

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **Office of the Superintendent**

### **MEETING MINUTES FOR REGULAR MEETING – December 18, 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. Rhonda Moritz, Mrs. Tammy Smith, Mr. Todd Spain, Mrs. Dawn Bates and Mrs. Ronni Wittreich

Absent: Ms. Ali Stiehl

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.

There was no public participation.

## ***Correspondence***

There were no correspondences.

## ***Superintendent's Report***

Superintendent Report – 12/18/23

Submitted by Jeannine DeFalco

- Governor Teacher of the Year and Educational Services Professional-The two individuals receiving these awards, Mrs. Susan Perry and Mrs. Torey Capano will be recognized at the January board meeting. Congratulations to both! Thank you to Ronni Wittreich for volunteering to be a scorer.
- Internet update-There is a motion to approve Planet Networks as our new provider effective January 1. This will assist with connectivity and speed issues we are currently experiencing with current provider. Planet Networks is providing better service with a savings. Thank you to Kim, Ryan and Kathy for assisting me with navigating this change and for everyone's patience.
- ARP Safe Return Plans-As required by ARP Act Section 2001(i)(1) law, we must update and submit our Safe Return Plans. Our updates include aligning with the most current guidelines of the CDC and NJ Health Department. This required update expires in 2024.
- NJSP – The New Jersey State Police will be conducting a full walk through evaluation the week of holiday break. Feedback will be provided to me at the completion.
- Ed Law MOA – The Education Law Memorandum of Agreement between law enforcement and school officials with updates for 2023 came out last week. The 2023 MOA serves as a foundation for effective collaboration between school and law enforcement officials and will be discussed between parties and signed by each school district and municipality. The official approval motion will be on January's board agenda after our discussion takes place.

## ***Vice Principal's Report***

- Ms. Maxman, Mrs. Baker and I met with NW and the cluster schools to discuss ELA and Math. We discussed expectations for students going to NW and what NW would like from our students entering 7<sup>th</sup> grade. We discussed the differences between homework being assigned, grading systems and the different benchmark assessments that each school uses, as well as, curricular components.
- Currently, Mrs. Bickhardt is participating in the 50 state postcard exchange. This program will help students identifying and learn about the 50 states. The students will receive a postcard from each of the states to track and learn about.
- The Winter Concert was held last Tuesday and was well attended. Ms. Straulina did an excellent job and it was fantastic to see how much our band has grown and they sound wonderful.
- Spelling Bee will be held on Friday, January 19<sup>th</sup>.

## ***Knowlton Knights***

Dominic M. and Rylinn P. were honored as November's Knowlton Knights.

## ***Board Secretary's Report***

There was no Board Secretary's Report.

***Board President's Report***

There was no Board President's Report.

***MOTIONS***

***1. Approve Updates to Safe Return Plan***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the updates to the Safe Return Plan as required by ARP Act section 2001(i)(1).

***2. Approve Renewal of NJMEBF Agreement***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve a 3-year renewal of the North Jersey Municipal Employee Benefits Fund Indemnity and Trust Agreement January 1, 2024 through December 31, 2026.

***3. Approve Inventory Disposal List***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the inventory disposal list for December 2023.

Discussion: Mrs. Moritz asked if the process was Sustainable and if there was money was received for recycling the items. Kim Reber stated yes to it being a sustainable solution and there was no money involved.

***4. Approve Home Instruction***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve home instruction, as recommended by physician for student #1897 for up to 5 hours a week through January 15, 2024.

***5. Approve Audit and Management Report***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to accept the 2022-2023 Audit and Management Report and the Annual Comprehensive Financial Report:

Audit for Year Ending June 30, 2023

	<u>Findings</u>
<b>Administrative Practices and Procedures</b>	<b>None</b>
<b>Financial Planning, Accounting, and Reporting</b>	<b>None</b>
<b>School Purchasing Program</b>	<b>None</b>
<b>School Food Service</b>	<b>None</b>
<b>Student Body Activities</b>	<b>None</b>
<b>Application for State School Aid</b>	<b>None</b>
<b>Pupil Transportation</b>	<b>None</b>
<b>Facilities and Capital Assets</b>	<b>None</b>
<b>Miscellaneous</b>	<b>None</b>
<b>Follow-up on prior year findings</b>	<b>Not Applicable</b>

## ***6. Approve Internet Provider, Planet Networks***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve a three year contract with Planet Networks to begin January 1, 2024 at a cost of \$1,199.00 per month. (Quote #20231125-1000)

Discussion: Mr. Baley asked about the cost comparison between Planet Networks and Fusion and if there would be savings. Mrs. DeFalco confirmed the price comparison and that there would be a savings.

## ***7. Approve Substitute***

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

Sadie Forbes

## ***8. Approve Bills***

A motion was made by Mrs. Smith seconded by Mrs. Dawn Bates and carried unanimously to approve the bills for payment as follows: Monthly bill list \$438,121.93 and Maschio's bill \$6,313.58.

Discussion: Mrs. Moritz asked why the Maschio's bill was higher and it was noted there was an increase. It was added that they are now offering Hope Pizza again.

## ***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 November 30, 2023 (Policy 6820).

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Board Secretary

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Date

## ***9. 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 October 31, 2023 and the A-149 Treasurer's of School Monies Report for the month ended October 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).

## ***10. 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 November 30, 2023 and the A-149 Treasurer's of School Monies Report for the month ended November 30, 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).

### ***11. Approve Minutes- Executive***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Executive Session minutes of October 16, 2023.

### ***12. Approve Minutes-Executive***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried with 5 yeas and 1 abs. to approve the Executive Minutes of November 20, 2023.

### ***13. Approve Minutes***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the Regular Minutes of November 20, 2023.

### ***Old Business***

There was no old business.

### ***New Business***

There was no new business.

### ***Upcoming meetings***

***\*Reorganization Meeting, Thursday, January 4, 2024, 7pm***

***Regular January Board Meeting TBD***

Discussion: Mr. Baley inquired if the reorganization meeting could be rescheduled. Mrs. DeFalco indicated she would look into the feasibility of a time change/advertising but the date is set.

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:33 p.m.

Respectfully submitted,

Dana M. Carroll, Vice-Principal  
Acting Board Secretary

Approved