

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – August 23, 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 7:02 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.

Absent: Mrs. Rhonda Moritz & Mrs. Ronni Wittreich.

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

Mr. Brennan read a letter from Mrs. Lisa Garrison.

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. Bickhardt, Mrs. Hill, Mrs. Maxman, & Mrs. Reber expressed their thoughts and concerns over the 12 month pay option they elected for the 22-23 school year.

Superintendent's Report

Mrs. DeFalco gave the following report:

* **Registrations:** Over the course of the summer, we have seen 11 registrations and 3 students transferring out. Our PS is at 15 total with one pending evaluation. Our enrollment is currently 181 with charter school.

* **Executive Order:** Governor Murphy Signed Executive Order this month Lifting Routine COVID-19 Testing Requirements for School Districts, Child Care Settings, and State Contractors. Following recent updates to COVID-19 guidelines from the Centers for Disease Control (CDC) in advance of the upcoming school year, Governor Phil Murphy signed an executive order lifting the requirement that school districts, child care settings, and state contractors maintain a policy requiring their unvaccinated workers undergo routine testing. The change will apply to school districts and child care settings immediately, and to state contractors as of September 1. This executive order lifts the testing requirements put into place for school districts, child care settings, and state contractors via previous executive order numbers 253 [t.e2ma.net], 264 [t.e2ma.net], and 271 [t.e2ma.net], respectively. Schools and child care facilities will still be required to report vaccination and testing data to the Department of Health, as per Executive Directive No. 21-011 [t.e2ma.net], to allow the State to continue to monitor COVID-19 and make data-driven decisions to keep residents safe.

* **Opening Days:** Teachers will be in session Wednesday and Thursday of next week. Our staff will participate in professional development offerings. Inspired Instruction will be provided some of our professional development. Students will begin school on Tuesday, September 6th. Information for accessing homeroom assignments and bus routes went out last week.

* **Calendar:** Back to School Night has been slated for September 14th. Columbus Day – October 11th is set to be In-Service day for teachers. Students will be off on this day and teachers will report on October 12th. Teachers will engage in PD on site. *Conference dates are tentatively slated as November 7, 15 and 16.

* **Before/After School Inquiry:** At this point in time, we have been contacted by one vendor (YMCA) and they do not have adequate staffing for a program to begin the school year. I have reached out again to Alphabest one last time in hopes they provide a yes or no answer. I will be putting out information to parents tomorrow that at this point in time, we were unable to secure a vendor to start the school year. I will continue conversations as feasible.³

* **Grants:** Stabilization Aid – information for application was recently released and Dana and I are starting to gather information and data needed for submission. Last year we were awarded our full grant request. Sustainability Grant – Mrs. Bickhardt and I will be reviewing the grant options available to see if we can enhance the garden with additional raised beds and further extend sustainability learning and practices with a composter. Last week I attended a webinar for the DREAMS grant program, (Developing Resiliency with Engaging Approaches) this program aims to promote healthy and healing environments and will provide educators with resources and supports to aid in both their job satisfaction and in building classrooms conducive to student learning. The first requirement for the grant application was webinar attendance.

* **QSAC- Quality Single Accountability Consortium:** We are scheduled for QSAC monitoring this year. The components of the state monitoring are: Instruction and Program, Fiscal, Governance, Operations and Personnel.

* **Fun Stuff:** Mrs. Susan Perry was funded through Donors Choose for her project titled “Classroom Sensory Corner.” Ms. Maxman’s 2021-2022 Sixth grade class was featured and thanked for helping to create the logo for the 2022 International Climate Action Challenge via Green Team Academy collaboration on Instagram this week. Mrs. Dawn Bates shared an opportunity to Adopt a Cow with me and I forwarded it to teachers in grades K-4 at this time. Many are interested in this year long experience for their classroom. The website is discoverdairy.com if you would like to read more about this program. Nicholas Sempruch, former KTES student, has completed his Eagle Scout Service Project of an Outdoor Classroom and all necessary paperwork was signed in July. We are thankful for his decision to create a fantastic learning area for our students.

Vice Principal’s Report

Mrs. Carroll gave the following report:

* October 11th, Inspired Instruction will be presenting 2 workshops. Recognition of Bias and Instructional Strategies.

* I have watched the TCI training videos for the new SS program.

* I attended the ESpark Back to School Webinar.

- * NJSLA scores are due in. Preliminary scores arrived in June.
- * I will be attending the DREAMS webinar tomorrow for Safe Supportive Schools. Jeannine and I are looking into this.
- * I will be working with Jeannine again on the Stabilization Grant.

Board Secretary's Report

Mr. Brennan gave the following report:

- * Pension: Submitted 2022 Q2 (Apr-Jun) IROC Payments/Reports for TPAF & PERS.
- * The 2021 (SY 21-22) BEAR expenditure worksheet for Erate reimbursement has been completed and submitted. Our district will receive a maximum reimbursement of \$15,303.85

Facilities:

- * We are finishing up our summer work. Lift was utilized in the multipurpose room to change the HVAC filters. Carpet cleaning in the classrooms has been completed. Gym floor has been waxed. It looks great and is ready for the opening of school.
- * Inspector from Chubb Insurance was here to inspect our boilers. Our boilers passed inspection. Facilities will complete the reassembly of our boilers.
- * Paving project was completed as scheduled.

Board President's Report

Mrs. Smith gave the following report:

- * NJSBA update (See report.)

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 8 for the 2022-23 school year.

1. 2022-23 Appointments

A motion was made to appoint the following persons for the 2022-23 school year:

Americans with Disabilities Act (ADA) Coordinator – Jeannine DeFalco
Substance Awareness Coordinator – Joelene Groves
Anti-Bullying Specialist – Debbie Lennox
Anti-Bullying Coordinator – Dana Carroll
Acting Board Secretary for Emergency Purposes – Dana Carroll
Affirmative Action Officer – Dana Carroll
504 Committee Coordinator – Dana Carroll
North Jersey Municipal Employee Benefits Fund Commissioner – Michael Brennan
North Jersey Municipal Employee Benefits Fund Alternate – Jeannine DeFalco

2. New Hires

A motion was made to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed for September start, to be approved by the board at the next regular meeting.

3. Approve Vice Principal Evaluation Tools for 2022-2023

A motion was made to approve the Multidimensional Principal Performance Rubric as the evaluation tool for 2022-2023.

4. Approve Bilingual/ESL Program Plan

A motion was made to approve the 2022-2023 Bilingual/ESL Program Plan.

5. Approve 2022-2023 Board Goals

A motion was made to approve 2022-23 Board Goals, as provided.

6. Emergency Crisis Plan

A motion was made to approve revisions to the district Emergency Crisis Plan for the 2022-2023 school year.

7. Approve Regular Session Minutes

A motion was made to approve the Regular Session Minutes of July 26, 2022.

8. Approve Mentoring Plan

A motion was made to approve the 2022-2023 Mentoring Plan.

9. Equipment Disposal

A motion was made to approve the disposal of used media equipment.

10. Stabilization Grant Application

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to authorize the Superintendent to submit an application for the available Stabilization Aid grant in the amount of \$95,680 due to unexpected budget items in the categories of staffing and curriculum resources.

11. Approve 2022-2023 Transportation Contract Renewal

A motion was made by Mrs. Smith seconded by Mrs. Bates to approve the 2022-23 pupil transportation contract with B&K Dalrymple Inc. for \$79,563.65.

Route #1 \$41,731
Route #10 \$37,832.65

AYES: 1
NOES: 4
ABST: 0
Motion does not pass.

12. Approve IDEA Grant

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following IDEA grant allocations for SY 22-23:

IDEA Basic \$50,900 Aide Salary/OT & PT
IDEA Preschool \$ 6,421 PSD Aide Salary/Instructional Supplies

13. Approve ESEA Grant

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following ESEA grant allocations for SY 22-23:

ESEA Title I \$25,446 Aide Salary
ESEA Title II \$ 4,518 Professional Development

14. Approve Budget Line Transfers

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2022-2023 budget line item transfers for the time period of July 27, 2022 to August 23, 2022 with a total of \$93.33 for Fund 11.

15. Approve Bills

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve bills for payment as follows: \$325,352.71 for monthly bill list for July 27, 2022 through August 23, 2022.

16. Accept Secretary and Treasurer Reports

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 Report for the month ended July 31, 2022 and the A-149 Treasurer's of School Monies Report for the month ended July 31, 2022 in compliance with the NJAC 6A:23A-16.10(c)3. 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)4.

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 July 31, 2022(Policy 6820).

Board Secretary

Date

Old Business

None.

New Business

None.

Upcoming Meetings

Board Committee Meetings, Monday, September 12, 2022, 7 pm.

Regular Board Meeting, Tuesday, September 27, 2022, 7 pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:56 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: