

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – January 22, 2018

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 7:04 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates, Mr. Don Biery, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Tammy Smith, and Mrs. Dawn Sullivan (7:18 p.m.).

Absent: Mrs. Rhonda Moritz.

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

Public Participation

None.

Correspondence

Mr. Brennan read a maternity leave extension request letter from Mrs. Lestrangle.

Superintendent's Report – Certificates of Appreciation

Mrs. DeFalco presented certificates of appreciation to all Board members and thanked them for their dedication to the Knowlton Township School District.

Mrs. DeFalco gave the following report:

* Governor's Teacher Recognition/Educational Services Professional Award was selected and our recipients are: Mrs. Katy Jones and Cristina Hollmann. The recipients will be invited to attend the next board meeting.

* Kim Reber received funding for a classroom project called "Ozobot Builders" through the generosity of donors on Donorschoose.org.

* For the third year in a row Knowlton has been selected to be an Impact School for the Fuel Up to Play 60 Fitnessgram Project. As an impact school, we receive \$1000 in grant money to implement 4 "plays" from the Fuel Up to Play 60 playbook. The 4 "plays" include A Healthy Eating Play which focuses on nutrition education and encouraging students to make good food choices, the NFL FLAG Play which teaches students the basic skills and strategies of flag football, The Presidential Youth Fitness Play, which includes fitness assessments and fitness goal setting and the PLAY 60 Challenge Play, which encourages students and teachers to be active 60 minutes a day. Thank you Miss Lennox for your continued involvement with this program.

* On Thursday of last week, I delivered the books and cards donated by our students on behalf of the Just Say No Club to Lehigh Valley Hospital Pediatric building.

* At its January 3rd meeting, the New Jersey State Board of Education approved to move the administration of the Science Assessment, now titled New Jersey Student Learning Assessment for Science, to grade 5 in order to align with the science standards. The new science assessment will be field tested in grades 5, 8 and 11 this school year.

* I will be in attendance at TechSpo at the end of this week. Some of the workshops and presentations I hope to attend focus on the topics of: Assessment Data, Coding, Blended PD, Tech tools for Social Studies and Science, Pear Deck and EdTech interventions.

Presentations - Knowlton Knight Awards presented by Dana Carroll

****Ekaterina Shevchenko and Alyssa Hoffman***

Mrs. Carroll presented citizenship awards to Alyssa Hoffman & Ekaterina Shevchenko. Congratulations to Alyssa & Ekaterina. Great job!

Vice Principal's Report

Mrs. Carroll gave the following report:

* We will be conducting a Community Service Project called “100 Ways to Show We Care” through an organization called Connect for Community. This will coincide with the 100th day of School. Grades will be assigned specific items that can be purchased for 100 cents and asked to be donated. For example, 2nd grade will be asked to bring in a bar of soap, 4th grade shampoo and all of the items will help stock local food pantries.

* We continue to participate in the Rutgers study to help the Dept. of Ed determine where Professional Development is needed in the primary grades. Diane Davalos, Jenn Werner, Charlene Harer, and Allison Bickhardt have done a great job. This ended up being a little more taxing in what was explained to me. I am working with the teachers to help them complete what is being asked of them.

* The Climate Committee is in the process of preparing a Parent Survey to be conducted near the end of the school year. We are editing the suggested survey from NJDOE and making it our own.

* The Wellness Committee is meeting to continue implementation of our Healthy U curriculum that Debbie Lennox and Maureen Plunkett are implementing in Health class.

* We held our annual School Spelling Bee. The winner was 6th grader, Joseph Romano, and runner up was 5th grader, Antonio Brown. We will honor them at the next board meeting.

* Early Act will be conducting Souper Bowl for Caring again this year. Students will be asked to bring in a canned item to be donated to the local food pantry and the students will place it in the box of the team they want to win the Super Bowl.

Board Secretary's Report

Mr. Brennan gave the following report:

* Pension: Submitted 2017 Q4 (Oct-Dec) IROC Payments/Reports for TPAF & PERS.

* FY 2017 W2 Statements have been distributed to all employees and I have provided all the 1099 information to R&L to process tax form for our vendors.

Facilities:

* Frank waxed the gymnasium floor in the multipurpose room to update for the remainder of the school year and the start of the KAA basketball season. We plan to work on floor again this summer.

* Frank & I repaired all the tiles in the modular boys' bathroom that were either cracked or damaged.

* Northwest Refrigeration repaired the two library HVAC units.

Mrs. Smith requested a recess (7:21 p.m.-7:26 p.m.) to contact Mr. Ardito.

MOTIONS

1. Audit and Management Report

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to table the acceptance of the 2017-18 Audit and Management Report and approve the Corrective Action Plans with one recommendation.

Audit recommendation under the applicable heading as listed:

Audit for Year Ending June 30, 2017

Administrative Practices and Procedures	None
Financial Planning, Accounting and Reporting	One
*That the board secretary report cash balances are in agreement with the Treasurer's bank reconciliation reports on a monthly basis.	
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

2. Approve Maternity Leave Request Extension

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously by roll call vote to approve an extension to the maternity leave of Samantha Lestrangle from March 19, 2018 to the end of the 2017-2018 school year.

3. Approve Maternity Leave Extension

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve a contract extension to Jennifer Wendt, maternity leave replacement for music, effective March 19, 2018 through the end of the 2017-2018 school year with a salary adjustment of \$17,458.04, as recommended by the Superintendent.

4. Approve Maternity Leave Replacement

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the hiring of Danielle Muessig, maternity leave replacement for sixth grade, effective through the end of the 2017-2018 school year with a prorated salary based on Step 1 MA of \$28,886.64, as recommended by the Superintendent.

5. Approve Substitutes

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the following substitutes for the 2017-18 school year, as recommended by the Superintendent, pending completion of paperwork: Donna Taylor and Carrie Anne Fleyzor.

6. SEMI Waiver

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to apply to the Executive County Superintendent for a SEMI Waiver for the 2018-2019 school year based upon the fact that the district will have 17 Medicaid eligible classified students, based on the revenue projections provided by the Department of Education.

7. Approve Travel Expenditures

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously by roll call vote to approve the attached travel expenditures for the 2017-18 school year as required by N.J.S.A.18A:11-12.

8. Approve Educational Trips

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously to approve the following 2017-2018 educational trips with parent transport:

Date	Event	Advisor
February 26, 2018	Math-a-Magicians Consortium Event	K. Reber
February 27, 2018	All Star Band Rehearsal and Concert	J. Wendt

9. Approve Budget Line-Item Transfers

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously by roll call vote to approve the attached 2017-2018 budget line-item transfers for the time period of December 19, 2017 through January 22, 2018 with a total of \$5,000 for Fund 11.

10. Approve Bills

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the bills for payment as follows from December 19, 2017 through January 22, 2018 General Fund bill list of \$375,902.92 and Cafeteria bill list \$4,151.97

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 December 31, 2017 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary’s Report for the month ended December 31, 2017 and the A-149 Treasurer’s of School Monies Report for the month ended December 31, 2017 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).

12. Approve Minutes – January 8, 2018

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the Regular Session Minutes of January 8, 2018.

AYES: 4

NOES: 0

ABST: 2 (Mr. Biery, Mrs. McCormack.)

Motion carried.

13. Approve Minutes – January 8, 2018

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the Reorganization Session Minutes of January 8, 2018.

AYES: 4

NOES: 0

ABST: 2 (Mr. Biery, Mrs. McCormack.)

Motion carried.

Old Business

None.

New Business

Mrs. Smith reminded all board members to check their email for information on Warren County School Board events.

Upcoming Meetings

February 12, 2018: Board Committee Meetings, 6pm

February 26, 2018: Board Meeting, 7pm

Executive Session

Be it hereby resolved by Mrs. Sullivan seconded by Mrs. McGuinness at 7:38 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Negotiations

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 7:54 p.m.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to adjourn the meeting at 7:54 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: