

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



REGULAR MEETING AGENDA
September 16, 2024

For the Regular Meeting of the Franklin Township Board of Education
Monday, September 16, 2024 at 6:30 p.m. in the Franklin School Multipurpose Room

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. STATEMENT OF ADEQUATE NOTICE:

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. ROLL CALL

Mrs. Colleen Cummins _____ Mrs. Shana Frondorf _____ Mrs. Caroline Licwinko _____
Mrs. Allison Luciano - VP _____ Mr. Craig Metz _____ Mr. Brett Palmer _____
Mr. James Giordano - Pres. _____

V. PRESENTATION

No presentations this month.

VI. MINUTES

MOTION by _____, **seconded** by _____ **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:

- August 19, 2024 Regular Meeting Minutes
- August 19, 2024 Executive Meeting Minutes
- September 5, 2024 Special Meeting Minutes

Discussion:

Voice Vote:

Yes	No	Abstain	Absent
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VII. CORRESPONDENCE

- None

VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT– Mr. Mark Kramer

IX. SUPERINTENDENT REPORT - Dr. Nicholas Diaz

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

X. PUBLIC COMMENTS - Privilege of the Floor (3 minutes) – Agenda Items Only

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 sign the register at the podium and state their name, place of residence and group affiliation, if applicable. Public comment shall be concise and to the point and shall not contain abusive, defamatory, or obscene language. Each speaker will be given up to three minutes.

XI. 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 Interim Superintendent interview of Dr. Johanna Ruberto and legal matters pertaining to potential litigation; and

WHEREAS, the length of the executive session is expected to be approximately 45 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 discuss, Interim Superintendent interview of Dr. Johanna Ruberto and legal matters pertaining to potential litigation; wherein the length of time for the executive session is expected to be approximately 45 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken.

MOTION by _____, seconded by _____ to approve action item XV for the Board to enter into Executive Session at _____pm.

Voice Vote:

Yes	No	Abstain	Absent
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MOTION to reconvene the meeting of the Franklin Township Board of Education to a public session at _____.

MOTION by _____, seconded by _____ It's

Voice Vote:

Yes	No	Abstain	Absent
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AD HOC (Board Goals, Supt Goals/Personnel)/**STRATEGIC PLANNING** – Mrs. Luciano*, Mrs. Frondorf, Mr. Palmer

- The committee did not meet this month.

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

- **Bond Referendum**
 - The committee discussed administration developing newsletters and flyers for the community.
 - Administration is in the process of scheduling two town hall meetings, one for September during the day and one in October during the evening.

MOTION by _____, seconded by _____ to approve action item XII. A through H.

- A. Acceptance of the August 2024 Financial Reports
- B. Approval of Budget Transfers for August 2024
- C. Approval of August 2024 Bill List
- D. Use of Facilities
- E. Approve Disposal of Food Warmer
- F. Approval to Utilize the Educational Service Commission’s Cooperative Program to Purchased Food Service Equipment and Smallware
- G. Appointment of Special Counsel
- H. Appointment of Special Counsel

A. Acceptance of the August 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 August 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 Report for the month ending August 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 August 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 August of 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 August 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 August 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 August of 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, upon the recommendation of the Superintendent, ratifies and approves the list of bills for payment in the grand sum of \$508,399.67 for August 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
PTA	PTA Color Run Fundraiser	Baseball, Softball, and Soccer Fields	October 4, 2024 (Rain Date: October 11th)	12:00PM-3:30PM
FTS PTA	Book Fair	Old APR (Theatre)	September 30 - October 2, 2024	During School Hours and Evening on October 1st
PTA- Class of 2025	Maddalena's Cheesecake 8th grade fundraiser	New APR (Cafeteria)	November 18, 2024	3:45PM-5:30PM
PTA	September PTA meeting	Library	September 26, 2024 (amended for September 19th)	7:00PM-8:30PM
Laura LoPiccolo/Staff	Staff PD Day	Old APR (Theatre), Library	October 14th, 2024	8:00am-3:45pm

E. Approve Disposal of Food Warmer

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the disposal of the food warmer, which has been determined to have no value, inventory tag number 000197.

F. Approval to Utilize the Educational Service Commission’s Cooperative Program to Purchase Food Service Equipment and Smallware

WHEREAS, there is a need to replace equipment that has surpassed its useful life and a need to purchase a dishwasher, reach-in-freezer, display warmer, wire shelving, food processor and smallware to support the mandated breakfast program and lunch program for the 2024/2025 school year in the school’s kitchen; and

WHEREAS, the Franklin Township Board of Education, pursuant to N.J.S.A. 18A:18A-11 & 12 may, by resolution, without advertising for bids, award contracts for the purchase of any goods or services that were produced through cooperative purchasing agreements; and

WHEREAS, the Franklin Township Board of Education authorizes participation in the Hunterdon County Educational Service Commission’s cooperative program; and

WHEREAS, the Franklin Township Board of Education will be purchasing food service equipment and smallware and has a desire to purchase these goods and services utilizing this cooperative program; and

WHEREAS, the Franklin Township Board of Education intends to enter into a contract with MAP Restaurant Supplies located at 358-360 South Street, Newark, NJ 07105 which shall be subject to all the conditions applicable to the current cooperative contract;

NOW, THEREFORE BE IT RESOLVED, that the Franklin Township Board of Education, upon the recommendation of the Superintendent of Schools, authorizes administration to purchase a dishwasher, reach-in-freezer, display warmer, wire shelving, food processor and smallware to support the mandated breakfast program and lunch program for the 2024/2025 school year in the school’s kitchen for the Franklin Township Elementary School from MAP Restaurant Supplies located at 358-360 South Street, Newark, NJ 07105 pursuant to all conditions of the individual contracts through the Hunterdon County Educational Service Commission’s cooperative program utilizing HCESC Co-Op #34HUNCCP contract #HCESC-Cat-22-08 in an amount not to exceed \$48,000.00; and

BE IT FURTHER RESOLVED that, this resolution shall take effect immediately, and the Franklin Township Board of Education authorizes the Superintendent, Board President and School Business Administrator/Board Secretary to sign any documents on behalf of the Franklin Township Board of Education with regard to exercising the intent of this resolution. (Account Number 60.910.310.600.081.000)

G. Appointment of Special Counsel

BE IT RESOLVED, that the Franklin Township Board of Education appoints the Busch Law Group located at 450 Main Street, Metuchen, New Jersey 08840 as special counsel to provide legal services through June 30, 2025.

H. Appointment of Special Counsel

BE IT RESOLVED, that the Franklin Township Board of Education appoints the Lenox Law Firm located at 136 Franklin Corner Road, Unit B2, Lawrenceville, NJ 08648 as special counsel to provide legal services through June 30, 2025.

Discussion:

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

Roll Call Vote:

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

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

MOTION by _____, seconded by _____ to approve action item XIII A through B.

- The Curriculum Committee met on September 11, 2024. Mrs. LoPiccolo (Curriculum Supervisor) reviewed the curriculum maps which are aligned with recent changes to the state standards.

A. **BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve updated K-8 curriculum maps for the 2024-2025 school year.

B. Tuition Contract - Regular School Year - Union Township

BE IT RESOLVED, that the Franklin Township Board of Education, upon the recommendation of the Superintendent approve a Special Education Tuition Contract Agreement for the Regular 2024-2025 school year between the Franklin Township Board of Education (sending) and the Union Township Board of Education (receiving) for Student ID #3033027820 at \$31,845.65 for tuition and \$78,968.30 for a paraprofessional totalling \$110,813.95. (11.000.100.562.084.000)

Discussion:

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

Roll Call Vote:

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

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

MOTION by _____, seconded by _____ to approve action item XIV A.

- The Policy Committee met on September 4, 2024. The committee discussed Policy 5113 and met with representatives from Maschio’s Food Services to discuss the potential for providing alternative snacks and eliminating foods with certain dyes.

Action Items

- A. Revise - [Policy 5113](#) - Attendance, Absences, and Excuses

Discussion:

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

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

XVI. PERSONNEL - Mrs. Frondorf*, Mrs. Cummins, Mrs. Licwinko
MOTION by _____, **seconded** by _____ **to approve action item XVI. A through H.**

A. 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 2024-2025 school year through June 30, 2025 at the rate of \$135.00 per day, pending fingerprints, background check and health exam.

Amanda Huyler	
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B. Appointment - Evening Custodian

BE IT RESOLVED, upon recommendation of the Superintendent, to approve Shawn Reynolds as an Evening Custodian for the 24-25 school year, at an annual salary of \$42,500, pending fingerprinting, background check, and health examination.

C. Acceptance of Retirement

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, accept, with regret, the retirement of Carol Dalrymple, Bus Driver, effective October 11, 2024.

D. Acceptance of Resignation

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, accept, with regret, the resignation of Antonio Alvarez, World Language Substitute, effective September 10, 2024.

E. Professional Day Requests

Date	Employee	Name of Professional Development Program	Registration Cost	Mileage & Other Costs	Total Cost Not To Exceed
10/24/2024	Caroline Licwinko	NJSBA Fall School Law Forum 2024 (11.000.230.585.081.000)	\$299.00	\$150.00	\$450.00
10/14/24	Courtney Panerali, Karen Caccavale, Jason Lembo	Articulation Meeting	n/a	n/a	n/a
10/08/24-2/11/25 Tues. 9a-12p & 10/10/24-12/12/24 Thurs. 8:30a-3p	Meaghan Shedlock	PIRS Seminar and Pyramid Model/TPOT Training (218-200-329-050-000)	\$1200.00	n/a	\$1200.00
11/18/24	Sarah Fortunato	Virtual Seminar impacting ELL students' fluency/Bureau of Ed & Research (11-000-223-500-082-000)	\$295.00	n/a	\$295.00

F. Appointment of Stipend Positions

BE IT RESOLVED that the Board approve the following employees for the stipend positions listed below for the 2024-2025 school year:

Name	Position	Amount
Patrick Smith	Art Club Advisor	\$1515.00
Danielle Sullivan	Cross Country Asst Coach	\$812.00

G. Tenure Staff - Care for Spouse Leave

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve a request for FMLA leave to care for a spouse for staff ID# 10169, beginning March 19, 2025 and ending May 14, 2025, using sick days.

H. Tenure Staff - Child Bearing Leave

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve a request for child bearing leave for staff ID# 10109, beginning approximately March 19, 2025 and ending June 30, 2025, using paid time off.

BE IT FURTHER RESOLVED that the Board, upon the recommendation of the Superintendent, approve a request for child bearing leave for staff ID#10109, beginning approximately July 1, 2025 and ending September 23, 2025, using

FMLA.

BE IT FURTHER RESOLVED that the Board, upon the recommendation of the Superintendent, approve a request for child bearing leave for staff ID# 10109, beginning September 24, 2025 and ending November 30, 2025, using unpaid leave.

Discussion:

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

Roll Call Vote:

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

XVIII. BOARD MATTERS/NEW BUSINESS

XVIX. 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 sign the register at the podium and state their name, place of residence and group affiliation, if applicable. Public comment shall be concise and to the point and shall not contain abusive, defamatory, or obscene language. Each speaker will be given up to three minutes.

XX. OTHER BUSINESS

- A. BE IT RESOLVED, that the Franklin Township Board of Education appoints Dr. Johanna Ruberto, Interim Superintendent of Schools, effective September 23, 2024-June 30, 2025.**

Discussion:

Board of Education Roll Call Vote on Action Items

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

XXI. NOTEWORTHY DATES
 Next meeting - October 14, 2024

XXII. ADJOURNMENT
MOTION TO ADJOURN by _____, seconded by _____.

Voice Vote:

Yes	No	Abstain	Absent
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