

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REORGANIZATION MEETING – January 3, 2022

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 and the school operating remotely, the meeting will be held remotely as well. 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 by dialing in using the following phone numbers: 312-626-6799, 253-215-8782, 346-248-7799, 669-900-6833, or 929-205-6099 Webinar ID: 816 1434 3885 Passcode: 862329. 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. Any such comments that are received by Monday, January 3, 2022 at 12 noon will be read aloud at the meeting for three minutes.

Call to Order

Mr. Brennan called the meeting to order at 7:03 p.m.

Flag Salute

Mr. Brennan invited everyone to join him in the flag salute.

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mr. Don Biery, Mrs. Rhonda Moritz, Mrs. Tammy Smith, & Mrs. Ronni Wittreich.

Absent: Mrs. Alison Stiehl.

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

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.

Results of the November 2, 2021 School Election

Three Year Term – Board of Education

Matthew Baley	672 Votes
MaryAnn Boyd	29 Votes
Alison Stiehl	18 Votes

Mr. Biery was appointed to serve on the Knowlton BOE (Mrs. Boyd's seat).
Mrs. Boyd was elected and is serving on the NWR BOE.

Administer Oath of Office to Elected/Appointed Members

Mr. Brennan administered the oath of office to Mr. Baley & Mr. Biery.

Election of Board President

The nomination of Mrs. Smith as President of the Knowlton Township Board of Education was made by Mr. Baley seconded by Mrs. Bates.

A motion was made by Mr. Baley seconded by Mrs. Bates to close the nominations for President.

AYES: 6

NOES: 0

ABST: 0

Motion carried.

President Presides

Mrs. Smith now presides as President of the Knowlton Township Board of Education.

Election of Vice President

The nomination of Mr. Baley as Vice President of the Knowlton Township Board of Education was made by Mr. Biery seconded by Mr. Baley.

A motion was made by Mrs. Smith seconded by Mrs. Bates to close the nominations for Vice President.

AYES: 6

NOES: 0

ABST: 0

Motion carried.

Appointment of 2022 Committees and Delegates by the President

Facilities Committee: Mr. Brennan (Chair), Mr. Baley, & Mrs. Mortiz.

Instructional Committee: Mr. Biery (Chair), Mrs. Stiehl, & Mrs. Carroll.

Policy Committee: Mrs. Bates (Chair) & Mrs. DeFalco.

Community Outreach: Mrs. DeFalco (Chair), Mrs. Wittreich, & Mrs. Carroll.

Finance Committee: Mr. Baley (Chair), Mr. Biery, Mrs. Smith, Mr. Brennan, & Mrs. DeFalco.

Negotiations Committee: Mr. Smith (Chair), Mrs. Bates, Mrs. Moritz, Mr. Brennan, & Mrs. DeFalco.

Warren County Delegate: Mrs. Bates, Mrs. Wittreich (alt.)

NJSBA Delegate: Mr. Biery, Mrs. Wittreich (alt.)

Consent Motion Approval

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

Reorganization Consent Motion

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 9 for 2022.

1. Adoption of Curriculum

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2022: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language, and 21st Century Skills.

2. Adoption of Policy

to adopt all existing policies, by-laws, and regulations for the operation of the Board and the school.

3. Approve Permitted Records

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

4. Designate Newspapers

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Star Ledger* as an alternate.

5. Depositories

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank & PNC Bank.

6. Bank Signatories

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Current Expense	2	President, Board Secretary and/or Treasurer
Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

7. Petty Cash

to approve petty cash funds to be established for July 1, 2022 through June 30, 2023 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

8. Annual Notice of Meetings

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Tuesday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Star Ledger and the Express Times.

Board Workshop Meetings

January 10, 2022
February 7, 2022 (First Monday)
March 14, 2022
April 11, 2022
May 9, 2022
June 13, 2022
No Workshop
No Workshop
September 12, 2022
October 10, 2022
November 14, 2022
No workshop

Monthly Meetings

January 25, 2022
February 22, 2022
March 22, 2022
April 26, 2022
May 24, 2022
June 28, 2022
July 26, 2022
August 23, 2022
September 27, 2022
October 25, 2022
November 22, 2022
December 20, 2022 (Third Tuesday)
January 5, 2023 (**Reorganization Thursday**)

9. Personnel and/or Firm Appointments

To appoint the following persons for 2022:

Superintendent – Jeannine DeFalco
Treasurer of School Monies – Randy Wilson
Attorney – Weiner Law Group, LLP
Auditor - Ardito & Co., LLP
Insurance Agent for Property/Casualty – Brown and Brown, Inc.
Insurance Broker for Health Insurance – CBIZ, Inc.
Risk Management Consultant – Bob Gemmell, Brown and Brown, Inc.
Custodian of Records – Michael Brennan
Business Administrator – Michael Brennan
Acting (Alternate) Board Secretary for Meeting Purposes – Michael Brennan (Dana Carroll)
Affirmative Action Officer- Dana Carroll
504 Committee Coordinator – Dana Carroll
School Physician – Dr. Eugene Cullen, MD
AHERA Compliance Officer – RK Environmental
Licensed Drinking Water Operator – McGowan Well Water Compliance
Official Bargaining Unit – Knowlton Township Education Association
IAQ Designate – Franklin Bush
Attendance Officer- Joeline Groves
Americans with Disabilities Act (ADA) Coordinator – Dana Carroll
Homeless/Storm Liaison – Jeannine DeFalco
Public Agency Compliance Officer –Michael Brennan
School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco
Data Coordinator – Dana Carroll
ESL Coordinator – Jeannine DeFalco

Old Business

None.

New Business

Discussed and formed our 2022 Knowlton BOE Committees and our NJSBA & Warren County DOE delegates.

We discussed the substitutes, who are available to work in our district.

Upcoming Meetings

January 11, 2021: Board Committee Meetings, 6pm
January 25, 2021: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:27 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: