

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

## Office of the Superintendent

### **MEETING MINUTES FOR REGULAR MEETING –February 26, 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 7:01 pm.

#### ***Flag Salute***

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

#### ***Roll Call***

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mrs. Tammy Smith,

Ms. Ali Stiehl, Mr. Todd Spain and Mrs. Ronni Wittreich

Absent: Mrs. Rhonda Moritz

Others: Mrs. Jeannine DeFalco, Superintendent, Mrs. Dana Carroll, Vice Principal, Mrs.

Perry, Mrs. Capano, Ms. Lehr, Mrs. Bickhardt, Ms. Maxman, Mrs. Constantine and 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. Reynolds thanked KTES for use of the facilities for KAA Basketball season. She stated the season went great besides one incident that she wanted to bring to the board's attention. She was concerned about the safety of people in the building during the incident that took place in Columbia where a lockdown took place. Heather is looking for a conversation of setting up protocol if something like this happens in the future.

Mrs. Baier addressed concerns about the drop off and pick up at the East Wing. She stated her concerns of the cars backing up onto 46 and then those cars blocking

the view of people pulling out of Ferry Lane. She asked if we could go back to the West Wing drop-off and Pick-up.

### *Correspondence*

There were no correspondence.

### *Superintendent's Report*

- Congratulations to our GEOY recipients for 2024. On April 12, 2024, there will be an event a luncheon held at Harker's Hollow to recognize the Warren County Teachers of the Year and The Educational Services Professionals. I am the coordinator of the event again this year with assistance from Matt Eagleburger from Franklin and Jeanine Dutt from North Warren. We are looking forward to a nice afternoon again this year.
- Susan Perry is a special education teacher who is always looking to expand her knowledge and find ways to meet the needs of her students. She has applied for numerous grants over her time here at Knowlton and often been able to share the wealth so to speak with her colleagues and students that she does not necessarily work with directly. She has a big heart and enjoys brightening the lives of those around her. She was integral in bringing in the sensory pathways you see in the hallways. She is a life -long learner who has continued with classes and workshops to improve upon her craft. She is Orton Gillingham trained and is completing her Orton Gillingham practicum to enhance her already vast knowledge. In the words of her parent nominee, Susan's passion, dedication, and commitment to her students make her an invaluable asset to Knowlton Township Elementary School. Congratulations Mrs. Perry.
- Torey Capano is an instructional aide in our preschool program. She has a big heart and works to make connections with each and every student in the classroom. Her positivity and caring nature is seen clearly in the preschool classroom and beyond. Torey seeks out new and innovative ideas to engage and support students. While her morning is spent in the preschool classroom, her afternoon allows her the opportunity to engage and work alongside students from all other grade levels. She does not hesitate to take on new things and is ready for whatever the new day brings. She not only engages and supports students but put much effort and thought into how all staff can be supported. Torey's nominee noted that she is an inspiration to her on a daily basis. Congratulations to Mrs. Capano.
- You will see on the agenda a motion related to the Long Range Facilities Plan and the need for it to be updated. I have spoken and met with Anthony Gianforcaro of Gianforcaro Architects and recommend that we work with this firm to prepare the necessary major amendment and updates. Gianforcaro is also able to prepare bid specs for the UGST removal project, which according to our auditor, must go out for bid based on our status with us not having an active QPA on site.
- I am pleased to announce that the security grant I asked to be approved for submission last meeting was submitted, reviewed and awarded. We were awarded the full allotment of \$20,000. This allotment will assist in paying for the new swipe card access point that will be placed on the door leading out to the back property that does not currently have one. The remaining funds, when accessible will be applied to other projects as appropriate.

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

- I attend the Women's in Leadership Meeting at Harker's Hollow. This networking event was open to administrators and supervisors in Warren County. We heard a presentation by Dr. Dutt about The Life-Work Balance.
- Fourth Grade completed the NAEP Testing (National Assessment of Educational Progress) on Feb. 15<sup>th</sup>.
- This Wednesday at Hackettstown High School, we have 4 sixth grade students who will be performing and honored at the Warren County All-Star Band Presentation. Next month, we will honor these students for their accomplishments.
- We had 2 students participate at the Warren County Spelling Bee. Donnie Capano, who is our Scripps winner, placed 8<sup>th</sup> and Yogi Patel, who was our Scripps runner-up, placed 4<sup>th</sup> in the competition. We are extremely proud of both boys and their dedication.
- We currently have 25 kdg. students registered for next year.
- We are almost done with drafting the ELA curriculum. My hope is to have it on April's agenda for approval. We will be starting the math rewrite soon.

### ***Presentations- Governor Teacher of Year/Educational Services Professional Recognition Knowlton Knight Awards/Spelling Bee***

Ms. Perry was recognized as Knowlton's GEOY.

Mrs. Capano was recognized as the Educational Service Provider of the Year.

Chloe H. and Ryleigh B. were recognized as January's Knowlton Knights.

Donnie Capano was recognized as the Scripps Spelling Bee Winner.

### ***Board President's Report***

There was no Board President Report.

### ***Committee Reports***

#### **Facilities:**

Matt Bailey, Rhonda Moritz, Todd Spain, Jeannine DeFalco, Dana Carroll

- Well Pump - Colaluce
- Oil Tank Removal
- Long Range Facilities Plan update
- Fire Inspection/Fire Door
- New Swipe Access Point – Security Grant submission
- Super Cleaning Schedule

## **MOTIONS**

### ***1. Approve Amendment of the Long Range Facilities Plan***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to contract with Gianforcaro Architects and Engineers to update and submit a major amendment of the Long Range Facilities Plan to the New Jersey Department of Education for reporting purposes at the cost of \$2,000.

### ***2. Authorize Preparation of Bid Specs***

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to contract with Gianforcaro Architects to prepare bid specs for the UGST removal project.

### ***3. Approve Field Trips***

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

Q-FT -7	B&K Dalrymple	Crayola	Preschool
Q-FT-6	B&K Dalrymple	Merrill Creek	2nd grade

**4. Approve Minutes – January 22, 2024**

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the Regular Session Minutes of January 22, 2024.

**5. Approve Minutes – Executive January 22, 2024**

A motion was made by Mrs. Smith seconded by Ms. Wittreich carried with 5 yeas and 1 abs. to approve the Executive Session Minutes of February 12, 2024.

**6. Approve Minutes- February 12, 2024**

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the Regular Session Minutes of February 12, 2024

**7. Approve Minutes- Executive February 12, 2024**

A motion was made by Mrs. Smith seconded by Ms. Wittreich carried with 5 yeas and 1 abs. to approve the Executive Session Minutes of February 12, 2024.

**8. Approve Transfers**

A motion was made by Mrs. Smith seconded by Ms. Wittreich and carried unanimously to approve the attached 2023-2024 budget line-item transfers for the time period of January 23, 2024 through February 26, 2024 with a total of \$117,214.21 for Fund 10.

**9. 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 January 23, 2024 through February 26, 2024 General Fund bill list of \$322,484.56 and Cafeteria Bill \$6890.88.

**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 January 31, 2024 (Policy 6820).

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Board Secretary

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Date

**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 January 31, 2024 and the A-149 Treasurer's of School Monies Report for the month ended January 31, 2024 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).

**Old Business**

Mrs. DeFalco updated the board that Healthy Kids After Care and Before Program will start in September and Healthy Kids will advertise and outreach. Eight students minimum are required to start the program.

***New Business***

There was no New Business.

***Upcoming Meetings***

***March 11, 2024 Board Workshop Meetings***

***March 18, 2024 Board Meeting, 7pm***

***Adjournment***

A motion was made by Mrs. Smith and seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:49 pm.

Respectfully Submitted,

Dana M. Carroll

Acting Board Secretary