

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

Office of the Superintendent

MEETING MINUTES FOR REGULAR MEETING - January 22, 2024

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. Rhonda Moritz, Mrs. Tammy Smith, Ms. Ali Stiehl and Mrs. Ronni Wittreich

Absent: Mrs. Dawn Bates and Mr. Todd Spain

Others: Mrs. Jeannine DeFalco, Superintendent, Mrs. Dana Carroll, Vice Principal, Mrs. Perry, Mrs. Reber, Ms. Lehr, Mrs. Bickhardt, Public.

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. Davis inquired why the students have not been out to recess and what the protocol is for students going outside. Mrs. Carroll explained the first week of January there were some indoor recess days due to the completion of the modular building being torn down and it was unsafe to be outside. Mrs. Carroll explained if the temperature is below 32 degrees including wind chill students do not go outside. Students also do not go outside on early dismissal days and delayed opening days.

Mrs. DiAlfonso asked if parents can drive their own students to field trips and if they have to take the bus. Mrs. DeFalco explained that students must leave the school on the provided transportation because it is a school based trip and it is a liability concern.

Correspondence

Mrs. Carroll read a letter from Project Self-Sufficiency thanking Knowlton School and Jenn Staub for supporting Stuff the Stocking event.

Superintendent's Report and Certificates of Appreciation to BOE

- Recipients for GEOY:
We will honor our recipients next month when they are both able to attend.
- Cluster Meeting:
All cluster superintendents met again this month to discuss a variety of topics. We are scheduled to meet in February. This month we focused on school calendars, Professional Development, legislation, Behavioral Threat Assessment Teams, curriculum, and possible areas for shared services. Curriculum articulation in Math and ELA have already taken place and tomorrow Social Studies and Science articulation across the schools will take place.
- Fire Share Information:
I have updated the Fire share Information so that KTFD and Chief Weber have the correct plans and layout for the school building.
- Grant Performance Reporting:
I have registered to attend a technical session for grants on February 6th so that all of our information is submitted correctly and in a timely manner.
- School Board Recognition Month:
I have a certificate for each of our board members present this evening to acknowledge your dedicated service to our school community. January is School Board Recognition Month. Thank you for your time, energy, ideas and input that you provide.
- Planet Networks:
The goal was to switch from our current provider to Planet Networks last week but the conduit was frozen so they will return later this week to try again. All paperwork and research regarding this switch has been completed.

Vice Principal's Report

- I have met with the state officials overseeing the NAEP testing and we are set to go. They will touch base with me in the next week or so.
- I met with Troopers Madia and Rodrigues and complete the site walkthrough with them. A report of findings and suggestions was submitted to Jeannine and I.
- Spelling Bee was postponed last Friday and will take place this Thursday.

Board Secretary's Report

There was no Board Secretary's Report.

Board President's Report

- School Board Recognition Month
NJSBA has received the proclamation from Governor Murphy declaring January to be School Board Recognition Month. For more than 20 years, NJSBA has been

organizing this effort to honor the service of the state's volunteer board of education members. A page has been posted on the NJSBA website complete with resources including sample resolutions and certificates of appreciation. Dr. Purnell and Immediate Past President Irene LeFevre will attend the monthly meeting of the State Board of Education, and the State Board will present NJSBA with the annual resolution they pass to honor boards of education. NJSBA will also debut a short video thanking board members for their service via social media and through School Board Notes.

- Warren County SBA Call for Officers

The Warren County School Boards Association is currently seeking leaders to represent Warren County within the New Jersey School Boards Association. The positions are open to any board of education member in Warren County. Those who are interested should complete the application no later than March 1, 2024.

The following Warren County School Boards Association positions are currently open:

Warren County SBA Board of Directors Delegate (June 2024 -2027)

Warren County SBA Board of Directors Alternate (June 2024- 2027)

- Warren County School Boards Association

Upcoming Warren County SBA Meeting, which will take place virtually beginning at 6:45 PM on Wednesday, January 24, 2024. You can register for the meeting through this link: <https://www.njsba.org/counties/warren/>

Committee Reports – Community Outreach, Facilities, Instructional and Finance

Community Outreach:

Ms. Wittreich reported that they discussed current enrollment, PTA Murder Mystery Event, Early Act Souper Bowl for Caring Food Drive, Sam' Hope's usage of the gym, and walked out to see the ground from the former modular building.

Facilities:

Mrs. DeFalco reported out that they discussed the following:

- Oil tank-- rental agreement, UST scheduled visits are Monday and Tuesday
- Water Tank - working with Colaluce Well and Pump Service, McGowan Water Compliance and the DEP to resolve current issues and update system.
- Roof—determinations were made regarding roof status and areas that may be of concern and need attention
- Demolition – The demolition of the modular building was smooth and necessary paperwork for project and inspection are filed.
- Addition of swipe card access – Sonitrol has provided a quote to add swipe card access to the doors that now lead directly out back.
- Walk Through- The four of us completed a hallway walk through to examine flooring, walls and ceilings throughout.
- West Wing Door - Oil appears to be leaking out of main pillar in West Wing door at times. Custodial staff will further examine.

Instructional:

Mrs. Carroll reported out the following:

- The Math Committee has completed evaluation the 4 math programs and have selected 3 to see presentations for. They are: Go Math (new edition), Into Math, and Everyday Math. The teachers have seen Go Math present and we are waiting on schedules for the other 2 programs.

- NW- Jenna, Misty and I met with Blairstown, Freling, and NW at NW. North Warren discussed their expectations and asked what each school does. NW stated concerns that the students seem blown away that they would have HW on weekends, students and parents complaining about the amount of HW, concerns over skills (Ela and Math), student work stamina and some other things.
- We were able to tell them- in 5 and 6- they get weekend homework. Not all the time, but long term projects and other assignments. We give HW nightly. Jenna and Misty were able to explain their 90 minute block set up. The ELA teachers said her Knowlton students know and have remembered a lot of the skills- seem solid. Freling. was similar to us, but Blairstown seemed to be not on the same page.
- The high school teachers and across the board all agree that student stamina to sit and work for 45 minutes is extremely difficult. They discussed that students are not as independent as they once were and have difficult time with time management and organization.

Finance:

Mrs. DeFalco reported out the following:

- Timeline of Acting Business Administrator
- Main Office Shift
- Long Range Facilities Plan
- Fund Transfers

Knowlton Knight Presentations

Benjamin W. and Betty Amann. were honored as December's Knowlton Knights.

MOTIONS

1. Approve Memorandum of Agreement

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the Memorandum of Agreement for the 23-24 school year as required by 6A:16-6(b) 13-14.

2. Approve Substitute

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the following individual as a substitute for the 2023-2024 school year, as recommended by the Superintendent:

Emily Traub

3. Approve New Hire

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve Emily Traub as a paraprofessional for the 2023-2024 school year, effective March 1, pending completion of required paperwork, as recommended by the Superintendent.

4. Approve Resignation

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

to accept the resignation of Krysta Harajda, paraprofessional, as recommended by the Superintendent.

5. Approve Amendment

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve an amendment to the ESEA Consolidated grant for the FY 23-24 to increase the Homeless Reserve to \$100.

Discussion: Mrs. Moritz and Mr. Baley inquired what this is for and Mrs. DeFalco explained it is an emergency petty cash if a family needs it.

6. Approve Field Trips

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the following 2023-2024 school year field trip contracts:

Q-FT-3	Turtle Back Zoo- Kindergarten (NJ)	B&K Dalrymple
Q-FT-4	Crayola Experience (PA)	B&K Dalrymple
Q-FT-5	Museum of Jewish History (NY)	Snyder Bus Co.

7. Approve Bills

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the bills for payment as follows from December 19, 2023 through January 22, 2024 General Fund bill list of \$480,988.56 and Cafeteria Bill \$8,474.46

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 December 31, 2023 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended December 31, 2023 and the A-149 Treasurer's of School Monies Report for the month ended December 31, 2023 in compliance with the NJAC 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 NJAC 6A:23A-16.10(c).

9. Approve Minutes – December 18, 2023

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the Regular Session Minutes of December 18, 2023.

10. Approve Minutes – January 4, 2024

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the Reorganization Session Minutes of January 4, 2024.

Old Business

Mrs. DeFalco updated the board with Healthy Kids After School Program and the hope is they will get the program up running for September 2024.

Mrs. DeFalco updated the board of her findings when trying to identify funds for a permanent structure. Knowlton is being denied due to dropping/flat enrollment.

New Business

Mrs. Moritz updated the board that there is a new Mayor, Ms. Debbie Shipps, and inquired if she has reached out yet. Mrs. DeFalco said she will reach out and will inquire about the abandoned building and restaurant.

Mrs. DeFalco let the board know that there is a Retirement Recognition planned for Mrs. Ventura.

Upcoming Meetings

February 12, 2024 Committee Meetings

February 26, 2024 Board Meeting, 7pm

Respectfully Submitted,

Dana M. Carroll

Acting Board Secretary