

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – February 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 (7:04 p.m.), Mrs. Tammy Smith, and Mrs. Dawn Sullivan.

Absent: Mr. Randy Dolinsky & Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Ms. Dana Gruszecki, Vice Principal, Mrs. Allison Bickhardt, Parents, Teachers, & 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 – Kindergarten Service Project Spelling Bee Finalists***

On behalf of the board, Mrs. McGuinness spoke about the spelling bee at Knowlton and presented awards to spelling bee winners: Amber Snyder (1<sup>st</sup> place) & Emma Erickson (2<sup>nd</sup> place). Congratulations to both students on their accomplishment!

Mrs. Bickhardt led the kindergarten class through a presentation on this year's service project, the Lakota Wolf Preserve. Great job by all the students' presenting on the Lakota Wolf Preserve and many thanks to Mrs. Bickhardt for all her effort in organizing fundraising and presentation!

### ***Correspondence***

None.

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

Mrs. DeFalco gave the following report:

\* Our mid-year budget review was held on February 7<sup>th</sup> here during QSAC with Dr. Rosalie Lamonte, Interim Executive County Superintendent and Neil Cramer, Executive County Business Official. The review covered a full range of district operations.

\* State aide figures are expected to be released tomorrow. We are anticipating flat funding.

\* The STEM club for second grade has met 1 time thus far and will meet 3 more times in March.

\* NJCAP grant applications for 2017-2018 are available and Knowlton will apply again this year.

\* Our 5K and Fun Run has much lower registration at this point than in past years. We will decide by March 15<sup>th</sup> if we are able to run it. We will run it with 50 registrants. The date is April 1 so if you are planning on running/walking, get registered!

\* Earlier today I sent all of you information about ESSA ( Every Student Succeeds Act) webinars. I am attending a presentation on the newly approved state plan on March 16. They are offering a morning, afternoon and evening webinar to suit everyone's schedules. If interested email me and I will send the gotowebinar link.

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

Ms. Gruszecki gave the following report:

\* Jump Rope for Heart raised \$980 for the American Heart Association.

\* Students are celebrating Read Across America this week. Today 2 local authors, Mr. Terhune and Mrs. Hashway, spoke to various grade levels about writing and what inspired them. On Wednesday, the upper grades will complete a Dr. Seuss craft with their lower grade buddies. On Friday, retired teachers and a board member will be coming in to read to the classes. The PTO will be passing out goodie bags and cake on Thursday for Dr. Seuss's birthday.

\* I attended PARCC training on the 17<sup>th</sup> and overall not much is different than last year, just a few technology changes and clarification on some existing procedures.

\* Our Yearbook cover contest concluded last week. Coming in 1<sup>st</sup> place was Mallory Allen, 2<sup>nd</sup> place was Meghan McNally, and third place was Nick Brando. They will be invited to next month's meeting.

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

Mr. Brennan gave the following report:

\* NJSBA board census was updated to reflect our new board post our January 9<sup>th</sup> reorganization meeting.

\* A reminder to please complete your 2017 School Ethics Personal/Relative & Financial Disclosure Statements as soon as possible. Please see me after the meeting if you have any questions. Mr. Biery & Mrs. McCormack have met the more stringent 30 day filing requirement for newly appointed/elected board members.

\* 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.

\* Mr. Anthony Carlos from the NJ Department of Treasury was here on Tuesday, February 21, 2017 reviewing our district's compliance with New Jersey's state laws for EEO/AA in public contracting. Mr. Carlos reviewed our contracts from July 1, 2015 to present.

#### Facilities:

\* Therapeutic swing was installed in Mrs. Apgar's room.

\* For QSAC preparation, I'd like to thank teachers for their effort in working with us to prepare their rooms and Frank for all his work throughout the building.

### ***Committee Reports***

Mrs. DeFalco gave the following Facilities Committee report:

\* QSAC follow ups – The county QSAC team came and visited Knowlton on February 7, 2017. We have not received our final report however their focus was on Instruction and Program and not on Facilities. We did complete the necessary Facilities and Finance components prior to the visit.

\*Barracuda Security Options – This is an intruder defense system. Individual products can be purchased with are fast and easy and install in a matter of seconds. The products are designed so that they securely lock an entry point in a lock down situation. These are free standing devices. We reviewed the brochure and different places that sell these products. Pricing is \$150 a door.

\* Sustainability –We (KTES) will be looking to register the school with Sustainable Jersey for Schools this coming July for the 17-18 school year. Administration will continue to review programs available and possibilities for greener practices. For anyone interested, NJSBA has a free webinar series for school board members that seek a deeper understanding of sustainability. You can visit their website for more information.

\* Modular roof fan - A fan is required in this room as per code and will be replaced. The motor was bad.

\* Portable Speaker System – Currently Ms. Lennox has a Donorschoose grant up for a sound system. It runs through the second week of March. If it does not get fulfilled, one will be purchased as currently our podium/speaker/microphone system does not work. This is used by presenters, in the cafeteria, for assemblies, promotion and special events.

Mrs. McGuinness gave the following Instructional Committee report:

\* The Instructional Committee is currently reviewing Map with NWEA as a potential in house academic growth assessment tool for grades 2-6.

Mrs. Sullivan gave the following Policy Committee report:

\* Mrs. Sullivan provided an update on the policies up for approval on tonight's agenda.

No report was given by the Technology Committee.

## **MOTIONS**

### **PERSONNEL/POLICY**

#### ***1. Approve Policy 5119 – Transfers***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve policy 5119.

#### ***2. Approve Policy 6140 -- Curriculum Adoption***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve update for policy 6140.

#### ***3. Approve Policy 6141 -- Curriculum Design/Development***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve update for policy 6141.

#### ***4. Approve Policy 6142.1 -- Internet Safety and Technology***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve update for policy 6142.1.

#### ***5. Approve Policy 6142.4 -- Physical Education/Health***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve update to policy 6142.4.

#### ***6. Approve Policy 6162.5 – Research***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve policy 6162.5.

**7. Approve Policy 6163.1 – Media Center/Library**

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve policy 6163.1.

**8. Approve Policy 6164.4 – Child Study Team**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve updates for policy 6164.4

**9. Approve Policy 6171.4- Special Education**

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve updates for policy 6171.4.

(\*These updates have been provided by the New Jersey Department of Education’s Office of Special Education Programs and incorporate amended requirements in N.J.A.C. 6A:14)

**10. Approve Policy 6173 – Home Instruction**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve updates for policy 6171.4.

**BUSINESS/FINANCE/OPERATIONS**

**11. Memorandum of Understanding**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the Memorandum of Understanding between the Warren County Prosecutor's Office and the public school districts located within Warren County for payment of the annual maintenance fee (for building software).

**12. 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 2016-2017 field trip contracts:

**Contract:**

QT-08 Stocker	Third Grade	Sterling Hill Mine – May 8
QT-09 Stocker	Sixth Grade	Fairview Lake – June 5 and 6
QT-10 Dalrymple	Grades 1 & 2	Crayola Factory

**No Contract: (after school hours)**

Battle of the Books Gr. 6	(Great Meadows)	-parent driver	(April 11, 2017)
Video Expo	(Mansfield)	- parent driver	(May 5, 2017)
Battle of the Books Gr. 3/4	(Belvidere)	-parent driver	(May 18, 2017)

**13. Approve Travel Expenditures**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the travel expenditures for the 2016-17 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, 2017 (Policy 6820).

---

Board Secretary

---

Date

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

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

### ***15. Approve Budget Line-Item Transfers***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the attached 2016-17 budget line-item transfers from January 24, 2017 to February 27, 2017 totaling \$149.52 for Fund 11.

### ***16. 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 from January 24, 2017 through February 27, 2017 General Fund bill list of \$384,999.24 and Cafeteria bill list \$6,041.48.

### ***17. Approve Minutes – January 23, 2017***

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

AYES: 5

NOES: 0

ABST: 1 (Mrs. Sullivan.)

Motion carried.

### ***Old Business***

None.

### ***New Business***

Mrs. McCormack asked if the installation of vending machine(s) by the gymnasium could be considered for the school district.

Mr. Brennan provided an update to Mrs. Smith that check #16907 has been voided and reissued to the State of NJ Treasurer as #17127.

### ***Upcoming Meetings***

March 13, 2017: Board Committee Meetings, 6pm

March 20, 2017: Board Meeting, 7pm

***Adjournment***

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

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: