

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – May 9, 2022 **Rescheduled from April 26, 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, 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: 862 4872 0526 Passcode: 765331. 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

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

Flag Salute

Mr. Baley 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. Alison Stiehl, & Mrs. Ronni Wittreich.

Absent: Mrs. Tammy Smith.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator (7:12 pm), Dana Carroll, Vice Principal, 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.

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 his 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.

Correspondence

Mrs. Carroll read a resignation from Mrs. LeStrange effective June 30, 2022.
Mrs. DeFalco thanked Mrs. LeStrange for her contributions to the school district.

Superintendent's Report

Mrs. DeFalco gave the following report:

- * ESY programming: Our ESY program is taking shape and we are currently awaiting our final numbers in order to determine our transportation needs. This program will run Monday-Thursday the last week of in July with the exception of week 1 where the program will run Tuesday-Friday due to the Fourth of July Holiday. We are still looking to fill positions for nurse and speech therapist for our ESY program.

- * Sixth grade promotion: Sixth grade promotion is scheduled as an outdoor event on Monday, June 20th and will be outside underneath tents. More specifics are forthcoming.

- * Preliminary calendar: On tonight's agenda there is a motion to approve the preliminary calendar for the 2022-2023 school year.

- * Our School Store update shows our total school rewards received from donors at \$6,290.78. SchoolStore.com is an online shopping mall where over 350 nationally-known merchants have agreed to give a percentage of sales to K-12 schools. Companies like Walmart, Kohls, Sears, Disney Store, Family Book Store and Barnes & Noble participate.

* Board Member Audit: I was contacted by Investigator Calderon from the Office of Student Protection to alert me that a board member audit was conducted for our district and all board members are considered in good standing with all necessary approvals on file.

* Future of School Grant: I have been working closely with a non-profit organization that provides funding to schools. I was granted funding for my latest submission which will help off-set some of our on-line programming costs for 22-23 and allow us to explore new technology. The non-profit is supporting new company ventures in the area of technology. I have been invited to apply to a summer offering as well and am prepared to do so once the application is released.

* McKinney-Vento Homeless Liaison Training Program: On March 31, 2022 I completed the required Level 2 training for Liaisons. This year's training was conducted through a series of on line webinars and live events spanning February and March.

* Superintendent Evaluation: You will be receiving information regarding my evaluation in the next two weeks. Once document is received, you will read, review and provide feedback. Mrs. Smith and I will meet once all of the feedback is forwarded to her and received.

* Walk and Memorial Event: KTEA members and PTA have worked cooperatively to organize and plan an event set for June 18th for the second annual event to raise money for the Diane Davalos Memorial Scholarship fund. The event will be held at Tunnel Field and will include a memorial walk activities and a movie. The event kicks off at 530pm. Information was sent via email blast and was included in the Knowlton News.

Vice Principal's Report

Mrs. Carroll gave the following report:

* State testing is almost finished. Since spring break, grades 3-6, have completed 3 sections of ELA and 3 sections of math. Fifth grade is finishing up the science portion and will be done on Thursday.

* The Warren County branch of the Rutgers Coop was here on May 1st. They presented to 1st grade a lesson about mammals. Students were able to see various skulls of mammals and how to identify the type of mammal based on the structure of the skull. Rutgers will be back on May 16th to work with our 6th grade to sample water from the Delaware River and determine its cleanliness as well as look for species that live by the river water.

* Teachers are underway with end-of the year assessments like the DRA and will administer Linkit as we approach June.

* During Mrs. Reber's Read-a-Thon, one of the prizes was to have lunch with me. I am half way through meeting the students. There were 22 students who earned a lunch. The 2 groups that I have had so far, we have been able to sit out on the picnic table in the warm sunshine.

Board Secretary's Report

Mr. Brennan gave the following report:

- * Pension: Submitted 2022 Q3 (Jan-Mar) IROC Payments/Reports for TPAF & PERS.

- * Our user friendly 22-23 budget will be posted to the school website this week and available for all to view.

- * Our district is eligible for the 2022 safety grant.

Facilities:

See Facility Committee notes.

Board President's Report

On behalf of Mrs. Smith, Mr. Baley gave the following report:

- * Wind Down Empowerment Series: Inspired by the well-attended Workshop 2021 “Wind Down” programs, these virtual evening sessions provide a forum where board members can gather virtually to informally discuss issues of concern with NJSBA staff experts and other board members. Next session is scheduled for Wednesday, May 25th, 7pm – 9pm. Register on the NJSBA website. The registration deadline is 3pm on May 22. Board Member Academy Credits: 1.

- * Workshop 2022 Registration: Workshop 2022 will be held Mon, Oct 24th – Weds, Oct 26th. Workshop Early Bird Pricing Available Until June 30th.

- * NJSBA Legislative Committee: NJSBA Legislative Committee convened on May 7th. Attached are a host of Governmental Relations Updates.

Committee Reports

Mrs. DeFalco provided the following Community Outreach report:

- * PBurg Comical – May 14, 10 AM – 4PM event at Phillipsburg High School. Guest Artists include: G. Willow Wilson, N. Steven Harris and Amy Chu. Tickets are \$5 and attendees can bring a donation to the food bank and receive a free comicon exclusive print.

- * Update on the Knowlton Township Knox box requirement. We do not have to install a separate one for the fire department. A plan has been established for our current Knox box and code.

- * AT Truck Stop, Inc., will be heard before the Zoning Board of Adjustment of the Township of Knowlton, regarding the property known as Block 55 Lot 16 (71 Route 46) The applicant is seeking amended site approval. An in-person public hearing has been set for May 3, 2022 at the Municipal Building at 7:30 pm.

- * Kindergarten screening will be held the end of May.

* Ms. Maxman's 6th grade LAL/Social Studies class is engaged in a Panasonic Eco-Project. They have been participated in clean up, speaking with a local business and have coordinated with Rutgers for water testing and an assembly on mammals.

Mr. Brennan provided the following Facilities report:

*Hobbie Heat: We had the fan motor replaced in the nurse's office.

*KAA Basketball: KAA has ended basketball as of Friday March 11th, 2022. I'd like to thank Jeannine, Dana, Frank, Geoff, & Bob for their coordination with Courtney and all the KAA coaches. It was an extremely successful season and that doesn't happen without effort. Thanks to all for their effort in supporting our Knowlton students who played basketball this season.

* Lighting: Lighting discussion of the memorial garden area. Area will either be solar lighting or no lighting at all as discussed by the Facilities Committee.

* Fire inspection to be conducted in April.

* Hobbie Heat is no longer operating as a going concern and has closed their business. Going forward, Jason Mazzer Plumbing and HVAC. LLC. will now service our boilers.

Mrs. Carroll provided the following Instructional report:

* No report provided.

Mrs. DeFalco provided the following Finance report:

* S3488- review of points from virtual call with Mark Magyar. Michael to complete 1 page LEAP application asap.

* Budget- preliminary budget has been approved and comments shared. The final budget numbers remained the same as the preliminary.

* Grants- ARP grant revised and submitted. REAP grant submitted.

* Parking lot – Matt recommended Michael reach out to check if current quote needs to be updated due to rising costs in asphalt. Paving to start in August for multi-step project.

Mrs. DeFalco provided the following Policy report:

* None.

Presentations – Mrs. Dana Carroll, Staff Spotlight

Public Participation

Mrs. Carroll presented a certificate to our staff spotlight recipient, Mrs. Lisa Garrison. Congratulations to Mrs. Garrison!

Presentation – Knowlton Township Budget 2022-2023-Michael Brennan, SBA

Mr. Brennan presented the school district's SY 22-23 budget.

AGENDA

1. Accept Resignation

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously to accept the resignation of Samantha LeStrange, music teacher, with regret, effective June 30, 2022.

2. Increase Substitute Nurse Pay

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to increase the substitute nurse pay to a daily rate of \$200.

3. 2022-23 Budget Adoption

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to submit the 2022-23 proposed budget to the Warren County Department of Education for review and approval. The proposed budget includes sufficient funds to provide curriculum compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A. The proposed budget includes the following revenues and expenditures:

Revenues:

General Fund

Local Tax Levy	\$3,149,813
Tuition	18,000
Miscellaneous Revenue	794
Cap Reserve Interest	300
State Aid	493,869
Budgeted Fund Balance	457,224
Withdrawal from Capital Reserve	70,000
Federal Revenue-Special Projects	72,530
 Total Revenues	 \$4,262,530

Expenditures:

Fund 10 Transfer to Charter School	108,305
Fund 11 Current Expense	3,991,395
Fund 12 Capital Outlay	90,300
 General Fund Total	 \$4,190,000
Fund 20 Special Revenue	72,530

Total Expenditures \$4,262,530

4. Requisition of Taxes

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve that the amount of district taxes needed to meet the obligations of the Board for the 2022-2023 school year is \$3,149,813 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2022	\$350,000.00
August 10, 2022	\$350,000.00
September 10, 2022	\$272,201.44
October 10, 2022	\$272,201.44
November 10, 2022	\$272,201.44
December 10, 2022	\$272,201.44

January 10, 2023	\$272,201.44
February 10, 2023	\$272,201.44
March 10, 2023	\$272,201.44
April 10, 2023	\$272,201.44
May 10, 2023	\$272,201.48

5. Contract Renewals

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following persons for the 2022-23 school year, as recommended by the Superintendent:

Apgar	M8	
Baker	B15	
Bickhardt	M19	Longevity \$3,000
Ciccarelli	M10	
Ferry	B19	Longevity \$1,500
Garrison	M12	
Groves	B+15, 5	
Harer	B19	Longevity \$2,000
Hill	M19	
Hollmann (3 days/week)	M9	
Janeiro	B14	
Jones	M19	Longevity \$2,000
Lehr	B3	
Lennox	M14	
Lightcap (1 day/week)	M12	
Maxman	B+15,12	
Perry	M15	
Plunkett	B8	
Reber	M+15,19	Longevity \$2,500
Staub	M+30,14	
Stefankiewicz (2.5 days/week)	M+30,16	(Knowlton Share)
Tate (3 days/week)	B15	
Thurgood	M+15,11	
Toth	M6	
Werner	M17	

6. Paraprofessional Contract Renewals

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following paraprofessionals for the 2022-2023 school year, as recommended by the Superintendent:

Diane Geitzenauer	Alison Occhifinto
Joann Hoffman	Monika Sempruch
Christina Ippolito	Larissa Walsh
Kory Nace	

7. Custodian Contract Renewals

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following custodians for the 2022-23 school year, as recommended by the Superintendent:

Franklin Bush

Robert Guida

Geoffrey Littlehale

8. Approve Substitutes

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously to approve the following individuals as substitutes for the 2021-2022 school year, pending the completion of paperwork:

Teacher:

Mary Lynn Orchard

Nurses:

Ashlee Garo

Christina Kuriakose

Christine Rodesilier

9. Approve Clinical and Internship Request

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously to approve Emily Slack to complete her student field experience at KTES as a part of her programming at Centenary University in Fall 2022 and Spring 2023.

10. Approve Field Trips

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following field trips as stated

Q-FT-01	June 7, 2022	Grade 6	social at North Warren	\$290
Q-FT-02	June 8, 2022	Incoming K	Kindergarten bus ride	\$100

11. Approve Travel Expenditures

A motion was made by made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the travel expenditures for the 2021-2022 school year as required by the Chapter 53 revisions to C.18A:11-12.

12. District's Mileage Reimbursement Expense

A motion was made by made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the district's total maximum mileage reimbursement expense for SY 22-23 of \$51,000 pursuant to N.J.A.C. 6A:23A-7.3.

13. 2022-2023 Preliminary School Calendar

A motion was made by made by Mr. Baley seconded by Mrs. Bates and carried unanimously to approve the 2022-2023 preliminary calendar.

14. Application to Operate Special Education Summer School

A motion was made by made by Mr. Baley seconded by Mrs. Bates and carried unanimously to approve the application to operate a special education summer school from 7/5/22 to 7/28/22.

15. Approve Budget Line Transfers

A motion was made by seconded by made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2021-2022 budget line-item transfers for the time period of March 23, 2022 through April 26, 2022 with a total of \$4,700.00.

16. Approve Bills

A motion was made by made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$310,262.83 and Cafeteria bill list \$9,410.54.

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c) 3, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11(a) as of March 31, 2022 (Policy 6820).

Board Secretary

Date

17. Accept Report of the Secretary and Report of the Treasurer

A motion was made by made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended March 31, 2022 and the A-149 Treasurer of School Monies Report for the month ended March 31, 2022 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 over expended in violation of N.J.A.C. 6A:23A-16.10(c).

18. Approve Minutes

A motion was made by Mr. Baley and seconded by Mrs. Bates and carried unanimously to approve the Regular Minutes of March 22, 2022.

AYES: 6

NOES: 0

ABST: 0

Motion carried.

Old Business

None.

New Business

Mrs. DeFalco reminded the BOE about the upcoming NJSBA convention and the impact on our Knowlton Township BOE meeting.

Mr. Brennan reminded the BOE members, who haven't yet done so, to please complete and submit their School Ethics disclosures.

Upcoming Meetings

Committee Meeting, Monday, June 13, 2022, 6 pm

Regular Board Meeting, Tuesday, May 24, 2022 7 pm

Adjournment

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:28 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: