

**KNOWLTON TOWNSHIP ELEMENTARY SCHOOL
Office of the Superintendent**

DRAFT-AGENDA FOR REGULAR MEETING – October 16, 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

Vice Principal's Report –NJSLA

Superintendent's Report

Board President's Report

Board Secretary Report

Committee Reports – Finance, Facilities, Instructional and Policy

Presentations – Knowlton Knights

MOTIONS

1. *Accept Retirement*

A motion was made by _____ seconded by _____
to accept the retirement of Donna Ventura, Administrative Assistant, with regret, effective
February 1, 2024, as recommended by the Superintendent.

Motion

2. *Approve New Hire*

A motion was made by _____ seconded by _____
to hire Christina Krajcovic (Leh) as a paraprofessional for the 2023-2024 school year,
pending completion of required paperwork, with a start date TBD, as recommended by
Superintendent.

On roll call, motion

3. *Approve New Hire*

A motion was made by _____ seconded by _____
to hire Krysta Harajda as a paraprofessional for the 2023-2024 school year, effective
immediately, pending completion of required paperwork, as recommended by
Superintendent.

Motion

4. *Approve Substitutes*

A motion was made by _____ seconded by _____
to approve the following substitutes for the 2023-2024 school year, pending completion of
required paperwork, as recommended by Superintendent.

Christina Krajcovic (Leh)
Kathleen Mamay
Eric Marks

Motion

5. *Approve Sub Nurse*

A motion was made by _____ seconded by _____
to approve the Gail Janda, substitute nurse, for the 2023-2024 school year, pending
completion of required paperwork, as recommended by Superintendent.

Motion

6. *Approval of School Nursing Services Plan*

A motion was made by _____ seconded by _____
to approve the 2023-24 School Nursing Services Plan.

Motion

7. Approve Home Instructors

A motion was made by _____ seconded by _____
to approve the following teachers as home instructors for the 2023-2024 school year at a rate
of \$45 per hour as determined in the 2021-2024 KTEA-KTBOE contract:

Allison Bickhardt
Katy Jones
Kim Reber

On roll call, motion

8. Field Trip

A motion was made by _____ seconded by _____
to approve the following 2023-2024 field trip contract.

Q-FT-04 High Notes Festival/Dorney Park Friday, May 17, 2024
Snyder Bus Company

On roll call, motion

9. Merit Goals

A motion was made by _____ seconded by _____
to approve merit goals for Jeannine DeFalco (as listed) for submission to the Executive
County Superintendent to be completed in the 2023-2024 school year.

On roll call, motion

10. Approve Travel Expenditures

A motion was made by _____ seconded by _____
to approve the travel expenditures for the 2023-24 school year as required by the Chapter 53
revisions to C.18A:11-12.

On roll call, motion

11. Approve Bills

A motion was made by _____ seconded by _____
to approve the bills for payment as follows: Monthly bill list \$370,213.93.

On roll call, motion

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been
overexpended in violation of N.J.A.C. 6A:23-2.11(a) as of September 30, 2023 (Policy
6820).

Board Secretary

Date

12. 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 September 30, 2023 and
the A-149 Treasurer of School Monies Report for the month ended September 30, 2023 in
compliance with the N.J.A.C. 6A:23A-16.10(c). 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 N.J.A.C. 6A:23A-16.10(c).

Motion

13. Approve Minutes

A motion was made by _____ seconded by _____
to approve the Regular Session Minutes of September 25, 2023

Motion

Old Business

New Business

Upcoming Dates and Meetings

School Board Elections – November 7, 2023
Board Workshop Meetings November 13, 2023
Board Meeting November 20, 2023, 7pm

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 30 minutes regarding:
Personnel

The meeting was re-opened to the public at _____ pm.
It is expected that discussion undertaken in executive session will be made public at the time
action is taken. No action is expected following this session.

Adjournment

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

Motion