

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – May 22, 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 7:05 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. Rhonda Moritz, and Mrs. Tammy Smith.

Absent: Mr. Randy Dolinsky, Mrs. Kate McGuinness, and Mrs. Dawn Sullivan.

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

None.

Correspondence

None.

Presentations

(1) SAGE Battle of the Books

Mrs. Kim Reber presented a sample of the Battle of the Books competition in which the Knowlton BOE members asked timed comprehension questions to the students about the books they have read. Great job by Mrs. Reber and all the SAGE students!

(2) Sixth grade wax museum

Mrs. Jenn Staub presented a sample of the entire sixth grade wax museum in which all students participated. Ms. Mallory Allen (6th grade student) was softball player, Jennie Finch and Ms. Kiara Garriques (6th grade student) was soccer player, Mia Hamm. Great job by Mrs. Staub, Kiara, Mallory, and all the 6th grade students!

Superintendent Report

Mrs. DeFalco gave the following report:

* Our Science Curriculum Committee is putting finishing touches on the Science Curriculum document which will be up for approval at the June board meeting. The curriculum is fully aligned with Next Generation Science Standards.

* The World Language Curriculum required updates and revisions and there is one grade level left to complete. We expect this curriculum to also be on the June board meeting approval.

* Summer Extended School Year staffing is in the process of being scheduled and organized. The goal is to have it finalized and notification to the teachers by Wednesday of this week.

* Our advertisement for both our PSD program and Music maternity leave ran in Sunday's Star Ledger and is currently on our school website as well as NJ.com. As of today, I had received 8 resumes for the PSD position and 5 resumes for the music position. Interviews will begin next week.

* Today our afternoon PSD program started for the 2 eligible residents. There is a third eligible resident as of June 6th.

* Coalition for Healthy and Safe Communities delivered to me letters today indicating that one of fifth grade students, Nolagh Perst, was selected as a finalist in the "Follow Me, I Choose to be Alcohol Free" poster contest. This means that her poster, out of over 150 entries, was selected and will be awarded as either the 1st, 2nd, 3rd Honorable Mention or the People's Choice winner for 4th – 12th grades. Congratulations to Nolagh! There will be a recognition ceremony held on June 6th at Warren County Community College at 7pm.

* Misty Baker reported to me that the Bethlehem Steel Fundraiser was a success earning the school \$672. Please check out the pictures on the office windows.

Vice Principal's Report

Ms. Gruszecki gave the following report:

* The Climate Committee will be conducting a student and teacher survey that will give us feedback about our school climate. We will analyze the data and find out where our strengths and concerns are.

* The Wellness Committee will be re-evaluating the Wellness Policy and will be making changes as necessary through the suggestions of Alliance for a Healthier Generation.

* Teachers were presented with 3 different Professional Development by Standards Solutions and the Attachment and Trauma Network on our half day, May 17th. During the morning, teachers in grades 2-6 were able to watch a demo lesson about text dependent questioning. The presenter taught different lessons to various grade levels and teachers were provided coverage to be able to attend. In the afternoon, most teachers attended a STEM workshop that covered teaching strategies and resources. Some of the teachers attended a presentation by Melissa Saden who brought to light how a student's surroundings and exposure to certain events can cause a traumatic brain and how the brain does or does not function after life altering events. She also gave strategies on how to work with students who may have experienced these life changing situations.

* On Wednesday, May 10th, the teachers were thrown a luncheon by the PTO. The food was catered by Mama's and desserts like brownies, fruit, a chocolate fountain, and other great items were donated by the parents. Teachers were also offered a free 15 minute massage by clinicians from The Village Family Clinic in Hackettsown.

* On Friday, May 19th, the KTEA organized a teacher for a day event. They were able to find 3 community members able to come in and teach for the day and see what it is like to be a teacher. Mr. Young, Dr. Eugene Cullen, and Mrs. Licatase spent their day in 6th, 3rd, and 2nd grades.

Board Secretary Report

Mr. Brennan gave the following report:

* Our user friendly 17-18 budget has been posted to the school website this week and available for all to view. Resolution for 2017-18 final budget adoption and signed tax levy certification was delivered to NJDOE county office.

* Mr. Brennan encouraged everyone to attend the Warren County School Boards Association meeting on May 25th at Hawk Pointe Golf Club to speak with Senator, Michael Doherty.

Facilities:

* On May 1, Abcode Security found a defective smoke detector in the modulars. Abcode replaced with new smoke detector, tested, and put system back online.

* On our compact utility tractor, limited warranty is bumper to bumper for 2 years excluding only tires and battery. Powertrain (engine/transmission) limited warranty is for 6 years. Dealer will provide 50 hour break-in service (free of service and transportation charges) to our district at no cost.

Committee Reports

Mrs. DeFalco gave the following Facilities Committee report:

* Tractor follow up – Michael prepared a data sheet comparing three brands with two models each for pricing. The board reviewed the data and voiced opinions as to which tractor was best suited for our needs and was within our financial capability. The committee members requested that we seek a landscaper to mow the front for upkeep until the new tractor is purchased and arrives.

* Water Station/East Wing Fountain – it was discussed to have the plumber repair the East Wing fountain when he comes to install the new water station and water fountain. The water station has been installed and the new water fountain will be installed tomorrow. Both will not be operational until the second lead test is completed.

* Parking lot hole – Michael to provide follow up at June meeting.

* Early Act beautification project – Students in Early Act beautified the front of our school in the area running along the East Wing by mulching and planting marigolds. This was one of their three projects for the school year.

* Room changes for 17-18 – Health will no longer be traveling from class to class. One of the now empty classrooms will become a Health classroom. One of the second grade classrooms will become the STEM lab.

* Rhonda asked if the school district could look into a local landscaper to enhance the front of the school from outside of Susan Perry’s classroom all the way down the school to the end of the West Wing. With so many pressing issues taking the time of our maintenance and custodial staff, we should be finding a way to keep on top of the weeds, bushes, and plantings so that the front is aesthetically pleasing. Rhonda suggested calling area schools first to see if they utilize a service.

Ms. Gruszecki gave the following Instructional Committee report:

* We discussed the possibility of map testing for our district.

No report was given for the Policy and Technology Committees.

MOTIONS

1. New Hires

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employees for the summer, to be approved by the board at the next regular board meeting.

2. Approve Substitute Nurse

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously to approve Kendra Prosser as a substitute nurse for the 16-17 school year, pending completion of required paperwork.

3. Approve correction to teacher contract renewal

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to correct the following teacher contract renewal as approved on April 24, 2017. The approval should read:

Reber MA+15, 19 \$80,043 Longevity \$2,000

4. Approve Longevity

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve a longevity increase for Charlene Harer as per KTEA contract as of September 1, 2017. (Longevity level \$1,500)

5. Summer Custodian

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

6. Teacher Evaluation Model for 2017-2018

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously to approve the adoption of Charlotte Danielson’s Teacher Evaluation Model and Rubric for the 2017-2018 school year.

7. Approve Field Trip Contract

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

QT-FT- 13 B&K Dalrymple Incoming K Bus ride through Delaware

8. Approve ESY services staff

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following individuals for the 2017 ESY services as recommended by the Superintendent:

Sharon Roof Nurse \$1976.00 (4 weeks)
Sandy Simone Speech Provider \$65.00 per hour

9. Approve HCESC 2017 Interlocal Vehicle Sale Agreement

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2017 Interlocal Vehicle Sale Agreement of bus #24 through the Hunterdon County Educational Services Commission.

10. Approve 2017 Summer Transportation

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2017 Summer Pupil Transportation driver using our school mini bus at a rate of \$18 per hour.

11. Approve Occupational Therapy Provider

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve Kathleen DiFebo, OTR/L as the 2017-2018 Occupational Therapy Provider at the rate of \$78 per hour.

12. Merit Goal

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to recognize the designated quantitative Merit Goal for the Superintendent, as stated in the report dated August 31, 2016 has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

13. Approve 2017-18 Transportation Contract Renewal

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2017-18 Student Transportation Contract Renewal for Multi-Contract KT123 with B&K Dalrymple Inc. for a total of \$172,494.15 with a 0.3% increase from 2016-2017.

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|------------------|--------------------|
| Route #1 | \$38,449.22 |
| Route #3 | \$31,659.19 |
| Route #5 | \$33,187.59 |
| Route #7 | \$34,341.15 |
| Route #10 | \$34,857.00 |

14. Accept Safety Grant

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to accept the 2017 NJSIG in the amount of \$1,700.

15. Transfer

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached Fund 10 transfer in the amount of \$92.77.

16. Year-End Transfers and Appropriations

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to authorize the Superintendent to make line item transfers and appropriations as needed during the month of June and to authorize payment of year-end invoices all of which will be approved by the Board of Education at the next board meeting.

17. Approve Bills

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$391,119.87 and Cafeteria bill list of \$3,778.86.

Monthly Certification

Pursuant to NJAC 6A:23A-16.10(c)3, I certify that no budgetary line item account has been overexpended in violation of NJAC 6A:23A-16.10(c)4 as of April 30, 2017 (Policy 6820).

Board Secretary

Date

18. Accept Report of the Secretary and Report of the Treasurer

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended April 30, 2017 and the A-149 Treasurer of School Monies Report for the month ended April 30, 2017 in compliance with the NJAC 6A:23A-16.10(c)3. 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)4.

19. Approve Minutes

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously to approve the regular session minutes from May 8, 2017.

AYES: 4

NOES: 0

ABST: 1 (Mrs. Moritz.)

Motion carried.

20. Approve Minutes

A motion was made by Mr. Biery seconded by Mrs. Bates and carried unanimously to approve the regular session minutes from April 24, 2017.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

Old Business

Superintendent evaluation is online.

New Business

Board Retreat is scheduled for July 17, 2017 at 6pm.

Mrs. Moritz inquired about graduation and discussed the possibility of having flowers for the graduates.

Mrs. McCormack mentioned that some parents have voiced concerns to her about ticks.

Mrs. McCormack expressed that the Girl Scouts were interested in donating a bottle filling station to the school as they work toward completing a project for their gold award.

Upcoming Meetings

June 12, 2017: Board Committee Meetings, 6pm

June 19, 2017: Board Meeting, 7pm

Executive Session

Be it hereby resolved by, Mr. Don Biery seconded by, Mrs. Moritz at 8:51 pm pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an Executive Session for the duration of approximately 30 minutes regarding:

Administrative contracts

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

The meeting was re-opened to the public at 9:08 pm.

Adjournment

A motion was made by Mrs. Moritz seconded by Mrs. Smith and carried unanimously to adjourn the meeting at 9:12 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: