

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – December 16, 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***

Mrs. Smith called the meeting to order at 7:01 p.m.

### ***Flag Salute***

Mrs. Smith invited everyone to join her in the flag salute.

### ***Roll Call***

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mr. Don Biery, Mrs. Joann McCormack, Mrs. Tammy Smith, & Mrs. Alison Stiehl.

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Ippolito, Parents, Public, & Students.

### ***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***

None.

### ***Correspondence***

None.

### ***Superintendent's Report***

Mrs. DeFalco gave the following report:

- \* Provided QSAC overview & district's QSAC meeting dates

### ***Board Secretary's Report***

Mr. Brennan gave the following report:

- \* Regarding Erate reimbursement, we completed FY 2020 Form 470 & FY 2020 Client Furnished Information form.
- \* Our district uploaded all audit related documents to the NJ DOE CAFR repository by the original December 5<sup>th</sup> deadline.
- \* Medical waiver payments and rebates were dispersed on December 13<sup>th</sup>.  
Projected annual medical waiver payments of \$75,801 (11 FTEs).  
Medical rebate amount was dispersed per the KTEA contract.
- \* We completed our ASSA submission for the 19-20 SY. Our enrollment for submission was 159 students down from 174 students a decrease of 8.6%.

Facilities:

- \* None.

### ***Presentations:***

#### ***Mrs. Dana Carroll, Knowlton Knights***

Mrs. Carroll presented a citizenship award to Ibrahim Diop & Ashley Zambrana. Congratulations Ashley & Ibrahim. Great job!

## ***MOTIONS***

### ***1. Joint Transportation Agreement***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2019-2020 Joint Transportation Agreement with host district North Warren Regional and joiner district Knowlton Township/Knowlton Elementary for non public student transportation.

### ***2. Approve Field Trip Contracts***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following 2019-20 field trip contract:

**Q-FT-06 with B&K Dalrymple – Somerset Patriots (JSN/SP)**

### ***3. Approve substitute***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the following substitute for the 2019-2020 school year, as recommended by the Superintendent, pending completion of required paperwork.

Ashley Chaladoff

#### ***4. Approve Travel Expenditures***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached travel expenditures for the 2019-20 school year as required by N.J.S.A.18A:11-12.

#### ***5. Approve Bills***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$377,048.41 and Cafeteria \$4,281.28.

#### ***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 November 30, 2019 (Policy 6820).

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Board Secretary

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Date

#### ***6. Accept Report of the Secretary and Report of the Treasurer***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended November 30, 2019 and the A-149 Treasurer's of School Monies Report for the month ended November 30, 2019 in compliance with the NJAC 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 NJAC 6A:23A-16.10(c).

#### ***7. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the Regular Minutes of November 25, 2019.

AYES: 5

NOES: 0

ABST: 1 (Mrs. Bates).

Motion carried.

#### ***Old Business***

None.

#### ***New Business***

Mrs. McCormack discussed the idea of obtaining grants through Acme or Shoprite.

#### ***Upcoming Meetings***

January 6, 2020: Board Reorganization Meeting, 7pm

### ***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mrs. Stiehl at 7:20 p.m. 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 10 minutes regarding:

- Reorganization Committee Discussion

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

The meeting was reopened to the public at 7:26 p.m.

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:27 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: