

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – April 26, 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, the meeting will be held 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 or by dialing in using the following phone numbers: US: +1 929-205-6099 or +1 301 715 8592 or +1 346 248 7799 Webinar ID: 872 8785 9697 Passcode: 350153. 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. Any such comments that are received by Monday, April 26, 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 7:04 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates (7:05 pm), Mr. Don Biery, Mrs. Rhonda Moritz, Mrs. Tammy Smith, & Mrs. Ronni Wittreich.

Absent: Mr. Matthew Baley & Mrs. Alison Stiehl.

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:

* CPR Offering: Our very own Debbie Lennox is running CPR certification classes for our staff members this week who wish to renew their certification or get a certification. This is being done in coordination with the Red Cross.

* Our fifth and sixth grade science teachers met with Joseph Hernandez from the Watershed Ambassador Program and we are examining the logistics of the program and ways that our students can successfully participate in this program on site while following the necessary protocols. The program leader is very organized and is able to coordinate both in person live experiences and Zoom follow ups if necessary. All of the lessons and activities are created according to Next Generation Science Standards. The focus will be on biology, biodiversity, and ecology.

* ESY Programming: Our ESY program is taking shape and we are currently awaiting our final numbers in order to determine our staffing needs. This program will run Monday – Thursday the last week of June through July with the exception of one week where the program will run Tuesday-Friday due to the Fourth of July Holiday.

* Summer Learning Program: We are in the process of reviewing data and our ability to provide a summer learning program. This program would take place in the month of July and days and times would depend on area of reinforcement and instructor schedule.

* Sixth Grade Promotion: Sixth grade promotion is scheduled as an outdoor event on June 9th with a rain date of June 10th. A survey was sent to sixth grade families earlier today so we can evaluate our capacity levels.

* Preliminary Calendar: On tonight's agenda there is a motion to approve the preliminary calendar for the 2021-2022 school year. We anticipate a full return to our pre Covid schedule of 8:30-3:25 for the 2021-2022 and are making schedules and plans that will align with that goal.

* Walk and Memorial Events: The KTEA is working diligently to assist with the activities planned for June 5th in memory of Diane Davalos. With permission from Mayor Starrs and Mr. Lembeck, the Walk will be held at Tunnel Field with all guidelines protocols, and restrictions followed. They are planning on starting walk at their groups at 10AM and 12:00 noon.

Vice Principal's Report

Mrs. Carroll gave the following report:

- * Child Assault Protection Program took place April 22nd for grades 3rd and 5th. Normally this program takes place in November for us, but this year it was pushed back to April. We do expect to have CAP in again in November of 2021.

- * Teachers have been given their end of the year Assessments. They have received their LinkIt assessment codes and DRA and are ready to go.

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award (virtual) to Jackson Baier and Ethan Molnar. Congratulations to Ethan & Jackson. Great job!

Staff Spotlight, Mrs. Carroll

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

Presentation – Knowlton Township Budget 2021-2022-Michael Brennan, SBA

Mr. Brennan presented the school district's SY 21-22 budget.

Committee Reports

Mr. Brennan gave the following Facilities Committee report:

- * K&A Paving repaired several pot holes located at the main entrance of our school district.

- * During the spring break, Frank was able to replace all existing HVAC filters throughout the entire school. This includes all of the classrooms and office space utilized by staff.

- * Our John Deere tractor has been sent for service. We will have oil changed and filters replaced to prepare for upcoming grass cutting season. I've requested Power Place to notify me of status on Friday April 16th.

Mrs. DeFalco gave the following Community Outreach Committee report:

- * Remembrance: The Baier family has offered a donation of materials and time to create a walkway to this area. Mr. Baier is looking at a start date of May. Mrs. DeFalco will identify possible areas and review with Mr. Baier. The following remembrance area items are also being donated by families, PTA and/or staff: purple butterfly bush, benches, Tree, garden flags, flowers, birdhouse. Once completed, a schedule for care will be implemented involving school and community. We discussed how to incorporate our rain barrel into the area as well. A niece of Mrs. Davalos contacted Mrs. Carroll and Mrs. DeFalco and the family will be donating an additional bench to the area. Mrs. Witttriech shared the idea of creating an Amazon wish list for items that may need a one-time purchase or replenished for the area. (bird seed, seasonal flags, watering can, gardening gloves, etc.)

* Mask Fundraiser: There was a lull in communication regarding masks. Mrs. Jones offered to follow up with the supplier and request samples. Once samples are received, Knowlton Knights masks will be available for purchase. Order form will be created. All funds raised will go into the Student Activity fund.

* Eagle Scout Projects: The committee discussed the current project of Jacob Erickson and the upcoming project of Nicholas Sempruch. Both projects require building (learning platform and outdoor classroom) which has been designated for Knowlton Elementary School.

Mrs. Carroll gave the following Instructional Committee report:

* Discuss NJSLA Testing – State waiver was granted, in house assessments suffice for this spring, but a state assessment called the Start Strong Assessment will be administered in the fall.

* Discussed the Summer Program: criteria, set-up, and time-frame.

AGENDA

1. 2021-22 Budget Adoption

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to submit the 2021-22 proposed budget to the Warren County Department of Education for review and approval. The proposed budget includes sufficient funds to provide curriculum compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A. The preliminary budget for the 2021 2022 school year includes the use of banked cap in the amount of \$123,859. The need for banked cap will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time. The proposed budget includes the following revenues and expenditures:

Revenues:

General Fund

Local Tax Levy	\$3,088,052
Tuition	18,000
Miscellaneous Revenue	2,428
Cap Reserve Interest	300
State Aid	715,660
Budgeted Fund Balance	361,560
Withdrawal from Capital Reserve	100,000
Federal Revenue-Special Projects	57,458
 Total Revenues	 \$4,343,458

Expenditures:

Fund 10 Transfer to Charter School	145,395
Fund 11 Current Expense	4,040,305
Fund 12 Capital Outlay	100,300
General Fund Total	\$4,286,000

Fund 20 Special Revenue	57,458
Total Expenditures	\$4,343,458

2. Contract Renewals

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following persons for the 2021-22 school year, as recommended by the Superintendent:

Apgar	M7	
Baker	B14	
Bickhardt	M19	Longevity \$2,500
Ciccarelli	M9	
Ferry	B19	Longevity \$1,500
Garrison	M11	
Groves	B+15, 4	
Harer	B19	Longevity \$1,500
Hill	M19	
Hollmann (3 days/week)	M8	
Janeiro	B13	
Jones	M19	Longevity \$1,500
Lennox	M13	
Lestrangle	M8	
Lightcap (1 day/week)	M11	
Maxman	B+15,11	
Perry	M14	
Plunkett	B7	
Reber	M+15,19	Longevity \$2,000
Staub	M+30, 13	
Stefankiewicz (2.5 days/week)	M+30,15	(Knowlton Share)
Tate (3 days/week)	B14	
Thurgood	M+15, 10	
Toth	M5	
Werner	M16	
White	B19	Longevity \$2,500

3. Custodian Contract Renewals

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following custodians for the 2021-22 school year, as recommended by the Superintendent:

Franklin Bush	Robert Guida	Geoffrey Littlehale
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4. Requisition of Taxes for 2021-2022

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve that the amount of district taxes needed to meet the obligations of the Board for the 2021-2022 school year is \$3,088,052 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2021	\$350,000.00
August 10, 2021	\$350,000.00

September 10, 2021	\$265,339.11
October 10, 2021	\$265,339.11
November 10, 2021	\$265,339.11
December 10, 2021	\$265,339.11
January 10, 2022	\$265,339.11
February 10, 2022	\$265,339.11
March 10, 2022	\$265,339.11
April 10, 2022	\$265,339.11
May 10, 2022	\$265,339.12

5. District's Mileage Reimbursement Expense

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the district's total maximum mileage reimbursement expense for SY 21-22 of \$48,000 pursuant to N.J.A.C. 6A:23A-7.3.

6. Accept Safety Grant

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the 2021 NJSIG grant in the amount of \$2,100.

7. 2021-2022 Preliminary School Calendar

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the 2021-2022 preliminary calendar.

8. Approve Application to Operate Special Education Summer School

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the application to operate a special education summer school from 6/28/21 to 7/29/21.

9. Approve Professional Services Contract

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve a professional services contract with J&B Therapy, LLC, for the 2021-2022 school year.

10. 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 \$377,031.43 and Cafeteria bill list \$5,956.69.

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 March 31, 2021 (Policy 6820).

Board Secretary

Date

11. Accept Report of the Secretary and Report of the Treasurer

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended March 31, 2021 and the A-149 Treasurer of School Monies Report for the month ended March 31,

2021 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 over expended in violation of N.J.A.C. 6A:23A-16.10(c).

12. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Regular Minutes of March 22, 2021.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

Old Business

None.

New Business

None.

Upcoming Meetings

May 10, 2021: Board Committee Meetings, 6pm

May 24, 2021: Board Meeting, 7pm

Executive Session

Be it hereby resolved by Mrs. Smith seconded by Mrs. Bates at 8:26 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an Executive Session for the duration of approximately 30 minutes regarding:

- Negotiations Update

It is expected that discussion undertaken in executive session will be made public at the time action is taken.

The meeting was reopened to the public at 8:51 p.m.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:51 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: