

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING - January 25, 2021**

### ***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 and the school operating remotely, the meeting will be held remotely as well. 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: 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, January 25, 2021 at 12 noon will be read aloud at the meeting for three minutes.

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

Mrs. Smith called the meeting (Webinar) to order at 7:06 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. Rhonda Moritz, Mrs. Tammy Smith, Mrs. Alison Stiehl, & Mrs. Ronni Wittreich.

Absent: None.

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

## ***Public Participation***

None.

## ***Correspondence***

None.

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

Mrs. DeFalco gave the following report:

\*It is School Board Recognition Month. Each board member will receive a certificate of appreciation in recognition of dedicated service to the children, staff and families of Knowlton Township Elementary School. Thank you for all that you do to help us to navigate our way to success.

\*We received communication earlier this month that our current Sustainable Jersey for Schools actions were submitted, received and currently under review. Our current designation is bronze and we hope to advance to silver in the very near future.

\*Mayor Starrs shared an announcement that came through NJDEP regarding an application to participate in an electric bus initiative. The Mid-Atlantic Electric School Bus Experience Project is working with school bus manufacturers, Clean Cities coalitions and other partners to provide free electric school buses for 6-8 week demos in selected school fleets in Virginia, Maryland, Washington DC, Pennsylvania, and New Jersey over the next two years. Mrs. Carroll and I are taking a look at the requirements and qualifications for consideration.

\* Our mid-year eSpark results were shared with me (grades K-2) and the data shows a pre quiz average score of 61% to post quiz average of 89%. Our students have an average engagement participation rate of 81% and have mastered a total of 985 standards.

\* Today, I attended the Drilling Guidance for February as the School Safety Specialist.

\* I will be attending the NJASA District Leader SEL Health Series on the following dates: February 22, March 8 and 22 and April 5. Each session is one hour long.

\* In-person learning is scheduled to resume Monday, February 1.

\* I ask that all of you keep the Jacobson family in our thoughts and prayers as they navigate through the unexpected loss of Mr. Jacobson earlier this month.

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

Mrs. Carroll gave the following report:

\* Spelling Bee was held last Thursday virtually. I would like to thank Mrs. Hill, Mrs. Ciccarelli, Mrs. Reber, Ms. Maxman, Mr. Ferry, Mrs. Jones, and Mrs. Baker. They helped with added eyes and ears to make sure the virtual rules were followed. The following students participated: Sean Allen, Gavin Kessler, Katia Shevnchko, Kila Hercules, Jarred

Malone, Sean Gilmartin, Krisha Patel, Nicholas Springs, Mason DeLorenzo, Sara Pearson, Taryn Garriques, John Wurtemberg, Emily Nicolaou, and Jesse Oliveira.

\* Starting Feb. 1<sup>st</sup>-11<sup>th</sup>, we will be holding our 6<sup>th</sup> annual Souper Bowl for Caring event. Students will be able to bring in canned or boxed food items to donate to the local food pantries. Thank you to Ms. Maxman for organizing this.

\* The Climate Team members are attending webinars on various SEL topics related to Social Emotional Learning during the next few weeks.

\* Report Cards will be available digitally through the Parent Portal Wednesday afternoon. Paper copies will be sent home on Monday the 1<sup>st</sup>.

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\* Starting Monday, the staff will be assessing students with the DRA and Linkit platform in Reading and Math to gauge our student progress. Teachers will have time to review their data in March and have a member of the Link-it team provide PD.  
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### ***Board Secretary's Report***

Mr. Brennan gave the following report:

\* Pension: Submitted 2020 Q4 (Oct-Dec) IROC Payments/Reports for TPAF & PERS.

\* MYBR meeting with the Superintendent & SBA of Warren County.

\* FY 2020 W2 Statements have been distributed to all employees and I have provided all the 1099 information to R&L to process tax form for our vendors.

\* Initiated grant draw downs exceeding \$37k in grant funds from ESSA & IDEA.

\* Ronni & I met virtually to have our Board Orientation meeting. We discussed our district, policies, procedures, SE topics, school finance, committee structure & history, NJSBA, School Ethics Commission, & Warren County DOE meetings, etc.

#### Facilities:

\* None

### ***Committee Reports***

Mr. Brennan gave the following Facilities Committee report:

\*Rented lift to change the filters in the gym again

\*Inspected all classroom filters and replace as needed

\* Super cleaned (scrubbed & disinfected) East Wing & Staff bathroom tile floors, partitions, and porcelain with pressure washer

\* Cleaned & mopped main office & west wing vestibules

\* Shampooed Mrs. Harer's & Mrs. Perry's classrooms

- \* Snow blower repaired and serviced for winter
- \* Installed brand new toilet paper dispensers in girls' modular bathroom
- \* Repaired HVAC in Mrs. White's classroom (bad valve) to properly regulate heat
- \* Ordered and replaced John Deere skid plate for snowplow repair on our tractor
- \* All classrooms super cleaned on Thursday (1/7) or Friday (1/8) prior to school opening on Monday (1/11)

Mrs. DeFalco gave the following Community Outreach Committee report:

\* Remembrance ideas presented thus far:

- I. Donation of materials and time to build offered by a family
- II. Scholarship to be awarded at promotion- Jeannine will touch base with KTEA
- III. An award in Diane's name
- IV. Planting a tree on property
- V. A buddy bench
- VI. Collection of funds to donate to a non-profit of family's choice

Dana noted the ability to combine some of the suggestions into 1. For example, a buddy bench, birdhouses/birdfeeders in one location. Ronni will speak to remembrance ideas at PTA meeting and gather more ideas and thoughts.

\* Mask Fundraiser: Knowlton Knights masks will be available for purchase. Order form needs to be created. All funds raised will go into the Student Activity fund. Ronni will create the order form once Jeannine sends information.

\* Holiday Collection Update: The Thanksgiving project (thanks to Jenna and Early Act) provided 17 KTES families with a turkey, a full basket of Thanksgiving dinner supplies (including pies and even butter!), a gingerbread house kit, a TON of fresh produce, and even an Acme gift card. The Christmas project provided 40 KTES students and siblings with gifts, plus each family got another turkey and bag of food. Also, a community member (referred by Mayor Starrs) adopted a family and provided them with an amazing assortment of gifts, gift cards, decorations, and more. And a Girl Scout troop adopted yet another family, who received not only gifts and gift cards, but several household items that they needed including sheets, pillows, and kitchen items.

\* Mrs. Perry organized a slipper tree to support DASACC (Domestic Abuse and Sexual Assault Crisis Center) of Warren County. Our teachers and staff collected: \$120 in Amazon gift cards, 14 pairs of Kids Slippers, 12 Kids hats and gloves, 8 pairs of Adult Slippers, 2 Adult hats and gloves and 2 Scarves.

\* Give Kids a Smile Information: Give Kids a Smile has traditionally taken place on one day across the state but for 2021 it will take place the entire month of February. The remarkable program offers free dental care to children ages 12 and younger who may not have the means to afford a preventative dental visit. Nearly 100 participating dental offices throughout the state are available for parents to schedule an appointment at a convenient location. This information will go out to families via email blast, Knowlton News and our school nurse will do outreach as well.

\* Change of Schedule: Discussion on moving from 4 -8:30-12:30 days to 5 -8:30-12:30 days. Committee agrees that we must monitor the numbers, be confident in a 5-day return and assess the comfort level of all.

Mr. Biery gave the following Instructional Committee report:

- \* How the 1<sup>st</sup> day back was
- \* Move of Kindergarten
- \* Number of teachers and next year
- \* Testing = Will it happen
- \* Space for all students
- \* The move to 5 days when we can

Mr. Biery gave the following Finance Committee report:

- \* Provided an overview of our initial meeting

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

Mrs. Carroll presented a citizenship award (virtual) to Erin Boyle. Congratulations Erin. Great job!

### ***Spelling Bee Winner, Mrs. Carroll***

Mrs. Carroll presented a spelling bee winner certificate (virtual) to Taryn Garriques. Congratulations Taryn. Great job!

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

Mrs. Carroll presented a certificate (virtual) to our staff spotlight recipient, Mrs. Allison Bickhardt. Congratulations Mrs. Bickhardt!

## **MOTIONS**

### ***1. Department of Transportation Consortium Agreement***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the DOT Regulated Random Testing Consortium Agreement, with an annual administrative fee of \$14.00 per employee enrolled and additional program costs associated with provided services.

### ***2. New Hires***

A motion was made by Mrs. Smith seconded by Mr. Baley 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.

### ***3. SSDS-Student Safety Data System Submission***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously

to approve the submission of the SSDA for reporting period 1.

#### ***4. Accept Donation***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve a donation from a Knowlton family who wishes to remain anonymous to be applied to our Student Activities Account in the amount of \$1,200.00.

#### ***5. Approve Minutes – December 21, 2020***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of December 21, 2020.

AYES: 6

NOES: 0

ABST: 1 (Mrs. Wittreich)

Motion carried.

#### ***6. Approve Minutes – January 4, 2021***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Reorganization Session Minutes of January 4, 2021.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

#### ***7. 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 2020-2021 budget line-item transfers for the time period of December 22, 2020 through January 25, 2021 with a total of \$1,221.00 for Fund 11.

#### ***8. 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 from December 22, 2020 through January 25, 2021 General Fund bill list of \$353,121.92 and Cafeteria Bill \$1,916.59.

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

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Board Secretary

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Date

#### ***9. 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 December 31, 2020 and the A-149 Treasurer's of School Monies Report for the month ended December 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).

### ***Old Business***

Mrs. Moritz extended her support to everyone in the district regarding the unexpected passing of Mrs. Davalos. Mrs. Moritz wished everyone all the best and also wanted to thank the administration, teachers, staff, and students for their beautiful tributes to keep the memory of Mrs. Davalos alive! Thank you Rhonda for your kind words and sentiment!

### ***New Business***

None.

### ***Upcoming Meetings***

February 8, 2021: Board Committee Meetings, 6pm

February 22, 2021: Board Meeting, 7pm

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: