

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – August 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

Mr. Biery called the meeting (Gymnasium & Webinar) to order at 7:02 p.m.

Flag Salute

Mr. Biery invited everyone to join him in the flag salute.

Roll Call

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

Absent: Mrs. Tammy Smith.

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

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 thank you note from Girl Scout Troop 5627 thanking the district for allowing them to build the water bottle greenhouse on school property.

Superintendent's Report

Mrs. DeFalco gave the following report:

* I would like to start my report with a big thank you to all of our staff—main office, administration, teachers, custodial, school nurse, Child Study Team members, support staff who have worked alongside me to put many details in place within their classrooms and the school that I am sure they never thought twice about when electing to become a teacher. Nothing about this is easy for any one. I would also like to thank our Board Members and parents for their open communication and offering of thoughts and ideas regarding reopening. Open communication is key and sometimes the best ideas come from someone else. This is a difficult time for decision making and we have families that have selected in person learning, virtual/remote learning or homeschooling. All of those choices reflect the needs of the individual families and I respect the choices that have been made. I look forward to when we can all be in this building together again.

* Buildings and Grounds: Our maintenance and custodial staff has been working to prepare the buildings and grounds for the first day of school. Rooms have been set up to reflect social distancing of desks and extra items removed. Each classroom has or will be receiving a Plexiglas guard for use. CR Shotwell Landscaping were here today and took care of overgrowth.

* Registrations: Over the course of the summer, we have seen 10 registrations and 7 students transferring out. Our enrollment is currently 160 with charter school.

* Sustainability: We remain as bronze certified at this time. The Green Team will continue to meet as feasible and focus on maintaining approved actions and organizing for the future.

* Executive Order: According to Governor's Executive Order # 177:

All public primary and secondary schools shall be closed to in-person instruction on November 3, 2020, and pursuant to N.J.S.A. 19:8-2, the authorities in charge of such schools shall not deny the request of county Boards of Elections for use of their buildings as polling places. All public primary and secondary schools shall work cooperatively with the county elections officials for the delivery of the necessary equipment for the November General Election. Please note that you are allowed to switch to all-remote instruction on Election Day and the day will count towards the required 180 days.

* Opening Days: Teachers will be in session Monday and Tuesday of next week. Our staff will participate in professional development offerings including, but not limited to: Splash Math, Google, Safeschools, eSpark and SEL. Students will be in Wednesday and Thursday. Our first official all remote Wednesday will be September 9th.

* Calendar: Our calendar required some revisions based on our current schedule and previous approval. We will be updating and re-posting our school calendar based on the following items:

*Virtual/Remote Wednesdays

*Back to School Night has been removed from calendar as Back to School Night for 20-21 will be virtual and further information on timing and organization of this will be scheduled for small group meetings on September 1st. Teachers will be able to determine the date and time they are holding their back to school night session.

*Executive order – makes Tuesday the 3rd remote

*Columbus Day – October 12th was set to be an All County In Service day for teachers. Students and teachers will report on October 12th and we will dismiss at the 12:30 time. Teachers will engage in afternoon PD on site as offerings throughout the county will not be possible.

*Teacher Convention Days – students will report to school on November 5th and 6th and dismiss at the scheduled 12:30 time. Teachers will be engaged in PD that afternoon and therefore there will not be office hours scheduled. Students will continue with their assigned special area tasks.

Board Secretary's Report

Mr. Brennan gave the following report:

* Pension: Submitted 2020 Q2 (Apr-Jun) IROC Payments/Reports for TPAF & PERS.

* The 2019 (SY 19-20) BEAR expenditure worksheet for Erate reimbursement has been completed and submitted. Our district will receive a maximum reimbursement of \$13,703.78.

* In July, our district received the CARES grant revenue in the amount of \$22,878.

Facilities:

* We are finishing up our summer work. Lift was utilized in the multipurpose room to change the HVAC filters. Carpet cleaning in the classrooms and all hallways has been completed. Gym floor has been waxed. It looks great and is ready for the opening of school.

Public Participation

* Mrs. Custer had a fiscal question seeking clarification if there would be a payment made to Knowlton families who “waived” transportation by completing the transportation waiver. Mr. Brennan explained that the transportation waiver was created due to the COVID-19 pandemic and was utilized by the district to determine which students would be riding the district’s school buses beginning in September. He explained that there will be no financial payment made by the district.

*Mrs. Custer had a special education question regarding the use of “in home” therapies when specifically called for in a student’s IEP. Mrs. DeFalco said that no in home therapy services are offered by the district and Mr. Biery added that we can’t be assured that each home is safe (virus free), so we can’t send our therapy providers to an individual student’s home.

MOTIONS

Consent Motion Approval

A motion was made by Mr. Biery seconded by Mr. Baley and carried unanimously to approve the use of a consent motion for the meeting.

Consent Motion

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 6 for the 2020-21 school year.

1. 2020-21 Appointments

A motion was made to appoint the following persons for the 2020-21 school year:

Americans with Disabilities Act (ADA) Coordinator – Jeannine DeFalco

Substance Awareness Coordinator – Joeline Groves

Anti-Bullying Specialist – Debbie Lennox

Anti-Bullying Coordinator – Dana Carroll

Acting Board Secretary for Emergency Purposes – Dana Carroll

Affirmative Action Officer – Dana Carroll

504 Committee Coordinator – Dana Carroll

North Jersey Municipal Employee Benefits Fund Commissioner – Michael Brennan

North Jersey Municipal Employee Benefits Fund Alternate – Jeannine DeFalco

2. New Hires

A motion was made to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed for September start, to be approved by the board at the next regular meeting.

3. Approve Vice Principal Evaluation Tools for 2020-2021

A motion was made to approve the Multidimensional Principal Performance Rubric as the evaluation tool for 2020-2021.

4. Approve 2020-2021 Board Goals

A motion was made to approve 2020-21 Board Goals, as provided.

5. Reopening Plan

A motion was made to acknowledge the 2020-2021 Knowlton Township Elementary School Return to School Plan has been submitted and approved by the Warren County Department of Education.

6. Approve Regular Session Minutes

A motion was made to approve the Regular session minutes of July 27, 2020.

AYES: 6

NOES: 0

ABST: 0

Motion carried.

7. Maternity Leave Modification

A motion was made by Mr. Biery seconded by Mr. Baley and carried unanimously by roll call vote to approve a modification to the maternity leave of Samantha Lestrangle, with a return to work August 31 for the 20-21 school year.

8. Appoint World Language Coordinator

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to appoint Juliana Goncalves, to the stipened position of World Language coordinator, until the teaching position is filled, with a rate of \$45 per hour, not to exceed 12 hours per week, as recommended by the Superintendent.

9. Approve 2020-2021 Transportation Contract Renewal

A motion was made by Mr. Biery seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2020-21 pupil transportation contract with B&K Dalrymple Inc. for \$145,899.33.

Route #1	\$40,268.85
Route #3	\$33,157.48
Route #7	\$35,966.37
Route #10	\$36,506.63

10. Approve Budget Line-ItemTransfers

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2020-2021 budgt line item transfers for the time period of July 28, 2020 to August 24, 2020 with a total of \$8,928.15 for Fund 11.

11. Approve Bills

A motion was made by Mr. Biery seconded by Mr. Baley and carried unanimously by roll call vote to approve bills for payment as follows: \$183,312 for Monthly bill list for July 28, 2020 through August 24, 2020.

12. Accept Secretary and Treasurer Reports

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

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 July 31, 2020 (Policy 6820).

Board Secretary

Date

Old Business

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

New Business

None.

Upcoming Meetings

September 14, 2020: Board Committee Meetings, 6pm

September 28, 2020: Board Meeting, 7pm

Adjournment

A motion was made by Mr. Biery seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:11 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: