

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

Office of the Superintendent

## **DRAFT-AGENDA FOR REGULAR MEETING – June 27, 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***

### ***Flag Salute***

### ***Roll Call***

### ***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.

***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.

### ***Correspondence***

### ***Superintendent Report***

### ***Board Secretary Report***

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

### ***Committee Reports***

## **MOTIONS**

### **1. *Accept Climate Awareness Education Grant***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the Climate Awareness Education-Reissue grant from the NJDOE in the amount of \$6,600.

On roll call, motion

### **2. *New Hire***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to offer an employment contract to Kimberly Neeb as a paraprofessional for the 2023-24 school, pending the completion of required paperwork, as recommended by the Superintendent.

On roll call, motion

### **3. *Approve Substitutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the substitutes included on the 2023-2024 Substitute List, as recommended by the Superintendent.

Motion

### **4. *Additional Summer Work Days Stipend***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to employ Dana Carroll, Vice Principal, for days during summer 2023 with a stipend to be paid at a rate of \$50 per hour, not to exceed 20 hours, as recommended by the Superintendent.

On roll call, motion

### **5. *Accept the 2023-2024 NJMEBF Medical Renewal***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the North Jersey Municipal Employee Benefits Fund medical renewal rates effective July 1, 2023 thru June 30, 2024 at a 6.2% increase in premium rates.

On roll call, motion

### **6. *Accept the 2023-2024 Horizon Dental Renewal***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the Horizon dental renewal rates effective July 1, 2023 thru June 30, 2024 at a 0.0% increase in premium rates.

On roll call, motion

**7. *Uniformed Shared Services Agreement***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Uniformed Shared Services and Consolidation Agreement with Allamuchy Township School District to enter a joint agreement for shared services of Gretchen Stefankiewicz, School Psychologist, as recommended by the Superintendent.

On roll call, motion

**8. *Approve Data Coordinator***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve Dana Carroll as the district data coordinator for the 2023-2024 school year.

Motion

**9. *Approve EVVRS/HIB-ITP Semi Annual Report***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2022-2023 data for reporting period 2.

Motion

**10. *Adoption of Textbooks/Resources/On Line programming***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to authorize the purchase of textbooks/online programming by the administration and to adopt the tools for programming for 23-24:

Reading/Language Arts	K-3	McGraw Hill Education Wonders
Reading	4-5-6	Approved Core Novels
Mathematics	K-6	Houghton Mifflin Harcourt Go Math
Science	K-6	Delta Education/FOSS kits
Social Studies	K-6	TCI

Motion

**11. *Food Services Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to award Maschio’s Food Services, Inc. as the food service management company for the 2023-24 school year at an annual management fee of \$9,675.82. Maschio’s guarantees the district’s financial loss is limited to \$6,000 for the food service operation including the management fee.

On roll call, motion

**12. *Summer Custodial Help***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to hire Alexandra Straulina as summer custodial help at a rate of \$15 per hour, as recommended by the Superintendent.

On roll call, motion

***13. Approve Transportation Contracts***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2023-2024 pupil transportation contracts with B&K Dalrymple, Inc. totaling \$188,837.45.

Route #1 \$44,176.98  
Route #3 \$52,305.42  
Route #5 \$52,305.42  
Route #10 \$40,049.63

On roll call, motion

***14. Contract for Services***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a contract for services with Dr. L. Haines & Associates, Pompton Plains, NJ, to provide home instruction at the rate of \$65 per hour not to exceed 44 hours.

On roll call, motion

***15. Contract for Services***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a contract for services with Sussex County Educational Services Commission/Shawn Colavito to provide Prompt Speech therapy services for student 1744, One (1) hour per week for three (3) weeks of ESY at a rate of \$102.00 per hour + 3% administrative fee.

On roll call, motion

***16. Out of District Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve an out of district sending contract with Warren Glen Academy for student 1860 for a tentative tuition total of \$65,994.60 July 2023 through June 2024, excluding extraordinary services.

On roll call, motion

***17. Approve Capital Reserve Deposit***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a deposit into the General Fund Capital Reserve Account pursuant to N.J.S.A. 18A:7F-41, to be used pursuant to N.J.A.C. 6A:23A-8.4, in an amount not to exceed \$250,000, account to be funded from available unexpended budget line item accounts and unreserved Fund Balance at June 30, 2023.

On roll call, motion

**18. Approve Budget Line Transfers**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the attached 2022-2023 budget line item transfers for the time period of May 24, 2023 to June 27, 2023 with a total of \$5,864.79 for Fund 11.

On roll call, motion

**19. Approve Bills**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: Monthly bill list \$541,807.04 and Cafeteria bill list of \$7,363.75.

On roll call, motion

**Monthly Certification**

Pursuant to NJAC 6A:23A-16.10(c)3, I certify that no budgetary line item account has been overexpended in violation of NJAC 6A:23A-16.10(c)4 as of May 31, 2023 (Policy 6820).

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

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

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Reports for the month ended May 31, 2023 and the A-149 Treasurer of School Monies Report for the month ended May 31, 2023 in compliance with the NJAC 6A:23A-16.10(c)3. 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)4.

Motion

**21. Approve Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the regular session minutes from May 23, 2023.

Motion

**Executive Session**

Be it hereby resolved by \_\_\_\_\_ seconded by \_\_\_\_\_ at \_\_\_PM  
pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an Executive Session for the duration of approximately 15 minutes regarding:

## **Administrative Contracts**

It is expected that discussion undertaken in executive session will be made public at the time action is taken.

The meeting was re-opened to the public at \_\_\_\_ PM.

### ***22. Approve Stipend***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve a \$3,000 stipend for the task of processing the ESEA/ESSER Grants for SY22-23 by our selected Grants Coordinator and/or Business Administrator for the task of application completion, submission, processing and all necessary reports associated with the grant process plus one new additional grant that benefits the student learners.

On roll call, motion

### ***23. Superintendent Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to acknowledge the approved 2021-2024 contract for Jeannine DeFalco, Superintendent. This contract has been approved by the Executive County Superintendent and no changes were applied for the 2023-2024 school year.

On roll call, Motion

### ***24. Vice Principal Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2023-2024 contract for Dana Carroll, Vice Principal, as recommended by the Superintendent.

On roll call, motion

### ***25. Business Administrator Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2023-2024 contract for Michael Brennan, School Business Administrator, as recommended by the Superintendent.

On roll call, motion

### ***26. Superintendent's Secretary's Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2023-2024 contract for Donna Ventura, Superintendent's Secretary, as recommended by the Superintendent.

On roll call, motion

***27. School Secretary Contract***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the 2023-2024 contract for Donna Diorio, School Secretary, as recommended by  
the Superintendent.

On roll call, motion

***28. Treasurer Contract Renewal***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to offer an employment contract for 2023-2024 to Randy Wilson, Treasurer of School  
Monies, for \$3,000, as recommended by the Superintendent.

On roll call, motion

***Old Business***

Retreat Date: 5:30 pm on July 31, 2023 Regular meeting at 7pm  
NJSBA Convention Workshop – October 23-26

***New Business***

***Adjournment***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adjourn the meeting at \_\_\_\_\_ p.m.

Motion