

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES 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 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 7:05 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mrs. Dawn Bates, Mrs. Tammy Smith, Mr. Todd Spain, & Mrs. Ronni Wittreich.

Absent: Mr. Matthew Baley, Mrs. Rhonda Moritz & Mrs. Alison Stiehl.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, & Teachers.

### ***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:

\* On June 16th, our sixth grade promotion was held outdoors. It was well attended and the weather was agreeable. Tammy, Matt, Ronni and Rhonda attended as representatives of the BOE and Todd was present representing the BOE and his role as the parent of a graduate. This group was limited in outdoor practice due to weather and end of year scheduling. They did an amazing job remembering everything. The students in the class of 2023 gave the school a wonderful Trex bench with a plate that will be mounted with their signatures and a 23. We will utilize it as part of our seating options out back. A big thank you goes out to everyone (list too long to do individually) for your time and energy in preparations and the event itself.

\* All of our teacher observation scores were either Effective or Highly Effective. Kudos to all our educators for another great year!

\* Our four-week Extended School Year Program will begin tomorrow, July 27 and run 2 days this week, 2 days next week (due to the 4<sup>th</sup> of July holiday) and then Monday – Thursday of the following three weeks.

\* We were alerted today that Knowlton Township Elementary is an Everfi Empowered District National Finalist. This honor comes due to our commitment to real-world education, and puts us as a finalist for the annual EVERFI Empowered Seal Award!

Finalists were chosen from over 8,600 school districts based on usage of EVERFI resources to teach real world skills and a commitment to principles of impactful implementation, including: Commitment to Educator Training, Meaningful Curriculum Alignment and Measuring Student Achievement. Grades 4-6 utilize Everfi for Financial Literacy courses to meet those particular

standards. Winning districts will be announced on July 11! I will keep everyone posted.

\* Sergeant Bambara from the NJSP has reached out about the summer initiatives that will be occurring: Troopers will be on site checking Knox boxes, conducting site assessments, and reviewing security plans at each of the 36 schools in our coverage area. As an update, their Unit is scheduled to receive five new members mid to end of July. Again, the Stations will retain the SRO positions, but their Unit will be able to travel more freely between the schools as a presence, work closely with each of us specifically regarding security concerns, and saturate an area if needed. Approximately mid-August, I will need to submit our Emergency Response Templates (ERT's), and near the beginning of October they will begin collecting School Safety & Security Plans. Those plans will be completed by me in July.

\* Our Before/After school partner, Healthy Kids, contacted me on June 14th alerting me that State licensing requested the school's emergency plans and evacuation routes. We have a specific set of information that is permitted to be released as per the NJSP to outside and we reviewed what I was sending beforehand to confirm.

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

Mr. Brennan gave the following report:

\* Payroll changes, medical waiver, and medical enrollment changes were complied for the upcoming SY 23-24. Sick leave bank enrollment forms were also distributed to employees for the 2023-24 school year.

\* For SY 23-24, I provided updated contract costs for the five contracts on tonight's agenda (Administration & Office Staff). Additionally, Jeannine & I submitted the full contracts and detailed cost of contracts to our Warren County Superintendent of Schools, Dr. Rosalie Lamonte, for both the Business Administrator & Superintendent positions as required by the NJDOE.

\* On behalf of the district, I submitted our NJSIG safety grant.

\* Maschio's SY 23-24 food services contract is on tonight's agenda for approval.

#### Facilities:

\* See Facility Committee notes.

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

Mrs. Smith gave the following report:

\* See report.

## ***Committee Reports***

Mr. Brennan provided the following Facilities report:

\*CR Shotwell Spring Cleanup: CR Shotwell completed the annual spring cleanup for our district. The work included trimming the bushes in the front of the school as well as the west wing, mulching beds, and trimming along the playground fence.

\*Northwest Refrigerator completed repair of freezer.

\*CRG mapping for law enforcement and emergency responders has been updated by me.

\*Discussed required lead testing and submission of SOA by June 30<sup>th</sup>, 2023.

\*HVAC installation for room 22 set to begin June 1<sup>st</sup>.

\*Paving of the east parking lot set to begin August 1<sup>st</sup>.

Mrs. DeFalco provided the following Policy report:

\* Reviewed status of our current policies.

## ***MOTIONS***

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

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the Climate Awareness Education-Reissue grant from the NJDOE in the amount of \$6,600.

### ***2. Extended School Year Substitute***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve Timothy Reber as a substitute for our ESY program for Summer 2023, as recommended by the Superintendent.

### ***3. New Hire***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

### ***4. Approve Substitutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the substitutes included on the 2023-2024 Substitute List, as recommended by the Superintendent.

***5. Additional Summer Work Days Stipend***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

***6. Accept the 2023-2024 NJMEBF Medical Renewal***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote 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.

***7. Accept the 2023-2024 Horizon Dental Renewal***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to accept the Horizon dental renewal rates effective July 1, 2023 thru June 30, 2024 at a 0.0% increase in premium rates.

***8. Uniformed Shared Services Agreement***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

***9. Approve Data Coordinator***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Dana Carroll as the district data coordinator for the 2023-2024 school year.

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

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve the 2022-2023 data for reporting period 2.

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

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously 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 Math	K-6	Houghton Mifflin Harcourt Go
Science	K-6	Delta Education/FOSS kits

***12. Food Services Contract***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

***13. Summer Custodial Help***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to hire Alexandra Straulina as summer custodial help at a rate of \$15 per hour, as recommended by the Superintendent.

***14. Approve Transportation Contracts***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote 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

***15. Contract for Services***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

***16. Contract for Services***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote 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.

***17. Out of District Contract***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

### ***18. Approve Travel Expenditures***

A motion was made by made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve the attached travel expenditures for the 2022-2023 school year as required by N.J.S.A 18A:11-12.

### ***19. Approve Capital Reserve Deposit***

A motion was made by made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote 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.

### ***20. Approve Budget Line Transfers***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

### ***21. Approve Bills***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$541,807.04 and Cafeteria bill list of \$7,363.75.

### ***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).

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Board Secretary

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Date

### ***22. Accept Report of the Secretary and Report of the Treasurer***

A motion was made by made by Mrs. Smith seconded by Mrs. Bates and carried unanimously 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.

### ***23. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich to approve the regular session minutes from May 23, 2023.

AYES: 4

NOES: 0

ABST: 0

### ***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mrs. Bates at 7:57 p.m. 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 reopened to the public at 8:10 p.m.

### ***24. Approve Stipend***

A motion 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.

Mrs. Smith requested that this motion be moved to the July 31<sup>st</sup> meeting for approval.

### ***25. Superintendent Contract***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote 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.

### ***26. Vice Principal Contract***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2023-2024 contract for Dana Carroll, Vice Principal, as recommended by the Superintendent.

### ***27. Business Administrator Contract***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve the 2023-2024 contract for Michael Brennan, School Business Administrator, as recommended by the Superintendent.

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

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2023-2024 contract for Donna Ventura, Superintendent's Secretary, as recommended by the Superintendent.

### ***29. School Secretary Contract***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2023-2024 contract for Donna Diorio, School Secretary, as recommended by the Superintendent.

### ***30. Treasurer Contract Renewal***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to offer an employment contract for 2023-2024 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

### ***Old Business***

- \* Retreat date: 5:30 pm on July 31, 2023. Regular BOE meeting at 7 pm.
- \* NJSBA Convention Workshop – October 23-26.
- \* Discussion of Board meeting dates for 23-24.

### ***New Business***

\*None.

### ***Upcoming Meetings***

Board Committee Meetings, Monday, September 11, 2023, 6 pm.  
Regular Board Meeting, Monday, June 31, 2023, 7 pm.

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to adjourn the meeting at 8:26 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: