

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



REGULAR AND PUBLIC HEARING MEETING AGENDA

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

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 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

| | | | | | |
|----------------------------|-------|---------------------|-------|------------------------|-------|
| Mrs. Colleen Cummins | _____ | Mrs. Shana Frondorf | _____ | Mrs. Caroline Licwinko | _____ |
| Mrs. Allison Luciano - VP | _____ | Mr. Craig Metz | _____ | Mr. Brett Palmer | _____ |
| Mr. James Giordano - Pres. | _____ | | | | |

V. PRESENTATION

- Public Hearing - Revised Superintendent of Schools Contract
 - Modifying from three days a week to four days a week retroactive to October 1, 2024
 - Public Comments
- Recognition of Governor's Educator of the Year, Katherine Paquette

VI. BOARD ACTIONS

MOTION by _____, seconded by _____ to approve action items VI A through 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.

Discussion:

Voice Vote:

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

VII. CORRESPONDENCE

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

VIII. SCHOOL BUSINESS ADMINISTRATOR REPORT– Mr. Mark Kramer

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 |

X. 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 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.

**XI. FINANCE AND FACILITIES- Mr. Giordano*, Mrs. Licwinko, Mr. Metz
Committee met on December 11, 2024**

MOTION by _____, seconded by _____ 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.

Discussion:

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

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

XII. CURRICULUM AND EDUCATION - Mrs. Luciano*, Mrs. Frondorf, Mrs. Cummins
The Curriculum Committee met on November 4, 2024.

MOTION by _____, seconded by _____ to approve action item XII. A through E.

- 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 |

Discussion:

Roll Call Vote on Action Item XII. A.

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

- 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.

MOTION by _____, seconded by _____ to approve action item XIV for the Board to enter into Executive Session at _____ PM.

Voice Vote:

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

MOTION by _____, seconded by _____ to reconvene the meeting of the Franklin Township Board of Education to a public session at _____ PM.

Voice Vote:

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|

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

MOTION by _____, seconded by _____ to approve action item XV. A through E.

- 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 |
|-----------------|-------------|

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.

Discussion:

Roll Call Vote on Action Item XV. A through D.

| Name | Yes | No | Abstain | Absent |
|---------------|-----|----|---------|--------|
| Mrs. Cummins | | | | |
| Mrs. Frondorf | | | | |
| Mrs. Licwinko | | | | |

| | | | | |
|--------------|--|--|--|--|
| Mrs. Luciano | | | | |
| Mr. Metz | | | | |
| Mr. Palmer | | | | |
| Mr. Giordano | | | | |
| Totals: | | | | |

XVI. BOARD MATTERS/NEW BUSINESS

XVII. 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 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.

XVIII. OTHER BUSINESS

Discussion:

Roll Call Vote on Action Item XVIII. A.

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

XIX. NOTEWORTHY DATES

Next Board of Education meeting - January 7, 2025

XX. ADJOURNMENT

MOTION TO ADJOURN by _____, seconded by _____ at _____ PM.

Voice Vote:

| | | | |
|-----|----|---------|--------|
| Yes | No | Abstain | Absent |
|-----|----|---------|--------|