

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – May 20, 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 7:03 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, & Mrs. Alison Stiehl.

Absent: Mr. Don Biery.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Bickhardt, Mr. Dally, Mrs. Kwasnik, Mrs. Reber, Students, 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***

Mrs. Starrs spoke to the Knowlton BOE about the school feasibility study proposed by the Superintendent of NWRHS that was rejected by the municipalities.

## ***Correspondence***

None.

## ***Superintendent Report***

Mrs. DeFalco gave the following report:

\* Sustainability: The Knowlton Knight Out was held May 14<sup>th</sup> which included evening book fair shopping, Fitness Fair, Art Show, STEM displays and a Green Fair. The Green Fair was a part of our initiatives through Sustainable Schools NJ. The Oak tree donated by the sixth grade class was also planted and dedicated this evening. The greenhouse was assembled and utilized indoors for the fair due to weather. It will be assembled and secured outside soon.

\* The Green Team met today to review our feedback from our last submission. We have 5 easy corrections or uploads to make and then we will complete our final submission. The team discussed the Green Fair and offered new ideas and suggestions to add for next year. We also determined that there are possibly two more actions we could complete between now and final submission. Those include a bio diversity project – which aligns with our butterfly garden experiences and lessons as well as a Green Infrastructure Installation which aligns with the Green Team’s research on the purchase and use of a rain barrel.

\* There is a bill No. 3757 that was introduced in the Senate on May 16, 2019, which establishes a pilot program in DOE for organization of county administrative school districts.

\* Our K-3 teachers participated in a professional development introducing Wingadoos. I met the creators of this program at Techspo and was interested in learning more. Wingadoos consists of animated, interactive stories that are focused on building financial literacy - saving, spending, growing, and giving. The program is new and the base level is free to users. The expectation is that there will be 4 modules with 16 classroom lessons available for Fall 2019. Teachers provided great feedback which I shared with the creators.

\* Our district will be featured on eSpark learning and include an interview with me and pictures of our students using the technology and programming.

\* I discovered The Ten Thousand Flowers Project and would like to get Knowlton involved. It is headed by lifelong artist, Tim Gibson. Tim’s vision is to bring communities together to create one giant mural stretching over a mile long, filled with ten thousand colorful flowers. To make it even more unique this massive mural will be split into hundreds of interconnecting parts like a giant jigsaw puzzle and created in over one hundred communities across the US from Florida to Alaska. And the best part; each mural will be painted by dozens of local volunteers from each of those communities. If you visit [www.tenthousandflowersproject.com](http://www.tenthousandflowersproject.com) you can see more information.

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

Mrs. Carroll gave the following report

- \* Kindergarten screening has been completed. We slated for 17 kindergarteners for next school year.
- \* Teachers have been administering online benchmark assessments grades k-6 through a pilot program called Linkit. Representatives will be coming in June to show the teachers what they can do with and sort to monitor student progress.
- \* In June, a company called EverFi who partners with First Hope Bank will be coming in to demonstrate their program for Financial Literacy which falls in line with the new state mandate of Financial Literacy Education in grade 6 and higher.
- \* NJSL testing for ELA and Math is now complete. Science testing will begin tomorrow for 2 days. There were no testing issues this year.
- \* If you have not had a chance to check it out yet, Early Act little lending libraries are now up and open for business behind the school, at Tunnel Field and at the Lions Club.

## ***Board Secretary Report***

Mr. Brennan gave the following report:

- \* Our user friendly 19-20 budget has been posted to the school website and available for all to view. Resolution for the 2019-20 final budget adoption and signed tax levy certification will be delivered to NJDOE county office.
- \* Municipal Alliance Grant: Submitted 2019 Q3 (Jan-Mar) to Warren County.
- \* On May 31<sup>st</sup>, I will attend an Eric West (Educational Risk & Insurance Consortium) training day located in Basking Ridge, NJ for our district. Eric West is a sub-fund of New Jersey Schools Insurance Group. Topic will include presentations on both school cyber security & FMLA.
- \* Our district is eligible for the 2020 safety grant. We will be utilizing the \$2,000 to recoup costs associated with the installation of our new security cameras throughout the exterior of the building. Upgrade to facility completed to add an additional safety measure for students, staff, and public.
- \* Maschio's SY 19-20 contract will be sent out following our BOE meeting. The annual management fee is increasing by \$154 (CY \$8,106 vs. PY \$7,982).

### **Facilities:**

- \* See Facility Committee notes.

## ***Committee Reports***

Mr. Brennan provided the following Facilities report:

- \* CR Shotwell Spring Cleanup: CR Shotwell completed the spring cleanup over spring break. The work included trimming the bushes in the front of the school as well as the west wing, mulching beds, and trimming along the playground fence.
- \* With the excessive rain exterior library walls are holding moisture, which is drawing moisture into the library. Investigate solutions to seal exterior walls to limit interior moisture with Thompson Roofing. Air bubbles and interior wall will be fixed over the summer.
- \* Metal at base of window well located at the west wing exit behind the library is damaged. Frank will fix this as soon as possible to eliminate any potential safety hazard. Additionally, a PVC drainage pipe is cracked and damaged. This will be repaired over the summer.
- \* Main interior hallway of modulars' has a leak. Investigate construction vendors for needed roof repair.
- \* West Wing Roof Leak: Thompson Roofing completed roof repair located in the west wing.
- \* Hobbie Heat installed three new thermostats in the library over spring break.

## ***Presentations – Knowlton Knight Awards***

Mrs. Carroll presented citizenship awards to Lindsay Caputo & Jordyn Lott. Congratulations to Jordyn & Lindsay. Great job!

## ***MOTIONS***

### ***1. Approve Revised 2018-19 Transportation Contract Renewal***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the revised 2018-19 pupil transportation contracted amount for Route #10 with B&K Dalrymple Inc. for a contract total of \$175,098.81.

Route #1	\$39,029.80	(same)
Route #3	\$32,137.24	(same)
Route #5	\$33,688.72	(same)
Route #7	\$34,859.70	(same)
Route #10	\$35,383.34	(change of \$105.83)

### ***2. Approve ESCNJ Cooperative Pricing Agreement***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to approve the ESCNJ Resolution for member participation as stated below:

#### **RESOLUTION FOR MEMBER PARTICIPATION IN A COOPERATIVE PRICING SYSTEM**

A RESOLUTION AUTHORIZING THE KNOWLTON TOWNSHIP BOE  
TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

RESOLUTION NUMBER

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on May 20<sup>th</sup>, 2019 the governing body of the Knowlton Township BOE, County of Warren, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

#### **TITLE**

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Knowlton Township BOE.

#### **AUTHORITY**

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the School Business Administrator, Michael Brennan, is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

#### **CONTRACTING UNIT**

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law* (*N.J.S.A. 40A:11-1 et seq.*) and all other provisions of the revised statutes of the State of New Jersey.

#### **EFFECTIVE DATE**

This resolution shall take effect immediately upon passage.

### ***3. Approve Nurse Substitute***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to approve the following nurse substitute for the 2018-2019 school year pending the completion of all paperwork: Martina Marga

### ***4. Approve Food Services Contract***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to award Maschio's Food Services, Inc. as the food service management company for the 2019-20 school year at an annual management fee of \$8,106.00. Maschio's guarantees the district's financial loss is limited to \$3,000 for the food service operation including the management fee.

### ***5. New Hires***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employees for the summer, to be approved by the board at the next regular board meeting.

### ***6. Teacher Evaluation Model for 2019-2020***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the adoption of Charlotte Danielson's Teacher Evaluation Model and Rubric for the 2019-2020 school year.

### ***7. Vice Principal Evaluation Model for 2019-2020***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the adoption of the Multidimensional Principal Performance Rubric for the 2019-2020 school year.

### ***8. Approve ESY services staff***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following individual for the 2019 ESY services as recommended by the Superintendent, pending the completion of all paperwork:

Beth Hendershot	Nurse	\$2,000
Sandy Simone	Speech Provider	\$70.00 per hour
Stephenie Newfeld	PROMPT therapist	\$110/session

### ***9. Accept 2019-20 NJMEBF Medical Renewal***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the North Jersey Municipal Employee Benefits Fund medical renewal rates effective July 1, 2019 thru June 30, 2020 at a 0.14% increase in premium rates based on staff members existing coverage during 2018-19.

### ***10. Approve Occupational Therapy Provider***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve Kathleen DiFebo Occupational Services LLC for provision of Occupational Therapy Services for the 2019-2020 school year at the rate of \$78.00 per hour.

### ***11. Approve Contract – Accent on Communication***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve a special instructional services contract for student #1744 from Accent On Communication, LLC, with PROMPT therapist Stephanie Newfeld for three sessions per week. Therapy costs are at a rate of \$110.00 per session.

### ***12. Accept Safety Grant***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to accept the 2019 NJSIG grant in the amount of \$2,000.

### ***13. 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 April 30, 2019 through May 20, 2019 with a total of \$600 for Fund 11.

### ***14. Year-End Transfers and Appropriations***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to authorize the Superintendent to make line item transfers and appropriations as needed during the month of June and to authorize payment of year-end invoices all of which will be approved by the Board of Education at the next board meeting.

### ***15. Approve Bills***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$335,044.71 and Cafeteria bill list of \$3,631.22.

### ***Monthly Certification***

Pursuant to NJAC 6A:23A-16.10(c)3, I certify that no budgetary line item account has been overexpended in violation of NJAC 6A:23A-16.10(c)4 as of April 30, 2019 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to accept the monthly A-148 Secretary's Reports for the month ended April 30, 2019 and the A-149 Treasurer of School Monies Report for the month ended April 30, 2019 in compliance with the NJAC 6A:23A-16.10(c)3. 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)4.

### ***17. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the regular session minutes from April 29, 2019.

AYES: 5

NOES: 0

ABST: 1 (Mrs. Moritz).

Motion carried.

### ***Upcoming Meetings***

June 10, 2019: Board Committee Meetings, 6pm

June 24, 2019: Board Meeting, 7pm

### ***Old Business***

Superintendent evaluation is available online.

### ***New Business***

Mrs. Smith informed the BOE about our upcoming BOE retreat scheduled for July 29<sup>th</sup> at 6 pm prior to our BOE meeting.

Mrs. Smith reviewed and provided NJSBA materials and a copy of NJ legislative bill 3757 to the BOE.

Mrs. Stiehl asked about the date and time of graduation. Graduation is scheduled for June 18<sup>th</sup> at 7 pm.

### ***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mrs. Moritz at 7:59 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an Executive Session for the duration of approximately 30 minutes regarding:

- Administrative Contracts

It is expected that discussion undertaken in executive session will be made public at the time action is taken.

The meeting was reopened to the public at 8:31 p.m.

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to adjourn the meeting at 8:31 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary