

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

Office of the Superintendent

## **DRAFT-AGENDA FOR REGULAR MEETING – May 24, 2021**

### ***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. This meeting will commence at 7:00 P.M. Due to the COVID-19 pandemic, the meeting will be held remotely. The public will be able to access the agenda, as well as electronically view and participate in the public portion of the meeting via a link posted on the District's website at [www.knowltonschool.com](http://www.knowltonschool.com) or by dialing in using the following phone numbers: 929-205-6099 Webinar ID: 832 8125 4039 Passcode: 870320943. Any members of the public wishing to submit written comments prior to the start of the meeting must email such comment to the attention of the Board Secretary at [brennanm@knowltonschool.com](mailto:brennanm@knowltonschool.com). Any such comments that are received by Monday, May 24, 2021 at 12 noon will be read aloud at the meeting for three minutes.

### ***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's Report*** – Staff Spotlight/Knowlton Knight

### ***Board Secretary Report***

### ***Committee Reports*** \*Facilities, \*Finance, \*Instructional and \*Policy

## **MOTIONS**

### **1. Food Services Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to award Maschio's Food Services, Inc. as the food service management company for the 2021-22 school year at an annual management fee of \$8,337.63. Maschio's guarantees the district's financial loss is limited to \$3,000 for the food service operation including the management fee.

On roll call, motion

### **2. Approve Physical Therapy Provider**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Allison Peck, P.T. as the 2021-22 Physical Therapy Service Provider at the rate of \$88.00 per hour.

On roll call, motion

### **3. Approve Substitute Nurse**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Rachel Marsillo Ellis as a substitute nurse, as recommended by the Superintendent, pending the completion of paperwork

On roll call, motion

### **4. Approve ESY and KK Staff (Extended School Year/Knight Knowledge)**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve summer staffing for our Extended School Year and Knight Knowledge programming as follows:

Aides/Teachers/Substitutes

Colleen Apgar  
Allison Bickhardt  
Diane Geitzenauer  
Sean Hardy  
Katy Jones

Samantha Lestrangle  
Susan Perry  
Maureen Plunkett  
Katelyn Toth  
Larissa Walsh

On roll call, motion

**5. Approve ESY Services Staff**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following individual for the 2021 ESY services as recommended by the  
Superintendent, pending the completion of all paperwork:

- |                   |                  |
|-------------------|------------------|
| Rachel Ellis      | Nurse            |
| Joelene Groves    | Nurse            |
| Helen Hill        | Speech Provider  |
| Stephenie Neufeld | PROMPT therapist |

On roll call, motion

**6. Approve Employment Contracts**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to offer employment contracts for 2021-2022 to the following aides as recommended by the  
Superintendent:

- |                    |                                 |
|--------------------|---------------------------------|
| Jordan Greszczak   | Non Instructional/Instructional |
| JoAnn Hoffman      | Instructional                   |
| Christina Ippolito | Non Instructional               |
| Monika Sempruch    | Instructional                   |
| Larissa Walsh      | Non Instructional/Instructional |

On roll call, motion

**7. New Hires**

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

Motion

**8. Approve Policy 3260/3270**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates to policy 3260/3270, Sale and Disposal of Books, Equipment and  
Supplies, Sale, Licensing and Rental of Property.

Motion

**9. Approve Policy 3542**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates to policy 3542, Free or Reduced-Price Lunches/Milk

Motion

**10. Approve Policy 3542.31**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates to policy 3542.31, Food Service,

Motion

**11. Approve Policy 8561**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve policy 8561, Procurement Procedures for School Nutrition Programs.

Motion

**12. Approve Policy Summary Chart**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Local Wellness, Nutrition Food Standards Summary Chart, Policy 3542.1E

Motion

**13. Teacher Evaluation Model for 2021-2022**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the adoption of Charlotte Danielson’s Teacher Evaluation Model and Rubric for  
the 2021-2022 school year.

Motion

**14. Vice Principal Evaluation Model for 2021-2022**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the adoption of the Multidimensional Principal Performance Rubric for the 2021-  
2022 school year.

Motion

**15. Year-End Transfers and Appropriations**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to authorize the Superintendent to make line item transfers and appropriations as needed  
during the month of June and to authorize payment of year-end invoices all of which will be  
approved by the Board of Education at the next board meeting.

On roll call, motion

**16. Approve Bills**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: Monthly bill list \$355,946.58 and Cafeteria bill  
list of \$4378.07.

On roll call, motion

**Monthly Certification**

Pursuant to NJAC 6A:23A-16.10(c)3, I certify that no budgetary line item account has been  
overexpended in violation of NJAC 6A:23A-16.10(c)4 as of April 30, 2021 (Policy 6820).

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

\_\_\_\_\_  
Date

**17. 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 April 30, 2021 and the  
A-149 Treasurer of School Monies Report for the month ended April 30, 2021 in compliance  
with the NJAC 6A:23A-16.10(c)3. 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)4.

Motion

**18. Approve Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the regular session minutes from April 26, 2021.

Motion

**19. Approve Executive Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the executive session minutes from April 26, 2021.

Motion

**Old Business**

**New Business**

- Board Retreat Date

**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:

- Regionalization Study**
- Administrative Contracts**

It is not expected that action will be taken following the Executive Session.

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

**Upcoming Meetings**

**June 7, 2021 Workshop**

**June 21, 2021 Board Meeting**

**Adjournment**

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

## Motion