

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – October 25, 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

Mr. Baley called the meeting to order at 7:02 p.m.

Flag Salute

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

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mrs. Alison Stiehl, & Mrs. Ronni Wittreich.

Absent: Mr. Don Biery, Mrs. Rhonda Moritz, & Mrs. Tammy Smith.

Others: Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Teacher, Students, & 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. Plunkett.

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 their 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.

Vice Principal's Report

Mrs. Carroll gave the following report:

- * Parent-Teacher Conferences are on Nov. 7th, 15th and 16th. Those days will be early dismissal days.
- * The Halloween Parade has been set for 2:10 on the 31st. Communication has been sent out regarding costume parameters, how parents can view the parade, and picking up their child afterwards.
- * Mrs. Carroll presented the district's NJSLA results.

Board Secretary's Report

Mr. Brennan gave the following report:

- * Pension: Submitted 2022 Q3 (July-Sept) IROC Payments/Reports for TPAF & PERS.
- * Grants: Submitted 2021 Year End Final Expenditures Reports for ESEA & IDEA.
- * Our financial audit (October 3rd Ardito & Company) was conducted the beginning of this month. Overall, everything went well. We provided the necessary reports and documentation so they could properly conduct their audit.
- * Anthony notified me about several post audit follow up items that we will need to submit:
 - 1) Roster of Officials
 - 2) Compensated absences as of 6/30/22 (track liability)
 - 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

*Audit report (ACFR) is due Dec 5th, but expected to be delayed due to GASB 75 (Pension reporting).

Facilities:

None.

Committee Reports

Mrs. Wittreich provided the following Community Outreach report:

* PTA: Discussed having a winter movie for our students hosted at the school and run by the PTA.

* Rutgers Program: Discussed running a student program in the fall and spring on preserving our natural resources.

Mr. Brennan provided the following Facilities report:

*Boilers: Our district received our updated underground storage certificate from the State of NJ for fuel oil.

* Jason Mazzer HVAC is scheduled to complete boiler pump replacement on Wednesday October 19, 2022.

Mr. Biery provided the following Finance report:

*None.

Mrs. Carroll provided the following Instructional report:

* Discussed NJSLA results.

* Discussed if there is a policy of parents requesting a move in grade level after the year has started.

Mrs. DeFalco provided the following Policy report:

* None.

Presentations – Knowlton Knights

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award to Ethan McLaughlin (not present due to scheduling conflict) and Paige Arena. Congratulations to Ethan & Paige. Great job!

MOTIONS

1. Approve Maternity Leave

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve a request for maternity leave, under the condition of the KTEA contract and FMLA from Maureen Plunkett beginning March 10, 2023 through September 1, 2023, as recommended by the Superintendent.

2. Lateral Adjustment

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve a lateral adjustment for Joelene Groves, from step BA+15 to MA with a prorated salary increase of \$1,314 effective January 1, 2023.

3. Approve Substitutes

A motion was made by Mr. Baley seconded by Mrs. Wittreich and carried unanimously to approve the following substitutes for the 2022-2023 school year, pending completion of required paperwork as recommended by Superintendent.

Timothy Ferguson

Cathy Geffe

4. New Hire

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed for mini bus transportation, to be approved by the board at the next regular meeting.

5. Approval of School Nursing Services Plan

A motion was made by Mr. Baley seconded by Mrs. Stiehl and carried unanimously to approve the 2022-23 School Nursing Services Plan.

6. Approve Home Instructors

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following teachers as home instructors for the 2022-2023 school year at a rate of \$45 per hour as determined in the 2021-2024 KTEA-KTBOE contract:

Allison Bickhardt

Katy Jones

Kim Reber

7. Training Approval

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve Heather Vitale to attend bus certification training at Snyder Bus at a cost not to exceed \$1,500.

8. *Approve Submission of DPR*

A motion was made by Mr. Baley seconded by Mrs. Bates to approve the submission of the DPR (District Performance Review) and Declaration Page to The State of New Jersey Department of Education as required by N.J.A.C. 6A:30-3.2

9. *Field Trip*

A motion was made by Mr. Baley seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the following 2022-2023 field trip contract.

Q-FT-04 Ski Club-Shawnee Ski Resort

10. *Approve Travel Expenditures*

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously by roll call vote to approve the travel expenditures for the 2022-23 school year as required by the Chapter 53 revisions to C.18A:11-12.

11. *Approve Budget Line-Item Transfers*

A motion was made by Mr. Baley seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the attached 2022-2023 budget line-item transfers for the time period of September 28, 2022 through October 25, 2022 with a total of \$2,918.89 for Fund 11.

12. *Approve Bills*

A motion was 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 \$423,844.84 and Cafeteria bill list \$4,914.89.

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 September 30, 2022 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mr. Baley seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2022 and the A-149 Treasurer of School Monies Report for the month ended September 30, 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).

14. Approve Minutes

A motion was made by Mr. Baley seconded by Mrs. Wittreich and carried unanimously to approve the Regular Session Minutes of September 27, 2022.

AYES: 4

NOES: 0

ABST: 0

15. Approve Executive Session Minutes

A motion was made by Mr. Baley seconded by Mrs. Wittreich and carried unanimously to approve the Executive Session Minutes of September 27, 2022.

AYES: 4

NOES: 0

ABST: 0

Old Business

NJSBA Conference October 24-26, 2022.

New Business

None.

Upcoming Meetings

School Board Elections, November 9, 2022

Board Committee Meetings, Monday, November 14, 2022, 7 pm.

Regular Board Meeting, Tuesday, November 22, 2022, 7 pm.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 7:56 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: