

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REORGANIZATION MEETING – January 3, 2019

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 7:03 p.m.

Flag Salute

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

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mr. Don Biery, Mrs. Tammy Smith, and Mrs. Alison Stiehl.

Absent: Mrs. Joann McCormack & Mrs. Rhonda Moritz.

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

Public Participation

None.

Results of the November 6, 2018 School Election

Three Year Terms – Board of Education

Don Biery	63
Alison Stiehl	55
Matthew Baley	11

Administer Oath of Office to Elected/Re-elected/Appointed Members

Mr. Brennan administered the oath of office to Mr. Baley, Mr. Biery, and Mrs. Stiehl.

Election of Board President

The nomination of Mrs. Smith as President of the Knowlton Township Board of Education was made by Mr. Biery seconded by Mr. Baley.

A motion was made by Mr. Biery seconded by Mr. Baley to close the nominations for President.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

President Presides

Mrs. Smith now presides as President of the Knowlton Township Board of Education.

Election of Vice President

The nomination of Mrs. Moritz as Vice President of the Knowlton Township Board of Education was made by Mrs. Smith seconded by Mrs. Bates.

A motion was made by Mrs. Smith seconded by Mrs. Bates to close the nominations for Vice President.

AYES: 5

NOES: 0

ABST: 0

Motion carried.

Appointment of 2019 Committees and Delegates by the President

Facilities Committee: Mrs. Moritz (Chair), Mr. Baley, & Mr. Brennan.

Instructional Committee: Mr. Biery (Chair), Mrs. Bates, Mrs. Stiehl, & Mrs. Carroll.

Policy Committee: Mrs. McCormack (Chair) & Mrs. DeFalco.

Community Outreach Committee: Mrs. Smith (Chair), Mrs. Stiehl, & Mrs. DeFalco.

Warren County Delegate: Mrs. Smith, Mr. Baley (alt.)

NJSBA Delegate: Mrs. Smith, Mrs. Stiehl (alt.)

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 reorganization.

Reorganization Consent Motion

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 9 for 2019.

1. Adoption of Curriculum

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2019: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language and 21st Century Skills.

2. Adoption of Policy

to adopt all existing policies, by-laws and regulations for the operation of the Board and the school.

3. Approve Permitted Records

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

4. Designate Newspapers

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Star Ledger* as an alternate.

5. Depositories

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank, PNC Bank, Newton Trust Company.

6. Bank Signatories

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Current Expense	3	President, Board Secretary and Treasurer
Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

7. Petty Cash

to approve petty cash funds to be established for July 1, 2019 through June 30, 2020 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
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Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

8. Annual Notice of Meetings

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Monday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Star Ledger and the Express Times.

Board Workshop Meetings

No workshop
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019
No Workshop
No Workshop
September 9, 2019
October 14, 2019
November 11, 2019
No workshop

Monthly Meetings

January 28, 2019
February 25, 2019
March 25, 2019
April 29, 2018 (Fifth Monday)
May 20, 2019 (Third Monday)
June 24, 2019
July 29, 2019 (Fifth Monday)
August 26, 2019
September 23, 2019
October 28, 2019
November 25, 2019
December 16, 2019 (Third Monday)
January 6, 2020 (**Reorganization**)

9. Personnel and/or Firm Appointments

To appoint the following persons for 2019:

Superintendent – Jeannine DeFalco
Treasurer of School Monies – Randy Wilson
Attorney – Weiner Law Group LLP
Auditor - Ardito & Co., LLP
Custodian of Records – Michael Brennan
Acting (Alternate) Board Secretary for Meeting Purposes – Dana Carroll
Affirmative Action Officer- Dana Carroll
504 Committee Coordinator – Dana Carroll
School Physician – Dr. Eugene Cullen, MD
AHERA Compliance Officer – RK Environmental
Licensed Drinking Water Operator – McGowan Well Water Compliance
Official Bargaining Unit – Knowlton Township Education Association
IAQ Designate – Franklin Bush

Attendance Officer- Susan Acker
Americans with Disabilities Act (ADA) Coordinator – Dana Carroll
Homeless/Storm Liaison – Jeannine DeFalco
Public Agency Compliance Officer –Michael Brennan
School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco

Old Business

None.

New Business

Mrs. Smith read a letter addressed to Mr. Brennan from Ken Torchia, Maschio's CEO, concerning our breakfast and lunch programs. Maschio's is requesting within our cost reimbursable contract that our district move from the current breakeven guarantee to a district subsidy not to exceed \$7,000 for the 2018-19 school year. Mr. Brennan explained the district's recent history for the past three years regarding our P&L statement loss and increased prices in an attempt to offset those losses. Mrs. DeFalco explained that an all call message had been sent out to highlight our revised breakfast and lunch options.

Upcoming Meetings

January 28, 2019: Board Meeting, 7pm

February 11, 2019: Board Committee Meetings, 6pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:43 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: