeting of the Franklin Township Board of Education  
Tuesday, February 20, 2024 at 6:30 p.m. in the Franklin School Multipurpose Room

- I. **CALL TO ORDER** - Mr. Giordano called the meeting to order at 6:30 PM.
- II. **PLEDGE OF ALLEGIANCE** - Mr. Giordano led all assembled in the Flag Salute.
- III. **STATEMENT OF ADEQUATE NOTICE:** - Mr. Giordano read the following statements:  
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, Express Times and has 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 4, 2024.
- IV. **Oath of Office**  
Mr. Mark Kramer, School Business Administrator/Board Secretary, administered the Oath of Office to Mr. Brett Palmer pursuant to N.J.S.A. 18A:12-2.1, N.J.S.A. 41:1-1 &-3.
- V. **ROLL CALL** - Mr. Kramer called the roll and declared a quorum was present.
- |          |   |               |  |
|----------|---|---------------|--|
| Present: | Mrs. Colleen Cummins<br>Mrs. Shana Frondorf<br>Mr. James Giordano<br>Mrs. Caroline Licwinko<br>Mrs. Allison Luciano<br>Mr. Craig Metz<br>Mr. Brett Palmer | Absent:       | None   |
|          |   | Also Present: | Dr. Nicholas Diaz<br>Mr. Mark Kramer<br>Lindsay Gooditis |
- VI. **PRESENTATION** - 2024-25 School Calendar Survey Responses- Dr. Nicholas Diaz
- Community Preference
    - Calendar A (Following NH-V)
    - Calendar B (Before Labor Day)
    - Calendar C (After Labor Day)

**VI. MINUTES**

- Motioned by Mrs. Licwinko, seconded by Mrs. Luciano to approve action items VI.

**BE IT RESOLVED**, that the minutes of the Board of Education meeting held on the dates indicated below as transcribed be approved and filed:

- January 22, 2024 Regular Meeting Minutes
- January 22, 2024 Executive Meeting Minutes

**Voice Vote:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

**VII. CORRESPONDENCE - None**

**VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT– Mr. Mark Kramer**

- The Financing Facility Committee met on February 14 at 1:30 PM for approximately 1.25 hours.
- The tentative timelines for the referendum was reviewed with the committee.
- Reviewed information regarding the solar panel system indicating that a November 2022 one urinalysis indicated there was a one-year savings of approximately \$33,000 by using the solar system.
- Current projections for revenue and expenditures for June 30, 2024 was reviewed with the committee.
- The 2024/2025 budget is progressing.
- Reviewed the resolutions under section XII Finance and Facilities XII A through G.

**IX. SUPERINTENDENT REPORT - Dr. Nicholas Diaz**

**Security and Fire Drills – 2023-2024**

Type of Drill	Date
Fire Drill	7/20/23
Security Drill - Communication System Test	7/31/23
Fire Drill	8/30/23
Security Drill - Hold in Place	8/31/23
Security Drill - Shelter in Place	9/13/23
Security Drill - Secure	9/15/23
Fire Drill	9/28/23
Fire Drill	10/23/23
Security Drill- Active Shooter	10/30/23
Bus Evacuation Drill	11/7/23
Security Drill - Hold in Place	11/7/23

Fire Drill	11/30/23
Security Drill- Lock Down	12/7/23
Fire Drill	12/21/23
Security Drill - Lock Down	1/23/24
Security Drill - Bomb Threat	2/15/24

**X. PUBLIC COMMENTS - Agenda Items Only**

- No one from the public made any comments.

**XI. AD HOC (Board Goals, Supt Goals/Personnel)/Strategic Palnning – Mrs. Luciano\*, Mrs. Frondorf, Mr. Giordano**

- No updates.

**XII. FINANCE AND FACILITIES- Mr. Giordano\*, Mrs. Licwinko, Mr. Metz**

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XII A through G.

A. [Acceptance of the January 2024 Financial Reports](#)

B. [Approval of Budget Transfers for January 2024](#)

C. [Approval of January 2024 Bills List](#)

D. Approval of Use of Facilities

E. Participation in Coordinated Transportation Services with Warren County Special Services District

F. Apply for and Obtain a Local Recreation Improvement Grant from the New Jersey Department of Community Affairs

G. Approve the Purchase of Food Service Equipment

**A. Acceptance of the January 2024 Financial Reports**

**WHEREAS**, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Franklin Township Board of Education to certify that no budgetary line-item account has been over-expended and that the sufficient funds are available to meet the district’s financial obligation, and

**WHEREAS**, N.J.A.C.6A:23A-16.10 further requires the Franklin Township Board of Education receive and accept the monthly financial statements, the Board Secretary’s, and Treasurer’s reports; and

**WHEREAS**, the Board Secretary’s and Treasurer’s reports for the month ending January 31, 2024 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

**NOW, THEREFORE BE IT RESOLVED**, the Franklin Township Board of Education acknowledges receipt of and accepts the Board Secretary’s and Treasurer’s Reports for the month ending January 31, 2024; and

**BE IT FURTHER RESOLVED**, that the Board Secretary and Franklin Township Board of Education certify that no budgetary line-item account has been over-expended and that there are sufficient funds available to meet the district’s financial obligation.

**B. Approval of Budget Transfers for January 2024**

**WHEREAS**, N.J.A.C.6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line-item accounts for each line-item account shown on the budget prepared in accordance with N.J.S.A.18A:22-8; and

**WHEREAS**, Board Policy #3160 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified, and duly recorded in the minutes at a subsequent Board meeting; and

**WHEREAS**, transfers in the report “Budget Transfers” for the time period of January 2024 were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

**NOW, THEREFORE BE IT RESOLVED**, upon the recommendation of the Superintendent, that Franklin Township Board of Education ratifies and approves the transfers in the report “Budget Transfers” for January in fiscal year 2023-2024, approved by the Superintendent, so that no budgetary line-item account has been over-expended and that sufficient funds would be available to meet the district’s financial obligations, as requested by various district administrators.

**C. Approval of January 2024 Bill List**

**WHEREAS**, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Boards of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

**WHEREAS**, a list of bills for the month of January 2024 are being presented to the board with the recommendation that they be ratified, approved and paid; and

**WHEREAS**, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

**NOW, THEREFORE BE IT RESOLVED**, that the Franklin Township Board of Education approves the list of bills for payment in the grand sum of \$717,218.81 for January 2024; and

**BE IT FURTHER RESOLVED**, the list of bills is on file in the Office of the School Business Administrator, and

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting.

**D. Use of Facilities**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following use of facilities requests.

Name of Group	Purpose	Location	Days/Dates	Time
FTS PBS	Cultural Night	Gymnasium	2/28/24	6:30 - 8:30 PM

FTS Student Council	Talent Show Auditions	Theatre	3/21/24	3:30 - 4:30 PM
FTS Student Council	Talent Show	Theatre	4/19/24	3:30 - 9 PM
FTS Staff	Family Literacy Night- Read Across America	Library	3/5/24	4 - 8:30 PM
FTS Staff	Kindergarten Roundup	Theatre	3/20 & 3/21/24	9AM - 3:30 PM
FTS Staff	Spring Concert	Gymnasium	5/22 & 5/23/24	1:30 PM & 6:30PM May 22, 6:30 PM May 23
FTS Student Council, NJHS	Trivia Night	Cafeteria	5/17/24	3:30 - 9 PM
FTS PTA	Eyes of the Wild Assembly	Gymnasium	4/9/24	12 - 2:45 PM

**E. Participation in Coordinated Transportation Services with Warren County Special Services District**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approves the school district's participation in Coordinated Transportation Services In consideration of prorated contract costs, plus a 4.5% administrative fee between Franklin Township Board of Education and Warren County Special Services School District for July 1, 2024 to June 30, 2025.

**F. Apply for and Obtain a Local Recreation Improvement Grant from the New Jersey Department of Community Affairs**

**WHEREAS**, the Franklin Township Board of Education, upon recommendation of the Superintendent, desires to Apply for and Obtain a Local Recreation Improvement Grant from the New Jersey Department of Community Affairs for \$115,000 which will include \$15,000 in matching funds from the district to carry out the following projects:

- Upgrade to Track
- Fitness Trail Stations along 1.5 Mile Track

**BE IT THEREFORE RESOLVED**,

1. That the Franklin Township Board of Education does hereby authorize the application for such a grant; and,
2. Recognizes and accepts that the Department may offer a lesser or greater amount and therefore, upon receipt of the grant agreement from the New Jersey Department of Community Affairs, does further authorize the execution of any such grant agreement; and also, upon receipt of the fully executed agreement from the Department, does further authorize the expenditure of funds pursuant to the terms of the agreement between Franklin Township Board of Education and the New Jersey Department of Community Affairs.

**BE IT FURTHER RESOLVED**, that the persons whose names, titles, and signatures appear below are authorized to sign the application, and that they or their successors in said titles are authorized to sign the agreement, and any other documents necessary in connection therewith:

James Giordano    Mark Kramer

**G. Approve the Purchase of Food Service Equipment and Smallware**

**WHEREAS**, there is a need to replace equipment that has surpassed its useful life and a need for new equipment to support the mandated breakfast program for the 2024/2025 school year in the school’s kitchen which include a freezer, pass-through freezer, pass-through heated cabinet, and a range; and

**WHEREAS**, administration has solicited three quotes from three different vendors for the purchase of the new equipment and there are sufficient funds within the food service program to support the purchase of the new equipment based upon the quotes received;

**NOW, THEREFORE BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, in consultation with the district’s food service company, to purchase said equipment from MAP Restaurant Supplies, located at 358-360 South Street, Newark, NJ 07105 for the food service program, utilizing funds available within the food service program at a cost not to exceed \$35,000.00.

**Board of Education Roll Call Vote on Action Items XII A through G.**

**Roll Call Vote:**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Palmer	X			
Mr. Giordano	X			
Totals:	7	0	0	0

**Motion Passes**

**XIII. CURRICULUM AND EDUCATION - Mrs. Luciano\*, Mrs. Frondorf, Mrs. Cummins**

Many of the board members expressed their opinions and discussed all of the calendar options regarding resolution J.

- Motioned by Mrs. Licwinko, seconded by Mrs. Frondorf to approve action item XIII A through J.

**A. Rural Awareness Essay Contest**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve participation in the Hunterdon County Rural Awareness Essay Contest for grades 3-5 at no cost to the district.

**B. Vendor Contract - ACC and Me**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve a contract between the Franklin Township Board of Education and ACC and Me for the 2023-2024 school year, to provide special education services at the rates per contract, not to exceed \$2,000.

**C. Vendor Contract - Advancing Opportunities**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve a contract between the Franklin Township Board of Education and Advancing Opportunities for the 2023-2024 school year, to provide special education services at the rates per contract, not to exceed \$2,000.

**D. Approval of Field Trips**

Grade	Destination	Date
8th Grade	Hershey Park	May 30, 2024
2nd Grade	Mayo Performing Arts Center	March 20, 2024

**E. Fuel Up Play 60 Program**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent approve participation in Fuel Up to Play 60 for the 2023-2024 school year, at no cost to the district.

**F. Shared Services Agreement - Union Township School District - ELL Teacher**

**BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Franklin Township Board of Education enter into a shared services agreement with the Union Township Board of Education to share the services of a ELL Teacher at a cost of \$15,292.50 beginning on February 1, 2024 and ending on June 30, 2024.

**G. Shared Services Agreement- Union Township School District - PIC/PIRS/CPIS**

**BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Franklin Township Board of Education enter into a shared services agreement with the Union Township Board of Education to share the services of a PIC/PIRS/CPIS at a cost of \$15,074.84 beginning on April 1, 2024 and ending on June 30, 2024.

**H. Gifted and Talented Program (Stretch) Description**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the updated Gifted and Talented Program (Stretch) description.

**I. Tuition Contract - Regular School Year**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve a Special Education Tuition Contract Agreement for the 2023-2024 school year between the Franklin Township Board of Education (receiving) and the Union Township Board of Education (sending) for Student ID #5661889509 at a cost of \$72,274.

**J. Approve 2024-2025 Annual School Calendar**

**BE IT RESOLVED**, to approve version "C" of the 2024-2025 Annual School Calendar.

**Board of Education Roll Call Vote on Action Item XIII A through J.**

**Roll Call Vote:**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Palmer	X			
Mr. Giordano	X			
Totals:	7	0	0	0

**Motion Passes**

**XIV. POLICY** - Mrs. Frondorf\*, Mrs. Licwinko, Mrs. Cummins

- Motioned by Mrs. Licwinko, seconded by Mrs. Luciano to approve action item XIV A through F.

**Action Items**

- A. Adopt- Policy 4151.1/4251.1 Sick Leave - Second Reading
- B. Adopt- Regulation 5131.1 Harassment, Intimidation, and Bullying - First Reading
- C. Adopt- Policy 5615 - Suspected Gang Activity - First Reading
- D. Adopt- Policy 6471 - School District Travel - First Reading
- E. Adopt- Policy 9001 - Identification - First Reading
- F. Revise - Policy 5141.8 - Sports Related Concussion and Head Injury

**Board of Education Roll Call Vote on Action Item XIV A through F.**

**Roll Call Vote:**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Palmer	X			
Mr. Giordano	X			
Totals:	7	0	0	0

**Motion Passes**

**XV. EXECUTIVE SESSION**

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Franklin Township Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend; and

**WHEREAS**, the Franklin Township Board of Education has determined that the following issues are permitted by N.J.S.A. 10: 4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session; and

**WHEREAS**, the nature of the matter(s) to be discussed, reviewed, or heard before the Franklin Township Board of Education, detailed as specifically as possible without undermining the need for confidentiality pursuant to N.J.S.A. 18A:37-13.2 et. seq., shall include HIB investigations(s); and

**WHEREAS**, the length of the executive session is expected to be approximately 15 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken;

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin Township Board of Education will go into Executive Session for the above stated reasons; and

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education hereby declares that its discussion of the subject will be made public at such time as the reason for confidentiality no longer exists.



Mr. Giordano motioned to approve the above executive session resolution for the Franklin Township Board of Education adjourning to closed session to discuss student matters relating to HIB investigation(s), wherein the length of time for the executive session is expected to be approximately 15 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken.

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XV at 7:28 PM.

**Voice Vote:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

- Motioned by Mrs. Luciano, seconded by Mrs. Frondorf for the board to reconvene into public session at 7:40 PM.

**Voice Vote:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

**XVI. PERSONNEL - Mrs. Frondorf\*, Mrs. Cummins, Mrs. Licwinko**

- Motioned by Mrs. Licwinko, seconded by Mrs. Luciano to approve action item XVI A through H.

**A. Appointment - MD Classroom Paraprofessional**

**BE IT RESOLVED** that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve Michelle Lembo as a MD Paraprofessional the 23-24 school year effective February 29th through June 30, 2024 at an annual salary of \$36,409.50, prorated, pending fingerprints, certification, background check and health exam.

**B. Appointment - Spring Track Coach - Stipend Position**

**BE IT RESOLVED,** that the Franklin Township Board of Education approve the following employees for the stipend positions listed below for the 2023-2024 school year:

Name	Position	Amount
Jon Huber	Spring Track Coach	\$2,191

**C. Approve Professional Day Requests**

**BE IT RESOLVE,** that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following professional day requests:

Date	Employee	Name of Professional Development Program	Registration Cost	Mileage & Other Costs	Total Cost Not To Exceed
3/21/24	Amelia Lamonde	Online Webinar- Student Behavior- Bureau of Education and Research	\$279	N/A Virtual	\$279

3/18/24	Vicki Marcine	Practical Applications of the Science of Reading	\$279	N/A Virtual	\$279
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**D. Approve Job Descriptions**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following job descriptions:

<u>Preschool Instruction Coach/Intervention and Referral Specialist/ Community and Parent Involvement Specialist</u>
<u>Technical Support Specialist</u>
<u>Summer Technology Assistant</u>

**E. Approve Substitute Teachers**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following individuals as substitute teachers for the 2023-2024 school year through June 30, 2024 at the rate of \$135.00 per day, pending fingerprints, background check and health exam.

Jalaja Tangella	Kristen Poleski
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**F. Approve Substitute Nurses**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following individuals as substitute nurses for the 2023-2024 school year through June 30, 2024 at the rate of \$200.00 per day, pending fingerprints, background check and health exam.

Katrina Mani
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**G. Transfer - Fifth Leave Replacement Teacher**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve a transfer of assignment for Erin Connors from paraprofessional to Fifth Grade Leave Replacement Teacher for the 23-24 school year effective February 1st, 2024 at a per diem rate of \$200 per day.

**H. Leave of Absence - Tenured Employee ID #10159**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve a request for paid (use of accrued sick time) Child Bearing Leave for Employee ID #10159, pursuant to Article XIII of the Agreement Between the Quakertown Education Association and the Franklin Township Board of Education, commencing on or about April 25th, 2024 and terminating on or about May 19th, 2024.

**Board of Education Roll Call Vote on Action Item XVI A through H.**

**Roll Call Vote:**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Palmer	X			
Mr. Giordano	X			
Totals:	7	0	0	0

**Motion Passes**

**XVIII. BOARD MATTERS/NEW BUSINESS**

- A. The board had discussion on providing draft policies with public agendas.

**XVIX. PUBLIC COMMENTS**

- No one from the public made any comments.

**XX. OTHER BUSINESS**

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XX A.
- A. **BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, to affirm the district’s decision on unfounded HIB Case #259605.

**Board of Education Roll Call Vote on Action Item XX A.**

**Roll Call Vote:**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Palmer	X			
Mr. Giordano	X			
Totals:	7	0	0	0

**Motion Passes**

**XXI. NOTEWORTHY DATES**

**Next meeting is March 18, 2024**

**XXII. ADJOURNMENT**

- Motioned by Mrs. Luciano, seconded by Mrs. Cummins to adjourn the meeting at 7:44 PM.

**Voice Vote:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

Respectfully submitted,

Mark Kramer  
Board Secretary