

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

Office of the Superintendent

DRAFT-AGENDA FOR REGULAR MEETING – November 20, 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

Superintendent's Report

Vice Principal's Report

HIB Reporting

Board President's Report

Committee Reports –Community Outreach, Facilities, Finance, Instructional and Policy

Motions

1. Approve Comprehensive Maintenance Report and M1 Forms

A motion was made by _____ seconded by _____
to approve the 2023-2024 Comprehensive Maintenance Report and M1 Forms for
submission.

Motion

2. Acting Business Administrator Employment

A motion was made by _____ seconded by _____
to approve Kathleen Kane as Acting Business Administrator, effective November 20, 2023 –
January 31, 2024 at an hourly rate of \$100 with a maximum of 12 hours per week, pending
receipt of all necessary paperwork, as recommended by the Superintendent.

On roll call, motion

3. Approve Account Signers

A motion was made by _____ seconded by _____
to update and approve account signers as designated below:

General Account-	Randy/Jeannine/Donna/Tammeisha/Kathleen
Agency	Randy/Jeannine/Donna/Kathleen
Lunch & Milk	Randy/Jeannine/Donna/Kathleen
Payroll	Randy/Jeannine/Donna/Tammeisha/Kathleen
Unemployment	Randy/Jeannine/Donna/Kathleen
Summer Salary	Randy/Jeannine/Donna/Kathleen
Student Activity	Randy/Jeannine/Donna/Kathleen
Petty Cash	Randy/Jeannine/Donna/Kathleen

On roll call, motion

4. Approve Longevity

A motion was made by _____ seconded by _____
to approve a longevity adjustment (completion of 19 years) of \$1500 for Gretchen
Stefankiewicz effective January 1, 2024.

On roll call, motion

5. Accept Donation

A motion was made by _____ seconded by _____
to accept a donation of \$200 to KTES from the Collver Family for the purchase of a lighted
Christmas tree to use as our “Giving Tree.”

On roll call, motion

6. Field Trip

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

Q-FT-02 Adventure Aquarium Thursday, November 30, 2023
Snyder Bus Company

On roll call, motion

7. 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

8. Approve Bills

A motion was made by _____ seconded by _____
to approve the bills for payment as follows: Monthly bill list \$430,994.14 and Cafeteria bill
list total of \$12,273.20 for the months September and October.

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
over expended in violation of N.J.A.C. 6A:23-2.11(a) as of October 31, 2023 (Policy 6820).

Board Secretary

Date

9. Approve Minutes

A motion was made by _____ seconded by _____
to approve the Regular Session Minutes of October 16, 2023.

Motion

Old Business

New Business

Upcoming Dates and Meetings

Board Meeting December 18, 2023 @7 pm

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 45 minutes regarding:

**Personnel
Negotiations**

It is expected that discussion undertaken in executive session will result in no action taken.
The meeting was re-opened to the public at _____ PM.

Adjournment

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

Motion