

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



REGULAR MEETING AGENDA
January 22, 2024

For the Regular Meeting of the Franklin Township Board of Education
Monday, January 22, 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 _____
Mr. Craig Metz _____ Mrs. Allison Luciano - VP _____ Mr. James Giordano - Pres. _____

V. PRESENTATION - None

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:

- November 13, 2023 Regular Meeting Minutes
- November 13, 2023 Executive Meeting Minutes
- January 3, 2024 Organization 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 – 2023-2024

Type of Drill	Date
Fire Drill	7/20/23
Security Drill - Communication System Test	7/31/23
Fire Drill	8/30/23
Security Drill - Hold in Place	8/31/23
Security Drill - Shelter in Place	9/13/23
Security Drill - Secure	9/15/23
Fire Drill	9/28/23
Fire Drill	10/23/23
Security Drill- Active Shooter	10/30/23
Bus Evacuation Drill	11/7/23
Security Drill - Hold in Place	11/7/23
Fire Drill	11/30/23
Security Drill- Shelter in Place	12/7/23
Fire Drill	12/21/23

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. AD HOC (Board Goals, Supt Goals/Personnel)/STRATEGIC PLANNING – Mrs. Luciano*, Mrs. Frondorf, Mr. Giordano

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

- A. Acceptance of the November 2023 Financial Reports and December 2023 Financial Reports
- B. Approval of Budget Transfers for November 2023 and December 2023
- C. Approval of November 2023 Bills List and December 2023 Bills List
- D. Approval of Use of Facilities
- E. Approval of Accounting and Auditing Services for the June 30, 2024 Fiscal Year End

A. Acceptance of the November and December 2023 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 November 30, 2023 and December 31, 2023 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

NOW, THEREFORE BE IT RESOLVED, the Franklin Township Board of Education acknowledges receipt of and accepts the Board Secretary's and Treasurer's Reports for the month ending November 30, 2023 and December 31, 2023; 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 November and December 2023

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 November 2023 and December 2023 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 November and December in fiscal year 2023-2024, approved by the Superintendent, so that no budgetary line-item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations, as requested by various district administrators.

C. Approval of November 2023 and December 2023 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 November 2023 and December 2023 are being presented to the board with the recommendation that they be ratified, approved and paid; and

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

NOW, THEREFORE BE IT RESOLVED, that the Franklin Township Board of Education approves the list of bills for payment in the grand sum of \$975,991.04 for November 2023 and \$836,984.86 for December 2023; 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. Approve the Use of Facilities

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

Name of Group	Purpose	Location	Days/Dates	Time
FTS STEM	StarLab Planetarium	Theater or Library	January 29 through February 2, 2024	During the School Day
Hunterdon County Cultural & Heritage Commission	Art Goes To School - Art appreciation program	Classrooms	February 5,7,8 & 9 2024	During the School Day
PTA Class of 2025	Q Crew BBQ Fundraiser	Parking Lot	December 15, 2023	4-5PM
FTS PTA	Staff vs. 8th Grade Volleyball Game	Gym / APR	March 15, 2024	4-10 PM
FTS PTA	Middle School Dance	Gym/ APR	February 23, 2024	4-10 PM
FTS PTA	6th Grade Candy Fundraiser	Library	March 22, 2024	4-6 PM
FTS PTA	Snowflake Ball	Gym/Cafeteria	February 16, 2024	3:30-9 PM

E. Approval of Accounting and Auditing Services for the June 30, 2024 Fiscal Year End

WHEREAS, there exists a need in the Franklin Township School District to have an external audit conducted by a Certified Public Accountant; and

WHEREAS, contracts for said services may be awarded without competitive bidding as a “professional service” in accordance with N.J.S.A. 18A:18A-2(h) and 18A:18A-5(a)(i) of the Public School Contracts Law because the contract is for a service performed by persons authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study; and

NOW, THEREFORE, BE IT RESOLVED, that the Franklin Township Board of Education hereby awards a contract to BKC, CPA’s, PC, to conduct the audit for the fiscal year ending June 30, 2024 for a flat fee of \$20,500 plus additional services as needed in accordance with the fee schedule based on the responsibility of the staff assigned.

BE IT FURTHER RESOLVED, the Board President and School Business Administrator/Board Secretary, 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.

BE IT FURTHER RESOLVED, the Board Secretary, or his designee, shall publish notice of this action as required by N.J.S.A. 18A:18A-5.a(1).

MOTION by _____, **seconded** by _____ **to approve action items XII. A through E.**

Discussion:

Board of Education Roll Call Vote on Action Items A through E.

Roll Call Vote:

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

**XIII. CURRICULUM AND EDUCATION - Mrs. Luciano*, Mrs. Frondorf, Mrs. Cummins
MOTION by _____, seconded by _____ to approve action items XIII. A through H.**

A. Contract - Dearey Therapy Services LLC

BE IT RESOLVED that the Franklin Township Board of Education, upon recommendation of the Superintendent, approves the agreement between Dearey Therapy Services, LLC and the Franklin Township School District to provide occupational therapy services including professional development of approximately 90 hours at an hourly rate of \$110/hour, not to exceed \$10,000.

B. Tutorfly

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approves the agreement between Tutorfly and the Franklin Township School District for tutoring services beginning January 2024 through May 2024 at a cost not to exceed \$28,000, paid for by the High Impact Tutoring Grant.

C. Approval of Field Trips

Grade	Destination	Date
8th Grade	North Hunterdon	January 9, 2024
Kindergarten	RV Nash Theatre	April 19, 2024
6th Grade	YMCA Camp Bernie	May 16, 2024
MD Program	South Branch Emergency Services	January 24, 2024
7th Grade	Museum of Natural History	May 23, 2024
3rd Grade	Camden Aquarium	May 13, 2024
5th Grade	Echo Hill Park	May 29, 2024

D. Shared Services Agreement- Union Township School District

BE IT RESOLVED that the Franklin Township Board of Education, upon recommendation of the Superintendent of Schools, approve the School Personnel Contracted Services agreement between the Union Township Board of Education and the Franklin Township Board of Education for the period of July 1, 2023 through June 30, 2024 for the following services and costs:

Supervisor of Special Services – Not to exceed \$96,886.08
 LDTC – Not to exceed \$21,877.00
 Social Worker – Not to exceed \$21,877.00
 Curriculum Supervisor – Not to exceed \$70,872.36
 Business Office Clerk, Transportation – Not to exceed \$5,651.63
 Substitute Nurses – @ \$200 per day
 Substitute Teachers – Union to Franklin \$110 per day
 Substitute Teachers - Union to Franklin – Permanent - \$135 per day
 Substitute Teachers - Franklin to Union \$135 per day
 School Psychologist – @ \$40.27 per hour
 Credit Recovery Teacher – @ \$42.02 per hour not to exceed \$840.40
 CST Secretary – Not to exceed \$15,579.36

E. Donation - Floss Boss

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

F. 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, approve 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 2024-2025 school year, due to the district projecting an enrollment of less than 40 Medicaid eligible students per the October 15, 2023 ASSA report.

G. Approval of 2024-25 Calendar

BE IT RESOLVED that the Franklin Township Board of Education, upon recommendation of the Superintendent, approve the annual school calendar Version ___ for the 2024-2025 school year.

Discussion:

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

Roll Call Vote:

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

XIV. POLICY - Mrs. Frondorf*, Mrs. Licwinko, Mrs. Cummins
MOTION by _____, seconded by _____ to approve action items XIV. A through E.

Action Items

- A. Revision - Policy 5131.1 - Harassment, Intimidation and Bullying
- B. Revision - Policy 6142.2 English as a Second Language; Bilingual Programs
- C. Revision - Policy 5131.5 Vandalism/Violence

- D. Revision - Policy 5118 - Nonresidents
- E. Adopt- Policy 4151.1/4251.1 Sick Leave - First Reading

Discussion:

Board of Education Roll Call Vote on Action Items A through E.

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

XV. EXECUTIVE SESSION

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

Voice Vote:

Yes	No	Abstain	Absent
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WHEREAS, the New Jersey Open Public Meetings Act authorizes a public body to exclude the public from that portion of a meeting at which the Board of Education discusses topics falling within certain specified exceptions to the requirement for open public meetings; (N.J.S.A. 10:4-13) and

WHEREAS, the Board of Education wishes to discuss matters that fall within one or more of the statutory exceptions to open public meetings;

NOW THEREFORE BE IT RESOLVED, pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Franklin Township Board of Education adjourn from public session and enter into executive session at this time to discuss confidential matters pertaining to personnel agenda items and Board candidate interviews; and

BE IT FURTHER RESOLVED, that Franklin Township Board of Education expects to reconvene into public session in approximately 45 minutes and action may be taken.

BE IT FURTHER RESOLVED, that the matters discussed in executive session should be made public as soon as the need for confidentiality no longer exists; and

BE IT RESOLVED to return to Open Public Session at _____pm.

MOTION by _____, seconded by _____ for the Board to reconvene public session.

Voice Vote:

Yes	No	Abstain	Absent
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XVI. PERSONNEL - Mrs. Frondorf*, Mrs. Cummins, Mrs. Licwinko

MOTION by _____, seconded by _____ to approve action items XVII. A through L.

A. Appointment - School Nurse

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Ms. Gretchen Michelet as the School Nurse for the 23-24 school year effective January 16th, 2024 through June 30, 2024 at an annual salary of \$80,000, prorated, pending fingerprints, certification, background check and health exam.

B. Appointment - MD Classroom Paraprofessional

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Caitlyn Sullivan as a MD Paraprofessional the 23-24 school year effective December 4th, 2023 through June 30, 2024 at an annual salary of \$36,409.50, prorated, pending fingerprints, certification, background check and health exam.

C. Appointment - MD Classroom Paraprofessional

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Sidney Slack as a MD Paraprofessional the 23-24 school year effective February 5, 2024 through June 30, 2024 at an annual salary of \$36,409.50, prorated, pending fingerprints, certification, background check and health exam.

D. 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
2/8/24	Kristen Andreychak	NJPSA/FEA Best Practices in Gifted and Talented Education Programming	\$75	N/A Virtual	\$75
2/22-2/23/24	Emily Kastner	New Jersey Music Educators Association Annual State Conference	\$195.00	\$81	\$276
2/6/24	Melody Groben	Language Disorders vs. Language Differences for ELLs Bureau of Education and Research	\$279	N/A Virtual	\$279
3/17-3/20/24	Jim Schwar	NJSBGA 2024 Expo Conference	\$325	\$500	\$825
1/25/24	Laura Sretenovic	NJ District Test and Technology Coordinator Training	\$0	\$75	\$75

E. Appointment - Fifth Grade Leave Replacement

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve Amanda Sharp as a Fifth Grade Leave Replacement, effective January 23, 2024 through June 5, 2024, at a per diem rate of \$200, pending fingerprints, certification, background check and health exam.

F. Appointment - Preschool Classroom Paraprofessional

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Preetika Gupta as a Preschool Classroom Paraprofessional the 23-24 school year effective January 2nd, 2024 through June 30, 2024 at an annual

salary of \$31,725, prorated, pending fingerprints, certification, background check and health exam.

G. Approve Substitute Teachers

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

Cynthia DePillo	Caroline Kirk
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H. Transfer - Preschool Classroom Teacher

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, transfer Karen Schultz from Special Education Resource Room/ Elementary Teacher to Preschool Teacher for the 23-24 school year effective January 2nd, 2024.

I. Appointment - Special Education Teacher

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Chelsea Hill as a Special Education Resource Room/Elementary inclusion teacher for the 23-24 school year effective January 2nd, 2024 through June 30, 2024 at an annual salary of \$60,646.27, prorated, pending fingerprints, certification, background check and health exam.

J. Appointment Elementary School Teacher - Tenure Track

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Ross Leebaw as an Elementary School Teacher for the 23-24 school year effective February 1, 2024 through June 30, 2024 at an annual salary of \$58,555.06, prorated, pending fingerprints, certification, background check and health exam.

K. New Teacher Mentor

BE IT RESOLVED, upon the Superintendent’s recommendation, that the Franklin Township Board of Education approve Susan Rainaldi to serve as a mentor to Ross Leebaw for 2023-2024, as per the QEA agreement.

L. Approve Employment Contract Addendums

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Franklin Township Board of Education approves the following Employment Contract Addendums:

Paraprofessionals

Discussion:

Board of Education Roll Call Vote on Action Items A through L.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Cummins				
Mrs. Frondorf				
Mr. Giordano				
Mrs. Licwinko				
Mrs. Luciano				
Mr. Metz				
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. Filling Board Vacancy for the Term Expiring at the Organization Meeting of January 2025

Motion to nominate _____ by _____, seconded by _____.

Discussion:

Board of Education Roll Call Vote on Action Item A.

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

XXI. NOTEWORTHY DATES

Next meeting is February 20, 2024
 NJSBA County Meeting is January 25, 2024 - [Virtual](#)

XXII. ADJOURNMENT

MOTION TO ADJOURN by _____, seconded by _____.

Voice Vote:

Yes	No	Abstain	Absent
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