

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES 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***

Mrs. Smith called the meeting to order at 7:03 p.m.

### ***Flag Salute***

Mrs. Smith invited everyone to join her in the flag salute.

### ***Roll Call***

Present: Mr. Matthew Baley, Mr. Don Biery (7:14 pm), Mrs. Alison Stiehl, Mrs. Tammy Smith, & Mrs. Ronni Wittreich.

Absent: Mrs. Dawn Bates & Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, 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 maternity leave request letter from Mrs. Colleen Apgar.

## ***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.

Mrs. Bassin asked about the possibility of the district looking into an aftercare program. Mrs. Smith & Mrs. DeFalco explained the overall interest level and history of an aftercare program at our district.

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

Mrs. DeFalco gave the following report:

\* On June 20th, our sixth grade promotion was held outdoors. It was well attended and guests seemed to really enjoy the outdoor set up. Tammy attended as representative of the BOE and Don was present representing the BOE and his role as the parent of a graduate. This group was amazing with practices from start to finish. As a surprise, Mr. Evans, from Humpty's Jr., joined the ceremony to present a special award to this group of students. The money raised from their "Earth Shake" was donated to 4Oceans and resulted in 60 pounds of plastic being removed from waterways. The Sixth Grade Parent Group collaborated with me and we were able to get the ice cream truck here for sweet treats after the ceremony. It was a hit. The students in the class of 2022 gave the school a wonderful picture of the group and all students signed it. It is currently on display in the office window when you walk into the front hallway. A big thank you goes out to everyone (list too long to do individually) for your time and energy in preparations and the event itself.

\* All of our teacher observation scores were either Effective or Highly Effective. Kudos to all our educators for working tirelessly through another challenging year.

\* Our four-week Extended School Year Program will begin next week on July 5th.

\* The New Jersey Departments of Health and Environmental Protection have jointly released a new website, Healthy Community Planning (HCP-NJ), to assist with local community planning activities. The site provides individual, municipal-level reports on 33 separate environmental and health indicators, as well as relevant county and State data for those indicators for comparison. These indicators offer a snapshot of a municipality's health and environmental data to help promote a healthy and safe environment for all New Jersey residents. Data in the reports can help prioritize local health and environmental concerns, guide public health actions, identify strategies for improvement, and shape policy decisions. To visit the site, either click on 'Healthy Community Planning' above or go directly to: <http://www.nj.gov/hcpnj>

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

Mr. Brennan gave the following report:

- \* Payroll changes, medical waiver, and medical enrollment changes were complied for the upcoming SY 22-23. Sick leave bank enrollment forms were also distributed to employees for the 2022-23 school year.
- \* Summer salary checks were distributed to staff on the last day of school (June 20<sup>th</sup>, 2022). We had 10 people participate this year which was down from 13 participants in prior year.
- \* For SY 22-23, I provided updated contract costs for the five contracts on tonight's agenda (Administration & Office Staff). Additionally, Jeannine & I submitted the full contracts and detailed cost of contracts to our Warren County Superintendent of Schools, Dr. Rosalie Lamonte, for both the Business Administrator & Superintendent positions as required by the NJDOE.
- \* On behalf of the district, I submitted our NJSIG safety grant.
- \* We concluded our RFP process for our FSMC. Maschio's SY 22-23 food services contract is on tonight's agenda for approval.

### Facilities:

- \* See Facility Committee notes.

## ***Board President's Report***

Mrs. Smith gave the following report:

- \* I am providing updated news and legislation that affect our district and recent developments provided by our statewide association NJSBA.
- \* ACES: Since 1999, the Alliance for Competitive Energy Services (ACES) has procured electricity and natural gas at discounted prices for New Jersey schools. With approximately 550 member school districts, the Alliance for Competitive Energy Services (ACES) is the largest energy aggregation program in the state. Since 2015, Knowlton Township Elementary School has saved over \$60,000 in electricity costs using the program. It has been noted, that the cost of electricity has drastically increased to a point that Gable Associates, NJSBA procurement brokers, recommended that the ACES bid not be accepted and for districts to consider shopping electric and gas costs in the private market. Gable Associates indicated that there is "a small chance that we will be able to award new electric contracts in the near-term future."
- \* Workshop 2022 Registration: Workshop 2022 will be held Mon, Oct 24th – Weds, Oct 26th. Workshop Early Bird Pricing Available Until June 30th.
- \* NJSBA Virtual Programs: NJSBA has several upcoming virtual programs.  
School Safety: Addressing Harassment, Intimidation and Bullying - Weds, June 29 at 11:00 a.m. A Conversation with the Chair of the Senate Education Committee Senator Vin Gopal: Hunterdon, Sussex, Warren, & Morris - Weds, July 6, 2022 (6:00 PM to 7:00 PM).

## ***Presentation – Mrs. Allison Bickhardt & Kinder”garden” growers***

Mrs. Bickhardt and the KDG students presented on the sustainability of their own Knowlton garden. Great job by Mrs. Bickhardt and the Knowlton students!

## ***Committee Reports***

Mrs. DeFalco provided the following Community Outreach report:

\*Revisited the Sixth grade Panasonic Eco Citizenship project which led to the sixth graders being afforded the opportunity to engage in collaboration with Green Team Academy to design marketing materials. Ms. Maxman and Gin DeMaio, the director of Green Team Academy, coordinated to have Gin come visit and speak with class. Gin saw the Earth Shake promotional advertisement at Humpty’s and reached out.

\*June 18<sup>th</sup> – PTA and KTEA event: This evening will host a walk to raise funds for the Diane Davalos scholarship fund and a movie will follow. Lot of donations for the event have been coming in.

\*Team Color Day: This year we are conducting our stations and ending with a whole school picnic. Parents are assisting with grilling and set up. The fire house is allowing us to borrow their grill.

\*Promotion: We discussed a special promotion request which involves community outreach

Mr. Brennan provided the following Facilities report:

\*CR Shotwell Spring Cleanup: CR Shotwell completed the annual spring cleanup for our district. The work included trimming the bushes in the front of the school as well as the west wing, mulching beds, and trimming along the playground fence.

\*Trane serviced our HVAC units in classrooms 8 and 10.

\*Gymnasium line painting to be completed over the summer as scheduled.

\*HVAC installation for the library & nurse’s office has begun as of June 13th.

\*Paving of the main parking lot set to begin August 1<sup>st</sup>.

\*Discussed required lead testing and submission of SOA by June 30<sup>th</sup>, 2022.  
We discussed probable lead testing reimbursement by the State of NJ.

Mr. Biery provided the following Instructional report:

\* Discussed teaching position for 5<sup>th</sup>/6<sup>th</sup> grade (new hire).

Mr. Biery provided the following Finance report:

\* None.

Mrs. DeFalco provided the following Policy report:

\* None.

## ***MOTIONS***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to use a consent motion for motions 3, 4, 6, 7, 13, 14, & 15.

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

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote 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.

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve Alexandra Straulina as KTES music teacher for the 2022-2023 school year, pending required paperwork.

### ***3. 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 summer to be approved by the board at the next regular board meeting.

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the substitutes included on the 2022-2023 Substitute List.

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

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve summer staffing for our Extended School Year programming as follows:  
Helen Hill – Speech Therapy  
Annie Pike – substitute  
Timothy Reber - substitute

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Computer Science, Design Thinking & Career Readiness, Life Literacies, and Key Skills Curriculum.

### ***7. Approve Updates to Math Curriculum***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve updates to the Math Curriculum to include Financial Literacy Standard in grades K-3.

### ***8. Additional Summer Work Days Stipend***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote 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.

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

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

### ***10. Uniformed Shared Services Agreement***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote 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.

### ***11. Approve Contract***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote 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.

### ***12. Food Services Contract***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

### ***13. Approve Data Coordinator***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve Dana Carroll as the district data coordinator for the 2022-2023 school year.

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the 2021-2022 data for reporting period 2.

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

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

### ***16. Approve Merit Goal***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote 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.

***17. Approve Capital Reserve Deposit***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote 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.

***18. Approve Budget Line Transfers***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

***19. 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 \$639,993.65 and Cafeteria bill list of \$7,295.80.

***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).

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Board Secretary

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Date

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

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

***21. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the regular session minutes from May 24, 2022.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

## ***22. Approve Stipend***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote 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.

## ***23. Superintendent Contract***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

## ***24. Vice Principal Contract***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2022-2023 contract for Dana Carroll, Vice Principal, as recommended by the Superintendent.

## ***25. Business Administrator Contract***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the 2022-2023 contract for Michael Brennan, School Business Administrator, as recommended by the Superintendent.

## ***26. Superintendent's Secretary's Contract***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the 2022-2023 contract for Donna Ventura, Superintendent's Secretary, as recommended by the Superintendent.

## ***27. School Secretary Contract***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2022-2023 contract for Donna Diorio, School Secretary, as recommended by the Superintendent.

## ***28. Treasurer Contract Renewal***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to offer an employment contract for 2022-2023 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

## ***Old Business***

Mrs. Smith discussed the BOE Retreat scheduled for July 26<sup>th</sup>, 2022.

## ***New Business***

None.



***Upcoming Meetings***

Committee Meeting, none.

Regular Board Meeting, Tuesday, July 26, 2022 7 pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:03 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: