

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



SPECIAL MEETING MINUTES

March 17, 2025

**For the Special Meeting of the Franklin Township Board of Education Monday, March 17, 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 Star Ledger 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 March 11, 2025.

IV. ROLL CALL – Ms. Balletto called the roll and declared a quorum was present.

Present: Mrs. Colleen Cummins - Arrived at 6:37 PM
Mrs. Shana Frondorf - Arrived at 6:38 PM
Mr. James Giordano
Mrs. Caroline Licwinko
Mrs. Allison Luciano
Mr. Craig Metz
Mr. Matt Naughton

Absent: Mr. Mark Kramer

Also Present: Dr. Joanne Calabro
Cheryl Balletto

V. PRESENTATION

- Discussion on the 2025-2026 Tentative School Budget

VI. PUBLIC COMMENTS— Agenda Items Only

- Elizabeth Basile, 16 Upper Kingstown Road, Pittstown - Budget Questions/Comments
- Brad Banker - Budget Questions/Comments
- Diane Burgess - Budget Questions/Comments
- Colin Cecil, 20 Laurelton Trail, Flemington - Budget Questions/Comments
- Maria Leary - Budget and Special Education Program Comments
- Ms. Seniw - Budget and Special Education Program Comments
- Marisa Hellenbach - Budget Questions/Comments
- James Witkowski, 243 Cherryville Road - Budget Questions/Comments
- Peter Cozsleina - Budget Questions/Comments
- Victoria Fahy - Budget and Special Education Program Comments
- Frank Tota - Budget Questions/Comments
- Brett Palmer, 16 Wolverton Road - Budget Questions/Comments
- Sandra Marew - Budget Questions/Comments
- Ken Mandoli - Budget Questions/Comments
- Maria Levy - Special Education Program Comments
- Brad Banker - Budget Questions/Comments

VII. Adoption of the 2025-2026 Tentative Budget

- Motioned by Mr. Metz, seconded by Mrs. Luciano to approve action item VII B.

A. Adoption of the Tentative Budget for School Year 2025/2026 - Option 1

WHEREAS, the Superintendent of Schools recommends to the Franklin Township Board of Education, to adopt the district's tentative 2025/2026 budget; and

WHEREAS, upon the adoption of the district's tentative 2025/2026 budget, administration will provide to the New Jersey Department of Education, the district's tentative 2025/2026 budget and supporting documentation as required by the Commissioner of Education to the Executive County Superintendent of Schools for their review and approval; and

WHEREAS, the district's tentative 2025/2026 budget was prepared to be consistent with the New Jersey Quality Single Accountability Continuum (NJQSAC) focusing on quality performance indicators in all five areas of school district effectiveness; Operations Management, Instruction and Program, Fiscal Management, Personnel and Governance; and

WHEREAS, the district's tentative 2025/2026 budget was prepared consistent with the district's Finance Policy 3100 addressing budget preparation, with primary consideration given to educational priorities identified by the Superintendent of Schools; and

WHEREAS, the district's tentative 2025/2026 budget is designed to carry out the educational plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district; and

WHEREAS, the district's tentative 2025/2026 budget evolved primarily from the needs of the schools as expressed by the Principal, the Supervisor of Special Services, the Supervisor of Curriculum, the Supervisor of Technology and the Supervisor of Facilities and primarily expressed by the Superintendent of Schools, and is compatible with approved district plans; and

WHEREAS, the tentative 2025/2026 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost adjustment; an enrollment adjustment, and banked cap, the results which would increase local taxes above the two percent (2%) tax levy cap; and

WHEREAS, the Franklin Township Board of Education tentative 2025/2026 budget will include the use of the health care cost adjustment to offset the various costs associated with the increased cost of healthcare in the amount of \$103,588; and

WHEREAS, the Franklin Township Board of Education tentative 2025/2026 budget will include the use of the enrollment adjustment to offset the various costs associated with the increase of students in the amount of \$103,488; and

WHEREAS, the proposed base budget includes adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b), where the district has fully exhausted all eligible statutory spending authority and will increase the base budget in the amount of \$176,344 for the purposes of maintaining the academic programs, educational services and programs in compliance with the state and local academic goals, including funds to support staffing needs; the addition of paraprofessionals and benefits associated with the additional staff; the loss of revenue sources from special education aid; reserves not available for use in 2025/2026; increased special services costs; where said needs will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time; and

WHEREAS, included in budget line 620, Budget Withdrawal from Capital Reserve - Excess Costs & Other Capital Projects, is \$225,000 for addressing the districts needs in a capital project; and

WHEREAS, included in budget line 630, Budget Withdrawal from Maintenance Reserve, is \$27,200 for addressing the districts needs in various maintenance activities; and

WHEREAS, included in budget line 580, Budgeted Fund Balance-Operating, is \$300,000; and

WHEREAS, the district's tentative 2025/2026 budget being submitted to the Department of Education consists of general fund tax levy that should be raised for General Funds in the amount of \$7,352,176 for the ensuing 2025/2026 school year; and

WHEREAS, the district's tentative 2025/2026 budget being submitted to the Department of Education also consists of a required debt service fund tax levy that shall be raised for Debt Service Funds in the amount of \$124,334 for the ensuing 2025/2026 school year; and

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Franklin Township Board of Education approves the tentative budget for the 2025/2026 school year using the 2025/2026 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenue	Debt Service	Total
2025-2026 Total Expenditures	\$ 9,348,032	\$ 951,378	\$ 184,600	\$ 10,484,010
Less: Anticipated Revenues and Sources	\$ 1,995,856	\$ 951,378	\$ 60,266	\$ 3,007,500
Taxes to be Raised	\$ 7,352,176	\$ -	\$ 124,334	\$ 7,476,510

BE IT FURTHER RESOLVED, to advertise said tentative budget in the Express Times in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, a public hearing on the budget for the 2025/2026 school year will be held at the Franklin Township Elementary School located at 226 Quakertown Road, Quakertown New Jersey 00868 on Monday, May 5, 2025; and

BE IT FURTHER RESOLVED, the Franklin Township Board of Education tentative 2025/2026 budget includes the use of the health care cost adjustment to offset the various costs associated with the increased cost of healthcare in the amount of \$103,588; and

BE IT FURTHER RESOLVED, the Franklin Township Board of Education tentative 2025/2026 budget includes the use of the enrollment adjustment to offset the various costs associated with the increase of students such as supplies and materials in the amount of \$103,488; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$176,344, in accordance with N.J.A.C 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority in the adjustment will be used to/for the purposes of maintaining the academic programs, educational services and programs in compliance with the state and local academic goals, including funds to support staffing needs; the addition of paraprofessionals and benefits associated with the additional staff; the loss of revenue sources from special education aid; reserves not available for use in 2025/2026; increased special services costs; where said needs will complete this by June 30, 2025 the end of the budget year and will not be deferred or incrementally completed over a longer period of time; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the budget a capital reserve withdraw in the amount of \$225,000 for:

- \$200,000 New Elevator
- \$ 25,000 New Sport Storage Shed

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the budget a maintenance reserve withdraw in the amount of \$27,200 for the purpose of supporting the purchase of maintenance equipment and the cleaning of the ventilation system; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the budget a budgeted fund balance - operating withdraw in the amount of \$300,000; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools hereby certifies that the 2025/2026 budget submitted does present a balanced budget with an adequate amount of funds to provide for a thorough and efficient education; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools shall hereby forward to the Commissioner of Education the budget statement, budget statement certification, form A4F (Certification and Report of School Taxes, 2025/2026 school year), supporting documentation, as required by statute and code and make any necessary adjustments to the budget in order to receive approval from the County Offices in order to advertise for public hearing the 2025/2026 budget; and

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23A:5.2(a), the board establishes for public relations and each type of professional service, a maximum level of spending for the ensuing 2025/2026 school year as follows:

SERVICE	NOT TO EXCEED
Legal	\$65,000
Audit	\$30,000
Architect	\$25,000
Other Administrative Services	\$460,000
Extraordinary Services	\$250,000
Professional Development	\$25,000

B. Adoption of the Tentative Budget for School Year 2025/2026 - Option 2

WHEREAS, the Superintendent of Schools recommends to the Franklin Township Board of Education, to adopt the district's tentative 2025/2026 budget; and

WHEREAS, upon the adoption of the district's tentative 2025/2026 budget, administration will provide to the New Jersey Department of Education, the district's tentative 2025/2026 budget and supporting documentation as required by the Commissioner of Education to the Executive County Superintendent of Schools for their review and approval; and

WHEREAS, the district's tentative 2025/2026 budget was prepared to be consistent with the New Jersey Quality Single Accountability Continuum (NJQSAC) focusing on quality performance indicators in all five areas of school district effectiveness; Operations Management, Instruction and Program, Fiscal Management, Personnel and Governance; and

WHEREAS, the district's tentative 2025/2026 budget was prepared consistent with the district's Finance Policy 3100 addressing budget preparation, with primary consideration given to educational priorities identified by the Superintendent of Schools; and

WHEREAS, the district's tentative 2025/2026 budget is designed to carry out the educational plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district; and

WHEREAS, the district's tentative 2025/2026 budget evolved primarily from the needs of the schools as expressed by the Principal, the Supervisor of Special Services, the Supervisor of Curriculum, the Supervisor of Technology and the Supervisor of Facilities and primarily expressed by the Superintendent of Schools, and is compatible with approved district plans; and

WHEREAS, the tentative 2025/2026 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost adjustment; an enrollment adjustment, and banked cap, the results which would increase local taxes above the two percent (2%) tax levy cap; and

WHEREAS, the Franklin Township Board of Education tentative 2025/2026 budget will include the use of the health care cost adjustment to offset the various costs associated with the increased cost of healthcare in the amount of \$103,588; and

WHEREAS, the Franklin Township Board of Education tentative 2025/2026 budget will include the use of the enrollment adjustment to offset the various costs associated with the increase of students in the amount of \$103,488; and

WHEREAS, the proposed base budget includes adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b), where the district has fully exhausted all eligible statutory spending authority and will increase the base budget in the amount of \$299,380 for the purposes of maintaining the academic programs, educational services and programs in compliance with the state and local academic goals, including funds to support staffing needs; the addition of paraprofessionals and benefits associated with the additional staff; the loss of revenue sources from special education aid; reserves not available for use in 2025/2026; increased special services costs; where said needs will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time; and

WHEREAS, included in budget line 620, Budget Withdrawal from Capital Reserve - Excess Costs & Other Capital Projects, is \$225,000 for addressing the districts needs in a capital project; and

WHEREAS, included in budget line 630, Budget Withdrawal from Maintenance Reserve, is \$27,200 for addressing the districts needs in various maintenance activities; and

WHEREAS, included in budget line 580, Budgeted Fund Balance-Operating, is \$300,000; and

WHEREAS, the district's tentative 2025/2026 budget being submitted to the Department of Education consists of general fund tax levy that should be raised for General Funds in the amount of \$7,475,212 for the ensuing 2025/2026 school year; and

WHEREAS, the district's tentative 2025/2026 budget being submitted to the Department of Education also consists of a required debt service fund tax levy that shall be raised for Debt Service Funds in the amount of \$124,334 for the ensuing 2025/2026 school year; and

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Franklin Township Board of Education approves the tentative budget for the 2025/2026 school year using the 2025/2026 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	General Fund	Special Revenue	Debt Service	Total
2025-2026 Total Expenditures	\$ 9,471,068	\$ 951,378	\$ 184,600	\$ 10,607,046
Less: Anticipated Revenues and Sources	\$ 1,995,856	\$ 951,378	\$ 60,266	\$ 3,007,500
Taxes to be Raised	\$ 7,475,212	\$ -	\$ 124,334	\$ 7,599,546

BE IT FURTHER RESOLVED, to advertise said tentative budget in the Express Times in accordance with the form suggested by the New Jersey Department of Education and according to law; and

BE IT FURTHER RESOLVED, a public hearing on the budget for the 2025/2026 school year will be held at the Franklin Township Elementary School located at 226 Quakertown Road, Quakertown New Jersey 00868 on Monday, May 5, 2025; and

BE IT FURTHER RESOLVED, the Franklin Township Board of Education tentative 2025/2026 budget includes the use of the health care cost adjustment to offset the various costs associated with the increased cost of healthcare in the amount of \$103,588; and

BE IT FURTHER RESOLVED, the Franklin Township Board of Education tentative 2025/2026 budget includes the use of the enrollment adjustment to offset the various costs associated with the increase of students such as supplies and materials in the amount of \$103,488; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the tentative budget the adjustment for banked cap in the amount of \$299,380, in accordance with N.J.A.C 6A:23A-10.3(b), the district has fully exhausted all eligible statutory spending authority in the adjustment will be used to/for the purposes of maintaining the academic programs, educational services and programs in compliance with the state and local academic goals, including funds to support staffing needs; the addition of paraprofessionals and benefits associated with the additional staff; the loss of revenue sources from special education aid; reserves not available for use in 2025/2026; increased special services costs; where said needs will complete this by June 30, 2025 the end of the budget year and will not be deferred or incrementally completed over a longer period of time; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the budget a capital reserve withdraw in the amount of \$225,000 for:

- \$200,000 New Elevator
- \$25,000 New Sport Storage Shed

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the budget a maintenance reserve withdraw in the amount of \$27,200 for the purpose of supporting the purchase of maintenance equipment and the cleaning of the ventilation system; and

BE IT FURTHER RESOLVED, that the Franklin Township Board of Education includes in the budget a budgeted fund balance - operating withdraw in the amount of \$300,000; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools hereby certifies that the 2025/2026 budget submitted does present a balanced budget with an adequate amount of funds to provide for a thorough and efficient education; and

BE IT FURTHER RESOLVED, that the Superintendent of Schools shall hereby forward to the Commissioner of Education the budget statement, budget statement certification, form A4F (Certification and Report of School Taxes, 2025/2026 school year), supporting documentation, as required by statute and code and make any necessary adjustments to the budget in order to receive approval from the County Offices in order to advertise for public hearing the 2025/2026 budget; and

BE IT FURTHER RESOLVED, that pursuant to N.J.A.C. 6A:23A:5.2(a), the board establishes for public relations and each type of professional service, a maximum level of spending for the ensuing 2025/2026 school year as follows:

SERVICE	NOT TO EXCEED
Legal	\$65,000
Audit	\$30,000
Architect	\$25,000
Other Administrative Services	\$460,000
Extraordinary Services	\$250,000
Professional Development	\$25,000

Roll Call Vote on Action Items VII B.

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	1	0	0

Motion Passes

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

- Motioned by Mr. Giordano, seconded by Mr. Naughton to approve action items VIII A through F.
 - A. Approve substitute teacher
 - B. Approve paraprofessional
 - C. Approve Resignation/Termination
 - D. Appointment of Sean Hayes, Custodian
 - E. Approval of Creation of Supervisor of Special Services Position
 - F. Approval of Job Description Supervisor of Special Service

A. Approve substitute appointment

BE IT RESOLVED that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following substitute appointment: Lisa Pepe Mroz Substitute Teacher at a rate of \$165.00 per day for the remainder of 2024-2025 school year.

B. Approve paraprofessional appointment

BE IT RESOLVED that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following paraprofessional appointment:

Patricia Triggiano at a prorated salary of \$10,923 from April 4, 2025 through June 30, 2025

C. Approve Resignation

BE IT RESOLVED that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approves the resignation of Mr. Shawn Reynolds, night-shift custodian effective May 17, 2025.

D. Approve School Custodian

BE IT RESOLVED that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approves the hiring of Sean Hayes as a full- time night-shift custodian at a prorated salary of \$10,625.00 from April 1, 2025 through June 30, 2025.

E. Approval of Creation of Supervisor of Special Services Position

BE IT RESOLVED, that the Franklin Board of Education, upon recommendation of the Superintendent, approved the creation of the position of Supervisor of Special Services.

F. Approve Job Description of Supervisor of Special Services

BE IT RESOLVED that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approves the attached Supervisor of Special Education job description.

Roll Call Vote on Action Item VII. A through F.

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:	7	0	0	0

Motion Passes

XX. PUBLIC COMMENTS

- None

XXIII. NOTEWORTHY DATES

- Next regularly scheduled meeting April 14, 2025
- Rescheduled meeting from May 12, 2025 to May 5, 2025

XXIV. ADJOURNMENT

- Motioned by Mrs. Luciano, seconded by Mr. Naughton to adjourn the meeting at 8:58 PM.

**Voice Vote on
Action Item XXIV:**

Yes	No	Abstain	Absent
7	0	0	0

Motion Passes

Respectfully submitted,

Mark Kramer
Board Secretary