

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – October 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, 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. 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](http://www.knowltonschool.com) or join by phone by dialing any of the following numbers: 301-715-8592, 312-626-6799, 929-205-6099, 253-215-8782, 346-2248-7799 or 669-900-6833. Webinar ID: 885 4349 8518 Passcode: 722450. 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, October 25, 2021 at 12 noon will be read aloud at the meeting for three minutes.

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

Mrs. Smith called the meeting (Zoom) to order at 7:02 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. Tammy Smith, Mrs. Alison Stiehl (7:18 pm), & Mrs. Ronni Wittreich.

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, & Mrs. Dana Carroll, Vice Principal, Teachers, Parents, & Public.

### ***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*

Mrs. DeFalco gave the following report:

\* We have been contacted by KAA and participated in discussions with them and other schools in our basketball leagues and will be moving forward with holding basketball practices and games. A draft prevention plan has been developed and shared with the policy committee and Ms. Smith. While it is not a policy, it was a good fit to share within that committee as a starting point for review. The prevention plan has been sent to KAA for their review and input. The guidance and procedures provided with the plan are based on the New Jersey Department of Health's Recommendations for Youth Sports which was released September 20, 2021.

\* Today I attended a mandatory Homeless Liaison training. The training provided resources, guidance and information on process and procedures for registration.

\* I attended the required webinar associated with Preschool Expansion grant. It was a very informative webinar and while we meet some of the requirements for application, we do not meet all at this time. I will be sending a listing to all board members this week for review. My opinion is that this grant is designed for larger districts located in an area where working with a licensed partner is an easier task.

\* Tomorrow JCP&L will be on site after school hours to perform preliminary survey work which includes soil resistivity measuring. This will help JCP&L design the proper grounding that will be required for the new equipment being installed at the Columbia Substation which is off Route 46 in Knowlton Township north of the elementary school up by the Columbia Portland Bridge. The school district will be provided with a copy of their findings

\* Conference information has been disseminated to parents and three dates offered. There are both virtual and in person conferences being conducted. The dates for the conferences are as follows: November 9 (evening), 17 (day) and 18 (evening). Those three dates will be early dismissal days in November.

\* This month Administration/Main Office staff began their schedule of monthly meetings. These meetings will allow for our administrative team and main office team to update one another on current happenings within the school building, directives from the state and keep everyone on the same page. The next meeting is set for November 17.

\* I encourage all residents who are able to attend the in-person Warren County Commissioners' Meeting this Wednesday, Oct. 27, at 6:00 PM (the Wayne Dumont Administration Building, 165 Route 519, Belvidere). As you may have heard the meeting is to discuss the need to prohibit trucks through Hope and instead route them through Knowlton. It is critical that Knowlton residents attend this meeting. Our residents, school air quality, historical buildings are no less important than another town. Even if you don't speak, your presence alone makes a difference. I will put Mayor Starrs contact info in the chat box

so if anyone has any questions they can reach out to her directly. (908) 496-0055  
or [adelestarrs@gmail.com](mailto:adelestarrs@gmail.com)

\* Prior to logging onto this meeting, I was notified that the Governor has declared a State of Emergency because of the impending nor'easter storm. From the looks of the map, all of NJ will receive more rainfall than normal, but Southern Coastal NJ is at high risk for flash flooding and coastal flooding.

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

Mrs. Carroll gave the following report:

\* The Start Strong Assessment was completed last Friday. All students in grades 4-6 were tested. As a reminder the Start Strong Assessment is a state test requirement this year that was in place due to the cancellation of state testing in the spring. Results should be available around mid-November for teacher review.

\* We have begun the rewrite of the SS and health curriculum.

\* We have been informed by NJDOE that our school was selected to take part in a field test in the spring on the NJSLA. All of the testing students will complete an extra testing unit in ELA. Since there has not been a state test the past 2 years, the state has selected 50% of its schools to partake.

\* We will be holding our Halloween parade this year on the walking path weather permitting.

\* This week the Just Say No Club organized Red Ribbon Week.

\* After school band has resumed, Early Act, and Amped (formally Mighty Milers).

\* The Knowlton Township Fire Department presented during fire safety week to grades pre-k4. A great big thank you to the Knowlton Fire and Rescue for volunteering their time to present.

\* The Musconetcong Watershed is presenting to 3<sup>rd</sup> grade this week on water pollution and the water run-off.

\* Students in grades 5 and 6 attended a Zoom with the author Lindsay Currie. Our students were able to purchase her book, Into the Woods, and they received a signed copy. Thank you to Ms. Maxman and Mrs. Reber for giving our students this opportunity.

\* The Early Act Thanksgiving Drive has begun. Boxes are set up in the East Wing, by the main office and vestibule for donations.

\* The Scholastic Book Fair will be held the week of November 15<sup>th</sup>.

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

Mr. Brennan gave the following report:

\* Pension: Submitted 2021 Q3 (July-Sept) IROC Payments/Reports for TPAF & PERS.

\* Grants: Submitted 2020 Year End Final Expenditures Reports for ESEA & IDEA.

\* Our financial audit (September 27<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 6/30/21 (track liability)
- 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

\* Audit report (ACFR) is due Feb 5<sup>th</sup>.

#### Facilities:

\* See report

### ***Committee Reports***

Mr. Brennan provided the following Facilities report:

\* Facilities walk through scheduled tonight

\* Playground mulch was delivered on Friday. Sourcing the mulch took additional time as is common today with a lot of supplies. Our Facilities staff will spread the mulch on the student playground areas.

\* Boilers: Hobbie Heat has completed the installation of the small circulating pump on the boiler.

\* HVAC: Trane repaired the HVAC system in Mrs. Plunkett's classroom. We replaced both fan motors and wheels. The system is up and running properly once again.

\* Women's Staff Bathroom: Small leak that we repaired in house. Bob Guida fixed a loose plumbing connection. There is no longer a leak and no additional cost to the district.

\* Fire Alarm System: On Friday October 8<sup>th</sup>, our fire alarm system triggered a response from the fire department and NJ state police. Frank Bush identified a bad sensor in the modular hallway. The bad sensor was immediately replaced by Abcode Security with a new one on Monday morning. Additionally, we replaced a low battery in the fire alarm system.

\* KAA Facility Request: Basketball/BOE Reopening Plan

Mrs. DeFalco provided the following Policy report:

\* Provided an overview of the policy updates on tonight's agenda

Mrs. Carroll provided the following Instructional report:

\* Started the SS curriculum

\* Remote learning procedures and notification

\* Sub rate discussion

Mr. Biery provided the following Finance report:

\* Discussed substitute pay (No report provided).

\* Discussed viability of the modulars.

### ***Presentations – Knowlton Knight and Staff Spotlight***

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

Mrs. Carroll presented a citizenship award (virtual) to Autumn Miller and Aeon Ottal Rodriguez. Congratulations to Aeon & Autumn. Great job!

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

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

### ***Public Participation***

Public participation shall be governed by BOE Bylaw 0167 Public Participation in Board Meetings. Public comments are invited on all matters pertaining to the school district. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his/her designee.

Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

None.

## ***MOTIONS***

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to hire the new employees for the 2021-2022 school year as listed:

Korey Nace – Paraprofessional

Corey Groves – Substitute Bus Driver

Natalie Dispoto- Substitute

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

A motion was made by Mrs. Smith seconded by Mr. Bates and carried unanimously to approve the 2021-22 School Nursing Services Plan.

### ***3. 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 2021-2022 school year as required by N.J.S.A. 18A:11-12.

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

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

#### ***5. Increase Substitute Pay***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried by roll call vote to increase the substitute pay as follows with an effective date of November 1, 2021:

Daily rate with substitute certificate only \$110

Daily rate with teaching certification \$125

AYES: 5

NOES: 1

ABST: 0

Motion carried.

#### ***6. Approve Policy 5141.10***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve Policy 5141.10, Face Coverings. (Executive Order 253)

#### ***7. Approve Policy 5141.11***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve mandated Policy 5141.11 Vaccinations and Testing. (Executive Order 253)

AYES: 5

NOES: 0

ABST: 1 (Mr. Baley.)

Motion carried.

#### ***8. Approve Policy 6140***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updated Policy 6140, Curriculum.

#### ***9. Approve Travel Expenditures***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the travel expenditures for the 2021-22 school year as required by the Chapter 53 revisions to C.18A:11-12.

#### ***10. 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 \$412,983.16 and Cafeteria bill list \$7,761.77.

#### ***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 September 30, 2021 (Policy 6820).

---

***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 to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2021 and the A-149 Treasurer of School Monies Report for the month ended September 30, 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 Session Minutes of September 27, 2021.

AYES: 6

NOES: 0

ABST: 0

Motion carried.

***Old Business***

NJSBA virtual conference - October 26-28, 2021.

Virtual Sustainable Jersey Awards ceremony – October 20, 2021.

***New Business***

None.

***Upcoming Meetings***

November 3, 2021: School Board Elections

November 8, 2021: Board Committee Meetings, 7pm

November 22, 2021: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:08 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: