

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – February 25, 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***

Mrs. Smith called the meeting to order at 7:04 p.m.

### ***Flag Salute***

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

### ***Roll Call***

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

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mr. Dally, Mrs. Ippolito, Mrs. Maxman, Mrs. Reber.

### ***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.

## ***Correspondence***

Mr. Brennan read a thank you from Lehigh Valley Health Network for the district's book donation to the pediatric wing of the hospital. Mr. Brennan read a letter from Mrs. Joelene Groves, PTA President, informing the school district of the PTA's \$200 donation toward the greenhouse project.

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

Mrs. DeFalco gave the following report:

\* Mrs. Christina Ippolito is here this evening to be recognized as our Educational Services Professional of the Year. (read information about individual and present certificate)

\* On February 6<sup>th</sup>, I attended the Warren County Council PTA Founder's Day Dinner Celebration in Phillipsburg with our PTA officers. This celebration recognized all Warren County PTAs and their unwavering support of all children in the school systems. By being part of the PTA, we here at Knowlton have access to many other programs and support systems to help us do and be better. I was honored to be invited to attend.

\* Our Green Team met today and has started discussing a Green Challenge for the Community. Each Green Team member will be involved in preparing the BINGO board that will be distributed. We hope to connect this challenge with our Green Fair in Spring. We will also be reviewing the implementation plan for the \$2000 Greenhouse Grant at our next meeting.

\* Again this year, I will be a part of the County Educator of the year committee. Thank you to Joann McCormack for offering to evaluate applications for this. The county office is still organizing meetings and timelines at this point.

\* Mrs. Reber recommended Mrs. Bickhardt as a name to be used in a book. She participated in a Facebook game/challenge which resulted in Mrs. Bickhardt being lucky enough via so many likes to have her name as a part of author Chris Gaberstein's fifth Lemoncello book.

\* LEAD update – Trooper Media will be teaching this week on both Tuesday and Thursday session 3 of the program. Due to snow days, we are behind by one week. (Law Enforcement Against Drugs)

\* I attended TechSpo on January 31<sup>st</sup> and February 1<sup>st</sup>. It was well attended and there were many vendors and workshops available. My favorite workshops focused on Digital Citizenship, STEM and Sustainability projects.

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

Mrs. Carroll gave the following report:

\* In March, we will be celebrating National Nutrition Month. Debbie Lennox will be spearheading activities with the students and staff to promote good eating habits and physical activity.

\* I attended last Friday the NJSLS District Test Coordinator training. Other than a few testing units, nothing else has changed.

\* We will finally be conducting our winter bus evacuations on Wed. which have been delayed because of the weather throughout the month.

\* Jenna Maxman has entered Panasonic's Student Eco Citizenship Project Contest. This contest promotes becoming an active participant and creating a global sustainable environment and society. They are focusing on plastic. So far the students have written letters to state representatives about the damaging effects of plastic. The students have to create a project that will support the environment. Our school will be featured with other schools in a publication thanking Knowlton for participating in this sustainable and ecofriendly activity.

\* Jenna Maxman and Misty Baker continue to meet with NWR to iron out details on an incoming 7<sup>th</sup> assessment that would help place students for 7<sup>th</sup> grade. The assessment will be administered before Easter and will contain reading passages and written responses and a writing prompt. This will be graded by NW. The rubric for other information is a work in progress and will be finalized shortly.

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

Mr. Brennan gave the following report:

\* NJSBA board census was updated to reflect our new board structure post our January 3<sup>rd</sup> reorganization meeting.

\* A reminder to please complete your 2019 School Ethics Personal/Relative & Financial Disclosure Statements as soon as possible.

\* For our parent portal, we completed our certification process for (PCI DSS) Payment Card Industry Data Security Standards. This is designed to protect business (school) and customers' credit card data.

\* For 2018 tax year, 1099s (Misc. Income) were compiled and sent out to individuals and our vendors. IRS 1095 B forms verifying health insurance for staff members and their applicable dependents was distributed.

\* Completed a 2018 tax levy receipt confirmation form from the auditing firm (Nisivoccia) for Knowlton Township.

Facilities:

\* See Facility Committee notes.

## ***Committee Reports***

Mr. Baley gave the following Facilities report:

\*LED Project Completion Discussion: LED project completed end of January. Final state inspection as part of Clean Energy Program date TBD. We will then process invoice payment.

\*Basketball Hoops: Greased the basketball hoops so they can be easily raised and lowered for KAA basketball program.

\*Facilities Checklist: Completed by Mrs. DeFalco & Mr. Brennan by 01.30.19. deadline. Keep in our files as our district is not going through QSAC this year. Statement of Assurance will be sent to NJ DOE.

\*Dynamic Security Camera Update: Will repair molding for electrical wires that are connected to our security cameras. Molding is falling down in Mrs. Jones's room and needs to be repaired. Mr. Brennan called and repair is expected to be completed week of 02.11.19.

\*Dynamic Security Panic Button: Mrs. DeFalco & Mr. Brennan will meet with Dynamic Security to discuss implementation of silent panic alarm buttons to notify law enforcement per recently passed NJ legislation (Alyssa's Law).

\*Library Exit Doors: Discuss possibility of replacing library doors.

Mrs. Carroll gave the following Instructional report:

\*Discussion new greenhouse

\*Discussion NWR transition for ELA placement

\*Discussion Link it & Read Across America

Mr. Baley gave the following Community Outreach report:

\* One School, One Book, One Community Project: This year for Read Across America week the whole school and community are invited to read the book Wishtree by Katherine Applegate. Each class will receive a copy of the book and chapters will be read to students between March 1<sup>st</sup> -March 15<sup>th</sup>. Teachers, administrators, parents and community members will be reading chapters of this book. Anyone interested in reading a chapter should contact Kim Reber. Book orders were collected for outside orders to encourage families to read along with this project.

\* Lions Club Donation: Recently the Knowlton Lions Club donated a new bench to be placed out back. At this time it has been placed on the perimeter of the basketball court. We hope to replace other older benches along the walking path as well.

\* Early Act's Lending library project: Mrs. Jenna Maxman will be presenting at the February board meeting about this school and community related project. The "Little Free Libraries"

are to be installed in different locations in Knowlton Township. The KTES Early Act Club will be building the little libraries. Little Free Library is a nonprofit organization at the heart of a global network of impassioned and action oriented volunteers, patrons and friends who establish community book-sharing boxes.

Mrs. McCormack gave the following Policy report:

\*Discussion of district liability and policy for question and apprehension of students beginning at the age of 13.

### ***Presentations***

#### ***Knowlton Knight Awards/Spelling Bee Winners***

Mrs. Carroll stated that the citizenship awards and spelling bee award winners will be presented at the March BOE meeting. Students were unable to attend the February meeting.

#### ***Educational Services Professional Recognition***

Mrs. DeFalco presented Mrs. Christina Ippolito with an educational services professional recognition award for her outstanding work with our students.

#### ***Little Libraries presentation- Jenna Maxman***

Mrs. Maxman presented “Little Libraries” which will be placed in three physical locations throughout Knowlton Township. These “Little Libraries” will give access to books for the benefit of the entire community. A big thank you to Mrs. Maxman and the local organizations such as the Lion’s Club, who have supported her efforts in creating “Little Libraries” for the Knowlton community.

## **MOTIONS**

### ***1. Adopt Resolution for Children’s Rights to Read***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adopt the International Literacy Association’s Children’s Rights to Read resolution

**Whereas**, we believe every child has the basic human rights to read; and

**Whereas**, we believe children have the right to access texts in print and digital formats; and

**Whereas**, we believe children have the right to choose what they read; and

**Whereas**, we believe children have the right to read texts that mirror their experiences and languages, provide windows into the lives of others, and open doors into our diverse world; and

**Whereas**, we believe children have the right to read for pleasure; and

**Whereas**, we believe children have the right to supportive reading environments with knowledgeable literacy partners; and

**Whereas**, we believe children have the right to extended time set aside for reading; and

**Whereas**, we believe children have the right to share what they learn through reading by collaborating with others locally and globally; and

**Whereas**, we believe children have the right to read as a springboard for other forms of communication, such as writing, speaking, and visually representing; and

**Whereas**, we believe children have the right to benefit from the financial and material resources of governments, agencies, and organizations that support reading and reading instruction; now, therefore be it

**Resolved** that we, the undersigned, have adopted the International Literacy Association's Children's Rights to Read and will embrace, enact, and ensure the values of these rights for every child.

## ***2. Approve Itinerant Contracts***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve special instructional services contracts for students 1813 and 1814 from the Mountain Lakes Board of Education -Lake Drive School for the Deaf and Hard of Hearing Children with a contract total of \$6,080.00 based on services rendered for 1 session per week per child February 2019 through June 2019.

## ***3. Approval of 2018-2019 Custodial Substitute***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the following individual as substitute custodian for the 2018-2019 school year pending completion of required paperwork:

**Brian Blanchette**

## ***4. Approve Child Assault Prevention grant application***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2019-2020 Child Assault Prevention grant application with a district share of \$536.

## ***5. Accept Donation***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept a donation in the amount of \$200 from the Knowlton Township PTA to be utilized toward the Green Team Greenhouse project.

## ***6. Approve Policy 4119.23 – Employee Substance Abuse***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve updates to policy 4119.23.

### ***7. Approve Policy 4121 – Substitute Teachers***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to policy 4121.

### ***8. Approve Policy 5145.7 – Gender Identity and Expression***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to approve policy 5145.7.

### ***9. Approve Policy 5145.11 – Questioning and Apprehension***

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve updates for policy 5145.11 including KTES MOA language.

### ***10. Merit Goal***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to recognize the designated quantitative Merit Goal for the Superintendent, as stated in the letter dated August 29, 2018, has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

### ***11. Approve Field Trip Contracts***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the following 2018-2019 field trip contracts:

<b>Contract: QT-FT-10 Crayola Experience</b>	<b>Grades PS, 1 and 2</b>
<b>Contract: QT-FT-11 Gateway National Recreation</b>	<b>Grade 5</b>
	<b>Area, Sandy Hook, NJ</b>

### ***12. Approve Travel Expenditures***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the travel expenditures for the 2018-19 school year as required by N.J.S.A.18A:11-12.

### ***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 January 31, 2019 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended January 31, 2019 and the A-149 Treasurer's of School Monies Report for the month ended January 31, 2019 in compliance with the NJAC 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 NJAC 6A:23A-16.10(c).

#### ***14. 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 from January 29, 2019 through February 25, 2019 General Fund bill list of \$355,040.60 and Cafeteria bill list \$5,244.55.

#### ***15. Approve Minutes – January 28, 2019***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of January 28, 2019.

AYES: 5

NOES: 0

ABST: 1 (Mrs. Bates)

Motion carried.

#### ***Old Business***

None.

#### ***New Business***

Mrs. Smith reminded the BOE to complete their SEC disclosure forms.

Mrs. Smith noted that Governor Murphy's budget address is scheduled for March 5, 2019.

Mrs. Smith informed the BOE that she attended the Warren County meeting at North Warren with Mrs. Bates & Mrs. McCormack.

She also informed the BOE about upcoming meetings at Hawk Pointe on April 11<sup>th</sup> & May 14<sup>th</sup>.

Mrs. Smith informed the BOE about an upcoming NJSBA meeting (Effective Communications) on March 23 discussing cost savings measures.

Mrs. McCormack inquired about the possibility of a math teacher scholarship and if the PTA could provide an update to the BOE.

Mrs. DeFalco reminded the BOE about the upcoming PTA fundraiser at McDonalds.

Mrs. DeFalco discussed the guide to Chief School Administrator evaluation process.

#### ***Upcoming Meetings***

March 11, 2019: Board Committee Meetings, 6pm

March 25, 2019: Board Meeting, 7pm

#### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:35 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: