

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REORGANIZATION MEETING – January 9, 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***

Mr. Brennan called the meeting to order at 7:00 p.m.

### ***Flag Salute***

Mr. Brennan invited everyone to join him in the flag salute.

### ***Roll Call***

Present: Mrs. Dawn Bates, Mr. Don Biery, Mr. Randy Dolinsky, Mrs. Joann McCormack, Mrs. Kate McGuinness, and Mrs. Tammy Smith.

Absent: Mrs. Rhonda Moritz and Mrs. Dawn Sullivan.

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

### ***Results of the November 8, 2016 School Election***

Three Year Term – Board of Education

Rhonda Moritz	77
Dawn Bates	66
Tammy Smith	63

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

Mr. Brennan administered the oath of office to Mrs. Bates, Mr. Biery, Mrs. McCormack, and Mrs. Smith.

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

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

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

AYES: 5

NOES: 0

ABST: 1 (Mrs. Smith.)

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. Smith and seconded by Mrs. McGuinness.

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

AYES: 6

NOES: 0

ABST: 0

Motion carried.

### ***Appointment of 2017 Committees and Delegates by the President***

Facilities Committee: Mr. Dolinsky (Chair) & Mrs. Moritz.

Instructional Committee: Mrs. Bates, Mr. Biery, & Mrs. McGuinness (Chair).

Policy Committee: Mrs. McCormack & Mrs. Sullivan (Chair).

Warren County Delegate: Mrs. Moritz.

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

A motion was made by Mrs. Smith seconded by Mr. Dolinsky 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 2017.

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

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2017: Math, 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, 2017 through June 30, 2018 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 2017:

Superintendent – Jeannine DeFalco  
Treasurer of School Monies – Randy Wilson

Attorney – Schwartz, Simon Edelstein & Celso LLC Attorneys At Law.  
 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.  
 Custodian of Records – Michael Brennan  
 Acting (Alternate) Board Secretary for Meeting Purposes – Dana Gruszecki  
 Affirmative Action Officer- Dana Gruszecki  
 504 Committee Coordinator – Dana Gruszecki  
 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 Gruszecki  
 Homeless/Storm Liaison – Jeannine DeFalco  
 Public Agency Compliance Officer –Michael Brennan

## **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 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)

### 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)  
 January 8, 2018 (Reorg. Meeting)

***Old Business***

Discussed fingerprinting requirements for NJ.  
Warren County Meeting Reminder, January 25<sup>th</sup>.

***New Business***

Discussed the NJSBA Code of Ethics for School Board Members.  
Discussed creation of new board members email accounts.

***Upcoming Meetings***

January 23, 2017: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously to adjourn the meeting at 7:22 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: