

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL
Office of the Superintendent

MEETING MINUTES 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

Mrs. Smith called the meeting to order at 7:02 pm.

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. Tammy Smith, Mr. Todd Spain, and Mrs. Ronni Wittreich

Absent: Ms. Ali Stiehl

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Teachers, Public, and 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.

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.

Mrs. K. Baier read aloud a letter to the Board of Education regarding her concerns of the modular building.

Correspondence

Mr. Brennan read a letter from Mrs. Donna Ventura announcing her retirement as of February 1, 2024.

Vice Principal's Report –

- NJSLA 22-23 Results Presentation
- We conducted our fall bus drills on Tuesday October 3rd. Students practiced rear bus evacuations.
- I attended a Sustainable Jerseys Webinar regarding updates to this year's criteria. Changes primarily consisted of lesson plan formats when submitted teacher lessons for points and making the assessment piece broader.
- NJ Clean Communities presented an assembly about pollution and the water cycle to all students.
- I will be attending training for the NAEP Assessment as this is the first time I have been involved with this assessment.
- We just concluded a Pumpkin Arrangement Sale. The arrangements will be coming in in groups as they are completed. We sold 93 arrangements with a profit of \$465. The next school fundraiser will be with a company called Baketivity. These are complete baking kits for kids. The ingredients come measured out and are all included except things like eggs, milk, water, etc. Kits can be ordered for cake pops, cupcakes, cookies, granola bars and other items.
- We will be participating in the Holiday Cards for Our Military Challenge. NJDOE is partnering with the New Hampshire Dept. of Ed to bring personalized signed expressions of respect, caring and gratitude to the United States troops, veterans and service families.
- I would like to thank the Knowlton Township Fire Company. They presented their annual fire truck and fire safety visit today to grades pre-k to 4th.
- Warren County Parks and Groups will be presenting programs to our students in grades Prek, Kdg, 1st, 4th and 5th. Topics presented will be amazing adaptations, Magnificent Mammals, and a story and search activity and herpetology. The other grades will have presentations in the spring.

Superintendent's Report

- You will see a policy approval on the agenda. The policy is being updated with language to include information about the mandate regarding the formation of Behavioral Threat
- Assessment Teams. We have established a team and our team has participated in required training.
- I have started the process of mandatory Homeless Liaison training. The training provided resources, guidance and information on process and procedures for registration. As the district homeless liaison, I am responsible for completing this training.
- Kim and I completed the NJTRAX Technology and Readiness Tool, with assistance from Ryan. NJTRAX is a NJDOE requirement.
- We have been experiencing challenges with our internet bandwidth. Ryan, Kim, Michael and I are working together to remedy this so that accessing the internet and internet speed does not continue to be an issue.
- Sussex/Warren Counties Association of Special Education Administrators is hosting
- Response to Intervention professional development workshop given by Magnolia Consulting

- Group. The workshop will take place at Phillipsburg High School and we have three staff members attending.
- Conference information has been disseminated to parents and three dates offered. Preschool and Kindergarten are utilizing Classtag to schedule. In error, I placed Preschool on the Sign Up Genius but all parents have been adjusted and moved to Classtag for Mrs. Toth. All other grade levels are using Sign Up Genius. Links were emailed to parents and are posted on the main page of our website. The three dates for conferences are November 6, November 14 and November 15. Those three dates will be early dismissal days in November.
 - Congratulations to Mrs. Perry for the funding she received via Donors Choose for her project titled “Crazy for Centers”.

Board President’s Report

None

Board Secretary Report

Mr. Brennan spoke about:
the audit and that there were several post audit follow-ups.
IDEA submission 2022 year end submission

Committee Reports –

Finance-

None

Facilities-

Modular building concerns and walk-through

Instructional-

- Math Committee Update
- Update about classroom shifts
- Wonders Reading Program update

Policy-

Language revision for Policy numbers 5131.5 and 5111.

Presentations – Knowlton Knights

Emmie D.- 2nd grader in Mrs. Werner’s class

MOTIONS

1. Accept Retirement

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

2. Approve New Hire

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to hire Christina Krajcsovics (Leh) as a paraprofessional for the 2023-2024 school year, pending

completion of required paperwork, with a start date TBD, as recommended by Superintendent.

3. Approve New Hire

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

4. Approve Substitutes

A motion was made by Mrs. Smith seconded by Mrs. Wittreich and carried unanimously to approve the following substitutes for the 2023-2024 school year, pending completion of required paperwork, as recommended by Superintendent.

Christina Krajcovich (Leh)

Kathleen Mamay

Eric Markus

5. Approve Sub Nurse

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

6. Approval of School Nursing Services Plan

A motion was made by Mrs. Smith seconded by Mr. Baley to approve the 2023-24 School Nursing Services Plan.

7. Approve Home Instructors

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

8. Policy

A motion was made by Mrs. Smith seconded by Mr. Baley to approve revisions to Policy 5131.5, Vandalism/Violence.

9. Field Trip

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the following 2023-2024 field trip contract.

Q-FT-04 High Notes Festival/Dorney Park
Snyder Bus Company

Friday, May 17, 2024

10. Merit Goals

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

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.

11. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the travel expenditures for the 2023-24 school year as required by the Chapter 53 revisions to C.18A:11-12.

12. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the bills for payment as follows: Monthly bill list \$370,213.93.

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

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

A motion was made by Mrs. Smith seconded by Mr. Baley 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).

14. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. Bates to approve the Regular Session Minutes of September 25, 2023.

AYES: 5

NOES: 0

ABST: 1

Old Business

Mrs. Smith offered for Mrs. Baier to meet with Mrs. DeFalco regarding her concerns with the modular building.

New Business

None

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 Mrs. Smith seconded by Mrs. Moritz at 8:09 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 8:18 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 Mrs. Smith seconded by Mr. Baley to adjourn the meeting at 8:19p.m.

Respectfully submitted,

Dana M. Carroll, Vice-Principal
Acting Board Secretary

Approved