

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **Office of the Superintendent**

### **DRAFT-AGENDA FOR REGULAR MEETING – June 28, 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.

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

#### ***Flag Salute***

#### ***Roll Call***

#### ***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***

#### ***Superintendent Report***

#### ***Board Secretary Report***

#### ***Committee Reports - Community Outreach, Facilities, Instructional***

## ***Student Presentation- Kinder”garden” growers***

### ***MOTIONS***

#### ***1. Approve Maternity Leave***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a request for maternity leave, under the conditions of the KTEA contract and FMLA from Colleen Apgar beginning October 11, 2022 through February 2023, as recommended by the Superintendent.

On roll call, motion

#### ***2. New Hire-Music Teacher***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Alexandra Straulina as KTES music teacher for the 2022-2023 school year, pending required paperwork.

On roll call, motion

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

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to authorize Mrs. DeFalco, Superintendent, to hire new employees for the summer to be approved by the board at the next regular board meeting.

Motion

#### ***4. Approve Substitutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the substitutes included on the 2022-2023 Substitute List.

Motion

#### ***5. Approve ESY summer staff***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve summer staffing for our Extended School Year programming as follows:  
Helen Hill – Speech Therapy  
Annie Pike - substitute

On roll call, motion

#### ***6. Approve Computer Science, Design Thinking & Career Readiness, Life Literacies and Key Skills Curriculum***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Computer Science & Design Thinking Curriculum.

Motion

**7. Approve Updates to Math Curriculum**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve updates to the Math Curriculum to include Financial Literacy Standard in grades K-3.

Motion

**8. Additional Summer Work Days Stipend**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to employ Dana Carroll, Vice Principal, for days during summer 2022 with a stipend to be paid at a rate of \$50 per hour, not to exceed 20 hours.

On roll call, motion

**9. Accept the 2022-2023 NJMEBF Medical Renewal**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the North Jersey Municipal Employee Benefits Fund medical renewal rates effective July 1, 2022 thru June 30, 2023 at a 7.4% increase in premium rates based on staff members existing coverage during 2021-22.

On roll call, motion

**10. Uniformed Shared Services Agreement**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Uniformed Shared Services and Consolidation Agreement with Allamuchy Township School District to enter a joint agreement for shared services of Gretchen Stefankiewicz, School Psychologist.

On roll call, motion

**11. Approve Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a special instructional services contract for student #1744 from Accent On Communication, LLC, with PROMPT therapist Stephenie Neufeld for the 22-23 school year with sessions in July during Extended School Year and 1 session per week beginning in September for a charge of \$125 per session.

On roll call, motion

**12. Food Services Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_ to award Maschio's Food Services, Inc. as the food service management company for the 2022-23 school year at an annual management fee of \$9,171.39. Maschio's guarantees the district's financial loss is limited to \$6,000 for the food service operation including the management fee.

On roll call, motion

**13. Approve Data Coordinator**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Dana Carroll as the district data coordinator for the 2022-2023 school year.

Motion

**14. Approve EVVRS/HIB-ITP Semi Annual Report**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2021-2022 data for reporting period 2.

Motion

**15. Adoption of Textbooks/On Line programming**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to authorize the purchase of textbooks/online programming by the administration and to  
adopt the tools for programming for 22-23:

|                       |     |                                    |
|-----------------------|-----|------------------------------------|
| Reading/Language Arts | K-4 | Houghton Mifflin Harcourt Journeys |
| Reading               | 5-6 | Approved Core Novels               |
| Mathematics           | K-6 | Houghton Mifflin Harcourt Go Math  |
| Science               | K-6 | Delta Education/FOSS kits          |
| Social Studies        | K-6 | TCI                                |

Motion

**16. Approve Merit Goal**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to recognize the designated quantitative Merit Goal #2 for the Superintendent, as stated in the  
county approval letter dated September 28, 2021 has been achieved and to authorize  
submission to the Executive County Superintendent for approval and authorization of  
payment.

On roll call, motion

**17. Approve Capital Reserve Deposit**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a deposit into the General Fund Capital Reserve Account pursuant to N.J.S.A.  
18A:7F-41, to be used pursuant to N.J.A.C. 6A:23A-8.4, in an amount not to exceed  
\$250,000, account to be funded from available unexpended budget line item accounts and  
unreserved Fund Balance at June 30, 2022.

On roll call, motion

**18. Approve Budget Line Transfers**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the attached 2021-2022 budget line item transfers for the time period of May 25,  
2022 to June 28, 2022 with a total of \$26,565.66 for Fund 11.

On roll call, motion

**19. Approve Bills**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: Monthly bill list \$639,993.65 and Cafeteria bill  
list of \$7,295.80.

On roll call, motion

**Monthly Certification**

Pursuant to NJAC 6A:23A-16.10(c)3, I certify that no budgetary line item account has been  
overexpended in violation of NJAC 6A:23A-16.10(c)4 as of May 31, 2022 (Policy 6820).

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**20. Accept Report of the Secretary and Report of the Treasurer**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Reports for the month ended May 31, 2022 and the  
A-149 Treasurer of School Monies Report for the month ended May 31, 2022 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.

Motion

**21. Approve Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the regular session minutes from May 24, 2022.

Motion

**22. Approve Stipend**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a \$3,000 stipend for the task of processing the ESEA/ESSER Grants for SY22-23  
by our selected Grants Coordinator and/or Business Administrator for the task of application  
completion, submission, processing and all necessary reports associated with the grant  
process plus one new additional grant that benefits the student learners.

On roll call, motion

**23. Superintendent Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to acknowledge the 2021-2024 contract for Jeannine DeFalco, Superintendent. This contract  
has been approved by the Executive County Superintendent and no changes were applied for  
the 2022-2023 school year.

On roll call, Motion

**24. Vice Principal Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2022-2023 contract for Dana Carroll, Vice Principal, as recommended by the Superintendent.

On roll call, motion

**25. Business Administrator Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2022-2023 contract for Michael Brennan, School Business Administrator, as recommended by the Superintendent.

On roll call, motion

**26. Superintendent’s Secretary’s Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2022-2023 contract for Donna Ventura, Superintendent’s Secretary, as recommended by the Superintendent.

On roll call, motion

**27. School Secretary Contract**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
To approve the 2022-2023 contract for Donna Diorio, School Secretary, as recommended by the Superintendent.

On roll call, motion

**28. Treasurer Contract Renewal**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to offer an employment contract for 2022-2023 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

On roll call, motion

**Old Business**

Retreat Date: 5:30 pm on July 26, 2022 Regular meeting at 7pm

**New Business**

**Adjournment**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adjourn the meeting at \_\_\_\_\_ p.m.

Motion