

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – April 29, 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 7:01 p.m.

Flag Salute

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

Roll Call

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

Absent: Mr. Don Biery.

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

Ms. Madelyn Hunsinger provided the Knowlton BOE with a status update regarding her gold award project as part of the Girl Scouts organization.

Presentation – Knowlton Township Budget 2019-2020
Jeannine DeFalco and Michael Brennan

Mrs. DeFalco and Mr. Brennan presented the 2019-20 Knowlton Township BOE budget. Mrs. DeFalco explained that based on enrollment it is expected that we will have one or two sections for each grade level. Mrs. DeFalco and Mr. Brennan explained that there will be a Preschool disabled program this year. Mr. Brennan explained that the 19-20 New Jersey state aid revenue did decrease significantly this year for our district and that we will be increasing the local tax levy by 2% for Knowlton Township taxpayers for the first time in three years.

Correspondence

None.

Superintendent's Report

Mrs. DeFalco gave the following report:

* Sustainability - Green Team members have officially submitted completed actions that work towards silver certification for our school/district on Friday, March 29. Green Team members are currently working on preparing for the Knowlton Knight Out slated for May 14th which includes evening book fair shopping, Fitness Fair, Art Show, STEM displays and a Green Fair. Board members should let me know if they would like to assist that evening. Green Team members are Lisa Garrison, Colleen Apgar, Katelyn Toth, Pam Janeiro, Dana Carroll and Jeannine DeFalco.

* Greenhouse update - The greenhouse has arrived and will be assembled so that it can be seen and provide a make and take opportunity at the Green Fair.

* Mayor Starrs and I have been in contact and representatives from both the township and Board of Education Community Outreach committee will meet to discuss some grant funding as it relates to exploring options available to our cluster districts in May.

* The National Wildlife Federation is partnering with Ameriwood Home Furnishing and their Little Seeds® brand to offer Butterfly Garden / Schoolyard Habitat Kits to selected schools in municipalities that are signatories to the Mayors' Monarch Pledge. Knowlton Township has taken the "Mayors' Monarch Pledge" and Mayor Starrs is the staff contact person. She reached out to me to see if we would be interested in being nominated. We are excited and honored to be nominated for consideration.

* Our school earnings summary for participation in SchoolMall indicate that we have total school rewards of \$930.28. \$895.00 of that is gift cards donated through Caring for Classrooms component.

* New information regarding a mandated Financial Literacy requirement for grades 6, 7, and 8 was released April 26th. The guidelines note that districts are required to provide this instruction in EACH of those three grades beginning with the upcoming 2019-20 school year.

Dana and I will work collectively to determine how it is incorporated into the sixth grade schedule.

* US Representative Josh Gottheimer has alerted school districts in the 5th Congressional district to share a new grant opportunity available through the The U.S. Department of Justice (DOJ). The DOJ announced its newest round of the School Violence Prevention Program. The due date for application submissions is May 31, 2019 at 7:59 PM. The School Violence Prevention Program is designed to help schools support the cost of safety and security measures on school grounds. Eligible recipients include local governments and school districts.

Vice Principal's Report

Mrs. Carroll gave the following report

* Kindergarten Screening is set for Monday, May 20th and orientation is scheduled for June 12th. To date we have 16 students registered.

* The plastic bag recycling challenge by Trex decking came to end on April 15th. Knowlton School competed among schools of similar size (0-350 students) in the northeast. The top two winners in each category would receive a Trex bench. I am happy to say we were in the top 2! We collected 2,421 pounds of plastic and will be receiving a bench. It was a close race between 2nd and 3rd place with a difference of 36 pounds. The top school in our category collected 2,734 pounds. A great big thank you to Mrs. Bickhardt for coordinating this challenge.

* State testing will be underway this Wednesday and take place until the 10th. Science testing will be for 5th grade on the 21st and 22nd of May.

Board Secretary's Report

Mr. Brennan gave the following report:

* Pension: Submitted 2019 Q2 (Jan-Mar) IROC Payments/Reports for TPAF & PERS.

* Our user friendly 19-20 budget will be posted to the school website this week and available for all to view.

* SY 17-18 Civil Rights Data Collection report has been submitted.

We submitted the necessary financial information: FTEs, personnel expenditures, supply/expense expenditures, etc.

* Mrs. Smith & Mr. Brennan attended a meeting with State Senator Oroho and Assemblymen Space & Wirths with other Warren County school districts to discuss recently passed S-2 legislation which impacts the amount of State Aid that districts receive.

Facilities:

* See Facility Committee notes.

Committee Reports

Mr. Brennan provided the following Facilities report:

* CR Shotwell Spring Cleanup: CR Shotwell is scheduled to complete the spring cleanup the week April 22, 2019 during spring break. This will include trimming bushes in the front of the school as well as the west wing, mulching beds, and trimming along the playground fence.

* Summer Help Discussion: A discussion held about our summer help workers. Mr. Bush is putting together a summer project list.

* Paving Project: Mr. Brennan to review qualified contractors and associated pricing. A discussion held of our district's target project completion date of 08.30.19.

* Dynamic Security Camera Update: Will repair molding for electrical wires that are connected to our security cameras. Molding is falling down in Mr. Ferry's room and needs to be repaired. Mr. Brennan called and repair was completed on 04.05.19.

* West Wing Roof Leak: One ceiling tile in the west wing was damaged by rain over this past weekend. Mr. Bush called Thompson Roofing to schedule a repair (Thursday April 11th).

Mrs. McCormack gave the following Policy report:

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

Presentations – Knowlton Knight Awards

Mrs. Carroll presented citizenship awards to Faye Allen & Yogi Patel.
Congratulations to Faye & Yogi. Great job!

Motions

1. Contract Renewals

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to offer employment contracts to the following persons for the 2019-20 school year, as recommended by the Superintendent:

Acker	B11	\$64,670	
Apgar	M5	\$59,360	
Baker	B12	\$66,415	
Bickhardt	M19	\$80,620	Longevity \$2,500
Ciccarelli	M7	\$62,920	
Dally	M19	\$80,620	Longevity \$2,000
Davalos	B19	\$77,945	Longevity \$1,500
Ferry	B18	\$76,190	Longevity \$1,500
Garrison	M9	\$65,200	
Harer	B17	\$74,435	Longevity \$1,500
Hill	M19	\$80,620	
Hollmann (3 days/week)	M6	\$36,684	

Janeiro	B11	\$64,670	
Jones	M19	\$80,620	Longevity \$1,500
Kwasnik	B+15,10	\$64,240	
Lennox	M11	\$67,345	
Lestrangle	M6	\$61,140	
Lightcap (1 day/week)	M9	\$13,040	
Maxman	B+15,9	\$63,740	
Perry	M12	\$69,090	
Plunkett	B5	\$56,685	
Reber	M+15,19	\$81,835	Longevity \$2,000
Staub	M+30, 11	\$69,775	
Stefankiewicz (2.5 days/week)	M+30,13	\$36,638	
Tate (3 days/week)	B12	\$39,849	
Thurgood	M+15,8	\$64,635	
Toth	M3	\$55,805	
Werner	M14	\$72,600	
White	B19	\$77,945	Longevity \$2,000

2. Custodian Contract Renewals

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to offer employment contracts to the following custodians for the 2019-20 school year, as recommended by the Superintendent:

Franklin Bush
Robert Guida
Terry Ramm

3. 2019-2020 Budget 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	
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

4. Requisition of Taxes for 2019-2020

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve that the amount of district taxes needed to meet the obligations of the Board for the 2019-2020 school year is \$2,849,090 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2019	\$350,000.00
August 10, 2019	\$350,000.00
September 10, 2019	\$238,787.78
October 10, 2019	\$238,787.78
November 10, 2019	\$238,787.78
December 10, 2019	\$238,787.78
January 10, 2020	\$238,787.78
February 10, 2020	\$238,787.78
March 10, 2020	\$238,787.78
April 10, 2020	\$238,787.78
May 10, 2020	\$238,787.76

5. Approve Observation Hours

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve Allison Stitzer, a student at ESU, to complete observation hours with Tonya Brugler in the area of occupational therapy between May 1, 2019 and May 31, 2019.

6. Approve Field Trips

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

Q-FT-12

- Bus ride for incoming K – B&K Dalrymple

Q-FT-13

- Trenton Barracks/State House – Stocker Bus Co.

Q-FT-14

- North Warren Regional – 6th Sending School Event

Q-FT-15

- North Warren Regional – Barnyard Day – grades PS and K

7. Approve Policy 5141.30

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve updates to policy 5141.30, Health Examinations and Immunizations.

8. Approve Policy 5141.4

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve updates to policy 5141.4, Missing, Abused and Neglected Children.

9. District's Mileage Reimbursement Expense

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the district's total maximum mileage reimbursement expense for SY 19-20 of \$52,500 pursuant to N.J.A.C. 6A:23A-7.3.

10. Approve Physical Therapy Provider

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve Allison Peck, P.T. as the 2019-20 Physical Therapy Service Provider at the rate of \$86.00 per hour.

11. 2019-2020 Preliminary School Calendar

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the 2019-2020 preliminary calendar.

12. Approve Application to Operate Special Education Summer School

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve the application to operate a special education summer school from 7/8/19 to 8/1/19.

13. Approve Travel Expenditures

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

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: Monthly bill list \$430,014.70 and Cafeteria bill list \$4,700.08.

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 31, 2018 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Smith and seconded by Mrs. Moritz and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Report for the month ended March 31, 2019 and the A-149 Treasurer of School Monies Report for the month ended March 31, 2019 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 over expended in violation of N.J.A.C. 6A:23A-16.10(c).

16. Approve Minutes

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

AYES: 6

NOES: 0

ABST: 0

Motion carried.

Upcoming Meetings

May 13, 2019: Board Committee Meetings, 6pm

May 20, 2019: Board Meeting, 7pm

Old Business

None.

New Business

Mrs. Smith informed the BOE about upcoming WCSBA meeting at Hawk Pointe on May 14th.

Mrs. Smith informed the BOE about the upcoming NJSBA Workshop 2019 from October 21 through October 24th in Atlantic City, NJ.

Mrs. Moritz asked if the PTA would like to provide a report for the BOE meetings.
A discussion was held by the Board.

Mrs. McCormack asked if a smoothie could be an additional option at school lunch.
A discussion was held by the Board.

Mrs. McCormack asked if a schedule of all fundraisers “associated” with the school and affiliated groups could be compiled. A discussion was held by the Board.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 8:46 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary