

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – September 28, 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 7:09 p.m.

### ***Flag Salute***

Mrs. Smith invited everyone to join her in the flag salute.

### ***Roll Call***

Present: Mr. Matthew Baley, Mr. Don Biery, Mrs. Joann McCormack, & Mrs. Tammy Smith.

Absent: Mrs. Dawn Bates, Mrs. Rhonda Moritz, & Mrs. Alison Stiehl.

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

None.

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

Mrs. Carroll gave the following report:

- \* By the end of the week, assessments will be completed. Teachers have been administering the DRA for reading and the LinkIt! Benchmark Assessment. Once these assessments have been completed, staff will analyze the results from this year and last to identify areas of strengths and concerns that can be addressed in their classroom.
- \* Para-professionals will start to be utilized after school starting in October to work in small group or one-one with students who are struggling in math and language arts. They will conduct Zoom meetings to reinforce and practice various skill sets.
- \* We held our annual Mum Sale. This Wednesday is pick up. We sold over 751 mums. Thank you to all the parents and staff, and especially Colleen Apgar, who helped make this fundraiser a success.
- \* I will be meeting with KTEA representatives regarding adjustments that may need to occur to our observational model under the new circumstances this year.
- \* I will be attending the Sustainability virtual workshop to learn how we can go from bronze to silver.

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

Mrs. DeFalco gave the following report:

- \* As of today, September 28<sup>th</sup> we have received official notification that 5 students will return to in person learning on October 5<sup>th</sup>. That will change our virtual learner total to 24 on that date.
- \* Today Mrs. Tate and the PTA released information via Artsonia regarding the PTA reflections program. Mrs. Quick contacted me about Knowlton's participation and it was determined a good way to get the information out to students would be through our art or music program. This year's theme, "I Matter Because...", calls for students' own unique interpretation through the arts. The submission guidelines and entry forms were attached to the email sent out today. For our school entries, the following arts categories and grade divisions are:

Arts Categories	Grade Divisions
Dance Choreography.	Primary (Preschool-Grade 2)
Literature	Intermediate (Grades3-5)
Music Composition	Middle School (Grade 6)
Photography	Special Artists (Preschool-6)
Visual Arts	

- \* Mrs. Groves has scheduled a Flu Shot Clinic with RiteAid for Friday October 2 from 12:30-2 for staff members. She is currently researching securing a date, instructor and CPR manikins for staff members who wish to renew or begin their certification.
- \* Tomorrow morning, I will be attending a virtual meeting for the Leadership Diversity Committee. Dr. Richard Bozza will provide a NJASA update, Dr. Margaret Dolan will provide a NJASA4Equity Update and there are three presentations scheduled.

\* Tomorrow afternoon, Jeff Gale with the Office of Preparedness and Emergency Planning will conduct a school safety and security webinar along with information on the October drill expectations. I will also be attending this.

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

Mr. Brennan gave the following report:

\* September 28<sup>th</sup> & 29<sup>th</sup> our auditor's will be here: Ardito & Company  
Tammy & I have signed the engagement letter.  
Jeannine & I have signed the management representation letter.  
I have prepared the list of items needed.

\* We have completed Sept. payroll with new updated amounts for medical/dental contributions, AXA contributions, and NJEA dues.

\* We submitted our debt service verification form to NJDOE.

#### Facilities:

\* Two misters have arrived for additional sanitizing of the interior of the school district.

### ***Committee Reports***

Mr. Brennan provided the following Facilities report:

\* Boilers: Our district has passed our annual boiler inspection, but that the boilers will now need to be reassembled for the heating season. Hobbie Heat will reassemble the boilers for the district.

\* Annual Fire Alarm System Testing: Prior to the opening of school, our district completed the annual testing of all the fire alarms throughout the building. No issues were noted.

\* Hobbie Heat has completed the HVAC replacement in our computer lab.

\* Two air purifiers have arrived and are installed in those classrooms as planned.

\* Western Pest Service had to remove two yellow jacket nests. One was located on the roof by the gymnasium and one by the modulars'.

\* Plexiglass was sourced and installed in the main office.

\* East Wing boys' bathroom partition was repaired, painted, and reinstalled.  
West Wing boys' bathroom partitions were painted.

\* CR Shotwell Fall Cleanup: CR Shotwell completed their fall cleanup in preparation for the opening of school. The work included trimming the bushes in the front of the school as well as the west wing, mulching beds, weeding playgrounds, weeding landscaping beds near modulars', and trimming weeds back along the fence.

\* Walkway: Improve and repair existing walkway exiting classroom 3.

Mrs. DeFalco provided the following Community Outreach report:

- \* Knowlton Knight masks – Tammy has been communicating with Kelly Wilson of Beyond Masks. We are in the process of determining the color of the mask and the logo for the mask. The company is investigating another vendor in hopes of getting our cost down. This will be a fundraiser.

- \* The Blairstown Rotary organization approved a \$1,250.00 direct donation to KTES for the purchase of the covers. The motion to accept the donation is on tonight's agenda. They have offered to fund the remaining amount of the bill as well. They did ask that the Club be allowed to insert a flyer into the cases to advertise to local families what their efforts and activities are.

- \* Mayor Starrs and I have been in contact regarding the property next to the school where questionable dirt was moved from one location to another. I met with the DEP representative overseeing the removal and relocation of the dirt and she alerted me that the dirt, while illegal to move without approval, did not test as contaminated soil. The activity at the site was under the supervision of the DEP and they were fined for not meeting the original removal date. As of the September 14 date, the new owner, who had inherited some of the problem, was in full cooperation.

- \* Mayor Starrs and I were also in contact regarding households that had reached out to her to inquire about securing hotspots. She was recently in contact with a Verizon provider and asked individuals to reach out to her. It was determined that these households were not households with Knowlton students. Hot spots were provided to Knowlton staff and students in hopes of improving connections in specific areas and more ordered for this school year.

Mr. Biery provided the following Instructional report:

- \* School opening update

- \* Status of virtual learning

- \* Challenges with technology and scheduling

- \* Status of teachers' in current learning environment

## **Student and Staff Recognition**

### ***Knowlton Knight Awards, Mrs. Carroll***

Mrs. Carroll presented citizenship awards (virtual) to Dominic Masker & Sarah Pearson. Congratulations Dominic & Sarah. Great job!

### ***Staff Spotlight, Mrs. Carroll***

Mrs. Carroll presented a certificate to our staff spotlight recipient, Mrs. Kim Reber. Congratulations Mrs. Reber!

## ***Public Participation***

None.

## **MOTIONS**

### ***1. Donation***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to accept a donation from the Blairstown Rotary Club in the amount of \$1,250.00 to be applied to the purchase of Chromebook covers.

### ***2. Merit Goals***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to approve merit goals for Jeannine DeFalco, (as attached) for submission to the Executive County Superintendent to be completed in the 2020-2021 school year.

### ***3. Approve Substitutes***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the current substitute list for the 2020-2021 school year, as recommended by the Superintendent:

### ***4. Emergency Crisis Plan***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve revisions to the district Emergency Crisis Plan for the 2020-2021 school year.

### ***5. Approve Memorandum of Agreement***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Memorandum of Agreement for the 2020-2021 school year as required by N.J.S.A. 18A:11-12.

### ***6. Anti-Bullying Bill of Rights Self Evaluation***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the Anti-Bullying Bill of Rights Self-Assessment for submission and certification as required.

### ***7. Policy***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve updates to Policy 6171.2, Gifted and Talented.

### ***8. New Hires***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed, to be approved by the board at the next regular meeting.

### ***9. Approve Week of Respect***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the week of October 5<sup>th</sup>, 2020 as the Week of Respect.

### ***10. Approve School Violence Awareness Week***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the week of October 19<sup>th</sup>, 2020 as School Violence Awareness Week.

### ***11. 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 \$364,771.63 (08.28.20-09.28.20).

### ***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 August 31, 2020 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended August 31, 2020 and the A-149 Treasurer of School Monies Report for the month ended August 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 overexpended in violation of N.J.A.C. 6A:23A-16.10(c).

### ***13. Approve Minutes***

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

AYES: 4

NOES: 0

ABST: 0

Motion carried.

### ***Old Business***

Mr. Brennan & Mrs. Smith reminded the BOE that the NJSBA workshop conference will be held online from October 20<sup>th</sup> through October 22<sup>nd</sup>.

### ***New Business***

Mrs. DeFalco informed the BOE that the Sustainable Jersey awards ceremony will be held virtually on October 28, 2020.

### ***Upcoming Meetings***

October 12, 2020: Board Committee Meetings, 6pm

October 26, 2020: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:47 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: