

# KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

## ANNUAL REORGANIZATION MEETING

### **DRAFT-AGENDA – January 8, 2018– 7:00 PM**

#### ***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***

#### ***Flag Salute***

#### ***Roll Call***

#### ***Results of the November 7, 2017 School Election***

One Year Unexpired Term

Don Biery 406

Three Year Term – Board of Education

Joann McCormack 3

#### ***Administer Oath of Office to Elected/Re-elected/Appointed Members***

#### ***Election of Board President***

The nomination of \_\_\_\_\_ as President of the Knowlton Township Board  
of Education made by \_\_\_\_\_ seconded by \_\_\_\_\_

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to close the nominations for President.

Vote on candidates for President.

#### ***President Presides***

#### ***Election of Vice President***

The nomination of \_\_\_\_\_ as Vice President of the Knowlton Township  
Board of Education made by \_\_\_\_\_ seconded by \_\_\_\_\_

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to close the nominations for Vice President.

Vote on candidates for Vice President.

## ***Appointment of 2018 Committees and Delegates by the President***

### ***Consent Motion Approval***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the use of a consent motion for the reorganization.

Motion

### ***Reorganization Consent Motion***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following agenda items numbered 1 through 9 for 2018.

On roll call, motion

#### ***1. Adoption of Curriculum***

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2018: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language and 21<sup>st</sup> Century Skills.

#### ***2. Adoption of Policy***

to adopt all existing policies, by-laws and regulations for the operation of the Board and the school.

#### ***3. Approve Permitted Records***

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

#### ***4. Designate Newspapers***

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Star Ledger* as an alternate.

#### ***5. Depositories***

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank, PNC Bank, Newton Trust Company.

## 6. *Bank Signatories*

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Current Expense	3	President, Board Secretary and Treasurer
Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

## 7. *Petty Cash*

to approve petty cash funds to be established for July 1, 2018 through June 30, 2019 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

## 8. *Personnel and/or Firm Appointments*

To appoint the following persons for 2018:

Superintendent – Jeannine DeFalco  
Treasurer of School Monies – Randy Wilson  
Attorney – Schwartz Edelstein Law Group (note new name)  
Auditor - Ardito & Co., LLP  
Insurance Agent for Property/Casualty – Brown and Brown, Inc.  
Insurance Broker for Health Insurance – Brown and Brown, Inc.  
Risk Management Consultant – Bob Gemmill, Brown and Brown, Inc.  
Custodian of Records – Michael Brennan  
Acting (Alternate) Board Secretary for Meeting Purposes – Dana Carroll  
Affirmative Action Officer- Dana Carroll  
504 Committee Coordinator – Dana Carroll  
School Physician – Dr. Gary Avary, MD  
AHERA Compliance Officer – RK Environmental  
Licensed Drinking Water Operator – McGowan Well Water Compliance  
Official Bargaining Unit – Knowlton Township Education Association  
IAQ Designate – Franklin Bush  
Attendance Officer- Susan Acker  
Americans with Disabilities Act (ADA) Coordinator – Dana Carroll  
Homeless/Storm Liaison – Jeannine DeFalco  
Public Agency Compliance Officer –Michael Brennan  
School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco

## 9. *Annual Notice of Meetings*

to adopt the following notice:

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 12, 2018  
March 12, 2018  
April 16, 2018 (Third Monday)  
May 14, 2018  
June 11, 2018  
No Workshop  
No Workshop  
September 10, 2018  
October 15, 2018 (Third Monday)  
November 12, 2018  
No workshop

### Monthly Meetings

January 22, 2018  
February 26, 2018  
March 26, 2018  
April 23, 2018  
May 21, 2018 (Third Monday)  
June 18, 2018 (Third Monday)  
July 30, 2018 (Fifth Monday)  
August 27, 2018  
September 24, 2018  
October 22, 2018  
November 26, 2018  
December 17, 2018 (Third Monday)  
January 3, 2019 (Reorg. Meeting)  
**(First Thursday)**

## **Agenda – Regular Meeting**

### ***Public Participation***

### ***Correspondence***

#### ***1. Approval of 2017-2018 Substitutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following individuals as substitute teachers for the 2017-2018 school year  
pending completion of required paperwork:

**Valerie Tynan, Jill McDonald, Christine Zmigrodski, Carrie Anne Fleyzor and  
Robyn Smith**

Motion

**2. Policy 1250 Visitors**

A motion was made by  
to approve update for policy 1250 Visitors.

seconded by

Motion

**3. Policy 2130 Principal Evaluation**

A motion was made by  
to approve update for policy 2130 Principal Evaluation.

seconded by

Motion

**4. Approve Memorandum of Agreement**

A motion was made by  
to approve the Memorandum of Agreement for 2017-18 as provided by the State of New Jersey.

seconded by

Motion

**5. New Hire- maternity leave**

A motion was made by  
to authorize Mrs. DeFalco, Superintendent to hire the sixth grade maternity leave needed for the end of January or earlier, to be approved by the board at the next regular board meeting.

seconded by

On roll call, motion

**6. Education Foundation Resolution**

A motion was made by  
to pass the following resolution:

seconded by

**RESOLUTION**

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized that support for the public schools, both financial and philosophical, was necessary to the maintenance of educational programs and,

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized a need to improve cooperative efforts with business industry and municipal government and,

WHEREAS, The Skyland Education Foundation, Inc. was formed in January 1992 to meet these needs of member school districts and,

WHEREAS, THE Board of Education of Knowlton Township School District agreed to support the Skyland Education Foundation by adopting the constitution by-laws of the organization and committed a sum of \$3.00 per resident student for organizational costs and,

WHEREAS, It is now necessary to dissolve the Skyland Education Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation and,

WHEREAS, The assets of the Corporation shall be distributed to the member school districts in proportion to the resident enrollment at the time the Corporation was formed and,

NOW THEREFORE BE IT RESOLVED, That the Board of Education of Knowlton Township School District supports the dissolution of the Skyland Education Foundation and NOW THEREFORE BE IT FINALLY RESOLVED, That the Board of Education of Knowlton Township School District requests that their proportionate share of the assets of the Skyland Education Foundation be returned to the Board of Education.

On roll call, motion

**7. Accept donation**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept a donation in the amount of \$1,000 from our Parent Teacher Organization to fund Student Activities.

On roll call, motion

**8. Joint Transportation Agreement**

A motion was made by \_\_\_\_\_  
to approve the 2017-2018 Joint Transportation Agreement with host district North Warren Regional and joiner district Knowlton Township/Knowlton Elementary for non-public student transportation.

On roll call, motion

**9. Approve Field Trip Contracts**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following 2017-18 field trip contracts:  
**Q-FT-04 with B&K Dalrymple**  
Grade 4 to Trenton Barracks and State House  
**Q-FT-05 with B&K Dalrymple**  
Grade 3 to Warren County Library and Ramsaysburg Homestead

On roll call, motion

**10. Approve Bills**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: December Monthly bill list \$465,988.99 and Cafeteria bill list \$5,699.64.

On roll call, motion

**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 November 30, 2017 (Policy 6820).

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

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

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Report for the month ended November 30, 2017 and  
the A-149 Treasurer’s of School Monies Report for the month ended November 30, 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  
Mappropriate district officials, certifies that no major account or fund has been overexpended  
in violation of NJAC 6A:23A-16.10(c).

On roll call, motion

**12. Approve Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Regular Minutes of November 21, 2017.

Motion

**13. Approve Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the minutes recorded on December 18, 2017.

Motion

**Old Business**

**New Business**

**Upcoming meetings**

- \*Monthly Board meeting – January 22, 2018
- \*Next Board Workshop meeting – February 12, 2018

**Adjournment**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adjourn the meeting at \_\_\_\_\_ p.m.

Motion