

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REORGANIZATION MEETING – January 8, 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 1:43 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mrs. Dawn Bates (telephone), Mrs. Kate McGuinness, Mrs. Tammy Smith, and Mrs. Dawn Sullivan (telephone).

Absent: Mr. Don Biery, Mrs. Joann McCormack, and Mrs. Rhonda Moritz.

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

### ***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***

None.

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

The nomination of Mrs. Smith as President of the Knowlton Township Board of Education was made by Mrs. McGuinness seconded by Mrs. Sullivan.

A motion was made by Mrs. McGuinness seconded by Mrs. Bates to close the nominations for President.

AYES: 4

NOES: 0

ABST: 0

Motion carried.

### ***President Presides***

Mrs. Smith now presides as President of the Knowlton Township Board of Education.

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

The nomination of Mrs. Moritz as Vice President of the Knowlton Township Board of Education was made by Mrs. McGuinness seconded by Mrs. Smith.

A motion was made by Mrs. McGuinness seconded by Mrs. Smith to close the nominations for Vice President.

AYES: 4

NOES: 0

ABST: 0

Motion carried.

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

Mrs. Smith moved selection of 2018 committees and delegates to the January 22, 2018 meeting.

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

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve the use of a consent motion for the reorganization.

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

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 9 for 2018.

#### ***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  
 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

A discussion was held regarding the 2018 firm appointments.  
 Mrs. Smith requested that these 2018 firm appointments be removed for further review:  
 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 Gemmell, Brown and Brown, Inc.

## **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

### 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 10, 2018  
October 15, 2018 (Third Monday)  
November 12, 2018  
No workshop

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***

None.

### ***Correspondence***

None.

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

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously 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.**

#### ***2. Policy 1250 Visitors***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve update for policy 1250 Visitors.

#### ***3. Policy 2130 Principal Evaluation***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve update for policy 2130 Principal Evaluation.

#### ***4. Approve Memorandum of Agreement***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve the Memorandum of Agreement for 2017-18 as provided by the State of New Jersey.

#### ***5. New Hire- maternity leave***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote 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.

## ***6. Education Foundation Resolution***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to pass the following resolution:

### 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.

## ***7. Accept donation***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to accept a donation in the amount of \$1,000 from our Parent Teacher Organization to fund Student Activities.

## ***8. Joint Transportation Agreement***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote 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.

## ***9. Approve Field Trip Contracts***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote 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

### ***10. Approve Bills***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the bills for payment as follows: December monthly bill list \$465,988.99 and Cafeteria bill list \$5,699.64.

### ***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).

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Board Secretary

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Date

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

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote 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 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***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve the Regular Minutes of November 21, 2017.

### ***13. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to approve the minutes recorded on December 18, 2017.

AYES: 3

NOES: 0

ABST: 1 (Mrs. Sullivan.)

Motion carried.

### ***Old Business***

None.

### ***New Business***

None.

***Upcoming Dates and Meetings***

February 12, 2018: Board Committee Meetings, 6pm

January 22, 2018: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to adjourn the meeting at 1:57 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: