

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – April 25, 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 Daily Record 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 7:02 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, Mr. Todd Spain, & Mrs. Ronni Wittreich.

Absent: Mrs. Alison Stiehl.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Teachers, 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 notice regarding the AT Truck Stop, Inc. appearing before the Knowlton Zoning Board of Adjustment. The applicant is seeking amended site plan approval to construct a freestanding sign in place of an existing sign.

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:

- * ESY programming – Our ESY program is taking shape and we are currently awaiting our final numbers in order to determine our staffing and transportation needs. The program runs two days in June (28/29) due to July 4 holiday. Typical weeks for the program will run Monday – Thursday through the last week of in July. The last date is July 27.

- * Sixth grade promotion – Sixth grade promotion is scheduled as an outdoor event on Thursday, June 15th at 6:00 pm, and will be outside underneath tents. More specifics are forthcoming.

- * Official announcement of Sustainability grant award – As you may have seen via email or social media, we are permitted to officially announce that the grant submission for KTES called Sustainability through the Seasons was selected as one of the \$10,000 grants. Supplies have been arriving and teachers preparing to embark on teaching about composting and more.

- * Climate Awareness Grant – We are eligible to receive \$6,600 for this grant. We are waiting to hear if our application has been approved. We expect to be notified on or around May 1.

- * Special Education Week – Special Education Week in New Jersey is May 14-20. The theme for Special Education Week 2023 is creating a Better World, as depicted in the artwork that will be displayed in honor of the week.

- * Donors Choose – Katelyn Toth was recently funded via Donors Choose for a Sensory Table and consumable materials for the table. Her preschoolers are sure to enjoy this addition to the classroom.

- * Training—I recently participated in School Behavioral Threat Assessment & Management Training. This training is required for all School Safety Specialists. New Jersey has passed legislation for schools to form threat assessment teams. We are awaiting specific guidelines on additional timelines and guidelines.

* Superintendent Evaluation- You will be receiving information regarding my evaluation in the next few weeks. Once the document is received, you will read, review and provide feedback. Mrs. Smith and I will meet once all of the feedback is forwarded to her and received.

* Before/After Care update – I have been communicating with Windell Spaulding of Healthy Kids Program and he has alerted me that they have begun submitting documents to NJS licensing. They are waiting on a response at this time. This process usually takes several months, but the process has been started. He plans to offer a Parent Informational Session in mid-June. They will be distributing flyers early June via our main office.

Vice Principal's Report/Knowlton Knight Presentations

Mrs. Carroll gave the following report:

* I am in the process of exploring a program called Silas- This is a platform that helps teach students about Social Emotional Learning and Executive Functioning skills. Students learn lessons and then implement them in various scenarios to practice the new learn skills like conflict resolution, socializing in different settings, being kind, etc. NW will be implementing this program starting this summer and the representatives are reaching out to all the sending districts. All data on complete assignments and learning will follow the student as they move through grades. The middle school lessons include peer pressure, vaping, etc.

* Warren County Park and Groups completed a learning workshop with grades 1 and 6. The 6th grade studied organisms and tested the water of the Delaware River and 1st grade learning about mammals and toured our grounds to find mammal evidence. Parks and Groups will be back in May to meet with 3rd grade for Budding Birders.

* The Wellness Committee will be recognizing Student Mental Health Awareness Month the week of May 22nd. There will be mini-activities that will be planned and a kick off of a walk for mental health on the Friday before.

Presentations – Knowlton Knight Awards

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship awards to Isabella Lembeck and Mia McCormack. Congratulations to Isabella & Mia. Great job!

Board Secretary's Report

Mr. Brennan gave the following report:

* Pension: Submission of 2023 Q3 (Jan-Mar) IROC Payments/Reports for TPAF & PERS.

* Our user friendly 23-24 budget will be posted to the school website this week and available for all to view.

* Our district is eligible for the 2023 safety grant.

* Submitted ESEA Title II grant survey for supporting effective instruction to the US DOE.

Board President's Report

Mrs. Smith gave the following report:

* See report.

Presentation – Knowlton Township Budget 2023-2024-Michael Brennan, SBA

Mr. Brennan presented the school district's SY 23-24 budget.

AGENDA

1. 2023-24 Budget Adoption

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to submit the 2023-24 proposed budget to the Warren County Department of Education for review and approval. The budget for the 2023/24 school year includes the use of an adjustment for enrollment in the amount of \$242,296. The district intends to utilize this adjustment for supplies and materials necessary for the additional students. The proposed budget includes sufficient funds to provide curriculum compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A. The proposed budget includes the following revenues and expenditures:

Revenues:

General Fund

Local Tax Levy	\$3,455,105
Tuition	-----
Miscellaneous Revenue	18,744
Cap Reserve Interest	300
State Aid	337,872
Budgeted Fund Balance	443,279
Withdrawal from Capital Reserve	150,000
Federal Revenue-Special Projects	74,190
 Total Revenues	 \$4,479,490

Expenditures:

Fund 10 Transfer to Charter School	131,300
Fund 11 Current Expense	4,123,700
Fund 12 Capital Outlay	150,300

General Fund Total	\$4,405,300
Fund 20 Special Revenue	74,190

Total Expenditures \$4,479,490

2. Requisition of Taxes

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve that the amount of district taxes needed to meet the obligations of the Board for the 2023-2024 school year is \$3,455,105 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2023	\$350,000.00
August 10, 2023	\$350,000.00
September 10, 2023	\$306,122.78
October 10, 2023	\$306,122.78
November 10, 2023	\$306,122.78
December 10, 2023	\$306,122.78
January 10, 2023	\$306,122.78
February 10, 2024	\$306,122.78
March 10, 2024	\$306,122.78
April 10, 2024	\$306,122.78
May 10, 2024	\$306,122.76

3. Contract Renewals

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to offer employment contracts to the following persons for the 2023-24 school year, as recommended by the Superintendent:

Apgar	M9	
Baker	B16	
Bickhardt	M19	Longevity \$3,000
Ciccarelli	M11	
Constantine	B2	
Ferry	B19	Longevity \$2,000
Garrison	M13	
Groves	M6	
Harer	B19	Longevity \$2,000
Hill	M19	
Hollmann (3 days/week)	M10	
Janeiro	B15	
Jones	M19	Longevity \$2,000
Lehr	B4	
Lennox	M15	
Lightcap (1 day/week)	M13	
Maxman	B+15,13	
Perry	M16	
Plunkett	B9	
Reber	M+15,19	Longevity \$2,500
Staub	M+30, 15	
Stefankiewicz (2.5 days/week)	M+30,17	(Knowlton Share)
Straulina	B8	
Tate (3 days/week)	B16	
Thurgood	M+15, 12	
Toth	M7	
Werner	M18	

4. Paraprofessional Contract Renewals

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following paraprofessionals for the 2023-2024 school year, as recommended by the Superintendent:

Torey Capano	Alexa Korinis
Meghan Deemer	Korey Nace
Joann Hoffman	Alison Occhifinto
Christina Ippolito	Larissa Walsh

5. Custodian Contract Renewals

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to offer employment contracts to the following custodians for the 2023-24 school year, as recommended by the Superintendent:

Franklin Bush	Robert Guida	Geoffrey Littlehale
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6. Approve Submission of the application for Supplemental Stabilization Aid FY 2023

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the submission of the application for Supplemental Stabilization Aid FY 2023 in the amount of \$102,958.

7. Approve Prestige Education Consultants, LLC Agreement

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve a contractual agreement between Knowlton Township School District and Prestige Education Consultants, LLC to provide bilingual CST evaluations.

8. Approve Field Trip

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following field trip/contract as stated:

Q-FT-11	June 8, 2023	Grade 6	social at North Warren	\$245
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9. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the travel expenditures for the 2022-2023 school year as required by the Chapter 53 revisions to C.18A:11-12.

10. District's Mileage Reimbursement Expense

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the district's total maximum mileage reimbursement expense for SY 23-24 of \$52,500 pursuant to N.J.A.C. 6A:23A-7.3.

11. Application to Operate Special Education Summer School

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the application to operate a special education summer school from 6/28/23 to 7/27/23.

12. Approve Budget Line Transfers

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2022-2023 budget line-item transfers for the time period of March 29, 2023 through April 25, 2023 with a total of \$3,592.50.

13. 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 \$385,221.57 and Cafeteria bill list \$7,381.63.

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 March 31, 2023 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended March 31, 2023 and the A-149 Treasurer of School Monies Report for the month ended March 31, 2023 in compliance with the N.J.A.C. 6A:23A-16.10(c3). 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(c4).

15. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the Regular Minutes of March 28, 2023.

AYES: 6

NOES: 0

ABST: 0

Old Business

None.

New Business

None.

Upcoming Meetings

Board Committee Meetings, Monday, May 8, 2023, 6 pm.

Regular Board Meeting, Tuesday, May 23, 2023, 7 pm.

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:25 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: