

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – November 27, 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 7:00 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mrs. Dawn Bates, Mr. Don Biery, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Rhonda Moritz (7:38 p.m.), Mrs. Tammy Smith, and Mrs. Dawn Sullivan (7:14 p.m.).

Absent: Mr. Randy Dolinsky.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Apgar, Mrs. Bickhardt, Mr. Brandt, Mrs. Hendershot, Ms. Hunsinger, 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***

Mr. Brennan read a note for Mrs. Davalos thanking the Knowlton BOE for their continued support of the \$50 supply reimbursement. Mr. Brennan read a maternity leave extension request letter from Mrs. Lestrangle through March 19<sup>th</sup>, 2018. Mr. Brennan read a maternity leave request letter from Mrs. Staub.

## ***Superintendent's Report***

Mrs. DeFalco gave the following report:

\* 2017-2018 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 4, 2017.

\* Kudos to Early Act club members, Ms. Maxman and the many volunteers who assisted in collecting and creating over 20 Thanksgiving baskets for families within our community.

\* This Wednesday a small group including the representatives from the Prosecutors office, State Police, Lopatcong and Mansfield School Districts and myself will meet here at Knowlton to review new initiatives and training for our schools in regard to school safety.

\* Today, Trooper Siegel visited with me to introduce himself and discuss the reviving of the school resource officers for the Warren County schools. Training for the LEAD programming was just completed Hope Barracks troopers and a calendar will be set with the schools for students in grades 5 and 6 for presentations.

\* Club Invention is an after school program where students work in teams to brainstorm solutions to everyday challenges and enhances their understanding of essential STEM concepts through immersive, hands-on activities. Mrs. Plunkett and I are examining some options for our students and determining how we can bring this opportunity here.

\* The next Curriculum Consortium meeting will feature a presenter, Helen Weber, lead consultant for FOSS who will be discussing FOSS kits and the implementation of the NGSS. I have four interested teachers and will determine who attends by the end of the week.

## ***Board Secretary Report***

Mr. Brennan gave the following report:

\* Mr. Biery was elected to a 1 year term and Mrs. McCormack was elected to a 3 year term.

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

\* Grants: Submitted IDEA FY 2016-17 Year End Final Expenditure Report.

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

- 1) Attorney letter
- 2) Compensated absences as of 6/30/17 (track liability)
- 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

\* I attended a webinar on November 8<sup>th</sup> concerning our REAP Grant: What LEAs Need to Know in FY 2018.

Facilities:

\* None (See Facility Comm. Notes).

***Committee Reports***

Mr. Brennan gave the following Facilities Committee report:

\* Water fountain installation:

Lloyd Grub Plumbing & Heating has completed the additional work concerning the installation of two water fountains (1 staff bathrooms/library & 1 in the multipurpose room/gym). Frank will either cover or patch the opening from the previous second water fountain located by the staff bathrooms/library. Due to the reconfiguration of the water fountain an "old" blue paint was visible on the concrete wall. Terri Ramm painted it to match the existing white. She plans to do an additional coat, but it already looks noticeably better.

\* Multipurpose room update:

We needed to rent a 19 foot scissor lift from Taylor Rental to repair and investigate two water damaged ceiling tiles in the multipurpose room. On Thursday, Frank determined it was a pipe related issue. On Thursday, Northwest Refrigeration determined it was a loose fitting on the pipe. They repaired fitting and we observed no further leaking. On Friday, we installed two new ceiling tiles to complete the job. On Friday, we returned lift to Taylor. I'd also like to also note that Bob Jacobson based on his affiliation with Knowlton was able to give us a price break from the initial quote that I received.

\* Boiler Update:

Hobbie Heat has completed the work to replace a defective circulating pump on boiler number 2. They also replaced strainers to assist in preventing any "sludge" buildup from clogging the boilers.

\* On November 2, 2017 a letter was mailed to the Knowlton Board of Adjustment, attention Alfia Schemn addressing the safety hazards and unsightliness of the fencing belonging to the property next door.

\* Our New Jersey Department of Education Health and Safety Evaluation of School Buildings Checklist has been completed and filed as required within the required time frame.

Mrs. McGuinness gave the following Instructional Committee report:

\* **eSpark and Frontier Learning Training:** Teachers received training at the end of the 16-17 school year for both eSpark and Frontier. Training is scheduled for November as follows: Wednesday, November 15<sup>th</sup> will be training for grades 3-5 on Frontier and November 29<sup>th</sup> will be training for grades K-2 on eSpark. All homerooms have rostered their students. The website for both eSpark and Frontier is <https://www.esparklearning.com/>

\* **TCI Social Studies:** Both fifth and sixth grade Social Studies teachers began a pilot starting second marking period of an online program titled TCI that Blairstown piloted last year and is implementing this year. Susie Elias, our shared curriculum coordinator will be

visiting those pilots in action the first week of December. The website for additional information on TCI is <https://www.teachtci.com/> The teachers and students are enjoying the programming and the ability to collaborate with Blairstown teachers as well. Both Mrs. Staub and Mr. Ferry have observed lessons in fifth and sixth grade classes at Blairstown.

\* **Congratulations Mr. Dally:** Congratulations to Mr. Robert Dally on his selection to the School Science Advisory Committee! This is an exciting time as there has been a transition to a new set of science standards and with that a different approach to the science assessment.

The responsibilities of the committee include reviewing items for the science assessment, performing range-finding for both the operational open-ended questions as well as the field test open-ended questions, and review statistical analysis to select the field test items that will continue on to be eligible for inclusion as operational items on future administrations. Continuity through the meetings is vitally important given this transition to the new science standards so it is important that all efforts be made to be in attendance at each meeting. He will attend his first meeting tomorrow, November 15<sup>th</sup>.

### ***Presentations:***

#### ***Knowlton Knight Presentations – Colleen Apgar \*Rylee Kolano and Cammi Kise***

Mrs. Apgar presented citizenship awards to Cammi Kise & Rylee Kolano. Congratulations to Cammi & Rylee. Great job!

#### ***Girl Scout presentation on water filling station***

Ms. Hunsinger provided the Board with an update on her Gold award project for the Girl Scouts.

#### ***Knowlton Lions Club presentation on Spot Vision Camera***

Mr. Brandt & Mrs. Hendershot presented the benefits of the Spot Vision Camera for our students. The Lions Club owns the camera and is willing to allow the school to utilize the SpotVision camera free of charge to help students identify any potential problems with their eyes or vision.

## ***MOTIONS***

### ***1. Approve Maternity Leave Request Extension***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve an extension to the maternity leave of Samantha Lestrangle from January 2, 2018 to March 16, 2018.

### ***2. Approve Maternity Leave Replacement Extension***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve a contract extension to Jennifer Wendt, maternity leave replacement for music, effective through March 19, 2018 with a salary adjustment of \$12,903.77, as recommended by the Superintendent.

### ***3. Approve Maternity Leave***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Jennifer Staub beginning January 31, 2018 through June 30, 2018.

### ***4. Approve NJSIG Membership Renewal***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the NJSIG Eric West indemnity trust agreement for the period of July 1, 2017 through July 1, 2020.

### ***5. Approve Field Trip Contracts***

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

QT-03 with B&K Dalrymple  
Grades PS/K to Turtle Back Zoo

### ***6. Approve Comprehensive Maintenance Report and M1 Forms***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the 2017-2018 M1 Form and the Comprehensive Maintenance Plan as attached.

### ***7. Approve Back Up Bus Shared Service***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates 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

\$50/day after five days of use with gasoline replacement

### ***8. Approve Travel Expenditures***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached travel expenditures for the 2017-18 school year as required by N.J.S.A.18A:11-12.

### ***9. Approve Bills***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$362,514.21 and Cafeteria bill list \$6,051.81.

### ***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, 2017 (Policy 6820).

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Board Secretary

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Date

***10. Accept Report of the Secretary and Report of the Treasurer***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended October 31, 2017 and the A-149 Treasurer's of School Monies Report for the month ended October 31, 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).

***11. Approve Minutes***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of October 23, 2017.

***Old Business***

Mr. Brennan explained that the blacktop repair to the outdoor basketball court would begin shortly. Mrs. McGuinness asked if the United States map located on the west wing blacktop would be impacted. Mr. Brennan explained that it would not be impacted by this repair, but would be impacted by repaving the west wing parking lot.

***New Business***

Mrs. Smith congratulated Mr. Biery & Mrs. McCormack on being elected to the Knowlton Township Board of Education. Mrs. McCormack asked Mrs. DeFalco about conducting a parent survey.

***Upcoming Dates and Meetings***

December 4, 2017: Board Committee Meetings, 6pm

December 18, 2017: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:57 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: