

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

ANNUAL REORGANIZATION MEETING

Meeting Minutes – January 4, 2024– 7:00 PM

Notice of Meeting

The New Jersey Public Meetings Law was enacted to ensure 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. Carroll called the meeting to order at 7:03 pm.

Flag Salute

Mrs. Carroll 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

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.

Results of the November 7, 2023 School Election

Three Year Term- Board of Education

Ronni Wittreich

Unexpired Term

Todd Spain

Mrs. Carroll read the results of the election.

Administer Oath of Office to Elected/Re-elected/Appointed Members

Mrs. Carroll administered the Oath of Office to Mr. Spain and Ms. Wittreich.

Election of Board President

The nomination of Mrs. Tammy Smith as President of the Knowlton Township Board of Education made by Mrs. Smith seconded by Mrs. Bates.

A motion was made by Mrs. Bates seconded by Mrs. Moritz to close the nominations for President.

Vote was carried unanimously.

President Presides

Election of Vice President

The nomination of Mr. Baley as Vice President of the Knowlton Township Board of Education made by Mrs. Smith seconded by Mrs. Bates.

A motion was made by Mrs. Smith seconded by Mrs. Moritz to close the nominations for Vice President.

Vote was carried unanimously.

Appointment of 2024 Committees and Delegates by the President

Facilities: Mrs. DeFalco (Admin), Mr. Baley (Chair) Mr. Spain

Instructional: Mrs. Carroll (Admin.) Ms. Stiehl (Chair), Mrs. Moritz

Policy: Mrs. DeFalco (Admin), Mrs. Wittreich (Chair), Mrs. Bates

Finance: Mrs. DeFalco (Admin), Mrs. Smith (Co-Chair), Mr. Baley (Co-Chair)

Community Outreach-Adhoc: Mrs. DeFalco (Admin), Mrs. Carroll, Mrs. Wittreich (Chair)

Todd Spain and Dawn Bates

Negotiations Committee: Mrs. Smith, (Chair), Mrs. Bates, Mr. Baley, Mrs. DeFalco (Admin)

Warren County Delegate: Dawn Bates/Ali Stiehl (alt)

NJSBA Delegate: Ronni Wittreich/Ali Stiehl (alt)

Consent Motion Approval

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the use of a consent motion for the reorganization.

Reorganization Consent Motion

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the following agenda items numbered 1 through 9 for 2024.

Discussion: Mrs. Moritz inquired if Mrs. DeFalco could look into advertising with the Paulinskil Paper or the Blairstown Free Press in addition to the Express-Times and the Daily Record.

1. Adoption of Curriculum

to adopt all existing textbooks/kits/platforms and the following curriculum of the Knowlton Township Board of Education for 2024: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language, Computer Science, and Design Thinking and Career Readiness, Life Literacies and Key Skills.

2. Adoption of Policy

to adopt all existing policies, by-laws and regulations for the operation of the Board and the school.

3. Approve Permitted Records

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

4. Designate Newspapers

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and *The Daily Record* as an alternate.

5. Depositories

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank & PNC Bank.

6. Petty Cash

to approve petty cash funds to be established for July 1, 2023 through June 30, 2024 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

7. Annual Notice of Meetings

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. Meetings are scheduled for either the third or fourth Monday of each month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980.

This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Daily Record and the Express Times.

Board Workshop Meetings

January 8, 2024

February 12, 2024

March 11, 2024

April 8, 2024

May 6, 2024 (First Monday)

June 10, 2024

No Workshop

No Workshop

September 9, 2024

October 7, 2024 (First Monday)

November 4, 2024

No workshop

Monthly Meetings

January 22, 2024 (Fourth)

February 26, 2024 (Fourth)

March 18, 2024 (Third)

April 22, 2024 (Fourth)

May 20, 2024 (Third)

June 17, 2024 (Third)

July 29, 2024 (Fifth)

August 19, 2024 (Third)

September 23, 2024 (Fourth)

October 21, 2024 (Third)

November 18, 2024 (Third)

December 16, 2024 (Third)

January 7, 2025 (**Reorg. Tues @ 6pm**)

8. Personnel and/or Firm Appointments

to appoint the following persons:

Acting Custodian of Records – Kathleen Kane

Acting Business Administrator – Kathleen Kane

Acting (Alternate) Board Secretary for Meeting Purposes – Dana Carroll

Affirmative Action Officer- Dana Carroll

504 Committee Coordinator – Dana Carroll

School Physician – Dr. Eugene Cullen, MD

AHERA Compliance Officer – RK Environmental

Licensed Drinking Water Operator – McGowan Well Water Compliance

Official Bargaining Unit – Knowlton Township Education Association

IAQ Designate – Franklin Bush

Attendance Officer- Joeline Groves

Americans with Disabilities Act (ADA) Coordinator – Dana Carroll

Homeless/Storm Liaison – Jeannine DeFalco

Public Agency Compliance Officer – Kathleen Kane (acting)

School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco

Data Coordinator – Dana Carroll

ESL Coordinator – Jeannine DeFalco

9. Approve SSDS – Student Safety Data System Submission

to approve the submission of the SSDS for reporting period 1.

Old Business

Mr. Baley updated the board with the removal of the modular building over break.

New Business

Mrs. Bates asked if Mrs. DeFalco could look into the cost of a pole barn or some other permanent structure that could replace the modular building.

Upcoming meetings

*Board Workshop meeting- January 8, 2024

*Monthly Board meeting – January 22, 2024 at 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:32 p.m.