

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL
Office of the Superintendent
AGENDA FOR REGULAR MEETING – March 21, 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

Flag Salute

Roll Call

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.

Correspondence

Preliminary Budget

Board President's Report

Committee Reports – Instructional, Facilities

Vice Principal's Report – Knowlton Knight Awards, Music Awards

MOTIONS

1. 2024-2025 Preliminary Budget Adoption

A motion was made by _____ seconded by _____ to submit the 2024-25 proposed budget to the Warren County Department of Education for review and approval. The proposed budget includes sufficient funds to provide curriculum compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A. The proposed budget includes the following revenues and expenditures:

Revenues:

General Fund

Local Tax Levy	\$3,524,200
Tuition -	21,000
Miscellaneous Revenue	53,600
Cap Reserve Interest	300
State Aid	377,209
Budgeted Fund Balance	343,691
Withdrawal from Capital Reserve	0
Federal Revenue-Special Projects	368,121
Total Revenues	\$4,688,121

Expenditures:

Fund 10 Transfer to Charter School	185,000
Fund 11 Current Expense	4,134,700
Fund 12 Capital Outlay	300
General Fund Total	\$4,320,000
Fund 20 Special Revenue	368,121
Total Expenditures	\$4,688,121

On roll call, motion

2. Mileage Reimbursement

A motion was made by _____ seconded by _____ to approve the mileage reimbursement at a rate equal to the current OMB circular rate for all contracts pursuant to N.J.A.C. 6A:23A-7.3 (maximum travel expenditure amount of \$1,500 per employee).

On roll call, motion

3. Accept Resignation

A motion was made by _____ seconded by _____ to accept the resignation of Christina Leh, paraprofessional, effective immediately, as recommended by the Superintendent.

On roll call, motion

4. Approve Hire

A motion was made by _____ seconded by _____
to hire Krysta Harajda as a paraprofessional for the remainder of the 2023-2024 school year,
pending the completion of required paperwork, with a start date TBD, as recommended by
the Superintendent.

On roll call, motion

5. Approve Business Services

A motion was made by _____ seconded by _____
to approve Tim Mantz, Certified School Business Administrator, to provide Business
Services April 15, 2024 through June 30, 2024 with no attached cost.

Motion

6. Approve Professional Services Contract

A motion was made by _____ seconded by _____
to approve a professional services contract with J&B Therapy, LLC, for the 2024-2025
school year.

On roll call, motion

7. Accept Security Grant Funding

A motion was made by _____ seconded by _____
to accept funding of \$20,000 awarded through New Jersey Department of Education School
Security Grant, Grant No. 24E00617.

On roll call, motion

8. Approve Field Trip

A motion was made by _____ seconded by _____
to approve the following field trip contract:

Q-FT-8	Sterling Hill Mine – Grade 4	Snyder Bus Company
Q-FT-9	NJ Sea Grant Consortium (Sandy Hook)	B&K Dalrymple
Q-FT-10	North Warren HS (Grade 6)	B&K Dalrymple

Motion

9. Approve Travel Expenditures

A motion was made by _____ seconded by _____
to approve the travel expenditures for the 2023-2024 school year as required by the Chapter
53 revisions to C.18A:11-12.

On roll call, motion

10. Approve Bills

A motion was made by _____ seconded by _____
to approve the bills for payment as follows: Monthly bill list \$529,228.05 (02.27.24-
03.21.24) and Cafeteria bill list \$6,868.82.

On roll call, motion

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c) 3, I certify that no budgetary line item account has been
over expended in violation of N.J.A.C. 6A:23-2.11(a) as of February 29, 2024 (Policy 6820).

Board Secretary

Date

11. Approve Minutes

A motion was made by _____ seconded by _____
to approve the Executive Session minutes of February 26, 2024.

Motion

12. Approve Minutes

A motion was made by _____ seconded by _____
to approve the Regular Session minutes of February 26, 2024.

Motion

Old Business

New Business

Upcoming Dates

- April Board Meeting Dates
- Board Workshop – 4/8/24
- DATE CHANGE Regular Meeting – 4/29/24 at 7pm
(changed to meet the Budget calendar timelines)

Adjournment

A motion was made by _____ seconded by _____
to adjourn the meeting at _____ p.m.

Motion