

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – October 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. Randy Dolinsky, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Rhonda Moritz (7:06 p.m.), Mrs. Tammy Smith, and Mrs. Dawn Sullivan (7:26 p.m.).

Absent: Mr. Don Biery.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Bickhardt, Mrs. Davalos, Mrs. Kwasnik, Mrs. Plunkett, 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

Concerning water compliance, Mr. Brennan read a change of licensed operator letter from McGowan Well Water Compliance Management, LLC. Mr. Brennan read a maternity leave extension request letter from Mrs. LeStrange through March 19th, 2018. Mr. Brennan read a maternity leave request letter from Mrs. Staub.

Superintendent's Report

Mrs. DeFalco gave the following report:

* At the October 2 NJASA Curriculum and Instruction meeting:

- 1- There will be a new Superintendent evaluation which will be rolled out at the NJSBA Convention this week. There will be workshops on this topic. The new evaluation is optional for this year, but it is expected that it will be required starting in the 2018-2019 school year.
- 2- The science assessment for 2017-2018 will be aligned to the Next Generation Science Standards and will be given in grades 5, 8 and 11. The move to grade 5 from 4 was a standards' based motivation according to NJDOE.
- 3- The Memorandum of Agreement is undergoing changes and the meetings that usually occur in September with local and state police have been pushed back to December/January. Additions to the MOA are the addition of hate and bias acts will be included as a notification requirement and updated security and safety requirements.

* On October 17th I attended a meeting for district homeless liaisons. The meeting provided updates to the current McKinney Vento Residency Laws.

* Family Promise of Warren County will be hosting an open house on October 25, 2017 from 12-6pm. At 4 pm they will have dedications of their Children's Room and the Family Room. All are invited to attend.

* Just Say No Club and Knowlton Municipal Alliance are coordinating with Project Medicine Drop and Coalition for Healthy and Safe Communities and will have a mobile drop box unit provided by the Warren County Sheriff's Department at the Knowlton Municipal Building. The National Prescription Drug Take Back Day aims to provide a safe, convenient and responsible means of disposing of prescription drugs, while educating the general public about the potential for abuse and medications. This coordinates with Red Ribbon Week as well.

* Our Wild West Book Fair ran last week and Mrs. Reber did a phenomenal job organizing and decorating. Parents and staff assisted with props for the library, including pony rides on family night, set up and book purchasing. Kudos to Mrs. Reber and her crew for a successful fair.

* Teacher SGO's (Student Growth objectives) are in their final phase and all will have met the deadline of October 31st.

*** Upcoming Events for Superintendent**

Conferences will be held on November 8th and 16th with both of those days being early dismissals. Some overflow conferences have been scheduled for the afternoon of the 15th. This is a regularly scheduled day.

* School Security Meeting on November 14, 2017.

* Information regarding TECHSPO has been disseminated to administrators and this year the event will run Thursday, January 25 and Friday January 26th. I plan to attending both days, schedule permitting.

* Mrs. Carroll's daughter, Camryn Patricia was born on October 18th and everyone is doing great.

Board Secretary Report

Mr. Brennan gave the following report:

* Pension: Submitted 2017 Q3 (July-Sept) IROC Payments/Reports for TPAF & PERS.

* Grants: Submitted 2016 Year End Final Expenditures Reports for NCLB.
IDEA FY 16 final expenditure report is now available (Oct 17th) and due on November 17th.

* Our financial audit (October 4th & 5th: Ardito & Company) was conducted this month. Overall, everything went well. We provided necessary reports and documentation so they could properly conduct their audit.

* Anthony notified me about several post audit follow up items that we will need to submit:
1) Attorney letter
2) Compensated absences as of 6/30/17 (track liability)
3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

* Audit report (CAFR) is due Dec 5th.

Facilities:

* The boilers were serviced and started for the season and we shut off the air conditioners throughout the school.

* New oven was installed by Wires Electric last week.
Today was our first school day to use the new oven.

* New mat was installed by the West Wing water fountains to protect the carpet.
A new mat was also installed by the back entrance of the modulars.

Committee Reports

None.

Presentations – STEM

Citizenship Awards presented by Mrs. Davalos

Mrs. Plunkett led a joint STEM presentation with her students that included “challenging” the Board to replicate a class project to build a stable structure given certain materials.

Mrs. Davalos presented citizenship awards to Ella Dodd & Matthew Brando. Congratulations to Ella & Matt. Great job!

MOTIONS

1. Approval of 2017-2018 Substitutes

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to approve the following individuals as substitute teachers for the 2017-2018 school year pending receipt of required paperwork:

Dawn Peluso and Donna Taylor

2. Approval of School Nursing Services Plan

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to approve the 2017-18 School Nursing Services Plan.

3. Approve Observation Hours

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to approve Kathleen Moritz, a student from West Chester University’s Education program, to complete required observation hours during the 2017-2018 (November), as recommended by the Superintendent.

AYES: 6

NOES: 0

ABST: 1 (Mrs. Moritz.)

Motion carried.

4. Approve Vice Principal Evaluation Tools for 2017-2018

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to approve the Multidimensional Principal Performance Rubric and the State Assistant/Vice Principal Evaluation Leadership Instrument as evaluations tools for 2017-2018.

5. Accept Donation

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously by roll call vote to accept a donation in the amount of \$1,750.00 from an anonymous donor to be applied to Ski Club costs and transportation.

6. Accept Donation

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to accept a donation of an alto saxophone to the music program from Mrs. Acker.

7. NJQSAC Statement of Assurance

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to approve the 2017-18 New Jersey Quality Single Accountability Continuum Statement of Assurance for submission to the NJDOE.

8. Approve Field Trip Destination and Contract

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously by roll call vote to approve the following 2017-18 field trip destinations and contracts:

Q-FT-01– Ski club with B & K Dalrymple to Shawnee Mountain (6 dates)
Total Cost = \$1,710.00. (Anonymous donor check to offset cost to BOE)

9. Approve Travel Expenditures

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously by roll call vote to approve the attached travel expenditures for the 2017-18 school year as required by the Chapter 53 revisions to C.18A:11-12.

10. Approve Bills

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$383,184.56 and Cafeteria bill list \$5,283,24.

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 September 30, 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 Mr. Dolinsky and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2017 and the A-149 Treasurer of School Monies Report for the month ended September 30, 2017 in compliance with the N.J.A.C. 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 N.J.A.C. 6A:23A-16.10(c).

12. Approve Minutes

A motion was made by Mrs. Sullivan seconded by Mr. Dolinsky and carried unanimously to approve the Regular Session Minutes of September 25, 2017.

AYES: 6

NOES: 0

ABST: 1 (Mr. Dolinsky.)

Motion carried.

Old Business

None.

New Business

A discussion was held regarding cyber bullying.

Upcoming Dates and Meetings

NJSBA Convention – October 23rd - October 26th 2017

School Board Elections – November 7, 2017

November 13, 2017: Board Committee Meetings, 6pm

November 27, 2017: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Dolinsky and carried unanimously to adjourn the meeting at 8:09 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: