

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – August 27, 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

Mr. Brennan called the meeting to order at 7:05 p.m.

Flag Salute

Mr. Brennan invited everyone to join him in the flag salute.

Roll Call

Present: Mrs. Dawn Bates, Mr. Don Biery, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Rhonda Moritz, & Mrs. Dawn Sullivan (7:21 p.m.).

Absent: Mrs. Tammy Smith.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Rebecca Hunsinger, & Ms. Madelyn Hunsinger.

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.

Correspondence

Mr. Brennan read a CAP program approval letter.

Vice Principal's Report

Mrs. Carroll gave the following report:

- * This summer I attended a state workshop at Raritan Valley Community College. They discussed updates to the teachers' Student Growth Objectives or SGOs and presented a refresher on the principal evaluation in conjunction with the Professional Standards.

- * Knowlton School will be participating in Trex Recycling Contest. We will be recycling plastic film meaning bags, newspaper sleeves, bread bags, ice bags, pellet bags, Ziploc bags, case overwrap, dry cleaning bags, produce bags, bubble wrap, salt bags, and cereal bags. The winning school in each category will receive a Trex bench for the school. Allison Bickhardt found this and is our point person for collecting and weighing the plastic each month to report to Trex.

- * We will be hosting our annual Mum fundraiser again. Orders will be accepted through Sept. 21st and will be delivered on the 27th. Volunteers will be needed from 3:30-5:30 that day if anyone is interested in helping.

- * Gov. Murphy signed into law a new mandate regarding recess. Recess should be every day at a minimum at 20 minutes. We currently have 30 min recess. In addition to the time allotment for recess is also the mandate that recess cannot be withheld from a student unless administration withholds it and gives an alternate assignment in regards to the infraction or other social emotional learning. Students cannot be withheld more than 2x per week. With that, there will be no more NET time for students during recess. Teachers will have to utilize after school Homework Recovery if needed.

Superintendent's Report

Mrs. DeFalco gave the following report:

- * The wiring for the security cameras has been completed. The camera install will actually occur September 5th and 6th as of right now.

- * New cafeteria tables were ordered but will not arrive in time for the first day of school. We will do a switch out once they arrive.

- * Debbie Lennox assisted me with getting both of our caterpillar hopscotches painted on our walking path along with positive words and some footprints.

- * We have 24 kindergarten students and we are now 2 sections of kindergarten. Prior to today there were 25 but we were alerted today that one will be attending school in PA. I did not hire a new teacher, rather transferred Lisa Garrison to kindergarten. Her technology classes will be integrated into both Media and STEM. There are some technology duties that are left uncovered and an action plan for what that looks like is in process.

- * I have hired a new personal aide, instructional aide and a Spanish teacher. The Spanish teacher will be via a shared services contract with Pohatcong. He will be here 2 days a week.

* The boys and girls bathrooms in both East and West Wing hallways have been painted and look great. I plan to paint a couple of sayings over the next two weeks and see how that goes. I plan to add to the walls throughout the school throughout the year.

* L.E.A.D. (Law Enforcement Against Drugs) programming is set for the 18-19 school year. Trooper Media will be conducting the lessons with sixth grade for 10 weeks, with one class per week. The introduction will be done separately with each homeroom for week 1 and then the following 9 weeks will be conducted in a large group setting with small group break outs.

* Our expected enrollment for September 4, 2018 is 175.

Board Secretary's Report

Mr. Brennan gave the following report:

* 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. All follow up documentation has been submitted and approved by the NJ DOE including:

- 1) Board resolution adopting the budget adjustment plan
- 2) Budget adjustment plan narrative
- 3) Detailed amounts and corresponding line items impacted by the reduction in appropriations

Facilities:

* We are finishing up our summer work. This includes staining of modular exterior stairs and playgrounds will be weeded again. Lift was utilized in the multipurpose room to change the HVAC filters. Carpet cleaning in the classrooms and all hallways has been completed. Painting has been completed in the boys & girls bathrooms in the East & West wings. Gym floor has been waxed. It looks great and is ready for the opening of school.

* LED lighting project we are awaiting the timeline from the state approved vendor to begin installation.

*. Security cameras are installed with the exception of 2 for the modulars that will cover that portion of the playground and the flat screen monitor in the main office. Mr. Bush also recommended to me that Facilities be given access to the cameras.

* Three new HVAC units have been ordered.
Two for Mrs. Jones room in the modulars & one for the main office.

* K&A is completing a grading project to allow proper water drainage by the boiler room. A preexisting concrete pad has been removed and the old foundation has been cleaned, cracks sealed, tar existing foundation, backfill with dirt, and grade away from building.

* Exterior basketball court has been seal coated and new lines have been painted.

Public Participation

Ms. Hunsinger presented her Girl Scout project to the board.

MOTIONS

Personnel/Policy

Consent Motion Approval

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the use of a consent motion for the meeting.

Consent Motion

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 10 for the 18-19 school year.

1. Approve Mentoring Plan

A motion was made to approve implementation of the current Mentoring Plan, which was updated and aligned with the New Jersey Professional Standards for Teachers and meets the requirements of the mentoring regulations in N.J.A.C. 6A:9-8.4.

2. 2018-19 Appointments

A motion was made to appoint the following persons for the 2018-19 school year:

Americans with Disabilities Act (ADA) Coordinator – Jeannine DeFalco

Substance Awareness Coordinator – Susan Acker

Anti-Bullying Specialist – Debbie Lennox

Anti-Bullying Coordinator – Dana Carroll

Acting Board Secretary for Emergency Purposes – Dana Carroll

Affirmative Action Officer – Dana Carroll

504 Committee Coordinator – Dana Carroll

North Jersey Municipal Employee Benefits Fund Commissioner – Michael Brennan

North Jersey Municipal Employee Benefits Fund Alternate – Jeannine DeFalco

3. Approval of 2018-2019 Substitutes

A motion was made to approve the following individual as a substitute for the 2018-19 school year, upon receipt of all necessary paperwork, as recommended by the Superintendent: Michael Licata.

4. New Hires

A motion was made to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed for September start, to be approved by the board at the next regular board meeting.

5. Approve Updated Physical Education Curriculum

A motion was made to approve district implementation of revised Physical Education curricula for September 2018.

6. Approve Updated Health Education Curriculum

A motion was made to approve district implementation of revised Health Education curricula for September 2018.

7. Approve Updated Social Studies Curriculum

A motion was made to approve district implementation of revised Social Studies Education curricula for September 2018.

8. Approve Updated Science Curriculum

A motion was made to approve district implementation of revised Science Education curricula for September 2018.

9. Approve Vice Principal Evaluation Tools for 2018-2019

A motion was made to approve the New Jersey Principal Evaluation for Professional Learning Instrument as the evaluation tool for 2018-2019.

10. Approve Anti-Bullying Bill of Rights Self-Assessment

A motion was made to approve the attached Anti-Bullying Bill of Rights Self-Assessment for submission and certification as required.

11. Appoint Curriculum Coordinator

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to appoint Susie Elias as a shared Curriculum Coordinator with Blairstown for the 2018-2019 school year with a rate of \$2,000 for the year.

12. Aide Contract

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to offer an employment contract to Larissa Walsh, as a personal aide at the annual salary of \$16,000 from August 29, 2018 to June 30, 2019, as recommended by the Superintendent.

13. Aide Contract

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to offer an employment contract to Diane Geitzenauer, as an instructional aide at the annual salary of \$16,000 from August 29, 2018 to June 30, 2019, as recommended by the Superintendent.

14. 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.

15. Approve Merit Goals

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously by roll call vote to approve merit goals (as attached) for submission to the Executive County Superintendent to be completed in the 2018-2019 school year.

AYES: 5

NOES: 0

ABST: 1 (Mrs. Moritz)

Motion carried.

16. Approve Bills

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list for July 31, 2018 to August 27, 2018 is \$140,799.69.

17. Approve Transfers

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously by roll call vote to approve transfers for the dates July 31, 2018 to August 27, 2018 as follows: Fund 11 transfer amount of \$1,395.00.

18. Accept Secretary and Treasurer Reports

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended July 31, 2018 and the A-149 Treasurer's of School Monies Report for the month ended July 31, 2018 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.

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 July 31, 2018 (Policy 6820).

Board Secretary

Date

19. Approve Minutes

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the Regular session minutes of July 30, 2018.

AYES: 4

NOES: 0

ABST: 2 (Mrs. McGuinness & Mrs. Moritz).

Motion carried.

20. Approve 2018-19 Board Goals

A motion was made by Mrs. Sullivan seconded by Mrs. McCormack and carried unanimously to approve 2018-19 Board Goals, as attached.

21. Approve Shared Service Agreement with Pohatcong Township BOE

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to approve the shared service agreement with Pohatcong Township BOE in the amount of \$41,485 (Knowlton BOE's amount) for a world language teacher.

Old Business

Mr. Brennan reminded everyone about the NJSBA 2018 workshop conference.

New Business

None.

Upcoming Meetings

September 10, 2018: Board Committee Meetings, 6pm

September 24, 2018: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Sullivan seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:12 p.m.

Respectfully submitted,

Michael Brennan, MBA

Business Administrator/Board Secretary

Approved: