

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – February 26, 2018**

### ***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 7:08 p.m.

### ***Flag Salute***

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

### ***Roll Call***

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

Absent: Mrs. Dawn Bates & Mrs. Kate McGuinness.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mr. Ardito, Mrs. Bickhardt, Mr. Dally, Mrs. Reber, Mrs. Stefankiewicz, 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 February 5, I attended the Small Schools meeting at NJASA as an alternate for Mr. Bob Magnuson who was unable to attend. Topics covered were fiscal issues relating to: ESSA, Title I, Uniform Grant Guidance and Homeless Education. Anthony Hearn, CPA, Office of Supplemental Educational Programs was the presenter.

\* Our mid-year budget review was held on Friday, February 16<sup>th</sup> at the County Office with Dr. Rosalie Lamonte, Interim Executive County Superintendent, Neil Cramer, Executive County Business Official and Mary Jane Tanner, County Education Specialist. The review covered a full range of district operations.

\* NJCAP grant applications for 2018-2019 are available and Knowlton will apply again this year.

\* Today's legislative update is that S-692, which prohibits the DOE from regulating the maximum salary amount a school district may pay its superintendent of school was passed by the Senate.

\* On March 6<sup>th</sup> I will be participating in a Sustainable New Jersey webinar from 3-4. Our next Green Team meeting is slated for tomorrow. Several actions have been completed and will be uploaded towards Silver certification soon.

\* On March 7<sup>th</sup> at 12 noon, I will be participating in webinar training for eSpark which we are currently utilizing in grades K-2. The webinar will highlight the updates that are coming to the program.

\* On March 8<sup>th</sup>, I will attend the Educator of the year Meeting at the County Office. If anyone is interested in evaluating applications for this, let me know and I can reach out to Mary Jane Tanner who is looking for additional evaluators.

\* Mrs. Lestrangle earned funding through Donorschoose.org for a classroom project called "Drums and Voices Alive!"

\* Earlier this year, I had learned that Hess Corporation and Baylor College of Medicine partnered in a STEM Educational Outreach program. The program offered free learning kits which include Hess Toy Trucks along with a STEM Curriculum that demonstrates how the toys can be used as learning tools by teachers nationwide. Mrs. Reber completed the application on Knowlton's behalf and we waited to see if she would be one of 1,000 teachers selected at random and she was!

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

Mrs. Carroll gave the following report:

\* This week kicks off Read Across America Week. On Thursday, we will have author Paul Czajack coming to present lessons to our students, Pre-k to 6<sup>th</sup>. To support the author, we have themed this week as Knowlton Needs a Monster. Mr. Czajack is the author of the Monster and Me series. We have theme days this week in honor of his book titles. For example, to students were allowed to wear pajamas or comfy clothes to school to celebrate the book, Monster Needs his Sleep, which will be read to all students through their health classes. I went to all the homerooms today and read Monster Needs a Christmas Tree to give the students more exposure to the author's books.

\* To celebrate Read Across America, Mrs. Reber, with the help of the PTO, will be holding a book bingo this coming Friday.

\* The Warren County Sheriff's Office will be in tomorrow to read a few Dr. Seuss books to grades k-3.

\* The school will be selling candles and wax melts to fundraise for the student activity account. This fundraiser will also be the fundraiser to offset 6<sup>th</sup> grade's contribution toward their Fairview trip in June. The sale starts March 9<sup>th</sup>.

\* I will be attending PARCC training this Wednesday with Mrs. Garrison. We will be updated with any new information regarding PARCC and will be trained on the new 5<sup>th</sup> grade science assessment, NJSL-science.

\* The Souper Bowl for caring food drive was very successful; overall, we collected 390 for the food pantries in the area.

\* For the 100<sup>th</sup> day of school, we partnered with Connect for Community to get donation for the local pantries. Instead this time it was not for food, it as for everyday items like toothbrushes, shampoo, soap, etc.

\* On March 14<sup>th</sup>, there will be an early dismissal for professional development. Teachers will view the story, "Paper Tigers". This is a story about one school's transition to become trauma informed and to reach the students who once seemed beyond help to not just survive, but to thrive.

\* Knowlton School participated in the Great Kindness Challenge and received certification again on being a Kindness Certified School.

\* Last Friday, we had an assembly that was cost shared with Blairstown. Dial Action Sports Team set up ramps in the gym and put on a show with BMX bike tricks and spoke to the students about bullying and being upstanders. They really had the students going when they did jumps over the teachers.

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

Mr. Brennan gave the following report:

\* NJSBA board census was updated to reflect our new board structure post our January 8<sup>th</sup> reorganization meeting.

\* A reminder to please complete your 2018 School Ethics Personal/Relative & Financial Disclosure Statements as soon as possible.

\* For our parent portal, we completed our certification process for (PCI DSS) Payment Card Industry Data Security Standards. This is designed to protect business (school) and customers' credit card data.

\* For 2017 tax year, 1099s (Misc. Income) were compiled and sent out to individuals and our vendors.

\* Completed a 2017 tax levy receipt confirmation form from the auditing firm (Nisivoccia) for Knowlton Township.

### Facilities:

\* See Facility Committee notes.

## ***Committee Reports***

Mrs. Moritz gave the following report:

\*January Board Meeting Review: Mrs. DeFalco asked Mr. Brennan to review the Facility items discussed in his January report. Mrs. Moritz and Michael reviewed and discussed the following:

Frank waxed the gymnasium floor in the multipurpose room to update for the remainder of the school year and the start of the KAA basketball season. We plan to work on floor again this summer.

Frank & Michael repaired all the tiles in the modular boys' bathroom that were either cracked or damaged.

Northwest Refrigeration repaired the two library HVAC units.

\*School Sign: Mrs. Moritz asked if we could improve the illumination of our school sign. One of the existing lights will be replaced as it is damaged. Frank & Michael will work on adjusting the light angle to light the entire sign and not just primarily the bottom portion of the sign.

\*Landscaping: In preparation of landscaping the front and side of the school (West wing), Mrs. Moritz requested that we prepare a list of what needs to be completed for the spring

cleanup. Mrs. Moritz requested Mr. Brennan bid the proposed landscaping work. We discussed providing the list to the vendors, so they can quote the project more precisely.

\*Lighting Main Entrance: We discussed installing a new exterior light for the main parking lot. We agreed that we will replace the light over the summer when we rent the scissor lift.

***Presentations                      Knowlton Knight Awards and Audit Presentation  
By Anthony Ardito***

Knowlton Knight award recipients were not able to attend and have been rescheduled for the March Board of Education meeting.

Mr. Anthony Ardito, CPA, presented the 2017-18 Audit and Management Report to the Knowlton Township Board of Education.

**MOTIONS  
PERSONNEL/POLICY**

***1. Audit and Management Report***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to accept the 2017-18 Audit and Management Report and approve the Corrective Action Plan with one recommendation.

Audit recommendation under the applicable heading as listed:

Audit for Year Ending June 30, 2017

<b>Administrative Practices and Procedures</b>	<b>None</b>
<b>Financial Planning, Accounting and Reporting</b>	<b>One</b>

\*That the board secretary report cash balances are in agreement with the Treasurer's bank reconciliation reports on a monthly basis.

<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>

***2. Approve New Hire***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the hiring of Timothy Reber as a personal aide, effective through the end of the 2017-2018 school year with a prorated salary of \$6,225 as recommended by the Superintendent.

### ***3. Approve Sub Bus Drivers***

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously to approve the hiring of the following substitute mini bus drivers pending the completion of paperwork with the following parameters:

Ann Longyhore – no date restriction

Debra Hendershot – After March 1, 2018

### ***4. Approve Home Instruction***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve home instruction for student #1658, effective 2/27/18 through 4/27/18.

### ***5. Approve Home Instruction Instructors***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve home instructors, Katy Jones and Allison Bickhardt for student #1658, at the rate of \$40 per hour with each instructor providing 5 hours per week of instruction.

### ***6. Approve Classroom Observation***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve Alyssa Frankenfield, a student at Elizabethtown College, to complete required observation hours between February 26, 2018 and April 27, 2018, as recommended by the Superintendent.

### ***7. Approval of 2017-2018 Substitutes***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve the following individuals as substitute teachers for the 2017-2018 school year pending completion of required paperwork:

**Natalie Dispoto, Lauren Crammer, and Lara Yeager**

### ***8. Approve Policy 2131 – Chief School Administrator***

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously to approve updates to policy 2131.

### ***9. Approve Policy 4115 - Supervision***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve updates for policy 4115.

### ***10. Approve Policy 6171.3 – Title I***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve updates for policy 6171.3.

### ***11. Approve Field Trip Contracts***

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the following 2017-2018 field trip contracts:

<b>Contract QT-FT-06</b>	<b>High Notes Festival</b>	<b>Band</b>
<b>Contract QT-FT-07</b>	<b>Theatreworks, USA</b>	<b>Grades 1 and 2</b>
<b>Contract: QT-FT-08</b>	<b>Fairview YMCA camp</b>	<b>Grade 6</b>
<b>Contract: QT-FT-09</b>	<b>Incoming Kindergarten ride through Delaware</b>	
<b>Contract: QT-FT-10</b>	<b>Adventure Aquarium</b>	<b>Grade 3</b>
<b>Contract: QT-FT-11</b>	<b>DaVinci Science Center</b>	<b>Grades 1 and 2</b>
<b>Contract: QT-FT-12</b>	<b>Franklin Institute</b>	<b>Grade 5</b>

### ***12. Approve Travel Expenditures***

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

### ***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 January 31, 2018 (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. Biery and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended January 31, 2018 and the A-149 Treasurer's of School Monies Report for the month ended January 31, 2018 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).

### ***14. 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 from January 23, 2018 through February 26, 2018 General Fund bill list of \$424,737.66 and Cafeteria bill list \$5,655.90.

### ***15. Approve Minutes – January 22, 2018***

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously to approve the Regular Session and Executive Session Minutes of January 22, 2018.

AYES: 4

NOES: 0

ABST: 1 (Mrs. Moritz.)

Motion carried.

### ***Old Business***

None.

## ***New Business***

None.

## ***Upcoming Meetings***

March 12, 2018: Board Committee Meetings, 6pm

March 26, 2018: Board Meeting, 7pm

## ***Executive Session***

Be it hereby resolved by Mrs. Sullivan seconded by Mrs. Moritz at 7:52 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Shared Service

It is expected that discussion undertaken in executive session will be made public at the time action is taken.

The meeting was reopened to the public at 8:14 p.m.

## ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 8:14 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: