

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – March 23, 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 (Zoom) 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. Rhonda Moritz, Mrs. Tammy Smith, & Mrs. Alison Stiehl.

Absent: None.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, & Mrs. Kim Reber.

### ***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***

None.

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

Mrs. DeFalco gave the following report:

\* We are entering our second week of in home instruction and while this is new to everyone, I would like to commend our Knowlton community of teachers, learners, parents and beyond for all of their hard work. This is unknown territory to all of us and I personally want to thank everyone for their patience as well as their perseverance.

\* Today Knowlton Township School donated 15 cases of gloves to the County for use with their drive through testing sites. I was contacted by Frank Wheatley earlier today then by Adele Starrs and Frank Makowski. I coordinated with Frank Makowski, Emergency Management, for pick up.

\* Our food distribution of breakfasts and lunches sits at 16 meals a day being picked up or delivered. We are able to handle the distribution at this time, but Frank Makowski and Mike Bates (OEM) have been in touch to assist if needed.

\* Teachers have developed learning plans for weeks 3 and 4 as the governor's order calls for closing of schools until further notice. Our Spring Break will follow week 4 which will remain intact. All of our days are counting towards the current 180-day requirement. We continue to examine the best ways to evaluate attendance.

\* Our recently planned wireless network upgrades have been completed. The upgrades included 3 new access points in the East Wing have been installed and the rest all had their software upgraded.

\* Companies such as IXL, Mystery Science, Junior Library Guild, Spelling City and more understand the concerns surrounding COVID-19 and are here to support schools with current closures. Many are providing schools with complimentary access for all teachers and students for the rest of the school year.

## ***Vice Principal's Report –NJSLA Science***

Mrs. Carroll gave the following report:

\* The annual All-Star Band concert was held on Wednesday, February 26<sup>th</sup>. Knowlton sent 5 sixth graders to the event. Mrs. Lestrangle was honored as a Spotlight Conductor this year and led the All-Star Band through 2 pieces of music.

\* During Read Across America, we had a gentleman present a Reading Rocks assembly. The feedback from the staff was overwhelmingly positive, so I recommended the assembly to neighboring schools.

\* On our last day in session, Warren County Clean Communities presented an assembly on the Earth and Recycling. These are always free through a grant within the state. We have had them here before to present on other topics and they are always a hit.

## ***Board Secretary's Report – Mr. Brennan gave an overview of the 2020-2021 Preliminary Knowlton Township Budget***

Mr. Brennan gave the following report:

\* For SY 2020-21 budget, our preliminary budget is \$4,362,893 (PY: \$4,686,325). We are at the 2.0% cap. The projected local tax levy increase is 2.00%. The local tax levy is \$2,906,072 resulting in a Y-o-Y increase of \$56,982.

\* Projected tuition revenue is flat \$0 from anticipated parent paid PS revenue. Projected Miscellaneous Revenue (\$-1,627) & Capital Reserve Interest (\$0) remain essentially the same year as prior year.

\* State Aid revenue is \$1,003,015 resulting in a Y-o-Y decrease of \$-226,190 (-18.4%).

\* Fund 20 revenue (Grants: \$60,893) is expected to decrease by \$-27,432.

\* 5 Charter School Students are budgeted at \$86,000. Y-o-Y budgeted increase of \$0.  
1 Special Education Student is budgeted at \$56,864 (tuition) and \$15,000 for transportation.

\* Capital expenditures of \$10,300 are comprised of one item: \$10,000 (Building Improvement: HVAC Project).

\* General Fund expense of \$4,302,000 is comprised of Salaries of \$2,665,248 (62%) and Supplies & Expense of \$1,636,752 (38%).

### Facilities:

\* See Facility Committee notes.

## ***Committee Reports***

Mr. Brennan provided the following Facilities report:

\* Fire Inspection: Our district had a fire inspection on March 3, 2020. We passed with no violations noted at this time.

\* RK Environmental: I met with RK Environmental to conduct a building walk through in order to update our 3 year AHERA (asbestos) plan.

Mrs. DeFalco provided the following Community Outreach report:

\* In place of the regularly scheduled community outreach meeting, Jeannine focused on developing a district pandemic plan with stakeholders should we be directed to close due to COVID-19. These plans have been requested by the county/state so that should school be closed, a plan is in place so that the days out can be counted as a part of the 180 day requirement. Community outreach committee members will receive additional information following the plan approval.

Mrs. Carroll provided the following Instructional report:

\* No report provided.

## MOTIONS

### ***1. Approval of New Hire***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve Jordan Greszczak, personal aide, at a prorated salary of \$5,967.50, as recommended by the Superintendent.

### ***2. Mileage Reimbursement***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote 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).

### ***3. 2020-2021 Budget Preliminary Adoption***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to submit the 2020-21 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	\$2,906,072
Tuition	-
Miscellaneous Revenue	1,122
Cap Reserve Interest	300
State Aid	1,003,015
Budgeted Fund Balance	391,491
Withdrawal from Capital Reserve	-
Federal Revenue-Special Projects	60,893
 Total Revenues	 \$4,362,893

#### **Expenditures:**

Fund 10 Transfer to Charter School	86,000
Fund 11 Current Expense	4,205,700
Fund 12 Capital Outlay	10,300
General Fund Total	\$4,302,000
Fund 20 Special Revenue	60,893
Total Expenditures	\$4,362,893

### ***4. Merit Goal***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to recognize the designated qualitative Merit Goal for the Superintendent, as stated in the letter dated September 6, 2019 has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

### **5. Approve Budget Line Item Transfers**

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2019-2020 budget line-item transfers for the time period of February 25, 2020 through March 23, 2020 with a total of \$4,000.00 for Fund 11.

### **6. Approve Bills**

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$382,516.43 and Cafeteria bill list \$4,516.21.

### **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, 2020 (Policy 6820).

---

Board Secretary

Date

### **7. Accept Report of the Secretary and Report of the Treasurer**

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended February 29, 2020 and the A-149 Treasurer's of School Monies Report for the month ended February 29, 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).

### **8. Approve Minutes**

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session minutes of February 24, 2020.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

### **Old Business**

None.

### **New Business**

Mrs. Smith discussed the time period and submission of the Emergency Preparedness Plan.

Mr. Biery discussed NJ moving toward "virtual" SGOs.

Mr. Biery asked if April's BOE meeting would be conducted through Zoom.

Mrs. Stiehl asked how 6<sup>th</sup> grade promotion exercises will be handled this year.

Mrs. Moritz asked if deposits will be returned for student assemblies & class trips that have been canceled due to pandemic.

Mrs. Moritz asked if the custodial staff currently reporting to work.

Mrs. Bates asked if there are any additional updated on area COVID-19 testing centers.

Mrs. McCormack asked how teacher's grading will be conducted during the "virtual" learning environment.

Mrs. DeFalco stated we are awaiting further updates from the governor, but we are closed for now.

***Upcoming Meetings***

April 6, 2020: Board Committee Meetings, 6pm

April 27, 2020: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:33 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: