

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – December 20, 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, Mr. Don Biery, Mrs. Rhonda Moritz (7:09 pm), Mrs. Tammy Smith, & Mrs. Ronni Wittreich.

Absent: Mrs. Dawn Bates & Mrs. Alison Stiehl.

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:

- \* See report

## ***Vice Principal's Report***

Mrs. Carroll gave the following report:

- \* There was 1 HIB investigation this month and it was determined to be unfounded.
- \* There were 2 suspensions this month. They were unrelated to HIB.

## ***Presentations – Start Strong Testing Results***

Mrs. Carroll presented the district's results for the Start Strong testing for the fall of 2022.

## ***Presentations – Knowlton Knights***

### ***Knowlton Knight Awards, Mrs. Carroll***

Mrs. Carroll presented a citizenship award to Erin Boyle and Serena Kutzler (not present due to scheduling conflict). Congratulations to Erin & Serena. Great job!

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

Mr. Brennan gave the following report:

- \* Regarding Erate reimbursement, we completed FY 2022 Form 470 & FY 2022 Client Furnished Information form.
- \* Our district upload of all audit related documents to the NJ DOE ACFR repository is on hold (New deadline is February 6<sup>th</sup>).
- \* Medical waiver payments were dispersed on December 15<sup>th</sup>.  
Projected annual medical waiver payments totaled \$53,211 (9 FTEs).  
Participation remained constant Y-o-Y at 9 employees.

\* We completed our ASSA submission for the 22-23 SY. Our enrollment for submission was 176 students up from 163 students for an increase of 8.0%. Prior year was an increase of 8.7%.

Facilities:

None.

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

Mrs. Smith gave the following report:

\* School Mapping Bill Signed Into Law: On Nov. 30, Gov Murphy signed S-2426 into law (P.L.2022, c.122), requiring all public and nonpublic schools in New Jersey to submit critical incident mapping data to local law enforcement in an electronic format. – Aerial images of schools. – Floor plans, including room and suite numbers. – Building access points. – Locations of hazardous materials and utility shutoffs.

\* BoardDocs: For a limited time, BoardDocs is offering to waive the \$1,000 Implementation Fee. NJSBA invites members to take advantage of this special offer available until Dec. 20th. BoardDocs will waive the \$1,000 implementation fee on any new BoardDocs subscription or upgrade and provide a complimentary, dedicated board member training session for each new subscriber or upgrade.

\* What is BoardDocs?: BoardDocs is a paperless meeting management software that enables school boards to achieve best-in-class governance. BoardDocs is part of the NJSBA cooperative pricing system, which eliminates the need for your district to undergo the competitive bidding process. Districts that are members of ACES already belong to the NJSBA Cooperative Pricing System and can begin working with BoardDocs immediately.

\* Education Jobs Online: The New Jersey School Boards Association is helping public schools meet staffing challenges with its new job listing service. Leverage NJSBA's reach by posting your position on a site for those invested in education. To learn more visit the NJSBA website, click on the "Our Services" tab at the top of the home page, then scroll down to "Education Jobs." If you have any questions, contact Ann Marie Smith, assistant editor/program specialist at [amsmith@njsba.org](mailto:amsmith@njsba.org).

\* The Fall School Law Forum will be held on Wednesday, December 14, 2022 at the New Jersey Principals and Supervisors Association headquarters in Monroe Township. The Fall School Law Forum is a bi-annual legal program presented by NJSBA staff and NJSBA's Associate Membership Program for School Attorneys, otherwise known as AMPSA, on various legal topics.

\* Governance II, III, and IV training will be held virtually on January 12, 2023, 7 p.m. For details, visit the NJSBA website, click on the "Training" tab and then on "Upcoming Sessions."

\* NJSBA Board of Directors meeting will be held on January 27, 2023. This is a hybrid meeting. For those individuals participating in-person at NJSBA headquarters registration and refreshments will begin at 6 p.m. The business meeting and for those participating virtually will begin at 7 p.m.

## ***MOTIONS***

### ***1. Approve Nurse Substitute***

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

Michelle Wood

### ***2. Approve Updates to Safe Return Plan***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve the updates to the Safe Return Plan as required by ARP Act section 2001 (i) (1).

### ***3. Approve Field Trip***

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

Q-FT-05

Sterling Hill Mine Museum, Grade 4

\$575

### ***4. Approve Merit Goal***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to recognize the designated qualitative Merit Goal #1 for the Superintendent, as stated in the county approval letter dated September 29, 2022 has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

### ***5. Approve Transfers***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the attached 2022-2023 budget line-item transfers for the time period of November 23, 2022 through December 20, 2022 with a total of \$1,788.00 for Fund 11.

### ***6. Approve Bills***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$408,032.92.

### ***Monthly Certification***

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-2.11(a) as of November 30, 2022 (Policy 6820).

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Board Secretary

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Date

### ***7. 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 November 30, 2022 and the A-149 Treasurer's of School Monies Report for the month ended November 30, 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).

### ***8. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve the Regular Minutes of November 22, 2022.

AYES: 4

NOES: 0

ABST: 1 (Mrs. Moritz)

### ***Old Business***

None.

### ***New Business***

Mrs. DeFalco discussed social media platforms for parents and discussing cost with the NWR cluster schools'. Mr. Biery discussed possibly working with NWR on shared bus transportation.

### ***Upcoming Meetings***

Reorganization Board Meeting, Thursday, January 5, 2023, 7 pm.

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:58 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary