

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



REORGANIZATION MEETING MINUTES
January 3, 2023

For the Reorganization Meeting of the Franklin Township Board of Education
Tuesday, January 3, 2023 at 6:30 p.m. in the Franklin School Library.

I. CALL TO ORDER - Mrs. Tirone called the meeting to order at 6:30pm.

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 13, 2022.

IV. ROLL CALL

<i>Mrs. Shana Frondorf</i>	<i>Present</i>	<i>Mr. Ronald Falcon</i>	<i>Present</i>	<i>Mr. James Giordano</i>	<i>Present</i>
<i>Mrs. Caroline Licwinko</i>	<i>Present</i>	<i>Mrs. Allison Luciano</i>	<i>Present</i>	<i>Mrs. Karen Sutton</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. ORGANIZATION OF THE BOARD OF EDUCATION

A. Oath of Office

The Board Secretary administered the Oath of Office to elected Board Members. Ref:18A:12-21.1:

Mrs. Allison Luciano - Three Year Term
Mrs. Shana Frondorf - Three Year Term
Mrs. Caroline Licwinko - Three Year Term

B. Nomination of President

The Board Secretary opened the floor for nominations of the Board President. Ref: 18A:15-1.

Motion by Mrs. Tomasini and seconded by Mr. Falcon to nominate Mrs.Sutton for President.

Mrs. Sutton accepted the nomination.

There were no additional nominees.

Motion by Mrs. Luciano and seconded by Mrs. Tomasini to close nominations for President and call for a roll call vote.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

Motion by Mrs. Luciano and seconded by Mrs. Tomasini to approve Mrs. Sutton for President and call for a roll call vote.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

The Board Secretary handed the gavel to the new President of the Board.

C. Nomination of Vice President

New President opens the floor for nominations of the Vice-President. Ref: 18A:15-1.

Motion by Mrs. Sutton and seconded by Mr. Falcon to nominate Mrs.Luciano for Vice President.

Mrs. Luciano accepted the nomination.

There were no additional nominees.

Motion by Mrs. Tomasini and seconded by Mrs. Sutton to close nominations for Vice President and call for a roll call vote.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

Motion by Mrs. Tomasini and seconded by Mrs. Sutton to approve Mrs. Luciano for Vice President and call for a roll call vote.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

VI. BOARD ACTION

Motion by Mrs. Luciano and seconded by Mrs. Tomasini, to approve Board Action items A through J.

The following motions/resolutions (A-J) will be effective through December 31, 2024:

A. Reading and sign-off of the Board Members' Code of Ethics - 2001 Version

BE IT RESOLVED that the Board adopt the Board Member Code of Ethics as attached;

BE IT FURTHER RESOLVED each Board of Education Member will sign the documentation that he/she has received a copy of the code and it is understood.

B. Board of Education designation of depositories for district funds.

BE IT RESOLVED that Investor Bank is hereby designated as depository for funds of the Franklin Township School District; and be it further

RESOLVED that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

RESOLVED that Investors Bank is hereby designated as the depository for the General Operating Account, Payroll Account, Payroll Agency Account, Flexible Spending Account, Summer Pay Account, Unemployment Trust Account, Student Activity Account, Food Service Account, Capital Reserve Account and August w. Knispel Scholarship Account.

C. Board of Education designation of signatures for district checking accounts.

BE IT RESOLVED that the General Operating Account of the Franklin Township School District be drawn upon signatures of the President of the Board of Education, the Secretary of the Board of Education and the Treasurer of the Board of Education. Three (3) signatures are required, and be it further

RESOLVED that the Payroll Account of the Franklin Township School District be drawn upon signatures of the Secretary of the Board of Education and the Treasurer of the Board of Education. Two (2) signatures are required, and be it further

RESOLVED that the Payroll Agency Account of the Franklin Township School District be drawn upon signatures of the Secretary of the Board of Education and the Treasurer of the Board of Education. Two (2) signatures are required, and be it further

RESOLVED that the Flexible Spending Account of the Franklin Township School District be drawn upon signatures of the Secretary of the Board of Education and the Treasurer of the Board of Education. Two (2) signatures are required, and be it further

RESOLVED that the Summer Pay Account of the Franklin Township School District be drawn upon signatures of the Secretary of the Board of Education and the Treasurer of the Board of Education. Two (2) signatures are required, and be it further

RESOLVED that the Unemployment Trust Account of the Franklin Township School District be drawn upon signatures of the Secretary of the Board of Education and the Treasurer of the Board of Education. Two (2) signatures are required, and be it further

RESOLVED that the Student Activity Account of the Franklin Township School District be drawn upon signatures of the Chief School Administrator, Secretary of the Board of Education or the Treasurer of the Board of Education. Two (2 of 3) signatures are required, and be it further

RESOLVED that the Food Service Account of the Franklin Township School District be drawn upon signatures of the Secretary of the Board of Education and the Treasurer of the Board of Education. Two (2) signatures are required, and be it further

RESOLVED that the Capital Reserve Account of the Franklin Township School District be drawn upon signatures of the President of the Board of Education, the Secretary of the Board of Education and the Treasurer of the Board of Education. Three (3) signatures are required, and be it further

RESOLVED that the August W. Knispel Scholarship Account of the Franklin Township School District be drawn upon signatures of the President of the Board of Education, the Secretary of the Board of Education and the Treasurer of the Board of Education. Three (3) signatures are required.

D. EFT Claimant Certification (Electronic Funds Transfer)

BE IT RESOLVED that the Board adopt the following required under Local Finance Notice #2018-13, distributed on 3/29/18 addressing electronic funds transfer or “EFT” and claimant certification changes and requirements:

The School Business Administrator/Board Secretary shall be responsible to initiate a claim for payment using an EFT method that has been approved in accordance with the N.J.S.A. 18A:19-1 et seq. and Policy and Regulation and to make the payment once authorization is granted.

The Superintendent of Schools or the Superintendent’s designee not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review and authorize, in writing, the EFT payment of claim using an EFT technology that was initiated and presented by the School Business Administrator/Board Secretary.

An employee, non-employee, Board President, or other individual who is not under the direct supervision of the School Business Administrator/Board Secretary shall be responsible to review all EFT weekly Activity Reports on all EFT-based transactions.

E. Designate Official Newspapers

WHEREAS, Chapter 231 of the Public Laws of NJ (1975) known as, and hereinafter designated as, the “Open Public Meetings Act” requires notification of meetings of public bodies, as therein defined, in the manner there in set forth, now therefore be it

RESOLVED that for purposes of compliance with the Open Public Meetings Act, the Board of Education of Franklin Township School hereby makes the following designations of the “Hunterdon County Democrat” (primary) and the “Express Times” (secondary) are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, and be it further

RESOLVED that the “Hunterdon County Democrat”, the “Star Ledger”, the “Courier News” and the “Express Times” are hereby designated as official newspapers of the Board of Education of the Franklin Township School District for the publication of legal notices and advertisements.

F. Establishment of place, time and date for regularly scheduled meetings of the Board of Education

BE IT RESOLVED that the regular monthly meeting of the Board of Education of the Franklin Township School District will be held in the Media Center/Library at the Franklin Township School located at 226 Quakertown Road, Quakertown, New Jersey, with exceptions designated by the Board of Education, and be it further

RESOLVED that all meetings will begin at 6:30 p.m. unless otherwise noted;

BE IT FURTHER RESOLVED that the annual board meeting calendar as follows;

Monday, January 23, 2023	
Tuesday, February 21, 2023	
Tuesday, March 7, 2023	Adoption of Tentative Budget
Monday, March 20, 2023	
Monday, April 24, 2023	Public Budget Hearing and Adoption
Monday, May 22, 2023	
Monday, June 19, 2023	
Monday, August 21, 2023	
Tuesday, September 19, 2023	
Monday, October 16, 2023	
Monday, November 13, 2023	
Monday, December 11, 2023	
Wednesday, January 3, 2024	

G. Adopt existing Board of Education Policy Manual

BE IT RESOLVED to adopt all existing written policies, by-laws and rules/regulations of the Franklin Township School District for the period from the date of this Reorganization Meeting until the Reorganization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.

H. Parliamentary Procedures

BE IT RESOLVED that the Board adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians until the next Reorganization Meeting on January 3, 2024.

I. Adopt existing Curricula

BE IT RESOLVED that the curricula, presently in existence, be adopted by the Board of Education of the Franklin Township School District.

J. Adopt existing Textbooks

BE IT RESOLVED that all textbooks, presently in use be adopted by the Board of Education of the Franklin Township School District.

K. Approve MD Program Contracts

BE IT RESOLVED that the Board, upon the recommendation of the Superintendent , approve the following students into the MD program of Franklin:

Student ID	Sending District	Receiving District	Date	Amount
7541149517	Union Township	Franklin Township	1/3/23 - 6/30/23	\$20,760.00
6107891099	Alexandria Township	Franklin Township	1/3/23 - 6/30/23	\$20,760.00
3629120294	Union Township	Franklin Township	1/3/23 - 6/30/23	\$24,220.00

Discussion: None

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

VII. APPOINTMENT OF DELEGATES AND REPRESENTATIVES

Motion by Mr. Falcon and seconded by Mrs. Luciano to approve the Appointments A through D.

Resolved, to appoint the following delegates/representatives:

- A. Hunterdon County Educational Services Commission Dr. Diaz
- B. Hunterdon County School Boards Association Caroline Licwinko
- C. New Jersey School Boards Association Shana Frondorf and Caroline Licwinko
- D. Township Committee Liaison Shana Frondorf and James Giordano

Discussion: Description of appointments.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

VIII. APPOINTMENT OF SUBCOMMITTEES

Motion by Mr. Falcon and seconded by Mrs. Licwinko to approve the Committees item A through E.

Resolved, to appoint members of the following subcommittees.

- A. Negotiations Luciano Giordano Licwinko
- B. Policy Tomasini Falcon Giordano
- C. Facilities & Finance Sutton Falcon Giordano
- D. Curriculum & Education Tomasini Luciano Licwinko
- E. Ad Hoc/Strategic Plan Luciano Tomasini Frondorf

Discussion: Description of committees.

Roll Call Vote:

Name	Yes	No	Abstain	Absent
Mrs. Frondorf	x			
Mr. Falcon	x			
Mr. Giordano	x			
Mrs. Licwinko	x			
Mrs. Luciano	x			
Mrs. Sutton	x			
Mrs. Tomasini	x			
Totals:	7	0	0	0
Motion carried				

This concludes the Reorganization Meeting of the Franklin Township Board of Education.

IX. PUBLIC COMMENTS - None

X. ADJOURNMENT

MOTION TO ADJOURN by Mr.Falcon, seconded by Mrs.Tomasini.

Voice Vote:

Yes	No	Abstain	Absent
7	0	0	0

Respectfully submitted,

Lori Tirone, SBA/Board Secretary