

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – July 30, 2018**

### ***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 7:10 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. Tammy Smith, & Mrs. Dawn Sullivan.

Absent: Kate McGuinness & Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Bickhardt, & Mrs. White.

### ***Correspondence***

Mr. Brennan read a maternity leave request letter from Mrs. Hollmann.

Mr. Brennan read a resignation letter from Mrs. Cristina Castillo.

Mr. Brennan read a supply reimbursement thank you note to the BOE from Mrs. Terri Kwasnik.

### ***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.

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

Mrs. DeFalco gave the following report:

\* Year End Health Services Report- Mrs. Acker provided me with her report and here are a few highlights:

- \*3940 visits to nurse's office
- \*1030 Calls/Conferences with Parents
- \*206 Absentee/Attendance calls
- \*205 Vision Screenings
- \*Health Appraisals for CST/IRS
- \*0 Hearing Referrals
- \*0 Ambulance calls

\* Interviews were conducted last week for a paraprofessional position that we have open. The candidates are being discussed and a determination should come this week. The individual will be up for approval at our next board meeting.

\* We are working with both Frelinghuysen and Pohatcong for our World Language teacher search. This part time position is a difficult one to fill so working together may yield the opportunity to create a shared services contract and provide an individual with full time employment.

\* HIB Self Assessment Each school district in New Jersey must complete a School Self-Assessment for Determining grades under the Anti-Bullying Bill of Rights Act. Currently, Dana, Debbie L. and I are completing the surveys independently and then will meet to review and compare rankings.

\* HIB Reporting – Over the course of reporting period 2 (January 1 – June 30 2017, Knowlton Township Elementary had 0 HIB investigations and Incidents. Data will be submitted and certified to the state.

\* August 30 - Knowlton and Frelinghuysen will join together for August 30 AM professional development for teachers. Dr. Tracey Severns will be presenting to staff members on how to promote engagement, understanding, and independence for all learners.

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

Mr. Brennan gave the following report:

\* An update was provided on the available Board of Education seats for the upcoming November election. Knowlton BOE has three seats available. All are 3 year terms. Reminders to submit petitions to the Warren County clerk were sent to current BOE members.

\* Regarding dental insurance, we secured a 2 year renewal with Horizon BCBS at a 0% increase.

- \* I submitted our SY 18-19 IDEA application. Amounts are on tonight's agenda for approval.
- \* Our state aid has decreased \$77,607 from the initial state aid figures we were provided to use in our SY 18-19 district budget submission.
- \* We submitted our HCESC fuel survey for fuel oil #2, so we can continue to buy our fuel oil at a discount through the consortium.
- \* The 2017 BEAR expenditure worksheet for Erate reimbursement has been completed and submitted. Our district will receive a maximum reimbursement of \$14,422.94.

Facilities:

- \* Repairs have been made to the East & West boys bathrooms. Painting has been completed in the library for the bookshelves. Painting is ongoing in the boys & girls bathrooms in the East & West wings.

## ***MOTIONS***

### ***1. New Hires***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employees for the 2018-2019 school year, to be approved by the board at the next regular board meeting.

### ***2. Bus Aides***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve designated KTES aide or administrator to accompany students #1658 and #1855 during both the AM and PM routes for the 2018-2019 school year.

### ***3. Accept Resignation***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to accept the resignation of Cristina Castillo, with regret, effective June 30, 2018.

### ***4. Maternity Leave Request***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Cristina Hollmann, beginning October 16, 2018 to January 8, 2019, as recommended by Superintendent.

### ***5. Approval of Breakfast and Lunch Prices for 2018-2019***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the lunch prices for 2018-19 as follows:

Student breakfast	\$1.50
Staff breakfast	\$2.00
Student lunch	\$3.25
Extra entrée	\$1.85
Adult lunch	\$3.75
Salad bar	\$2.85
Ala Carte	\$ .60
Milk	\$ .45
Reduced Lunch	\$ .40

#### ***6. Approve IDEA Federally Funded Grant Position for 2018-2019***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following Federally Funded Grant allotments for 2018-19, with estimated amounts to be charged to the grant:

IDEA Basic	Aide Salary/Instructional Supplies/OT/PT	\$50,407.00
IDEA Preschool	PSD Aide Salary/Instructional Supplies	\$ 6,246.00

#### ***7. Request Full-Time Principal Waiver***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to request a waiver for a full-time, non-teaching Principal for the 2018-19 school year.

#### ***8. EVVRS/HIB-ITP Semi-Annual Report***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the 2017-18 EVVRS/HIB-ITP data for reporting period 2.

#### ***9. Policy 4111 – Recruitment, Selection and Hiring***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the revisions to Policy 4211, Recruitment, Selection and Hiring.

#### ***10. Policy 4115- Supervision***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the revisions to Policy 4115, Supervision.

#### ***11. Policy 4116 – Evaluation of Teaching Staff Members***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the revisions to Policy 4116, Evaluation of Teaching Staff Members.

#### ***12. Policy 4211 – Nondiscrimination/Affirmative Action***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the revisions to Policy 4211, Nondiscrimination/Affirmative Action.

#### ***13. 2018-19 Budget Adjustment Plan***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2018-19 Budget Adjustment Plan of reducing appropriations by \$77,607 as defined in the "NJDOE Transfer Worksheet" which is equal to the reduction in state aid of \$77,607.

#### ***14. Dental Renewal***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates 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 09/01/18 to 08/31/20 at a 0% increase in premiums.

#### ***15. North Jersey Municipal Employee Benefit Fund Membership Renewal***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to adopt the attached resolution authorizing the renewal of the North Jersey Municipal Employee Benefits Fund effective July 1, 2018 through June 30, 2021.

**WHEREAS**, a number of public entities in the State of New Jersey have joined together to form the **North Jersey Municipal Employee Benefits Fund**, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

**WHEREAS**, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

**WHEREAS**, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;

**WHEREAS**, the governing body of Knowlton Township School District, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the LOCAL UNIT hereby agrees as follows:

i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.

ii. Will participate in the following type (s) of coverage (s):

a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.

iii. Adopts and approves the FUND's Bylaws.

iv. Execute an application for membership and any accompanying certifications.

**BE IT FURTHER RESOLVED** that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

i. Approval of the LOCAL UNIT by the FUND.

ii. Receipt from the LOCAL UNIT of a Resolution accepting assessment.

iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

## ***16. Approve North Jersey Municipal Employee Benefit Fund Indemnity & Trust Agreement***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to accept the following resolution:

**WHEREAS**, the governing bodies of various local units of government, as defined in N.J.A.C. 11:15-3.2, have collectively formed a Joint Insurance Fund as such an entity is authorized and described in N.J.S.A. 40A:10-36 et. seq. and the administrative regulations promulgated pursuant thereto; and

**WHEREAS**, the LOCAL UNIT has agreed to become a member of the FUND in accordance with and to the extent provided for in the Bylaws of the FUND and in consideration of such obligations and benefits to be shared by the membership of the FUND;

**NOW THEREFORE**, it is agreed as follows:

1. The LOCAL UNIT accepts the FUND's Bylaws as approved and adopted and agrees to be bound by and to comply with each and every provision of said Bylaws and the pertinent statutes and administrative regulations pertaining to same.

2. The LOCAL UNIT agrees to participate in the FUND with respect to health insurance, as defined in N.J.S.A. 17B:17-4, and as authorized in the LOCAL UNIT's resolution to join.

3. The LOCAL UNIT agrees to become a member of the FUND and to participate in the health insurance coverages offered for an initial period, (subject to early release or termination pursuant to the Bylaws), such membership to commence on **July 1, 2018** and ending on **June 30, 2021** at 12:01 AM

provided, however, that the LOCAL UNIT may withdraw at any time upon 90 day written notice to the FUND.

4. The LOCAL UNIT certifies that it has never defaulted on payment of any claims if self-insured and has not been cancelled for non-payment of insurance premiums for a period of at least two (2) years prior to the date of this Agreement.

5. In consideration of membership in the FUND, the LOCAL UNIT agrees that it shall jointly and severally assume and discharge the liability of each and every member of the FUND, for the periods during which the member is receiving coverage, all of whom as a condition of membership in the FUND shall execute an Indemnity and Trust Agreement similar to this Agreement and by execution hereto, the full faith and credit of the LOCAL UNIT is pledged to the punctual payments of any sums which shall become due to the FUND in accordance with the Bylaws thereof, this Agreement or any applicable Statute. However, nothing herein shall be construed as an obligation of the LOCAL UNIT for claims and expenses that are not covered by the FUND, or for that portion of any claim or liability within the LOCAL UNIT retained limit or in an amount which exceeds the FUND's limit of coverage.

6. If the FUND in the enforcement of any part of this Agreement shall incur necessary expenses or become obligated to pay attorney's fees and/or court costs, the LOCAL UNIT agrees to reimburse the FUND for all such reasonable expenses, fees, and costs on demand.

7. The LOCAL UNIT and the FUND agree that the FUND shall hold all moneys in excess of the LOCAL UNIT's retained loss fund paid by the LOCAL UNIT to the FUND as fiduciaries for the benefit of FUND claimants all in accordance with N.J.A.C. 11:15-3 et. seq.

8. The FUND shall establish and maintain Claims Trust Accounts for the payment of health insurance claims in accordance with N.J.S.A. 40A:10-36 et. seq., N.J.S.A. 40A:5-1 and such other statutes and regulations as may be applicable. More specifically, the aforementioned Trust Accounts shall be utilized solely for the payment of claims, allocated claim expense and stop loss insurance or reinsurance premiums for each risk or liability as follows:

- a) Employer contributions to group health insurance
- b) Employee contributions to contributory group health insurance
- c) Employer contributions to contingency account
- d) Employee contributions to contingency account
- e) Other trust accounts as required by the Commissioner of Insurance

9. Notwithstanding 8 above, to the contrary, the FUND shall not be required to establish separate trust accounts for employee contributions provided the FUND provides a plan in its Bylaws for the recording and accounting of employee contributions of each member.

10. Each LOCAL UNIT of government who shall become a member of the FUND shall be obligated to execute an Indemnity and Trust Agreement similar to this Agreement.

### ***17. Approve 2018-19 Transportation Contract Renewal***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2018-19 Student Transportation Contract Renewal for Multi-Contract KT123 with B&K Dalrymple Inc. for a total of \$174,992.98 with a 1.51% increase from 2017-2018.

<b>Route #1</b>	<b>\$39,029.80</b>
<b>Route #3</b>	<b>\$32,137.24</b>
<b>Route #5</b>	<b>\$33,688.72</b>
<b>Route #7</b>	<b>\$34,859.70</b>
<b>Route #10</b>	<b>\$35,277.51</b>

### ***18. 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 2018-19 school year as required by N.J.S.A.18A:11-12.

### ***19. Approve Budget Line-Item Transfers***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2017-2018 budget line-item transfers for the time period of June 19, 2018 through June 30, 2018 with a total of \$46,236.83 for Fund 11.

### ***20. Approve combined bill lists for June and July***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the combined bill lists for payment as follows: Combined bill lists for June 19, 2018 through July 30, 2018 with a total of \$396,479.04.

### ***21. Approve Minutes***

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the Regular Session Minutes of June 18, 2018.

AYES: 4

NOES: 0

ABST: 1

Motion carried.

### ***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 June 30, 2018 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended June 30, 2018 and the A-149 Treasurer of School Monies Report for the month ended June 30, 2018 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).

### ***Old Business***

None.

### ***New Business***

Mrs. Smith reminded everyone about the NJSBA 2018 workshop conference.

### ***Upcoming Meetings***

August 27, 2018: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: