

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – March 20, 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 7:01 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mrs. Dawn Bates, Mr. Don Biery, Mr. Randy Dolinsky, Mrs. Joann McCormack, Mrs. Kate McGuinness (7:07 p.m.), Mrs. Tammy Smith, and Mrs. Dawn Sullivan.

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Ms. Dana Gruszecki, Vice Principal, Mrs. Allen, & 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.

### ***Presentation***

On behalf of the Board, Mrs. McGuinness introduced and presented student recognition awards for the yearbook cover to Mallory Allen (1<sup>st</sup> place), Meghan McNally (2<sup>nd</sup> place), and Nick Brando (3<sup>rd</sup> place). A great job by all the students creating their own unique yearbook covers and a special congratulations goes out to Mallory, Meghan, and Nick on their fantastic “top three” yearbooks.

Mrs. DeFalco and Mr. Brennan presented and reviewed the pertinent financial information for the 2017-18 Knowlton Township BOE budget. Mrs. DeFalco explained that some grade levels, special education programs, and special areas may see staff reductions based on enrollment with each grade level having one or two sections. Mrs. DeFalco and Mr. Brennan explained that there will be two kindergarten classes, a Preschool program, and no Autistic program this year.

Mrs. Smith asked Mr. Brennan what would be our district's contingency plan if the State of NJ reduces our State Aid as a result of enacting Governor Christie's flat cost per student plan. Mr. Brennan explained that any changes to State Aid most likely would not occur in the current 2017-18 school year budget and that Governor Christie has asked the state legislature to work with him in reforming the existing school funding formula. Mr. Brennan explained that any future reductions in State Aid would need to be offset by most likely a combination of revenue changes such as increasing the local tax levy and utilizing banked cap and decreasing existing salary and supply and expense expenditures.

Regarding the Preschool program, Mrs. McGuinness asked if the district has budgeted a lower projected expense than the previous year. Mr. Brennan explained that the district had not lowered the projected Preschool program expense based on the number of Preschool disabled students expected to attend, but that the district had budgeted no Preschool revenue based on the current number of expected parent paid Preschool students for 17-18.

### ***Public Participation***

For the upcoming school year, Mrs. Kwasnik wanted to confirm that Chromebooks would be provided to 3<sup>rd</sup> and 4<sup>th</sup> graders. Pending budget approval, Mrs. DeFalco confirmed that Chromebooks are budgeted for 3<sup>rd</sup> and 4<sup>th</sup> grades for the 17-18 school year. Mrs. Kwasnik asked when the 17-18 budget will be finalized and when job notices will be provided to existing teachers. Mrs. Kwasnik thanked everyone for all their work on the budget. Mrs. DeFalco responded that she has spoken to faculty at a staff meeting that the district expects to reduce staff based on enrollment. Mrs. DeFalco answered that all non tenure teachers would receive the Reduction in Force letters the first week of April. She also noted that her hope was to have final planning complete by mid April. She said that ideally she would like non tenure teachers to know about next year's status by the next board meeting. She also noted that she legally has until May 15<sup>th</sup> if needed to provide notifications. Mr. Brennan explained that the 17-18 budget is up for approval at the April 28, 2017, Knowlton BOE meeting.

### ***Correspondence***

Mr. Brennan read a maternity request letter from Mrs. Samantha Lestrangle.  
Mr. Brennan read a letter from Mrs. Amy Davis at the NJ Department of Treasury stating that our district is in compliance with New Jersey's state laws for EEO/AA in public contracting. NJ Department of Treasury's review of our contracts was for the time period from July 1, 2015 to present.

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

Mrs. DeFalco gave the following report:

\* QSAC – Pursuant to the requirements of N.J.A.C. 6A:30, the Knowlton Township School District underwent the Quality Single Accountability Continuum Review. (otherwise known as QSAC) Based on that review, the district has been placed on a continuum in five areas: instruction and program, fiscal management, governance and operations and personnel. The district satisfied 86% or above of the weighted indicators in each of the five areas of the QSAC review process and has been designated as “high performing.”

\* ESSA—I attended the State Plan Overview for the Every Student Succeeds Act in New Jersey on March 16, 2017. Several presentations are being held throughout the state. The meeting focused on the framework, standards, goals, reporting and school accountability. The NJDOE proposes indicator weights to reflect the importance of growth and maintain fairness to schools and districts. One of the main focus points of the meeting was the summative ratings for schools will be used to determine the schools in need of comprehensive and targeted support and improvement. Based on our current population we would follow the following formula to determine a summative score:

42.5% PARCC/DLM Proficiency

42.5% SGP/Graduation Rate

15% Chronic Absenteeism

\* 5K registration update -- Our numbers for the event have grown and the event is set to take place as planned on Saturday, April 1. We currently have 100 individuals registered. Ms. Lennox noted that she expects 20 additional on race day. Both Sanico and the Fire Department have committed to sponsoring since last board meeting

\* Last day of school – Due to the March snow, our last day of school will be on Tuesday, June 20. The 17-18 draft calendar will be presented at the April meeting.

\* Kudos to Ms. Lennox for earning funding at DonorsChoose.org for her project titled, “Music Motivates.” Along with some anonymous donors, school families and our PTO this project was fulfilled. Part of the project includes a portable sound system.

\* CAP –You will see on the agenda for approval is the grant application for the NJ Child Assault Prevention Program. With the Elementary CAP program being offered at Kindergarten, Third and Fifth grade along with a parent workshop, the total cost of implementation would be \$896. State CAP funding would be \$627 with a district responsibility of \$269.

### ***Vice Principal’s Report***

Ms. Gruszecki gave the following report:

\* Our PARCC infrastructure Trial was held March 13<sup>th</sup>. We tested our system to make sure it can support 3 grade levels at the same time. It was a success. We are keeping our fingers crossed for a smooth testing period next week.

\* Our 6<sup>th</sup> grade All-Star Band performed on March 2<sup>nd</sup> at the new high school in Phillipsburg. Mikey Ferro, Emma Erickson, Nicole Bono, and Amber Snyder we will honor them at the next board meeting.

\* Students had an assembly presented to them by Health Barn USA. Students had the opportunity to try a variety of fruit, vegetables, different types of milk and cereals, edamame, and an all natural fruit smoothie.

\* This Wednesday the staff will participate in a STEM workshop. They will learn a variety of techniques to incorporate STEM into their classrooms.

\* I will be holding our Kindergarten Informational Session Next Tuesday. This meeting will inform parents of what to expect over the next few months in regards to screening and orientation.

\* Mrs. Jones and Mrs. Staub met with the ELA teachers from NW, Blairstown, and Frelinghysen. NW communicated a concern with students being able to stay on topic when writing. All 3 elementary schools, spend 80-120 minutes on reading and ELA, NW spends one period. They discussed the different assessments used in the buildings. NW ELA teachers use different techniques, some use reader/writers workshop and some use just whole group novels.

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

Mr. Brennan gave the following report:

\* For SY 2017-18 budget, our preliminary budget is \$4,591,399 (PY: \$4,524,028). We are below the 2.0% cap. The projected local tax levy increase is 0.00% down from last year's 1.96%. The local tax levy is \$2,793,225 resulting in a Y-o-Y increase of \$0 comparable to last year's \$53,631.

\* Projected revenue is down \$48,000 resulting from no out of district tuition (Autism program ending) or parent paid PS revenue. Projected Miscellaneous Revenue & Capital Reserve Interest remain the same year as prior year.

\* State Aid revenue is flat \$1,386,821 resulting in a Y-o-Y increase of \$0.

\* Fund 20 revenue (Grants: \$91,641) is expected to decrease by \$4,459.

\* 4 Charter School Students are budgeted at \$56,000.

1 Special Education Student is budgeted at \$56,433 (tuition) and \$15,000 for transportation.

\* Capital expenditures of \$25,300 are comprised of two items: \$20,000 (Chromebooks Grades 3-4 and I pads Grades K-2) & \$5,000 internet network switch upgrade.

\* General Fund expense of \$4,499,758 is comprised of Salaries of \$2,677,620 (60%) and Supplies & Expense of \$1,822,138 (40%).

\* A reminder to please complete your 2017 School Ethics Personal/Relative & Financial Disclosure Statements as soon as possible.

### **Facilities:**

\* All Facility updates provided by Mr. Dolinsky.

## ***Committee Reports***

Mr. Dolinsky gave the following Facilities Committee report:

\* Wall AC unit in Computer Lab: There were concerns with the warmth in the computer lab therefore Comfort Temp was called to determine what the issue could be. The AC usually runs throughout the winter due to the heat that comes off of the machines and this winter was especially mild. The unit was turned off at some point however once turned back on, was not working properly. It was discovered that the pneumatic heating valve was continually running heat through coil even when there was no air pressure. The tech found that the linkage to the economizer damper was disconnected. The tech also found where the leak was in the air handlers and repaired. Air pressure was returned to the appropriate PSI and AC is working now. While here, the tech indicated that the motor on the second AC panel in media center is non functioning. He will research and provide quote. These units are from 1991.

\* Fence: A section of the fence between school property and the neighboring vacant property is damaged. It appears as if someone backed up and dumped debris over the fence and in the process damaged the fence. The area has been marked off with caution tape as the fence is hanging in with the tips of the fence pointing toward where students often play at recess (there are hopscotch games there) We will need to research fencing replacement options.

\* Water Fountains: We currently have 2 out of 3 water fountains in the West Wing that are out of order. The committee proposes removing the one in the center and putting in the water station and we look to repair the one on left. A quote has been requested from Ash Plumbing.

Mrs. McGuinness gave the following Instructional Committee report:

\* The Instructional Committee did not meet this month due to the snowstorm and will meet in April.

Mrs. Sullivan gave the following Policy Committee report:

\* Mrs. Sullivan provided an update on the policies up for approval on tonight's agenda and thanked Mrs. McCormack for her help with updating policies.

No report was given by the Technology Committee.

## **MOTIONS** ***PERSONNEL/POLICY***

### ***1. Summer Custodian***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to hire Bradley Bickhardt as a summer custodian July 3, 2017 through August 25, 2017 at \$10/hour, as recommended by the Superintendent.

### ***2. Maternity Leave Request***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Samantha Lestrangle, beginning September 1, 2017 to January 2, 2018, as recommended by Superintendent.

**3. Policy 3100 Budget Planning, Preparation and Adoption**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve updates for policy 3100.

**4. Policy 4211 Recruitment, Selection and Hiring**

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve updates for policy 4211.

**5. Policy 6147 Standards of Proficiency**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve policy 6147.

**6. Policy 1120 Board of Education Meetings**

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve updates for policy 1120.

**BUSINESS/FINANCE/OPERATIONS**

**7. 2017-2018 Budget Preliminary Adoption**

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to submit the 2017-18 proposed budget to the Warren County Department of Education for review and approval. The proposed budget includes sufficient funds to provide curriculum compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A. The proposed budget includes the following revenues and expenditures:

Anticipated Enrollment: 195

**Revenues:**

**General Fund**

Local Tax Levy	\$2,793,225
Tuition	-
Miscellaneous Revenue	3,196
Cap Reserve Interest	300
State Aid	1,386,821
Budgeted Fund Balance	316,216
Withdrawal from Capital Reserve	-
Federal Revenue-Special Projects	91,641
 Total Revenues	 \$4,591,399

**Expenditures:**

Fund 10 Transfer to Charter School	56,000
Fund 11 Current Expense	4,418,458
Fund 12 Capital Outlay	25,300
 General Fund Total	 \$4,499,758
Fund 20 Special Revenue	91,641
Total Expenditures	\$4,591,399

### ***8. Mileage Reimbursement***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the mileage reimbursement at a rate equal to the current OMB circular rate for all contracts pursuant to N.J.A.C. 6A:23A-7.3 (maximum travel expenditure amount of \$1,500 per employee).

### ***9. CAP Application***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the 2017-18 Child Assault Prevention grant application with a district share of \$269.00.

### ***10. 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 field trip contract:

**Provider: B&K Dalrymple**

- **QT-05 Rowan University grade 5**

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

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2016-17 budget line-item transfers from February 28, 2017 to March 20, 2017 totaling \$3,855.00 for Fund 10 & \$1,500.00 for Fund 20.

### ***12. Approve Bills***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$369,433.46 and Cafeteria bill list \$4,890.21.

### ***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 February 28, 2017 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended February 28, 2017 and the A-149 Treasurer's of School Monies Report for the month ended February 28, 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).

### ***14. Approve Minutes***

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the Regular Session minutes of February 27, 2017.

AYES: 6  
NOES: 0  
ABST: 1 (Mr. Dolinsky.)  
Motion carried.

***Old Business***

Mrs. DeFalco reviewed district's QSAC results.  
Mrs. DeFalco asked Mrs. McGuinness if it was feasible to explore a yoga for teachers program.

***New Business***

Mr. Biery provided an update on NJDOE one accountability regulation.  
Regarding PARCC scores, there will be a NJ team that will work with Pearson to create interactive useful student and district reports.

***Upcoming Meetings***

April 10, 2017: Board Committee Meetings, 6pm  
April 24, 2017: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:30 pm.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: