

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – April 27, 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 (Webinar) to order at 7:03 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. Bickhardt, Mrs. Garrison, Mrs. Kwasnik, Mrs. Maxman, Mrs. Lennox & Mrs. 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.

## ***Presentation – Knowlton Township Budget 2020-2021-Michael Brennan, SBA***

Mr. Brennan presented the school district's SY 20-21 budget.

### ***Correspondence***

Mr. Brennan read a letter from Mrs. Sally Burd thanking the school district for working to produce emergency supplies for medical personnel risking their lives to save victims of COVID-19. We thank Mrs. Burd for her kind donation, so that we can continue to purchase medical supplies to help our community.

Mr. Brennan read a maternity leave extension request letter from Mrs. Toth.

Mr. Brennan read a Municipal Alliance GCADA funding update letter from Mrs. Rebecca Alfaro, Deputy Executive Director, Governor's Council on Alcoholism & Drug Abuse.

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

Mrs. DeFalco gave the following report:

\* eSpark- We have two teachers to add to the eSpark ambassador list and they are Allison Bickhardt and Susan Perry. Congratulations to both of them. These Ambassadors are a great source of eSpark knowledge and best practices for our school.

\* Reflex - Our group fluency data received Friday of last week showed that our students fact fluency has increased from 13.7% to 72.9% in Addition/Subtraction facts 0-10, 11.3% to 71.1% in Multiplication/Division facts 0-10 and 71.1% to 95% in Multiplication/Division facts 0-12.

\* Kudos to Jenna Maxman, who serves as a board member of the New Jersey Literacy Association for her most recent read aloud feature. The association's mission is to promote literacy development of readers and writers across the state of New Jersey. Ms. Maxman read A Pouch for Pocket through their read aloud program which was featured on the official youtube channel of the association. We are fortunate to have Ms. Maxman as a KTES staff member echoing this mission. Well done Jenna!

\* PTA -We are very lucky to have a PTA who is doing a fabulous job with assisting the school with getting information out to the community as well as offering fun and new virtual opportunities for the students via their FB page. They have hosted a virtual show and tell and talent show, provided resources to families and advertised for on line events. Teachers are able to post and comment as well which has been just another way to connect. For posts, we have seen Disney Fun Music share from Mrs. Lestrangle, Kid Healthy Week information from Ms. Lennox, birthday announcements and Library Week fun from Mrs. Reber and Health updates and information from Mrs. Acker. Thank you teachers, parents and PTA for a great page.

\* Property Next Door -I was alerted that on Saturday, April 11 (the day before Easter). Mayor Starrs received a message from a Knowlton resident alerting her to the fact that the gas station owner across the street from the Elementary School was transporting soil from that construction site and dumping it and spreading it on the lot adjacent to KTES, which he also owns. Both the resident and Mayor Starrs separately alerted NJDEP, who investigated. NJDEP has now issued a Notice of Violation to the owner. The owner has 30 days to either remove all the soil he spread (estimated to be 300-400 yards worth) or have it tested. Failure to do either will result in a fine from the NJDEP. Knowlton also has an ordinance prohibiting the importation and transport of soil like this. That ordinance has been sent to NJDEP and they take that into consideration with the repercussions. Mayor Starrs will continue to be in communication with me regarding any paperwork on this. She provided me the contact information for the NJDEP agent following the issue. I have been checking on the property and will reach out to her for an update Wednesday.

\* QSAC is in limbo with the County Office requesting we move forward until further guidance is released. At the legislative committee meeting today, it was discussed that districts scheduled for QSAC this year will be pushed to next year and next year districts will be pushed and so on. I currently have submitted our documents and data for Governance and Operations. Instructional and Personnel will be completed Wednesday as I have an appointment for that. Michael is currently completing the Finance piece which will be submitted by the end of the week.

\* ESY -We are awaiting guidance on Extended School Year for July. Currently, we have been told to create two plans—one that will be an in school program and one that will be virtual. The plan that is ultimately utilized will depend on what the Governor does as far as restriction lifts and schooling.

\* End of year activities for grade 6 – everything at this point is To Be Determined and the DOE is providing guidance on what is permitted and what is not permitted. They have been providing strong reminders regarding travel ban, liability, etc.

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

Mrs. Carroll gave the following report:

\* Attended a webinar sponsored by NJDOE on Evaluation Guidelines for Educators.

\* Attended a webinar sponsored by NJDOE on Traumatic Loss, HIB Claims and Food Distribution.

\* Attended a webinar sponsored by NAMI on Supporting the Emotional Need of Children and Youth.

\* Teachers are continuing instruction through various platforms. They are utilizing Zoom and Facebook Live. Google Classroom is used at almost every grade level and teachers have been accommodating families when the need arises. Parent feedback has been positive.

\* Exploring the early process of seeing what we can do for promotion.

## ***Board Secretary's Report***

Mr. Brennan gave the following report:

- \* Pension: Submitted 2020 Q3 (Jan-Mar) IROC Payments/Reports for TPAF & PERS.

- \* Our user friendly 20-21 budget will be posted to the school website this week and available for all to view.

- \* Our district is eligible for the 2020 safety grant. We will be utilizing the \$2,100 to fully recoup costs associated with the installation of our new panic alarm button under Alyssa's law. Upgrade to facility completed to add an additional safety measure for students, staff, and public as per NJ public statute.

## ***Committee Reports***

Mr. Baley provided the following Facilities report:

- \* Mr. Brennan coordinated Q1 water testing scheduling with Eurofins & McGowan as the 03.31.20 deadline was approaching. Mr. Bush gave access to one Eurofins employee, so our water could be sampled. Social distancing was followed.

- \* We have granted CR Shotwell permission to conduct the annual spring cleaning of the school grounds. Due to COVID-19, Mr. Brennan has requested that Mr. Shotwell notify him of the date and time he will arrive at the school. He will then update Mr. Bush & Mrs. DeFalco.

Mrs. DeFalco provided the following Community Outreach report:

- \* Breakfast and lunches continue to be picked up and delivered to qualifying students for each week. We will be offering these meals during Spring Break week. Parents have expressed gratitude and happiness that this is an option we are offering.

- \* Knowlton Township School District donated 15 cases of gloves to be used as backup for local first responders and hospitals.

- \* We donated one box of masks for hospital worker use.

- \* Mrs. Acker has volunteered to assist as needed with interviewing patients of COVID-19 (virtually) as a data gathering tool. The need for individuals to do this was sent to us through the county office.

- \* Outreach to our families is taking place via teachers, administrators, school nurse and Child Study Team. Our service providers have been in close touch with both Gretchen and I regarding guidelines for delivery of services, legal issues and updates on waivers.

- \* Mrs. Reber has been in contact with other districts to see how we can utilize our 3D printer to make face shields. Currently several area districts, including North Warren are working with a company to produce these. An individual from a neighboring community is making a donation for supplies as well.

\* Our staff created a video and released it on Sunday, April 5 for parents and students as a part of social emotional outreach.

\* We are in the process of securing hot spots for families without internet however, response from the provider has been slower than expected. Families that did not have a device/s were directed to contact Mrs. Reber and we created a release form and signed them out to be used during this time.

\* Mrs. Bickhardt released her trout today into the Paulinskill and recorded a short video for the kids to see.

Mr. Biery provided the following Instructional report:

- \* Update on virtual learning
- \* Vertical articulation with NWR
- \* How teachers are feeling
- \* End of Year
- \* Teacher articulation within Knowlton

## ***MOTIONS***

### ***1. 2020-2021 Budget Adoption***

A motion was made by Mrs. Smith seconded by Mrs. Bates 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

## ***2. Contract Renewals***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to offer employment contracts to the following persons for the 2020-21 school year, as recommended by the Superintendent:

Apgar	M6	\$62,265	
Baker	B13	\$68,570	
Bickhardt	M19	\$81,540	Longevity \$2,500
Ciccarelli	M8	\$64,075	
Davalos	B19	\$78,720	Longevity \$1,500
Ferry	B19	\$78,720	Longevity \$1,500
Garrison	M10	\$65,900	
Harer	B18	\$76,890	Longevity \$1,500
Hill	M19	\$81,540	
Hollmann (3 days/week)	M7	\$38,445	
Janeiro	B12	\$66,740	
Jones	M19	\$81,540	Longevity \$1,500
Kwasnik	B+15,11	\$66,135	
Lennox	M12	\$69,560	
Lestrangle	M7	\$64,075	
Lightcap (1 day/week)	M10	\$13,180	
Maxman	B+15,10	\$64,305	
Perry	M13	\$71,390	
Plunkett	B6	\$59,445	
Reber	M+15,19	\$82,765	Longevity \$2,000
Staub	M+30, 12	\$72,010	
Stefankiewicz (2.5 days/week)	M+30,14	\$37,835	(Knowlton Share)
Tate (3 days/week)	B13	\$41,142	
Thurgood	M+15,9	\$67,125	
Toth	M4	\$58,645	
Werner	M15	\$75,050	
White	B19	\$78,720	Longevity \$2,000

## ***3. Custodian Contract Renewals***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to offer employment contracts to the following custodians for the 2020-21 school year, as recommended by the Superintendent:

Franklin Bush

Robert Guida

Geoffrey Littlehale

## ***4. Maternity Leave Extension***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to extend the maternity leave of Katelyn Toth, Preschool teacher, with the extension starting May 26, 2020 through the end of the 2019-2020 school year.

### ***5. Requisition of Taxes for 2020-2021***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve that the amount of district taxes needed to meet the obligations of the Board for the 2020-2021 school year is \$2,906,072 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2020	\$350,000.00
August 10, 2020	\$350,000.00
September 10, 2020	\$245,119.11
October 10, 2020	\$245,119.11
November 10, 2020	\$245,119.11
December 10, 2020	\$245,119.11
January 10, 2021	\$245,119.11
February 10, 2021	\$245,119.11
March 10, 2021	\$245,119.11
April 10, 2021	\$245,119.11
May 10, 2021	\$245,119.12

### ***6. District's Mileage Reimbursement Expense***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the district's total maximum mileage reimbursement expense for SY 20-21 of \$51,000 pursuant to N.J.A.C. 6A:23A-7.3.

### ***7. Donation***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept a donation in the amount of \$1,000 from Sally Byrd, for the purpose of purchasing materials to be used in conjunction with the district's 3D printer to assist with creation of PPE for distribution to area health care facilities.

### ***8. Accept Safety Grant***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the 2020 NJSIG grant in the amount of \$2,100.

### ***9. Virtual Learning Plan-DOE***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the District's program of virtual or remote instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 12, 2020, and implemented since the District's closure on March 16, 2020.

### ***10. 2020-2021 Preliminary School Calendar***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the 2020-2021 preliminary calendar.

### ***11. Resolution***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to oppose delay in transmission of property tax revenue to school districts:

**WHEREAS, Assembly Bill 3902**, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

**WHEREAS**, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

**WHEREAS**, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

**WHEREAS**, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

**WHEREAS**, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

**WHEREAS**, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

**WHEREAS**, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

**WHEREAS**, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

**WHEREAS**, the Knowlton Township Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

**NOW, THEREFORE, BE IT RESOLVED that the Knowlton Township Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further**

**RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the 24<sup>th</sup> Legislative District's representatives in the state Senate and General Assembly; and be it further**

**RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.**

### ***12. 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 \$398,346.72 and Cafeteria bill list \$3,572.86.



### ***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 March 31, 2018 (Policy 6820).

---

Board Secretary

---

Date

### ***13. 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 March 31, 2020 and the A-149 Treasurer of School Monies Report for the month ended March 31, 2020 in compliance with the N.J.A.C. 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 over expended in violation of N.J.A.C. 6A:23A-16.10(c).

### ***14. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Regular Minutes of March 23, 2020.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

### ***Old Business***

None.

### ***New Business***

None.

### ***Upcoming Meetings***

May 11, 2020: Board Committee Meetings, 6pm

May 18, 2020: Board Meeting, 7pm

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 9:28 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: