

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – January 23, 2017

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: Mrs. Dawn Bates, Mr. Don Biery, Mr. Randy Dolinsky, Mrs. Joann McCormack, Mrs. Kate McGuinness (7:05 p.m.), Mrs. Rhonda Moritz, and Mrs. Tammy Smith.

Absent: Mrs. Dawn Sullivan.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Ms. Dana Gruszecki, Vice Principal, & Mrs. Diane Davalos.

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 (October 2015).

Public Participation

None.

Correspondence

Regarding supply reimbursement, Mr. Brennan read a thank you note from Mrs. Tate thanking the Board for their continued support of the students, teachers, and the art program.

Superintendent's Report

Mrs. DeFalco gave the following report:

* Governor's Teacher Recognition/Educational Services Professional Award was selected and our recipients are: Diane Davalos and Helen Hill.

* The draft School Calendar for 2017-2018 is almost complete. The county and cluster committees are finalizing this month. Tentative dates are as follows: First day of school for students September 6, Back to School Night September 13, Winter Recess December 25-January 1 and Spring Recess March 30th through April 6

* I attended my second committee meeting regarding staff empowerment in an emergency situation. Bill Eppell from the Prosecutor's office, along with the committee will be presenting at county faculty meetings starting in March.

* Samantha Lestrangle received six new music stands through the generosity of donors on Donorschoose.org.

* 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: Maker spacers, Useful Data, Situational Awareness, Technology Infused Primary Classrooms, STEM/STEAM and Digital Resources for NGSS.

* The official release of 2015-2016 NJDOE District and School Grade Report under the Anti-Bullying Bill of Rights District and School Report yielded a score of 72, which is 3 points higher than last year. Points were gained in areas of training, curriculum and reporting procedures.

* The KTEA is organizing a Teacher for a Day program which includes inviting individuals within our community to be a teacher for the day. The next meeting is February 6th and the day of the event will be May 19th. If you are interested in participating as a board member, please let me know.

* NORWESCAP presented Knowlton Township Elementary School with a Hunger Action Award for our efforts to end hunger by participating in the 2016 Students Change Hunger Challenge. Our school collected 339 pounds of food, including pounds for dollars donations for the NORWESCAP Food Bank!

Vice Principal's Report

Ms. Gruszecki gave the following report:

* Starting last week, the homerooms have been challenged to Random Acts of Kindness. The Climate Committee created a bulletin board for student to pull suggested acts and have their picture posted doing the act. This follows the world wide Great Kindness Challenge, where schools all over the world are challenging themselves to commit as many acts of kindness as possible.

* Our Spelling Bee winner was Amber Snyder and the runner was Emma Erickson. They will be recognized at the next board meeting.

* Grades 5 and 6 had a presentation by the NJ State Police. Trooper Bambara explained to the students how to be safe on social media, what not to do on social media, cyber-bullying, and bullying in general.

* Players of Bethlehem Steel took over Ms. Lennox's PE classes on Thursday and Friday. They interacted with the students and showed them different soccer drills and techniques.

Board Secretary's Report

Mr. Brennan gave the following report:

* Pension: Submitted 2016 Q4 (Oct-Dec) IROC Payments/Reports for TPAF & PERS.

* FY 2016 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:

* HVAC unit in Mrs. Hill's room has been repaired by Northwest Refrigeration.

* 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.

* RK Environmental conducted PEOSHA & AHERA training as required by the State of NJ. Bob, Frank, Terri, and I attended.

MOTIONS

1. Longevity

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve a longevity increase for Allison Bickhardt as per KTEA contract as of February 15, 2017. (Longevity level- \$2,500.)

2. HIB/EVRS Semi-Annual Report

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously to approve the 2016-2017 EVRS/HIB-ITP data for reporting period 1.

3. Approve Substitutes

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the following substitutes for the 2016-17 school year, as recommended by the Superintendent, pending completion of paperwork: Amanda Nechay and Kim Wenner.

4. Policy 4112.4

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously to approve update for policy 4112.4- **Employee Health.**

5. Policy 5111

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously to approve update for policy 5111 – **Admission.**

6. Policy 5131

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve update for policy 5131 – **Conduct/Discipline.**

7. Policy 5131.5

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve update for policy 5131.5 – **Violence/Vandalism.**

8. Policy 5141.4

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve update for policy 5141.4- **Missing, Abused and Neglected Children.**

9. SEMI Waiver

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to apply to the Executive County Superintendent for a SEMI Waiver for the 2017-2018 school year based upon the fact that the district will have 8 Medicaid eligible classified students, based on the revenue projections provided by the Department of Education.

10. Approve Travel Expenditures

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the attached travel expenditures for the 2016-17 school year as required by N.J.S.A.18A:11-12.

11. Approve Field Trip Contracts and Destinations

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following 2016-2017 field trip contracts:

Contract

Q-FT-07– PS/K with B&K Dalrymple to Turtle Back Zoo (May 23, 2017)

No contract

Phabulous Physics Competition (Mansfield) – parent driver (March 3, 2017)

Chess competition (Allamuchy) - parent driver (March 7, 2017)

Debate (Blairstown) -parent driver (March 23, 2017)

12. Annual Notice of Meetings Update

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously to adjust the bolded dates and adopt the following notice for distribution.

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Monday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Star Ledger and the Express Times.

Board Workshop Meetings

No workshop
February 13, 2017
March 13, 2017
April 10, 2017
May 8, 2017
June 12, 2017
No Workshop
No Workshop
September 11, 2017
October 2, 2017 (First Monday)
November 13, 2017
December 4, 2017 (First Monday)
January 4, 2018 (Reorg. Meeting) (First Thursday)

Monthly Meetings

January 23, 2017
February 27, 2017
March 27, 2017
April 24, 2017
May 22, 2017
June 19, 2017 (Third Monday)
July 17, 2017 (Third Monday)
August 28, 2017
September 25, 2017
October 23, 2017
November 27, 2017
December 18, 2017 (Third Monday)

13. Approve Bills

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows from December 20, 2016 through January 23, 2017 General Fund bill list of \$377,122.94 and Cafeteria bill list \$4,808.30.

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, 2016 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary’s Report for the month ended December 31, 2016 and the A-149 Treasurer’s of School Monies Report for the month ended December 31, 2016 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).

15. Approve Minutes – December 19, 2016

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of December 19, 2016.

AYES: 5

NOES: 0

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

Motion carried.

16. Approve Minutes – January 9, 2017

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve the Reorganization Session Minutes of January 9, 2017.

AYES: 6

NOES: 0

ABST: 1 (Mrs. Moritz.)

Motion carried.

Old Business

None.

New Business

Mrs. Moritz asked if a commencement/graduation date has been scheduled.

Mrs. Bates asked what is the current communication process to notify parents and students when a cancellation occurs of an after school club.

Upcoming Meetings

February 13, 2017: Board Committee Meetings, 6pm

February 27, 2017: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:51 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: