

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – June 19, 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. Moritz called the meeting to order at 7:08 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates (7:25 p.m.), Mr. Don Biery, Mr. Randy Dolinsky, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Rhonda Moritz, Mrs. Tammy Smith (7:46 p.m.), and Mrs. Dawn Sullivan (7:16 p.m.).

Absent: None.

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

As part of her pursuit for the Girl Scout's gold award, Ms. Madeline Hunsinger presented her fundraising project to provide a water bottle filling station for the school.

Student Recognition

On behalf of the Board, Mrs. McGuiness explained the school's coloring contest and the presented awards to the coloring contest winners: Aedyn Billings, Kathryn Hunsinger, and Lindsay Caputo.

Correspondence

Mr. Brennan read a maternity leave request letter from Ms. Dana Gruszecki and a resignation letter from third grade teacher, Mrs. Nicole Wilson. Mr. Brennan read a letter from Mrs. Pam Kanane stating that she will be ending Kidz Klub at the conclusion of this school year. Regarding our food service account and as part of our resource management comprehensive review, Mr. Brennan read a no findings letter from Ms. Lisa Garland, auditor, NJ Department of Agriculture. Mr. Brennan read a note from Mrs. Acker thanking the Board for the facility improvements they have made in the nurse's room.

Superintendent Report

Mrs. DeFalco gave the following report:

- * Preview of Ms. VanHorn as the selected hire for the Preschool Teacher position and Ms. Suzanne Delonas as the maternity leave music position.

- * Information regarding the World Language curriculum up for approval and the 2017-2020 ESL plan.

- * World Language – committee was Jeannine DeFalco, Dana Gruszecki, Cristina Castillo, and Susie Elias. All grade levels were revised and aligned with current standards.

- * ESL – at this current time we do not have any students that qualify for ELL/ESL services. This plan designates the assessment in place for determination (WIDA Access for ELLs) and procedures for identifying students. It also provides a course of action should a student require services.

Vice Principal Report

Ms. Gruszecki gave the following report:

- * Preliminary PARCC scores have been released to district. You will receive my report in September once the scores have been finalized in August by Pearson.

- * Knowlton has been selected to participate in a research study for grades K-3. The study is for the NJ Department of Ed and will be conducted by Rutgers. Researchers are looking for what types of professional development is needed for early elementary, since over the years most professional development is geared toward the upper grades. Rutgers will come in 2 times in the fall to observe selected classes and selected teachers will receive 5 professional development opportunities to implement with their classes. Rutgers will then assess the students in the spring and then observe again in the fall of 2018. This study will help guide the state in their offerings and how to best support the K-3 teachers in their development and instruction.

* Teachers started their professional development for next school year. The teachers began training with ESpark and Frontier, which are online components to be utilized in the classroom for ELA and Math. This will replace ScootPad for the next school year.

* Warren County Library visited and presented to the students all the opportunities available to them at the library this summer.

* The Climate Committee will be instituting the Knowlton Knight Citizen of the Month Award that will run September through May. Teachers will have certain criteria based on citizenship to nominate students. There will be one from grades K-2 and 3-6 monthly.

* The Climate Committee also surveyed the students and the staff in the building to see if there are areas that need to be addressed. Some items that were rated lower were the appearance of the bathrooms, teachers spend a great deal of time dealing with students' social and emotional challenges, and that students not always respect each others' differences. Some positive reflections that were found are that students feel safe in their school and teachers help them when needed. Teachers felt that school administration gives useful feedback on their teaching and teachers look forward to coming to work every day, and Knowlton School is a good place for the teachers to work and learn.

Board Secretary Report

Mr. Brennan gave the following report:

* Payroll change notices, medical waiver forms, and employment contracts were distributed and received back from employees for the 2017-18 school year.

* Summer salary checks will be distributed to staff on the last day of school (June 20th, 2017). We had 16 people participate this year up from 14 in prior year.

* Our SAM (system for Award Management) has been updated. We are now active through May, 2018. This allows us to receive federal funds for the (Rural Education Achievement Program) REAP grant. Also, I have completed the 17-18 REAP application for our district, which is new this year.

Facilities:

* RK Environmental was here at 8:30 am on Wednesday June 7th with three staff members to update our chemical inventory for MSDS (material safety data sheets). Frank & I took them through the building. RK data results will be uploaded for State reporting. District has completed our portion of RTK survey.

* Regarding additional lead/water testing requirements, RK Environmental took five water samples throughout the building at 7 am on Thursday June 15, 2017.

Committee Reports

Mr. Dolinsky gave the following Facilities Committee report:

* The Facilities Committee would like the addition of air conditioning for the Art and Music room investigated. Michael will reach out and see if we can have someone come and evaluate the area, windows, ceiling height, and provide advice on type of unit to consider.

* Michael provided an update that the new tractor is expected to be delivered on or around July 7th. He was expecting to be apprised on the travel progress on June 14th. While we wait for its arrival, we have secured an individual, Mrs. Plunkett, to take care of our front sections.

* The Facilities committee discussed visible cracks in the blacktop by the basketball hoops out back. They also requested if any additional information had surfaced regarding the front parking lot and the areas which show erosion around the sewer drain. Michael explained that paving specific areas would be further explored over the summer. The board felt this may turn in to a capital project knowing that small cracks and the need to pave can easily become a larger scale project.

* RK Environmental is scheduled to come Thursday, June 15th at 7 am to retest our fountains. The deadline for lead testing in public schools is July 13th. We will have met the deadline and the reimbursement paperwork will need to be filed. It is understood that some, not all costs, associated with the testing will be covered. The East Wing water fountain that was going to be addressed by the plumber who installed the water filling stations has not yet been addressed. Michael will follow up to see when he will be returning to fix.

* Mrs. Moritz asked what particular projects are on the summer to do lists for the custodians and maintenance staff. Michael expressed that there have been many requests for painting and the board would like those requests to be prioritized. Michael will provide Jeannine a list of the summer project requests received and she will review them and provide input.

* Due to the many tasks assigned to our maintenance and custodial staff, the Board would like Michael to investigate the hiring of a landscaper for both a fall and spring Clean up and beautification process. Fall would be right when school is starting and the spring date March to early April.

Mrs. McGuinness gave the following Instructional Committee report:

* We discussed the possibility of map testing as a teacher assessment tool for our district.

* The committee discussed the results of the Knowlton school survey and discussed researching a K-6 student profile of academic strengths and weaknesses.

Mrs. Sullivan gave the following Policy Committee report:

* We discussed the wellness policy updates for our district.

No report was given by the Technology Committee.

MOTIONS

1. Accept Resignation

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously to accept the resignation of Nicole Wilson, with regret, effective June 30, 2017.

2. Maternity Leave Request

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Dana Gruszecki, beginning October 16, 2017 to January 1, 2018, as recommended by Superintendent.

3. *New Hire*

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the hiring of Katelyn Van Horn, teacher, effective September 1, 2017 with a salary based on Step 1 M of \$53,003, as recommended by the Superintendent.

4. *Approve Maternity Leave Replacement*

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the hiring of Suzanne Delonas, maternity leave replacement for music, effective September 1, 2017 through December 22, 2017 with a prorated salary based on Step 1 BA of \$20,241.20, as recommended by the Superintendent.

5. *Approve Substitutes for 2017-2018*

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously to approve the attached list of substitutes for the 2017-18 school year, as recommended by the Superintendent.

6. *Adoption of Textbooks*

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to authorize the purchase of textbooks by the administration and to adopt the following textbook series for 17-18:

Reading	K-4	Houghton Mifflin Harcourt Journeys
Reading	5-6	Approved Core Novels
Mathematics	K-6	Houghton Mifflin Harcourt Go Math
Language Arts	K-4	Houghton Mifflin Harcourt Journeys
Spelling	K-4	Houghton Mifflin Harcourt
	5	Modern Curriculum Press Spelling Workout
	6	Sadlier Vocabulary Workshop Level A
Science	K-6	Delta Education/ FOSS Kits
Social Studies	1	Harcourt
	2	Scott Foresman
	3-6	MacMillan/McGraw Hill
Spanish	2-5	Viva el Espanol National Textbook
	6	Hola National Textbook

7. *Approve World Languages Curriculum*

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously to approve the revised World Languages Curriculum to be implemented in the 2017-2018 school year.

8. *Approve 2017-2020 Bilingual/ESL/ELS plan*

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously to approve, pursuant to N.J.A.C. 6A:15-1.6, Knowlton Township School District's Bilingual/ESL/ELS Three-Year Program Plan.

9. Approve Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously by roll call vote to accept a three year contract with internet provider, Fusion, at a cost of \$1,750.00 per month beginning on July 1, 2017 and culminating on June 30, 2020.

10. Approve Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously by roll call vote to approve a special instructional services contract for student #1744 from Accent On Communication, LLC, with PROMPT therapist Stephenie Neufeld for two sessions per week. Therapy costs are at a rate of \$110.00 per session.

11. Approve summer program substitute

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the following staff as a 2017 Summer Program substitute, as recommended by the Superintendent:

Noelle Ciccarelli

12. Aide Contracts

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

Lucille Devaney	Non-instructional/Bus Aide
Deborah Dwornikoski	Instructional Aide
Cindy Hendershot	Non- instructional
JoAnn Hoffman	Instructional Aide
Christina Ippolito	Non-instructional Aide

13. Approve Summer Special Education Program Staff

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following staff and salary for the 2017 Summer Special Education Program as recommended by the Superintendent:

Colleen Apgar	Teacher	\$2080.00
Noelle Ciccarelli	PS Teacher	\$ 520.00
Susan Perry	Teacher	\$2080.00
Katelyn VanHorn	PS Teacher	\$1560.00
Lisa Garrison	Aide	\$ 648.00
Kim Reber	Aide	\$ 864.00
Allison Bickhardt	Aide	\$ 864.00
Allison Bickhardt	Bus Aide	\$ 300.00
Cindy Hendershot	Aide	\$ 864.00

14. Additional Work Days

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to employ Dana Gruszecki for four days in July for a total of \$918.

15. Approve 2017 Summer Transportation

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

16. Approve Capital Reserve Deposit

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve a deposit to the General Fund Capital Reserve Account pursuant to N.J.S.A. 18A:7F-41, to be used pursuant to N.J.A.C. 6A:23A-8.4, in an amount not to exceed \$100,000.00, account to be funded from available unexpended budget line item accounts and unreserved Fund Balance at June 30, 2017.

17. Approve Budget Line-Item Transfers

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously by roll call vote to approve the attached 2016-17 budget line-item transfers from May 23, 2017 to June 19, 2017 totaling \$10,213.95 for Fund 11.

18. Approve Bill List

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$456,994.59 and Cafeteria bill list of \$5,787.30.

19. 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 May 31, 2017 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to accept the monthly A-148 Secretary’s Reports for the month ended May 31, 2017 and the A-149 Treasurer of School Monies Report for the month ended May 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 overexpended in violation of 6A:23A-16.10(c).

21. Approve Minutes

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve the Regular Session and Executive Session Minutes of May 22, 2017.

AYES: 5

NOES: 0

ABST: 3 (Mr. Dolinsky, Mrs. McGuinness, & Mrs. Sullivan.)

Motion carried.

22. Uniformed Shared Services Agreement

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the Uniformed Shared Services and Consolidation Agreement

with Allamuchy Township School District to enter a joint agreement for shared services of Gretchen Stefankiewicz, School Psychologist.

Executive Session

Be it hereby resolved by, Mrs. McGuinness seconded by, Mrs. Moritz at 8:03 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 8:34 pm.

23. Superintendent Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Sullivan and carried unanimously by roll call vote to approve the 2017-2018 contract for Jeannine DeFalco, Superintendent, with a salary of \$118,674 with a monthly stipend of \$1,250 for October, November, and December when she assumes additional duties. The stipend will be reevaluated if needed moving forward.

24. Vice Principal Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the 2017-2018 contract for Dana Gruszecki, Vice Principal, with a salary of \$73,444.

25. Business Administrator Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the 2017-2018 contract for Michael Brennan, Business Administrator, with a salary of \$73,688.

26. School Secretary Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2017-2018 contract for Donna Diorio, School Secretary, with a salary of \$40,825 and a \$250 annual stipend for duties related to payroll processing.

27. Superintendent's Secretary Contract

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2017-2018 contract for Donna Ventura, Superintendent's secretary, with a salary of \$48,384.

28. Treasurer Contract Renewal

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously by roll call vote to offer an employment contract for 2017-18 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

29. Approve Wellness Policy

A motion was made by Mrs. McGuinness seconded by Mrs. Bates and carried unanimously to approve the updated district Wellness Policy.

Old Business

Board Retreat date is now scheduled for July 18, 2017 at 6pm.

New Business

Mrs. Sullivan explained that North Warren graduating seniors are reading a time capsule excerpt of what they wrote from their final days as a sixth grade student. Currently, Knowlton students are not participating in this writing project. In the future, Mrs. Sullivan encouraged our district to participate in this writing project.

Mrs. McCormack asked if there were any further updates about ticks.

Mrs. McCormack asked what the district's specific role is concerning income verification for free and reduced lunch students.

Upcoming Meetings

July 18, 2017: Board Retreat, 6pm

July 18, 2017: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Moritz seconded by Mrs. McGuinness and carried unanimously to adjourn the meeting at 8:56 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: