

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – April 24, 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 7:06 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates (7:12 p.m.), Mr. Don Biery, Mr. Randy Dolinsky, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Rhonda Moritz (7:10 p.m.), Mrs. Tammy Smith, and Mrs. Dawn Sullivan.

Absent: None.

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

Public Participation

Mrs. Baker provided an update on the Knowlton Township School District night at the Bethlehem Steel soccer game. She updated everyone on the activities that were planned for the night of the game and that some tickets were still available for purchase.

Student Recognition—All Star Band

On behalf of the Board, Mrs. McGuinness introduced and presented student recognition awards for All Star Band to Nicole Bono, Emma Erickson, Mikey Ferro, and Amber Snyder.

Presentation – Knowlton Township Budget 2017-2018 Jeannine DeFalco and Michael Brennan

Mrs. DeFalco and Mr. Brennan presented 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. Mr. Brennan explained that the 17-18 New Jersey state aid revenue did not increase this year nor would the district be increasing the local tax levy for Knowlton Township taxpayers.

Correspondence

Mr. Brennan read a retirement letter from Preschool Teacher, Mrs. Deborah Hendershot. Mrs. Smith, Mrs. Moritz, Mrs. McGuinness, Mrs. DeFalco, & Mr. Brennan all thanked “Debbie” for her numerous contributions and commitment to the students’ and district.

Mr. Brennan read a “Keep America Beautiful” letter from Mr. Joseph Rossi, Knowlton Township Zoning Officer, requesting that we participate in cleaning up any unwanted trash or debris that is sometimes left by motorists along Route 46.

Superintendent’s Report

Mrs. DeFalco gave the following report:

* QSAC - The State Board Certification letter was received from Pamela J. Garozzo (QSAC Director) received on April 5, 2017. The letters informs the district that they have met the requirements of N.J.A.C. 6A:30, "Evaluation of the Performance of School Districts". We are certified for a period of three years or until the next full NJQSAC review is conducted.

* KTES received a certificate from the Health Department on Childhood Immunizations.

* Provided update on the School Mall program and the current profit standing for Knowlton.

Vice Principal’s Report

Ms. Gruszecki gave the following report:

* PARCC testing is under way. All ELA testing has concluded including make-ups. We will start Math testing tomorrow and all regular testing will conclude at week’s end with the anticipation of make-ups next week. Our system performed beautifully with 3 grade levels testing at the same time. Next year, we anticipate having grades 3-6 test at the same time which will reduce, even more than this year, the amount of disruptions to the school weeks.

* Our 5th and 6th SAGE students participated in Battle of the Books, even though they did not place, their growth, maturity and poise shined through and we are all proud of them.

* In two weeks, we will be holding a day and half of kindergarten screening to accommodate the number of students being screened.

Board Secretary's Report

Mr. Brennan gave the following report:

* Pension: Submitted 2017 Q1 (Jan-Mar) IROC Payments/Reports for TPAF & PERS.

* Our user friendly 17-18 budget will be posted to the school website this week and available for all to view.

* SY 15-16 Civil Rights Data Collection report has been submitted.

We submitted the necessary financial information: FTEs, personnel expenditures, supply/expense expenditures, etc.

Facilities:

* Minor repair to the oven in the cafeteria was required. Oven is now fixed and working fine.

* Fire inspector was here on Thursday afternoon. We passed with no violations noted.

* During spring break, we completed a lot of facilities maintenance work including replacing light bulbs and ballasts, fixing emergency lighting and repairing protective cage in the gymnasium, replaced all filters in ventilation system, fixed main door for the girls bathroom in the modulars', fixed sliding door in cafeteria, finished spring cleaning outside, and began cutting grass.

Committee Reports

Mr. Dolinsky gave the following Facilities Committee report:

* Computer lab air conditioning follow up – Pressure was identified as low (15 PSI) but needs to be at 18-20 PSI for system to operate properly. It was adjusted to 19 PSI. Additional issues uncovered and addressed were a leaking valve and the outdoor air damper was determined to be defective.

* Tractor purchase – Michael presented John Deere options to assist the maintenance and custodial workers with both the lawn upkeep as well as the snow removal. While the township assists, they are not always able to fully clear or get to the school easily depending on the needs of the community and the severity of the weather.

* Water Station will be installed in the West Wing. Currently two of the three water fountains that are located by the multi-purpose room are not functioning and the water station will replace the middle fountain.

* Fencing – Jeannine reached out to the township to check on who owns the land next door following the bending of the fence between the school property and that property. It was

determined that the fence is not owned by the school, rather by Cavit Construction out of Wayne, NJ. The construction company was due in court but failed to appear. The Facilities committee has requested that Frank and Michael take a look at what can be done with the fencing that is falling down and pointing towards the school, creating a safety issue for students at recess.

* Signage for bus/car entrance – Jeannine noted that the sign when you come in the entrance has been completely faded by the sun. She will be researching the purchase of a new sign.

* Ideas submitted to Township from recreation funding -- The Township contacted Jeannine to seek out additional recreational needs for the school. The ideas forwarded to the township are now in review and include:

Outdoor activity stencils that will be applied to the blacktop and walking path areas

Disc Golf

2 new soccer nets

A Lego Wall for indoors

Outdoor basketball

* Knox Box project with Fire Department—Jeannine read the Township Committee notes and contacted Dean Hill, the Chief to discuss the Knox Box project and inquired if the school could participate in this project. As of this date, an account has been created to recognize Knowlton Township. The fire department and the town committee continue to work together to find funding for the fire department side of the program. Dean spoke to the Knox Box Company and they do have a box that will open to two separate keys if this was something the school needed.

Mrs. McGuinness gave the following Instructional Committee report:

* The Instructional Committee discussed handling 3rd grade for the coming year with an exception to the typical class size due to a student's specific needs.

MOTIONS PERSONNEL/POLICY

1. Retirement

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to accept the retirement of Debra Hendershot, effective July 1, 2017, with regret, as recommended by the Superintendent.

2. Approval of 2016-2017 Substitutes

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the following individuals as substitute teachers for the 2016-2017 school year, pending receipt of required paperwork:

Michelle Gerhardt

Kelly Burham-Crisman

Nolan Armstrong

3. Contract Renewals

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following persons for the 2017-18 school year, as recommended by the Superintendent:

Acker	B9	\$61,358	
Apgar	M3	\$54,968	
Baker	B10	\$62,823	
Bickhardt	M19	\$78,843	Longevity \$2,500
Castillo (3 days/week)	M4	\$33,860	
Ciccarelli	M5	\$57,898	
Dally	M19	\$78,843	Longevity \$2,000
Davalos	B17	\$73,078	Longevity \$1,500
Ferry	B16	\$71,613	
Garrison	M7	\$60,828	
Harer	B15	\$70,148	
Hill	M19	\$78,843	
Hollmann (3 days/week)	M4	\$33,860	
Lestrangle	M5	\$57,898	
Janeiro	B9	\$61,358	
Jones	M19	\$78,843	Longevity \$1,500
Kwasnik	B+15,8	\$61,093	
Lennox	M9	\$63,758	
Lightcap (1 day/week)	M7	\$12,166	
Maxman	B+15,7	\$59,628	
Perry	M10	\$65,223	
Plunkett	B3	\$52,568	
Reber	MA19+15	\$80,043	Longevity \$2,000
Staub	M9+30	\$66,158	
Stefankiewicz (2.5 days/week)	M+30,11	\$34,544	
Tate (3 days/week)	B10	\$37,694	
Thurgood	M+15,6	\$60,563	
Werner	M12	\$68,153	
White	B19	\$76,443	Longevity \$2,000
Wilson	B3+15	\$53,768	

4. Custodian Contract Renewals

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following custodians for the 2017-18 school year, as recommended by the Superintendent:

Franklin Bush
Robert Guida
Terry Ramm

BUSINESS/FINANCE/OPERATIONS

5. 2017-2018 Budget 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

6. Requisition of Taxes for 2017-18

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve that the amount of district taxes needed to meet the obligations of the Board for the 2017-18 school year is \$2,793,225 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2017	\$350,000.00
August 10, 2017	\$350,000.00
September 10, 2017	\$232,580.56
October 10, 2017	\$232,580.56
November 10, 2017	\$232,580.56
December 10, 2017	\$232,580.56
January 10, 2018	\$232,580.56
February 10, 2018	\$232,580.56
March 10, 2018	\$232,580.56
April 10, 2018	\$232,580.56
May 10, 2018	\$232,580.52

7. Approve 2017-2018 Joint Resolution for Participation of Transportation Services

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve a 2017-2018 joint resolution for transportation services with Sussex County Regional Transportation Cooperative with a 4% administrative fee.

8. Approve Field Trip

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2016-2017 field trip contract:

- North Warren Regional – 6th grade Olympics

9. Approve Preliminary Calendar for 17-18

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the 2017-2018 preliminary calendar.

10. Accept 2017-18 NJMEBF Medical Renewal

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to accept the North Jersey Municipal Employee Benefits Fund medical renewal rates effective July 1, 2017 thru June 30, 2018 at a 5.2% increase in premium rates based on staff members existing coverage during 2016-17.

11. Approve Physical Therapy Provider

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve Allison Peck, P.T. as the 2017-18 Physical Therapy Service Provider at the rate of \$84.00 per hour.

12. Approve Application to Operate Special Education Summer School

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the application to operate a special education summer school from 7/10/17 to 8/3/17.

13. Approve Travel Expenditures

A motion was made by Mrs. Sullivan seconded by Mrs. Bates 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.

14. Amendment to NCLB grant

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve an amendment to the NCLB grant submission of \$3,520 to include carryover funds from 2016 as listed:

Title IA: \$244

Title IIA: \$3,276

15. Reappoint NCLB Coordinator

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to reappoint Linda Crimmins as the No Child Left Behind Grant Coordinator for 2017-18.

16. 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: Monthly bill list \$421,376.41 and Cafeteria bill list \$5,385.99.

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 March 31, 2017 (Policy 6820).

Board Secretary

Date

17. 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 March 31, 2017 and the A-149 Treasurer of School Monies Report for the month ended March 31, 2017 in compliance with the N.J.A.C. 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 over expended in violation of N.J.A.C. 6A:23A-16.10(c).

18. Approve Minutes

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the Regular Minutes of March 20, 2017.

AYES: 7

NOES: 0

ABST: 1 (Mrs. Moritz.)

Motion carried.

Old Business

None.

New Business

Mrs. Smith reminded everyone of the NJSBA conference scheduled for October in Atlantic City, NJ. Mr. Brennan asked anyone who planned on attending to please notify him.

Upcoming Meetings

May 8, 2017: Board Committee Meetings, 6pm

May 22, 2017: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:38 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: