

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – December 18, 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 7:07 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mrs. Dawn Bates, Mrs. Joann McCormack, Mrs. Kate McGuinness, and Mrs. Tammy Smith.

Absent: Mr. Don Biery, Mr. Randy Dolinsky, Mrs. Rhonda Moritz, and Mrs. Dawn Sullivan.

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

None.

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

Mrs. DeFalco gave the following report:

\* On December 12<sup>th</sup> North Warren hosted a Math Articulation meeting for all cluster schools. Bob Dally and Katy Jones attended for Knowlton. The items that were put on the table were:

- Common assessment to be used for 7th Math entry course
- Process for determining acceptance into 7th grade Accelerated Math
- Building working relationships between all of our districts and grade levels

\* On December 14<sup>th</sup>, Jennifer Werner and Diane Davalos attended session one of a professional learning series that will provide information and support to help teachers adopt best teaching practices outlined in the New Jersey First through Third Grade Implementation Guidelines. There are four remaining sessions in the series.

\* Thank you to Mr. Biery for helping with the sound and video for our winter concert. His help is greatly appreciated.

\* The PTO is organizing a holiday breakfast for the staff and will hold it on Thursday morning before school in the library.

\* Our Educators of the Year nominations are in and a meeting will be held after winter break. The committee will consist of representatives from the teachers, the board, administration and parent/s.

\* There are five interviews scheduled for January 2-4 for the 6<sup>th</sup> grade maternity leave.

\* Lisa Garrison and I have been working on a new school website which will be ADA compliant and be much easier to navigate and update. We expect it to go live

\* Our Mid-Year Budget Review will take place on February 8<sup>th</sup>.

## ***Vice Principal's Report***

None.

## ***Board Secretary's Report***

Mr. Brennan gave the following report:

\* Regarding Erate reimbursement, we completed FY 2018 Form 470 & FY 2018 Client Furnished Information form.

\* We completed and submitted our Mid Year Review to the Warren County Superintendent & Business Administrator in preparation for our upcoming meeting.

\* Our district uploaded all audit related documents to the NJ DOE CAFR repository by the December 5<sup>th</sup> deadline.

\* We completed our ASSA submission for the 18-19 SY. Our enrollment for submission was 184 students down slightly from 192 students a decrease of 4.2%.

Facilities:

\* Precision Striping & Sealcoating Inc. has completed the blacktop repair of the outdoor basketball court.

\* Fairfield Maintenance has completed the necessary repairs to the boiler sensors and the monitoring console which was having difficulty printing.

\* We needed to rent a 19 foot scissor lift from Taylor Rental to reset heat in the multipurpose room.

***Presentations- Knowlton Knight Presentations – Allison Bickhardt  
Jonathan Cruz  
Ryden Alvarado***

Mrs. Bickhardt presented citizenship awards to Jonathan Cruz & Ryden Alvarado. Congratulations to Jonathan & Ryden. Great job!

***MOTIONS***

The Knowlton Township Board of Education did not have a voting quorum on December 18<sup>th</sup>, 2017. As a result, all eleven motions from tonight will be placed on the January 4, 2018 meeting agenda. The motions are detailed below for reference.

***Personnel/Policy***

***1. Approval of 2017-2018 Substitutes***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following individuals as substitute teachers for the 2017-2018 school year  
pending completion of required paperwork:

**Valerie Tynan, Jill McDonald, Christine Leahy and Robyn Smith**

Motion

***2. Policy 1250 Visitors***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve update for policy 1250 Visitors.

Motion

***3. Policy 2130 Principal Evaluation***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve update for policy 2130 Principal Evaluation.

Motion

**Business/Finance/Operations**

**4. Approve Memorandum of Agreement**

A motion was made to approve the Memorandum of Agreement for 2017-18 as provided by the State of New Jersey.

Motion

**5. Education Foundation Resolution**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to pass the following resolution:

**RESOLUTION**

WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized that support for the public schools, both financial and philosophical, was necessary to the maintenance of educational programs and,  
WHEREAS, The Public Schools of Warren County, their administration, and Boards of Education recognized a need to improve cooperative efforts with business industry and municipal government and,  
WHEREAS, The Skyland Education Foundation, Inc. was formed in January 1992 to meet these needs of member school districts and,  
WHEREAS, THE Board of Education of Knowlton Township School District agreed to support the Skyland Education Foundation by adopting the constitution by-laws of the organization and committed a sum of \$3.00 per resident student for organizational costs and,  
WHEREAS, It is now necessary to dissolve the Skyland Education Foundation in accordance with the provisions of Article VI of the Certificate of Incorporation and,  
WHEREAS, The assets of the Corporation shall be distributed to the member school districts in proportion to the resident enrollment at the time the Corporation was formed and,  
NOW THEREFORE BE IT RESOLVED, That the Board of Education of Knowlton Township School District supports the dissolution of the Skyland Education Foundation and  
NOW THEREFORE BE IT FINALLY RESOLVED, That the Board of Education of Knowlton Township School District requests that their proportionate share of the assets of the Skyland Education Foundation be returned to the Board of Education.

On roll call, motion

**6. Accept donation**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept a donation in the amount of \$1,000 from our Parent Teacher Organization to fund Student Activities.

On roll call, motion

**7. Joint Transportation Agreement**

A motion was made by \_\_\_\_\_

to approve the 2017-2018 Joint Transportation Agreement with host district North Warren Regional and joiner district Knowlton Township/Knowlton Elementary for non public student transportation.

On roll call, motion

**8. Approve Field Trip Contracts**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following 2017-18 field trip contracts:

**Q-FT-04 with B&K Dalrymple**

Grade 4 to Trenton Barracks and State House

**Q-FT-05 with B&K Dalrymple**

Grade 3 to Warren County Library and Ramsaysburg Homestead

On roll call, motion

**9. Approve Bills**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the bills for payment as follows: Monthly bill list \$395,623.99 and Cafeteria bill list \$4,986.18.

Motion

**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 November 30, 2017 (Policy 6820).

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

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

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to accept the monthly A-148 Secretary’s Report for the month ended November 30, 2017 and the A-149 Treasurer’s of School Monies Report for the month ended November 30, 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).

Motion

**11. Approve Minutes**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the Regular Minutes of November 27, 2017.

Motion

***Old Business***

None.

***New Business***

None.

***Upcoming Dates and Meetings***

January 4, 2017: Reorganization Meeting, 7pm

***Adjournment***

Mrs. Smith adjourned the meeting at 7:28 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: