

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



**REGULAR MEETING MINUTES**  
**February 21, 2023**

For the Regular Meeting of the Franklin Township Board of Education  
Monday, February 21, 2023 at 6:30 p.m. in the Franklin School Library

**I. CALL TO ORDER**

President Sutton called the meeting to order at 6:31p.m

**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 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**

<i>Mrs. Karen Sutton, Pres.</i>	<i>Present</i>	<i>Mrs. Allison Luciano, V. Pres.</i>	<i>Present</i>	<i>Mr. Ronald Falcon</i>	<i>Present</i>
<i>Mrs. Shana Frondorf</i>	<i>Present</i>	<i>Mr. James Giordano</i>	<i>Present</i>	<i>Mrs. Caroline Licwinko</i>	<i>Present</i>
<i>Mrs. Erin Tomasini</i>	<i>Present</i>	<i>Dr. Nicholas Diaz, CSA</i>	<i>Present</i>	<i>Mrs. Lori Tirone</i>	<i>Present</i>

**V. PRESENTATION - None**

**VI. MINUTES**

**MOTION** by Mr. Falcon, seconded by Mrs. Luciano to approve the January 23, 2023 Regular and Executive meeting minutes.

**RESOLVED** that the minutes of the Board of Education meeting, held on the dates indicated as transcribed, be approved and filed.

[January 23, 2023 - Regular Meeting Minutes](#)  
[January 23, 2023 - Executive Meeting Minutes](#)

On a roll call vote, all present were in favor and the motion carried.

**VII. CORRESPONDENCE - None**

**VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT**

Mrs. Tirone discussed:

The 2023-2024 Budget. The district may increase the tax levy by \$23,458.00 for increased enrollment. We will receive our State Aid numbers after the Governor's Budget address on February 28th.

**IX. SUPERINTENDENT REPORT**

Dr. Diaz discussed:

- **QSAC** - Every three years, school districts undergo monitoring and compliance assurance through a process called New Jersey Quality Single Accountability Continuum (NJQSAC). Districts undergo comprehensive monitoring that entails district performance reviews (DPRs) related to program and instruction, fiscal management, governance, personnel, and operations. School districts must achieve a minimum of 80% in each

DPR to pass QSAC monitoring and be designated as a high-performing school district. The last time we went through this process, we were designated as a high performing school district. Our District is currently going through the QSAC review and are expecting a visit from the Department of Education at FTS either tomorrow or Thursday.

- **Community Relations- One of our goals this year as a leadership team is to** continue to make progress in our efforts to increase community involvement. We held our first Linking with Leadership meeting in early January with a focus on “meeting the needs of all learners”. Our next meeting is on March 9 and its focus is on Social Emotional Learning. We also sent out a survey recently to gain feedback on our Code of Conduct. In addition, we asked for parents/guardians to join a committee to review the Code of Conduct in order to make suggestions to our staff’s Positive Behavior Support Committee. We ended up with 5 parents joining the committee and the initial meeting is set for March 1st.
- **Admin Professional Development-** The leadership team between Franklin and Union are being trained over the next few months on critical thinking/decision-making. There are four major components to the training:
  - Situation Appraisal (Address Complex Issues)
  - Decision Analysis (Make Data-Driven Decisions)
  - Problem Analysis (Find Root Cause)
  - Potential Problem Analysis (Prevent Future Problems)
- **Teacher Professional Development-** The focus for the February professional development day for our teachers and paraprofessionals will be on creating a collaborative and inclusive community. All staff will receive training on diversity, equity, and inclusion. We are working with the Folke Institute on this endeavor.

**1. Security and Fire Drills – 2022-2023**

<b>Type of Drill</b>	<b>Date</b>
Fire Drill	8/26/22
Shelter-in-Place (security)	9/1/22
Fire Drill	9/16/22
Fire Drill	10/6/22
Lockdown (security)	10/17/22
Fire Drill	11/4/22
Bus evacuation	11/4/22
Shelter-in-Place (security)	11/30/22
Fire Drill	12/14/22
Active Shooter (security)	12/22/22
Fire Drill	1/17/23
Evacuation (security)	1/30/23
Fire Drill	2/10/23

**X. PUBLIC COMMENTS - None**

**XI. AD HOC (Board Goals, Supt Goals/Personnel)/STRATEGIC PLANNING – Mrs. Luciano, Mrs. Tomasini, Mrs. Frondorf - None**

**XII. FINANCE AND FACILITIES-** Mrs. Sutton, Mr. Falcon, Mr. Giordano  
**MOTION** by Mrs. Luciano, seconded by Mr. Giordano to approve Finance and Facilities items A through I.

**A. Acceptance and Approval of Board Secretary’s Report for the month of January 2023**

**BE IT RESOLVED** that upon review of the Board Secretary’s report for the month of January 2023 in consultation with

appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board of Education further certifies, based on the Board Secretary’s certification, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

**B. Acceptance and Approval of Treasurer’s Report for the month of January 2023**

**BE IT RESOLVED** that upon review of the Treasurer’s report for the month of January 2023 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board of Education further certifies, based on the Board Secretary’s certification, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

The Board Secretary certifies, pursuant to N.J.A.C. 6A:23A-16:10(c)(3), that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16:10(a).

\_\_\_\_\_  
Lori A. Tirone, Board Secretary

\_\_\_\_\_  
Date

**C. Approval of Transfers**

**BE IT RESOLVED** that the Board approve the attached list of budget transfers as presented by the School Business Administrator for the period of January 1, 2023 through January 31, 2023.

**D. Approval of Bills**

**BE IT RESOLVED** that the Board approve the attached list of district bills for payment as presented by the School Business Administrator for the period of January 1, 2023 through January 31, 2023 in the amount of \$725,750.31 .

**E. 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
Franklin Township School	Basketball Game/Selling snacks	Gym Cafeteria	March 3, 2023	
Franklin Township School	Kindergarten Round-Up	Library	Tuesday March 14, 2023 Wednesday March 15, 2023	9:00am - 3:30pm
Franklin Township School	Presentation for K-2 parents	Library	Thursday March 30, 2023	4:00pm - 7:30pm
PTA	Mother’s Day Plant Sale	Grass outside of main entrance	Thursday May 11, 2023 Friday (rain date) May 12, 2023	7:00am - 2:30pm

**F. Approve the Township Use of Facilities Agreement**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve the Franklin Township Use of Facilities Agreement.

**G. Contracted Services Agreement**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve the Contracted Services Agreement for Dr. Jay. Kuris for as-needed psychological services for the 2022 - 2023 school year.

**H. ACFR and Auditor’s Management Report**

**WHEREAS**, the Franklin Township Board of Education has been presented the Annual Comprehensive Financial Report (ACFR) and the Auditor’s Management Report (AMR) for the fiscal year ending June 30, 2022 as prepared by Berard, Kurowicki & Co., CPA’s PC, and;

**WHEREAS**, a corrective action plan is not required as there are no audit recommendations;

**NOW THEREFORE BE IT RESOLVED** by the Franklin Board of Education, county of Hunterdon, State of New Jersey that the Fiscal Year 2022 Annual Comprehensive Financial Report and Auditor’s Management Report are accepted, and may be submitted to the New Jersey Department of Education.

**I. Approve Alternate Toilet Room Facilities**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent , approve the school district to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3. In lieu of individual toilets in each classroom, toilet rooms may be provided adjacent to or outside the classroom. The Pre-Kindergarten class in room 115 will use the toilet room in the hall. Also, the MD class in room 113 and the MD class in room 125 will use the toilet room in the hall.

Discussion: The Multiple Disability classes and Pre-Kindergarten class use a designated bathroom in the hall.

**Roll Call Vote:**

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:	7			
The motion carried.				

**XIII. CURRICULUM AND EDUCATION** - Mrs. Tomasini, Mrs. Luciano, Mr. Giordano  
**MOTION** by Mrs. Luciano, seconded by Mrs. Licwinko to approve Curriculum and Education item A.

**A. Approval of Field Trips**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve the following field trips:

Group	Location	Date
2nd grade	Churchville Nature Center	April 2023

**Roll Call Vote:**

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:	7			

The motion carried.
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- XIV. POLICY** - Mrs. Tomasini, Mr. Falcon, Mr. Giordano  
**MOTION** by Mrs. Luciano, seconded by Mr. Giordano to approve Policy item A.

**A. Approval of Second Reading of Policies/Regulations**

**BE IT RESOLVED** that the Board, upon recommendation of the Superintendent, approve the following Policies/Regulations on Second reading.

**Roll Call Vote:**

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:	7			
The motion carried.				

- XV. NEGOTIATIONS** – Mrs. Luciano, Mr. Giordano, Mrs. Licwinko - None

**XVI. PERSONNEL**

**MOTION** by Mrs. Luciano, seconded by Mrs. Licwinko to approve Personnel items A through J.

**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 Exp.
3/27/23 - 3/28/23	Lindsay Gooditis	Women’s Leadership Conference	\$409.00	.47/mile
4/21/23	Karin Stumpf	NJSCA Spring Conference	\$35.00	.47/mile
3/30/23	Courtney Panerali	DESMOS - Interactive & Creative Math Activities	\$279.00	Virtual
4/18/23 - 4/21/23	Jenienne Balducci	Lindamood - Bell Cloud Nine	\$1290.96	Virtual
2/14/23 - 2/15/23	Elizabeth Getty	School Visits	\$0	.47/mile
3/24/23	Lindsay Gooditis	Becoming Your Best	\$0	.47/mile
3/1/23	Christina Kocsi	I&RS Team Training	\$178.00	.47/mile

3/7/23 - 3/8/23	Elizabeth Getty Meredith Bruce Millie Wingler	Eden Autism - ABA Teaching Strategies	\$750.00 (\$250 per person)	.47/mile
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**B. Approve Substitute Teachers**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve Chrissi Peterson as a substitute teacher for the 2022-2023 school year at the rate of \$135.00 per day.

**C. Amend Start Date**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, amend the start date for Laura Sretenovic to start on February 13, 2023 to June 30, 2023.

**D. Appointment of Stipend Positions**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve the following employees for the stipend positions listed below for the 2022-2023 school year.

Name	Position	Amount
Jordan Simon	Dance Team	\$1,561.00
Jordan Kipp	Homework Help	\$30.00 per hour
Courtney Panerali Patrick Smith	Middle School Dance Chaperone	\$30.00 per hour, not to exceed 5 hours per person

**E. Mileage Reimbursement for Home Instruction**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve mileage reimbursement for Home Instruction for student ID# 3166993251 at the rate of .47 a mile.

**F. Dance Club Paraprofessional**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve Shaun Pidany as a Dance Club Paraprofessional at the rate of \$26.00 per hour,

**G. Approve Custodian**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve Todd Lippincott as a full-time custodian, effective February 1, 2023 with a prorated annual salary of \$40,000.00.

**H. Approval of Student Intern**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve Elizabeth Muller as a student intern from Rider University for 8 hours during the Spring 2023 semester.

**I. Approval of Student Intern**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve Elizabeth Muller as a student intern from Rider University for 1200 hours during the 2023-2024 school year.

**J. Approve Substitute Teacher**

**BE IT RESOLVED** that the Board, upon the recommendation of the Superintendent, approve Katherine Abarca as a substitute teacher for the 2022-2023 school year at the rate of \$135.00 per day.

Discussion: Paraprofessional working after hours to assist student in after school activities.

**Roll Call Vote:**

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:	7			
The motion carried.				

**XVII. BOARD MATTERS/NEW BUSINESS**

- Discussion on Class III Officer
- Discussion on 2023-24 Preschool Tuition Rates
- Discussion on 2023-24 Preschool Program (half-day offering)
- Discussion on the impact of the substitute teacher shortage
- Discussion Potential Outdoor Basketball Court Project
- Discussion on Township Meetings at FTS

**XVIII. PUBLIC COMMENTS**

Rebecca Armgast discussed substitute teacher shortage.  
Stephanie Palmer discussed substitute teacher shortage and collapsed classes  
Angela Moushon discussed substitute teacher shortage, collapsed classes, and basketball court.  
Heather Brisby discussed collapsed classes.  
Sarah Casuscelli discussed collapsed classes.  
James Witkowski discussed architects looking at school parking and right of way.

**XIX. EXECUTIVE SESSION**

**MOTION** by Mrs. Luciano, seconded by Mr. Giordano for the Board to enter into Executive Session.

**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;

**BE IT RESOLVED** pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Board adjourn from public session and enter into executive session at this time to discuss confidential matters pertaining to Confidential State Statute.

**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, but it is not known at this time when that may be. The Board expects to reconvene into public session in approximately 30 minutes. Action may be taken.

On a voice vote, all present were in favor. The motion carried. The Board adjourned into Executive Session at 7:37 p.m.

**MOTION** by Mrs. Luciano, seconded by Mr. Giordano for the Board to reconvene the public session.

On a voice vote, all present were in favor. The motion carried. The Board convened into open session at 7:56 p.m.

**XX. OTHER BUSINESS**

**MOTION** by Mrs. Luciano, seconded by Mr. Falcon to approve Other Business items A through E.

**A. BE IT RESOLVED** that the Board, upon the recommendation of the Chief School Administrator, approve to set the 2023-24 preschool rates as follows:

- Full-day resident rate \$8,000.00
- Full-day non-resident rate \$8,150.00
- Half-day (3 year-old program) resident rate \$4,000.00
- Half-day (3 year-old program) non-resident rate \$ 4,075.00

**B. BE IT RESOLVED** that the Board, upon the recommendation of the Chief School Administrator, to affirm the Superintendent’s decision on HIB case #131.

**C. BE IT RESOLVED** that the Board, upon the recommendation of the Chief School Administrator, approve to not charge the Township for custodial services for the use of facilities agreement.

**D. BE IT RESOLVED** that the Board, upon the recommendation of the Chief School Administrator, approve the submission of the Equivalency Application to the county office for approval.

**E. BE IT RESOLVED** that the Board approve the submission of the following 2022-2023 Quantitative and Qualitative Merit Goals for Lori Tirone to the County Superintendent for approval:

1. **Quantitative Goal 1: Additional Revenues (non-entitlement funds)**- The Business Administrator will work to attain additional revenues. Goals totaling \$4,653.00 at 3.33%, \$4,192.00 at 3.0%, \$2,795.00 at 2%.
2. **Qualitative Goal 1: Security Plan**- The Business Administrator will work to create and implement a 3 year security plan to improve security measures at Franklin Township School. Goals totaling \$3,493 at 2.5%.

Discussion: The reason for the reapproval of goals and equivalency application.

Roll Call Vote:

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:	7			

The motion carried.

**XXI. NOTEWORTHY DATES**

Next Meeting Tuesday, March 7, 2023 for Tentative Adoption of the Budget

**XXII. ADJOURNMENT**

**MOTION TO ADJOURN** by Mr. Falcon, seconded by Mrs. Luciano to adjourn the meeting at 8:05 p.m.

On a voice call vote, all present were in favor. The motion carried.

Respectfully submitted,

Lori A. Tirone  
Board Secretary