

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REORGANIZATION MEETING – January 5, 2023**

### ***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 7:04 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. Tammy Smith,  
Mrs. Alison Stiehl & Mrs. Ronni Wittreich.

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Dana Carroll, Vice Principal, & Public.

### ***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 her 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.

## ***Results of the November 8, 2022 School Election***

### **Three Year Term – Board of Education**

Dawn Bates	25 Votes
Rhonda Moritz	23 Votes
Tammy Smith	22 Votes

Mr. Spain to be appointed to serve on the Knowlton BOE pending his completed NJDOE background clearance. Mrs. Bates was elected to both the 2 year unexpired term seat and a full 3 year term seat. She will serve in the three year full term seat.

## ***Administer Oath of Office to Elected/Appointed Members***

Mr. Brennan administered the oath of office to Mrs. Bates & Mrs. Smith.

## ***Election of Board President***

The nomination of Mrs. Smith as President of the Knowlton Township Board of Education was made by Mr. Baley seconded by Mrs. Wittreich.

A motion was made by Mr. Baley seconded by Mrs. Stiehl to close the nominations for President.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

## ***President Presides***

Mrs. Smith now presides as President of the Knowlton Township Board of Education.

## ***Election of Vice President***

The nomination of Mr. Baley as Vice President of the Knowlton Township Board of Education was made by Mrs. Stiehl seconded by Mrs. Smith.

A motion was made by Mrs. Bates seconded by Mrs. Smith to close the nominations for Vice President.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

## ***Appointment of 2023 Committees and Delegates by the President***

Facilities Committee: Mr. Baley (Chair), Mr. Spain (upon oath), & Mr. Brennan.

Instructional Committee: Mrs. Stiehl (Chair), Mrs. Moritz, & Mrs. Carroll.

Policy Committee: Mrs. Bates (Chair) Mrs. Wittreich, & Mrs. DeFalco.

Community Outreach: Mrs. Wittreich (Chair), Mr. Spain (upon oath), Mrs. Carroll, & Mrs. DeFalco.

Finance Committee: Mr. Baley (Co-Chair), Mrs. Smith (Co-Chair), Mr. Brennan, & Mrs. DeFalco.

Negotiations Committee: Mrs. Smith (Chair), Mrs. Bates, Mr. Baley, Mr. Brennan, & Mrs. DeFalco.

Warren County Delegate: Mrs. Bates, Mrs. Stiehl (alt.)

NJSBA Delegate: Mrs. Wittreich, Mrs. Stiehl (alt.)

### ***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 reorganization.

### ***Reorganization Consent Motion***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 9 for 2023.

#### ***1. Adoption of Curriculum***

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2023: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language, Computer Science, Design Thinking and Career Readiness, Life Literacies and Key Skills.

#### ***2. Adoption of Policy***

to adopt all existing policies, by-laws, and regulations for the operation of the Board and the school.

#### ***3. Approve Permitted Records***

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

#### ***4. Designate Newspapers***

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Daily Record* as an alternate.

#### ***5. Depositories***

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank & PNC Bank.

#### ***6. Bank Signatories***

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

## **7. *Petty Cash***

to approve petty cash funds to be established for July 1, 2022 through June 30, 2023 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

## **8. *Annual Notice of Meetings***

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Tuesday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to the Daily Record and the Express Times.

### Board Workshop Meetings

January 9, 2023  
February 13, 2023  
March 13, 2023  
April 3, 2023 (First Monday)  
May 8, 2023  
June 12, 2023  
No Workshop  
No Workshop  
September 11, 2023  
October 9, 2023  
November 13, 2023  
No workshop

### Monthly Meetings

January 24, 2023  
February 28, 2023  
March 28, 2023  
April 25, 2023  
May 23, 2023  
June 27, 2023  
July 31, 2023  
August 22, 2023  
September 26, 2023  
October 24, 2023  
November 28, 2023  
December 19, 2023 (Third Tuesday)  
January 4, 2024 (**Reorganization**)

## **9. *Personnel and/or Firm Appointments***

To appoint the following persons for 2023:

Superintendent – Jeannine DeFalco  
Treasurer of School Monies – Randy Wilson  
Attorney – Weiner Law Group, LLP  
Auditor - Ardito & Co., LLP

Insurance Agent for Property/Casualty – Brown and Brown, Inc.  
Insurance Broker for Health Insurance – Brown and Brown, Inc.  
Risk Management Consultant – Bob Gemmell, Brown and Brown, Inc.  
Custodian of Records – Michael Brennan  
Business Administrator – Michael Brennan  
Acting (Alternate) Board Secretary for Meeting Purposes – Michael Brennan (Dana Carroll)  
Affirmative Action Officer- Dana Carroll  
504 Committee Coordinator – Dana Carroll  
School Physician – Dr. Eugene Cullen, MD  
AHERA Compliance Officer – RK Environmental  
Licensed Drinking Water Operator – McGowan Well Water Compliance  
Official Bargaining Unit – Knowlton Township Education Association  
IAQ Designate – Franklin Bush  
Attendance Officer- Joeline Groves  
Americans with Disabilities Act (ADA) Coordinator – Dana Carroll  
Homeless/Storm Liaison – Jeannine DeFalco  
Public Agency Compliance Officer –Michael Brennan  
School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco  
Data Coordinator – Dana Carroll  
ESL Coordinator – Jeannine DeFalco

### ***Old Business***

None.

### ***New Business***

None.

### ***Upcoming Meetings***

January 9, 2023: Board Committee Meetings, 6pm  
January 24, 2023: Board Meeting, 7pm

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to adjourn the meeting at 7:31 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: