

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – October 26, 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 7:04 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 (virtual), 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. 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.

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

\* I attended the NJSBA Virtual Workshop 2020 last week. They did a great job transitioning a traditionally all in person event to completely virtual. All sessions will be available for one year to attendees.

\* As you may all be aware, the Governor extended the public health emergency. Public health emergency expires every 30 days unless reviewed. The first executive order declaring an emergency in New Jersey was signed March 9. This is the 8<sup>th</sup> time the Governor has extended it. The extension keeps business capacity limits, mask mandates, social distancing guidelines and other restrictions in place.

\* The CDC has issued updates to the close contact definition. This was sent to local health departments on October 23, 2020. In summary the new definition requires 15 minutes or more of a close contact (within 6 feet) of exposure to an infected person during a 24-hour period in which the infected person is infectious. More information can be found on the CDC website and the NJ Department of Health.

\* We have been contacted by KAA that at this time they are pausing registration for basketball until the league reps gather specific information regarding gym usage in each district. We will review and go through the questions at our next Community Outreach committee meeting.

\* We currently have approximately 14% of our students learning virtually and 86% as in person learners. We have three new students joining our school in November.

\* Dana and I have begun our teacher observations.

\* Thank you to the PTA for their gracious donation of pumpkins from Tranquility Farms. Pumpkins went home Friday and today for all students. Any virtual student or if a student was absent may still pick up a pumpkin in our vestibule. Thank you to Mrs. Tate for coordinating a lesson for the pumpkin in collaboration with the PTA.

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

Mrs. Carroll gave the following report:

\* The week of October 5<sup>th</sup> we celebrated Fire Safety Week. The Knowlton Fire Company came with their truck and spoke to each class individually about fire safety.

\* During the October 12 afternoon PD, teachers had a training session about the new LinkIt platform and how to access student data and how to pull assessment results for more differentiated instruction.

\* I attend a webinar with Fairview YMCA. Our students for many many years have been to Fairview to learn about a variety of topics. Because schools are unable to go to them right now, they have created on-line modules that cover some of the topics our students have learned but in a more in-depth manner. Courses are Watersheds of Northern NJ, NJ forest and Wildlife, Practical Outdoor Science and Physical Outdoor Science. I am looking into if we can bring these courses into our current 6<sup>th</sup> grade science classes.

\* You will see tonight that I have begun integrating the new Climate Standards into our curriculum. I have updated Art, Visual and Performing Arts and Health and physical Education curriculums. You will see another update next month. I have just started updating the science curriculum.

\* Students are participating in Red Ribbon Week this week and the theme this week is Our School Rocks- Bullying and Drug Free. The students have various theme days.

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

Mr. Brennan gave the following report:

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

\* Grants: Submitted Year End Final Expenditures Report for IDEA.

\* Our financial audit (September 28<sup>th</sup> & 29<sup>th</sup>: Ardito & Company) was conducted the end of last month. Overall, everything went well. We provided the necessary reports and documentation so they could properly conduct their audit.

\* Anthony notified me about several post audit follow up items that we will need to submit:

- 1) Roster of Officials
- 2) Compensated absences as of 6/30/20 (track liability)
- 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

\* Audit report (CAFR) is due Dec 5<sup>th</sup>.

\* Our district is currently in the middle of our open enrollment for the NJ Educators' Plan. This will conclude on October 30<sup>th</sup>, 2020. Per the state of NJ, all staff members must notify the district if they wish to stay in the current Aetna health plan. I like to thank Suzanne McCarney and KTEA President, Allison Bickhardt for all their dedication, effort, and time in working with me to provide our Knowlton staff with the proper cost and medical information to make an informed decision.

#### **Facilities:**

\* None

### ***Committee Reports***

Mr. Brennan provided the following Facilities report:

\* Boilers: Hobbie Heat has reassembled the boilers for the district.

\* Garden Fall Cleanup: Our maintenance staff cleaned and weeded the entire garden.

\* Mrs. Staub's 4<sup>th</sup> Grade Classroom Setup: Our custodial staff cleaned the entire room, setup chairs and desks, and stored unnecessary items in our temporary storage trailers', so we could properly socially distance all teacher & student desks.

Mrs. DeFalco provided the following Community Outreach report:

\* Ski Club Update: The decision was we will not be running the traditional ski club as we have in the past. The committee is interested in seeing if Mrs. Reber is willing to coordinate obtaining discount passes via the Family/Community Club aspect for students and families. This seems to be the pathway some of the schools are taking instead of doing nothing. They also wanted to know if it could be offered/advertised to all Knowlton families since this year's arrangement is not a Ski Club with advisor situation. They realize this takes time to organize, make phone calls and complete necessary paperwork. There will be no buses and it would be self-transportation only.

\* Basketball (KAA Winter) Update:

The committee requested I contact the following schools for information on their planning: Blairstown, Belvidere, Hope, Harmony and White

That outreach was completed this morning and I do not expect to hear back from all of them until next week.

\* Early Act Thanksgiving: The committee is in full support of the program and feels the donation, collection and distribution process can be successfully achieved with guidelines in place to assure the safety of our staff and community. The committee asked what the date would be that the collection would end and when the baskets would be distributed. They were hopeful that there would be a gap in between the two dates so that all baskets could be filled equally. I explained the process that has been done in the past to assure we had all we needed and noted all the assistance we have received from parents, teachers, organizations, etc.

\* Mask Fundraiser: Mrs. DeFalco sent questions to the vendor regarding color options and sizing and responses were received.

Mr. Biery provided the following Instructional report:

\* Discussed staff and student stress

\* Phonics instruction

\* Returning students' from virtual environment and the associated logistics

\* Update on paraprofessionals and small group support

### ***Student and Staff Recognition***

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

Mrs. Carroll presented citizenship awards (virtual) to Caleb Boyle & Josephine Taylor. Congratulations Caleb & Josephine. Great job!

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

Mrs. Carroll presented a certificate (virtual) to our staff spotlight recipient, Ms. Debbie Lennox.

Congratulations Ms. Lennox!

### ***Public Participation***

None.

## ***MOTIONS***

### ***Consent Motion Approval***

A motion was made by Mrs. Smith 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 Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the following agenda items numbered 1 through 8 for the 2020-21 school year.

#### ***1. New Hires***

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

#### ***2. Approve Updated Dance Curriculum***

A motion was made to approve updates to Dance curricula to include Climate Change components.

#### ***3. Approve Updated Theatre Curriculum***

A motion was made to approve updates to Theatre Curricula to include Climate Change components.

#### ***4. Approve Updated Art Curriculum***

A motion was made to approve updates to Art Curricula to include Climate Change components.

#### ***5. Approve Updated Comprehensive Physical Education Curriculum***

A motion was made to approve updates to the Physical Education Curriculum to include Climate Change components.

#### ***6. Approve Updated Comprehensive Health Education Curriculum***

A motion was made to approve updates to the Comprehensive Health Curriculum to include Climate Change components.

#### ***7. Approval of School Nursing Services Plan***

A motion was made to approve the 2020-21 School Nursing Services Plan.

#### ***8. Approve Substitutes***

A motion was made to approve the following substitutes for the 2020-2021 school year, as recommended by the Superintendent and pending paperwork:

**Catie Urfer**  
**Sean Hardy**

#### ***9. Approve Professional Services Contract***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve a professional services contract with J&B Therapy, LLC, for provision of Functional Behavior Assessments for the 2020-2021 school year at a rate of \$90.00/hour.

### ***10. Approve Renewal of NJMEBF Agreement***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve a 3-year renewal of the North Jersey Municipal Employee Benefits Fund Indemnity and Trust Agreement January 1, 2021 through December 31, 2023.

### ***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 \$283,280.53 and Cafeteria bill list \$3,211.64.

### ***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 September 30, 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. Bates and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2020 and the A-149 Treasurer of School Monies Report for the month ended September 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).

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of September 28, 2020.

AYES: 5

NOES: 0

ABST: 2 (Mrs. Bates & Mrs. Stiehl)

Motion carried.

### ***Old Business***

Mr. Brennan & Mrs. Smith recapped the NJSBA workshop conference held online from October 20<sup>th</sup> through October 22<sup>nd</sup>.

### ***New Business***

Mrs. Smith informed the BOE that NJ School Board Elections will be held on November 3, 2020.

### ***Upcoming Meetings***

November 9, 2020: Board Committee Meetings, 6pm

November 23, 2020: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 7:53 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: