

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – September 25, 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. Kate McGuinness (7:09 p.m.), Mrs. Rhonda Moritz, Mrs. Tammy Smith, and Mrs. Dawn Sullivan (7:13 p.m.).

Absent: Mr. Randy Dolinsky.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Bickhardt, Mrs. Kwasnik, Mr. Dan Masker, Ms. Jaida Masker, & 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***

None.

### ***Correspondence***

Mr. Brennan read a contract negotiations information request from Mrs. Patti Ressler, NJEA consultant.

### ***Student Recognition – Jaida Masker, school supply drive/donation***

Mrs. Carroll presented Ms. Jaida Masker with a student recognition award for her outstanding contribution to the school by collecting school supplies for those in need. Great job, Jaida!

### ***Vice Principal's Report – PARCC presentation***

Mrs. Carroll gave the following report:

\* Mrs. Carroll presented our district's 2017 PARCC results.

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

Mrs. DeFalco gave the following report:

\* Once again we have been awarded a grant for CAP, New Jersey Child Assault Prevention. This grant provides training for parents and students of kindergarten, 3<sup>rd</sup> and 5<sup>th</sup> grade. The total cost of the program is \$896; the Grant Award is \$627 and the district's financial responsibility is \$269. This includes one parent workshop and five student workshops. This will be our second year with fifth grade participating in the programming along with kindergarten and third grade.

\* According to the Anti-bullying Bill of Rights, the first week of October is designated as the "Week of Respect".

\* The third week of October is designated as "School Violence Awareness Week" according to state code. Annually, we also celebrate Red Ribbon Week in Oct. through activities coordinated by our Just Say No Club.

\* Our first cluster meeting was held at Blairstown last week. The next cluster meeting will be held at Frelinghuysen.

\* October 9<sup>th</sup> is a scheduled county in-service day. A variety of workshops and trainings will be taking place on this day. Some of the workshops being offered at our site include: Google Classroom/Google Apps, Chromebook Exploration/Refresher, Warren County Librarian's Meeting, Trauma Sensitive Schools with Melissa Sadin and Makerspace and classroom tools with Barnes and Noble. Three staff members will spend the day outside attending all day workshops at another location.

\* Teachers have expressed interest in working on Social Studies Curriculum and examining possible new materials.

\* Curriculum updates in the areas of Art and Music will be reviewed in the coming months.

\* On Wednesday, September 27<sup>th</sup>, Dana and I will meet with the North Warren administrative team to be introduced to the new individuals in administrative roles and to continue collaboration regarding curriculum and transitions.

- \* Our PTO generously donated 3 six foot folding tables to the school for use at school events.

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

Mr. Brennan gave the following report:

- \* October 4<sup>th</sup> & 5<sup>th</sup> our auditor's will be here: Ardito & Company  
Tammy & I will be signing the engagement letter.  
Jeannine & I will be signing the management representation letter.  
I am preparing the list of items needed.

- \* We have completed Sept. payroll with new updated amounts for medical/dental contributions, AXA contributions, and NJEA dues.

- \* We submitted our debt service verification form to NJDOE.

### **Facilities:**

- \* Frank has completed the clearing of the garden area including the two larger raised beds.

- \* Lead testing SOA (Statement of Assurance) stating that we conducted lead testing by the statutory deadline and the reimbursement request has been submitted.

- \* Pioneer Tree & Shrub Care, LLC. has completed the brush and tree work along the west wing, back of the property, and near the playground equipment. Additionally, they returned to add mulch to the landscaping beds located at the front of the school. Total cost is \$5,615 (\$5,030/\$585).

### ***Committee Reports***

Mr. Brennan gave the following Facilities Committee report:

- \* Landscaping: Pioneer Tree and Shrub Care has completed the pruning and trimming work in the front of the school. They will return to school over the weekend of September 15<sup>th</sup> to complete the tree and brush work along the west wing and rear of the school. The cost estimate provided was \$5,030. A \$300 dollar addition charge was added to the initial quote of \$4,730 for the tree work by the playground equipment located in the rear of the school.

- \* Water Fountains/Plumber Update: Lloyd Grub Plumbing & heating, LLC repaired a water fountain in the East Wing; he also repaired a valve in the ceiling that wasn't functioning above that water fountain. Plumber cleaned three additional water fountains. Plumber will let Michael know if he can find replacement part to fix water fountain located at East Wing entrance. Facilities Committee agreed that if it can't be repaired then we will purchase a new fountain for that location. We will also purchase three new water fountains for the library and modular locations. Currently, water coolers are being used in the modulares.

- \* Brainstorm possible areas for Green team to focus on related to Facilities:

Jeannine provided a list of possible ideas for Facilities Committee to consider. We reviewed the options. Michael explained that Jeannine had noted that there are many options. Randy and Tammy asked if Jeannine could send them the sustainable NJ link, so they could review all the content areas and available options.

\* Roof: Warren Thompson Roofing will be here at 10 am on Thursday to investigate a roof leak in the library. They will provide a written estimate to our district.

\* Fire Alarm System: SimplexGrinnell as part of their annual fire alarm inspection noted that two batteries in the main panel need to be replaced. They provide a quote of \$556.71 (Labor \$224.00 & Materials \$332.71). We have decided to purchase the batteries for \$79.98 on our own. Frank will install batteries when school is not in session.

Mrs. McGuinness gave the following Instructional Committee report:

\* We discussed the 2017 PARCC results for our district.

## ***MOTIONS***

### ***1. Approve Substitutes***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the following substitute for the 2017-18 school year, as recommended by the Superintendent: Melissa Miller

### ***2. Appoint Curriculum Coordinator***

A motion was made by Mrs. Smith seconded by Mrs. Sullivan and carried unanimously by roll call vote to appoint Susie Elias as a shared Curriculum Coordinator with Blirstown for the 2017-18 school year with a rate of \$10 per student.

### ***3. Approve Classroom Observations***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Jamie Dritt, a student at Warren County Community College, to complete required classroom observation hours between 9/26/17 and 11/03/17, as recommended by the Superintendent.

### ***4. Dental Renewal Approval***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the dental renewal with Horizon Blue Cross Blue Shield of New Jersey for the renewal period of 09/01/17 to 08/31/18 at a 3% increase in premiums.

### ***5. Erate Service Agreement Approval***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the E-Rate 2018-2019 service agreement with E2E Exchange, LLC for \$1,310 and 3% of category two funding.

### ***6. Emergency Crisis Plan Revisions***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve the revisions to the district Emergency Crisis Plan for the 2017-2018 school year.

### ***7. Approve Revisions to Policy 3541.33***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve revisions to Policy 3541.33, Transportation Safety.

### ***8. Approve Revisions to Policy 6114***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve revisions to Policy 6114, Emergencies and Disaster Preparedness.

### ***9. Approval of Revisions to Policy 3542.1***

A motion was made by Mrs. Smith seconded by Mrs. Sullivan and carried unanimously to approve revisions to Policy 3542.1, Wellness/Nutrition.

### ***10. Approval of Field Trip Contracts***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following 2017-18 field trip contract: PS and K to Mackey's Orchard.

### ***11. Accept CAP Grant***

A motion was made by Mrs. Smith seconded by Mrs. McGuinness and carried unanimously by roll call vote to accept the 2017-18 Child Assault Prevention (CAP) grant in the amount of \$896.00 with a district responsibility of \$269.00.

### ***12. Approve Week of Respect***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve the week of October 2<sup>nd</sup>, 2017 as the Week of Respect.

### ***13. Approve School Violence Awareness Week***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the week of October 16<sup>th</sup>, 2017 as School Violence Awareness Week.

### ***14. Approve Travel Expenditures***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the attached travel expenditures for the 2017-18 school year as required by the Chapter 53 revisions to C.18A:11-12.

### ***15. Approve Bills***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$247,237.76.

### ***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 August 31, 2017 (Policy 6820).

---

Board Secretary

---

Date

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

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended August 31, 2017 and the A-149 Treasurer of School Monies Report for the month ended August 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 N.J.A.C. 6A:23A-16.10(c).

### ***17. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of August 28, 2017.

AYES: 5

NOES: 0

ABST: 2 (Mrs. McCormack & Mrs. Sullivan.)

Motion carried.

### ***Old Business***

Reminder - 2017 NJSBA Workshop – October 23- 26, 2017.

Reminder - 2017 Warren County Meeting – October 10, 2017.

### ***New Business***

Mrs. McCormack asked if the district could investigate bus #3 turnaround location at the corner of Shotwell and Kishpaugh road. Mrs. Moritz asked Mrs. DeFalco how the board can support school activities. Mrs. Moritz stated that she hoped various classrooms would continue to participate in our BOE meetings.

### ***Upcoming Meetings***

October 2, 2017: Board Committee Meetings, 6pm

October 23, 2017: Board Meeting, 7pm

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Sullivan and carried unanimously to adjourn the meeting at 8:31 pm.

Respectfully submitted,

Michael Brennan, MBA

Business Administrator/Board Secretary

Approved: