



**REGULAR AND PUBLIC HEARING MEETING MINUTES**  
**December 16, 2024**

**For the Regular and Public Hearing Meeting of the Franklin Township Board of Education Monday, December 16, 2024  
at 6:30 p.m. in the Franklin Township Elementary School Multipurpose Room**

- I. **CALL TO ORDER** - Mr. Giordano called the meeting to order at 6:30 PM.
- II. **PLEDGE OF ALLEGIANCE** - Mr. Giordano led all assembled in the Flag Salute.
- III. **STATEMENT OF ADEQUATE NOTICE:** - Mr. Giordano read the following statements:  
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 and public hearing on the Superintendent of Schools contract 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 and December 4, 2024 for the public hearing.
- IV. **ROLL CALL**- Mr. Kramer called the roll and declared a quorum was present.

Present:	Mrs. Colleen Cummins – Arrived 6:33 PM	Absent:	
	Mrs. Shana Frondorf		
	Mr. James Giordano		
	Mrs. Caroline Licwinko	Also Present:	Dr. Joanne Calabro
	Mrs. Allison Luciano		Lindsay Gooditis
	Mr. Craig Metz		Mr. Mark Kramer
	Mr. Brett Palmer		

**V. PRESENTATION**

- Public Hearing - Revised Superintendent of Schools Contract
  - Modified the contract from three days a week to four days a week retroactive to October 1, 2024
  - Public Hearing Comments - None
- Lindsay Gooditis commented on Katherine Paquette receiving the Governor's Educator of the Year
  - Katherine Paquette provided a reply

**VI. BOARD ACTIONS**

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action items VI A and B.
- A. BE IT RESOLVED**, that the Franklin Township Board of Education approve the following minutes of the Board of Education meeting held on the dates indicated below as transcribed be approved and filed:
  - November 18, 2024 Regular Meeting Minutes
  - November 18, 2024 Executive Meeting Minutes
- B. BE IT RESOLVED**, that the Franklin Township Board of Education approve the contract for policy customization from New Jersey School Board Association at a cost not to exceed \$6,500.00.

**Voice Vote on  
Action Item VI. A  
and B:**

Yes 7	No 0	Abstain 0	Absent 0
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**Motion Passes**

**VII. CORRESPONDENCE**

- Letter from Juan Torres - Approving Joanne Calabro’s adjusted contract.

**VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT– Mr. Mark Kramer**

- Administration adding more menu options for the lunch and breakfast program and making the food dye free.
- The bonds for the referendum that passed November 5, 2024 is expected to be sold soon.
- Multiple expenditures are anticipated to increase well above 2% including salaries, electricity, general liability, health benefits.
- Administration will do its best to minimize any tax levy increase in the overall budget, however, a tax increase well above 2% should be expected in order to maintain the programs the district currently uses.
- Current projections for revenue and expenditures through June 30, 2024 look positive.
- Reviewed the resolutions under section XI Finance and Facilities a through E.

**IX. SUPERINTENDENT REPORT - Dr. Joanne Calabro**

**Security and Fire Drills 2024-2025**

Type of Drill	Date
Fire Drill	July 15, 2024
Security Drill - Reverse Evacuation	July 24, 2024
Fire Drill	August 1, 2024
Security Drill - Shelter in Place	August 1, 2024
Fire Drill	September 12, 2024
Evacuation Drill	September 17, 2024
Bus Drill/Evacuation	October 28, 2024
Fire Drill	October 29, 2024
Security Drill - Shelter in Place	October 31, 2024
Security Drill - Hold	November 22, 2024
Fire Drill	November 27, 2024
Lock-down Drill	December, 12, 2024
Fire Drill	December 13, 2024

**Security and Fire Drills 2024-2025**

**X. PUBLIC COMMENTS – Agenda Items Only**

- Elizabeth Basile, 16 Upper Kingstown Road, Pittstown – H2M resolution.

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

- Committee met on December 11, 2024
- Motioned by Mrs. Luciano, seconded by Mr. Palmer to approve action item XI A through E.
  - A. Approval of the November 2024 Financial Reports
  - B. Approval of Budget Transfers for November 2024
  - C. Approval of November 2024 Bill List
  - D. Use of Facilities
  - E. Approval to Award an Architectural Professional Service Contract to H2M Architects and Engineers to provide Architectural and Engineering Consulting Services for the Pre-School Bathrooms, for the Emergency Generator and for the Site Renovations and Alterations Projects

**A. Acceptance of the November 2024 Financial Reports**

**WHEREAS**, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Franklin Township Board of Education to certify that no budgetary line-item account has been over-expended and that the sufficient funds are available to meet the district’s financial obligation, and

**WHEREAS**, N.J.A.C.6A:23A-16.10 further requires the Franklin Township Board of Education receive and accept the monthly financial statements, the Board Secretary’s, and Treasurer’s reports; and

**WHEREAS**, the Board Secretary’s and Treasurer’s reports for the month ending November 30, 2024 are presented for the Board to accept and are on file in the Office of the School Business Administrator;

**NOW, THEREFORE BE IT RESOLVED**, the Franklin Township Board of Education acknowledges receipt of and accepts the Board Secretary’s and Treasurer’s Report for the month ending November 30, 2024; and

**BE IT FURTHER RESOLVED**, that the Board Secretary and Franklin Township Board of Education certify that no budgetary line-item account has been over-expended and that there are sufficient funds available to meet the district’s financial obligation.

**B. Approval of Budget Transfers for November 2024**

**WHEREAS**, N.J.A.C.6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line-item accounts for each line-item account shown on the budget prepared in accordance with N.J.S.A.18A:22-8; and

**WHEREAS**, Board Policy #3160 designates the Superintendent of Schools to approve transfers as necessary between meetings of the Board and be reported to the Board, ratified, and duly recorded in the minutes at a subsequent Board meeting; and

**WHEREAS**, transfers in the report “Budget Transfers” for the time period of November 2024 were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

**NOW, THEREFORE BE IT RESOLVED**, upon the recommendation of the Superintendent, that Franklin Township Board of Education ratifies and approves the transfers in the report “Budget Transfers” for November 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 2024 Bill List**

**WHEREAS**, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Boards of Education to make payments on claims for goods received and services rendered payable to the order of the person

entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

**WHEREAS**, a list of bills for the month and year of November 30 2024 are being presented to the board with the recommendation that they be ratified, approved and paid; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, ratifies and approves the list of bills for payment in the grand sum of \$809,154.47 for November 2024; and

**BE IT FURTHER RESOLVED**, the list of bills is on file in the Office of the School Business Administrator, and

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting.

**D. Use of Facilities**

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

Name of Group	Purpose	Location	Days/Dates	Time
PTA	Author Visit	Gym	Monday, March 10, 2025	7:00am-12:00pm
Jordan Ramos	Masked Reader	Theatre (old APR)	March 7, 2025	1:15pm-2:15pm
Shannon Mahoney	Spelling Bee, 4th-8th grades	Theatre (old APR)	January 17, 2025	9:00am-11:00am
Austin Van-Spanje	Parent 8th Grade Transition Night	Theatre (old APR)	January 6, 2025	5:30pm -6:30pm
Laura Marchese	Family Night/Multilingual Learners	Library	January 8, 2025	6:30pm-7:30pm

**E. Approval to Award an Architectural Professional Service Contract to H2M Architects and Engineers to Provide Architectural and Engineering Consulting Services for the Pre-School Bathrooms, for the Emergency Generator and for the Site Renovations and Alterations Projects**

**WHEREAS**, the Franklin Township Board of Education (“Board”) is in need and requires architectural services for the projects relating to the bond referendum that passed on November 5, 2024; and

**WHEREAS**, a contract 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

**WHEREAS**, H2M Architects and Engineers, located at 119 Cherry Hill Road, Parsippany, NJ 07054 developed the cost estimates that were provided to the State and received approval for such; and

**WHEREAS**, those cost estimates were used to develop the total amount needed for the bond referendum projects; and

**WHEREAS**, due to the fact H2M Architects and Engineers developed the cost estimates for the projects and the amount needed for the bond referendum to complete those projects, it is in the best interests of the Board to award a contract to H2M Architects and Engineers; and

**WHEREAS**, a proposed professional architectural services scope of work between the Board and H2M Architects and Engineers is on file in the Board Secretary’s office, has been provided to the Board’s legal counsel for their review and provided to the board and contains the following:

- (a) Generator – Fee \$44,855 and estimate for reimbursable expenses of \$1,000.
- (b) Site Renovations & Alterations – Fee \$75,600 and estimate for reimbursable expenses of \$5,000.
- (c) Pre-School Bathrooms – Fee \$34,800 and estimate for reimbursable expenses of \$1,000.
- (d) Nurse’s Suite – Fee \$24,500 and estimate for reimbursable expenses of \$1,000.

**NOW THEREFORE BE IT RESOLVED**, that the Franklin Township Board of Education awards a contract to H2M Architects and Engineers, located at 119 Cherry Hill Road, Parsippany, NJ 07054 consistent with the terms not exceeding those set forth above in a total amount not to exceed \$187,755 and consistent with the scope of work on file in the Board Secretary’s office (30.XXX.XXX.XXX.XXX); and

**BE IT FURTHER RESOLVED**, that the Board President, Superintendent, Business Administrator/Board Secretary, and Board Counsel be and they 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, including the further negotiation of the terms of the agreement between the Board and H2M Architects and Engineers as set forth herein, and the preparation and execution of a final agreement consistent with this Resolution; and

**BE IT FURTHER RESOLVED**, notice of this action shall be published in accordance with the Public School Contracts Law.

**Roll Call Vote on Action Item XI. A through E:**

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

**XII. CURRICULUM AND EDUCATION** - Mrs. Luciano\*, Mrs. Frondorf, Mrs. Cummins

- The Curriculum Committee met on November 4, 2024.

Motioned by Mrs. Licwinko, seconded by Mrs. Luciano to approve action item XII A through B.

**A. BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the contract for the Language Learning Network at a cost not to exceed \$30,000.00 (11.190.100.320.050.000).

**B. Field Trips**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following field trips to be paid for utilizing student funds:

Grade/Class	Destination	Date
Grade 1	Raritan Valley CC Planetarium	3/12/2025-9am-12pm

**Roll Call Vote on Action Item XII A through B:**

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

**Motion Passes**

- XIII. POLICY** - Mrs. Frondorf\*, Mrs. Licwinko, Mrs. Cummins
- The Policy Committee met on November 6, 2024

**XIV. EXECUTIVE SESSION**

**WHEREAS**, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Franklin Township Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend; and

**WHEREAS**, the Franklin Township Board of Education has determined that the following issues are permitted by N.J.S.A. 10:4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session; and

**WHEREAS**, the nature of the matter(s) to be discussed, reviewed, or heard before the Franklin Township Board of Education, detailed as specifically as possible without undermining the need for confidentiality pursuant to N.J.S.A. 18A:37-13.2 et. seq., shall include contractual, legal and personnel matters relating to current contract obligations; current litigation, negotiations, and personnel agenda items; and

**WHEREAS**, the length of the executive session is expected to be approximately 60 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken;

**NOW, THEREFORE, BE IT RESOLVED**, that the Franklin Township Board of Education will go into Executive Session for the above-stated reasons; and

**BE IT FURTHER RESOLVED**, that the Franklin Township Board of Education hereby declares that its discussion of the subject will be made public at such time as the reason for confidentiality no longer exists.

**Motion to approve** the above executive session resolution for the Franklin Township Board of Education adjourning to closed session to discuss contractual, legal and personnel matters relating to current contract obligations; current litigation, negotiations, and personnel agenda items; wherein the length of time for the executive session is expected to be approximately 60 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken.

Motioned by Mrs. Cummins, seconded by Mrs. Licwinko, to approve action item XIV at 6:55PM.

**Voice Vote on  
Action Item XIV:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

- Motioned by Mrs. Luciano, seconded by Mrs. Frondorf for the board to reconvene into public session at 8:12 PM.

**Voice Vote to reconvene:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

**XV. PERSONNEL** - Mrs. Frondorf\*, Mrs. Cummins, Mrs. Licwinko

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XV. A through G.
- A. BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, create the position of Supervisor of Curriculum and Instruction and approve the job description for the aforementioned position.
- B. Approval of Chaperones**  
**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve chaperones extra pay for after school activities:

Shannon Mahoney	Middle School Dance, February 21, 2025	\$30 per hour
Patrick Smith	Middle School Dance, February 21, 2025	\$30 per hour
Shannon Mahoney	Snowflake Dance, January 31, 2025	\$30 per hour
Jon Huber	Snowflake Dance, January 31, 2025	\$30 per hour

**C. Appointment of Stipend Positions**

**BE IT RESOLVED** that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following employee for the extracurricular stipend position for the 2024-2025 school year:

Name	Position	Amount
Lillian Bickhardt	Garden Club	\$30.00 per hour, not to exceed 30 hours

**D. Approval of Volunteers**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve the following NHHS students as technical volunteers for Theater, beginning January 7-March 14, 2025

George DeTorres	Kayla Smith
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**E. Professional Day Request**

**BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following professional development:

Date	Employee	Name of Professional Development Program	Registration Fee	Mileage & Other Costs	Total Cost Not to Exceed
January 10, 2025	Calliste, Marlon	NJSLA Training, virtual	n/a	n/a	n/a
January 22, 2025	Lamonde, Amelia	NJSLA Program	n/a	68 miles R/T	@ \$0.47 per mile = \$31.96
January 9, 2025	Gooditis, Lindsay	24/25 Regional Preschool Administration Meeting	n/a	78.8 miles R/T	@ \$0.47 per mile=\$37.04

**F. BE IT RESOLVED** that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve the following appointments:

Name	Position	Effective Dates through June 30, 2025	Salary/Hourly
Marlon Calliste	Technology Coordinator	December 1, 2024	Prorated \$63,000.00
Kelly Munzipapa	10 month PreSchool Para	January 2, 2025	Prorated \$32,519.00
Amelia Lamonde	Supervisor of Curriculum and Instruction	On or about January 2, 2025	Prorated \$73,000.00
Jennifer Aquino	Interim Principal	February 1, 2025 (shadow Gooditis x 3 days). Start date on or about March 19, 2025 through approx. December 1, 2025.	Daily rate not to exceed \$500.00 p/d
Sean Hayes	Substitute Custodian	upon completed clearances	\$20.00 p/h
Phillips Apsley	Substitute Teacher	Immediate	\$135.00 p/d
Morgan Kneller	Substitute Teacher	upon completed clearances	\$135.00 p/d
David Gonzalez	Substitute Teacher	upon completed clearances	\$135.00 p/d
Cassie Howlett	Math Teacher Leave Replacement	January 23, 2025	Prorated \$58,555.06

**G. BE IT RESOLVED** that the Franklin Township Board of Education, upon the recommendation of the Superintendent, approve extended maternity leave for staff #10155, from January 23, 2025 - June 30, 2025.

**Roll Call Vote on Action Item XV. A through G.**

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

**Motion Passes**

**XVI. BOARD MATTERS/NEW BUSINESS**

- Mr. Giordano thanked Mr. Palmer for his services to the board and community.

**XVII. PUBLIC COMMENTS**

- No one from the public made comments.

**XVIII. OTHER BUSINESS**

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XVIII A.

**A. BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent of Schools, approves James Schwar for reduction force effective December 31, 2024 based on reasons of economy.

**Roll Call Vote on Action Item XVIII A.**

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

**Motion Passes**

- Motioned by Mrs. Cummins, seconded by Mrs. Luciano to approve action item XVIII B.

**B. BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent of Schools, approve the updated the job description for the position of Building and Grounds Supervisor.

**Roll Call Vote on Action Item XVIII B.**

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

**Motion Passes**

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to approve action item XVIII C.

**C. BE IT RESOLVED**, that the Franklin Township Board of Education, upon the recommendation of the Superintendent of Schools, approves Judy Pellegrino as interim building and grounds supervisor at an annual salary of \$74,000.00 effective January 1, 2025.

**Roll Call Vote on Action Item XVIII C.**

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

**Motion Passes**

- Motioned by Mrs. Licwinko, seconded by Mr. Palmer to approve action item XVIII D.

**D. BE IT RESOLVED,** that the Franklin Township Board of Education, upon the recommendation of the Superintendent of Schools, cancel the shared service agreement relating to the Facilities Manager position with the Union Township Board of Education effective immediately and starting the 60-day notice.

**Roll Call Vote on Action Item XVIII D.**

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

**Motion Passes**

**XIX. NOTEWORTHY DATES**

- Next Board of Education meeting - January 7, 2025
- Board retreat – January 9, 2025

**XX. ADJOURNMENT**

- Motioned by Mrs. Luciano, seconded by Mrs. Licwinko to adjourn the meeting at 8:18 PM.

**Voice Vote on XX  
Adjournment:**

Yes	No	Abstain	Absent
7	0	0	0

**Motion Passes**

Respectfully submitted,

Mark Kramer  
Board Secretary