

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – September 26, 2016

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. Randy Dolinsky, Mr. Eric Erickson, Mrs. Kate McGuinness, Mrs. Rhonda Moritz, Mrs. Tammy Smith (7:27 p.m.), and Mrs. Dawn Sullivan.

Absent: None.

Others: Mr. Michael Brennan, Business Administrator, and Mrs. Dana Gruszecki, Vice Principal, and Teachers.

Mission Statement

We are committed to provide an engaging, comprehensive education aligned with the Common Core 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. (October, 2015)

Public Participation

None.

Correspondence

None.

Vice Principal's Report – PARCC presentation

Mrs. Gruszecki presented our district's PARCC performance test results for spring 2015 as compared to spring 2016.

Ms. Gruszecki gave the following report:

- * Mum sale was a success. We raised over \$1,000 for the Student Activity Account.
- * I attended a workshop on how to handle students who become physically aggressive, Non-Violent Crisis Intervention.
- * I also attended another workshop this month at Frelinghuysen about Building a Culture of Learning and Leadership. Ms. Maxman, Mrs. Jones, and Ms. Werner all attended the workshop with me.
- * We have formed an Election Committee to plan activities for the students to do for the upcoming Presidential election.

Superintendent's Report

On behalf of Mrs. DeFalco, Ms. Gruszecki 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, 3rd and 5th grade. The total cost of the program is \$727; the Grant Award is \$508 and the district's financial responsibility is \$218. This year we added fifth grade to our programming.
- * 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.
- * October 10th is a scheduled in-service day. A variety of workshops and trainings will be taking place on this day. Some teachers and aides will be venturing out of the school building and some will be taking advantage of the opportunities here. Workshop planning is in the process. Both Kim Reber and Jenna Maxman will be presenters.
- * Girls on the Run sessions have started and Early Act Club started today. Physical Activity club (Miss Lennox) will start soon.
- * Our REAP (Rural Education Achievement Program) grant was received and is on the motion list. The grant is a total of \$18, 643.00 for this school year.
- * Two letters were sent to both the township and NJ Department of Transportation requesting the placement of Bus Stop Ahead signs. The requested locations were Delaware Road and Route 94.

* There was a fire at Air Liquide this morning over the bridge in Portland, PA. (The company used to be called Voltaix; they were bought out by a French chemical company called Air Liquide over a year ago.) According to the company's vice president approximately 300 grams of disilane caught fire because the shipping container it was in was not sealed properly. Disilane is a highly flammable colorless gas that catches fire upon contact with the air. It is not toxic. When it burns, the byproducts are silica and water. The fire was put out in under 30 minutes and did not result in any hazardous releases. Warren County EM call center was notified, but the call was canceled so our F&R did not respond. Adele Starrs emailed Jeannine so that she could address any concerned parents.

Board Secretary's Report

Mr. Brennan gave the following report:

* Student activity account report has been redesigned with ten new categories. Beginning balances as of 06.30.15 were assigned by student activity category type. Revenue receipts and expense disbursements were tracked by category type to arrive at our year end balance as of 06.30.16. Updated report has been sent to our auditor for review.

* Historically, September payroll has a lot of changes requested by the staff. We implemented a new process that logs all September payroll changes, so we have a complete record of what was changed/implemented.

Facilities:

* Facilities Committee was updated on the status of the projects that were completed during the summer. Highlights include HVAC repair in Mrs. Thurgood's room & in Mrs. Wilson's room, electrical upgrade in computer lab, staining of modular decks, painting portions of the modulars, painting of exterior doors, library painting, waxing of gymnasium floor, repair of cafeteria tables, and repair of freezer refrigeration unit.

* School Facilities: For QSAC 2016-17, we submitted to the county boiler, fire, & health certificates along with our 2015-16 School facility checklist. Deadline submission to the county office was 09.15.16 to be eligible for QSAC differentiation. Notice to the district is estimated to be approximately 1 month.

* New HVAC system was installed in Mr. Ferry's room as the existing unit failed. HVAC system in the new CST area has been repaired and is working fine.

Committee Reports

None.

PTO Report

On behalf of the PTO, Ms. Gruszecki reminded everyone that the Trick Tray fundraiser was scheduled for next Friday. She also noted that the PTO discussed the possibility of purchasing additional playground equipment for the school district.

MOTIONS
Personnel/Policy

1. Approve Substitutes

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the following substitutes for the 2016-17 school year, as recommended by the Superintendent: Amy Ferrara, teacher and Christina Perry, custodian

2. Aide Contract

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to offer an employment contract to Debra Dwornikoski, as an instructional aide at the annual salary of \$15,000.00, from September 1, 2016 to June 30, 2017, as recommended by the Superintendent.

3. Appoint Curriculum Coordinator

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to appoint Susie Elias as a shared Curriculum Coordinator with Blirstown for the 2016-17 school year with a rate of \$10 per student.

4. Lateral Adjustment

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve a lateral adjustment for Cristina Castillo as of 1/1/2017 from BA+15, step 3 to M, step 3 as recommended by the Superintendent.

5. Lateral Adjustment

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously by roll call vote to approve a lateral adjustment for Jennifer Staub as of 1/1/2017 from M+15, step 8 to M+30, step 8, as recommended by the Superintendent.

Business/Finance/Operations

6. Approve Inventory Disposals

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the following inventory asset tag disposals in September 2016.

Laptops/Thin Clients/Printers

00721	HP M1522nt	CND892L001
00305	HP812C	MX9781V159
00886	Vostro 3450	5W49DT1
0859	Vostro3400	JGLFHL1
00795	Vostro 3400	1HLFHL1

00813	Thin Client	MXL0210N12
00817	Thin Client	MXL0210N27
00759	Thin Client	MXL02010CO
00710	Thin Client	MXL02010DQ
00818	Thin Client	MXL0210MZV
00929	Thin Client	CVN923OB43
00928	Thin Client	CNV923OB2R
00821	Thin Client	D8D3859C5F2E
00820	Thin Client	D8D3859C5CF8
00715	Thin Client	MXL02010C1
00811	Thin Client	MXL0210N0P
00857	Thin Client	MXL0210MZ3
00717	Thin Client	MXL02010C7
00864	Thin Client	00237DCB5E5D
00814	Thin Client	D8D3859C4BAC
00856	Thin Client	MXL0210N28
00815	Thin Client	MXL0210N4R
00720	Thin Client	MXL0200LMV
00719	Thin Client	MXL02010DW
00597	Thin Client	3C4A92D01BB5
00930	Thin Client	CNV923OB74
00927	Thin Client	CNV923OBFT
00865	Thin Client	3C4A92D0796F
00863	Thin Client	3C4A92D059F8
00711	HP Color LaserJet CP2025dn	CNDSB00690
00714	HP Color LaserJet CP2025dn	CNDSB00685
00718	HP Color LaserJet CP2025dn	CND3B00697

7. Emergency Crisis Plan Revisions

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the revisions to the district Emergency Crisis Plan for the 2016-2017 school year.

8. Approval of Field Trip Contracts

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the following 2016-17 field trip contract:

PS and K Mackey's Orchard

9. Accept CAP Grant

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to accept the 2016-17 Child Assault Prevention (CAP) grant in the amount of \$727.00 with a district responsibility of \$218.00.

10. Accept REAP Grant

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to accept the 2016-2017 Federal Rural Education Achievement Program (REAP) grant in the amount of \$18,643.00.

11. Approve Week of Respect

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve the week of October 3rd, 2016 as the Week of Respect.

AYES: 6

NOES: 0

ABST: 1 (Mrs. Sullivan.)

Motion carried.

12. Approve School Violence Awareness Week

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously to approve the week of October 17th, 2016 as School Violence Awareness Week.

13. Approve Travel Expenditures

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the attached travel expenditures for the 2016-17 school year as required by the Chapter 53 revisions to C.18A:11-12.

14. Approve Student Activity Line Item Transfers

A motion was made by Mrs. Sullivan seconded by Mrs. McGuinness and carried unanimously by roll call vote to approve the following student activity account line item transfers as of June 30th, 2016: transfer \$3,000 from Fundraiser account to Field Trip account, transfer \$3,000 from 5K account to Field Trip account, & transfer \$1,500 from QSP Magazine account to the Miscellaneous account.

15. Approve Bills

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$274,694.19.

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 August 31, 2016 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended August 31, 2016 and the A-149 Treasurer of School Monies Report for the month ended August 31, 2016 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. Sullivan seconded by Mr. Erickson and carried unanimously to approve the Regular Session Minutes of August 22, 2016.

AYES: 4

NOES: 0

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

Motion carried.

18. Approve Executive Session Minutes

A motion was made by Mrs. Sullivan seconded by Mrs. Moritz and carried unanimously to approve the Executive Session Minutes of August 22, 2016.

AYES: 4

NOES: 0

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

Motion carried.

Old Business

Reminder - 2016 NJSBA Workshop – October 25- 27, 2016.

New Business

None.

Upcoming Meetings

October 3, 2016: Board Committee Meetings, 6pm

October 24, 2016: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Sullivan seconded by Mr. Erickson and carried unanimously to adjourn the meeting at 8:12 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: