

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – May 23, 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 7:01 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates, Mrs. Rhonda Moritz (7:07 pm), Mrs. Tammy Smith, Mr. Todd Spain, & Mrs. Ronni Wittreich.

Absent: Mr. Matthew Baley & 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

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:

* Superintendent Evaluation: You have received information regarding my evaluation via email. Please read, review and provide feedback. Mrs. Smith and I will meet once all of the feedback is forwarded to her and received.

* Concert: Tomorrow evening at 6:30 is our Spring Concert which features grades K, 1, 3 and 4 along with Beginner and Advanced Bands.

* Glow Dance Event: KTEA members and PTA have worked cooperatively to organize and plan an event set for June 2nd to raise money for the Diane Davalos Memorial Scholarship fund. The event will be held right here at KTES and will be Glow Party and Dance. The event kicks off at 530pm. Information was sent via email blast and was included in the Knowlton News. I have distributed a flyer for each of you.

* Stop the Bleed Training: Staff will be participating in this training sponsored by the New Jersey State Police on June 14th. In a STOP THE BLEED® course, you'll learn three quick techniques to help save a life before someone bleeds out: (1) How to use your hands to apply pressure to a wound; (2) How to pack a wound to control bleeding; (3) How to correctly apply a tourniquet. These three techniques will empower you to assist in an emergency and potentially save a life.

* 2023 Annual Public Reporting of Local District Special Education Profiles: About the Special Education Profile Embargo Period to provide educators and parents information on the outcomes of students with disabilities, each year the New Jersey Department of Education (NJDOE) issues Special Education Local District Profile Public Reports. Each local education agency's Special Education Profile for 2021-2022 will be on the Department's website on May 18, 2023. The embargoed reports contain data for all indicators identified in New Jersey's State Performance Plan, found at: <https://www.nj.gov/education/specialed/monitor/spp/index.shtml>.

* Performance Report information was provided to all stakeholders. Resources for interpreting and understanding were also provided.

* Climate Awareness Grant award \$6,600: The purpose of the Grant is to support implementation of Climate Awareness Education along with the newly adopted New Jersey Learning Standards in this area. This was a targeted funding opportunity made possible by Governor Murphy's allocation of \$4.5 million in the FY23 state budget. The goal is to fund locally focused climate awareness initiatives that design, demonstrate, and/or deploy climate awareness education curricula, activities, practices, or strategies based on the New Jersey Student Learning Standards and that connect the local, regional and global implications of climate change with the lives of students. There were specific categories that we could allocate money towards in order to secure the grant. We opted to utilize funding for a field trip study to Sandy Hook for our fifth grade, renewal of an online platform that will offer over 20 resources for climate change and climate education and technology purchases to encourage research and whole class activity exploration.

Vice Principal's Report/Knowlton Knight Presentations

Mrs. Carroll gave the following report:

- * NJSLA Testing will conclude for us later this week.
- * Teachers are in the midst of end of testing with the DRA and LinkIt assessment.
- * Kindergarten screening was held yesterday. We are still holding steady at 29 incoming kindergarteners.
- * Kindergarten orientation will be next Wednesday at 10am.
- * Hug-a-Tree- search and rescue will be presenting this Friday to our students.

Presentations – Knowlton Knight Awards

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship awards to Lily Molnar and Luca Swayze. Congratulations to Lily & Luca. Great job!

Board Secretary's Report

Mr. Brennan gave the following report:

- * Our user friendly 23-24 budget has been posted to the school website and available for all to view. Resolution for 2023-24 final budget adoption and signed tax levy certification has been delivered to NJDOE county office.
- * A4F form was sent to the Knowlton Township clerk. I have sent copies to the Warren County SBA, Mr. Neil Cramer & the Warren County Board of Taxation. Additionally, I have sent memo to the Knowlton Township CFO with the amounts and payment dates concerning our 23-24 school year tax levy.
- * District has completed the 10 month or 12 month payroll elections for SY 23-24.

Facilities:

- * See Facility Committee notes.

Board President's Report

Mrs. Smith gave the following report:

* Good evening in my report I am providing updated news and legislation that affect our district and recent developments provided by our statewide association NJSBA.

* Volunteer Opportunities: NJSBA has opportunities for volunteer service on standing committees and task forces, as well as on occasional ad hoc committees that are formed for a limited term to consider a specific issue or project. Board members can also volunteer to serve as a small group leader for training programs such as new board member orientation or leadership programs. NJSBA strives to appoint members who are interested, well-qualified and free from bias or conflict of interest, and everyone with a desire to serve is urged to apply. To ensure an open process to fill committee slots or other volunteer commitments, NJSBA has posted a member volunteer application that asks for contact and basic information. You will find the volunteer form on the NJSBA website by clicking "About NJSBA" on the home page, then "Membership," then "Get Involved." For questions, contact Janet Bamford, the NJSBA's chief public affairs officer at jbamford@njsba.org.

* Upcoming Program Highlights: Workshop 2023: Update Carli Lloyd, two-time Olympic gold medalist and two-time Women's World Cup champion, will speak at Workshop 2023 on Wednesday, October 25 at 1 p.m. A graduate of Delran High School and Rutgers University, she was inducted in the NJ Hall of Fame in 2018. Carli is a great example of this year's Workshop theme "Today's Students...Tomorrow's Superheroes."

* Workshop Registration is open and more than 800 people have already registered. Program proposals are being accepted until June 15. New to Workshop 2023 will be NJSBA's first annual Unsung Superheroes Awards. This year, NJSBA will honor staff members whose contributions often go unrecognized – "Unsung Superheroes" – who have made a positive impact on the lives of children. Staffers in the following categories will be recognized on the awards stage at Workshop 2023: • Bus driver/aide. • Crossing guard. • Secretary/administrative assistant. • Paraprofessional/aide. • Custodian/maintenance/building and grounds. • Cafeteria/food services. • Librarian/media specialist. • Coach/club adviser. • School nurse. Nominations are open until August 1.

* Training Programs: Programs will be held in-person: School Public Relations Conference – June 2. School Safety and Security – June 9.

Committee Reports

Mr. Brennan provided the following Facilities report:

*NJDOH HEPA Units: Under a NJDOH grant program to promote indoor air quality, I requested several HEPA units for our school district. Our district has completed the request and we are now awaiting notification from the State of NJ.

* Fire Inspection Follow up: Following our first fire inspection from the State of NJ on January 10th, our district has been completing the items Mr. Hayes requested be addressed. They include signage, relocation of items, fire retardant material in ceiling, ceiling tiles above freezer, and East Wing emergency sign (Wire's Electric repair completed). All items have been completed.

*Review of Administrative Meeting: We reviewed the facility items that Mrs. DeFalco asked about at our most recent administrative meeting. These items included OT for installation of Smart boards, modular door repair, and ladies staff bathroom upgrades. All items have been completed.

Mrs. DeFalco provided the following Policy report:

* Reviewed status of our current policies on tonight's agenda.

Mrs. Carroll provided the following Instructional report:

* Homeroom assignments for the 23-24 school year.

* Communication about Winter and Spring Concerts.

MOTIONS

1. Accept Safety Grant

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the NJSIG safety grant in the amount of \$2,000.

2. Approve Submission of SOA

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve the submission of the Statement of Assurance for the continuance of the current Comprehensive Equity Plan for the 2023-24 school year.

3. Approve Physical Therapy Provider

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve Allison Peck, P.T. as the 2023-24 Physical Therapy Service Provider at the rate of \$89.00 per hour, as recommended by the Superintendent.

4. Approve Occupational Therapy Provider

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve Kathleen DiFebo Occupational Services, LLC, as the 2023-2024 Occupational Therapy Service Provider at the rate of \$82 per hour, as recommended by the Superintendent.

5. Appoint World Language Coordinator

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to appoint Juliana Goncalves to the position of World Language Coordinator for the 2023-2024 school year, with a stipend rate of \$45 per hour not to exceed 12 hours per week, as recommended by the Superintendent.

6. Approve 2023-2024 Mini School Bus Driver

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve the hiring of Teresita Fama, mini school bus driver for the 2023-2024 school year, at a daily rate of \$165, as recommended by the Superintendent.

7. Approve Extended School Year Staff

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve summer staffing for our 2023 Extended School Year programming as follows:

Paraprofessionals/Teachers/Substitutes, as recommended by the Superintendent.

Colleen Apgar - T	Alexa Korinis - P
Allison Bickhardt - P	Alison Occhifinto - P
Torey Capano - P	Susan Perry -T
Jamie Ferrara -P	Emily Slack- P
Sandy Johnston-S	Katelyn Toth –T
	Larissa Walsh - S

8. Approve Extended School Year Services Staff

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following individuals for the 2023 Extended School Year services staff as recommended by the Superintendent:

Ashlee Garo	Nurse
Beth Ann Hendershot	Nurse
Christina Kuriakose	Nurse
Helen Hill	Speech Therapist

9. Teacher Evaluation Model for 2023-2024

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve the adoption of Charlotte Danielson's Teacher Evaluation Model and Rubric for the 2023-2024 school year.

10. Vice Principal Evaluation Model for 2023-2024

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the adoption of the Multidimensional Principal Performance Rubric for the 2023-2024 school year.

11. Approve Legal Reference Updates for 4111.1/4211.1

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve the updated legal references for Policy 4111.1/4211.1- Nondiscrimination/Affirmative Action.

12. Approve Updates for Policy 4113

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the updated Policy 4113, Assignment; Transfers.

13. Approve Updates to Policy 4112.2

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve to approve the updated Policy 4112.2, Certification.

14. Year-End Transfers and Appropriations

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to authorize the Superintendent to make line item transfers and appropriations as needed during the month of June and to authorize payment of year-end invoices all of which will be approved by the Board of Education at the next board meeting.

15. Approve Transfers

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve transfers in the amount of \$19,431.75 from Fund 11.

16. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$430,538.91 and Cafeteria bill list of \$4,925.88.

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 April 30, 2023(Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended April 30, 2023 and the A-149 Treasurer of School Monies Report for the month ended April 30, 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.

18. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the regular session minutes from April 25, 2023.

AYES: 5

NOES: 0

ABST: 0

Old Business

*Superintendent evaluation has been emailed to all BOE members for review (Approval on hold currently in review).

*Healthy Kids program

New Business

*Board Retreat Date – correspond with July meeting date – 7-31-23.

*2023-2024 Board Calendar for meeting dates.

Upcoming Meetings

Board Committee Meetings, Monday, June 12, 2023, 6 pm.

Regular Board Meeting, Tuesday, June 27, 2023, 7 pm.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:43 pm.

Respectfully submitted,

Michael Brennan, MBA

Business Administrator/Board Secretary

Approved: