

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – July 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 7:19 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, & Mrs. Alison Stiehl.

Absent: Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, & Mrs. White.

### ***Correspondence***

Mr. Brennan read a resignation letter from Mrs. Ramm pertaining to her upcoming retirement and thanked her for her years of service and dedication to the district. Mr. Brennan read a thank you letter from Plastic Pollution Coalition thanking the district for our donation to stop the flow of plastic pollution into our waterways, oceans, and environment. Thank you to all those individuals', who contributed to the school's donation.

### ***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.

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

Mrs. DeFalco gave the following report:

- \* HIB Reporting – Over the course of reporting period 2 (January 1 – June 30 2019, Knowlton Township Elementary had 0 HIB investigations and Incidents. Data will be submitted and certified to the state.
- \* Central Active Shooter Incident Management for Schools – I am attending this training tomorrow. This training is in Sayerville and meets the requirement of additional 4 hours of training.
- \* Extended School Year Programming will end this Thursday, August 1.
- \* In order to comply with Alyssa's Law which was signed by Governor Murphy to require all New Jersey public schools to install a silent panic alarm that will alert law enforcement during emergencies such as an active shooter, I have met with Abode security. Abcode is the company we utilize for our school alarms. The quote, which is the total job price, is \$1,944.50. The county superintendents were told to hold on finalizing anything until the county office alerts us the law will stand as is.
- \* In reading the latest township committee notes it was brought to my attention that a property close to the school has been cited for an infestation of rats. I will call the Health Department tomorrow to confirm on which side of the school does the property sit.
- \* A parent and community member, Torey Capano is heading up and coordinating a group to become Stigma Free ambassadors. There are three teachers and myself joining her to be representatives of KTES. The initiative is a county wide program which aims to eradicate the stigma associated with mental illness and substance abuse disorders. Through our Just Say NO, Early Act and character education initiatives many of the pieces of this program are covered here at the school. Many of the suggested trainings for teachers have taken place or are in the process of being scheduled. We feel it is important to engage with the community and coordinate and assist as we can.

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

Mr. Brennan gave the following report:

- \* An update was provided on the available Board of Education seats for the upcoming November election. Knowlton BOE has three seats available. All are 3 year terms. Reminders to submit petitions to the Warren County clerk were sent to current BOE members.
- \* I submitted our SY 19-20 IDEA application. Amounts are on tonight's agenda for approval.
- \* We submitted our HCESC fuel survey for fuel oil #2, so we can continue to buy our fuel oil at a discount through the consortium.

\* The 2018 (SY 18-19) BEAR expenditure worksheet for Erate reimbursement has been completed and submitted. Our district will receive a maximum reimbursement of \$14,855.44.

\* Our NJSIG safety grant extract following the BOE's approval was submitted. Our 2019 safety grant is complete & our district will now receive a check for \$2,000.

\* Shared services contracts have been submitted to Allamuchy & Pohatcong BOEs as well as the hearing services contract submitted to the Mountain Lakes BOE.

\* Renewed our contract with Apple under ESCNJ.

#### Facilities:

\* Hackettstown Flooring will install new carpet in Mr. Ferry's 5<sup>th</sup> grade classroom & the CST guidance office.

\* Summit Door will install new garage doors on our maintenance garage.

\* Mr. Bush, Mrs. DeFalco, & I are evaluating door replacement & repair proposals' for the two library exterior doors & the two main modular doors.

\* Kise Carpentry LLC completed an exterior siding repair on the modulars, repaired the modular downspouts, and repaired wood molding in the modulars main hallway.

\* Warren Thompson Roofing completed the library roof repair.

### ***MOTIONS***

#### ***1. New Hires***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employees for the 2019-2020 school year, to be approved by the board at the next regular board meeting.

#### ***2. Accept Resignation***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to accept the resignation of Terry Ramm, with regret, effective September 1, 2019.

#### ***3. 2019-2020 Mini Bus Transportation***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve Cindy Hendershot as the 2019-2020 Mini Bus Pupil Transportation driver at a rate of \$20 per day to include the Preschool/School Age AM and PM School Age runs that fall outside of the current aide contract. The daily rate is to be paid based on runs completed.

#### ***4. Bus Aides***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve designated KTES aide or administrator to accompany students #1658 and #1855 during both the AM and PM routes for the 2019-2020 school year.

#### ***5. Approval of Substitute Rates for 2019-2020***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the following substitute rates for the 2019-2020 school year:

Substitute Nurse	\$125
Substitute	\$80

#### ***6. Approval of Breakfast and Lunch Prices for 2019-2020***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the lunch prices for 2019-20 as follows:

Student breakfast	\$1.50
Staff breakfast	\$2.00
Student lunch	\$3.25
Extra entrée	\$1.85
Adult lunch	\$3.75
Salad bar	\$2.85
Ala Carte	\$ .60
Milk	\$ .45
Reduced Lunch	\$ .40

#### ***7. Approve IDEA Federally Funded Grant Position for 2019-2020***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following Federally Funded Grant allotments for 2019-20, with estimated amounts to be charged to the grant:

IDEA Basic	Aide Salary/OT/PT	\$49,064.00
IDEA Preschool	PSD Aide Salary/Instructional Supplies	\$ 6,244.00

#### ***8. Request Full-Time Principal Waiver***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to request a waiver for a full-time, non-teaching Principal for the 2019-20 school year.

#### ***9. EVVRS/HIB-ITP Semi-Annual Report***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve the 2018-19 EVVRS/HIB-ITP data for reporting period 2.

#### ***10. Policy 5141.21 – Administering Medication***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the revisions to Policy 5141.21, Administering Medication.

#### ***11. Policy 6153 – Field Trips***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the revisions to Policy 6153, Field Trips.

### ***12. District Professional Development Statement of Assurance***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to submit the statement of assurance to the New Jersey Department of Education in support of and to certify that the 2019-2020 District Professional Development Plan complies with the state's requirements as per N.J.A.C. 6A:9C-4.2(b)6.

### ***13. Mentoring Plan Statement of Assurance***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to submit the statement of assurance to the New Jersey Department of Education to certify the 2019-2020 District Mentoring Plan complies with the state's requirements per N.J.A.C. 6A:9B-8.9 and N.J.A.C. 6A:9C-5.3.

### ***14. Approve Travel Expenditures***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the attached travel expenditures for the 2019-20 school year as required by N.J.S.A.18A:11-12.

### ***15. Approve Budget Line-Item Transfers***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the attached 2018-2019 budget line-item transfers for the time period of June 25, 2019 through June 30, 2019 with a total of \$21,258.80 for Fund 11.

### ***16. Approve combined bill lists for June and July***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the combined bill lists for payment as follows: Combined bill lists for June 25, 2019 through July 29, 2019 with a total of \$278,025.37.

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

A motion was made Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of June 24, 2019.

AYES: 4

NOES: 0

ABST: 2 (Mrs. McCormack & Mrs. Smith).

Motion carried.

### ***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 June 30, 2019 (Policy 6820).

---

Board Secretary

---

Date

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

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to accept the monthly A-148 Secretary's Report for the month ended June 30, 2019 and the A-149 Treasurer of School Monies Report for the month ended June 30, 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 overexpended in violation of N.J.A.C. 6A:23A-16.10(c).

***Old Business***

None.

***New Business***

Mrs. Smith reminded all BOE members about the upcoming NJSBA fall conference.

***Upcoming Meetings***

August 26, 2019: Board Meeting, 7pm

***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mr. Baley at 8:17 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:

- Vendor contract
- Superintendent evaluation – follow up

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 8:42 p.m.

***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 8:42 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

## ***Draft- Board Retreat Agenda***

- I. Dinner and General Discussion on Board/Admin Accomplishments for 2018-2019
  - How did we do against our shared goal? (Mandatory board self-assessment)
  - What went well, what could have been done better? (Individual assessment)
  - How did we perform as a group or committees and as a whole board?
- II. Creation of 2019-2020 goals and structure to support achievement of goals
  - Do we want one or multiple shared goals for the board and admin?
  - Input by current committee type, what are the top things for next year?
- III. Topics for Board discussion
  - Merit Goals for CSA
  - Merit Goals for Business Administrator
  - Board Committee Structure and Focus
- IV. Confirmation of BOE Calendar.