

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



REGULAR MEETING MINUTES
February 10, 2025

**For the Regular Meeting of the Franklin Township Board of Education Monday, February 10, 2025
at 6:30 p.m. in the Franklin Township Elementary School Multipurpose Room**

- I. CALL TO ORDER**– Mrs. Licwinko called the meeting to order at 6:30 PM.
- II. PLEDGE OF ALLEGIANCE**– Mrs. Licwinko led all assembled in the Flag Salute.
- III. STATEMENT OF ADEQUATE NOTICE:** Mrs. Licwinko 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 and Express Times, 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 9, 2025.
- IV. ROLL CALL** – Mr. Kramer called the roll and declared a quorum was present.

Present:

Mrs. Shana Frondorf
Mr. James Giordano
Mrs. Caroline Licwinko
Mrs. Allison Luciano
Mr. Craig Metz
Mr. Matt Naughton

Absent:

Mrs. Colleen Cummins

Also Present:

Dr. Joanne Calabro
Mr. Mark Kramer

V. PRESENTATION

- None

VI. BOARD ACTION

- Motioned by Mrs. Luciano, seconded by Mr. Naughton to approve action item VI A.
- A. 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 21, 2024 Regular Meeting Minutes
 - January 21, 2024 Executive Meeting Minutes

**Voice Vote on
Action Item VI. A.**

Yes	No	Abstain	Absent
6	0	0	1

Motion Passes

VII. CORRESPONDENCE

- None

VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT– Mr. Mark Kramer

- Personal disclosure forms
- Board member training
- Finance and facilities committee
- Architect update
- Review of finance resolutions
- Energy audit
- 2026 budget

IX. SUPERINTENDENT REPORT - Joanne Calabro

Security and Fire Drills – 2024-2025

Type of Drill	Date
Fire Drill	July 15, 2024
Security Drill - Reverse Evacuation	July 24, 2024
Fire Drill	August 1, 2024
Security Drill - Shelter in Place	August 1, 2024
Fire Drill	September 12, 2024
Evacuation Drill	September 17, 2024
Bus Drill/Evacuation	October 28, 2024
Fire Drill	October 29, 2024
Security Drill - Shelter in Place	October 31, 2024
Security Drill - Hold	November 22, 2024
Fire Drill	November 27, 2024
Lock-down Drill	December, 12, 2024
Fire Drill	December 13, 2024
Lock-down Drill	January 28, 2025
Fire Drill	January 30, 2025

X. PUBLIC COMMENTS – Agenda Items Only

- Elizabeth Basile, 16 Upper Kingstown Road, Pittstown- Agenda, recording meetings, Facebook, budget.
- Rebecca Armayast, 133 Old Franklin School Road - Courtesy bussing, bicycling to school.

XI. FINANCE AND FACILITIES – Mrs. Licwinko*; Mr. Metz; Mr. Naughton

- Committee met on February 5 for approximately 2 hours and a half hour
- Spoke with our healthcare broker about the trend in healthcare costs
- Capital Projects updates
- Local Recreational Improvement Grant
- JCP&L Audit of HVAC Systems
- 2024-2025 Financial Position
- 2025-2026 Budget Development
- Corporate Sponsorship
- The next committee meeting will be held on March 5, 2025

- Motioned by Mrs. Luciano, seconded by Mr. Naughton to approve action XI. A through D.

- A. Acceptance of the January 2025 Financial Report
- B. Approval of Budget Transfers for January 2025
- C. Approval of January 2025 Bills List
- D. Approval of Use of Facilities

A. Acceptance of the January 2025 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, 2025 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 Report for the month ending January 31, 2025; 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.

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B. Approval of Budget Transfers for January 2025

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 2025 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 2025, 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 2025 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 and year of January 2025 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, upon the recommendation of the Superintendent, ratifies and approves the list of bills for payment in the grand sum of \$594,681.45 for January 2025; 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
PTA	Fun Fair	Theater & Gym	June 13, 2025	7:00am-4:00pm
PTA	Silent Auction	Theater	March 12, 13, 14, 2025	5:00pm-8:00pm
Preschool	Performance of a Class Play	Theater	February 26, 2025	10:30am-2:30pm
PTA - 7th Grade Fundraiser	7th Grade Philly Pretzel Fundraiser	New APR (Cafeteria)	February 27, 2025 and May 22, 2025	2pm
Franklin Township Rec Basketball	Rec Basketball Practice	Gym	Feb 14 and 28, 2025	6:30pm-8:30pm
Franklin Township	Preschool Parent Workshop	Classroom	February 27, 2025	6:00-7:00 pm
Because of Joey/National Pediatric Cancer Foundation	Pediatric Cancer Fundraiser	New APR (Cafeteria)	March 6, 2025	5:00-10:00 pm
FTS Drama Club	Cast Party	New APR (Cafeteria)	March 14, 2025	3:30-5:30 pm
Grand Falloons	Science Assembly	Gym	February 27th, 2025	1:00-3:00 pm

Roll Call Vote on Action Item XI. A through D:

Name	Yes	No	Abstain	Absent
Mrs. Cummins				X
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Matt Naughton	X			
Mrs. Licwinko	X			
Totals:	6	0	0	1

Motion Passes

XII. CURRICULUM AND EDUCATION– Mr. Giordano*; Mrs. Cummins; Mrs. Luciano

Meeting was held February 3, 2025 for approximately 30 minutes

- Discussion of special education analysis
- Discussion of transportation analysis
- Update on Spanish program
- The next committee meeting will be held on March 3, 2025

- A. Approval of Field Trips
- B. Waiver of Requirements for Special Education Medicaid Initiative (SEMI)
- C. Donation - Floss Boss
- D. Observer-Warren County Community College

Motioned by Mrs. Luciano, seconded by Mr. Metz to approve action items XII. A through D.

A. Approval of Field Trips

Grade	Destination	Date
Pr-K	Hunterdon County Library	March 13, 2025
1-8 Theater	Somerset Patriots	April 11, 2025
3	Adventure Aquarium	June 10, 2025

B. Waiver of Requirements for Special Education Medicaid Initiative (SEMI)

BE IT RESOLVED that the Franklin Township Board of Education, upon the recommendation of the Superintendent and in accordance with N.J.A.C. 6A:23A-5.3(b), approves the filing of a waiver of participation in the Special Education Medicaid Initiative (SEMI) for the 2025-2026 school year, due to the district projecting an enrollment of less than 40 Medicaid eligible students per the October 15, 2024 ASSA report.

C. Donation- Floss Boss Donation

BE IT RESOLVED that the Franklin Township Board of Education, upon recommendation of the Superintendent, approves a donation of approximately 288 dental hygiene supply goody bags for students.

D. Observation - Warren County Community College

BE IT RESOLVED, upon recommendation of the Superintendent, to approve Raeanna Zimmerman, Student Observer, to complete five hours of observations on or about February 14, 2025 and ending on or about March 21, 2025, pending fingerprinting, background check, and health examination.

Roll Call Vote on Action Items XII. A through D:

Name	Yes	No	Abstain	Absent
Mrs. Cummins				X
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Matt Naughton	X			
Mrs. Licwinko	X			
Totals:	6	0	0	1

Motion Passes

XII. POLICY- Mrs. Cummins*; Mrs. Frondorf; Mr. Naughton

Meeting was held February 4, 2025

- Presentation by NJSBA re: policy development
- The next committee meeting will be held on March 4, 2025

XIV. 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 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 a review of the personnel section of the agenda, legal matter and a grievance matter that relates to a matter with the Quakertown Education Association; and

WHEREAS, the length of the executive session is expected to be approximately 30 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.

Motion to approve the above executive session resolution for the Franklin Township Board of Education adjourning to closed session to review the personnel section of the agenda, legal matter and address a grievance that relates to a matter with the Quakertown Education Association; wherein the length of time for the executive session is expected to be approximately 30 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken.

Motioned by Mr. Giordano, seconded by Mrs. Luciano, to approve action item XIV at 7:30 PM.

**Voice Vote on
Action Item XIV:**

Yes 6	No 0	Abstain 0	Absent 1
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Motion Passes

- Motioned by Mrs. Luciano, seconded by Mrs. Frondorf for the board to reconvene into public session at 8:11 PM.

**Voice Vote on
Action Item XIV:**

Yes 6	No 0	Abstain 0	Absent 1
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Motion Passes

XV. PERSONNEL– Mrs. Cummins*, Mrs. Frondorf, Mr. Naughton

- Meeting was held February 4, 2025
 - Update on Spanish teacher start date
 - Discussion of positions removed from the proposed budget
 - The next meeting will be held on March 4, 2025

- A. Approve professional day requests
- B. Leave of absence (Non-Tenured)
- C. Appointment - 0.4 Preschool Relief Teacher

Motioned by Mrs. Luciano, seconded by Mrs. Frondorf to approve action items XV. A through C.

A. Approve Professional Day Requests

BE IT RESOLVED that the Board, 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
Thursday, March 6, 2025	Phyllis Altieri	Inaugural Spring Summit 2025, hosted by the New Jersey Association of School Personnel Administrators (NJASPA)	\$100.00	89.8 RT @ \$0.47 p/m=\$42.21	\$142.21
March 7, 2025, March 11, 2025, March 21, 2025, March 28, 2025, April 4, 2025	Marlon Calliste	School Safety Specialist Academy New Jersey Forensic Technology Center Auditorium 1200 Negron Drive Hamilton, NJ 08691	N/A	70 RT@ \$0.47 p/m= \$32.90 per session	\$164.50

B. Leave of Absence (Non-Tenured) Employee ID #10277

BE IT RESOLVED, upon recommendation of the Superintendent, to approve a request for 20 days of paid Child Rearing Leave under the Family Leave act commencing on or about April 19, 2025.

BE IT FURTHER RESOLVED, to approve a request for unpaid leave under Family Medical Leave Act (FMLA) commencing on or about May 26, 2025, pausing for the summer break, resuming on August 27, 2025, and terminating on or about October 20, 2025.

C. Appointment - Part-Time Preschool Relief Teacher

BE IT RESOLVED, upon recommendation of the Superintendent, to appoint Jana Olsavvska as a 0.4 Part-Time Preschool Relief Teacher effective on or about February 11, 2025 for the 2024-2025 school year at an annual salary of \$60,646.27 prorated, pending fingerprints, background check, and health exam.

Roll Call Vote on Action Item XV. A through C.

Name	Yes	No	Abstain	Absent
Mrs. Cummins				X
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Matt Naughton	X			
Mrs. Licwinko	X			
Totals:	6	0	0	1

Motion Passes

XVI. NEGOTIATIONS- Mrs. Luciano*; Mr. Giordano; Mrs. Frondorf

- The next Negotiations meeting will be held on February 12, 2025.

XVII. COMMUNICATIONS (Ad Hoc)- Mrs. Licwinko; Mrs. Cummins; Mr. Naughton

Meeting was held January 30, 2025

- Established goals, scope, and recommended structure of the committee
- Discussed potential avenues to expand communication with the Franklin Township community
- Prioritized areas warranting an increase in communication from the Board
- Created an FTS Board of Education Facebook page to post Board information to the community and posted the 2025 Board of Education meeting schedule on February 2, 2025
- Confirmed live-streaming and posted recordings of Board of Education meetings beginning February 2025
- Next meeting is scheduled for February 19, 2025

XVIII. TOWNSHIP COMMITTEE LIAISON - Mr. Metz; Mr. Naughton

- Board liaisons will attend all Franklin Township Committee meetings in 2025 to ensure collaboration and communication between the Township and the Board of Education
- Shared services for snow plowing and salting
- Next Township Committee meetings are scheduled for February 13 and February 27, 2025

XVIII. BOARD MATTERS/NEW BUSINESS

- A. Board Goals
- B. District Goals

XIX. PUBLIC COMMENTS

- None

XX. OTHER BUSINESS

- A. None

XXI. NOTEWORTHY DATES

- Next meeting is March 10, 2025

XXII. ADJOURNMENT

- Motioned by Mrs. Licwinko, seconded by Mr. Naughton to adjourn the meeting at 8:49 PM.

**Voice Vote on
Action Item XXI:**

Yes	No	Abstain	Absent
6	0	0	1

Motion Passes

Respectfully submitted,

Mark Kramer
Board Secretary