

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

## Office of the Superintendent

### **MEETING MINUTES FOR REGULAR MEETING –February 12, 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 Daily Record 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 6:00 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, Mr. Todd Spain and Mrs. Ronni Wittreich

Absent: Mrs. Dawn Bates and Ms. Ali Stiehl

Others: Mrs. Jeannine DeFalco, Superintendent, Mrs. Dana Carroll, Vice Principal, Mrs. Toth, and Mr. Fred Skirbst

#### ***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.

There was no public participation.

#### ***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mr. Baley at 6:03PM

Pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an Executive Session for the durations of approximately 40 minutes regarding:

## **Personnel**

It is expected that discussion undertaken in executive session will result in no action taken. The meeting was re-opened to the public at 6:48 PM.

## **MOTIONS**

### ***1. Contract Addendum***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve a contract addendum for Donna Diorio, Administrative Assistant, to reflect additional compensation for additional duties for the remainder of the 2023-2024 school year, as recommended by the Superintendent.

Discussion: Mrs. Moritz inquired how the addendum was created and purpose. Mrs. DeFalco answered she met with the Finance Committee and the addendum is due the increase of duties Mrs. Diorio now has.

### ***2. Acting School Business Administrator/Board Secretary Employment***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve a Molly Petty as Acting School Business Administrator-Board Secretary, effective February 12, 2024 – April 12, 2024, at an hourly rate of \$120, pending receipt of all necessary paperwork, as recommended by the Superintendent.

### ***3. Approve Grant Submission***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the submission of the available School Security Grant issued by the NJDOE and SDA in the amount of \$20,000 to the NJDOE.

Discussion: Mrs. DeFalco explained the purpose of the grant and the need.

### ***4. SEMI Waiver***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to apply to the Executive County Superintendent for a SEMI Waiver for the 2023-2024 school year based upon the fact that the district will have 11 Medicaid eligible classified students, based on the revenue projections provided by the Department of Education.

Discussion: Mrs. DeFalco explained to the board what a Semi Waiver is, purpose and why it is on the agenda.

### ***5. Update Account Signers***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to update and approve account signers as designated below:

|                 |                                      |
|-----------------|--------------------------------------|
| General Account | Randy/Jeannine/Donna/Tammeisha/Molly |
| Agency          | Randy/Jeannine/Donna/Molly           |
| Lunch & Milk    | Randy/Jeannine/Donna/Molly           |
| Payroll         | Randy/Jeannine/Donna/Tammeisha/Molly |

|                  |                            |
|------------------|----------------------------|
| Unemployment     | Randy/Jeannine/Donna/Molly |
| Summer Salary    | Randy/Jeannine/Donna/Molly |
| Student Activity | Randy/Jeannine/Donna/Molly |
| Student Activity | Randy/Jeannine/Donna/Molly |
| Petty Cash       | Randy/Jeannine/Donna/Molly |

## ***6. Approve Transfers***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve transfers in the amount of \$30,041.50 from Fund 11.

## ***Old Business***

Mrs. Moritz asked if there was any follow up to advertising in the local paper. Mrs. DeFalco did reach out, had not heard back. She will ask Mrs. Diorio to reach out again.

## ***New Business***

There was no new business.

## ***Upcoming Meetings***

***February 26, 2024 Board Meeting, 7pm***

## ***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 6:58 p.m.

Respectfully Submitted,

Dana M. Carroll  
Acting Board Secretary