

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – March 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 7:00 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. Rhonda Moritz, Mrs. Tammy Smith, and Mrs. Alison Stiehl.

Absent: None.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mr. Anthony Ardito, Mrs. Bickhardt, Mrs. Davalos, Mrs. Kwasnik, Mrs. Reber, Parents, & Public.

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 the Department of Military & Veterans Affairs for the district's "Valentine's day" cards sent to the veterans from the NJ Veterans Memorial Home.

Superintendent's Report

Mrs. DeFalco gave the following report:

- * Before report, a presentation on the completion of qualitative Merit Goal #3 will be given: Reflex math.

- * Last day of school – Our last day of school is tentatively scheduled for June 19th. The Promotion ceremony for sixth grade is slated for June 18th. The 18-19 draft calendar will be presented at the April meeting. The first day of school for 2019-2020 will be September 3 for students.

- * 2017-2018 Performance Reports for all NJ districts are available at <https://rc.doe.state.nj.us/>. These reports are created using a variety of data including but not limited to: district demographics, absenteeism, student growth, academic offerings/achievement, climate etc. These reports include data that Dana presented earlier in the year in regard to PARCC scores as well. Knowlton was classified under the category of 'Met Expectations'.

- * Sustainability- Green Team members have reviewed "Actions" that will be submitted to work towards silver certification for our school/district. Our second submission for this school year is Friday, March 29. Green Team members are Lisa Garrison, Colleen Apgar, Katelyn Toth, Pam Janeiro, Dana Carroll, and Jeannine DeFalco.

- * Mayor Starrs contacted me to make me aware that there will be a stakeholders meeting soon as planned by Ms. Bilotti from North Warren. The purpose of the meeting would be direct action related to state aid cuts. The meeting may include mayors, superintendents, BA'S and board members. Ms. Bilotti will forward the date once final determination is made.

- * Kudos to Debbie Lennox for applying to another Healthy Kids Grant. This grant was made available to schools who participate in Sustainable Jersey. This grant, if awarded, would allow for additional outdoor equipment to be purchased for both physical education classes and outdoor recess.

- * Greenhouse update – The order for the greenhouse will be placed this week. Coordination for the Green Fair has begun and will be advertised shortly.

- * The new superintendent evaluation is available on line for me to input information. I will begin the process and alert all of you when it's time to enter the portal.

- * We have received an invite to Barnyard Day again this year. This year it will be offered to PS and K to attend.

Vice Principal's Report

Mrs. Carroll gave the following report:

* The Nature's Vision Fundraiser raised about \$900 toward the student activity account. Feedback on the product and variety was very positive.

* Mrs. Reber and I completed the Infrastructure Trial on our internet and server for the upcoming state assessments. We tested the system using 5th grade and there were no issues.

* The month of March was National Nutrition Month. Debbie Lennox once a week was looking at student lunches and rewarded students if they had a particular food group she was looking for and they received a sticker. She also taught lessons during health class and we posted healthy eating tips on our social media.

* Due to some reported safety concerns from the bus drivers, I sent out a letter notifying all parents that students were not properly using their seatbelts and how this a huge safety concern. Reports were from all of our buses and among all grade levels. Since the note was sent home, there has been a huge improvement on all buses.

Board Secretary's Report – Mr. Brennan will give an overview of the 2019-2020 Knowlton Township Budget

Mr. Brennan gave the following report:

* For SY 2019-20 budget, our preliminary budget is \$4,686,325 (PY: \$4,732,911). We are at the 2.0% cap. The projected local tax levy increase is 2.00%. The local tax levy is \$2,849,090 resulting in a Y-o-Y increase of \$55,865.

* Projected revenue is down \$-14,000 resulting from anticipated decrease in parent paid PS revenue. Projected Miscellaneous Revenue (\$-124) & Capital Reserve Interest (\$0) remain essentially the same year as prior year.

* State Aid revenue is \$1,229,205 resulting in a Y-o-Y decrease of \$-191,589 (-13.5%).

* Fund 20 revenue (Grants: \$88,325) is expected to increase by \$414.

* 5 Charter School Students are budgeted at \$86,000. Y-o-Y budgeted increase of \$22,000. 1 Special Education Student is budgeted at \$56,631 (tuition) and \$15,000 for transportation.

* Capital expenditures of \$150,300 are comprised of two items: \$125,000 (Facility Improvement: Existing Parking Lot Paving Project), \$20,000 (Building Improvement: HVAC Project), & \$5,000 internet network switch upgrade.

* General Fund expense of \$4,598,000 is comprised of Salaries of \$2,684,832 (58%) and Supplies & Expense of \$1,913,168 (42%).

Facilities:

* See Facility Committee notes.

Committee Reports

Mr. Baley gave the following Facilities report:

* LED Project Completion Discussion: Installed 12 water conservation aerators on sinks throughout the building as part of LED project. Mr. Brennan informed project manager of gym light and modular exit sign that aren't functioning properly. Lights are covered under warranty.

* Facilities walkthrough of the building scheduled.

* Ceiling tile was accidentally dislodged in middle of gymnasium during KAA basketball practice. Mr. Bush & Mr. Brennan were able to fix at no cost to the district or KAA.

* District will purchase 36 chair storage rack with strap for added safety for everyday gymnasium use and for use during small special community events. We will also purchase 4 84 capacity double tier storage racks as all our 50 capacity chair storage racks are broken. This will save us space in the storage shed and is the proper capacity to properly store all our existing chairs. Cost is estimated at \$2,006 in total.

Mrs. McCormack gave the following Policy report:

*Discussion of updates policies on tonight's agenda for approval

Presentations

Knowlton Knight Awards/Spelling Bee Winners

Mrs. Carroll presented citizenship awards to Brayden Flyte, Krisha Patel, Gabby Rodriguez, & David Siple. Congratulations to Brayden, David, Gabby, & Krisha. Great job!

Mrs. Carroll presented spelling bee award awards to Paityn Bates & Keith Stouch. Congratulations to Keith & Paityn. Great job!

Audit presentation – Anthony Ardito

Mr. Anthony Ardito, CPA, presented the 2017-18 Audit and Management Report to the Knowlton Township Board of Education.

MOTIONS

1. Approval of 2018-2019 Substitute

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

2. Approval of 2018-2019 Substitute Custodian

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

3. Audit and Management Report

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to accept the 2017-18 Audit and Management Report:

Audit for Year Ending June 30, 2018

Administrative Practices and Procedures	None
Financial Planning, Accounting and Reporting	None
School Purchasing Programs	None
School Food Service	None
Student Body Activities	None
Application for State School Aid	None
Pupil Transportation	None
Facilities and Capital Assets	None
Miscellaneous	None
Follow-up on prior year findings	A review was performed on the prior year recommendations. All prior year recommendations were corrected.

4. Mileage Reimbursement

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the mileage reimbursement at a rate equal to the current OMB circular rate for all contracts pursuant to N.J.A.C. 6A:23A-7.3 (maximum travel expenditure amount of \$1,500 per employee per school year).

5. 2019-2020 Budget Preliminary Adoption

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to submit the 2019-20 proposed budget to the Warren County Department of Education for review and approval. The proposed budget includes sufficient funds to provide curriculum compliance with N.J.S.A. and N.J.A.C. Title 6 and 6A. The proposed budget includes the following revenues and expenditures:

Revenues:

General Fund

Local Tax Levy	\$2,849,090
Tuition	0
Miscellaneous Revenue	2,749
Cap Reserve Interest	300
State Aid	1,229,205
Budgeted Fund Balance	516,656
Withdrawal from Capital Reserve	-
Federal Revenue-Special Projects	88,325
 Total Revenues	 \$4,686,325

Expenditures:

Fund 10 Transfer to Charter School	86,000
Fund 11 Current Expense	4,361,700
Fund 12 Capital Outlay	150,300

General Fund Total	\$4,598,000
Fund 20 Special Revenue	88,325
Total Expenditures	\$4,686,325

6. Amendment to ESSA Grant

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve an amendment to the ESSA grant submission of \$3,708 to include carryover funds from 2018 as listed:

Title IA: \$2,064

Title IIA: \$1,644

7. Approve Policy 1523 –Comprehensive Equity Plan

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Policy 1523.

8. Approve Policy 6171.2 – Gifted and Talented

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to Policy 6171.2.

9. Approve Policy 6142 – Subject Fields

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve Policy 6142.

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 Budget Line Item Transfers

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2018-2019 budget line-item transfers for the time period of February 29, 2019 through March 25, 2019 with a total of \$4,393.00 for Fund 11.

12. 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 \$406,672.22 and Cafeteria bill list \$3,730.72.

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c) 3, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11(a) as of March 26, 2018 (Policy 6820).

Board Secretary

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 February 28, 2019 and the A-149 Treasurer's of School Monies Report for the month ended February 28, 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 Minutes

A motion was made Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session minutes of February 25, 2019.

AYES: 6

NOES: 0

ABST: 1 (Mrs. Moritz)

Motion carried.

Old Business

None.

New Business

Mrs. Smith informed the BOE about upcoming WCSBA meeting at Hawk Pointe on April 11th.

Mrs. Moritz asked about the school district losing water pressure due to the plumber completing a repair in the East Wing boys' bathroom. A discussion was held by the Board.

Upcoming Meetings

April 8, 2019: Board Committee Meetings, 6pm

April 29, 2019: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 8:34 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: