



**SPECIAL MEETING AGENDA  
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**

**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 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**

Mrs. Colleen Cummins \_\_\_\_\_ Mrs. Shana Frondorf \_\_\_\_\_ Mr. James Giordano \_\_\_\_\_ Mrs. Allison Luciano \_\_\_\_\_  
Mr. Craig Metz \_\_\_\_\_ Mr. Matt Naughton \_\_\_\_\_ Mrs. Caroline Licwinko \_\_\_\_\_

**V. PRESENTATION**

- Discussion on the 2025-2026 Tentative School Budget

**VI. 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's 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.

**VII. Adoption of the 2025-2026 Tentative Budget**

**MOTION by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve action item VII A. or 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
<b>2025-2026 Total Expenditures</b>	\$ 9,348,032	\$ 951,378	\$ 184,600	\$ 10,484,010
<b>Less: Anticipated Revenues and Sources</b>	\$ 1,995,856	\$ 951,378	\$ 60,266	\$ 3,007,500
<b>Taxes to be Raised</b>	\$ 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
<b>2025-2026 Total Expenditures</b>	<b>\$ 9,471,068</b>	<b>\$ 951,378</b>	<b>\$ 184,600</b>	<b>\$ 10,607,046</b>
<b>Less: Anticipated Revenues and Sources</b>	<b>\$ 1,995,856</b>	<b>\$ 951,378</b>	<b>\$ 60,266</b>	<b>\$ 3,007,500</b>
<b>Taxes to be Raised</b>	<b>\$ 7,475,212</b>	<b>\$ -</b>	<b>\$ 124,334</b>	<b>\$ 7,599,546</b>

**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

**Discussion:**

**Roll Call Vote on Action Items VII A. or B.**

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

Totals:				
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**VIII. PERSONNEL**

**MOTION by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve action items XIV. A through D.**

- 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.

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent’s Office for emergent hiring; and
2. Disclosure and review of applicants’ employment history within the statutory time period, including but not limited to compliance with and satisfactory results under N.J.A.C. 18A:7.6 7.13; and
3. Valid certification appropriate for his/her employment or assignment in New Jersey; and
4. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

**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

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent’s Office for emergent hiring; and
2. Disclosure and review of applicants’ employment history within the statutory time period, including but not limited to compliance with and satisfactory results under N.J.A.C. 18A:7.6 7.13; and
3. Valid certification appropriate for his/her employment or assignment in New Jersey; and
4. A medical examination including satisfactory results of the Mantoux tuberculin skin test. \

**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.

Note: Appointment of new personnel to the District is provisional subject to:

1. Authorization from the State Department regarding a criminal background check and/or authorization from the Bergen County Superintendent’s Office for emergent hiring; and
2. Disclosure and review of applicants’ employment history within the statutory time period, including but not limited to compliance with and satisfactory results under N.J.A.C. 18A:7.6 7.13; and
3. Valid certification appropriate for his/her employment or assignment in New Jersey; and
4. A medical examination including satisfactory results of the Mantoux tuberculin skin test.

**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.

**Discussion:**

**Roll Call Vote on Action Items VII A. through D.**

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

**XX. 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’s 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.*

**XXIII. NOTEWORTHY DATES**

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

**XXIV. ADJOURNMENT**

**MOTION TO ADJOURN** by \_\_\_\_\_, seconded by \_\_\_\_\_ at \_\_\_\_\_ PM.

**Voice Vote:**

Yes	No	Abstain	Absent
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