

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – October 28, 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, 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. Dana Carroll, Vice Principal, Mrs. Bickhardt, Mrs. Harer, Mrs. Kwasnik, 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

None.

Superintendent's Report

*Knowlton Township School District in cooperation with B&K Dalrymple Inc., performed rear evacuations for all buses this month. (Routes 1,3,5 and 10). A rear evacuation was held in cooperation with Cindy Hendershot, mini bus driver and KTES personnel for the school owned mini bus. These evacuations took place on September 26, 2019.

Mrs. DeFalco gave the following report:

* I attended Workshop 2019 last week and in addition to presenting alongside Funtronic, LLC, I attended 9 sessions. Session topics included Sustainability, Professional Development, Collaborative, Inclusive Leadership, Inspiring a Healthy Edge, STEAM, Repurposing Spaces and Social Emotional Programming.

* The Knowlton Township Stigma Free Task Force met here today. We discussed the Warren County Networking Event, connections with Municipal Alliance, current school programming and future.

* NJQSAC District Performance Review is in process and will be approved at the November board meeting. The DPR is due November 15th for districts undergoing QSAC this year. We have been granted an extension as the state data needed to complete will be released on October 30th and our board meeting falls after the 15th.

* I have presented two sessions on Mindfulness to date. It has been well received and another session is planned for November 6 for the group of teachers not participating in the Linkit team meeting on that day.

* The next Green Team meeting is slated for November 11 and we will do an action check in at that time. Several new action items are being looked at as well as the required updates for the next submission.

Vice Principal's Report

Mrs. Carroll gave the following report:

* Members of the Climate Committee attending 2 different workshops. Charlene Harer and Maureen Plunkett attended a workshop sponsored by the United Way regarding Social Emotional Learning. Jim Ferry, Debbie Lennox, Maureen Plunkett and myself attended a workshop about Social Emotional Character Development sponsored by the State Bar Foundation.

* The Week of Respect was held during the week of October 7th. The theme for the week was "We may all be different fish, but we all swim together at Knowlton". Students in grades K-6 in Health class were read the book Rainbow Fish and discussed in age appropriate lessons about being different and accepting differences. Students had to identify words of respect and write them on a rainbow fish. The fish were then beautified in Mrs. Tate's art class. The fish will be on display by next board meeting and the theme goes well with the library theme for the year.

* The book fair was a success. Students enjoyed purchasing new books among the arctic theme fair. Thank you to Mrs. Reber for doing a fabulous job once again.

* I attended a Strategic Planning meeting at the Warren County Library Catherine Hofman Branch. We discussed with other stakeholders through a facilitator on area needs and how the library may be of assistance.

* The students enjoyed the fire truck visit by the Knowlton Township Volunteer Fire Dept. They also brought the house this year so 5th and 6th graders can learn about fire safety in the home.

* Students enjoyed an assembly by Brian Chevalier. He spoke to the students about Mindfulness through creative songs and teaching them about mindful behavior.

Board Secretary Report

Mr. Brennan gave the following report:

* Pension: Submitted 2019 Q3 (July-Sept) IROC Payments/Reports for TPAF & PERS.

* Grants: Submitted 2018 Year End Final Expenditures Reports for ESEA.
IDEA FY 18 final expenditure report is now available and due on October 31st.

* Our financial audit (October 14th & 15th: Ardito & Company) was conducted this month. Overall, everything went well. We provided the necessary reports and documentation so they could properly conduct their audit.

* Anthony notified me about several post audit follow up items that we will need to submit:

- 1) Management letter
- 2) Compensated absences as of 6/30/19 (track liability)
- 3) J Schedules/Statistical Information: Student Enrollment & Staffing Headcount figures

* Audit report (CAFR) is due Dec 5th.

* On our website, our district has posted insurance RFPs for both health & property & casualty.

Facilities:

* None.

Committee Reports

Mr. Brennan provided the following Facilities report:

* Boilers: Frank turned on the heat throughout the entire facility on Monday October 14th.

* Lead Testing Survey: Our district completed the lead testing survey that was recently issued by the NJDOE to collect data from NJ's public school districts' and post that information to the public via their website.

* HVAC: Hobbie Heat is researching the proper size unit to install in the Speech room. The motor in the existing old unit no longer works properly and a new unit is required.

* Freezer: Our new freezer has arrived. Installation is scheduled with Northwest Refrigeration for November 7th & 8th, so we don't interfere with providing lunch to our students.

* Paving: Review paving proposal through ESCNJ.

Mrs. Smith provided the following Community Outreach report:

*Stigma Free Update

Presentations – Citizenship Awards presented by Mrs. Carroll

Mrs. Carroll presented a citizenship award to Camryn McLaughlin, Ethan McLaughlin, & Joe Monaco. Congratulations Camryn, Ethan, and Joe. Great job!

MOTIONS

1. Approve 2019-2020 Joint Transportation Contract

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the 2019-2020 student transportation contract with Blairstown BOE (Route #8) for a total cost of \$1,444.20.

2. Approve 2019-2020 Joint Transportation Contract

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the 2019-2020 student transportation contract with Blairstown BOE (RVCS Shuttle Route) for a total cost of \$1,322.55.

3. Approve Dance Curriculum

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve updates to Dance curricula.

4. Approve Theatre Curriculum

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to approve updates to Theatre Curricula.

5. Approval of School Nursing Services Plan

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the 2019-20 School Nursing Services Plan.

6. Approve Substitutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the following substitutes for the 2019-2020 school year, as recommended by the Superintendent:

Pamela Gumbman

Nancy Kearney

Kellie Smigel

7. Approve Field Trip Destination and Contract

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 destination and contracts:

- Q-FT-03 North Warren Sending School Challenge – Grade 6
 B&K Dalrymple
- Q-FT-04 Ski and Snowboard Club
 Stocker Bus Company
- Q-FT-05 High Notes/Dorney Park
 B&K Dalrymple

8. Approve Updated Policy 1140

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve updated Policy 1140, Distribution of Materials by Pupils and Staff.

9. Approve Updated Policy 1220

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve updated Policy 1220, Ad Hoc Advisory Committees.

10. 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.

11. 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 \$362,833.66 and Cafeteria bill list \$5,517.60.

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 September 30, 2019 (Policy 6820).

Board Secretary

Date

12. 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 Reports for the month ended September 30, 2019 and the A-149 Treasurer of School Monies Report for the month ended September 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).

13. Approve Minutes

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

AYES: 6
NOES: 0
ABST: 0
Motion carried.

14. Approve Minutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Regular Session Minutes of September 23, 2019.

AYES: 6
NOES: 0
ABST: 0
Motion carried.

Old Business

NJSBA Convention review by Mrs. Smith– October 21 - October 24, 2019
Technology proposal(s) review by Mrs. DeFalco

New Business

None.

Upcoming Meetings

November 6, 2019: School Board Elections
November 11, 2019: Board Committee Meetings, 6pm
November 25, 2019: Board Meeting, 7pm

Executive Session

Be it hereby resolved by Mrs. Smith seconded by Mrs. Bates at 7:40 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 8:01 p.m.

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously to adjourn the meeting at 8:01 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: