

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – December 20, 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, 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 or join by phone by dialing any of the following numbers: 301-715-8592, 312-626-6799, 929-205-6099, 253-215-8782, 346-248-7799, or 669-900-6833. Webinar ID: 816 1434 3885 Passcode: 862329. Any members of the public wishing to submit written comments prior to the start of the meeting by 12 noon on day of said meeting, must email such comment to the attention of the Board Secretary at brennanm@knowltonschool.com.

Call to Order

Mrs. Smith called the meeting 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 (7:31 pm), Mrs. Dawn Bates, Mr. Don Biery, Mrs. Rhonda Moritz, Mrs. Tammy Smith, Mrs. Alison Stiehl, & Mrs. Ronni Wittreich.

Absent: None.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Dana Carroll, Vice Principal, Students, Teachers, & 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

Mr. Brennan read a letter from Dr. Mary Ann Boyd. Mrs. Boyd informed us that regrettably she will not be able to serve on the Knowlton Township BOE.

Superintendent's Report

Mrs. DeFalco gave the following report:

* Governor Teacher of the Year: Kathi White is a valued member of our school community who exhibits exceptional talent in the classroom. She conducts herself in a professional manner, has the students' best interests in mind and always sets clear and concise expectations. The connections she develops with families continue for years that follow. Students of all ages return to visit and reach out to Mrs. White as they remember all they learned and her creative style of teaching. She demonstrates effective instructional practices and shares in the excitement of watching the light bulb get brighter as students navigate and succeed with new content. Mrs. White makes learning fun and understands the need to have a variety of strategies ready to go.

* Educational Professional of the Year: Joeline Groves is our school nurse who handles each minute of her busy day with professionalism, patience, and kindness. Mrs. Groves supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting. She is dedicated to her role as school nurse and has navigated the frequently changing COVID protocols with diligence. The job of nurse consists of so many pieces and she is exemplary in each piece. She has made positive connections to students and families and works alongside staff and administration creating positive relationships.

* Mid Year Budget: Michael & I received all of our mid-year review documents today and will be preparing them for our January 11 meeting with the County Office.

* 2022 January Sustainable submission: We are currently updating actions and completing all the necessary forms for new actions that could earn us points.

Vice Principal's Report

Mrs. Carroll gave the following report:

* 5th and 6th grade have completed their classroom spelling bee. Congratulations to the following 5th and 6th graders who will participate in the school spelling bee in January. They are: Ryden Alvarado, Raymandeep Kaur, Krisha Patel, Ekaterina Shechenko, Evie Wenner, Sean Gilmartin, Meghann Wurtemburg, Mason DeNinno, Emma Kopaciewicz, Noelle Jacobson, Lucas Iwaszczuk, Pedro Budniak. Alternates: Jack Hodakowski and Aleks Biery.

* Thank you to the PTA for supplying crafts to all of our students to take home for the holidays. Some were completed with Mrs. Tate and some with their homerooms.

* The holiday concert was filmed and sent out to parents via email. Thank you to Donna Ventura, Mr. Littlehale, Mr. Bush and Miss Walsh for their help to make everything perfect. And a great big job well done to Mrs. Lestrangle.

* Thank you to Mrs. Perry and Mrs. Janeiro for coordinating our Annual Slipper Tree for DASACC. It was, again, a very successful fundraiser to help women and children in need.

* Thank you to Mrs. Staub, Mrs. Harer, and the Just Say No Club for coordinating a new board game drive for children who are in the hospital at Lehigh Valley Reilly Children's Hospital.

Board Secretary's Report

Mr. Brennan gave the following report:

* Regarding Erate reimbursement, we completed FY 2021 Form 470 & FY 2021 Client Furnished Information form.

* Our district upload of all audit related documents to the NJ DOE ACFR repository is on hold (New deadline is February 5th).

* Medical waiver payments were dispersed on December 15th.
Projected annual medical waiver payments totaled \$52,731 (9 FTEs).
This is a decrease over the prior year of \$2,709.

* Stabilization Aid payment was received in November. Payment amount was \$93,409.

* We completed our ASSA submission for the 21-22 SY. Our enrollment for submission was 163 students up from 150 students for an increase of 8.7%. Prior year was a decrease of 5.7%.

Facilities:

None.

Board President's Report

Mrs. Smith gave the following report:

* NJSBA sustainability training available. Please inform Mrs. DeFalco, if you take a class

* WCNJSBA meeting virtually this winter

* Review of December NJSBA legislative update

* Per NJ DOE, \$1m will be made available for Mental Health screening

Presentations – Mrs. Dana Carroll, Knowlton Knights and Staff Spotlight

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award (virtual) to Gabby Rabinowitz and Lilly Wicki-Olver. Congratulations to Gabby & Lilly W. Great job!

Staff Spotlight, Mrs. Carroll

Mrs. Carroll presented a certificate (virtual) to our staff spotlight recipient, Ms. Jenna Maxman. Congratulations to Ms. Maxman!

Donors Choose, Mrs. LeStrange

Mrs. LeStrange updated the Knowlton BOE on her donors choose funding.

Public Participation

Public participation shall be governed by BOE Policy 1120.1 Public Participation in Board Meetings. Public comments are invited on all matters pertaining to the school district. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or her designee. Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

None.

MOTIONS

1. New Hire

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to hire new hires in the role of personal aide for the remainder of the 2021-2022 school year, pending completion of required paperwork.

2. New Hire

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to hire Heather Reynolds in the role of part time Preschool aide for the remainder of the 2021-2022 school year, pending the completion of required paperwork.

3. Approve Substitute

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the following substitute for the 2021-2022 school year, pending completion of paperwork:
Corinne Hill

4. Approve Policy 3220/3230 State Funds; Federal Funds

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to Policy 3220/3230, State Funds: Federal Funds.

5. Approve Bills

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$360,297.74 and Cafeteria \$6,666.06.

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 November 30, 2021 (Policy 6820).

Board Secretary

Date

6. 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 November 30, 2021 and the A-149 Treasurer's of School Monies Report for the month ended November 30, 2021 in compliance with the NJAC 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 NJAC 6A:23A-16.10(c).

7. Approve Minutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of November 22, 2021.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

Old Business – Elections

The BOE discussed the November 2, 2021 election.

New Business

The BOE discussed the upcoming reorganization meeting scheduled for January 3, 2022.

Upcoming Meetings

Reorganization Meeting, Monday, January 3, 2022, 7pm

Regular January Board Meeting TBD

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:59 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: