

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – July 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 (Gymnasium & Webinar) to order at 7:02 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. Tammy Smith, & Mrs. Alison Stiehl.

Absent: Mrs. Joann McCormack & Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll (virtual), Vice Principal, Mrs. Reber, Aides, Teachers, & Parents.

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.

Correspondence

Mr. Brennan read a letter from the Warren County Department of Public Safety (OEM) thanking the district for our donation of PPE equipment during the COVID-19 pandemic and notifying us that they will kindly replace what we initially donated.

Public Participation

None.

Superintendent's Report

Mrs. DeFalco gave the following report:

* Extended Virtual School Year Programming will end this Thursday, July 30.

* The re-opening committee has been meeting during the month of July and has a final plan review meeting tomorrow at 4 pm. Surveys have been issued to parents and staff members regarding scheduling, transportation and reflections. On Friday, Governor Murphy announced that all districts must offer a virtual option to students in addition to some form of in-person instruction. There is an addition to the re-opening plan guidelines and the specific details of this process must be added before the plan is published. Those details include: Procedures for submitting full time remote learning requests, Scope and expectations of fulltime remote learning and Procedures to transition from fulltime remote learning to in-person services. Our final survey will be released tomorrow evening highlighting the in person option and the virtual option for parents to select so that we can assess current class configurations. Parents will also be asked to confirm the use of district transportation on the final survey so that transportation waivers can be issued and completed. Our plan is due to the county office on August 3.

* The Girl Scouts that spoke to us earlier this school year completed the building of their water bottle greenhouse. This was completed in early July. It is located behind the shed out back.

* Jacob Erickson will be completing his Eagle Scout Deck Project soon. He hopes to start the floating footings on Friday. This outdoor learning deck will be located to the left, when exiting the multipurpose room doors leading to the back of the property.

* Our school counselor/social worker hosted Come Together and Chat opportunities for staff over the past couple of weeks. As part of our welcome back process for students, our school counselor and school psychologist will meet with grade levels adhering to social distancing but providing the opportunity to share and discuss their experiences while out of school.

* The county OEM provided additional infrared thermometers to school districts and replenished some of the PPE provided for essential healthcare workers in March.

* Our current bus drop off/pick up and parent drop off/pick areas are being reevaluated so that arrival and dismissal can occur smoothly, while following all guidelines from the State and DOH.

* I would like to take a moment to thank the work of two paraprofessionals who will not be returning to Knowlton in the Fall. They are setting out for new adventures and I wish both Lucille Devaney and Debbie Dwornikowski nothing but health and happiness. They have been wonderful contributors to our Knowlton family and we will miss them both dearly. The students they work with will remember them always, as will we.

Board Secretary's Report

Mr. Brennan gave the following report:

- * An update was provided on the available Board of Education seats for the upcoming November election. Knowlton BOE has one seat available (3 year term). Reminders to submit petitions to the Warren County clerk were sent to current BOE members.
- * I submitted our SY 20-21 ESEA & IDEA grant applications.
- * Regarding dental insurance, we secured a 2 year renewal (22 month) with Horizon BCBS at a 0% increase. I aligned our dental renewal with our medical renewal both will now start effective July 1st.
- * We submitted our HCESC fuel survey for fuel oil #2, so we can continue to buy our fuel oil at a discount through the consortium.

Facilities:

- * RIS, LLC completed the library spackling and painting project.
- * RTK (2019) submission completed after RK Environmental updated our chemical inventory for hazardous materials.

MOTIONS

1. New Hires

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employees for the 2020-2021 school year, to be approved by the board at the next regular board meeting.

2. Aide Contracts

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

Jordan Greszczak	Non-instructional/Instructional aide
Cindy Hendershot	Non- instructional aide/Mini bus driver
JoAnn Hoffman	Instructional Aide
Christina Ippolito	Non-instructional Aide
Monika Sempruch	Instructional Aide
Larissa Walsh	Non-instructional/Instructional aide

3. 2020-2021 Mini Bus Transportation

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve Cindy Hendershot as the 2020-2021 Mini Bus Pupil Transportation driver, Cindy Hendershot, at a rate of \$20 per day to include the Preschool/School Age AM and PM School Age runs that fall outside of the current aide contract. The daily rate is to be paid based on runs completed.

4. Bus Aides

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve designated KTES aide or administrator to accompany students #1658 and #1855, as needed, during both the AM and PM routes for the 2020-2021 school year.

5. Approval of Breakfast and Lunch Prices for 2020-2021

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the lunch prices for 2020-2021 as follows:

Student breakfast	\$1.50
Staff breakfast	\$2.00
Student lunch	\$3.25
Adult lunch	\$3.75
Milk	\$.45
Reduced Lunch	\$.40

6. Approve IDEA Federally Funded Grant Position for 2020-2021

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following Federally Funded Grant allotments for 2020-21, with estimated amounts to be charged to the grant:

IDEA Basic \$48,305 Aide Salary/OT & PT
IDEA Preschool \$6,206 PSD Aide Salary/Instructional Supplies

7. Approve ESEA Grant

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following ESEA grant allotments for 2020-21 with the following amounts to be charged to the grant:

ESEA Title I \$104 Aide Salary
ESEA Title II. \$13,087 Professional Development

8. Accept Horizon Dental Renewal

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the Horizon dental renewal rates effective September 1, 2020 thru June 30, 2022 at a 0.0% increase in premium rates.

9. Approve Clinical Experience

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the clinical placement request of Joelene Groves through William Paterson University.

10. Approve Dual Use of Instructional Space

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve completed facility forms for dual use of educational space for Classroom 2 and submission to the County Office.

11. Approve Indemnity and Trust Agreement NJSIG

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

12. Request Full-Time Principal Waiver

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to request a waiver for a full-time, non-teaching Principal for the 2020-21 school year.

13. Policy 3541.33- Transportation Safety

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the revisions to Policy 3541.33.

14. Policy 1250 – Visitors

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the revisions to Policy 1250, Visitors.

15. Policy 5141.2 - Illness

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the revisions to Policy 5141.2, Illness.

16. Policy 5141.3 - Health Examinations and Immunizations

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the revisions to Policy 5141.3, Health Examinations and Immunizations.

17. Policy 3510 - Operations and Maintenance of Plant

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the revisions to Policy 3510, Operations and Maintenance of Plant.

18. 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 June 23, 2020 through July 27, 2020 with a total of \$6,676.71 for Fund 11 & \$3,515.00 for Fund 20.

19. Approve Combined Bill List for June and July

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the combined bill lists for payment as follows: Combined bill lists for June 23, 2020 through July 27, 2020 with a total of \$164,407.39.

20. Approve Minutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of June 22, 2020.

AYES: 4

NOES: 0

ABST: 1 (Mrs. Stiehl)

Motion carried.

21. Approve Executive Minutes

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Executive Session Minutes of June 22, 2020.

AYES: 4

NOES: 0

ABST: 1 (Mrs. Stiehl).

Motion carried.

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 June 30, 2020 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended June 30, 2020 and the A-149 Treasurer of School Monies Report for the month ended June 30, 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 overexpended in violation of N.J.A.C. 6A:23A-16.10(c).

Old Business

None.

New Business

Mrs. Smith reminded the BOE that the NJSBA workshop conference will be held online from October 20th through October 22nd.

Upcoming Meetings

August 24, 2020: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:41 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved:

Draft- Board Retreat Agenda

- I. Dinner and General Discussion on Board/Admin Accomplishments for 2019-2020
 - How did we do against our shared goal? (Mandatory board self-assessment)
 - What went well, what could have been done better? (Individual assessment)
 - How did we perform as a group or committees and as a whole board?
- II. Creation of 2020-2021 goals and structure to support achievement of goals
 - Do we want one or multiple shared goals for the board and admin?
 - Input by current committee type, what are the top things for next year?
- III. Topics for Board discussion
 - Merit Goals for CSA
 - Board Committee Structure and Focus
 - Re-opening surveys
- IV. Confirmation of BOE Calendar.