

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – August 22, 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 7:03 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates, Mrs. Rhonda Moritz, 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, Teachers, & Mr. Chip O'Chang (Echo Ridge).

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:

* Over the course of the summer, we have seen 7 registrations and 7 students transferring out. Our PS is at 12 with three pending evaluations. Our enrollment is currently 188 with charter school.

* Teachers will be in session Wednesday and Thursday of next week. Our staff will participate in professional development offerings.

* Students will begin school on Tuesday, September 5th. Information for accessing homeroom assignments and bus routes went out last week.

* Back to School Night has been slated for September 13th.

* Columbus Day – October 9^h is set to be In-Service day for teachers. Students will be off on this day and teachers will report on October 9th. Teachers will engage in PD on site.

* Conference dates are tentatively slated as November 6, 14, and 15.

* The New Jersey Department of Education is asking each school district to update records through the state technology infrastructure database, the NJTRAX Technology Readiness Tool. I will be working with Kim Reber and Ryan Lily to complete this task.

* Mrs. Helen Hill was funded through Donors Choose for her project titled “Connecting Through Communication.”

* Knowlton Township Elementary grade 4 students have been selected to represent schools across the nation by participating in the 2024 administration of the National Assessment of Educational Progress. (NAEP) The subjects to be assessed are math and language arts and the

date set for administration is February 15. Each student will complete an assessment in only one subject area, not both. NAEP representatives provide the devices and the test administrators.

Board Secretary's Report

Mr. Brennan gave the following report:

- * Pension: Submitted 2023 Q2 (Apr-Jun) IROC Payments/Reports for TPAF & PERS.
- * The 2022 (SY 22-23) BEAR expenditure worksheet for Erate reimbursement has been completed and submitted. Our district will receive a maximum reimbursement of \$13,004.64.

Facilities:

- * We are finishing up our summer work. Lift was utilized in the multipurpose room to change the HVAC filters. Carpet cleaning in the classrooms has been completed. Gym floor has been waxed. It looks great and is ready for the opening of school.
- * Inspector from Chubb Insurance was here to inspect our boilers. Our boilers passed inspection. Mazzer Plumbing & HVAC has completed the reassembly of our boilers.
- * East Wing paving project was completed as scheduled.
- * Tile project in two West Wing classrooms was completed as scheduled.

Board President's Report

Mrs. Smith gave the following report:

- * Update about NJSBA Workshop Convention

Executive Session

Be it hereby resolved by Mrs. Smith seconded by Mrs. Moritz at 7:17 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:

- Information Share

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 7:28 p.m.

MOTIONS

Consent Motion Approval

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the use of a consent motion for the meeting.

Consent Motion

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously By roll call vote to approve the following agenda items numbered 1 through 11 for the 2023-24 school year.

1. 2023-24 Appointments

A motion was made to appoint the following persons for the 2023-24 school year:

Americans with Disabilities Act (ADA) Coordinator – Jeannine DeFalco
Substance Awareness Coordinator – Joelene Groves
Anti-Bullying Specialist – Debbie Lennox
Anti-Bullying Coordinator– Dana Carroll
Acting Board Secretary for Emergency Purposes – Dana Carroll
Affirmative Action Officer – Dana Carroll
504 Committee Coordinator – Dana Carroll
North Jersey Municipal Employee Benefits Fund Commissioner – Michael Brennan
North Jersey Municipal Employee Benefits Fund Alternate – Jeannine DeFalco

2. Approve Vice Principal Evaluation Tools for 2023-2024

A motion was made to approve the Multidimensional Principal Performance Rubric as the evaluation tool for 2023-2024.

3. Approve 2023-2024 Board Goals

A motion was made to approve 2023-24 Board Goals, as provided.

4. Emergency Crisis Plan

A motion was made to approve revisions to the district Emergency Crisis Plan for the 2023-2024 school year.

5. Approve Regular Session Minutes

A motion was made approve the Regular Session Minutes of July 31, 2023.

6. Approve Mentoring Plan

A motion was made by _____ seconded by _____
to approve the 2023-2024 Mentoring Plan.

7. Approve updated Annual Notice of Meetings

A motion was made to approve the updated annual notice of meetings for the remainder of 2023.

8. Approve Policy 2419

A motion was made to approve Policy 2419- School Threat Assessment Teams.

9. Approve Policy 1642.01

A motion was made to approve Policy 1642.01 – Sick Leave.

10. Approve Fall Practicum with Kean University

A motion was made to approve Cindy Conklin, RN to complete required hours for her graduate school nurse certification.

11. Approve the updated Board of Education Meeting dates

A motion was made to approve the updated Board of Education meeting dates for September – December 2023.

12. Approve Stipend

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

13. Approve IDEA Grant

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following IDEA grant allocations for SY 23-24:

IDEA Basic	\$54,616 Salary/OT & PT
IDEA Preschool	\$ 6,439 PSD Aide Salary/Instructional Supplies

14. Approve ESEA Grant

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously by roll call vote to approve the following ESEA grant allocations for SY 23-24:

ESEA Title I	\$28,743 Aide Salary
ESEA Title II	\$ 14,919 Aide Salary/ Professional Development

15. Approve Special Education Tuition Contract Agreement

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve a Special Education Tuition Contract for student 2083 in the amount of \$2,800 per month for the 2023-2024 school year with Great Meadows Regional School District.

16. 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 2022-2023 budget line item transfers for the time period of July 31, 2023 to August 22, 2023 with a total of \$4,714.60 for Fund 11.

17. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve bills for payment as follows: \$231,087.10 for monthly bill list for July 31, 2023 through August 22, 2023.

18. Accept Secretary and Treasurer Reports

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 July 31, 2023 and the A-149 Treasurer's of School Monies Report for the month ended July 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.

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 July 31, 2023(Policy 6820).

Board Secretary

Date

Old Business

- * Mrs. DeFalco explained that before and after care representatives inspected our facility.
- * Mrs. Wittreich spoke about the PTA mum fundraiser.
- * Mrs. Moritz spoke about the life and the passing of Mrs. Lucille DeVaney and her many contributions to both the school district and our community.

New Business

*None.

Upcoming Meetings

Board Committee Meetings, Monday, September 11, 2023, 6 pm.

Regular Board Meeting, Monday, September 25, 2023, 7 pm.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 7:50 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: