

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



REGULAR MEETING MINUTES
October 16, 2023

For the Regular Meeting of the Franklin Township Board of Education
Monday, October 16, 2023 at 6:30 p.m. in the Franklin School Multipurpose Room

- I. **CALL TO ORDER** - Mrs. Sutton called the meeting to order at 6:31 PM.
- II. **PLEDGE OF ALLEGIANCE** - Mrs. Sutton led all assembled in the Flag Salute.
- III. **STATEMENT OF ADEQUATE NOTICE**: - Mrs. Sutton 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 January 12, 2023.
- IV. **ROLL CALL** - Mr. Kramer called the roll and declared a quorum was present.

Present:	Mrs. Karen Sutton, President Mrs. Allison Luciano, Vice President Mr. Ronald Falcon Mrs. Shana Frondorf Mr. James Giordano Mrs. Caroline Licwinko	Absent:	Mrs. Erin Tomasini
		Also Present:	Dr. Nicholas Diaz Mr. Mark Kramer

- V. **PRESENTATION**
 - **Acknowledgement of Recently Tenured Staff** - Dr. Diaz introduced and Dr. Gooditis recognized Ms. Alyssa Zollinger
 - **NJSLA Results** – Mrs. LoPiccolo presented
 - **G&T Program (STRETCH) Overview** – Mrs. LoPiccolo presented
 - **Special Education Program Overview** – Mrs. Marchese presented

- VI. **MINUTES**
 - Motioned by Mrs. Luciano, seconded by Mrs. Licwinko 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:

September 19, 2023 [Regular Meeting Minutes](#)
September 19, 2023 [Executive Meeting Minutes](#)

Voice Vote:

Yes	No	Abstain	Absent
6	0	0	1

- VII. **CORRESPONDENCE** - There were no correspondences.

VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT – Mr. Kramer reported on the following:

- Status of the referendum.
- Status of the construction in the theater.
- The progress of the 2024/2025 budget.
- Staff training account code and purchasing.
- Solar panels.
- Reviewed the resolutions under section XII Finance and Facilities XII A through J.

IX. SUPERINTENDENT REPORT - Dr. Nicholas Diaz

- Updated the board on the cross-district committee.
- The continuation of linking with leadership series.

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

X. PUBLIC COMMENTS - Agenda Items Only

- No one from the public made any comments.

XI. AD HOC (Board Goals, Supt Goals/Personnel)/STRATEGIC PLANNING – Mrs. Luciano, Mrs. Tomasini, Mrs. Frondorf

- No updates.

XII. FINANCE AND FACILITIES- Mrs. Sutton, Mr. Falcon, Mr. Giordano

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action items XII. A through J.
 - A. Acceptance of the [August 2023 Financial Reports](#)
 - B. Approval of [September Transfers 2023](#)
 - C. Approval of [September Bills Lists](#)
 - D. Approval of Use of Facilities September 2023
 - E. Approve Disposal of Piano
 - F. Approval of [3- Year Comprehensive Maintenance Plan 23-24](#)
 - G. Threat Assessment Team - Additional Members
 - H. Approval to Submit to the New Jersey Department of Education the [Amended Long-Range Facility Plan](#)
 - I. Approve a Contracted Service Agreement for Services to Assist with the Extraordinary Aid Application
 - J. Appointment of the District’s Broker of Record Risk Management Consultant

A. Acceptance of the August 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 August 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 August 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 September 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 September 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 September 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 September Bills

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 September 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 \$826,459.42 for September 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 PTA	Q-Crew Distribution - 7th Grade Fundraiser	Parking Lot	10/20/23	4-6 PM
FTS PTA	Philly Pretzel Distribution- 6th Grade Fundraiser	Cafeteria	11/8, 1/24, 3/14, 6/3	2-3 PM
FTS PTA	Snowflake Ball	Cafeteria	1/19/24	1 - 9 PM
Trina Lahman	Foundations Parent Information Session	Library	11/2/23	4-7 PM

E. Approve Disposal of Piano

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the disposal of the Stark Oir Coustic Tone piano, which has been determined to have no value, inventory tag number 000072.

F. Approval of the 3-Year Comprehensive Maintenance Plan

WHEREAS, the Department of Education requires New Jersey school districts to annually submit a Three- Year Maintenance Plan documenting the required maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed on the November 15, 2023 Three- Year Maintenance Plan and worksheet for the Franklin Township Elementary School of the Franklin Township School District are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their systems warranties valid; and

WHEREAS, specific proposed expenditures will be subject to the compliance of New Jersey’s purchasing requirements prior to the commitment of any funds;

NOW THEREFORE BE IT RESOLVED, that the Franklin Township School District hereby authorize the School Business Administrator/Board Secretary to submit the Three- Year Comprehensive Maintenance Plan and worksheet for the Franklin Township Board of Education in compliance with Department of Education requirements.

G. Additional Threat Assessment Team Members

BE IT RESOLVED, upon recommendation of the Superintendent, to approve the following members for the 23-24 Threat Assessment Team.

Required Staff Member
School Counselor
Teaching Staff Member
Administrator
School Liaison to Law Enforcement
School Safety Specialist
Technology Specialist

H. Approval to Submit to the New Jersey Department of Education the Amended Long-Range Facility Plan

BE IT RESOLVED, upon the recommendation of the Superintendent, that the Franklin Township Board of Education, in accordance with the requirements of Section 6A:26-2.3(c) of the New Jersey Administrative Code, approves the amendments to the Long Range Facilities Plan, as necessary, to reflect the district’s current projects and approves the submission of any such amendments to the New Jersey Department of Education.

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.

I. Approve a Contracted Service Agreement for Services to Assist with the Extraordinary Aid Application

BE IT RESOLVED, to approve a contracted service agreement for the 2023/2024 school year between Alexa Ingram and the Franklin Township Board of Education for support services for the Extraordinary aid application process at an hourly rate of \$100 not to exceed \$3,000.

J. Appointment of the District’s Broker of Record Risk Management Consultant

BE IT RESOLVED, that the Franklin Township Board of Education hereby approve CBIZ Insurance Services, Inc. as its Broker of Record Risk Management Consultant for its Property and Casualty and Student Accident insurance programs.

BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary is authorized to execute a Broker of Record appointment letter authorizing CBIZ Insurance Services Inc. to act as its Broker for the aforementioned insurance coverages including all insurance coverage through the School Alliance Insurance Fund program.

BE IT FURTHER RESOLVED, that the appointment of CBIZ Insurance Services is made pursuant to N.J.S.A. 18A:18A-5, N.J.S.A. 18A:18A-5(a)(2) and N.J.S.A. 18A:18A-5(a)(10) Extraordinary Unspecified Services wherein the Board of Education is authorized to award a contract for insurance brokerage/consultant services by resolution at a public meeting.

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.

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

Name	Yes	No	Abstain	Absent
Mr. Falcon	X			
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mrs. Tomasini				X
Mrs. Sutton	X			
Totals:	6	0	0	1

XIII. CURRICULUM AND EDUCATION - Ms. Tomasini, Mrs. Luciano, Mrs. Licwinko

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action items XIII. A through D.

A. DREAMS Program

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approves the District to participate in the [DREAMS](#) (Developing Resiliency with Engaging Approaches to Maximize Success) program for the 23-24 school year, at no cost to the District.

B. NJHS - Read for My School Fundraiser

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve NJHS to participate in the Read for My School Fundraiser beginning on approximately November 1, 2023.

C. Annual Nursing Services Plan

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approves the Nursing Services Plan for the 23-24 school year.

D. Tuition Contract - Regular School Year-Extraordinary Services - Amended

BE IT RESOLVED to amend the September 19, 2023 resolution:

BE IT RESOLVED, to approve a Special Education Tuition Contract Agreement for the Regular 2023-2024 school year between the Franklin Township Board of Education (sending) and the Newgrange School (receiving) for Student ID #9531008800 at \$58,361.12.

To read,

BE IT RESOLVED, to approve a Special Education Tuition Contract Agreement for the Regular 2023-2024 school year between the Franklin Township Board of Education (sending) and the Newgrange School (receiving) for Student ID #9531008800 at \$92,150.66.

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

Name	Yes	No	Abstain	Absent
Mr. Falcon	X			
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mrs. Tomasini				X
Mrs. Sutton	X			
Totals:	6	0	0	1

XIV. POLICY - Mrs. Tomasini, Mr. Falcon, Mrs. Frondorf

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action items XIV. A through E.

Action Items

- A. Adopt Policy 6151R- [Class Size](#) - First Reading
- B. Adopt Policy 5511- [Dress Code](#) - First Reading
- C. Abolish Policy 5145.7 - [Gender Identity and Expression](#)
- D. Abolish Policy [5141.10 Face Coverings](#)
- E. Abolish Policy [5141.11 Vaccination and Testing for Staff](#)

Information Only

- A. [Policy 5111](#) - Admission

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

Name	Yes	No	Abstain	Absent
Mr. Falcon	X			
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mrs. Tomasini				X
Mrs. Sutton	X			
Totals:	6	0	0	1

XV. NEGOTIATIONS – Mrs. Luciano, Mr. Giordano, Mrs. Licwinko

- There were no motions put forth at this time.

XVI. EXECUTIVE SESSION

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XVI at 7:39 PM.

Voice Vote:

Yes	No	Abstain	Absent
6	0	0	1

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, a personnel matter and legal matters; and

BE IT FURTHER RESOLVED, that Franklin Township Board of Education expects to reconvene into public session in approximately 30 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

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko for the board to reconvene into public session at 8:20 PM.

Voice Vote:

Yes	No	Abstain	Absent
6	0	0	1

XVII. PERSONNEL

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action items XVII A through M.

A. Approve Additional Hours for Homework Helper/Detention Monitor

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve additional shared hours for after school homework helper/detention monitor at the contracted rate, not to exceed 75 hours.

B. Approve Additional Staff to Serve as Homework Helper/Detention Monitor

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve additional personnel to serve as homework helper/ detention monitor, as needed.

Trina Lahman
Courtney Panerali
Susan Rainaldi
Harmony Stryker

C. 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
10/9/23	David Giantisco	ELA Articulation Meeting	\$0	\$0	\$0
10/9/23	Courtney Panerali	Math Articulation Meeting	\$0	\$0	\$0
10/17/23	Elizabeth Getty	Suicide and Risk Detection Training - Columbia Lighthouse Project	\$0	\$4.50	\$4.50
10/18/23	Dana Roberts	32nd Annual School Health Conference - NJ AAP	\$235	\$28	\$263
10/27/23	Lindsay Gooditis	Preschool Administrator Meeting	\$0	\$40	\$40
11/1/23	Kate Paquette	DREAMS - Nurtured Heart Approach Training	\$0	N/A-Virtual	\$0
11/1/23	Courtney Panerali	DREAMS - Nurtured Heart Approach Training	\$0	N/A- Virtual	\$0
11/1/23	Elizabeth Getty	DREAMS - Nurtured Heart Approach Training	\$0	N/A-Virtual	\$0
11/7/23	Trina Lahman	ELL - Bureau of Education and Research*	\$279	N/A	\$279
11/15/23	Elisabeth Alexander	Starlab Training - RVCC	\$175	\$18.71	\$194
11/29/23	Sara Fortunato	Wit and Wisdom Training	\$112	N/A-Virtual	\$112
12/4-12/8/23	Kate Paquette	DREAMS- Nurtured Heart Approach Training **	\$0	N/A-Virtual	\$0
12/4-12/8/23	Courtney Panerali	DREAMS- Nurtured Heart Approach Training **	\$0	N/A-Virtual	\$0
12/4-12/8/23	Elizabeth Getty	DREAMS- Nurtured Heart Approach Training **	\$0	N/A-Virtual	\$0
12/6/23	Dr. Lindsay Gooditis	Overview of Functional Contextual Thinking for School Mental Health	\$0	N/A - Virtual	\$0
12/8/23	Sara Fortunato	Wit and Wisdom Training	\$112	N/A -Virtual	\$112
4/12/24	Kristen Andreychak	NJAGC Conference for Gifted Education*	\$174	\$26	\$200
4/12/24	Tiffany Simone	NJAGC Conference for Gifted Education*	\$174	\$26	\$200

***To be Paid for by Title II - 20-271-200-500-080-000**

**** Only two out of three will attend**

D. Amend the September 19, 2023 resolution for approval of Full-time Evening Custodian

BE IT RESOLVED to amend the September 19, 2023 resolution:

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve Konnor Lippincott as a full-time evening custodian at an annual salary of \$40,000 pending fingerprints, background check and health exam.

To read:

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve Konnor Lippincott as a full-time evening custodian at an annual salary of \$40,000 (**pro-rated**), pending fingerprints, background check and health exam.

E. 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:

Full-Time Evening Custodian (amended)
Full-Time Evening Custodian

F. 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 at the rate of \$135.00 per day, pending fingerprints, background check and health exam.

Malgorzata Zmuda	Dominick Sanguiliano
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G. Acceptance of Resignation

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, accept with regret, the resignation of Dana Roberts, School Nurse, effective November 22, 2023.

H. Leave of Absence (Tenured) – Employee ID #10224

BE IT RESOLVED, that the Board, upon recommendation of the Superintendent, approve a request for paid (use of accrued sick time) Child Bearing Leave for Employee ID #10224, pursuant to Article XIII of the Agreement Between the Quakertown Education Association and the Franklin Township Board of Education, commencing on or about February 1, 2024 and terminating on or about June 5, 2024; and

BE IT FURTHER RESOLVED, to approve a request for 12 weeks of unpaid Child Rearing Leave under the New Jersey Family Leave Act, to run concurrently with provisions of the Family and Medical Leave Act (FMLA), commencing on or about March 4, 2024 and terminating on or about June 5, 2024.

I. Full Time Evening Custodian

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve Sean Hayes as a full-time evening custodian with an active Black Seal License at an annual salary of \$42,500 (pro-rated) pending fingerprints, background check and health exam.

J. 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.

K. Approval to Reimburse Custodians for Boiler Licenses and Boiler Renewals

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, reimburse district custodial staff for their cost of obtaining boiler licenses and the cost for boiler licenses renewals.

L. Approval to Reimburse Kim Schuler for Notary Renewal Fees

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, reimburse Kim Schuler for her cost to renew her Notary license in order for the district to have a notary to notarize official district documents.

M. Employment Contract Termination

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, terminate employment of employee ID #10157 effective October 10, 2023.

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

Name	Yes	No	Abstain	Absent
Mr. Falcon	X			
Mrs. Frondorf	X			
Mr. Giordano	X			
Mrs. Licwinko	X			
Mrs. Luciano	X			
Mrs. Tomasini				X
Mrs. Sutton	X			
Totals:	6	0	0	1

XVIII. BOARD MATTERS/NEW BUSINESS

A. Dr. Diaz discussed the administration’s interest in using Strauss Esmay as the district’s policy consultant.

XVIX. PUBLIC COMMENTS

- Board candidate for the North Hunterdon Voorhees Regional High School introduced himself.
- Mr. Witkowski commented on the referendum.
- Yvonne Sheppard, 13 Haddon Rd. spoke about the abolished policies.

XX. OTHER BUSINESS

- None

XXI. NOTEWORTHY DATES

Next board meeting will be on November 13, 2023.

XXII. ADJOURNMENT

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to adjourn the meeting at 8:37 PM.

Voice Vote:

Yes	No	Abstain	Absent
6	0	0	1

Respectfully submitted,

Mark Kramer
Board Secretary