

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – February 22, 2022

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: 312-626-6799 or 929-205-6099 Webinar ID: 889 8840 4502 Passcode: 888144. 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. Any such comments received by Tuesday, February 22, 2022 at 12 noon will be read aloud at the meeting for three minutes.

Call to Order

Mrs. Smith called the meeting to order at 7:01 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates (7:08 pm), Mr. Don Biery, Mrs. Rhonda Moritz, Mrs. Tammy Smith, & Mrs. Alison Stiehl (7:13 pm).

Absent: Mr. Matthew Baley & Mrs. Ronni Wittreich.

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

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 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.

Superintendent's Report

Mrs. DeFalco gave the following report:

* Sustainable Jersey for Schools has alerted participating districts about the School and Small Business Stimulus Grant Program. New Jersey launched \$180 million in grant programs for ALL schools to upgrade HVAC, plumbing fixtures and appliances. Grant funding can cover up to 75% of the total cost for projects. I will forward the application and information links to our Facilities committee to take a look at during their next meeting. There is also an informational webinar available for review that will be shared. This program can help schools earn points in the Energy Efficiency for School Facilities action for Sustainable Jersey as well.

* Governor Murphy previously announced that beginning on Monday, March 7, 2022, the mandatory mask mandate for schools will be lifted. On this date we will move to mask optional for our staff and students. Staff and parents have been notified. It is important to note that the end of the mask mandate does not relate to school buses. The Federal requirement that masks be worn on public transportation remains in place. This means that while riding on a school bus, a mask must still be worn. Districts' nor bus companies have the ability to override this federal requirement. Additional guidance is forthcoming from the New Jersey Department of Health which is expected to outline updates to quarantine /contact tracing processes.

* Our school district participates in School store which is a program that has been helping schools raise money for over 30 years. Our school earning summary is amazing with a to date total of \$4,245 in gift cards donated to teachers. The gift cards are utilized at Schoolstore.com for classroom resources. Thank you to all the donors.

* The school district received communication from the attorneys for AT Truck Stop, Inc. regarding a hearing before the Zoning Board to review the amended site plan and use and

bulk variance relief. We must be notified of this meeting due to our close location. Rhonda Moritz from our Facilities committee will be joining the virtual meeting which is being held on March 1, 2022.

- * I had the opportunity to converse with several companies including Apptegy, Merlyn Mind, On Course, SeeSaw and several others at TechSpo 2022. I attended many courses while there and several demonstration booths.

- * I will be joining a steering committee to launch a potential Warren-Hunterdon Women in Educational Leadership group. The group is being assisted by NJASA and the first meeting is Thursday, February 24. Currently I serve on the Women in Leadership committee for the State.

Vice Principal's Report

Mrs. Carroll gave the following report:

- * I completed my state training for the NJSLA. I have updated our School Testing Security Plan and have prepared my documentation to turn-key the training to the staff during our March faculty meeting. Schedules for the days of testing will be completed shortly and are in draft form.

- * I will be attending a Job Fair at Sussex County Community College on March 1st to try and recruit more substitutes for our district.

- * March 16th will be a half day for students so teachers may participate in Professional Development provided by Link-It. Teachers will learn how to administer progressing monitoring probes to students that are offered in the LinkIt Platform and track their growth.

- * KDG collected pennies and other coins for 100th day. This year KDG will be donating their funds to the Raptor Trust to help support the purchase of food and other items needed.

Board Secretary's Report

Mr. Brennan gave the following report:

- * NJSBA board census was updated to reflect our new board structure post our January 3th reorganization meeting.

- * A reminder to please complete your 2022 School Ethics Personal/Relative & Financial Disclosure Statements as soon as possible.

- * For 2021 tax year, 1099s (Misc. Income) were compiled and sent out to individuals and our vendors.

- * For 2021 tax year, IRS 1095B forms verifying health insurance for staff members and their applicable dependents were distributed to our applicable employees well in advance of the March 2, 2022 IRS deadline.

- * Completed a 2021 tax levy receipt confirmation form from the auditing firm (Nisivoccia) for Knowlton Township.

* Attended a REAP webinar in preparation for our upcoming SY 22-23 submission. We anticipate our REAP grant funding being reduced by \$1,356 to \$13,746.

Facilities:

See Facility Committee notes.

Board President's Report

Mrs. Smith gave the following report:

* FY2023 Budget Message Delay: As anticipated, the Senate and General Assembly passed legislation delaying the delivery of the governor's budget message for FY2023. The budget will now be delivered in-person in the Assembly chamber on Tuesday, March 8th which has not occurred since the pandemic began. This postponement will delay the NJDOE's notification to districts of their state aid figures for FY2023, which is required two days after the budget address.

* The Climate Change Education Thought Leaders Committee Report: In June 2020, New Jersey became the first state in the nation to incorporate K-12 climate change education across content areas when the State Board of Education adopted the 2020 New Jersey Student Learning Standards. In response, NJSBA and Sustainable Jersey joined forces to determine an appropriate plan for implementing these standards statewide. The result is a 35-page report which details the key needs of districts implementing these standards, makes recommendations, and provides resources. The report can be found on the NJSBA website.

*Wind Down Empowerment Series: On Jan. 25th, NJSBA debuted the Wind Down Empowerment Series. Initially featured at Workshop 2021, these sessions provide a forum where board members can gather virtually to informally discuss issues of concern with NJSBA staff experts and other board members. This initiative aligns with the objectives of the NJSBA Strategic Plan, which calls for the Association to encourage the sharing of ideas and best practices between members through small group and interactive participation. The meeting was well-attended and the feedback has been overwhelmingly positive. The Wind Down Sessions will be held throughout the year. The next one is scheduled for Feb. 24.

* Second Annual NJSBA Spring Symposium: NJSBA will host the second annual Spring Education Symposium from Tuesday, April 26th to Wednesday, April 27th. The virtual two-day event will feature more than 40 training sessions covering meaningful subjects school officials have requested, including forming better community relations, exploring future education innovations, and reexamining school ethics. The Spring Education Symposium is consistent with NJSBA's mission to provide New Jersey school officials with leadership training and is the first large-scale training event leading up to Workshop 2022.

*NJSBA Workshop 2022: After two years of uncertainty, NJSBA is excited to announce the time has come to begin our journey back to the Atlantic City Convention Center and continue the exceptional training and networking opportunities that workshop has provided its members over the years. Save the Date – Mon, Oct 24th – Weds, Oct 26th.

Committee Reports

Mrs. DeFalco provided the following Community Outreach report:

* No report provided.

Mr. Brennan provided the following Facilities report:

- *Abcode Security: We had the fire alarm panel replaced and upgraded in the main office.

- *ICS Office: We had a pipe burst when school was closed in honor of MLK day. Hobbie Heat was called in to the school to repair the pipe. .

- * Indoor Air Quality: As suggested by Mrs. Smith, Mrs. DeFalco & I attended an indoor air quality webinar focusing on indoor air quality throughout school districts in the US. Honeywell presented and explained their CO2 sensor product line that is used in some school districts.

- *Boiler #1: LWCO valve installed on our boiler.

Mrs. Carroll provided the following Instructional report:

- * No report provided.

Mrs. DeFalco provided the following Finance report:

- * Looking ahead at Preschool numbers for 22-23: We currently have 15 interested and more enrollments expected to come in starting in March. Discussed what Preschool configuration and number of sessions may look like next school year. Jeannine will create Options A, B and C with financial detail associated with each noted. CST will be providing their budget wish list which will outline specific needs for not only Preschool but grades K-6 as well.

- * Classroom Air Quality webinar Tammy provided a link to sign up for a webinar on topic to Jeannine and Michael. The webinar provided information and data on various reasons and ways to monitor classroom air quality, including CO2 monitors. Resources including websites, blogs and data sources were provided. Presenters spoke to utilizing federal funds to cover costs of purchases. Honeywell offers a wireless solution with local display and multi-level dashboard for CO2 monitoring. This device also provides access to historical data and real time data. Jeannine is researching and collecting information.

- * S3488: Regionalization/Consolidation study bill. The bill did pass through both houses last month when the original bill was modified. The new bill modified certain procedures pertaining to school district regionalization; establishes grant program for cost reimbursement of conducting regionalization feasibility studies; and provides financial incentives for regionalization. Some districts are moving forward with the study as they feel it will provide them relief on upcoming S2 reductions they will need. Our committee agrees that the study is worth conducting as there is a potential savings attached regardless of final outcome. A resolution will be on our agenda this month. With Senator Sweeney no longer seated in the Senate, the focus has moved to Shared Services versus regionalization/consolidation. Senator Gopal is highly focused on having districts and municipalities engage in exploration of shared service opportunities.

- * Mask mandate update: Governor Murphy announced that the universal state mask mandate for schools will be lifted on March 7. The DOH is said to be providing updated guidance to schools in two weeks. Schools are to pay attention to community numbers to determine the necessity for masks.

* Michael apprised the committee of a check issued in 2009 that was requested to be reissued by a previous staff member. Michael and the committee determined it will not be reissued as too much time has passed. The check was for a reimbursement no longer supported by our current contract or BOE. The individual may opt to speak at the board meeting once told the check will not be reissued.

Mrs. DeFalco provided the following Policy report:

* Eleven policy numbers were reviewed and determined to be applicable or not applicable this month. Dawn and I are continuing with the project JoAnn had started while on the Policy committee of making sure each section in the binders were up to date. At this point, Section 1 and 2 of both my policy book and Dawn's are updated. We ask that Tammy and Matt drop off their policy books the first week of March so we can review and update as necessary and return to you both at the March meeting. We hope to rotate through so everyone has an updated book. Many policies were updated over the past 2 years, however since they were provided digitally, the policies never made their way to the binders.

Presentations – Mrs. Dana Carroll, Knowlton Knights & Staff Spotlight

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award (virtual) to Kali Remo and Josie Taylor. Congratulations to Josie & Kali. Great job!

Staff Spotlight, Mrs. Carroll

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

MOTIONS

1. Longevity Adjustment

A motion was made by Mrs. Smith seconded Mr. Biery and carried unanimously by roll call vote to approve a longevity adjustment (completion of 34 years) for Allison Bickhardt, effective February 2022 with a prorated increase (\$3000/\$500) as recommended by the Superintendent.

2. Approve Stipend Payment

A motion was made by Mrs. Smith seconded Mr. Biery and carried unanimously by roll call vote to approve payment of a \$3,000 stipend to Michael Brennan, School Business Administrator, for the task of processing appropriate the ESEA grant for SY 21-22 and an additional grant.

3. Audit and Management Report

A motion was made by Mrs. Smith seconded Mr. Biery and carried unanimously by roll call vote to accept the 2020-21 Audit and Management Report and the Annual Comprehensive Financial Report:

Audit for the Year Ending June 30, 2021

Administrative Practices and Procedures	None
Financial Planning, Accounting and Reporting	None
School Purchasing Programs	None
School Food Service	None
Student Body Activities	None
Application for State School Aid	None
Pupil Transportation	None
Facilities and Capital Assets	None
Miscellaneous	None
Follow-up on prior year findings	Not Applicable

4. SEMI Waiver

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously by roll call vote to apply to the Executive County Superintendent for a SEMI Waiver for the 2022-2023 school year based upon the fact that the district will have 10 Medicaid eligible classified students, based on the revenue projections provided by the Department of Education.

5. Approve Substitute

A motion was made by Mrs. Smith seconded Mrs. Steihl and carried unanimously by roll call vote to approve the following substitute for the 2021-2022 school year, as recommended by the Superintendent, pending the completion of required paperwork:
Deirdre Bassin.

6. Approve Policy 2240

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously to approve revisions to Policy 2240 –Research, Evaluation and Planning.

7. Approve Social Studies Curriculum

A motion was made by Mrs. Smith seconded Mrs. Steihl and carried unanimously to approve updates to the Social Studies Curriculum.

8. SSDS submission- Student Safety Data System Submission

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously to approve the submission of the SSDA for reporting period 1.

9. Approve Resolution

A motion was made by Mrs. Smith seconded Mrs. Steihl and carried unanimously to utilize available funding from the State of New Jersey to study, develop and implement new shared and regional services where and if fiscally beneficial and feasible.

WHEREAS, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, \$2 million in LEAP Implementation Grant funds has been set allocated to support costs associated with school district consolidation studies; and

WHEREAS, Knowlton Township Board of Education has determined to evaluate whether (Blairstown Township School District, Frelinghuysen Township School District and Knowlton Township School District) may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective; and

WHEREAS, Knowlton Township Board of Education has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating units.

NOW, THEREFORE, BE IT RESOLVED by the Knowlton Township Board of Education, that the Knowlton Township School District will apply for a LEAP Implementation Grant to support undertaking of a school district regionalization feasibility study on behalf of itself and other interested participating entities.

10. Approve Minutes – January 25, 2022

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously to to approve the Regular Session Minutes of January 25, 2022.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

11. Approve Transfers

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously by roll call vote to approve the attached 2021-2022 budget line-item transfers for the time period of January 26, 2022 through February 22, 2022 with a total of \$459.00 for Fund 11.

12. Approve Bills

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows from January 26, 2022 through February 22, 2022 General Fund bill list of \$377,844.94 and Cafeteria Bill \$8,091.87.

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 January 31, 2022 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously to to accept the monthly A-148 Secretary's Report for the month ended January 31, 2022 and the A-149 Treasurer's of School Monies Report for the month ended January 31, 2022 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

None.

New Business

Mrs. Smith updated the BOE about upcoming WCSBA meetings. Mr. Biery acknowledged the teaching staff for an outstanding job educating Knowlton students about the Holocaust.

Upcoming Meetings

Committee Meeting, Monday, March 7, 2022, 7 pm

Regular February Board Meeting, Tuesday, March 22, 2022 7 pm

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:04 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: