

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

**-AGENDA FOR REGULAR MEETING – June 22, 2020**

***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***

***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***

***Correspondence***

***Superintendent Report***

***Vice Principal Report***

***Board Secretary Report***

***Committee Reports***

## ***MOTION***

### ***1. Approve School Nurse for 2020-2021***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Joelene Groves as school nurse with a salary of \$57,050, as recommended by the Superintendent.

On roll call, Motion

### ***2. Approve Occupational Therapy Provider***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Kathleen DiFebo Occupational Services LLC for provision of Occupational Therapy Services for the 2020-2021 school year at the rate of \$78.00 per hour.

On roll call, motion

### ***3. Merit Goal***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to recognize the designated quantitative merit goal for the School Business Administrator, as stated in the letter dated September 24, 2019 has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

On roll call, motion

### ***4. Approve the 2020-2021 CARES Emergency Relief Grant Application***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020- 2021 CARES Emergency Relief Grant application in the amount of \$22,878.

On roll call, motion

### ***5. Accept the 2020-2021 NJMEBF Medical Renewal***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the North Jersey Municipal Employee Benefits Fund medical renewal rates effective July 1, 2020 thru June 30, 2021 at a 2.3% increase in premium rates based on staff members existing coverage during 2019-20.

On roll call, motion

**6. Approve Virtual Extended School Year Program Staff**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the hiring of the following staff for the 2020 Extended School Year Program, as  
recommended by the Superintendent.

Colleen Apgar           Teacher  
Sue Thurgood           Teacher  
Sean Hardy             PS Teacher  
Helen Hill              Speech Therapist

On roll call, motion

**7. Approve Data Coordinator**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Dana Carroll as the district data coordinator for 2020-2021 school year.

Motion

**8. Approve EVVRS/HIB-ITP Semi Annual Report**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2019-20 EVVRS/HIB-ITP data for reporting period 2.

Motion

**9. Adoption of Textbooks**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to authorize the purchase of textbooks by the administration and to adopt the following  
textbook series for 20-21:

Reading	K-4	Houghton Mifflin Harcourt Journeys
Reading	5-6	Approved Core Novels
Mathematics	K-6	Houghton Mifflin Harcourt Go Math
Language Arts	K-4	Houghton Mifflin Harcourt Journeys
Spelling	K-4	Houghton Mifflin Harcourt
Science	K-6	Delta Education/ FOSS Kits
Social Studies	1	Harcourt
	2	Scott Foresman
	3-6	MacMillan/McGraw Hill
Spanish	2-5	Viva el Espanol National Textbook
	6	Hola National Textbook

Motion

**10. Approve updates to Policy 5141 – Health**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates for policy 5141.

Motion

**11. Approve updates to Policy 5113-Attendance**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates to policy 5113.

Motion

**12. Approve updates to Policy 6140 – Curriculum Adoption**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates for policy 6140.

Motion

**13. Approve updates to Policy 4111.1/4211.1-  
Nondiscrimination/Affirmative Action**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates to policy 4111.1/4211.1.

Motion

**14. Approve Capital Reserve Deposit**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a deposit to the General Fund Capital Reserve Account pursuant to N.J.S.A.  
18A:7F-41, to be used pursuant to N.J.A.C. 6A:23A-8.4, in an amount not to exceed  
\$250,000.00, account to be funded from available unexpended budget line item accounts and  
unreserved Fund Balance at June 30, 2020.

On roll call, motion

**15. Approve Transfers**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the attached 2019-2020 budget line transfers for the period of May 19, 2020  
through June 22, 2020 with a total of \$5,827.22 for Fund 11.

On roll call, motion

**16. Approve Bill List**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: Monthly bill list \$572,375.73 Cafeteria bill list of  
\$1,902.35.

On roll call, motion

**17. 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 May 31, 2020 (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 Reports for the month ended May 31, 2020 and the  
A-149 Treasurer of School Monies Report for the month ended May 31, 2020 in compliance  
with the N.J.A.C. 6A:23-2.11(c)4. 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:23-2.11(b).

On roll call, motion

***19. Approve Minutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Regular Session minutes of May 18, 2020.

Motion

***20. Uniformed Shared Services Agreement***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Uniformed Shared Services and Consolidation Agreement with Allamuchy  
Township School District to enter a joint agreement for shared services of Gretchen  
Stefankiewicz, School Psychologist.

On roll call, motion

***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 15 minutes regarding:

**Administrative contracts**

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.

***21. Superintendent Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020-2021 contract for Jeannine DeFalco, Superintendent, with a salary of  
\$128,679.

On roll call, motion

***22. Vice Principal Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020-2021 contract for Dana Carroll, Vice Principal, with a salary of \$79,439.

On roll call, motion

**23. Business Administrator Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020-2021 contract for Michael Brennan, Business Administrator, with a salary of \$79,897.

On roll call, motion

**24. School Secretary Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020-2021 contract for Donna Diorio, School Secretary, with a salary of \$44,158.

On roll call, motion

**25. Superintendent’s Secretary Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020-2021 contract for Donna Ventura, Superintendent’s secretary, with a salary of \$52,334.

On roll call, motion

**26. Treasurer Contract Renewal**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to offer an employment contract for 2020-21 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

On roll call, motion

**Old Business –**  
**New Business- Retreat Date**

**Adjournment**

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