

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



**ORGANIZATION MEETING MINUTES**  
**January 7, 2025**

For the Special Meeting of the Franklin Township Board of Education  
Tuesday, January 7, 2025 at 6:30 p.m. in the Franklin School Theatre.

The School Business Administrator/Board Secretary, shall serve as presiding officer pro tempore until the selection of a president and vice president has been determined.

**I. CALL TO ORDER** - Mr. Kramer called the meeting to order at 6:31 p.m.

**II. PLEDGE OF ALLEGIANCE** - Mr. Kramer led the Board in the Pledge of Allegiance.

**III. STATEMENT OF ADEQUATE NOTICE** - Mr. Kramer read the following statement.

*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 December, 6, 2024.*

**IV. Announcement of the Official Results of the Annual School Election** - Mr. Kramer read the following results:

The annual school board election results on November 07, 2024 for the two (2), three (3) year full-term memberships on the Franklin Township Board of Education are as follows:

**Two Candidates (Three-year Term) Total Votes**

James Giordano -	816
Matt Naughton -	760
John Toolan -	702
Colin Cecil -	691
Write-In -	<u>11</u>
Total	<u>2,980</u>

**V. Oath of Office Administered to the Duly Elected Board Members:**

Mr. Mark Kramer, School Business Administrator/Board Secretary, administered the Oath of Office to the following newly elected Board members, pursuant to N.J.S.A. 18A:12-2.1, N.J.S.A. 41:1-1 &-3:

- James Giordano
- Matt Naughton

**VI. The Board Secretary Calls the Role** - Mr. Kramer called the roll and declared a quorum was present.

Present:	Mrs. Colleen Cummins	Absent:	None
	Mrs. Shana Frondorf		
	Mr. James Giordano	Also Present:	Dr. Joanne Calabro
	Mrs. Caroline Licwinko		Mr. Mark Kramer
	Mrs. Allison Luciano		
	Mr. Craig Metz		
	Mr. Matt Naughton		

**VII. Election of President and Vice President**

**Nominations for Board President**

**1. Board Secretary calls for nominations for Board President**

Mr. Naughton nominates Mrs. Luciano for Board President.  
 Mr. Giordano nominates Mrs. Licwinko for Board President.

**2. Motion to close nominations by Mrs. Licwinko, seconded by Mr. Giordano.**

**Board of Education Roll Call Vote on Closing Nominations for the office of President.**

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

**Motion Passes**

**3. Motion by Mr. Naughton for Mrs. Luciano for President of the Franklin Township Board of Education, seconded by Mr. Metz.**

**Board of Education Roll Call Vote for Mrs. Luciano for the office of President.**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf		X		
Mr. Giordano		X		
Mrs. Licwinko		X		
Mrs. Luciano		X		
Mr. Metz		X		
Mr. Naughton	X			
Totals:	2	5	0	0

**Motion Fails**

**4. Motion by Mr. Giordano for Mrs. Licwinko for President of the Franklin Township Board of Education, seconded by Mrs. Luciano.**

**Board of Education Roll Call Vote for Mrs. Licwinko for the office of President.**

Name	Yes	No	Abstain	Absent
Mrs. Cummins		X		
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Naughton		X		
Totals:	5	2	0	0

**Motion Passes**

**The Board Secretary declares Mrs. Licwinko as the elected Board President of the Franklin Township Board of Education.**

- Mr. Naughton made comments about why he voted the way he did.

**Nominations for Board Vice President**

**1. Board Secretary calls for nominations for Board Vice President:**

Mrs. Licwinko nominates Mr. Metz for Board Vice-President.

Mrs. Cummins nominates Mrs. Luciano for Board Vice-President.

**2. Motion to close nominations Mrs. Cummins seconded by Mr. Giordano.**

**Board of Education Roll Call Vote on Closing Nominations for the office of Vice President.**

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

**Motion Passes**

**3. Motion by Mrs. Licwinko for Mr. Metz for Vice-President of the Franklin Township Board of Education, seconded by Mrs. Luciano.**

**Board of Education Roll Call Vote for Mr. Metz for the office of Vice-President.**

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

**Motion Fails**

**4. Motion by Mrs. Cummins for Mrs. Luciano for Vice-President of the Franklin Township Board of Education, seconded by Mrs. Frondorf.**

**Board of Education Roll Call Vote for Mrs. Luciano for the office of Vice-President.**

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

**Motion Passes**

**The Board Secretary declares Mrs. Luciano as the elected Vice-President of the Franklin Township Board of Education.**

**Mrs. Licwinko, the newly elected President of the Franklin Township Board of Education assumes the chair.**

**VIII. Code of Ethics - Reading and Discussion**

- Each board member read a section of the code of ethics aloud and signed the acknowledgment of receipt of the code of ethics for school board members.

**IX. PUBLIC COMMENTS**

- Elizabeth Basile, 16 Upper Kingstown Road, Pittstown – District policy’s

## X. BOARD ACTION

**MOTION by Mrs. Luciano, seconded by Mrs. Frondorf to approve action item X.A through X.AA.**

- A. Code of Ethics
- B. Approval of Official Depositories and Signature Authority
- C. School Funds Investor
- D. EFT Claimant Certification (Electronic Funds Transfer)
- E. Designate Official Newspapers
- F. Approval of Board of Education Meeting Dates
- G. Adopt existing Board of Education Policy Manual
- H. Parliamentary Procedures
- I. Adopt Existing Curricula and Textbooks
- J. Petty cash
- K. Authority for budget transfers, designation of claims order, and payment of bills
- L. Approve annual designations
- M. Uniform minimum chart of accounts
- N. Tax sheltered annuity companies
- O. Appointment of district purchasing agent
- P. Use of state contracts
- Q. Permitted student records
- R. Grant application report submission
- S. Approve and grant authorization to the following positions to request legal services
- T. Approve membership in the New Jersey School Board Association and the Hunterdon County School Board Association
- U. Travel limitations for regular business travel
- V. Authorize cooperative contract agreements with other LEAs
- W. Authorization of payroll management
- X. Authorizing use of a continuing disclosure agent services and independent registered municipal advisor of record Y.
- Mandatory Direct deposit
- Z. Special Education
- AA. Personnel appointments, transfers, removals, renewals and nonrenewals

### A. Code of Ethics

**WHEREAS**, each member of the Franklin Township Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act in accordance with N.J.S.A. 18A:12-24.1; and

**WHEREAS**, in accordance with Bylaw 9271, Code of Ethics, the Franklin Township Board of Education shall read and discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting; and

**WHEREAS**, the Franklin Township Board of Education as read and discussed amongst the members of the board the code of ethics during this regularly scheduled meeting of January 7, 2025;

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin Township Board of Education adopts the New Jersey School Boards Association Code of Ethics for School Board Members, 18A:12-24.1, as follows:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

**FURTHER BE IT RESOLVED**, that the Board acknowledges receipt of the Code of Ethics material forwarded by the NJ School Boards Association; and

**FURTHER BE IT RESOLVED**, in accordance with N.J.A.C. 18A: 12-24.1, each Board Member will be asked to sign the *Acknowledgement of Receipt* of the Code of Ethics for School Board Members, and to forward the form to the Board Secretary.

**B. Approval of Official Depositories and Signature Authority**

**BE IT RESOLVED**, that the Franklin Township Board of Education (Board of Education) hereby approves Citizens Bank as the designated depository for the Board of Education funds, and affirms that Citizens Bank is insured by either the SLIC or the FDIC as required by both Federal and State statutes; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes that investments can be secured in any other bank holding a current certificate of eligibility for the State of New Jersey Banking Association; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary and/or designee be authorized to wire/transfer Board of Education funds between Board of Education accounts only; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary and/or designee be authorized to enter into agreement(s) with the State of New Jersey to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits when appropriate; and

**BE IT FURTHER RESOLVED**, that any funds on deposit in the district accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary is hereby authorized to deliver, upon demand, signatures of required authorities to the above-approved depositories; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes the following authorized signatures

for money market, checking and savings accounts at Citizens Bank or other bank holdings (facsimile stamps can be used):

**BE IT FURTHER RESOLVED** that, this resolution shall take effect immediately, and the Franklin Township Board of Education authorizes the Superintendent, Board President, Treasurer, 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.

<b>Account</b>	<b>Number of Required Signatures</b>	<b>Authorized Signatories</b>
<b>General Checking Account</b>	<b>3</b>	<b>Board President Treasurer Superintendent School Business Administrator/ Board Secretary</b>
<b>Payroll Account Payroll Agency Account Unemployment Trust Account Flexible Spending Account Summer Pay Account Food Service Account Capital Reserve Account August W. Knispel Scholarship Account Student Activity Account Capital Projects Account</b>	<b>2</b>	<b>Board President Treasurer Superintendent School Business Administrator/ Board Secretary</b>

**C. School Funds Investors**

**BE IT RESOLVED**, that Franklin Township Board of Education designates the School Business Administrator/Board Secretary as the person responsible for any and all Board of Education investments and wires; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary be authorized to make wire transfers from board accounts as necessary when required by Board action.

**D. Approval for Payment of Claims Using EFT Technologies (Electronic Funds Transfer)**

**WHEREAS**, Electronic Funds Transfer and Claimant Certification, the Board of Education permits the School Business Administrator/Board Secretary to use standard electronic funds transfer (EFT) technologies for payment of claims; and

**WHEREAS**, the board shall provide annual authorizations on individuals processing EFTs and to which types of payments can be processed through EFTs;

**NOW THEREFORE BE IT RESOLVED** that the Board adopt the following required under Local Finance Notice #2018-13, distributed on 3/29/18 addressing electronic funds transfer or “EFT” and claimant certification changes and requirements:

**BE IT FURTHER RESOLVED**, the School Business Administrator/Board Secretary shall be designated the person responsible to initiate a claim for payment using an EFT method; and

**BE IT FURTHER RESOLVED**, the Superintendent of Schools shall review the claim for payment initialized by the School Business Administrator/Board Secretary and authorize in writing the claim can be processed using the EFT method; and

**BE IT FURTHER RESOLVED**, all EFT activity reports shall be submitted and reviewed by the Treasurer of School Monies and shall perform a monthly reconciliation of the reviewed/approved weekly EFT activity reports of the EFT transactions appearing on the bank statements and in the accounting records;

**BE IT FURTHER RESOLVED**, the board approves that the standard EFT technologies can be used for the payment of claims for the following types of payments:

- Principal and interest payments.
- Payroll agency payments.
- Payroll payments.
- Payments to the state of New Jersey or a subdivision thereof.
- Payments the federal government or a subdivision thereof.

**E. Approval/Designation of Official Newspapers**

**BE IT RESOLVED**, that the Franklin Township Board of Education designates the “Hunterdon County Democrat” and the “Express Times”, as the two newspapers to receive notification of meetings as required by the open public meeting act; and

**BE IT FURTHER RESOLVED**, that the “Hunterdon County Democrat” hereby designated as the official newspapers of the Franklin Township Board of Education for the publication of legal notices and advertisements.

**F. Establishment of place, time and date for regularly scheduled meetings of the Board of Education**

**WHEREAS**, the open Public meeting act requires notice of regularly scheduled meetings within seven days following the annual organization meeting of the board;

**NOW THEREFORE BE IT RESOLVED**, that the Franklin Township Board of Education will be held at the Franklin Township Elementary School Theater located at 226 Quakertown Road, Quakertown, New Jersey, 08868; and

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education approves the following regularly scheduled board meetings listed below commencing at 6:30 PM and will have action taken at each of these meetings:

- Tuesday, January 21, 2025**
- Monday, February 10, 2025**
- Monday, March 10, 2025**
- Monday, April 14, 2025**
- Monday, May 12, 2025 Public Budget Hearing and Adoption**
- Monday, June 23, 2025**
- Monday, July 21, 2025**
- Monday, August 18, 2025**
- Monday, September 15, 2025**
- Monday, October 27, 2025**
- Monday, November 24, 2025**
- Monday, December 22, 2025**
- Wednesday, January 7, 2026 Organization Meeting**

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education, in compliance with Chapter 231, Public laws of 1975, authorizes the Board Secretary to post a copy of the above schedule of meetings at the Franklin Township offices and to advertise these meetings dates in the official newspapers of the Franklin Township Board of Education.

**G. Adopt existing Board of Education Policy Manual**

**BE IT RESOLVED**, that the Franklin Township Board of Education adopts all existing written policies, by-laws, rules/regulations of the Superintendent, the student handbook, manuals and standard operating procedures of the administration for the Board's operation in the operation of the school system.

**H. Parliamentary Procedures**

**BE IT RESOLVED**, that the Franklin Township Board of Education adopts Robert's Rules of Order as the official parliamentary procedure manual to be used as guidance to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians.

**I. Adopt existing Curricula and Textbooks**

**BE IT RESOLVED**, in compliance with N.J.S.A. 18A:33-1 and 18A:35 that the Franklin Township Board of Education confirms the adoption of the existing textbooks and curricula resources in the district's schools and that no course of study shall be altered except by the recorded roll call majority vote of the full membership of the board of education of the District.

**J. Petty Cash Accounts**

**BE IT RESOLVED**, that the Franklin Township Board of Education hereby authorizes the School Business Administrator/Board Secretary to establish the following petty cash fund account for the district in the amount of \$200.00 in accordance with N.J.S.A.18A:19-13 and N.J.A.C. 6A:23-2.9.

**BE IT FURTHER RESOLVED**, that any receipt being reimbursed through the petty cash fund cannot exceed the maximum single expenditure limit which the Board sets at \$75.00 and that the signatories of the petty cash fund fully comply with the requirements within the District's Policy #3451 Petty Cash.

**BE IT FURTHER RESOLVED**, that funds are to be used for emergencies, infrequent or small purchases not exceeding the maximum single expenditure limit \$75.00 and not to subvert the intent of the regular purchasing procedures or for routine expenditures.

**BE IT FURTHER RESOLVED**, that all unused petty cash funds will be returned to the depository prior to the end of the fiscal year in accordance with New Jersey state requirements.

**K. Authority for Budget Transfers, Designation of Claims Auditor and Payment of Bills**

**BE IT RESOLVED**, that the Franklin Township Board of Education hereby authorizes, pursuant to N.J.S.A. 18A:22-8.1, the Superintendent to approve line item transfers as necessary between board 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; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary or designee, be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2, to direct pre-payment of claims for payroll, fixed charges and any other claim or demand which would be in the best interests of the Board to pay promptly.

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary may approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. and that such warrants shall be presented to the Board at the next regular business meeting for ratification.

**L. Approves Annual Designations**

**BE IT RESOLVED**, that the Franklin Township Board of Education hereby approves/affirms the following annual designations:

Section 504 Compliance Officer	Supervisor of Special Services
Affirmative Action/Equity Officer	Superintendent of Schools
AHERA Coordinator	Supervisor of Building & Grounds
Anti-Bullying Coordinator	Principal
Anti-Bullying Specialist	Guidance Counselor
Attendance Officer	Principal
Custodian of Records	School Business Administrator
Homeless Liaison	Supervisor of Special Services
Indoor Air Quality Officer	Supervisor of Building & Grounds
Integrated Pest Management Coordinator	Supervisor of Building & Grounds
Public Agency Compliance Officer	School Business Administrator
Right to Know Officer	Supervisor of Building & Grounds

Safety Officer	Superintendent of Schools
School Safety Specialist	Technology Coordinator
Treasurer	Patricia Martucci
Title IX Coordinator	Supervisor of Special Services
Substance Abuse Coordinator	Supervisor of Special Services
Chemical Hygiene Officer	Supervisor of Building & Grounds
Asbestos Management & PEOSH Officer	Supervisor of Building & Grounds
American Disabilities Act Officer	Supervisor of Special Services
Flexible Spending Administrator	WEX
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Brown and Brown
General Liabilities Insurance Broker	CBIZ
School Physician	Dr. Ronald Frank
Wellness Committee Coordinator	Supervisor of Special Services

ESEA/ESSA Grant Manager	Supervisor of Curriculum & Instruction
IDEA & Nonpublic Grant Manager	Supervisor of Special Services
EFT Initiator	School Business Administrator
EFT Approver	Superintendent of Schools
EFT Activity Report Reviewer	Treasurer
Schools Health Insurance Fund Commissioner	School Business Administrator

**M. Uniform Minimum Chart of Accounts**

**BE IT RESOLVED**, that the Franklin Township Board of Education authorize the use and level of accounts from the Uniform Minimum Chart of Accounts for New Jersey Public Schools to be used for reporting purposes.

**N. Tax Sheltered Annuity Companies**

**BE IT RESOLVED**, that the Franklin Township Board of Education hereby designates the following companies to provide 403B and 457B Tax Sheltered Annuity services:

- VALIC Financial Advisors
- Lincoln National Corporation
- AXA Equitable
- GWN Securities (Syracusa)

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education restricts any other Tax Sheltered Annuity Companies from entering the District without this board's consent and board action.

**O. Appointment of District Purchasing Agent**

**WHEREAS**, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

**WHEREAS**, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold of \$44,000 may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

**WHEREAS**, 18A:18A-37 c. provides that all contracts that are in the aggregate less than 15% of the bid threshold of \$6,600 may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Franklin Township Board of Education, pursuant to the statutes cited above hereby appoints the School Business Administrator/Board Secretary, Mr. Mark Kramer, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Franklin Township Board of Education; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary, Mr. Mark Kramer is hereby authorized to award contracts on behalf of the Franklin Township Board of Education that are in the aggregate less than 15% of the bid threshold of \$6,600 without soliciting competitive quotations; and

**BE IT FURTHER RESOLVED**, that the School Business Administrator/Board Secretary, Mr. Mark Kramer is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on

behalf of the Franklin Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold of \$6,600 but are less than the bid threshold of \$44,000.

**P. Use of State Contracts**

**BE IT RESOLVED**, that the Franklin Township Board of Education hereby approves the use of State Contracts per Title 18A:18A-10 which provides that, “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

**WHEREAS**, the Franklin Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts; and

**WHEREAS**, the Franklin Township School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year;

**NOW THEREFORE BE IT RESOLVED**, that The Franklin Township School District does hereby authorize the District’s Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

**Q. Permitted Student Records**

**BE IT RESOLVED**, that the Franklin Township Board of Education, in compliance with N.J.A.C. 6A:32-7.3, acknowledges the following language on student records:

- Mandated student records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3; and
- Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student’s educational welfare; and
- The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 5125, which should list such permitted records.

**R. Grant Application and Report Submission**

**WHEREAS**, prompt submission of grant applications, as well as, various financial reports relating to the grants is often time sensitive; and

**WHEREAS**, the District might lose an opportunity to apply for grants or file mandated reports in between board meetings; and

**WHEREAS**, it is in the Districts' best interest to submit grant applications, as well as, the various financial reports to avoid losing an opportunity for receipt of the funding;

**NOW, THEREFORE, BE IT RESOLVED**, that the Superintendent of Schools and the School Business Administrator/Board Secretary are authorized to sign grant applications, as well as, various financial reports between Board meetings; and

**BE IT FURTHER RESOLVED**, that all grant applications, as well as, various financial reports relating to the grants will continue to be reviewed by the grant manager or other appropriate district staff, the respective committees of the Board if applicable and subsequently ratified by the Board.

**S. Approve and Grant Authorization to the Following Positions to Request Legal Services BE IT RESOLVED**, that the Franklin Township Board of Education authorizes the following positions to request legal services from the district’s legal counsel on matters pertaining to the Franklin Township Board of Education:

- Board President
- Superintendent

- School Business Administrator/Board Secretary
- Director of Special Services

**T. Approve Membership in the New Jersey School Board Association and the Hunterdon County School Board Association**

**RESOLVED**, that the Franklin Township Board of Education approves membership through June 30, 2026 in the New Jersey School Boards Association and the Hunterdon County School Boards Association.

**U. Travel Limitation for Regular Business Travel**

**WHEREAS**, P.L. 2007, Chapter 53, approved March 15, 2007, requires that school district travel expenditures include, but are not limited to, all costs for transportation, meals, lodging and registration or conference fees to and from the travel event; and

**WHEREAS**, P.L. 2007, Chapter 53, requires school district travel expenditures to include costs for all required training and all travel authorized in existing school district employee contracts and school board policies, including but not limited to professional development and other staff training, required training for new school board members, and attendance at specific conferences, authorized in existing employee contracts;

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin Township Board of Education establishes by resolution a maximum travel expenditure amount of \$35,000 for all funds including federal funds through fiscal year ending June 30, 2026; and

**BE IT FURTHER RESOLVED**, that pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b), an annual maximum amount per employee will not exceed \$1,500 for regular business travel only, for which prior Board approval is not required.

**V. Authorize Cooperative Purchasing Agreements with Other LEA's**

**WHEREAS**, the Franklin Township Board of Education authorizes administration to enter into cooperative pricing agreements with:

- Educational Services Commission of New Jersey (ESCNJ)
- Educational Services Commission of Morris County
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- The Hunterdon County Educational Services Commission

**WHEREAS**, these agencies conduct a certain function relating to the purchase of work materials and supplies for their respective jurisdictions; and

**WHEREAS**, the Franklin Township Board of Education encourages the use of shared services through State approved cooperative entities; encourages open public bidding for goods and services; recognizes the need for obtaining the most competitive and responsive bid for goods and/or services; and

**WHEREAS**, the agencies are cooperative pricing systems which allow participating governmental and municipal agencies to reduce the cost of purchased goods by leveraging their combined purchasing power at no cost; and

**WHEREAS**, this resolution shall be known and may be cited as the Cooperative Pricing resolution of the Franklin Township Board of Education; and

**WHEREAS**, the agencies entering into contracts on behalf of the Franklin Township Board of Education shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J. S. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, pursuant to the provisions of N.J.S.A.-40A:11-11(5) the Franklin Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the listed agencies for the purchase of work materials and supplies, as needed;

**THEREFORE, BE IT RESOLVED**, that the Franklin Township Board of Education affirms that the Purchasing Agent is hereby authorized to enter into a cooperative pricing agreement with the following agencies for the purchase of work materials, supplies and services as needed:

- Educational Services Commission of New Jersey (ESCNJ)
- Educational Services Commission of Morris County
- Morris County Cooperative Council
- PEPPM Technology Bidding and Purchasing Program
- Somerset County Cooperative Pricing System
- Sussex County Regional Cooperative
- The Hunterdon County Educational Services Commission

**W. Authorization of Payroll Management**

**RESOLVED**, that the Franklin Township Board of Education gives authorization to the School Business Administrator/Board Secretary to transfer funds from the general bank account to the payroll bank account and payroll agency account, as needed to provide for payment of payrolls and legal obligations in connection herewith, and to disburse funds from the net payroll and agency accounts to and on behalf of employees, all in a manner consistent with law and the contractual obligations between the Board and its employees; and

**BE IT FURTHER RESOLVED**, that the Board President, Superintendent and School Business Administrator/Board Secretary shall certify each payroll as required by law.

**X. Authorizing Use of a Continuing Disclosure Agent Services & Independent Registered Municipal Advisor of Record**

**WHEREAS**, in order to ensure compliance with various Continuing Disclosure Agreements executed in conjunction with the district's issuance of bonds, the district must codify the requirements stipulated in those various Continuing Disclosure Agreements and compare those requirements with the filings, and correct any deficiencies; and

**WHEREAS**, Phoenix Advisors, LLC provides such continuing disclosure services and additionally is an independent registered principal advisor under the SEC regulations; and

**WHEREAS**, Phoenix Advisors, LLC designated as the district's Independent Registered Municipal Advisor and they will be available to answer general questions concerning outstanding debt issues, market conditions, and they will provide preliminary review of financing proposals, and prepare preliminary project analysis;

**THEREFORE, BE IT RESOLVED**, that the Franklin Township Board of Education designates the Phoenix Advisors, LLC as the district's Continuing Disclosure Agent and as the Independent Registered Municipal Advisor.

**Y. Mandatory Direct Deposit**

**WHEREAS**, the New Jersey State Legislature has authorized P.L. 2013, Chapter 28, a bill concerning the direct deposit of net pay for school district employees in the banking institution of their choice; and

**WHEREAS**, in accordance with P.L. 2013, Chapter 28, if a board provides for such direct deposit, compliance by an employee shall be mandatory; and

**WHEREAS**, the board is authorized to grant an exemption for seasonal, temporary, etc. employees with prior approval by the Superintendent, as the board may deem necessary;

**NOW THEREFORE BE IT RESOLVED**, in compliance with P.L. 2013, Chapter 28, the net pay for all full and part time regular employees of the Franklin Township Board of Education which includes payments for annual contracts, extended school year, stipends and health benefit waivers shall be directly deposited from

Citizens Bank, into the banking institution of the employee’s choice; and

**BE IT FURTHER RESOLVED**, that exemptions from the direct deposit requirement are granted for substitutes, summer seasonal workers and extreme circumstances with the approval of the Superintendent of Schools.

**Z. Special Education**

**BE IT RESOLVED**, that the Franklin Township Board of Education approve the attendance, tuition, tuition contracts and the transportation necessary, as recommended by the Superintendent of Schools, to provide an appropriate educational program at public, private or appropriate educational program at public, private or residential schools for students classified as handicapped by the district’s Child Study Team in accordance with Title 18A, Chapter 46, N.J.S.A.

**AA. Personnel Appointments, Transfers, Removals, Renewals and Non-Renewals**

**WHEREAS**, N.J.S.A. 18A:27-4.1 governs the appointment, transfer, removal, renewal and non-renewal of all certified and certain non-certified personnel; and

**WHEREAS**, it is in the District's best interests to effectuate the prompt employment of staff in certain programs;

**NOW, THEREFORE BE IT RESOLVED**, that the Superintendent of Schools is authorized to make critical employment decisions between board meetings which the Franklin Township Board of Education shall ratify at the next subsequent board meeting; and

**BE IT FURTHER RESOLVED**, the Board President, Board Secretary, and Board Counsel are hereby authorized to execute any and all documents and to take any and all actions necessary to complete and realize the intent and purpose of this resolution.

**MOTION to amend X.F to include Monday, July 21, 2024 by Mrs. Luciano, seconded by Mrs. Frondorf.**

**Voice vote to amend X.F to include Monday, July 21, 2024**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

**Roll Call Vote on Action Item X.A through X.AA as amended:**

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mr. Metz	X			
Mr. Naughton	X* except on items C, L, N, Q, V, X		X* on items C, L, N, Q, V, X	

Totals:	7*	0	1*	0
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**Motion Passes**

**XI. Appointment of Delegates and Representatives**

**Resolved**, to appoint the following delegates/representatives:

**A. Hunterdon County Educational Services Commission**

- a. Delegate Mr. Giordano      b. Alternate Mr. Naughton

**B. Hunterdon County School Boards Association**

- a. Delegate Mrs. Cummins      b. Alternate Mrs. Frondorf

**C. New Jersey School Boards Association**

- a. Delegate Mrs. Licwinko      b. Alternate Mr. Giordano

**D. Township Committee Liaison**

- a. Delegate Mr. Metz      b. Alternate Mr. Naughton

**Motion to approve action items XI.**

**Motioned by Mrs. Luciano, seconded by Mr. Giordano**

**Voice vote on action item XI.**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

**XII. Committee Assignments by Board President**

Board President establishes the following committees and the committee chairpersons:

	<b>Chairperson</b>	<b>Member 1</b>	<b>Member 2</b>
Negotiations	Mrs. Luciano	Mrs. Frondorf	Mr. Giordano
Personnel & Policy	Mrs. Cummins	Mrs. Frondorf	Mr. Naughton

Facilities & Finance	Mrs. Licwinko	Mr. Naughton	Mr. Metz
Curriculum & Education	Mr. Giordano	Mrs. Cummins	Mrs. Luciano

**XIII. NOTEWORTHY DATES**

Next board meeting is January 21, 2025.

**XIV. Adjournment**

**Motion to Adjourn by Mr. Giordano, seconded by Mrs. Cummins at 7:26 PM.**

**Voice vote on action item XIV.**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

Respectfully submitted,

Mark Kramer  
Board Secretary