

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – October 24, 2016

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 7:00 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates, Mr. Eric Erickson, Mrs. Kate McGuinness (7:02 p.m.), Mrs. Rhonda Moritz, Mrs. Tammy Smith, and Mrs. Dawn Sullivan.

Absent: Mr. Randy Dolinsky.

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

Mission Statement

We are committed to provide an engaging, comprehensive education aligned with the Common Core 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)

Presentation—Second Grade STEM

Mrs. Plunkett & Mrs. Werner led the second grade students' through a STEM presentation. Great job by Mrs. Plunkett, Mrs. Werner, and all the second grade students'!

Public Participation

None.

Correspondence

Regarding supply reimbursement, Mr. Brennan read a thank you note from Mrs. Davalos thanking the Board for their continued support of the teachers'. Mrs. Davalos noted she was able to purchase math and reading centers for her class.

Superintendent's Report

Mrs. DeFalco gave the following report:

* We will be under an Administrative Review for the School Nutrition Program. The date is forthcoming. A series of mandatory webinars were made available to appropriate staff.

* QSAC (Quality Single Accountability Continuum) monitoring will be taking place this year for Knowlton. The first pieces that need to be completed for this process is the SOA (Statement of Assurance) as well as the Facilities Checklist. We will be scheduled for an onsite review as well.

* At my Superintendent's Roundtable, we were alerted that work is being done at the state level in committees to develop a new teacher evaluation system which will be just for New Jersey. Also at the Roundtable we were informed that this year's Performance reports will again only measure participation rates.

* Teachers have signed up to examine the Science Curriculum and provide input and feedback regarding the transition to Next Generation Science Standards.

* School Boards Convention – I will be in attendance Tuesday through Thursday of this week.

* School Security Meeting on November 3, 2016.

* Bomb Threat Awareness and Response Presentation on November 30, 2016.

* Information regarding TECHSPO has been disseminated to administrators and this year the event will run Thursday, January 26 and Friday January 27th. I plan to attend one day or the other, schedule permitting.

Vice Principal's Report

Ms. Gruszecki gave the following report:

* The Pirate Theme Book Fair was a success. Students enjoyed the decorations and fun filled pirate activities. Mrs. Reber's penny race netted the library over \$500 for books for the library.

* Mrs. Lestrangle was a grant recipient of 3 sets of Boom Whackers for the music room.

* During the October In-Service Day, Mrs. Reber presented a workshop about using the Smart Board, Mrs. Garrison presented a workshop about Google Classroom, and Ms. Maxman presented a workshop about Closed Reading. Workshops were open to other educators in the county and their sessions were well attended.

* Tomorrow students will be participating in National Walk to School Day. Students will exit their bus and complete 2 laps around the walking path to simulate walking to school.

* The students will also participate in Mix-it Up Day at lunch tomorrow and sit with students they normally do not sit with.

* I attended a Pre-Construction Meeting for the Route 46 construction that is currently taking place. Other than the alternating lights that will be temporarily going in at Ramseyburg and at the old King Cole establishment, there will be no disruptions for the school. Those lights will affect one bus route and all paving will take place at night.

Board Secretary Report

Mr. Brennan gave the following report:

* Pension: Submitted 2016 Q3 (July-Sept) IROC Payments/Reports for TPAF & PERS

* We used a significant portion of the REAP grant (\$18,643) to purchase 33 chromebooks & 2 charging carts (\$9,160.25) for the 4th grade.

* Our financial audit 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) Bank confirmation form (sign off on balances by account)
- 2) Compensated absences as of 6/30/16 (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.

PTO Report

None.

MOTIONS
Personnel/Policy

1. Approve Knowlton School Bus Driver

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve Cindy Hendershot as a school bus driver for the 2016-2017 school year with a rate of \$27 per day to include AM Preschool Pick Up run and PM end of school day run, as recommended by the Superintendent.

2. Approval of 2016-2017 Substitutes

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to approve the following person as a substitute teacher for the 2016-2017 school year pending receipt of required paperwork:

Carol Brennan

3. Approval of School Nursing Services Plan

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the 2016-17 School Nursing Services Plan

4. Approve Observation Hours

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to approve Gabrielle Cardosa, a student from East Stroudsburg University Speech-Language Pathology undergraduate program, to complete required observation hours during the 2016-2017 school year, as recommended by the Superintendent.

Business/Finance/Operations

5. Approve Contract

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve a special instructional services contract for student #1744 from Accent On Communication, LLC, with PROMPT therapist Stephenie Newfeld for two sessions per week. Therapy costs are at a rate of \$105.00 per session.

6. Accept Donation

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to accept a donation in the amount of \$1,500.00 from an anonymous donor to be applied to Ski Club costs and transportation.

7. Merit Goal

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to recognize the designated Qualitative Merit Goal for the Superintendent, as stated in the report dated August 22, 2016, has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

8. NJQSAC Statement of Assurance

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve the 2016-17 New Jersey Quality Single Accountability Continuum Statement of Assurance for submission to the NJDOE.

9. NJQSAC District Performance Review

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the 2016-17 New Jersey Quality Single Accountability Continuum District Performance Review for submission to the NJDOE.

10. Approve Field Trip Destination and Contract

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the following 2016-17 field trip destinations and contracts:

Q-FT-02 – Merrill Creek Environmental Center – Grades 1 and 2

Q-FT-03– Ski club with B & K Dalrymple to Shawnee Mountain (6 dates)
Total Cost = \$1,710.00. (Anonymous donor check to offset cost to BOE)

11. Approve Travel Expenditures

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the attached travel expenditures for the 2016-17 school year as required by the Chapter 53 revisions to C.18A:11-12.

12. Approve Bills

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$326,319.55 and Cafeteria bill list \$6,384.74.

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, 2016 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2016 and the A-149 Treasurer of School Monies Report for the month ended September 30, 2016 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).

14. Approve Minutes

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve the Regular Session Minutes of September 26, 2016.

Old Business

None.

New Business

Mr. Erickson discussed the possibility of teachers exploring additional grants. For compliance reasons, Mr. Brennan explained that Bank of America will charge a \$199 setup fee for changing their credit card processor to Payeezy.

Upcoming Meetings

School Board Elections – November 8, 2016

November 14, 2016: Board Committee Meetings, 6pm

November 28, 2016: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to adjourn the meeting at 8:41 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: