

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MINUTES FOR REGULAR MEETING – October 22, 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 7:05 p.m.

### ***Flag Salute***

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

### ***Roll Call***

Present: Mrs. Dawn Bates, Mrs. Rhonda Moritz, Mrs. Tammy Smith, & Mrs. Dawn Sullivan (7:12 p.m.).

Absent: Mr. Don Biery, Mrs. Joann McCormack, & Mrs. Kate McGuinness.

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

### ***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 thank you note from Carl Shotwell of C.R. Shotwell, LLC.

## ***Public Participation***

None.

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

Mrs. DeFalco gave the following report:

\* The new Superintendent evaluation is available and if the Board would like Kathleen Helewa, NJSBA to come out to our reorganization meeting to provide information to board members I can contact her. There will be workshops on this topic at Convention which I am hoping to attend.

\* I am pleased to be attending the Sustainable Jersey for Schools Awards Ceremony, on Tuesday, October 23, 4:00 to 7:00 pm at the Atlantic City Convention Center, Hall A. Knowlton Township School district has earned Bronze certification and will receive a certification plaque.

\* Kim Reber recently applied to BASF grant opportunity for \$5,000. Kudos to Kim for being awarded the money which will be applied to the purchase of a 3D printer.

\* As you may know, eSpark co-hosts regional events with their partner districts to celebrate their great work and to offer other local district leaders the opportunity to learn more about personalized learning and technology in the classroom. eSpark handles all costs, logistics, and promotion of this event so that they can share our unique eSpark model and other innovative work with our neighboring districts. They have reached out to us to co-host a 2 hour event with our team in late November or early December. Discussions are scheduled to take place next week.

## ***Vice Principal's Report***

Mrs. Carroll gave the following report:

\* PARCC update: PARCC has been renamed as the NJSLS (New Jersey Student Learning Standards) Math and ELA. We will test starting May 1<sup>st</sup>. I have spoken with the teachers and they would like to start the test a little later in the testing window.

\* The Musconetcong Watershed Ambassador program will be coming to Knowlton to speak with grades 3-6 in regarding to water run-off and how it affects our rivers.

\* Mrs. Reber's coin race for the book fair netted the library over \$800 to spend on books.

\* Rutgers completed their final observations last week and we will receive their feedback in December regarding our growth within the Kindergarten through Third Grade Quality Initiative.

## ***Board Secretary Report***

Mr. Brennan gave the following report:

- \* Pension: Submitted 2018 Q3 (July-Sept) IROC Payments/Reports for TPAF & PERS.
- \* Grants: Submitted 2017 Year End Final Expenditures Reports for ESEA.  
IDEA FY 17 final expenditure report is now available (Oct 10<sup>th</sup>) and due on November 2nd.
- \* Our financial audit (October 8<sup>th</sup> & 9<sup>th</sup>: Ardito & Company) was conducted this month.  
Overall, everything went well. We provided the necessary reports and documentation so they could properly conduct their audit.
- \* Anthony notified me about several post audit follow up items that we will need to submit:
  - 1) Management letter
  - 2) Compensated absences as of 6/30/18 (track liability)
  - 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures
- \* Audit report (CAFR) is due Dec 5<sup>th</sup>.

### **Facilities:**

- \* The boilers were serviced and started for the season and we shut off the air conditioners throughout the school.
- \* A new mat was also installed by the main entrance.

## ***Committee Reports***

Mrs. Moritz gave the following report:

- \* LED Update: Current status remains the same as the update that Mr. Brennan provided at the September 24<sup>th</sup>, 2018 BOE meeting. CMC Energy is expected to begin LED installation in November when school is not in session.
- \* Roof: Warren Thompson Roofing completed the main office roof repair located by the rooftop HVAC units. Work was completed on October 9<sup>th</sup>, 2018. Total cost was \$2,765.00 for the 2 part epoxy primer and final silicone roof coating.
- \* Cafeteria Tables: Our six new cafeteria tables have arrived. Mr. Bush assembled them and Mr. Brennan, Mr. Bush, and Mrs. DeFalco report that the students love the new tables. The old wall unit tables will be discarded and purchasing new mats will be investigated. The mats would be hung to cover up the existing wall unit table alcoves.
- \* RK Environmental: Concerning indoor air quality, our district took extra precautions and safety measures to ensure our building has the proper indoor air quality for students and staff. RK Environmental did a visual walk through of the entire school building noting actual humidity, relative humidity, and room temperature. The results of the visual walk through were favorable. RK Environmental returned to our school to take indoor air samples and conduct strip testing of dust samples throughout the school. We are awaiting the test results from RK Environmental. RK Environmental will communicate the results to Mr. Bush, Mr. Brennan, & Mrs. DeFalco.

***Presentations – Citizenship Awards presented by Mrs. Carroll  
National Park – Yawger Family and Mrs. White***

Mrs. Carroll presented citizenship awards to Keith Stouch & Ashlynn Vaughn. Congratulations to Ashlynn & Keith. Great job!

Mrs. White and the Yawger family presented their family's summer trip through numerous national parks to the board. Great job by everyone!

***MOTIONS***

***Consent Motion Approval***

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

***1. Approve Updated Art Curriculum***

A motion was made to approve district implementation of revised art curriculum.

***2. Approve Music Curriculum***

A motion was made to approve district implementation of revised music curriculum.

***3. Approve Dance Curriculum***

A motion was made to approve Dance curricula for 2018.

***4. Approve Theatre Curriculum***

A motion was made to approve Theatre Curricula for 2018.

***5. Approval of School Nursing Services Plan***

A motion was made to approve the 2018-19 School Nursing Services Plan.

***6. Approve Updated Policy 5561***

A motion was made to approve updated Policy 5561, Use of Physical Restraint and Seclusion Techniques.

***7. Approve Updated Policy 5141.21***

A motion was made to approve updated Policy 5141.21, Administering Medication.

***8. Approve Updated Crisis Plan***

A motion was made to approve the updated crisis plan for SY 18-19.

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

A motion was made to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2018 and the A-149 Treasurer of School Monies Report for the month ended September 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).

### ***10. Approve Minutes***

A motion was made to approve the Regular & Executive Session Minutes of September 24, 2018.

### ***11. Approve Field Trip Destination and Contract***

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

Q-FT-02– Grades 1 and 2 with Stocker to Merrill Creek Environmental Center

### ***12. 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 2018-19 school year as required by the Chapter 53 revisions to C.18A:11-12.

### ***13. 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 \$329,561.99 and cafeteria bill list \$7,101.90.

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

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Board Secretary

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Date

### ***Old Business – NJSBA conference October 22-25, 2018***

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

### ***New Business***

Mr. Brennan notified the board that Alison Steihl will be running as a write in candidate if they would like to support her candidacy.

Mrs. Moritz said that Mrs. Sharon Peck's son in law may also run as a write in candidate.

***Upcoming dates and meetings***

November 6, 2018: School Board Elections

November 12, 2018: Board Committee Meetings, 6pm

November 26, 2018: Board Meeting, 7pm

***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 7:48 p.m.

Respectfully submitted,

Michael Brennan, MBA

Business Administrator/Board Secretary

Approved: