

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – June 24, 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, Mr. Don Biery,
Mrs. Rhonda Moritz, & Mrs. Alison Stiehl.

Absent: Mrs. Joann McCormack, & Mrs. Tammy Smith.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Maxman, Mrs. Stefankiewicz, Mrs. Sempruch, 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

None.

Correspondence

None.

Superintendent Report

Mrs. DeFalco gave the following report:

* Year End Health Services Report – Mrs. Acker provided me with her report and here are a few highlights

- *3799 visits to Nurse's Office
- *1229 Medications Dispensed
- *704 Calls/conferences with parents
- *206 Absentee/Attendance calls
- *177 Vision Screenings
- *25 Health Appraisals for CST/IRS
- *0 Hearing Referrals

* Mrs. McCormack and I are reviewing the policy books starting with Section 1000 and checking to be sure no updates were missed and/or formatting needs to be adjusted. Tonight we have 4 policies from section 1000 and one additional policy that needed updating regarding Guidance Services.

* The Comprehensive Equity Plan is on our agenda for approval for submission. In accordance with NJAC 6A:7, all school districts, charter schools and renaissance school projects are required to develop a three year Comprehensive Equity Plan. The purpose of the CEP is to identify, and if necessary, correct policies, programs, practices and conditions that may be inequitable.

* NJASA – New Jersey Association of School Administrators is collaborating with the Graduate School of Education at the University of Pennsylvania to continue to develop an evolving regional consortium of school districts that are committed to work together to support and nurture the school and life success of ALL of their students. Currently the location for the North Consortium is in Bergen County. Warren County is being surveyed to see if there would be interest from the districts in creating a consortium here. I spoke with Ms. Sarah Bilotti and both of us are interested in seeing a Warren County consortium be created. Further discussions will ensue regarding costs, participants and the scheduled professional development offerings.

* All teachers developed their 2019-2020 Professional Development Plan prior to the end of the school year. The plans include a district goal, general goal, personal goal and an observation goal. All goals are connected to the New Jersey Professional Standards for Teachers or the New Jersey Standards for Professional Learning.

* District goals include Growth Mindset, interventions for at risk learners, application of accurate assessment methodologies across the curriculum and incorporation of technology.

Vice Principal's Report

Mrs. Carroll gave the following report

- * Our School Self-Assessment Grade for the Anti-Bullying Bill of Rights for the 17-18 school year, have been received. Out of 78 points, we earned a 73. We hit maximum points in 6 of the 8 categories. The one category where we missed maximum points by 3 is already being addressed through teacher and staff Professional Development on Social Emotional Learning for August and Trauma Sensitive Practices which was held last Monday after school.

- * Warren County Library came in a presented to each grade level all the wonderful offerings the library has this summer for children and adults.

- * Team Color Day had a unique twist this year. Because of all the rainy days, Mrs. Lennox had team color day inside. Various classrooms, hallways, gym, and the library were used for stations. The annual kickball game was held the 14th right before lunch where 2nd grade, aka Box Top Champs, battled the teachers. Ms. Maxman was picked by the 4th grade, who were the Pennies for Patients champs, to do the Ice Bucket Challenge. This took place right before the kickball game and the 1st grade, who were runner-up, saw Mrs. Acker do the Ice Bucket Challenge on the last day of school.

Board Secretary Report

Mr. Brennan gave the following report:

- * Payroll change notices, medical waiver forms, and sick leave bank enrollment forms were distributed and received back from employees for the 2019-20 school year.

- * Summer salary checks were distributed to staff on the last day of school (June 19th, 2019). We had 13 people participate this year down slightly from 15 in prior year.

- * Our SAM (System for Award Management) has been updated. We are now active through June, 2020. This allows us to receive federal funds for the (Rural Education Achievement Program) REAP grant. Also, I have completed the 19-20 REAP application for our district.

- * Maschio's SY 19-20 food services contract was submitted to Maschio's & the State of NJ.

Facilities:

- * RK Environmental will be here (June 25th) with three staff members to update our chemical inventory for MSDS (material safety data sheets). Frank & I will take them through the building. RK data results will be uploaded for State reporting. District has completed our portion of RTK survey.

Committee Reports

Mr. Brennan provided the following Facilities report:

- * Field day & Graduation Preparation: We have begun the landscaping work of the school grounds for both field day and graduation day. The work includes trimming the bushes in the

front of the school as well as the west wing, cleaning out rear playground area, cutting the grass, and trimming weeds in the parking lot along the curbs.

- * Completed Facilities setup for spring play “Under the Sea”. Mrs. Ventura created a new stage backdrop that will be used at graduation and future events.

- * Michael met with Murray Paving to discuss blacktop of school’s existing parking lot. All follow up documentation from our district such as the agreement and BOE approval resolution has been sent to ESCNJ.

- * Mr. Bush inquired with the district to see if as part of his professional development that he could take courses at Rutgers specifically designed to earn his CEFM designation. Typically, the process takes two years as the courses at Rutgers are specifically approved by the NJDOE for the CEFM designation.

- * Water Testing: In June, Frank & I will be conducting our annual water quality and lead testing (5 locations throughout the school) submission with McGowan.

- * Garden Preparation: We prepared the garden with the compost that was donated by Noelle.

Mrs. DeFalco provided the following Policy report:

- * Provided an overview of the updated policies on tonight’s agenda

Mr. Biery provided the following Instructional report:

- * Discussed effectiveness of Link it for our district

- * Discussed IT safeguards using google for our students’

Presentations – Knowlton Knight Awards

Mrs. Carroll presented citizenship awards to Mia McCormack & Nicholas Sempruch. Congratulations to Mia & Nick. Great job!

MOTIONS

1. Approve Substitute Nurse for 2019-2020

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve Joelene Groves as a substitute nurse as recommended by the Superintendent.

2. Approve Affirmative Action Team to conduct needs assessment

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to acknowledge the formation of the Affirmative action Team to conduct the needs assessment in the development of the 201-2022 Comprehensive Equity Plan, as recommended by the Superintendent.

3. Approve 2019-2022 Comprehensive Equity Plan

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve submission of the proposed 2019-2022 Comprehensive Equity Plan to the County Office of Education.

4. Approve Data Coordinator

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve Dana Carroll as the district data coordinator for 2019-2020 school year.

5. Approve Substitutes for 2019-2020

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve the attached list of substitutes for the 2019-20 school year, as recommended by the Superintendent.

6. Approve Student Field Experience Placements – Clinical Internships

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously to approve the following individuals from Centenary University to complete their clinical internship (student teaching) during Fall/Winter 2019 at Knowlton Elementary School.

Kaitlin Bertholf – Grade 1 with Mrs. Davalos

Ashley Chaladoff – Grade 3 with Mrs. Werner

7. Approve Itinerant Contracts

A motion was made by Mrs. Moritz seconded by Mr. Baley 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 \$12,160.00 based on services rendered for 1 session per week, per child, September 2019 through June 2020.

8. Adoption of Textbooks

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to authorize the purchase of textbooks by the administration and to adopt the following textbook series for 19-20:

Reading	K-4	Houghton Mifflin Harcourt Journeys
Reading	5-6	Approved Core Novels
Mathematics	K-6	Houghton Mifflin Harcourt Go Math
Language Arts	K-4	Houghton Mifflin Harcourt Journeys
Spelling	K-4	Houghton Mifflin Harcourt
	2-6	Modern Curriculum Press Spelling Workout
Science	K-6	Delta Education/FOSS Kits
Social Studies	1	Harcourt
	2	Scott Foresman
	3-6	MacMillan/McGraw Hill
Spanish	2-5	Viva el Espanol National Textbook
	6	Hola National Textbook

9. Approve Contract

A motion was made by Mrs. Moritz seconded by Mrs. Stiehl 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 Neufeld for the 19-20 school year with 2 sessions per week during ESY (July) and 3 sessions per week beginning in September for a charge of \$110 per session.

10. Additional Work Days

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to employ Dana Carroll, Vice Principal, for four days in July for a total of \$774.26.

11. Approve Summer Custodians

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the following individuals as summer custodians for the 19-20 school year at the rate of \$12 per hour, as recommended by the Superintendent.

12. Approve Summer Program Substitutes

A motion was made by Mrs. Moritz seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the following staff as a 2019 Summer Program substitutes, for 2 days each during the fourth week of the program, as recommended by the Superintendent:

Debbie Lennox
Maureen Plunkett

13. Aide Contracts

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

Lucille Devaney	Non-instructional
Deborah Dwornikoski	Instructional Aide
Cindy Hendershot	Non-instructional Aide/Mini bus driver
Joann Hoffman	Instructional Aide
Christina Ippolito	Non-instructional Aide
Larissa Walsh	Non-instructional/Instructional Aide

14. Approve Summer Special Education Program Staff

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the following staff for the 2019 Summer Special Education Program as recommended by the Superintendent:

Colleen Apgar	Teacher	Kimberly Reber	Aide
Katelyn Toth	PS Teacher	Cindy Hendershot	Aide
		Allison Bickhardt	Classroom Aide/Bus Aide

15. Approve 2019 Summer Transportation

A motion was made by Mrs. Moritz seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the 2019 Summer Pupil Transportation driver, Cindy Hendershot, using our school mini bus at a rate of \$18 per hour.

16. Approve ESY Clinical Internship Hours

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve Emily Zimmer, a student at Emerson college, to complete 8 required hours during our Extended School Year programming between July 8, 2019 and August 1, 2019 as recommended by the Superintendent.

17. Approve Policy 1000 Updates - Community and Roles in Community Relations

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve updates to policy 1000.

18. Approve Policy 1111 Updates – District Publications

A motion was made by Mrs. Moritz seconded by Mrs. Stiehl and carried unanimously to approve updates for policy 1111.

19. Approve Policy 1200 Updates – Participation by the Public

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously to approve updates to policy 1200.

20. Approve Policy 6147.1 Updates – Evaluation of Individual Student Performance

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve updates for policy 6147.1.

21. Approve Policy 6164.2 Updates – Guidance Services

A motion was made by Mrs. Moritz seconded by Mrs. Stiehl and carried unanimously to approve updates for policy 6164.2.

22. Merit Goals

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to recognize the designated merit goals for the School Business Administrator, as stated in the letter dated May 21, 2019 has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

23. Approve Travel Expenditures

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached travel expenditures for the 2018-2019 school year.

24. Approve Capital Reserve Deposit

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve a deposit to the General Fund Capital Reserve Account pursuant to N.J.S.A. 18A:7F-41, to be used pursuant to N.J.A.C. 6A:23A-8.4, in an amount not to exceed \$250,000.00, account to be funded from available unexpended budget line item accounts and unreserved Fund Balance at June 30, 2019.

25. Approve Budget Line Item Transfers

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached 2018-2019 budget line transfers for the period of May 21, 2019 through June 24, 2019 with a total of \$7,593.76 for Fund 11.

26. Approve Bill List

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$638,531.67 and Cafeteria bill list of \$6,229.44.

27. 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 May 31, 2019 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to accept the monthly A-148 Secretary's Reports for the month ended May 31, 2019 and the A-149 Treasurer of School Monies Report for the month ended May 31, 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.

29. Approve Minutes

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously to approve the Regular and Executive Session Minutes of May 20, 2019.

AYES: 4

NOES: 0

ABST: 1 (Mr. Biery).

Motion carried.

30. Uniform Shared Services Agreement

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve the Uniformed Shared Services and Consolidation Agreement with Allamuchy Township School District to enter a joint agreement for shared services of Gretchen Stefankiewicz, School Psychologist.

31. Uniform Shared Service Agreement

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the Shared Services Agreement with Pohatcong Township Board of Education to enter a joint agreement for shared services of Michael Licata, World Language teacher.

32. Superintendent Contract

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2019-2020 contract for Jeannine DeFalco, Superintendent, with a salary of \$125,417.

33. Vice Principal Contract

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2019-2020 contract for Dana Carroll, Vice Principal, with a salary of \$77,426.

34. Business Administrator Contract

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2019-2020 contract for Michael Brennan, Business Administrator, with a salary of \$77,872.

35. School Secretary Contract

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2019-2020 contract for Donna Diorio, School Secretary, with a salary of \$43,039.

36. Superintendent's Secretary Contract

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2019-2020 contract for Donna Ventura, Superintendent's Secretary, with a salary of \$51,008.

37. Treasurer Contract Renewal

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to offer an employment contract for 2019-20 to Randy Wilson, Treasurer of School Monies, for \$3,000 as recommended by the Superintendent.

Upcoming Meetings

July 29, 2019: Board Retreat, 6pm

July 29, 2019: Board Meeting, 7pm

Old Business

Board Retreat date is set for 6pm on July 29, 2019.

New Business

Mrs. DeFalco suggested raising the substitute nurse pay from the existing \$100/day rate. After a discussion, the BOE decided to increase the substitute nurse pay to \$150/day.

Adjournment

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:09 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary