

**KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**  
**Office of the Superintendent**

**AGENDA FOR REGULAR MEETING – July 29, 2019**

***Notice of Meeting***

The New Jersey Public Meetings Law was enacted to insure the right of the public to have advance notice of, and to attend the meetings of, public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Knowlton Township Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted with The Express-Times and The Star Ledger and distributed to the Knowlton Township Elementary School, the Delaware Post Office and the Knowlton Township Municipal Building.

***Call to Order***

***Flag Salute***

***Roll Call***

***Correspondence***

***Mission Statement***

We are committed to provide an engaging, comprehensive education aligned with the New Jersey Student Learning Standards in a healthy, safe and nurturing environment in which all students are encouraged to be critical thinkers and self advocates. Instilling a passion for learning will inspire and guide students to become responsible and compassionate citizens in a constantly changing world. Students have the opportunity to achieve their maximum academic potential both here and in their future education while developing confidence, competence and character.

***Public Participation***

***Superintendent's Report***

***Board Secretary's Report***

## **MOTIONS**

### **1. New Hires**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to authorize Mrs. DeFalco, Superintendent, to hire new employees for the 2019-2020 school year, to be approved by the board at the next regular board meeting.

Motion

### **2. Accept Resignation**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the resignation of Terry Ramm, with regret, effective September 1, 2019.

Motion

### **3. 2019-2020 Mini Bus Transportation**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Cindy Hendershot as the 2019-2020 Mini Bus Pupil Transportation driver, Cindy Hendershot, at a rate of \$20 per day to include the Preschool/School Age AM and PM School Age runs that fall outside of the current aide contract. The daily rate is to be paid based on runs completed.

On roll call, motion

### **4. Bus Aides**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve designated KTES aide or administrator to accompany students #1658 and #1855 during both the AM and PM routes for the 2019-2020 school year.

On roll call, motion

### **5. Approval of Substitute Rates for 2019-2020**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following substitute rates for the 2019-2020 school year:

Substitute Nurse	\$125
Substitute	\$80

On roll call, motion

### **6. Approval of Breakfast and Lunch Prices for 2019-2020**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the lunch prices for 2019-20 as follows:

Student breakfast	\$1.50
Staff breakfast	\$2.00
Student lunch	\$3.25
Extra entrée	\$1.85
Adult lunch	\$3.75

Salad bar	\$2.85
Ala Carte	\$ .60
Milk	\$ .45
Reduced Lunch	\$ .40

On roll call, motion

**7. Approve IDEA Federally Funded Grant Position for 2019-2020**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following Federally Funded Grant allotments for 2019-20, with estimated amounts to be charged to the grant:

IDEA Basic	Aide Salary/OT/PT	\$49,064.00
IDEA Preschool	PSD Aide Salary/Instructional Supplies	\$ 6,244.00

On roll call, motion

**8. Request Full-Time Principal Waiver**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to request a waiver for a full-time, non-teaching Principal for the 2019-20 school year.

Motion

**9. EVVRS/HIB-ITP Semi-Annual Report**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2018-19 EVVRS/HIB-ITP data for reporting period 2.

Motion

**10. Policy 5141.21 – Administering Medication**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the revisions to Policy 5141.21, Administering Medication.

Motion

**11. Policy 6153 – Field Trips**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the revisions to Policy 6153, Field Trips.

Motion

***12. District Professional Development Statement of Assurance***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to submit the statement of assurance to the New Jersey Department of Education in support  
of and to certify that the 2019-2020 District Professional Development Plan complies with  
the state’s requirements as per N.J.A.C. 6A:9C-4.2(b)6.

Motion

***13. Mentoring Plan Statement of Assurance***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to submit the statement of assurance to the New Jersey Department of Education to certify  
the 2019-2020 District Mentoring Plan complies with the state’s requirements per N.J.A.C.  
6A:9B-8.9 and N.J.A.C. 6A:9C-5.3.

Motion

***14. Approve Travel Expenditures***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the attached travel expenditures for the 2019-20 school year as required by  
N.J.S.A.18A:11-12.

On roll call, motion

***15. Approve Budget Line-Item Transfers***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the attached 2017-2018 budget line-item transfers for the time period of June 25,  
2019 through June 30, 2019 with a total of \$21,258.80 for Fund 11.

On roll call, motion

***16. Approve combined bill lists for June and July***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the combined bill lists for payment as follows: Combined bill lists for June 25,  
2019 through July 29, 2019 with a total of \$278,025.37.

On roll call, motion

***17. Approve Minutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Regular Session Minutes of June 24, 2019.

Motion

***Monthly Certification***

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been  
overexpended in violation of N.J.A.C. 6A:23-2.11(a) as of June 30, 2019 (Policy 6820).

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**18. Accept Report of the Secretary and Report of the Treasurer**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Report for the month ended June 30, 2019 and the A-149 Treasurer of School Monies Report for the month ended June 30, 2019 in compliance with the N.J.A.C. 6A:23A-16.10(c). The Board of Education, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, certifies that no major account or fund has been overexpended in violation of N.J.A.C. 6A:23A-16.10(c).

Motion

**Old Business**

**New Business**

**Next Meeting – August 26, 2019**

**Executive Session**

Be it hereby resolved by \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_\_\_ PM  
pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an Executive Session for the duration of approximately 30 minutes regarding:

- Vendor contract**
- Superintendent evaluation – follow up**

It is expected that discussion undertaken in executive session will be made public at the time action is taken.

The meeting was re-opened to the public at \_\_\_\_\_ PM.

**Adjournment**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adjourn the meeting at \_\_\_\_\_ p.m.

Motion

## ***Draft- Board Retreat Agenda***

- I. Dinner and General Discussion on Board/Admin Accomplishments for 2018-2019
  - How did we do against our shared goal? (Mandatory board self-assessment)
  - What went well, what could have been done better? (Individual assessment)
  - How did we perform as a group or committees and as a whole board?
- II. Creation of 2019-2020 goals and structure to support achievement of goals
  - Do we want one or multiple shared goals for the board and admin?
  - Input by current committee type, what are the top things for next year?
- III. Topics for Board discussion
  - Merit Goals for CSA
  - Merit Goals for Business Administrator
  - Board Committee Structure and Focus
- IV. Confirmation of BOE Calendar.