

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – May 18, 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 7:01 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. Baker, Mrs. Bickhardt, Mrs. Devaney, Mrs. Garrison, Mrs. Maxman, Mrs. Plunkett, Mrs. Reber, Mrs. Spain, & Mrs. Walsh.

### ***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 maternity leave modification request letter from Mrs. Plunkett stating her attention to return to work after her sick days are used. Mr. Brennan read a maternity leave request letter from Mrs. Lestrangle.

## ***Superintendent Report***

\* QSAC- The district successfully completed the NJQSAC monitoring process recently. The monitoring consists of 5 District Performance Areas and the scores received are as follows:

Instruction and Program	88%
Fiscal Management	96%
Governance	100%
Operations	100%
Personnel	100%

\* Revised School Health Related Closure Plans- necessary updates were requested through the State Department of Education. Those updates include specific platforms utilized, ELL learners, ESY planning and specific meal distribution details. Revisions are due to the County Office on May 22, 2020.

\* Lamont Repollet, who has served as New Jersey education commissioner since 2018, will be named the 18th president of Kean University. The transition is said to take place in August.

\* WC has established three re-opening committees. The three committees are PS/K, Elementary and Middle/HS. I am on both the PS/K and the Elementary. Each cluster superintendent serves on 1 or 2 committees. We reconvene and discuss further after each group meets. Dr. Pete Summers has been asked to join upcoming meetings. DOE has not provided anything specific and the CDC is currently updating their information. Plans from across states are being reviewed by the committees as New Jersey has not published a plan.

\* On Wednesday, I will be attending the Curriculum and Instruction meeting for NJASA. There will be several recovery and reopening plans being discussed.

\* Although the library is currently closed to the public, the contacted me today and alerted me that they are working from home to serve the Warren County community, providing access to their digital collections and offering virtual programs. They have no idea when the library will reopen or even when staff will be allowed to return to the buildings, so they are diligently working on designing an online summer reading program, which will be launched June 15th. They will provide information for me to disseminate to our families.

\* Contracts were emailed to all staff on Friday, May 15th and are being signed and returned.

\* Josh Gottheimer has launched the #NJ5ThanksYou Frontline Health Care Hero project. This will allow students throughout North Jersey to submit cards thanking the frontline medical workers who are protecting and fighting to keep us safe and healthy. Students from all schools in the Fifth District are eligible to submit thank you cards. His office will be disseminating the greetings to hospitals throughout the District in the coming

weeks. Information was disseminated to teachers and it will be emailed blasted mid-week to parents this week.

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

Mrs. Carroll gave the following report:

- \* Surveyed and received various quotes from production companies for a virtual promotion. Prices varied from \$2,500-\$6,000 with us doing a lot of the prepping by sending videos and pictures, etc. After a discussion with Don Biery, who has the video software to produce these videos, he volunteered to run it through his software and help put this together. I am in the process of reaching out to individuals to submit recordings and will try and keep the ceremony as much intact as it would be live.

- \* K-2 report card was created to reflect virtual learning for the 4th MP. Grades 3-6 will remain the same. Specialists have been given new guidelines to grade on.

- \* Attended a webinar for LinkIt. Students in grades 1-6 will take the At-Home Assessment that will give us a ballpark of where the students end the year with their learning.

- \* I attended a COVI-19 School Closed for the Year webinar. Some topics included: summer programming, human resources, facilities, and mental health.

### ***Board Secretary Report***

Mr. Brennan gave the following report:

- \* Our user friendly 20-21 budget has been posted to the school website and available for all to view. Resolution for 2020-21 final budget adoption and signed tax levy certification has been delivered to NJDOE county office.

- \* A4F form was sent and received back from the Knowlton Township clerk. I have sent copies to the Warren County SBA, Mr. Bill Poch & the Warren County Board of Taxation. Additionally, I have sent memo to the Knowlton Township CFO with the amounts and payment dates concerning our 20-21 school year tax levy.

- \* Maschio's SY 20-21 contract will be sent out following our BOE meeting. The annual management fee is increasing by \$154.42 (CY \$8,260.42 vs. PY \$8,106).

### ***Committee Reports***

Mr. Brennan provided the following Facilities report:

- \* CR Shotwell Spring Cleanup: CR Shotwell completed the spring cleanup over spring break. The work included trimming the bushes in the front of the school as well as the west wing, mulching beds, and trimming along the playground fence. Pursuant to the State of New Jersey guidelines for COVID-19 for the landscaping industry, Mr. Shotwell notified me that all his employees' will arrive one man per truck and all employees' will be wearing masks while they are at our school district.

- \* J&R Tree Service will remove the large tree by the front of the school exit. Additionally, I have requested that they grind down that tree stump and four others' located throughout our

school property. In the front of the school, Frank & I requested that they trim up the pine tree limbs to elevate the overall height to allow additional clearance for parked cars and for cutting the grass. Also, I requested that they remove a hazardous tree located over the walking path. As a cost saving measure, they will cut tree into five foot sections and our maintenance department will dispose of tree. No fee incurred for chipping or disposal of tree.

\* Mrs. DeFalco and I have posted our annual water quality report to the school's website.

\* Our two summer maintenance workers are both interested in returning.

\* During the pandemic, Mr. Bush continues to report to the school daily. During an uncertain time, his continuous efforts have been essential to continuing operations for the district. His duties have included mail pickup, servicing the bus, meeting vendors, supply pickup, supply and material coordination for the district, other staff, and Knowlton families, proper interior room sanitizing, exterior lawn maintenance and landscaping, and boiler operations to name a few.

Mr. Biery provided the following Instructional report:

- \* Report Cards for 4th MP
- \* Promotion
- \* Transfer of 6th graders to 7th grade and the assessments
- \* Screening of KDG
- \* How virtual learning is going and feedback
- \* Protocols for the future

## ***MOTIONS***

### ***1. Maternity Leave Modification***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve a modification to the maternity leave of Maureen Plunkett, with a return to work date at the conclusion of her allowable sick days (30) on May 19th, 2020.

### ***2. Approve Maternity Leave***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Samantha Lestrangle beginning September 1, 2020 through January 4, 2021, as recommended by the Superintendent.

### ***3. Food Services Contract***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to award Maschio's Food Services, Inc. as the food service management company for the 2020-21 school year at an annual management fee of \$8,260.42. Maschio's guarantees the district's financial loss is limited to \$3,000 for the food service operation including the management fee.

#### ***4. Approve Physical Therapy Provider***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve Allison Peck, P.T. as the 2020-21 Physical Therapy Service Provider at the rate of \$87.00 per hour.

#### ***5. Merit Goal***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to recognize the designated quantitative 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.

#### ***6. Virtual Learning Plan***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the updates to 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.

#### ***7. New Hires***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to authorize Mrs. DeFalco, Superintendent, to hire new employees for the summer, to be approved by the board at the next regular board meeting.

#### ***8. Approve Policy 2210***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve policy 2210, Administrative Leeway in Absence of Board Policy.

#### ***9. Teacher Evaluation Model for 2020-2021***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the adoption of Charlotte Danielson's Teacher Evaluation Model and Rubric for the 2020-2021 school year.

#### ***10. Vice Principal Evaluation Model for 2020-2021***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the adoption of the Multidimensional Principal Performance Rubric for the 2020-2021 school year.

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

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

**WHEREAS**, Senate Bill 2392 and Assembly Bill 3969, currently pending in the state Legislature, would authorize the Department of Community Affairs to permit municipalities to delay or alter the transmission of property tax revenue 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**, delaying or altering the transmission of property tax revenue from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process; and

**WHEREAS**, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote instruction and, therefore, continued timely transmission of all property tax revenue due to the school district is critical for the educational process to continue without interruption; and

**WHEREAS**, under our state's current structure, municipalities are designated as the authorities to collect property taxes, but those taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

**WHEREAS**, municipal governing bodies are empowered under current law to borrow in order to ensure that full payments to school districts are made;

**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 that this legislation would only worsen the situation for our communities; and

**WHEREAS**, while S-2392/A-3969 would require a municipality to pay a percentage of the revenue due to a school district based on consultation between the state Departments of Community Affairs and Education, the amount of taxes collected at the time and the financial condition of the municipality and school district, it does not address subsequent payment to the school district to make up the full shortfall amount; and

**WHEREAS**, as currently written, S-2392/A-3969, which is designed to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve.

**NOW, THEREFORE, BE IT RESOLVED** that the Knowlton Township Board of Education urges the State Legislature and Governor to oppose S-2392/A-3969; and be it further

**RESOLVED**, that this resolution be delivered to Governor Philip D. Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin, and the \_\_\_\_ Legislative District's representatives in the state Senate and General Assembly; and be it further

**RESOLVED**, that a copy of this resolution be forwarded to the New Jersey School Boards Association.

### ***12. Year-End Transfers and Appropriations***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to authorize the Superintendent to make line item transfers and appropriations as needed during the month of June and to authorize payment of year-end invoices all of which will be approved by the Board of Education at the next board meeting.

### ***13. 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: Monthly bill list \$359,285.45 and Cafeteria bill list of \$1,617.37.

### ***Monthly Certification***

Pursuant to NJAC 6A:23A-16.10(c)3, I certify that no budgetary line item account has been overexpended in violation of NJAC 6A:23A-16.10(c)4 as of April 30, 2020 (Policy 6820).

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Board Secretary

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Date

### ***14. 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 Reports for the month ended April 30, 2020 and the A-149 Treasurer of School Monies Report for the month ended April 30, 2020 in compliance with the NJAC 6A:23A-16.10(c)3. 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)4.

### ***15. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the regular session minutes from April 27, 2020.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

### ***Old Business***

Superintendent evaluation is available online. You should be receiving an email about completing evaluation. Discussions are still occurring about an extension.

### ***New Business***

Mrs. Smith informed the BOE to start thinking about possible dates for the Board Retreat.

The BOE had a discussion about snow days becoming virtual learning days rather than snow days in New Jersey.

The BOE discussed the timing of Eagle Scout's project as well as the timing of the Girl Scout's water bottle project.

Mrs. Motitz asked if there was any further update about the possible soil dumping on the lot adjacent to the school.

Mrs. Smith thanked our teachers, students, and parents for their effort during the pandemic.

***Upcoming Meetings***

June 8, 2020: Board Committee Meetings, 6pm

June 22, 2020: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: