



**REGULAR MEETING MINUTES**  
**January 21, 2025**

**For the Regular Meeting of the Franklin Township Board of Education Tuesday, January 21, 2025  
 at 6:30 p.m. in the Franklin Township Elementary School Multipurpose Room**

- I. **CALL TO ORDER** – Mrs. Licwinko called the meeting to order at 6:31 PM.
- II. **PLEDGE OF ALLEGIANCE** – Mrs. Licwinko led all assembled in the Flag Salute.
- III. **STATEMENT OF ADEQUATE NOTICE:** Mrs. Licwinko 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 in the Hunterdon County Democrat 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 January 9, 2025.
- IV. **ROLL CALL** – Mr. Kramer called the roll and declared a quorum was present.

Present:	Mrs. Colleen Cummins Mr. James Giordano Mrs. Caroline Licwinko Mrs. Allison Luciano arrived 7:02 p.m. Mr. Matt Naughton	Absent:	Mrs. Shana Frondorf Mr. Craig Metz
		Also Present:	Dr. Joanne Calabro Mr. Mark Kramer

- V. **PRESENTATION**
  - None

VI. **BOARD ACTION**

- Motioned by Mrs. Cummins, seconded by Mr. Giordano to approve action item VI A.
- A. **BE IT RESOLVED**, that the minutes of the Board of Education meeting held on the dates indicated below as transcribed be approved and filed:
  - December 16, 2024 Regular Meeting Minutes
  - December 16, 2024 Executive Meeting Minutes
  - January 7, 2025 Organization Meeting Minutes
  - January 9, 2025 Special Meeting Minutes

**Voice Vote on  
 Action Item VI. A.**

Yes	No	Abstain	Absent
4	0	0	3

**Motion Passes**

**VII. CORRESPONDENCE**

- None

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

- Personal disclosure forms
- Board member training
- Finance and facilities committee chairperson will report on the committee meeting
- Food service program – Administration will be moving forward with option I
  - Increasing the amount of fresh produce used in the cafeteria
  - Eliminating all items with artificial dyes
  - Limiting commodities
  - Adding a second person to the staffing in the kitchen
  - This change is anticipated to bring the financial projection through June 30, 2025 from an estimated profit of \$13,000 to an estimated loss of \$8,900

**IX. SUPERINTENDENT REPORT - 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

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

- No one from the public comment

**XI. FINANCE AND FACILITIES – Mrs. Licwinko\*, Mr. Metz, Mr. Naughton**

- Committee met on January 15 for approximately 2 hours and a half
- Capital Projects Milestones
- Local Recreational Improvement Grant
- JCP&L Audit of HVAC Systems
- 2024-2025 Financial Position
- 2025-2026 Budget Development
- Next committee meeting is scheduled for February 5, 2025
- Motioned by Mr. Giordano, seconded by Mrs. Cummins to approve action XI. A through D.

- A. Acceptance of the December 2024 Financial Report
- B. Approval of Budget Transfers for December 2024
- C. Approval of December 2024 Bills List
- D. Approval of Use of Facilities

**A. Acceptance of the December 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 December 31, 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 December 31, 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 December 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 December 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 December 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 December 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 December 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 \$891,085.48 for December 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	Fun Fair	Cafeteria	Friday June 13th, 2025	7:00am-4:00pm
Because of Joey / National Pediatric Cancer Foundation	Basketball Fundraiser in honor of Joey Edwards, All money raised goes to NPCF for research & a cure for Pediatric Osteosarcoma	Gymnasium, Hall outside of gym	Thursday March 6, 2025	6:00pm-10:00pm
PTA	Cultural Arts Assembly (Alborada Spanish Dance Theater)	Theater	Thursday, January 30, 2025	12:00pm-3:00pm
6th Grade Class of 2027	6th Grade Q-Crew class fundraiser	Pick up in parking lot	Wednesday, February 5, 2025	4:00pm-6:00pm
FTS Students/Staff	Field Day	Various School Grounds	Friday, June 13 with a rain date of Tuesday, June 17	8:00am-3:30pm

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

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf				X
Mr. Giordano	X			
Mrs. Luciano				X
Mr. Metz				X
Mr. Matt Naughton	X			
Mrs. Licwinko	X			
Totals:	4	0	0	3

**Motion Passes**

- XII. CURRICULUM AND EDUCATION** – Mr. Giordano\*, Mrs. Cummins, Mrs. Luciano
- No meeting was held this month
  - Next committee meeting is scheduled for February 3, 2025

Motioned by Mr. Giordano, seconded by Mr. Naughton to approve action items XII. A through B.

- A. Approval of Field Trips
- B. Approval of 2025-2026 Calendar

**A. Approval of Field Trips**

Grade	Destination	Date
6th-8th	America’s Grow-A-Row, Lebanon/Clinton	Friday, March 28, 2025
Preschool	Pittstown Post Office	Wednesday, February 19, 2025
6th Grade	Medieval Times, Lyndhurst	Wednesday, May 21, 2025

**B. Approval of 2025-26 Calendar**

**BE IT RESOLVED** that the Franklin Township Board of Education, upon recommendation of the Superintendent, approves the annual school calendar for the 2025-2026 school year.

Motioned to amend XII B to change 2 half days to 2 full days June 15 and 16 by Mr. Giordano, seconded by Mr. Naughton to approve action items XII. A through B.

**Voice Vote on  
Action Item XII. B  
Amendment.**

Yes	No	Abstain	Absent
5	0	0	2

**Motion Passes**

**Roll Call Vote on Action Items XII. A through B as amended:**

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

**Motion Passes**

**XIII. POLICY - Mrs. Cummins\*, Mrs. Frondorf, Mr. Naughton**

- No meeting occurred this month
- Next committee meeting is scheduled for February 4, 2025

A. There are no action items to present

**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 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 legal and personnel matters relating to current litigation, administrative positions, and personnel agenda items; and

**WHEREAS**, the length of the executive session is expected to be approximately 45 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 legal and personnel matters relating to current litigation, administrative positions, and personnel agenda items; wherein the length of time for the executive session is expected to be approximately 45 minutes, after which the meeting shall reconvene and proceed with business wherein action may be taken.

Motioned by Mr. Giordano, seconded by Mrs. Luciano, to approve action item XIV at 7:16 PM.

**Voice Vote on  
Action Item XIV:**

Yes	No	Abstain	Absent
5	0	0	2

**Motion Passes**

- Motioned by Mr. Giordano, seconded by Mrs. Luciano for the board to reconvene into public session at 8:16 PM.

**Voice Vote on  
Action Item XIV:**

Yes	No	Abstain	Absent
5	0	0	2

**Motion Passes**

**XV. PERSONNEL – Mrs. Cummins\*, Mrs. Frondorf, Mr. Naughton**

- No meeting occurred this month
- Next committee meeting is scheduled for February 4, 2025

Motioned by Mrs. Luciano, seconded by Mr. Giordano to approve action items XV. A through C.

- A. Approve Professional Day Requests
- B. Approve Substitute Teachers
- C. Approve appointment of Leave Replacement

**A. 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
January 27, 2025	Lamonde, Amelia	LinkIt MTSS Summit	\$250.00	80 miles r/t @ \$0.47 p/m= \$37.60	\$287.60
12 Month Contract upon registration	Calliste, Marlon	Cisco Meraki Training	\$240.00	n/a	\$240.00
6/3/24 thru 6/6/24	Mark Kramer	NJASBO Annual Conference	\$0.00	\$775.00	\$775.00

**B. Approve Substitute Teachers**

**BE IT RESOLVED**, that the Board, upon the recommendation of the Superintendent, approve the following individuals as substitute teachers for the 2024-2025 school year through June 30, 2025 at the rate of \$135.00 per day, pending fingerprints, background check and health exam.

Jessica Huber
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**C. Approve Appointment of Leave Replacement - ELA**

**BE IT RESOLVED**, upon the recommendation of the Superintendent, to approve Lauren Young as a Leave Replacement-ELA Teacher for the 2024-2025 school year, effective on or before January 21, 2025 through April 11, 2025, at a rate of \$200/day, pending fingerprinting, background check, and health examination.

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

Name	Yes	No	Abstain	Absent
Mrs. Cummins	X			
Mrs. Frondorf				X
Mr. Giordano	X			
Mrs. Luciano	X			
Mr. Metz				X
Mr. Matt Naughton	X			
Mrs. Licwinko	X			
Totals:	5	0	0	3

**Motion Passes**

**XVI. NEGOTIATIONS - Mrs. Luciano\*, Mr. Giordano, Mrs. Frondorf**

- Committee met with the QEA negotiation committee on October 10 for ground rules agreement.
- Financial scattergram was provided by the school business administrator to the QEA committee, subsequent information and clarification requested, completed by the school business administrator on January 3.
- Exchange of contract proposal meeting to be scheduled, awaiting dates from QEA committee.
- Next committee meeting is February 12.

A. There are no action items to present

**VII. BOARD MATTERS/NEW BUSINESS**

- The Board President created an ad hoc committee for communications. Mrs. Licwinko will be the Chairperson and Mrs. Cummins and Mr. Naughton will be committee members.

**VIII. PUBLIC COMMENTS**

- Sandra Marzo, 227 Pittstown Road, Pittstown - Communication from the board to the community.

**XIX. OTHER BUSINESS**

A. None

**XX. NOTEWORTHY DATES**

- Next meeting is February 10, 2025

**XXI. ADJOURNMENT**

- Motioned by Mrs. Cummins, seconded by Mr. Giordano to adjourn the meeting at 8:44 PM.

**Voice Vote on  
Action Item XXI:**

Yes	No	Abstain	Absent
5	0	0	2

**Motion Passes**

Respectfully submitted,



Mark Kramer  
Board Secretary