

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – August 26, 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 7:05 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.

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

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Bickhardt, & Mrs. Reber.

### ***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.

### ***Correspondence***

None.

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

Mrs. DeFalco gave the following report:

\* Phone system - Our phone system was not functioning properly recently so we contacted Ryan to examine. He discovered we had 1 faulty line that was causing the trouble. The faulty line happened to be the main first line for incoming calls and it's all fixed now. He checked all other lines as well. The static that was heard on the lines seems to be an intermittent problem with CenturyLink. He could not detect any problems with the equipment in the building. There are two classroom phones that will be replaced.

\* Buildings and Grounds - Our maintenance and custodial staff has been working to prepare the buildings and grounds for the first day of school. Due to excessive rain, vacations of our workers and being one less person, the grass was difficult to keep pace with. Eileen Plunkett was called in to assist with maintaining our front lawn through August. Tammy and I surveyed the area and wanted our custodial staff to continue the interior functions without interruption. The landscapers were here as well and took care of overgrowth, weeds and playground areas out back. All looks good and ready to go.

\* Registrations - Over the course of the summer, we have seen 10 registrations and 7 students transferring out. Our enrollment is currently 160 with charter school.

\* Sustainability - We did not earn the silver certification for our last round but we did earn bronze which changes our certification expiration date to 2022. The Green Team has many ideas and will focus on hitting priority actions for the Spring submission.

\* Stigma-Free - As I mentioned at our last board meeting, Knowlton Township has joined the countywide program and four school representatives will serve on the task force. Those four individuals are: Jeannine DeFalco, Charlene Harer, Jenna Maxman and Jenn Staub. The township's goals in concert with the school are to utilize education, outreach, and self-care programs to encourage open-minded conversation and compassion for anyone suffering from mental illness, substance use disorders, and/or thoughts of suicide. The task force has met over the summer and the last meeting was held on August 19<sup>th</sup> here at the school. The task force will be represented by community members at Back to School Night and Community Day.

\* HIB self assessment - Dana and I completed the district self-assessment separately then compared our selections. All categories were scored as 'meets requirements' or 'exceeds requirements'. You will see a motion to approve our submission so that the State can provide us with an official score.

\* Opening Days - Teachers will be in session Wednesday and Thursday of this week. Our staff will participate in professional development titled Integrating SEL competencies into Daily Instruction on Wednesday morning. Thursday trainings include, but are not limited to: Reflex – Back to School, eSpark and DRA3.

\* Custodial Candidate - With the retirement of Terry Ramm, we have been looking for an evening custodian. We expect to have an individual approved at the September meeting once all paperwork and fingerprinting is completed.

\* Trooper Madia - Our Resource Officer, Trooper Madia and his wife are expecting a little girl next week. He will begin our LEAD lessons with sixth grade in November.

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

Mr. Brennan gave the following report:

\* Following up on Mrs. Ramm's retirement letter to the BOE at last month's meeting, I have submitted the required certification of salary and supporting documentation to the NJ Division of Pensions. Additionally, I have updated Mrs. Ramm's medical benefits to terminate in the system effective 08/31/19, so that she can automatically receive the COBRA insurance application. Terry & I have been in touch and I have updated her that both updates are completed.

### **Facilities:**

\* We are finishing up our summer work. Lift was utilized in the multipurpose room to change the HVAC filters. Carpet cleaning in the classrooms and all hallways has been completed. Painting has been completed in the library. Gym floor has been waxed. It looks great and is ready for the opening of school.

\* Inspector from Chubb Insurance was here to inspect our boilers. Our boilers passed inspection. Hobbie Heat has been scheduled to complete reassembly of our boilers.

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

\* Kise Carpentry LLC completed the vinyl siding remodeling of our storage shed. The shed is completely overhauled and looks great! A big thank you goes out to Eric, Krissy, & their team.

\* If Mr. Bush wishes to take classes toward his CEFM designation, the Knowlton BOE confirmed with Mr. Brennan that the district will pay for those courses.

## ***Public Participation***

Regarding the proposed IT shared service agreement with Blairstown (Motion #15), Mrs. Reber asked if the contract will be for only 9 months' or 12 months'.

## ***MOTIONS***

### ***Consent Motion Approval***

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously to approve the use of a consent motion for the meeting.

### ***Consent Motion***

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 10 for the 2019-2020 school year.

#### ***1. 2019-20 Appointments***

A motion was made to appoint the following persons for the 2019-20 school year:

Americans with Disabilities Act (ADA) Coordinator – Jeannine DeFalco  
Substance Awareness Coordinator – Susan Acker  
Anti-Bullying Specialist – Debbie Lennox  
Anti-Bullying Coordinator– Dana Carroll  
Acting Board Secretary for Emergency Purposes – Dana Carroll  
Affirmative Action Officer – Dana Carroll  
504 Committee Coordinator – Dana Carroll  
North Jersey Municipal Employee Benefits Fund Commissioner – Michael Brennan  
North Jersey Municipal Employee Benefits Fund Alternate – Jeannine DeFalco

## ***2. New Hires***

A motion was made to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed for September start, to be approved by the board at the next regular meeting.

## ***3. Approve Vice Principal Evaluation Tools for 2019-2020***

A motion was made to approve the Multidimensional Principal Performance Rubric as the evaluation tool for 2019-2020.

## ***4. Approve 2019-2020 Board Goals***

A motion was made to approve 2019-20 Board Goals, as attached.

## ***5. Emergency Crisis Plan***

A motion was made to approve the revisions to the district Emergency Crisis Plan for the 2019-2020 school year.

## ***6. Approve Anti-Bullying Bill of Rights Self Assessment***

A motion was made to approve the Anti-Bullying Bill of Rights Self Assessment for submission and certification as required.

## ***7. Approve Regular Session Minutes***

A motion was made to approve the Regular Session Minutes of July 29, 2019.

AYES: 3

NOES: 0

ABST: 1 (Mrs. Moritz).

Motion carried.

## ***8. Approve Executive Session Minutes***

A motion was made to approve the Executive Session Minutes of July 29, 2019.

AYES: 3

NOES: 0

ABST: 1 (Mrs. Moritz).

Motion carried.

## ***9. Approve Policy 6142.10***

A motion was made to approve updates to policy 6142.10, Internet Safety and Technology.

### ***10. Approve Memorandum of Agreement***

A motion was made to approve the Memorandum of Agreement for 2019-2020 as provided by the State of New Jersey with the 2019 updates.

### ***11. 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 2019-20 school year as required by N.J.S.A.18A:11-12.

### ***12. Approve Merit Goals***

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve merit goals for Michael Brennan (as attached) for submission to the Executive County Superintendent to be completed in the 2019-2020 school year.

### ***13. Approve Merit Goals***

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve merit goals for Jeannine DeFalco, (as attached) for submission to the Executive County Superintendent to be completed in the 2019-2020 school year.

### ***14. Approve Contract for Nursing Services***

A motion was made by Mrs. Moritz seconded by Mrs. Bates and carried unanimously by roll call vote to approve the contract for in school nursing services with Bayada, if needed, during the 2019-2020 school year at a rate of \$60.00/hour for RN services or \$50.00/hour for LPN services.

### ***15. Approve 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 Blairstown Township School District to enter a joint agreement for shared technology services of Ryan Lilly, Technology Related Services, with a district responsibility of \$9,711.00 for a nine month period beginning October 1, 2019.

### ***16. Approve Bills***

A motion was made by Mrs. Moritz seconded by Mr. Baley and carried unanimously by roll call vote to approve bills for payment as follows: \$125,255.95 for Monthly bill list for July 30, 2019 through August 26, 2019.

### ***17. Accept Secretary and Treasurer Reports***

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 Report for the month ended July 31, 2019 and the A-149 Treasurer's of School Monies Report for the month ended July 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.

### ***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 July 31, 2019 (Policy 6820).

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Board Secretary

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Date

***Old Business***

Reminder - 2019 NJSBA Workshop – October 21- 24, 2019  
NJSBA Regional Broadband Initiative Summit- future plans

***New Business***

None.

***Upcoming Meetings***

September 9, 2019: Board Committee Meetings, 6pm  
September 23, 2019: Board Meeting, 7pm

***Adjournment***

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

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: