

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – December 19, 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. Randy Dolinsky, Mr. Eric Erickson, Mrs. Kate McGuinness, Mrs. Rhonda Moritz, and Mrs. Tammy Smith.

Absent: Mrs. Dawn Sullivan.

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

### ***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. (October, 2015)

### ***Public Participation***

None.

## ***Correspondence***

Mrs. DeFalco read a letter from Dr. Lamonte that confirms that our district has a viable technology plan in place to transform instruction through digital learning. Mr. Brennan read a resignation letter from Mr. Erickson. The Administration and the Knowlton Township BOE members thanked Mr. Erickson for his years of service to the Knowlton Township BOE, dedication to the school, and wished him well as he now joins the North Warren Regional BOE.

## ***Presentations- Anthony Ardito-- Ardito & Co. Audit Presentation***

Mr. Anthony Ardito, CPA, presented the 2015-16 Audit and Management Report to the Knowlton Township Board of Education.

## ***Grade 5 students – What’s exciting in 5<sup>th</sup> grade? Chromebooks, Global Read Aloud, and Volcano projects***

Mrs. Misty Baker led the 5<sup>th</sup> grade students through a presentation on chromebooks, the global real aloud program, and various volcano projects. Great job by Mrs. Baker and all the 5<sup>th</sup> grade students!

## ***Superintendent’s Report***

Mrs. DeFalco gave the following report:

\* My second newsletter for the school year was published in the Knowlton News last week and is available on the website.

\* On December 14<sup>th</sup> I attended a Legislative Committee Meeting at NJASA headquarters. School funding along with special education funding were current topics of discussions. Legislation around salary caps, CDL requirements, Class 3 Special Law Enforcement Officers and median SGP data were also explored.

\* Our Educators of the Year nominations are in and a meeting will be held on January 4<sup>th</sup> at 3pm. The committee will consist of representatives from the teachers, the board, administration and parent/s. I am still looking for a parent to serve on the committee as my original representative has a conflict.

\* January 12th will be a cluster meeting on curriculum and transition of students from elementary to middle. It will provide an opportunity to meet and discuss numerous aspects surrounding where we are and where we can get to by working in a more collaborative manner. The meeting will include representatives from all cluster schools. A follow up meeting will include the three curriculum supervisors that exist within the cluster.

\* Our Mid Year Budget Review will be combined with our QSAC visit and take place on February 7<sup>th</sup>.

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

Ms. Gruszecki gave the following report:

\* The staff at Knowlton participated in helping various groups for families in need. They collected for the Holidays for Heroes, DARCC (women's shelter), items for student/parent wish list, and, in conjunction with the PTO, Early Act, and Just Say No, some families in Knowlton will receive a holiday meal tote like they received at Thanksgiving.

\* Girls on the Run completed their season on Dec. 3<sup>rd</sup> and participated in their 5k down in New Hope, PA.

\* Today the Just Say No Club and some band members went to the Clover Rest Home in Columbia to sing Christmas Carols and bring some holiday cheer.

\* We had 1 HIB this month and the write up was sent to you with the board materials.

\* The SAGE Robotics Team placed 3<sup>rd</sup> in this year's competition. Team members consisted of: Amber Snyder, Joey Helton, Jackson Yawger, Nolagh Perst, Dylan Considine, and Hunter Crawford.

\* The School Wide Spelling Bee will be held Jan. 13<sup>th</sup> at 1:30. Representing this year are: 5<sup>th</sup> graders Jaida Masker, Samantha Johnston, Derika McClain, Isabella Grogan, Jimmy DiGuisseppi, Joseph Romano, and Jacob Kise as alternate. Representing 6<sup>th</sup> are: Amber Snyder, Emma Erickson, Wayne Jodexnis, Nick Marsh, Justin Trinca, Nicole Bono, and Mickey Ferro as alternate.

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

Mr. Brennan gave the following report:

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

\* We completed our ASSA submission for the 17-18 SY. Our enrollment for submission was 192 students down slightly from 199 students a decrease of 3.5%.

\* Our district responded to the 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 2 high quality radios to increase communication and aid us in daily operations, conducting mandatory drills, and increased safety & security throughout the school.

## ***Committee Reports***

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

***MOTIONS***  
***Personnel/Policy***

***1. Policy 4112.2 Certification***

A motion was made was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to approve update for policy 4112.2- Certification.

AYES: 5

NOES: 0

ABST: 1 (Mr. Erickson.)

Motion carried.

***2. Policy 4112.6 Personnel Records***

A motion was made by Mrs. Moritz seconded by Mrs. McGuinness and carried unanimously to approve policy 4112.6-Personnel Records, at first reading.

***3. Policy 5118.2 Foster Care and Educational Stability***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to approve policy 5118.2, Foster Care and Educational Stability, at first reading.

***4. Policy 6171.1 Remedial Instruction***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to approve update policy 6171.1- Remedial Instruction.

***Business/Finance/Operations***

***5. Accept donation***

A motion was made by Mrs. Moritz seconded by Mrs. McGuinness and carried unanimously by roll call vote to accept a donation in the amount of \$1,000 from our Parent Teacher Organization to fund Student Activities.

***6. Joint Transportation Agreement***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously by roll call vote to approve the 2016-2017 Joint Transportation Agreement with host district North Warren Regional and joiner district Knowlton Township/Knowlton Elementary for non public student transportation.

***7. Approve Field Trip Contract***

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

**QT-06** with B&K Dalrymple

Grade 3 to Warren County Library and Ramsaysburg Homestead

***8. Written Hazard Communication Plan***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to approve Knowlton Township School District's Written Hazard Communication Plan as required under the Public Employers Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7.

## ***9. Audit and Management Report***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously by roll call vote to accept the 2015-16 Audit and Management Report and approve the Corrective Action Plans with no recommendations.

Audit recommendations under the applicable heading as listed:

Audit for Year Ending June 30, 2016

<b>Administrative Practices and Procedures</b>	<b>None</b>
<b>Financial Planning, Accounting and Reporting</b>	<b>None</b>
<b>School Purchasing Programs</b>	<b>None</b>
<b>School Food Service</b>	<b>None</b>
<b>Student Body Activities</b>	<b>None</b>
<b>Application for State School Aid</b>	<b>None</b>
<b>Pupil Transportation</b>	<b>None</b>
<b>Facilities and Capital Assets</b>	<b>None</b>
<b>Miscellaneous</b>	<b>None</b>
<b>Follow-up on prior year findings</b>	<b>Not Applicable</b>

## ***10. Approve Bills***

A motion was made by Mrs. Moritz seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$465,988.99 and Cafeteria bill list \$5,699.64.

## ***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, 2016 (Policy 6820).

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Board Secretary

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Date

## ***11. Accept Report of the Secretary and Report of the Treasurer***

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

## ***12. Approve Minutes***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to approve the Regular Minutes of November 21, 2016.

AYES: 4

NOES: 0

ABST: 2 (Mr. Dolinsky & Mrs. McGuinness.)

Motion carried.

### ***13. Approve Travel Expenditures***

A motion was made by Mrs. Moritz 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 N.J.S.A.18A:11-12.

### ***Old Business***

None.

### ***New Business***

Discussed fingerprinting requirements for NJ.  
Warren County Meeting Reminder, January 25<sup>th</sup>.

### ***Upcoming Meetings***

January 9, 2017: Board Reorganization Meeting, 7pm

### ***Adjournment***

A motion was made by Mrs. Moritz seconded by Mr. Erickson and carried unanimously to adjourn the meeting at 8:18 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: