

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – February 24, 2020

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 7:01 p.m.

Flag Salute

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

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mr. Don Biery, Mrs. Joann McCormack, Mrs. Tammy Smith, & Mrs. Alison Stiehl.

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Bickhardt, Mrs. Devaney, Mrs. Garrison, Mrs. Hoffmann, Mrs. Kwasnik, Mrs. Maxman, Mrs. Reber, Parents, Public, & Students.

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

None.

Correspondence

Mr. Brennan read a resignation letter from Mrs. Pamela Gumbman.

Superintendent's Report

Mrs. DeFalco gave the following report:

* Reflex Learning is offering the opportunity to pilot their new program, Science for Us. Four of our teachers are interested in participating in a webinar on Friday to find out more.

* Our final report for the Sustainable Jersey grant we received was submitted today.

* The Knowlton Stigma Free task force met today and was joined by representatives from North Warren and Blairstown. The whole group will look to schedule community trainings and gatherings to educate on various topics that often have a stigma attached.

* I attended a meeting last week in Trenton which focused on NJSL standards review and revisions. The current implementation for schedule for new/updated standards is as follows: September 2021 – Science, Visual and Performing Arts, World Languages, Career Readiness, Life Literacies and Key Skills

September 2022- Comprehensive Health and Physical Education, Social Studies, Computer Science and Design Thinking.

* I shared a recent grant application with Michael from STOP - The Students, Teachers, and Officers Preventing School Violence Act of 2018 (STOP School Violence Act of 2018) gave the COPS Office authority to provide awards directly to states, units of local government, or Indian tribes to improve security at schools and on school grounds in the jurisdiction of the grantee through evidence-based school safety programs.

* Students participated in the Valentine's for Veterans program through the office of Josh Gottheimer.

* Book Bingo is being hosted here at Knowlton Elementary on March 6th at 7pm. Mrs. Reber is looking for volunteers to assist. An email with a link was previously sent but if you need it sent again, please let me know.

* I attended a two-day mental health training at NJPSA recently. The training was an overview of key legal requirements and process for the school.

* As a part of the Consortium for Equity and Excellence I attended Part I of a two-part session presented by Frank J Kros on the Brain. The first session was titled The Brain, Stress and Trauma. The second session is titled The Brain, Stress and Poverty.

* Knowlton Township School District in cooperation with B&K Dalrymple Inc., performed front evacuations for all buses this month. (Routes 1,3,5,10) A front evacuation was held in cooperation with Cindy Hendershot, mini bus driver and KTES personnel for the school owned mini bus. These evacuations took place on February 4, 2020.

Vice Principal's Report

Mrs. Carroll gave the following report:

- * Next week we will be celebrating Read Across America with our One Book One School novel: *The World According to Humphrey*. On Friday, we will be having a kickoff assembly that will entail Mrs. Reber reading aloud a letter to Knowlton from the author and video of her writing studio. I will be reading the first chapter to the students at that time, as well.
- * Book Bingo will be held next Friday and Mrs. Reber is still looking for volunteers if anyone is interested.
- * This Wednesday I will be attending state mandatory training for the upcoming state assessment and will be turn-keying the information to the staff during our faculty meeting on March 18th.
- * Last Friday, I attended a meeting with other county VP, Principals, and Supervisors. Our topics included mental health, mental health protocols and parent communication.
- * Mid-Year benchmarks via Linkit will be completed by the 28th if they are not already complete. The Linkit representative will be here on the 4th to hold mini-workshop sessions throughout the day for staff so they can learn what to do with the information. Coverage will be provided.
- * On Feb. 4th, we completed mid-year bus evacuations. Students practiced exiting the front of the bus in case of an emergency.

Board Secretary's Report

Mr. Brennan gave the following report:

- * NJSBA board census was updated to reflect our new board structure post our January 6th reorganization meeting.
- * A reminder to please complete your 2020 School Ethics Personal/Relative & Financial Disclosure Statements as soon as possible.
- * For our parent portal, we completed our certification process for (PCI DSS) Payment Card Industry Data Security Standards. This is designed to protect business (school) and customers' credit card data.
- * For 2019 tax year, 1099s (Misc. Income) were compiled and sent out to individuals and our vendors. IRS 1095 B forms verifying health insurance for staff members and their applicable dependents was distributed.
- * Completed a 2019 tax levy receipt confirmation form from the auditing firm (Nisivoccia) for Knowlton Township.

Facilities:

- * See Facility Committee notes.

Committee Reports

Mr. Brennan provided the following Facilities report:

- * Eagle Scout Project: Jacob Erickson will provide an overview of his Eagle Scout Project. He intends to build a 16 ft by 16 ft platform to allow Knowlton students a place to read, journal, etc.
- * Gym Office Roof Leak: On January 5th, Ms. Lennox reported a leak in the gymnasium adjacent to her desk. Mr. Brennan called Thompson Roofing to schedule a repair and the leak has been fixed.
- * Superhero Wall Murals: Mrs. Tate and her students will be painting a “Superhero” wall mural in the East Wing. The wall mural will include Batman, Spiderman, & Wonder Woman Superheroes. On behalf of Facilities, Mr. Littlehale will prep the area by painting over the existing “Under the Sea” mural with white paint.
- * RTK Survey: For SY 19-20, our district through the “myNewJersey” portal submitted our RTK coversheet to the State of NJ. RK Environmental will be in during the summer to update the chemical inventory which will be added to the existing RTK report.
- * Blacktop Project: Reviewed and discussed parking lot project scheduled for completion over the summer.
- * Dead Tree: Discussed removal of dead tree located by the main office.
- * Tile Floor Project: At this time, Facilities Committee is not moving forward with tile project as a district priority.
- * Spring Landscaping: CR Shotwell will be here for our annual spring cleanup of the school grounds.

Mrs. DeFalco provided the following Community Outreach report:

- * Shared Services cluster committee – All cluster schools have representatives but at this time no communication has occurred setting a date and time for the first meeting. Rhonda and Dawn are our representatives. Names and emails of other representatives have been forwarded.
- * The Census will soon be upon us and much is at stake. Our representation in Congress and our fair share of federal dollars are directly impacted by the accuracy of our census count. This became very evident in a recent letter received from the State of NJ indicating that we are not eligible for Title I, Part A funds due to not meeting the minimum of 10 eligible formula children. (this is based on past Census data) All information received about the importance of the Census is being distributed to staff and families.
- * The Girl Scouts reached out to let us know that they are getting close to installation time for the water bottle greenhouse. The final location will be behind the storage shed outside of the multi-purpose room doors.

* Two Eagle Scouts have requested to complete projects in conjunction with Knowlton Elementary School. One project is building a reading platform to be installed outside of the modular for teachers to take classes to read outside, do a lesson or experiment, read poetry, etc. The student moving this project forward will meet with the Facilities committee tonight at 5pm to discuss details. He has already toured outside and met with Mrs. DeFalco. The second Eagle Scout is doing a book collection from reading levels of grades 2-8 which will be sent to Uganda. He has requested to place a collection box at our school as one of his many locations that he will monitor and collect from.

* On January 15, 2020 the Knowlton Stigma Free Task Force met and discussed the misconceptions and misunderstanding of what the Stigma Free Initiative is all about. The task force will be presenting at a Lion's Club meeting in February. The Task Force has requested that the Knowlton Township Proud to Be Stigma Free logo be attached to the activities and programs that the school is already active in. Social media topics and national awareness weeks were also reviewed. Early Act Club at KTES will be focusing on Stigma Free in May for Mental Health Awareness Month. Mrs. DeFalco attended a two day seminar on Addressing Student Mental Health.

* The PTA has scheduled McTeacher Night for March 11th. If you did not receive the sign up that was sent, please let Jeannine know. It is a great evening of fun with hour shifts available.

Mrs. Carroll provided the following Instructional report:

* Discussed transitioning to NW: Dana updated the committee as to an ongoing discussion with NW about when the 6th grade math assessment is due. NW wants to move it up to the end of March, but the assessment and rubric they use would need to be revamped.

* Discussed transitioning to NW: Discussed students leaving NW and choosing not to attend NW.

* Discussed transitioning to NW: Discussed that there has been no administration representative at the cluster meetings this year.

* Collaboration: There will be a science meeting with the representatives from each sending district to discuss 6-8th grade curriculum and topics covered.

* Collaboration: There has not been any collaboration between Frelinghuysen, Blirstown, and Knowlton this year.

* Collaboration: Possibly arrange a PD day with the 3 sending districts to meet by grade levels to discuss teaching and common problems.

* Feasibility Study: Discussed NW is looking into it again now that there is funding available.

* Staff Spotlight

Board President's Report

Mrs. Smith provided the following Board report:

* Jan 31 – Feb 5, 2020 – Attended the National School Board Association (NSBA) Equity Symposium and Advocacy Institute. The Equity Symposium provides a forum for school board members, public school advocates, and community leaders to examine and discuss the strategies, current trends, research, and best practices around equity in our nation's public K-12 schools.

Approximately 30 NJSBA board members met with the offices of Senators Cory Booker and Bob Menendez to discuss the following issues and develop solutions:

- Recruiting, Retaining, and Securing Great Teachers
- Individuals with Disabilities Education Act (IDEA) – Full Funding for Students with Disabilities
- Creating a Safe and Healthy School Climate and Environment
- Bridging the Digital Divide in Learning
- Public Education Investments: Developing 21st Century Life Skills for Students

* I've attended several County School Board meetings around the state. Attached is information for review related to:

- NJ Governmental Updates related to education
- Sample Budget Process Calendar for Type II Districts with November Elections
- Educational information on the Perils & Promise of Social Media
- List of NJSBA Professional Development/Training Opportunities for Feb-June 2020

* Lastly on Feb 20, 2020 I attended an NJSBA Sustainable Practices education session to learn new innovative ways to make NJ schools and KTES more energy efficient and environmentally friendly. KTES is currently has a Bronze certification and working towards a Silver certification. Information will be left with Ms. DeFalco for review and discussion.

Presentations

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship awards to Sydney Hoffmann & Gabriella Rodriguez. Congratulations Gabby & Sydney. Great job!

Staff Spotlight, Mrs. Carroll

Mrs. Carroll presented a certificate to our staff spotlight recipient, Mrs. Lucile Devaney. Congratulations Mrs. Devaney!

Eagle Scout Project, Mr. Jacob Erickson

As part of his Eagle Scout Project, Jacob Erickson presented an overview of the 16 ft by 16 ft platform he intends to build at the school district. We'd like to thank Jacob for his commitment to his alma mater and to improving the school for all current & future Knowlton students.

Chatterpix/Colonial Life Project, Mrs. Garrison's Second Graders

Mrs. Garrison & her nine second graders led an informative student presentation about colonial life and the thirteen colonies. Great job done by all!

MOTIONS

1. New Hire

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the hiring of Sean Hardy, Pre School maternity leave replacement teacher, for 65 days, with a prorated salary of \$22,580, as recommended by the Superintendent.

2. New Hire

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the hiring of Monika Sempruch, Pre School aide, with a prorated salary of \$6,200 through the end of the 2019-2020 school year.

3. Accept Resignation

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the resignation of Pamela Gumbman, with regret, effective March 10, 2020.

4. Approve Child Assault Prevention grant application

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2020-2021 Child Assault Prevention grant application with a district share of \$250.

5. Approve Professional Services Contract

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve a professional services contract with J&B Therapy, LLC, for provision of Functional Behavior Assessments for the 2019-2020 school year at a rate of \$90.00/hour.

6. Semi Waiver

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to apply to the Interim Executive County Superintendent for a SEMI Waiver for the 2020-2021 school year based upon the fact that the district will have 7 Medicaid eligible classified students, based on the revenue projections provided by the Department of Education.

7. Audit and Management Report

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to accept the 2018-19 Audit and Management Report:

Audit for the Year Ending June 30, 2019

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

8. Approve Field Trip Contracts

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following 2019-2020 field trip contracts:

B&K Dalrymple Q-FT-10	Bus ride through Delaware	Incoming K
Stocker Bus Co. Q-FT-11	Da Vinci Science Center	Grade 2
Stocker Bus Co. Q-FT-12	Liberty Science Center	Grade 5
B&K Dalrymple Q-FT-13	Crayola Experience	Grade 1

9. New Hire

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire a new employee for the open aide position for the 2019-2020 school year, to be approved by the board at the next regular board meeting.

10. Approve Policy 1100

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to Policy 1100, Communicating with the Public.

11. Approve Policy 1312

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to Policy 1312, Community Complaints and Inquiries.

12. Approve Policy 1330

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to Policy 1330, Use of School Facilities.

13. Approve Policy 1600

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve updates to Policy 1600, Community Relations.

14. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the travel expenditures for the 2019-20 school year as required by N.J.S.A.18A:11-12.

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, 2019 (Policy 6820).

Board Secretary

Date

15. Approve Budget Line-Item Transfers

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the attached 2019-2020 budget line-item transfers for the time period of January 28, 2020 through February 24, 2020 with a total of \$1,000 for Fund 11.

16. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows from January 27, 2020 through February 24, 2020 General Fund bill list of \$377,766.27 and Cafeteria bill list \$4,846.50.

17. Approve Minutes – January 27, 2020

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of January 27, 2020.

AYES: 4

NOES: 0

ABST: 2 (Mr. Biery & Mrs. McCormack).

Motion carried.

18. Accept Report of the Secretary and Report of the Treasurer

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended January 31, 2020 and the A-149 Treasurer's of School Monies Report for the month ended January 31, 2020 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

None.

New Business

Mrs. McCormack asked if the art mural would be representative of all students. Mrs. Smith asked Mr. Brennan to speak with Mrs. Tate to attempt to do her very best to make it representative of all students.

Upcoming Meetings

March 9, 2020: Board Committee Meetings, 6pm

March 23, 2020: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:09 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: