

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – March 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 and The Star Ledger and distributed to the Knowlton Township Elementary School, the Delaware Post Office, and the Knowlton Township Municipal Building.

Call to Order

Mrs. Smith called the meeting to order at 7:03 p.m.

Flag Salute

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

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mrs. Rhonda Moritz,
Mrs. Tammy Smith, & Mrs. Ronni Wittreich.

Absent: Mr. Don Biery & Mrs. Alison Stiehl

Others: 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

Mr. Brennan read a thank you letter from The Raptor Trust thanking the district for their fundraising efforts to support wildlife. Thank you to all students and staff who participated. Mr. Brennan read a retirement letter from Mrs. White to the BOE.

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.

Mrs. Davis introduced her daughter and said she was here for the Knowlton Knight award.

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Superintendent's Report

On behalf of Mrs. DeFalco, Mrs. Carroll gave the following report:

- * Our second round of observations of staff is well underway. Those that require three observations will have all three completed by May.

- * The NJDOE will be releasing New Jersey School Performance Reports on April 6, 2022.

- * The ongoing COVID-19 pandemic has had a significant impact on the way the NJDOE was able to measure school performance and achievement for both the 2019-2020 and 2020-2021 School Performance Reports. Notes are included throughout the School Performance Reports to explain where data is missing or impacted by COVID-19 and an updated Impact of COVID-19 on Data Availability resource is available to summarize this information. Certain data elements that were unavailable for the 2019-2020 reports are available again for the 2020-2021 reports. There were 5 enhancements to the 2020-2021 School Performance Report Data of which 2 apply to our district: Expanded staff data and Links to additional data.

- * Mrs. DeFalco has been in contact with Kayla Mallon, our new eSpark Learning representative to share the latest data on student growth progress thus far. Using the K-2 quiz score data, students have shown 21% growth average from pre to post scores.

- * Specific data to share is as follows:

 - K- 46% growth in Mathematics –Let's Write Numbers

47% growth in Reading – Count Syllables
31% growth Reading “Sh” and “Ch”
28% growth Mathematics –Compare 3 digit numbers

Vice Principal’s Report

Mrs. Carroll gave the following report:

* Mrs. Reber is currently in the middle of running a Read-A-Thon. It will end April 1st. To date, she has raised over \$3,000 for the library.

* My observations have been completed on certified staff, as well as the paraprofessionals.

* Tonight, prior to the board meeting, I held our Incoming Kindergarten Meeting to give parents the overview of the process of Kindergarten Screening and Orientation.

* In preparation for state testing, Kim, Ryan Lilly, and myself ran an infrastructure trial to make sure our system is reading for state testing. State testing will be conducted April 26th through May 12th in grades 3-6.

* On March 10th, I attended an HIB Law Update through NJPSA.

Board Secretary’s Report

Mr. Brennan gave the following report:

* For SY 2022-23 budget, our preliminary budget is \$4,262,530 (PY: \$4,343,458).
From prior year, the current year 22-23 budget has been reduced by \$-80,928 or -1.9%.

* We are at the 2.0% cap on the projected local tax levy increase. The local tax levy is \$3,149,813 resulting in a Y-o-Y increase of \$61,761 (PY: \$181,980).

* Projected tuition revenue increased \$18,000 from anticipated parent paid PS revenue. Projected Miscellaneous Revenue (\$794) & Capital Reserve Interest (\$300) remain essentially the same year as prior year.

* State Aid revenue is \$493,869 resulting in a Y-o-Y decrease of \$-221,791 (-31.0%) (PY: \$-287,355/-28.6%).

* Since March 2018, we have lost \$-926,925 (-65.2%) of our State Aid revenue.
March 2018, 18/19 Budget \$1,420,794 in State Aid.
March 2022, 22/23 Budget \$493,869 in State Aid.

* Fund 20 revenue (Grants: \$72,530) is expected to increase by \$15,072 (26.2%).
Grant revenue increase attributable to the reinstatement of Title 1 funding per the NJDOE.

* 7 Charter School Students are budgeted at \$108,305. Y-o-Y budgeted decrease of \$-37,090.
1 Special Education Student is budgeted at \$55,629 (tuition) and \$15,000 for transportation.

* Capital expenditures of \$100,300 are comprised of three items: \$50,000 Repaving Project, \$30,300 (Building Improvement: HVAC Project), & \$20,000 equipment purchase of Chromebooks and Promethean boards for student instruction.

Facilities:

See Facility Committee notes.

Board President's Report – Service Recognition

Mrs. Smith gave the following report:

* Mrs. Smith on behalf of the Knowlton Township BOE & Administration honored Mrs. Allison Bickhardt for her many years of service to the district. Thank you for your numerous contributions and dedication to help the students and staff at the Knowlton Township school district.

* I am providing updated news and legislation that affect our district and recent developments provided by our statewide association NJSBA.

* In my report, I am providing updated news and legislation that affect our district and recent developments provided by our statewide association NJSBA.

* FY 22-23 State Aid Budget Effects: The Governor delivered the state budget message on March 8th. On March 10th the NJ DOE published the school district state aid figures. Our district, Knowlton Township, has lost a projected \$221k or approximately 31% of its funding. This is a staggering financial blow to our district. We will work tirelessly to mitigate this financial strain. We passed a resolution at last months' board meeting which will allow us immediately participate in the voluntary school district regionalization/consolidation study. This will help to provide some relief to our budget. Additionally we will be proactively reviewing shared services and cooperative purchasing arrangements.

* 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. Next session is scheduled for Wednesday, March 23rd. This session will focus on personnel and staffing issues in school districts.

* Workshop 2022 Registration: Registration begins Monday, April 4th. That's the day that registration for our in-person Workshop, our return to Atlantic City, begins! NJSBA will also open the website to accept program proposals on that date. Workshop 2022 will be held Mon, Oct 24th – Weds, Oct 26th.

* Spring Symposium: Registration is open for the second annual NJSBA Spring Symposium, which will be held on April 26th and 27th. This virtual two-day event will feature more than 40 training sessions covering topics of interest – including school law, public relations, school district technology needs, and advocacy updates. Topics were drawn from suggestions and requests that have come from member surveys. Video of the sessions will be available to registrants for viewing for 30 days after the event.

Committee Reports

On behalf of Mrs. DeFalco, Mrs. Wittreich provided the following Community Outreach report:

* Memorial Garden- looking into lighting options.

- * Walk through- scheduled for June 10 for NW graduates
- * KAA building usage –basketball has last practice tomorrow. Great job by everyone navigating the mandates and guidelines.
- * Eagle Scout Project updates 1- Reading platform dedication ceremony via Eagle Scouts on May 15th. Mr. Erickson inquired about being on site outdoors this Sunday. 2- Outdoor classroom will get its final sealant soon. Both are able to be used right now.
- * Diane Davalos Scholarship fundraiser-sharing of ideas taking place with an eye on June for a date.
- * Early Act Recycling Program-spearheaded by Jenna Maxman. Plastic bags are being collected to be recycled. Collection bins currently located at the school.

Mr. Brennan provided the following Facilities report:

- *Mrs. Mortitz provided an update on the virtual Township meeting regarding the AT truck stop proposals.

Mrs. Carroll provided the following Instructional report:

- * No report provided.

Mrs. DeFalco provided the following Finance report:

- * Memorial Garden – looking into lighting options and what is required for the options.
- * Budget- preliminary not complete as of yet. Will be sent to BOE as soon as it is. Must be sent to county office by March 28. Loss of \$221,791 is affecting the supply lines greatly.
- * Grants- Facilities looked over the School/Small Business Stimulus grant and felt it is worth looking at. Determination of who can write the grant is next step. ARP still needs revisions.
- * Lock Box discussions with Jeannine, OEM and Fire Department is on-going. Last communication was that Chief would fill Jeannine in on what was determined at the county.
- * Retirement – We have 1 letter of retirement for this month's agenda
- * Discussion on snow plowing costs.

Mrs. DeFalco provided the following Policy report:

- * None.

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

Knowlton Knight Awards, Mrs. Carroll

Mrs. Carroll presented a citizenship award to Emmie Davis and Alessandra Suarez. Congratulations to Alessandra & Emmie. Great job!

Staff Spotlight, Mrs. Carroll

Mrs. Carroll presented a certificate to our staff spotlight recipient, Mrs. Jenn Werner. Congratulations to Mrs. Werner!

MOTIONS

1. Accept Retirement

A motion was made by Mrs. Smith seconded Mr. Baley and carried unanimously to accept the retirement of Kathi White, Basic Skills teacher, with regret, effective June 30, 2022.

2. Mileage Reimbursement

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously by roll call vote to approve the mileage reimbursement at a rate equal to the current OMB circular rate for all contracts pursuant to N.J.A.C. 6A:23A-7.3 (maximum travel expenditure amount of \$1,500 per employee).

3. Approve Professional Services Contract

A motion was made by Mrs. Smith seconded Mr. Baley and carried unanimously by roll call vote to approve a professional services contract with J&B Therapy, LLC, for the 2022-2023 school year.

4. Approve 2022-2023 Preliminary Budget

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously by roll call vote to submit the 2022-23 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 proposed budget includes the following revenues and expenditures:

Revenues:

General Fund

Local Tax Levy	\$3,149,813
Tuition	18,000
Miscellaneous Revenue	1,794
Cap Reserve Interest	300
State Aid	493,869
Budgeted Fund Balance	426,224
Withdrawal from Capital Reserve	100,000
Federal Revenue-Special Projects	72,530

Total Revenues	\$4,262,530
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Expenditures:

Fund 10 Transfer to Charter School	108,305
Fund 11 Current Expense	3,981,395
Fund 12 Capital Outlay	100,300
General Fund Total	\$4,190,000
Fund 20 Special Revenue	72,530
Total Expenditures	\$4,262,530

5. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded Mr. Baley and carried unanimously by roll call vote to approve the travel expenditures for the 2021-2022 school year as required by the Chapter 53 revisions to C.18A:11-12.

6. 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: Monthly bill list \$469,513.49 and Cafeteria bill list \$7,077.96.

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 February 28, 2022 (Policy 6820).

Board Secretary

Date

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

A motion was made Mrs. Smith seconded Mr. Baley and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended February 28, 2022 and the A-149 Treasurer's of School Monies Report for the month ended February 28, 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).

8. Approve Minutes

A motion was made by Mrs. Smith seconded Mrs. Bates and carried unanimously to approve the Regular Session minutes of February 22, 2022.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

Old Business

None.

New Business

Mrs. Smith updated the BOE about continuing to explore shared services for the district.

Upcoming Meetings

Committee Meeting, Monday, April 11, 2022, 7 pm

Regular February Board Meeting, Tuesday, April 26, 2022 7 pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:00 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary