

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

Office of the Superintendent

AGENDA FOR REGULAR MEETING – July 31, 2023

Notice of Meeting –read by Mrs. Smith

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

Mrs. Smith called the meeting to order at 7:07 p.m.

Flag Salute

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

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mrs. Rhonda Moritz, Mrs. Tammeisha Smith, Ms. Alison Stiehl & Mrs. Ronni Wittreich

Absent: Mr. Todd Spain

Others: Mrs. Jeannine DeFalco, Superintendent, teachers – Allison Bickhardt, Helen Hill, Kelly Lehr, Kim Reber and Gretchen Stefankiewicz.

Correspondence

Mrs. DeFalco read correspondence from Knowlton Township Fire & Rescue Company No 1 thanking the school for their generous and thoughtful donation of \$150. The money was collected as part of the Kindergarten ‘Pennies in the Pot’ collection drive.

Mission Statement- Read by Mrs. Smith

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.

NONE

Superintendent's Report

Mrs. DeFalco reported out the following:

1. On July 12th, The New Jersey Department of Education, Office of Special Education (OSE), alerted me that they have selected our district to participate in the use of the Child Outcomes Summary (COS) tool beginning with the 2023-2024 school year. The COS is replacing the Battelle Developmental Inventory as the state's measure of growth for preschoolers with disabilities. The implementation of the COS tool will assist in capturing accurate and comprehensive information on the outcomes of our preschoolers with disabilities in the state. At this time, I have four staff members registered for training.
2. The district received notification from County/State that our district plan I submitted on the district's behalf for virtual or remote instruction, if needed, for the 2023-2024 school year has been determined to be compliant with the required checklist requirements.
3. Extended School Year Programming ended Thursday, July 24th. We had one day that we needed to cancel due to the mudslide. Thank you to all the staff that joined us to assist with educating our students in July.
4. Our QSAC scores were received from the county/state and we passed all categories. I have provided each of you with a print out so you can see the scoring for each category.
5. I was in contact with Windell Spaulding from Healthy Kids today and a state inspector will be on site here August 15th. Once the inspections are complete, we will move to the next phase of set up.
6. The NJSP have communicated their summer initiatives which include collecting Emergency Response Templates (ERT's), touring the schools and collection of School Safety & Security Plans. I have updated, completed and provided the requested plans to the NJSP earlier this month.

Board Secretary's Report – No Report

Board President's Report- No Report

MOTIONS

Consent Motion Approval

A motion was made by Mrs. Smith, seconded by Mr. Baley to approve the use of a consent motion for the meeting.

Consent Motion

A motion was made by Mrs. Smith, seconded by Mrs. Bates and carried unanimously to approve the following agenda items numbered 1 through 9 for the 2023-2024 school year.

Discussion – Questions were asked and answered regarding #1, #3, #4 and #5.

1. New Hires

A motion was made to authorize Mrs. DeFalco, Superintendent, to hire new employees for the 2023-2024 school year, to be approved by the board at the next regular board meeting.

2. Bus Aides

A motion was made to approve designated KTES aide or administrator to accompany student #1855, as needed, during both the AM and PM routes for the 2023-2024 school year.

3. Approve Dual Use of Instructional Space

A motion was made to approve completed facility forms for dual use of educational space for Classroom 2 and submission to the County Office.

4. Approve Alternate Method of Compliance

A motion was made to utilize the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 for Kindergarten Room 134 restroom.

5. Request Full-Time Principal Waiver

A motion was made to request a waiver for a full-time, non-teaching Principal for the 2023-24 school year.

6. Approve Minutes

A motion was made to approve the Regular Session Minutes of June 27, 2023.

7. Approve Executive Session Minutes

A motion was made to approve the Executive Session Minutes of June 27, 2023.

8. Approve Emergency Virtual/Remote Learning Plan

A motion was made to approve the updated KTES emergency virtual/remote learning plan as required annually as per A-3904 (P.L.2020,c.27).

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

A motion was made to accept the monthly A-148 Secretary's Report for the month ended June 30, 2023 and the A-149 Treasurer of School Monies Report for the month ended June 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).

10. Approve North Jersey Municipal Employee Benefit Fund Indemnity & Trust Agreement

A motion was made by Mrs. Smith, seconded by Mrs. Wittreich and carried unanimously by roll call vote to accept the following resolution:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Knowlton Township Board of Education, herein after referred to as the "Educational Institution," has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period

of at least two (2) years prior to the date of its application to NJSIG;
WHEREAS, the Educational Institution desires to secure protection, services,
and savings relating to insurance and self-insurance for itself and its departments and
employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient
way of securing this protection and services is by cooperating with other boards of
education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing
and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a
period of three years, beginning on July 1, 2023, and ending July 1, 2026 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees
that for those types of coverage in which it participates, the Educational
Institution shall jointly and severally assume and discharge the liabilities of each
and every member of NJSIG to such agreement arising from their participation
in NJSIG. By execution hereof the full faith and credit of the Educational
Institution is pledged to the punctual payment of any sums which shall become
due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this
Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies
paid by the Educational Institution to NJSIG as fiduciaries for the benefit of
NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A.
18A:18B-1, et seq. and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining
NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution
to Join / Renew Membership, effective the date indicated below, for the types of insurance as
indicated in the Insurance Binder issued by NJSIG;
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational
and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the
State of New Jersey, Department of Banking and Insurance, in accordance with the
applicable statutes and regulations as if each and every one of said documents were re-
executed contemporaneously herewith;
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period
herein provided for and to comply with all of the rules and regulations and obligations
associated with said membership, including, but not limited to the NJSIG's Plan of Risk
Management;
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow
for safety inspections of its properties, to pay contributions in a timely fashion and to comply
with the bylaws and standards of participation of NJSIG including the plan of risk
management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary
expense or become obligated to pay attorney's fees and/or court costs, the Educational
Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on
demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public School
Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation
with NJSIG as is necessary to effectuate this resolution; and,

12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

11. Approve Stipend

A motion was made by Mrs. Smith, seconded by Mrs. Wittreich and deferred until next board meeting 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.

Discussion- there is additional information needed regarding grant completion and timelines.

12. Approve Tri-County Behavioral Care Agreement

A motion was made by Mrs. Smith, seconded by Mr. Baley and carried unanimously by roll call vote to approve a contractual agreement between Knowlton Township School District and Tri-County Behavioral Care, LLC for referring and providing School Clearance Assessment for the 2023-2024 school year.

13. Approval of Breakfast and Lunch Prices for 2023-2024

A motion was made by Mrs. Smith, seconded by Mr. Baley and carried unanimously by roll call vote to approve the lunch prices for 2023-2024 as follows:

Student breakfast	\$2.00
Staff breakfast	\$2.50
Student lunch	\$4.00
Adult lunch	\$4.50
Milk	\$.50

14. Approve K&A Paving Contract

A motion was made by Mrs. Smith, seconded by Ms. Stiehl and carried unanimously by roll call vote to award K&A Paving the contract for the East Wing Parking Lot (Project C-1) as recommended by the Facilities Committee.

Discussion: Questions were raised as to the timeline of this. Michael's identification of the first week of August during June meeting was referenced.

15. Approve Budget Line-Item Transfers

A motion was made by Mrs. Smith, seconded by Mr. Baley and carried unanimously to approve the attached 2022-2023 budget line-item transfers for the time period of June 28, 2023 through July 31, 2023 with a total of \$151,026.64 for Fund 11.

16. Approve Combined Bill List for June and July

A motion was made by Mrs. Smith, seconded by Mrs. Bates and carried unanimously to approve the combined bill lists for payment as follows: Combined bill lists for June 28, 2023 through July 31, 2023 with a total of \$317,908.25 and Cafeteria \$3,507.84.

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 June 30, 2023 (Policy 6820).

Board Secretary

Date

Old Business - none

New Business – Discussion on Security and Safety. Availability of funding through the Department of Education for Security and Safety. Board of Education would like some investigation into door locks, frames and shades.

Next Meeting – August 22, 2023 (Tuesday)

Adjournment

A motion was made by Mrs. Smith, seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:49 p.m.