

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

**Office of the Superintendent**

## **DRAFT-AGENDA FOR REGULAR MEETING – June 21, 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. 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, June 21, 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***

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

### ***Committee Reports***

## **MOTIONS**

### **1. Adopt Ratified Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adopt the 2021-2024 contract ratified by the Knowlton Township Education Association

On roll call, motion

### **2. Plan for Safe Return to In-Person and Continuity of Services**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adopt the Plan for Safe Return to In-Person and Continuity of Services for the 2021-2022  
school year.

Motion

### **3. 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

### **4. Approve Substitutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following substitutes for the 2021-2022 school year, as recommended by the  
Superintendent and pending completion of required paperwork:  
Jacob Burdge  
Heather Reynolds

Motion

### **5. Approve ESY summer staff**

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

On roll call, motion

### **6. Additional Work Days**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to employ Dana Carroll, Vice Principal, for five days during summer 2021 for a total of  
\$859.30.

On roll call, motion

**7. Approve Occupational Therapy Provider**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Kathleen DeFebo Occupational Services, LLC for provision of Occupational  
Therapy Services for the 2021-2022 school year at the rate of \$80.00 per hour.

On roll call, motion

**8. Accept the 2021-2022 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, 2021 thru June 30, 2022 at a 2.4% increase in premium rates based on staff  
members existing coverage during 2020-21.

On roll call, motion

**9. 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

**10. Approve World Language Coordinator**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to appoint Juliana Goncalves, to the stipend position of World Language Coordinator for the  
21-22 school year, with a rate of \$45 per hour, not to exceed 12 hours per week, as  
recommended by the Superintendent.

On roll call, motion

**11. Approve Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a special instructional services contract for student #1744 from Accent On  
Communication, LLC, with PROMPT therapist Stephenie Neufeld for the 21-22 school year  
with sessions in July during Extended School Year and 1 session per week beginning in  
September for a charge of \$115 per session.

On roll call, motion

**12. Approve Data Coordinator**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Dana Carroll as the district data coordinator for the 2021-2022 school year.

Motion

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

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2020-2021 data for reporting period 2.

Motion

**14. 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 21-22:

Reading/Language Arts	K-4	Houghton Mifflin Harcourt Journeys
Reading	5-6	Approved Core Novels
Mathematics	K-6	Houghton Mifflin Harcourt Go Math
Science	K-6	Delta Education/FOSS kits
Social Studies	K-6	Harcourt, Scott Foresman, MacMillan/McGraw Hill

Motion

**15. Approve Capital Reserve Deposit**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a deposit into 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, account to be funded from available unexpended budget line item accounts and  
unreserved Fund Balance at June 30, 2021.

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 \$579,286.67 and Cafeteria bill  
list of \$5826.89.

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 May 31, 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 May 31, 2021 and the  
A-149 Treasurer of School Monies Report for the month ended May 31, 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 May 24, 2021.

Motion

***19. Approve Executive Session Minutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the executive session minutes from May 24, 2021.

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.

***20. Superintendent Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2021-2024 contract for Jeannine DeFalco, Superintendent. This contract has  
been approved by the Executive County Superintendent.

On roll call. Motion

***21. Vice Principal Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2021-2022 contract for Dana Carroll, Vice Principal, as recommended by the  
Superintendent.

On roll call, motion

***22. Business Administrator Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2021-2022 contract for Michael Brennan, School Business Administrator, as  
recommended by the Superintendent.

On roll call, motion

**23. Superintendent's Secretary's Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
To approve the 2021-2022 contract for Donna Ventura, Superintendent's Secretary, as recommended by the Superintendent.

On roll call, motion

**24. School Secretary Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
To approve the 2021-2022 contract for Donna Diorio, School Secretary, as recommended by the Superintendent.

On roll call, motion

**25. Treasurer Contract Renewal**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to offer an employment contract for 2021-2022 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

On roll call, motion

**Old Business**

Retreat Date – July 26

**New Business**

**Adjournment**

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

Motion