

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REGULAR MEETING – September 24, 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 7:06 p.m.

Flag Salute

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

Roll Call

Present: Mrs. Dawn Bates, Mrs. Joann McCormack, Mrs. Kate McGuinness, Mrs. Rhonda Moritz, & Mrs. Tammy Smith.

Absent: Mr. Don Biery & Mrs. Dawn Sullivan.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Bickhardt, Mr. Dally, & Mrs. 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.

Correspondence

Mr. Brennan read a LED project update from Mr. Tortomasi, Senior Energy Advisor from CMC Energy Services, Inc.

Vice Principal's Report – PARCC presentation

Mrs. Carroll gave her annual PARCC presentation on the 2018 test results.

Superintendent's Report – Tenure Recognition

Mrs. DeFalco recognized tenure for Ms. Cristina Hollmann.

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, 3rd and 5th grade. You will see this on tonight's agenda as a motion for approval.

* October 8th is a scheduled county in-service day. Currently we have scheduled Inspired Instruction to present two workshop offerings here for our staff and other interested teachers. They will be presenting The Habits of Mind and The Collaborative Classroom: Developing Analytical Thinkers in Elementary Reading. We also will be hosting the Follett Institute as well.

* Our Green Team met for the first time this school year today and determined which actions the members will look to focus on over the course of the months prior to the first submission date. The Green Team members for 18-19 are Colleen Apgar, Lisa Garrison, Pam Janeiro and Katelyn Toth, along with Dana and myself.

* On September 24, 2018, Mrs. Carroll conducted rear bus evacuations. Bus Drivers were notified in advanced and reviewed emergency procedures with older students for emergency situations (ex. turning the bus off, calling 911, etc.). All students in attendance that day participated and evacuations were also conducted with the preschoolers who ride the mini-bus.

* On Wednesday, I will be attending Sustainable Practices Working Session in Trenton, NJ.

* On Thursday, I will be in attendance at the Warren County Security Meeting.

Board Secretary's Report

Mr. Brennan gave the following report:

* October 8th & 9th 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:

* Inspector from Chubb Insurance was here to inspect our boilers.

Our boilers passed inspection. Hobbie Heat has completed reassembly of boilers and they are now ready for use.

* Lead testing SOA (Statement of Assurance) form has been submitted.

* C.R. Shotwell has completed the brush and tree work along the west wing and back of our property. Additionally, they added mulch around all the playground equipment and to the landscaping beds near the modulars'. Total cost is \$4,800 (\$2,440/\$2,360).

Committee Reports

Mrs. Moritz gave the following report:

* Fire Inspection Report – Simplex Grinnell performed the district fire alarm inspection prior to school opening. The inspection was performed in accordance with applicable national fire protection association standards. There were no deficiencies noted during the inspection. One recommendation was provided that the district updates their panel and devices to an addressable Simplex System. A quote to upgrade will be provided to the district.

* Northwest Refrigeration was on site in August to clean and check HVAC units. He returned in September to check a unit in a meeting room and determined that it is a pneumatic system issue and provided what has to be done first prior to him returning. The third unit in the library is experiencing similar issues and this repair, due to size and location, will be examined more closely over Winter Break.

* School opening- Our maintenance staff did a great job getting our building ready for the start of school. CR Shotwell assisted with some landscaping items on the exterior as well.

*. Michael is continuing to examine ways in which our district can meet the new NJDEP guidelines for underground oil tanks/operators.

* Our LED project is still in process as the state has to release the funds before the replacement begins.

Public Participation

None.

MOTIONS

1. Approve Substitutes

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following substitute for the 2018-19 school year, as recommended by the Superintendent: Timothy Reber

2. Appoint School Physician

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to appoint Dr. Eugene Cullen as the School Physician for the 2018-19 school year with a yearly rate of \$1,500.00.

3. Board Attorney Name Change

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to recognize that effective immediately the prior motion appointing the Schwartz Edelstein Law Group as our Board Attorney is hereby amended to substitute the name of the Weiner Law Group, LLP.

4. Approve Child Study Team intern

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Meaghan Manole, a student at Montclair State University, to complete required intern hours between 9/27/18 and the last day of school for the 2018-2019 school year, as recommended by the Superintendent.

5. Approve Classroom Observation

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Kaitlin Bertholf, a student at Centenary University, to complete 15 required observations hours between 10/11/18 and 11/15/18, as recommended by the Superintendent.

6. Approve Classroom Observation

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Antonia Giordano, a student at Warren County Community College, to complete 5 required observation hours between 10/1/18 and 11/1/18, as recommended by the Superintendent.

7. Approval of Field Trip Contracts

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to approve the following 2018-19 field trip contracts:

QT-01	PS and K to Mackey's Orchard	B&K Dalrymple
QT- 02	Grade 6 to Fairview	B&K Dalrymple

8. Accept CAP Grant

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to accept the 2018-19 Child Assault Prevention (CAP) grant in the amount of \$934.00 with a district responsibility of \$280.00.

9. Approve Week of Respect

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the week of October 1st, 2018 as the Week of Respect.

10. Approve School Violence Awareness Week

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the week of October 15th, 2018 as School Violence Awareness Week.

11. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to approve the attached travel expenditures for the 2018-19 school year as required by the Chapter 53 revisions to C.18A:11-12.

12. Approve Transfers

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to approve transfers for dates August 28, 2018 to September 24, 2018 from Fund 11 in the amount of \$800.00.

13. Approve Bills

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$325,890.17 (08.28.18-09.24.18).

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, 2018 (Policy 6820).

Board Secretary

Date

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

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

15. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve the Regular Session Minutes of August 27, 2018.

AYES: 4

NOES: 0

ABST: 1 (Mrs. Smith)

Motion carried.

Old Business – NJSBA conference October 22-25, 2018

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

New Business

Mrs. Smith asked about the expected delivery date of the new cafeteria tables. Mr. Brennan advised that the expected delivery date is early October per the vendor.

Mrs. Smith provided an update of proposed NJ legislation that would impact NJ school districts'.

Upcoming meetings

October 15, 2018: Board Committee Meetings, 6pm

October 22, 2018: Board Meeting, 7pm

Executive Session

Be it hereby resolved by Mrs. Smith seconded by Mrs. Moritz at 8:29 p.m. 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 45 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 reopened to the public at 8:58 p.m.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 9:11 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: