

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – November 22, 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 or join by phone by dialing any of the following numbers: 301-715-8592, 312-626-6799, 929-205-6099, 253-215-8782, 346-248-7799 or 669-900-6833. Webinar ID: 895 2145 1465 Passcode: 097911. Any members of the public wishing to submit written comments prior to the start of the meeting by 12 noon on day of said meeting, must email such comment to the attention of the Board Secretary at brennanm@knowltonschool.com.

Call to Order

Mrs. Smith called the meeting (Zoom) to order at 7:01 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, 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:

* On October 28th, we were alerted that our grant application for Stabilization Aid in the amount of \$93,409 was approved. Districts that were eligible for this aid were either 1- experiencing a reduction in state aid or 2- otherwise confronting a structural budgetary imbalance. I would like to thank Dana for all her time, energy and assistance as we worked to get this completed and submitted. Thank you also to Michael Brennan and Anthony Ardito for assisting with some of the financial documents. The funding is to assist with unbudgeted costs in two areas.

* The Knowlton Township Municipal Office alerted all township businesses and the school that New Jersey state law P.L. 2020 c.117 will require the following:

*Effective November 4, 2021 food service businesses may only provide single-use plastic straws to customers only upon request by the customer.

*Effective May 4, 2022 the law prohibits all persons and food service businesses from selling/offering for sale any polystyrene food service product and prohibits all food service businesses from selling/providing and food served in a polystyrene food service product. There are specific exemptions

* Effective May 4, 2022 all “stores” and “Food Service Businesses” are prohibited from selling or providing their customers with single-use plastic carry-out bags. We are in communication with Maschio’s to ensure we/they are compliant.

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

* Update on Eagle Scout Outdoor Classroom: Installation began this past weekend and so far is looks amazing. There are few remaining things Nicholas will work on. Once the easel, staining and area is complete, I will ask Nicholas to join us for a final presentation.

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

* Our 2021-2022 Mid-Year Budget Review with the County is in the process of being scheduled and will be conducted in a virtual format this year.

* Communication regarding Covid in schools received from the Executive County Superintendent and as published on NJ.com last week indicated that thus far for the 2021-

2022 school year there have been 0 school closures, 0 in-school outbreaks and 0 cases linked to in-school outbreaks in Warren County Schools.

* A shout out to Debbie Lennox for being our on-site CPR educator. She is vital in making sure our staff is properly trained in CPR and AED.

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

* Lastly, kudos to Board Member Ronni Wittreich for completing 12 Sustainability courses offered via the NJSBA convention.

Vice Principal's Report

Mrs. Carroll gave the following report:

* The Child Assault Prevention Presentation was presented to grades 3 and 5 last week.

* Student data for the NJSLA has been submitted to the state for the Spring Assessment.

* Bathroom behavior has improved.

* A letter was sent to parents as a reminder to monitor their child's social media and videos they watch on YouTube and TikTok. We have had some reports of inappropriate content being viewed outside of school across many grade levels.

Board Secretary Report

Mr. Brennan gave the following report:

* Mr. Baley, Mrs. Boyd, & Mrs. Stiehl were all 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.

* For SY 21-22, our district is undergoing an administrative review of the food service account by the State of NJ (Department of Agriculture). Mrs. Jenkins & I have completed all 110 questions, policy uploads, and training uploads as required on the online platform. Thank you to Mrs. Groves & Mrs. Ventura for their collaboration with us on this project. Additionally, Mrs. DeFalco & I submitted the Wellness Policy Assessment Tool (District nutrition education and promotion).

* I completed the School Ethics Commission report and certification for the time period of May 2021 through December 2021 for the district.

* All post audit follow up items were completed and submitted to Anthony Ardito:

- 1) Management letter
- 2) Compensated absences as of 6/30/21 (track liability)
- 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

* On November 17th, I attended a tri-county meeting (including Sussex) hosted by the Hunterdon/Warren Association of School Business Officials. The featured speaker is NJASBO Executive Director, Mrs. Susan Young.

Facilities:

* None

Committee Reports

Mrs. DeFalco provided the following Community Outreach report:

* Update on Tranquility Garden: Teachers have donated flags to be displayed monthly in the garden. The Quick family donated an additional tree. The PTA purchased a matching bench to the one previously donated.

* Early Act Collection: Tomorrow Early Act will assemble multiple Thanksgiving baskets for families.

* PTA Assembly offerings: Stone Soup play virtual assembly featuring Bradley Bickhardt. Q&A session with Brad live. NW band possibly coming in Spring to perform for our students outside as a practice session prior to competition.

* Just Say No Club: Investigating participation in a holiday collection for children at the Lehigh Valley Hospital. They have participated previously in book drives with LVHN.

* Recent Board Elections: Discussed ballot candidates, write ins and the process which the county clerk follows.

* KAA basketball: Basketball practices have started and a KAA basketball Prevention Plan was created and approved for use to adhere to Covid guidelines.

* Slipper Tree: Susan Perry and Pam Janeiro organize the Slipper Tree, currently located right outside the main office. This is the 16th annual KTEA Slipper Tree for DASACC. They will be collecting through December 6th. Any cash donations will be turned into Amazon gift cards if that is easier.

Mr. Brennan provided the following Facilities report:

* Facilities has resumed mid day sanitizing/spraying of high touch areas to keep the students and staff as safe as possible.

* Playground mulch: Our Facilities staff spread the mulch on the student playground areas. I'd like to thank Frank & Geoff for their work and effort here to get this done so quickly for our Knowlton students. The playground areas look great!

* Our Facilities staff has begun moving the furniture and consolidating the two storage units into one.

* HVAC: Trane finalized the repair of the HVAC system in Mrs. Plunkett's classroom. We initially replaced both fan motors and wheels. Unfortunately, one of the fan motors was defective from the factory, so that needed to be replaced. All of the work has now been completed. The system is up and running properly once again.

Mrs. Carroll provided the following Instructional report:

* Discussion of out of class concerns due to Covid-19. (No report provided).

* Discussion of current contact tracing procedures

Mr. Biery provided the following Finance report:

* Discussed funds available to our district for capital maintenance needs. (No report provided).

* Discussed viability of the modulars. Mr. Brennan provided a 5 year “look back” operating cost analysis.

Presentations – Knowlton Knight and Staff Spotlight

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award (virtual) to Sean Allen, Owen Bryson, Gavin Kessler, Nico Krainatz, Jarred Malone, & Lily Molnar. Congratulations to Gavin, Jared, Lily, Nico, Owen, & Sean. Great job!

Staff Spotlight, Mrs. Carroll

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

Public Participation

Public participation shall be governed by BOE Policy 1120.1 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

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 2021-22 school year.

1. Approve Comprehensive Maintenance Report and M1 Forms

A motion was made to approve the 2021-2022 Comprehensive Maintenance Report and M1 Forms as attached.

2. Approve Policy 2224.1 – Title IX-Sex Based Discrimination

A motion was made to approve the updates to Policy 2224.1, Title IX- Sex Based Discrimination.

3. Approve Policy 1110 – Media

A motion was made to approve the updates to Policy 1110-Media.

4. Approve Policy 1120.1-Public Participation in Board Meetings

A motion was made to approve the updates to Policy 1120.1, Public Participation in Public Board Meetings.

5. Approve Policy 3542.2-School Meal Program Arrears

A motion was made to approve the updates to Policy 3542.2, School Meal Program Arrears.

6. Approve Substitutes

A motion was made to approve the following substitutes for the 2021-2022 school year, pending completion of paperwork:

Heather Reynolds

David Imhof

Claudia Lobycz- nurse

7. Approve Internship Placement

A motion was made to approve Shannon Suydam, current student in Rider University's Psychology Program to complete required internship hours on site with our school psychologist November 2021 through June 2022.

8. 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 \$350,137.78 and Cafeteria bill list \$6,474.02.

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, 2021 (Policy 6820).

Board Secretary

Date

9. 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 Report for the month ended October 31, 2021 and the A-149 Treasurer's of School Monies Report for the month ended October 31, 2021 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).

10. Approve Minutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of October 25, 2021.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

Old Business

Mrs. Smith provided an update on the success of the NJSBA virtual conference which took place from October 26-28, 2021. Mrs. Smith noted that there were over 5,200 registrations. Based on her participation, Mrs. Smith won a \$25 Amazon gift card. She has donated this to the school and asked Mrs. DeFalco and Mr. Brennan to apply it to benefit our Knowlton students. Thank you, Tammy!

New Business

Our district received \$3,627 in NJ funds to be applied to capital maintenance needs. We are applying the funds to HVAC repairs in a classroom.

Upcoming Meetings

None: Board Committee Meetings, 7pm

December 20, 2021: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:49 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: