

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – November 23, 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. This meeting will commence at 7:00 P.M. Due to the COVID-19 pandemic, the meeting will be held with the options of attending in person or remotely. The public will be able to access the agenda, as well as electronically view and participate in the public portion of the meeting via a link posted on the District's website at [www.knowltonschool.com](http://www.knowltonschool.com) or by dialing in using the following phone numbers: 301-715-8592, 312-626-6799 or 929-205-6099 Webinar ID: 832 8125 4039

Passcode: 870320943. Any members of the public wishing to submit written comments prior to the start of the meeting, must email such comment to the attention of the Board Secretary at [brennanm@knowltonschool.com](mailto:brennanm@knowltonschool.com). Any such comments that are received by Monday, November 23, 2020 at 12 noon will be read aloud at the meeting for three minutes.

### ***Call to Order***

Mrs. Smith called the meeting (Gymnasium & Webinar) to order at 7:08 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 (virtual).

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.

### ***Public Participation***

None.

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

Mrs. DeFalco gave the following report:

- \* The Open Public Meetings Act – I attended the new emergency regulations webinar on Wednesday, November 18<sup>th</sup>.

- \* Tomorrow I will participate in 'Drilling Guidance for Schools- December 2020 "Drill of the Month'. This webinar is presented by Jeff Gale, Director from the Office of School Preparedness and Emergency Planning.

- \* Our Educator of the Year nominations are being sent in and a meeting will be held in January to review the nominations. There are two categories for the nominations- Classroom Teacher and Educational Professionals. A second email blast went out today to remind families. The committee will consist of representatives from the teachers, the board, administration and parent/s.

- \* The first round of observations will be completed by the Thanksgiving break.

- \* As you will see by our agenda, we have curricula and policy that require approvals due to language changes.

- \* Our 2020-2021 Mid-Year Budget Review with the County is scheduled for January 4<sup>th</sup>.

- \* As noted in communication last week, after many discussions and data reviews with the Warren County Department of Health and the Executive County Superintendent over the last few weeks, it has been determined that on November 20<sup>th</sup>, we will pivot to remote instruction for up to two weeks following the Thanksgiving break. Currently out of the three categories for our region, one category is red and the other two are orange. The next report will be released on Wednesday. These reports are available on our website under Recent News. As you might imagine this was not an easy decision to make but it is my responsibility to ensure the health and safety of the students, staff and community to the best of my ability. I will be thinking positive that we remain at orange status and can return to in person learning sooner than later. New COVID19 Public Health Recommendations for Schools was released on November 19<sup>th</sup> and Mrs. Groves and I have reviewed this document.

- \* The district Performance Report file was successfully uploaded to NJSMART last week.

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

Mrs. Carroll gave the following report:

- \* Susan Perry received a grant valued at \$600 Through ABL Sensory. With this grant, we were awarded 2 Boomer Boards and Nature Sensory Path.
- \* Kim Reber received a \$440 grant from the Warren County Consortium for Student Enrichment to purchase another Lego MindStorm Robot so when doing robotics, all students can have one to use without sharing.
- \* We will still be holding our annual spelling bee. I am in the process of putting it together for the classes to hold their classroom bees virtually and from there will organize our school spelling bee.
- \* State Testing will take place this year. The state has given us the window March 15-June 11<sup>th</sup>. Grades 3-6 will be tested in Math and ELA and grade 5 will also be tested in science this year. There has not been guidance given if students are remote or have opted for remote instruction, but all students have been registered through NJSMART.
- \* This week Early Act will be distributing 13 baskets to area families. The Warren County Local Share will be donating fresh fruits and vegetables, as well. Early Act received an abundance of items along with gift cards that there will also be enough to provide families with a Christmas meal, too. Great Job to Jenna Maxman for organizing this in a time when so many people are needing help.

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

Mr. Brennan gave the following report:

- \* Mrs. Ronni Wittreich was elected to a 3 year term.
- \* We completed the Comprehensive Maintenance Plan & M1 Forms for submission to the county. This is on the agenda tonight for Board approval.
- \* Grants: Submitted ESSA FY 2019-20 Year End Final Expenditure Report.
- \* I completed the School Ethics Commission report and certification for the time period of May 2020 through December 2020 for the district.
- \* All post audit follow up items were completed and submitted to Anthony Ardito:
  - 1) Management letter
  - 2) Compensated absences as of 6/30/20 (track liability)
  - 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures
- \* Ms. Diorio & I updated all excel worksheets for SY 20-21 for our student activity fund.

### **Facilities:**

- \* None

## ***Committee Reports***

Mr. Brennan provided the following Facilities report:

- \* HVAC Repair: On November 6<sup>th</sup>, Hobbie Heat has repaired a bad valve in the HVAC unit in Mrs. Perry's room that prevented the heat from being regulated.

- \* Underground Storage Tank Renewal: I submitted a questionnaire and required insurance documentation to the NJDEP as part of our underground storage renewal process with the State of NJ.

- \* Mayor Adele Starrs provided an update to Mrs. DeFalco regarding the fence in the lot adjacent to the school's west wing. Mayor Starrs met with the owners' of the property to discuss their plans for the various lots' they own. They have no immediate plans. Mayor Starrs stressed that Knowlton Township would like to see the lot next to the school renovated with something that is not environmentally sensitive, so that the water supply is not endangered.

Mrs. McCormack provided the following Policy report:

- \* Mrs. McCormack provided an overview of the content and language changes on the policies up for approval at tonight's meeting.

Mr. Biery provided the following Instructional report:

- \* Snow Day plans, MJS a 1887 f - d space po202 c. 27 (a 3904)

A discussion was had about the use of snow days in Virtual environment in order to relieve issues in both the calendar and continuation of instruction.

- \* Grades, specials were a point of contention in conversation as numbers of assignments that were incomplete was higher than previously noted. A meeting between the specials teachers created the plan to help address and evenly evaluate students in those courses

- \* Aides and teachers in the afternoon have been helping students in areas that they need support in, this was also reinforced with parents during conferences, and a continued effort to help students in need of specific support will be continued throughout the school year.

- \* A continuous support for our fully virtual students, including having a teacher contact those students on Monday and Tuesday in order to ensure that they are going down the right path during their virtual school week

- \* A discussion focused around phonics and the implementation of new phonics programs in order to bolster areas of concern for multiple grade levels

- \* A conversation focused around a return plan, including possible phases of return, and looking at obstacles given current guidelines.

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

Mrs. Carroll presented citizenship awards (virtual) to Camryn McLaughlin & Krisha Patel. Congratulations Camryn & Krisha. Great job!

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

Mrs. Carroll presented a certificate (virtual) to our staff spotlight recipient, Mrs. Jenn Staub.

Congratulations Mrs. Staub!

## ***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 7 for the 2020-21 school year.

#### ***1. Approve Comprehensive Maintenance Report and M1 Forms***

A motion was made to approve the 2020-2021 Comprehensive Maintenance Report and M1 Forms as attached.

#### ***2. Approve Policy 6111 – School Calendar***

A motion was made to approve the updates to Policy 6111, School Calendar.

#### ***3. Approve Policy 6121 – Non-discrimination/Affirmative Action***

A motion was made to approve the updates to Policy 6121, Non-discrimination/Affirmative Action.

#### ***4. Approve Policy 6146.2 – Promotion/Retention***

A motion was made to approve the updates to Policy 6146.2, Promotion/Retention.

#### ***5. Approve Policy 6160 – Instructional Services and Resources***

A motion was made to approve the updates to Policy 6160, Instructional Services and Resources.

#### ***6. Approve Science Curriculum Updates***

A motion was made to approve updates to the Science curricula to include climate change components.

#### ***7. Approve World Language Updates***

A motion was made to approve updates to the World Language curricula to include climate change components.

#### ***8. HCESC Mini Bus Agreement***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve an agreement with Hunterdon County Educational Services Commission to lease a minibus with a wheelchair lift for the 2020-2021 school year at a rate of \$125.00/day (Daily rate applies only on school days when the minibus is utilized/driven).

#### ***9. 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 \$366,627.26 and Cafeteria bill list \$5,232.55.

### ***Monthly Certification***

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11(a) as of October 31, 2020 (Policy 6820).

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Board Secretary

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Date

### ***10. 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 October 31, 2020 and the A-149 Treasurer's of School Monies Report for the month ended October 31, 2020 in compliance with the NJAC 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 NJAC 6A:23A-16.10(c).

### ***11. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of October 26, 2020.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

### ***Old Business***

None.

### ***New Business***

None.

### ***Upcoming Meetings***

December 21, 2020: Board Meeting, 7pm

### ***Adjournment***

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

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: