

# **KNOWLTON TOWNSHIP ELEMENTARY SCHOOL**

## **MEETING MINUTES FOR REGULAR MEETING – September 23, 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. Tammy Smith, & Mrs. Alison Stiehl.

Absent: Mr. Don Biery & Mrs. Rhonda Moritz.

Others: Mrs. Jeannine DeFalco, Superintendent, Mr. Michael Brennan, Business Administrator, Mrs. Dana Carroll, Vice Principal, Mrs. Apgar, Mrs. Bickhardt, Mrs. Plunkett, Mrs. Reber, Mrs. Groves, Parents, Public, & Students.

### ***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***

Mr. Brennan read a retirement letter from Mr. Robert Dally. Mr. Brennan thanked Mr. Dally for his service to the district and his numerous contributions to so many Knowlton students' over his career.

## ***Public Participation***

None.

## ***Vice Principal's Report – NJSLA presentation***

Mrs. Carroll presented our district's NJSLA testing results for the spring of 2019.

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

Mrs. DeFalco gave the following report:

\* Green Team: Our Green Team met for the first time this school year today and determined which actions the members will look to focus on over the course of the months prior to the first submission date. The Green Team members for 19-20 are Colleen Apgar, Lisa Garrison, Pam Janeiro, Katy Jones and Maureen Plunkett along with Dana and myself.

\* Professional Development: On Tuesday, I will attend the SEL Series: Creating an Inclusive and Supportive Climate in Trenton. On October 10, Katy Jones and I will attend IXL LIVE which is an experiential workshop covering all of IXL's key components. IXL is being utilized in grade 6 for Math and Language Arts this year. We will evaluate the program throughout the year and determine if we offer it in additional grade levels.

\* Interview: Gretchen Stefankiewicz and I will be conducting an interview together on Wednesday as a part of our search for a personal aide.

\* Centenary: Centenary reached out to us and in support of the goal of providing authentic experiences to our student teachers, Dana and I will conduct a short observation utilizing our district's adopted evaluation instrument at some point during the placement. Both student teachers will have a general education and special education placement.

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

Mr. Brennan gave the following report:

\* October 14<sup>th</sup> & 15<sup>th</sup> our auditor's will be here: Ardito & Company  
Tammy & I will be signing the engagement letter.  
Jeannine & I will be signing the management representation letter.  
I am preparing the list of items needed.

\* We have completed Sept. payroll with new updated amounts for medical/dental contributions, AXA contributions, and NJEA dues.

\* We submitted our 20-21 debt service verification form to NJDOE.

\* Related to our federal Erate reimbursement, we submitted our USAC (Universal Service Administrative Company) Form 498 detailing our business type as a NJ public school under the Digital Accountability & Transparency Act (DATA Act) of 2014.

Facilities:\* In preparation for back to school night, Frank has completed the clearing of the garden area including the two larger raised beds.

## ***Committee Reports***

Mr. Brennan provided the following Facilities report:

\*Boilers: At the last BOE meeting, I informed the BOE that our district has passed our annual boiler inspection, but that the boilers needed to be reassembled for the heating season. The boilers are now reassembled and ready to go.

\* Cafeteria Tables: Our four new cafeteria tables have arrived. Mr. Bush assembled them and the old wall unit tables have been discarded and we have painted the alcoves white to freshen up the area that was previously covered by the tables.

\*Doors: Prior to school opening, Kise Carpentry LLC. completed the installation of the two new library doors as well as finished the installation of the new hardware on the modular doors' (primary entrance).

\*Freezer: Due to water dripping on the floor, Northwest Refrigeration was called in to service our freezer. They informed us that our freezer box in the cafeteria should be replaced (useful life). I have a quote for us to review tonight if we should decide to proceed with replacing our freezer.

\*Garage Doors: Summit Door has completed the installation of our new garage doors. The doors look great and we have improved functionality for our custodial and maintenance staff with the more cost effective added keypad. This will be especially helpful during the winter when we need to access the garage for plowing & shoveling snow.

\*Library Roof Leak: On Sept. 3<sup>rd</sup>, Mrs. Reber reported a leak in the library adjacent to her desk. Mr. Brennan called Thompson Roofing to schedule a repair (September 4<sup>th</sup>).

\*QSAC: Mrs. DeFalco to provide QSAC overview from her meeting with Warren County NJDOE. We are tentatively scheduled for April 23<sup>rd</sup> (Tuesday).

Mrs. Carroll provided the following Instructional report:

\*NJSLA

\* Linkit

Mrs. DeFalco provided the following Community Outreach report:

\*White Township

## ***Student and Staff Recognition***

### ***Knowlton Knight***

Mrs. Carroll presented a citizenship award to Mia McCormack.  
Congratulations Mia. Great job!

### ***Tenure Recognition – Mrs. Colleen Apgar and Mrs. Maureen Plunkett***

Mrs. DeFalco recognized tenure for both Mrs. Apgar & Mrs. Plunkett while highlighting their positions and contributions to the district.

## ***MOTIONS***

### ***1. Accept Retirement***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to accept the resignation of Robert Dally, grade 6 Science and Math, with regret, effective July 1, 2020.

### ***2. Approve Substitutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following substitutes for the 2019-20 school year, as recommended by the Superintendent: Pattiann Parker, Alyssa Adamsky, and Nancy Kearney.

### ***3. New Hire***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the hiring of Geoff Littlehale, custodian, with a salary of \$33,000, as recommended by the Superintendent.

### ***4. Approve Updated Preschool Curriculum***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to approve district implementation of updated Preschool curricula for the 2019-2020 school year.

### ***5. Approve Home Instructors***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously by roll call vote to approve the following teachers as home instructors for the 2019-2020 school year at a rate of \$45 per hour as determined in the 2018-2021 KTEA-KTBOE contract:

Allison Bickhardt, Katy Jones, and Kim Reber

### ***6. New Hires***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to authorize Mrs. DeFalco, Superintendent, to hire new employee/s as needed, to be approved by the board at the next regular meeting.

### ***7. Approve 2019-20 Transportation Contract Renewal***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2019-20 pupil transportation contract with B&K Dalrymple Inc. for \$143,460.53.

<b>Route #1</b>	\$39,595.73
<b>Route #3</b>	\$32,603.23
<b>Route #7</b>	\$35,365.17
<b>Route #10</b>	\$35,896.40

### ***8. Approval of Field Trip Contracts***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following 2019-20 field trip contracts:

Q-FT-01	Grade 6 to Fairview - October	B&K Dalrymple
Q-FT- 02	Grade 6 to Fairview - June	Stocker Bus Company

### ***9. Approve Week of Respect***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to approve the week of October 7<sup>th</sup>, 2019 as the Week of Respect.

### ***10. Approve School Violence Awareness Week***

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to approve the week of October 21<sup>st</sup>, 2019 as School Violence Awareness Week.

### ***11. 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 the Chapter 53 revisions to C.18A:11-12.

### ***12. Approve Transfers***

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve transfers for dates August 27, 2019 to September 23, 2019 from Fund 11 in the amount of \$1,352.15.

### ***13. Approve Bills***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the bills for payment as follows: Monthly bill list \$356,329.01 (08.27.19-09.23.19).

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

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Board Secretary

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Date

### ***14. 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 August 31, 2019 and the A-149 Treasurer of School Monies Report for the month ended August 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 overexpended in violation of N.J.A.C. 6A:23A-16.10(c).

### ***15. Approve Minutes***

A motion was made by Mrs. Smith seconded by Mrs. Bates to approve the Regular Session Minutes of August 26, 2019.

AYES: 2

NOES: 0

ABST: 3 (Mrs. McCormack, Mrs. Smith, & Mrs. Stiehl).

Motion does not carry.

### ***Old Business***

Reminder - 2019 NJSBA Workshop – October 21- 24, 2019

### ***New Business***

Sustainable New Jersey Awards Dinner – October 22, 2019

### ***Upcoming Meetings***

October 14, 2019: Board Committee Meetings, 6pm

October 28, 2019: Board Meeting, 7pm

### ***Executive Session***

Be it hereby resolved by Mrs. Smith seconded by Mrs. Bates at 7:58 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/shared service update
- Board member campaign

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 9:01 p.m.

### ***Adjournment***

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 9:01 p.m.

Respectfully submitted,

Michael Brennan, MBA  
Business Administrator/Board Secretary

Approved: