

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL
Office of the Superintendent
MEETING MINUTES 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

Mrs. Smith called the meeting to order at 7:01pm.

Flag Salute

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

Roll Call

Present: Mr. Matthew Baley, Ms. Ali Stiehl , Mrs. Rhonda Moritz, Mrs. Tammy Smith, Mr. Todd Spain, and Mrs. Ronni Wittreich

Absent: Mrs. Dawn Bates

Others: Mrs. Jeannine DeFalco, Superintendent, 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- Knowlton resident/parent- read a letter to the board thanking Mrs. DeFalco for meeting with her in regards to the concerns on the modular building. Mrs. Baier continued to make the board aware that she had contacted the Health Department and spoke to Pete

Summers who all told her they were not testing the school for mold and have no way of making a determination. He suggested calling PEOSH because there are not regulations for them and to test the school. Mrs. Baier continued that she emailed PEOSH and they told her no parent can file a complaint and that there are currently no open cases involving Knowlton School. PEOSH directed her to reach out to the NJDOE to inquire about the school's QSAC scores which the county verifies. Mrs. Baier is requesting access for the public and teachers to the QSAC score report-specifically the Health and Safety Report.

Mrs. DeFalco replied to Mrs. Baier that since Knowlton is not in a QSAC year the Health and Safety report is not due until the end of Dec. and the report will be completed sometime after Thanksgiving Break. She explained the report looks for stained tiles, flammable curtains, Bunsen burners and other items that may or may not be applicable. The county will follow up in February.

Mrs. Reber announced that the QSAC scores are posted on the website.

Correspondence

There were no correspondence.

Superintendent's Report

- Our Educator of the Year nominations are being collected through November 27 th . I am looking for a board member to be a part of our review committee to review the nominations. There are two categories for the nominations- Classroom Teacher and Educational Service Professionals. Our nominations have been light this year so I am hoping more are received between now and next Monday.
- Our 2023-2024 Mid-Year Budget Review with the County has been scheduled for January 18.
- The district Performance Report file was successfully uploaded to NJSMART last week.
- Cluster meetings with Superintendents are being scheduled on a monthly basis between schools. There will be cluster articulation for grade 6 Math and ELA on December 6 th and Science and Social Studies on January 23 rd .
- Planet Network update - Kim and I are working on getting some definitive timelines for a switch so that we can improve our internet and follow the transition requirements successfully.
- School Development Authority has noted we are not eligible for all or partial funding for a new structure regardless of closure reason. Our current enrollment sits at a number as well as our forecasted enrollment that can be accommodated in the main building. There are grants available such as the \$6700 I was able to secure to update our fire panel recently. I will continue to look for opportunities for grants that could result in additional learning space.

Vice Principal's Report

- Kim Reber and I have completed the November steps of the NAEP (National Assessment of Educational Progress). She completed the technology survey and I completed a webinar.

- Jenna Maxman, Misty Baker and myself attended an online webinar about the overview of the new standards in ELA and Math. We will start to rewrite and update our curriculum starting in January.
- Our Baketivity fundraiser has currently profited us about \$530 and the pumpkin arrangement netted us \$465.

Knowlton Knights-

Mason D. was honored as October's Knowlton Knight.

HIB Reporting

There was 1 investigated HIB that was unfounded.

Board President's Report

- If you attended Friday's meeting in-person, please find an expense reimbursement form attached. Please complete the form and email it back to me for processing. You have **30** days to submit your expenses for reimbursement.
- Lastly, if you are interested in volunteering to be a judge for the SkillsUSA competition in April, please reach out to Lauren Cuervo. Information regarding this opportunity is only for the Board of Directors.
- SkillsUSA is a national organization that supports the skilled trades and helps students become career ready. The organization is looking for 2-3 judges to volunteer to judge a chapter competition in April. The competition will evaluate a student chapter's ability to conduct business meetings according to correct parliamentary procedure. For more information, reach out to Lauren Cuervo,

Committee Reports – Community Outreach

- Early Act -- working diligently to collect and prepare Thanksgiving baskets for those in the community. Donations from school community families, community families and businesses continue to support this effort.
- Currently the staff is collecting slippers, mittens, gloves and more for the DASACC. (Domestic Abuse and Sexual Assault Crisis Center) We advertised that we were looking for a new tree, which is displayed in our foyer, and the Collver family of Knowlton donated \$200 to purchase a new pre-lit tree.
- Our Local Food for Schools grant has been utilized in part to purchase from Mackey's orchard and Frank Arena farms.
- Board Member Ali Stiehl assisted with securing a donation of stone from Agens for our garden project. Maio Construction from Stillwater donated the fabric that was laid down. These donations allowed us to reassign grant funds set aside for these purchases to a different area. Mrs. Bickhardt, Mr. Littlehale, Mr. Bickhardt, Mr. Reber, James Wettstein and his mom, Brooke Viniski and her family worked to prepare the garden for winter on Saturday, November 11.
- We are currently running our Poinsettia Sale until Nov 27th.
- Baketivity is also running until Monday the 20th.
- Boy Scouts of America dropped off fliers for recruitment.
- The Spain Family Christmas Light display will be open soon and everyone is welcome to visit and bring donations for a family in need and local food pantry.

- Town wide cleanup was moved from Saturday to Sunday due to weather but was still a great turn out from community organizations.
- Community day 10/21 had a great turnout as well and families enjoyed everything the event had to offer.

Facilities

Quotes

- Reviewed quote from Trane regarding repairs needed for HVAC. Discussed if a mini split unit is able to be relocated and will reach out to Mazzer to determine feasibility.
- Discussion on costs to take non-permanent modular building off line for electrical and plumbing.
- Three quotes received for demolition of non-permanent modular building. Those providing quotes were: Tom Bartha and Son Excavating, Charlie Nansteel and K&A Paving Contractors.

Non-Permanent Modular building

- Timelines for taking off line, removal of items and demolition discussed. Demolition to occur when staff and students are not on site.

Oil Tank

- Currently we do have a tank in the ground that is not in use. There are plans to remove the tank, but until it is fully out and necessary reports generated for DEP, our oil is located in temporary above ground tanks. Further exploration into how permanent above ground tanks meet new requirements and affect insurance costs is occurring.

Front Door

- We are investigating the process of implementing a double lock on both points on entry at the main entrance.

Speed Limit flashing light

- DOT to be contacted about the need to install a switchboard or automatic timer for the flashing speed limit signs on Route 46. Currently, our custodial staff has to walk out to the DOT owned box and flip the switch.

Finance

Discussed the demolition of the modular building and the result of the call to the School Authority and Mrs. Ventura's retirement.

Instructional-

Discussed NJSLS updates to ELA and Math and the plan to update curriculum.

Policy

Policy 5141.8 was listed on NJSBA Critical Policy as requiring updates/adjustments. Upon further review and comparison of the old and new policies, it was

realized that the previous policy was only mandated if your school had students participating in a school sports program (middle and high school sports). The new policy adds intramural sports and while the KAA organizes the sports, we do host them. Mrs. DeFalco believes this policy is applicable to Knowlton however she is going to do some further research on this. Mrs. DeFalco will continue to research and it can be put on December's agenda if needed.

Motions

1. Approve Comprehensive Maintenance Report and M1 Forms

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the 2023-2024 Comprehensive Maintenance Report and M1 Forms for submission.

2. Acting Business Administrator Employment

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

3. Approve Account Signers

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

4. Approve Longevity

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

5. Accept Donation

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

6. Field Trip

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

7. Approve Travel Expenditures

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

8. Approve Bills

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

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 Mrs. Smith seconded by Ms. Wittreich carried unanimously to approve the Regular Session Minutes of October 16, 2023.

Old Business

Mrs. DeFalco updated the board regarding the Healthy Kids Program and that she will be researching and survey parents for a start date.

New Business

- Holly Mackey will certify election results on 11/21/23. Ms. Wittreich was elected to a 3 year term and Mr. Spain was elected to an unexpired term.
- Winter Holiday Concert will Dec. 12th at 6:30pm.

Upcoming Dates and Meetings

Board Meeting December 18, 2023 @7 pm

Executive Session

Be it hereby resolved by Mrs. Smith seconded by Mr. Baley at 7:44 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 8:20PM.

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley carried unanimously to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

Dana M. Carroll, Vice-Principal
Acting Board Secretary

Approved