

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – November 21, 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 7:02 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. Rhonda Moritz, Mrs. Tammy Smith, and Mrs. Dawn Sullivan.

Absent: Mr. Randy Dolinsky and Mrs. Kate McGuinness.

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

Mission Statement

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

Public Participation

None.

Correspondence

Regarding supply reimbursement, Mr. Brennan read a thank you note from Mrs. Kwasnik thanking the Board for their continued support of the students and teachers.

Check Presentation by Just Say No

Mrs. Harer & Mrs. Staub presented a Just Say No Club check in the amount of \$360.00 to the Knowlton Township Board of Education for the Student Activity Fund.

Vice Principal's Report

Ms. Gruszecki gave the following report:

* North Warren' National Honor Society came on Dec. 10th and worked with our 5th grade to create cards for children who are in the hospital during the holidays.

* The 5th and 6th grades held their spelling bees in their classrooms. Seven students from each grade level will compete on Jan. 8 for Knowlton School's Spelling Bee Champion.

* The Read Across America Committee met and has determined this year's theme will be Passport to Reading based upon the themes of the visiting author's books.

* Tomorrow we will be submitting all the data required by the state to NJ SMART who will then upload it to Pearson for PARCC.

* I attended a workshop last Friday regarding Standards Based Reports Cards and I also attended a workshop presented by the United Way about Stress in children and adults and learned some techniques to handle students who may be in states of anger, anxiety, or restlessness.

Superintendent's Report

Mrs. DeFalco gave the following report:

* The classes/seminars that I attended at the NJSBA convention were:

Experience by Doing! The Next Generation Science Standards are Here—this Action Lab was presented by an Assistant Professor of Math/Science from Ramapo College of New Jersey. **Special Session (Keynote) – Improbably to Unstoppable.** The keynote speaker was Fred Lajvardi. He has been honored with numerous awards and continues to be a significant contributor to the increasing interest and awareness of STEM education nationwide. The acclaimed documentary “Underwater Dreams” and motion picture “Spare Parts” are based on the story of entering his diverse high school team in a university level national underwater robotics competition. They went on place first, defeating leading universities, including MIT.

* **Do's and Don'ts of Special Education** – this presentation was a general overview of special education law, the types of disputes boards are typically involved in, and general concepts and practical considerations to be aware of concerning litigation.

* **A Conversation with Acting Commissioner Kimberley Harrington** – Kim provided an assessment of New Jersey's progress towards implementing education initiatives, talk about future challenges, and discussed how states and local school leaders can most effectively work together to meet the goal of preparing students for colleges and careers.

* **Green Purchasing** – Sustainable New Jersey for Schools presented on how to implement policies and practices in your district to purchase environmentally friendly, healthy, and cost-effective materials.

* 2016-2017 Governor’s Educator of the Year Program nomination forms have been made available to nominate a classroom teacher or an educational service professional for this honor. The forms are due to back to my office by December 7, 2016.

* I am scheduled to attend a workshop/seminar focused on Responding to School Bombing Incidents on November 30th. I will also serve on a School Safety/Staff Empowerment committee that will be meeting December 2, 2016 to discuss actions of staff during a potential emergency crisis.

* The Warren County’s Prosecutor’s office will be creating, with the help of Warren Technical School a Public Service Announcement to be used on district websites, in newsletters or brochures which will focus on the parent’s role in an emergency situation. This is expected to be finalized by January.

* We have received that date of Tuesday, February 7th as our onsite (QSAC) Quality Single Accountability Continuum date.

Board Secretary Report

Mr. Brennan gave the following report:

* Mrs. Bates, Mrs. Moritz, & Mrs. Smith were all elected to 3 year terms. Mr. Brennan read the election results and shared an election results document with the BOE.

* We completed the Comprehensive Maintenance Plan & M1 Forms for submission to the county. This is on the agenda tonight for Board approval.

* All post audit follow up items were completed and submitted to Anthony Ardito:

- 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

* Our district received an OPRA request from NJ Senate Majority Leader Loretta Weinberg seeking healthcare waiver payments made to employees’ of our district from January 1, 2010 to October 21, 2016.

* Facilities:

We purchased 6 high quality radios to increase communication and aid us in daily operations, conducting mandatory drills, and increased safety & security throughout the school.

Committee Reports

Mrs. DeFalco gave the following Facilities Committee report:

* e.comm...we reviewed the cost proposals for e.comm Technologies for the SARA solution and determined that at this time we are going to continue to look at other options. There were two proposals that ranged in price from \$19,000 to \$25,000. The committee

agreed to keep looking at options for indicator lights and explore ways to harden the lobby. Jeannine informed the committee that the county is in its' final stages of working with schools and townships to roll out the GXP system. This system allows real-time tracking of personnel in response situations, uses real-time images layered with grids in emergency responses rather than traditional maps and incorporates the factors like wind speed and direction to calculate and map the spread of environmental accidents.

* We revisited the Strategic Plan and discussed making inquiries regarding appropriate and feasible HVAC systems for the Art and Music rooms. We also discussed LED replacements for the current T12 bulbs. T8 seems to be replacing T12 as there is said to be less shadow. Randy provided the committee with information about warm or cool bulbs, cool white/warm white and how to determine if we could convert fixtures or need to gut fixtures. We discussed that the multipurpose room would be a good place to begin with new lighting once we are ready.

* We collectively reviewed the State Facilities Checklist which is to be completed and kept on file at the school. The checklist may be reviewed during our QSAC visit. Frank will continue to make sure that all items on checklist remain in compliance.

No report was given for the Instructional, Policy, and Technology Committees.

MOTIONS

1. ERATE Services Agreement

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried by roll call vote to approve a service agreement with ERATE Exchange for Funding Year 2016 Category Two with a fee of 3% of committed funding, plus a base administrative fee of \$500.

AYES: 4

NOES: 1(Mrs. Moritz.)

ABST: 0

Motion carried.

2. Approve 2016-2017 Contract for Educational Services

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve contract #17JYWE and accept payment of \$1,618.30 per month for Student #1801 whom, under the State Facilities Education Act, has been deemed State Responsible. Should the student be discharged during the school year, the cost of their educational tuition would be pro-rated.

3. Approval of 2016-2017 Substitute

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to approve the following individuals as substitute teachers for the 2016-17 school year, pending completion of substitute paperwork, as recommended by the Superintendent:

Jeff Daly and Lynne Froisland.

4. Approve Field Trip Contracts

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

QT-04 with B&K Dalrymple
Grade 4 to Trenton Museum, State House and Old Barracks

QT-05 with B&K Dalrymple
High Notes Festival – KTES band

5. Approve Comprehensive Maintenance Report and M1 Forms

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to approve the 2016-2017 M1 Form and the Comprehensive Maintenance Plan as attached.

6. Approve Back Up Bus Shared Service

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the use of a Blairstown Board of Education owned mini bus on an emergency basis with the following costs as stated:

First five days of use – no charge with gasoline replacement
\$50/day after five days of use with gasoline replacement

7. Acknowledgment of Receipt of Request for Proposals

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to acknowledge the receipt of Request For Proposals as follows:

*Proposal for School District Auditing Services, received by Ardito & Co., LLP.

*Proposal for School District Legal Services, received by Schwartz, Simon Edelstein & Celso LLC Attorneys At Law.

8. Firm Appointments

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to appoint the following firms for continued services:

*District Auditing Services – Ardito & Co., LLP @ rates of \$130 per hour (partner) and \$70 per hour (audit staff)

*District Legal Services – Schwartz Simon Edelstein & Celso, LLC @ rates of \$170 per hour for Partners and \$160 per hour for Associates.

9. Approve Travel Expenditures

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the attached travel expenditures for the 2016-17 school year as required by N.J.S.A.18A:11-12.

10. Approve Budget Line-Item Transfers

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the attached 2016-17 budget line-item transfers from October 25, 2016 to November 21, 2016 totaling \$895.64 for Fund 10.

11. Approve Bills

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$373,347.27 and Cafeteria bill list \$6,236,79.

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11(a) as of October 31, 2015 (Policy 6820).

Board Secretary

Date

12. 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 Report for the month ended October 31, 2016 and the A-149 Treasurer's of School Monies Report for the month ended October 31, 2016 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).

13. Approve Minutes

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to approve the Regular Session Minutes of October 24, 2016.

Old Business

None.

New Business

Congratulations to Mr. Erickson on being elected to the NWRHS BOE. Mr. Erickson will serve on the Knowlton BOE through December 31, 2016 and will transition to NWRHS BOE at their reorganization meeting in January of 2017.

Upcoming Meetings

December 5, 2016: Board Committee Meetings, 6pm

December 19, 2016: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to adjourn the meeting at 8:07 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: