

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – September 27, 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 7:09 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. Ronni Wittreich

Absent: Mrs. Alison Stiehl.

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

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.

Vice Principal's Report

Mrs. Carroll gave the following report:

* We will be recognizing the Week of Respect October 3rd-7th. Students will have activities and theme days to support learning about respect.

* We will also recognize that October 17th- 21st is School Violence Week.

* I have established a Language Arts/Reading Committee for this year. Our current reading program, Journeys will no longer be published after this year, so the committee and I will be reviewing programs to find one that best suits the needs of our students.

* The Mum Sale was another success! We profited over \$1800.00 dollars. A huge thank you to Colleen Apgar who helps to organize this and the staff members who helped throughout the day. Also a big thank you to the parents for supporting this sale. We had enormous orders from a few families.

* We conducted our first rear bus evacuation this morning. All 4 buses and the mini-bus participated.

* Back to School Night was a success! Parents moved throughout the building according to schedule. It was great to see everyone's smiling faces.

* Rutgers will be here throughout the month of October to meet with Pre-K, Kdg, 2nd, 4th and 5th. Pre-k and Kdg will read a story and search for things outside, 2nd grade will have a lesson on seeds and search for them, 4th grade will learn about animal adaptations and 5th grade will learn about herpetology.

* School Picture Day is Oct. 13th.

* You will see on the agenda field are starting back up again. There will be one next month and others will probably appear as we get closer to spring We were able to secure a bus for this upcoming one and are in the process of securing a bus for Ski Club.

* I will be participating in the Warren County Consortium Steering Committee for Curriculum. These meetings will kick off Thursday.

Superintendent's Report

Mrs. DeFalco gave the following report:

*Mrs. Groves has reached out to Rite Aid about scheduling a Flu Shot Clinic for staff members. She is expecting a call back tomorrow to confirm the date.

*Number 4 on the agenda is seeking approval for our plan for virtual learning. As you know virtual learning is not an everyday option. Governor Murphy wants the students to be participating in in-school learning. Virtual learning does become possible when a student is excluded from school due to COVID illness or in the case of public health emergency. In the event of a public health emergency, the school would be closed for more than 3 consecutive days, therefore able to institute virtual learning. Once approved, the virtual learning component is able to satisfy the 180-day requirement pursuant to NJSA 18A:7F-9 should we need to utilize it.

*Allison Bickhardt and I participated in the 2022 SJS Grants Cycle webinar Funded by NJEA. It is our goal to apply for and be granted funding to help with the purchase of additional raised beds and a composter for use in the garden.

*Submission of the Stabilization Aid grant was September 15. I have submitted the grant on our district's behalf. Thank you to Donna D., Donna V, Dana, Michael and Anthony Ardito for their contributions.

*Kudos to Mrs. Reber - Congratulations to Mrs. Reber for her work in securing funding for our school library through the American Library Association and the ALA COVID Library Relief Fund. Her grant was chosen as one of the seventy-seven grants to be awarded. This was a \$20,000 grant.

*High Five to Mrs. Perry—She has completed the IMSE (Institute for Multi-Sensory Education) Comprehensive Orton Gillingham+ Fidelity Certificate.

*Today I participated in a 30 minute meet with our new eSpark representative, Katie Weinheimer and we reviewed best practices and what data our students have produced in the first few weeks of school.

*Knowlton Township Elementary School's Online Store has spirit wear and is accepting orders through October 3, 2022 at midnight. Use the QR code to check out the three available designs.

*LEAD (Law Enforcement Against Drugs) with New Jersey State Police started this week and will continue for 10 weeks with a rotating schedule among 6th grade teachers.

Board Secretary's Report

Mr. Brennan gave the following report:

* October 1st & 2nd our auditor's will be here: Ardito & Company. In preparation for the audit, Tammy & I will sign the engagement letter. Jeannine & I will sign the management representation letter. I have prepared the list of items needed.

* We have completed Sept. payroll with new updated amounts for medical/dental contributions, AXA contributions, and NJEA dues.

* We submitted our debt service verification form to NJDOE.

Facilities:

* See report.

Board President's Report

Mrs. Smith gave the following report:

*** Workshop 2022**

The first in-person Workshop in two years is only one month away. As of September 22, there are 409 districts and 4,604 individuals registered. Union and Hudson counties both have 100% of their boards of education registered with Essex County and Morris County close behind. NJSBA will be welcoming more than 275 vendors back to the Exhibit Hall and will have more than 250 training programs. Sessions cover topics including school security, special education, school law, crisis communications, labor relations, policy, student mental health and more. The full agenda can be found on the NJSBA Workshop website. All four courses of mandated training –Gov. 1, 2, 3 and 4 – will be offered so members can fulfill their training requirements. There will be a Leg Update including the chair of both the Assembly and Senate Education Committees. The Acting Commissioner of Education, members of the State Board, and the student representative to the State Board will also be featured at Workshop. We are introducing a new Student Innovation Showcase on the Exhibit Floor featuring a student art gallery and student films from the 2022 Garden State Film Festival. This year's keynote speaker will be Jon Staff, co-founder and CEO of Getaway and the author of the book *Getting Away: Everyday Practices for Finding Balance in Our Always-On World*. The book discusses the importance of unplugging and reconnecting with what really matters on a regular basis.

Recently Signed Legislation

School Security

Required Threat Assessment Teams (P.L.2022, c.83)

- By 2023-2024 school year, each district must establish a “threat assessment team” in each school. BOEs must adopt policy.
- Team will help ensure a safe and secure school environment by assisting staff in identifying students who pose a potential safety risk.
- Teacher, counselor, principal, SRO, school safety specialist must be on team

- Team must consult with school safety specialist.
- NJDOE will develop guidelines and train the school safety specialist, who will turnkey training for Team members.

Transportation

Electric School Bus Grant Program (P.L.2022, c.86)

- \$45 million, three-year grant program in NJDEP to help determine the reliability and cost effectiveness of replacing diesel-powered school buses with electric school buses
- At least six districts and bus contractors each year selected through a competitive grant process that focuses on low-income communities
- Grants will support purchase, lease, or installation of electric buses and charging infrastructure
- The NJDEP will submit a report to the Governor and Legislature making recommendations to maximize number of electric buses operating in the State.

Temporary Extension of School Bus Service Life (P.L.2022, c.41)

- Extends, for 2022-2023 school year only, the service life of school buses by one year. – The owner of the school bus must request an extension from NJMVC.
- For 2023-2024 and 2024-2025, NJMVC permitted to grant a one-year service life extension, upon request by the bus owner and provided that inspections determine that the bus is safe.
- A bus may only receive one extension under this law

School Meal Expansion

Working Class Families' Anti-Hunger Act (P.L.2022, c.104)

Part of a 10-bill package spearheaded by Speaker Coughlin aimed at combating hunger and expanding programs for working-class families, seniors, and disabled residents.

- Requires schools to provide free school breakfasts and lunches to students from “middle-income families”: annual household income between 186% and 199% of the federal poverty level.
- Lower the threshold for a school to offer breakfast from 20% of students eligible for free or reduced-price meals to 10%, with waiver available based on financial hardship.

Promoting School Meals (P.L.2022, c.103)

Another measure from Speaker Coughlin’s food insecurity package. SFAs that provide meals at public schools must:

- Implement a public education campaign that is designed to educate parents and guardians about the various school meal program options that are available to students; and
- Develop and provide schools, for distribution to parents, promotional materials for school meals programs including pamphlets, webinars, and sample letters for parents.

FY2023 Budget Highlights

Governor Murphy signed the FY2023 Appropriations Act (P.L.2022, c.49) on June 30, 2022. Highlights include:

- \$9.54 billion in General Formula Aid (+7.5% from FY22), keeping NJ on the path to fully funding the SFRA by FY25 according to the schedule set forth by S2, making the full scheduled phase-in for FY23
- \$991.83 million in PEA (+7.3% from FY22); \$40 million of the increased aid dedicated to new high-quality preschool programs
- \$30 million in Stabilization Aid
- \$420 million in Extraordinary Special Education Costs Aid

Noteworthy Pending Legislation

Staffing Shortage

Type S School Bus Drivers (S-1682/A-3565): Would permit the holder of a valid noncommercial driver’s license to operate a “Type S” school bus to transport students to and from school and school-related activities.

- Type S: A gross vehicle weight rating of 3,000 pounds or more that was designed by the manufacturer with a maximum seating capacity of nine or fewer passengers, excluding the driver.
- BOEs/contractors would be required to provide certain training to these non-CDL Type S bus drivers.
- These drivers would be subject to various provisions of law applicable to school bus drivers, such as criminal history record check requirements.

Grow Your Own Loan Redemption Program (A-1840/S-2350): Would establish a program to redeem a portion of student loan expenses if the individual teaches full-time in the school district from which they graduated high school – or a district they

have lived in for more than five years – and the district is experiencing a teacher shortage.

“Transparency in Comprehensive Health and Physical Education Curriculum Act” (A-3968/S-2481):

- Require BOEs to offer an annual opportunity for the public to comment on CHPE curriculum

Require BOEs to post their approved CHPE curriculum on their website, as well as information about public comment opportunities and “opt-out” procedures.

Executive Session

Be it hereby resolved by Mrs. Smith seconded by Mr. Baley at 7:26 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:

- Summer Payroll with R&L

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 7:56 p.m.

Committee Reports

Mr. Brennan provided the following Facilities report:

*Boilers: Our district has passed our annual boiler inspection and the boilers have now been reassembled for the heating season. Mr. Bush has reassembled the boilers for the district.

* Annual Fire Alarm System Testing: Prior to the opening of school, our district completed the annual testing of all the fire alarms throughout the building. No issues were noted.

* Jason Mazzer HVAC has completed the HVAC installation in both our nurse’s office & the library.

* Room 135 tile flooring project has been completed and looks great. The Facilities department would like to thank all staff who complimented the district on the building improvement project.

Mr. Biery provided the following Finance report:

* Discussed stabilization grant and R&L payroll processing (No report provided).

Mrs. Carroll provided the following Instructional report:

* None

Mrs. DeFalco provided the following Policy report:

* We reviewed the updated policy list via NJSBA and updated 5131.1. Mrs. Carroll provided updates to staff in May prior to the release of the policy changes. Policy posted to NJSBA in August and we have revised ours to reflect the changes.

* We took a look at the Knowlton Township School Health Program booklet and reviewed and revised as necessary. The sections examined were: Lice, Strep, Attendance Procedures, Free and Reduced Lunch Program and Physical Education. Some sections were adjusted with more explicit detail and others required timing adjustments and/or updated wording.

MOTIONS

1. Approve Substitute

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the following substitute for the 2022-2023 school year, pending completion of required paperwork as recommended by the Superintendent:

Sharon Taylor

2. New Hires

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to offer employment contracts to the following individuals for the 2022-2023 school year as listed:

Sandra Johnston (leave position)

Alexa Korinis (paraprofessional)

Sharon Taylor (leave position)

3. Approve Updated 2022-2023 Transportation Contract Renewal

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2022-23 pupil transportation contract with B&K Dalrymple Inc. for \$178,384.17.

Route #1	\$41,731.52
Route #3	\$49,410.00
Route #7	\$49,410.00
Route #10	\$37,832.65

4. Updated Virtual Learning Plan

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the updated KTES virtual learning plan as a component of the approved Safe Return to In-Person Instruction and Continuity of Service Plan.

5. Approve Policy Revisions

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve revisions to Policy 5131.1 Harassment, Intimidation, & Bullying as required by the NJDOE.

6. 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 2022-2023 school year as required by N.J.S.A. 18A:11-12.

7. Approve Anti-Bullying Bill of Rights Self-Assessment

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.

8. Field Trip

A motion was made by Mrs. Smith and seconded by Mr. Baley and carried unanimously by roll call vote to approve the following 2022-2023 field trip contract:
QT-03 Grade 3 to Doyle Farm Krapf Bus (\$400)

9. Merit Goals

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve merit goals for Jeannine DeFalco, (as selected) for submission to the Executive County Superintendent to be completed in the 2022-2023 school year.

10. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the attached travel expenditures for the 2022-2023 school year as required by N.J.S.A 18A:11-12.

11. Approve Transfers

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve transfers in the amount of \$1,511.65 from Fund 11.

12. 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 \$330,716.78.

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 August 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 by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Reports for the month ended August 31, 2022 and the A-149 Treasurer of School Monies Report for the month ended August 31, 2022 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 overexpended in violation of N.J.A.C. 6A:23A-16.10(c).

14. Approve Minutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of August 23, 2022.

AYES: 6

NOES: 0

ABST: 0

Old Business

NJSBA Conference October 24-26, 2022.

New Business

None.

Upcoming Meetings

Board Committee Meetings, Monday, October 10, 2022, 7 pm.

Regular Board Meeting, Tuesday, October 25, 2022, 7 pm.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:20 pm.

Respectfully submitted,

Michael Brennan, MBA

Business Administrator/Board Secretary

Approved: