

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – November 22, 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 7:01 p.m.

Flag Salute

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

Roll Call

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

Absent: Mr. Don Biery.

Others: Mrs. Jeannine DeFalco, Superintendent, 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

None.

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.

Superintendent's Report

Mrs. DeFalco gave the following report:

- * Our Educator of the Year nominations have been submitted and the committee will review the nominations shortly. There were two categories for the nominations- Classroom Teacher and Educational Professionals.

- * Our 2022-2023 Mid-Year Budget Review with the County has been scheduled in person on January 24.

- * Our QSAC review date is scheduled for March 8th. All necessary QSAC documents were uploaded by the due date. (Health and Safety Building checklist, SOA, and DPR).

- * The district Performance Report file was successfully uploaded to NJSMART last week.

- * I attended a 6 hour course last week titled School Behavioral Threat Assessment and Management Training as a part of my School Security Specialist requirements.

- * I shared with Dana a program that was shared with Superintendent's that I think would be a great one to offer. It is called Always Connected and it is presented by Sergeant Tom Rich. It is a high energy, fast paced presentation for parents to learn about every app, how to monitor your child's activity and see real time how to navigate the most popular social media apps.

Vice Principal's Report

Mrs. Carroll gave the following report:

- * Start Strong results have been received. I will report out the results at the Dec. BOE mtg. Parent reports will be mailed to the district in Dec. and then they will be sent to parents.

- * I met with Mike Borgman. He represents the Boys Scouts in the Warren and Northampton Counties. After 2020, the number of participants in boys scouts dropped and they are trying to encourage participation and to see if any parents want to be a den leader. Mr. Borgman

will be coming in January to talk to all the students what it is like to be a Scout. Girls can join boy scouts up until 5th grade.

Presentations – Knowlton Knights

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award to Austin Lembeck and Trevor Spain (not present due to scheduling conflict). Congratulations to Austin & Trevor. Great job!

Board Secretary's Report

Mr. Brennan gave the following report:

* Mrs. Bates, Mrs. Moritz, & Mrs. Smith were all elected to a 3 year term.

Mr. Spain was appointed to a 2 year unexpired term.

* We completed the Comprehensive Maintenance Plan & M1 Forms for submission to the county. This is on the agenda tonight for Board approval.

* I completed the School Ethics Commission report and certification for the time period of May 2022 through December 2022 for the district.

* All post audit follow up items were completed and submitted to Anthony Ardito:

1) Management letter

2) Compensated absences as of 6/30/22 (track liability)

3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

* On November 16th, I attended a tri-county meeting (including Sussex) hosted by the Hunterdon/Warren Association of School Business Officials.

Facilities:

None.

Board President's Report

Mrs. Smith gave the following report:

* Workshop 2022 By the Numbers: Workshop was held in-person in Atlantic City for the first time in two years and was a great success! 6,000 attendees came to Workshop. There were 351 vendors and 68 sponsors. There were more than 275 training programs and 530 members who completed mandated training courses at Workshop. There was a total of 519 dozen cookies. There were 14 student performances and 12 therapy dogs over the course of two days. Workshop financial numbers will be provided at the January 27 meeting.

* Nominating Committee: The election of the NJSBA Officers is scheduled to take place at the May 13, 2023 Delegate Assembly. A 13- member Nominating Committee will recommend one candidate for each of the offices of president, vice president for finance, vice president for legislation/resolutions, and vice president for county activities.

* NJSBA Member Services Highlights: Recognizing that hiring qualified staff, including teachers, school leaders, administrative staff and more is critical to the successful operation

of districts, NJSBA has initiated a new job listing marketing service for New Jersey school districts and charter schools. For more information and pricing, visit the NJSBA website homepage and click on the “Our Services” tab, then scroll down to “Employment Opportunities”.

* For those of you who don’t know, since 2015, the NJSBA’s Grants Support service has helped local boards of education procure close to \$1.8 million in grant funding. Billions of dollars are distributed to schools each year from federal, state, and foundation grant funders. The NJSBA Grants Support Program helps to locate and access the funding needed for essential services, professional development, classroom technology, and innovative projects.

* Included in your NJSBA membership is basic grants support. As a membership benefit, NJSBA provides real-time access to a searchable database of current federal, state, and foundation grant opportunities; email alerts of new opportunities and pending deadlines; and, training on grant seeking and education grant programs. There are also services available at a discounted rate such as: a la carte funder identification by project; unlimited annual support; and, proposal development. For more information visit the NJSBA website.

* Upcoming Programs: There will be a “Three Rs: Roles, Responsibilities, and Resources” for Newly Elected (and not so new) school board of education members held on Dec. 1, 2022 at 7 pm. Northern Region, Montville Township High School, 100 Horseneck Road, Montville, NJ 07045 • And a Virtual Legislative Committee meeting will be held on Dec. 10 at 9 am.

Committee Reports

Mrs. DeFalco provided the following Community Outreach report:

* Local Foods for Schools Cooperative has awarded us \$1000. There is a committee in place to see that the funds are utilized appropriately and to conduct outreach to local farmers and community members. Committee members include: Jeannine, Allison, Debbie and Joeline. The plan is to outreach to Frank Arena and purchase foods from his farm to use in our school.

* There is a United States Department of Agriculture Food and Nutrition Service Farm to School Grant available. It seeks to improve access to local foods in the USDA Food and Nutrition (FNS) Child Nutrition Programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP). Congressman Josh Gottheimer will support districts who apply with a letter. Applications are due on January 6, 2023. The committee above will be investigating this opportunity and tying it back to local connections.

* The NW Marching Band and Chorus have confirmed a visit next Tuesday 11/22. They are hoping to start their program at 9am and finish up by 10am. The location for their performance (inside or outside) is still being discussed and is dependent on the number of students coming/attending.

Mr. Brennan provided the following Facilities report:

*Women’s Volleyball: Our district is accommodating a local women’s volleyball group that usually plays at Blairstown Elementary school, but is unable due to the gymnasium repairs. Currently, they are playing on Wednesday evenings from 8-10 pm.

* Sam's Hope: Our district received a request from Sam's Hope, a nonprofit organization based in Blairstown NJ that serves young adults with disabilities in the community. They are seeking 1-2 hours a week to utilize our gymnasium. We will be looking to schedule them in the late afternoon or early evening as scheduling allows.

*KAA Basketball: Our KAA basketball teams will begin practicing on Thursday November 17th for the upcoming season.

*Lighting: Wire's Electric repaired wiring damaged by an animal to an existing street light that was not working properly in the front parking lot of the school. Light is functioning properly once again.

Mr. Biery provided the following Finance report:

*None.

Mrs. DeFalco provided the following Policy report:

* None.

Mrs. Carroll provided the following Instructional report:

* Student behavior/placement

* ELA Committee Update regarding Reading Programs to adopt

Motions

Consent Motion Approval

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

Consent Motion

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the following agenda items numbered 1 through 6 for the 2022-23 school year.

1. Approve Comprehensive Maintenance Report and M1 Forms

A motion was made to approve the 2022-2023 Comprehensive Maintenance Report and M1 Forms as attached.

2. Approve Substitutes

A motion was made to approve the following substitutes for the 2022-2023 school year, pending completion of paperwork:

Ian Huddleston

Emily Stout

3. Approve English Language Arts curriculum

A motion was made to approve updates to the English Language Arts curriculum.

4. Appoint Broker-of-Record

A motion was made to approve Brown and Brown Metro, Inc. as the Broker-of Record for our NJEMBF coverage, effective January 1, 2023.

5. Approve Minutes

A motion was made to approve the Regular Session Minutes of October 25, 2022.

6. Approve Minutes

A motion was made to approve the Regular Session Minutes of November 14, 2022.

7. Approve Special Education Tuition Contract Agreement

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve a Special Education Tuition Contract for student #2083, in the amount of \$2,800 per month for the remainder of the 2022-2023 school year with Great Meadows Regional School District, with a start date of November 28, 2022.

8. New Hire

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve Meghan Deemer, for the role of out of district Paraprofessional for the remainder of the 2022-2023 school year.

9. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$401,368.91 and Cafeteria bill list \$6,482.66.

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 October 31, 2022 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended October 31, 2022 and the A-149 Treasurer's of School Monies Report for the month ended October 31, 2022 in compliance with the NJAC 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 overexpended in violation of NJAC 6A:23A-16.10(c).

Old Business

None.

New Business

Mr. Baley asked if we could run the gift card program again for our staff.
Mrs. Moritz asked how she could obtain a copy of the Knowlton News.

Upcoming Meetings

Regular Board Meeting, Tuesday, December 20, 2022, 7 pm.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:18 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: