

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – July 26, 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.

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

Mrs. Smith called the meeting (Gymnasium) to order at 7:06 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, Mrs. Tammy Smith, & Mrs. Ronni Wittreich.

Absent: Mrs. Rhonda Moritz & Mrs. Alison Stiehl.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Bickhardt, Mrs. Maxman, & Mrs. Johnston.

### ***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***

Mrs. Johnston spoke to the BOE about her belief to increase the pay rate for all substitutes working at the district.

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

Mrs. DeFalco gave the following report:

- \* Extended School Year and Knight Knowledge Programming will end this Thursday, July 29.

- \* Due to increased numbers in our incoming kindergarten class, we have on our agenda a motion to approve a new kindergarten staff member. There were 2 rounds of interviews and a demonstration lesson. The selected candidate comes to us with kindergarten experience as well as experience in Basic Skills instruction.

- \* Nicholas Sempruch hopes to begin his Eagle Scout Outdoor Classroom Project soon. Once he receives final approval for his plans, he will present to the Board of Education.

- \* On July 8, I completed an application for the School Health NJ Project grant. The original information indicated that while the focus group for the grant is middle school, all schools should apply. After much discussion with the team at NJHealth, it was determined that it may be too difficult to continue the required three to four-year data and feedback. I am on the mailing list so I will receive any and all other grant opportunities.

- \* On July 13 I submitted a grant application on behalf of Knowlton Elementary to EmPowered Schools Program. The goals of EmPowered Schools are to: educate students about energy and energy efficiency through STEM-based lesson plans aligned to appropriate standards, provide hands-on activities, diagnostic tools and communication and leadership skills and build educational and professional pathways to green jobs, provides students. Participation in the programming also assists with certification points in the Sustainable Jersey for Schools and Eco-Schools programs.

- \* Last month I discussed the area of tranquility and what the expected timeline was. JB's landscaping did a beautiful job and the tranquility area pavers, mulch and bushes have been set. Race's donated all the plantings to the area. We are expecting a plaque and bench to be placed in the space very soon.

- \* North Warren Regional is hosting an Ice Cream Social for the North Warren Community on Wednesday, August 11 from 5pm -11pm An email blast will be going out to our parents with this information this week.

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

Mr. Brennan gave the following report:

- \* An update was provided on the available Board of Education seats for the upcoming November election. Knowlton BOE has three seats available (3 year term). Reminders to submit petitions to the Warren County clerk were sent to current BOE members.

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

\* Regarding dental insurance, we secured a 2 year renewal (22 month) with Horizon BCBS at a 0% increase. We are now in year two of that renewal.

\* We submitted our HCESC fuel survey for fuel oil #2, so we can continue to buy our fuel oil at a discount through the consortium.

Facilities:

\* RTK (2020) submission completed after RK Environmental updated our chemical inventory for hazardous materials.

\* Hobbie Heat cleaned the majority of our HVAC rooftop condensers. In addition, Frank and our custodial have been changing and upgrading the filters in the HVAC units.

## ***MOTIONS***

### ***1. New Hires***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employees for the 2021-2022 school year, to be approved by the board at the next regular board meeting.

### ***2. Bus Aides***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve designated KTES aide or administrator to accompany student #1855, as needed, during both the AM and PM routes for the 2021-2022 school year.

### ***3. Approval of Breakfast and Lunch Prices for 2021-2022***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the lunch prices for 2021-2022 as follows:

Student breakfast	\$1.50
Staff breakfast	\$2.00
Student lunch	\$3.25
Adult lunch	\$3.75
Milk	\$ .45
Reduced Lunch	\$ .40

### ***4. Accept Horizon Dental Renewal***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the Horizon dental renewal rates effective September 1, 2021 thru June 30, 2022 at a 0.0% increase in premium rates.

### ***5. Approve Dual Use of Instructional Space***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve completed facility forms for dual use of educational space for Classroom 2 and submission to the County Office.

### ***6. Approve Alternate Method of Compliance***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously

to utilize the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 for Kindergarten Room 134 restroom.

### ***7. Approve Indemnity and Trust Agreement NJSIG***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

### ***8. Request Full-Time Principal Waiver***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to request a waiver for a full-time, non-teaching Principal for the 2021-22 school year.

### ***9. Audit and Management Report***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the 2019-20 Audit and Management Report:

#### **Audit for the Year Ending June 30, 2020**

<b>Administrative Practices and Procedures</b>	<b>None</b>
<b>Financial Planning, Accounting and Reporting</b>	<b>None</b>
<b>School Purchasing Programs</b>	<b>None</b>
<b>School Food Service</b>	<b>None</b>
<b>Student Body Activities</b>	<b>None</b>
<b>Application for State School Aid</b>	<b>None</b>
<b>Pupil Transportation</b>	<b>None</b>
<b>Facilities and Capital Assets</b>	<b>None</b>
<b>Miscellaneous</b>	<b>None</b>
<b>Follow-up on prior year findings</b>	<b>Not Applicable</b>

### ***10. Approve Budget Line-Item Transfers***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the attached 2020-2021 budget line-item transfers for the time period of June 22, 2021 through July 26, 2021 with a total of \$10,172.11.

### ***11. Approve Updated Visual and Performing Arts Curriculum***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the updated Visual and Performing Arts curricula for September 2021.

### ***12. Approve Combined Bill List for June and July***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the combined bill lists for payment as follows: Combined bill lists for June 22, 2021 through July 26, 2021 with a total of \$172,009.19.

### ***13. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of June 28, 2021.

AYES: 3

NOES: 0

ABST: 1 (Mr. Biery)

Motion carried.

#### ***14. Approve Executive Minutes***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Executive Session Minutes of June 28, 2021.

AYES: 3

NOES: 0

ABST: 1 (Mr. Biery)

Motion carried.

#### ***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 June 30, 2021 (Policy 6820).

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Board Secretary

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Date

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

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 June 30, 2021 and the A-149 Treasurer of School Monies Report for the month ended June 30, 2021 in compliance with the N.J.A.C. 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 N.J.A.C. 6A:23A-16.10(c).

#### ***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mr. Baley at 7:39 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 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 reopened to the public at 7:57 p.m.

#### ***16. Approve Stipend***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve as amended a \$1,500 stipend for the task of processing the ESEA/ESSER Grants for SY 20-21 by our selected Grants Coordinator and/or Business Administrator.

#### ***17. Approve Stipend***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve as amended a \$3,000 stipend for the task of processing appropriate the ESEA grant for SY 21-22 and an additional grant by our Business Administrator.

***Old Business***

Discussion of BOE attendance at NJSBA Conference.

***New Business***

None.

***Upcoming Meetings***

August 23, 2021: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:05 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: