

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – August 23, 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, The Star Ledger, 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, August 23, 2021 at 12 noon will be read aloud at the meeting for three minutes.

### ***Call to Order***

Mrs. Smith called the meeting (Zoom) to order at 7:04 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mr. Matthew Baley, Mr. Don Biery, Mrs. Dawn Bates (7:18 pm), Mrs. Rhonda Moritz, Mrs. Tammy Smith, Mrs. Alison Stiehl, & Mrs. Ronni Wittreich.

Absent: None.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Teachers, Parents, & Public.

### ***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.

## ***Correspondence***

None.

## ***Public Participation***

None.

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

Mr. Brennan gave the following report:

\* Pension: Submitted 2021 Q2 (Apr-Jun) IROC Payments/Reports for TPAF & PERS.

\* I submitted our SY 21-22 IDEA grant application.

\* The 2020 (SY 20-21) BEAR expenditure worksheet for Erate reimbursement has been completed and submitted. Our district will receive a maximum reimbursement of \$15,303.85.

### Facilities:

\* We are finishing up our summer work. Lift was utilized in the multipurpose room to change the HVAC filters. Carpet cleaning in the classrooms has been completed. Gym floor has been waxed. It looks great and is ready for the opening of school.

\* Inspector from Chubb Insurance was here to inspect our boilers. Our boilers passed inspection. Hobbie Heat has completed the reassembly of our boilers.

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

Mrs. DeFalco gave the following report:

\* See report.

## ***Presentation – Eagle Scout Project***

Nicholas Sempruch, former Knowlton student, detailed his plans for the Knowlton “outdoor classroom” as part of his Eagle Scout Project. Thank you, Nicholas! Great job!

## ***MOTIONS***

### ***Consent Motion Approval***

A motion was made by Mrs. Smith seconded by Mr. Biery and carried unanimously to approve the use of a consent motion for the meeting.

### ***Consent Motion***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 9 for the 2021-22 school year.

### ***1. 2021-22 Appointments***

A motion was made to appoint the following persons for the 2021-22 school year:

Americans with Disabilities Act (ADA) Coordinator – Jeannine DeFalco  
Substance Awareness Coordinator – Joelene Groves  
Anti-Bullying Specialist – Debbie Lennox  
Anti-Bullying Coordinator– Dana Carroll  
Acting Board Secretary for Emergency Purposes – Dana Carroll  
Affirmative Action Officer – Dana Carroll  
504 Committee Coordinator – Dana Carroll  
North Jersey Municipal Employee Benefits Fund Commissioner – Michael Brennan  
North Jersey Municipal Employee Benefits Fund Alternate – Jeannine DeFalco

### ***2. Firm Appointment***

A motion was made to appoint RK Environmental to serve as the district's asbestos safety control monitoring firm for the room 7 tile project.

### ***3. New Hires***

A motion was made to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed for September start, to be approved by the board at the next regular meeting.

### ***4. Approve Vice Principal Evaluation Tools for 2021-2022***

A motion was made to approve the Multidimensional Principal Performance Rubric as the evaluation tool for 2021-2022.

### ***5. Approve Substitute***

A motion was made to approve the current substitute list for the 2020-2021 school year, pending the completion of paperwork, as recommended by the Superintendent: **Wanda-Ann Heller**

### ***6. Approve 2021-2022 Board Goals***

A motion was made to approve 2021-22 Board Goals, as provided.

### ***7. Emergency Crisis Plan***

A motion was made to approve revisions to the district Emergency Crisis Plan for the 2021-2022 school year.

### ***8. Approve Regular Session Minutes***

A motion was made approve the Regular Session Minutes of July 26, 2021.

### ***9. Approve Executive Session Minutes***

A motion was made to approve the Executive Session Minutes of July 26, 2021.

### ***10. New Hire***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to hire Diane Geitzenauer in the role of personal aide for the 2021-2022 school year, as recommended by the Superintendent.

### ***11. Approve 2021-2022 Transportation Contract Renewal***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2021-22 pupil transportation contract with B&K Dalrymple Inc. for \$148,365.02.

<b>Route #1</b>	\$40,949.39
<b>Route #3</b>	\$33,717.84
<b>Route #7</b>	\$36,574.20
<b>Route #10</b>	\$37,123.59

### ***12. Approve IDEA Grant***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following IDEA grant allocations for SY 21-22:

IDEA Basic	\$47,989 Aide Salary/OT & PT
IDEA Preschool	\$ 6,231 PSD Aide Salary/Instructional Supplies

### ***13. Approve ESEA Grant***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following ESEA grant allocations for SY 21-22:

ESEA Title I	\$26,315 Aide Salary
ESEA Title II	\$ 4,795 Professional Development

### ***14. Approve Budget Line Transfers***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2021-2022 budgt line item transfers for the time period of July 27, 2021 to August 23, 2021 with a total of \$12,515.05 for Fund 11.

### ***15. Approve Bills***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve bills for payment as follows: \$208,271.42 for monthly bill list for July 27, 2021 through August 23, 2021. Cafeteria bill list: \$2,289.20.

### ***16. Accept Secretary and Treasurer Reports***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended July 31, 2021 and the A-149 Treasurer's of School Monies Report for the month ended July 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.

### ***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 July 31, 2021(Policy 6820).

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Board Secretary

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Date

***Old Business***

Mrs. Smith discussed merit goals for the Superintendent.

***New Business***

None.

***Upcoming Meetings***

September 13, 2021: Board Committee Meetings, 7pm

September 27, 2021: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: