

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MEETING MINUTES FOR REGULAR MEETING – November 25, 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, Mr. Don Biery, Mrs. Joann McCormack,
Mrs. Rhonda Moritz, Mrs. Tammy Smith, & Mrs. Alison Stiehl.

Absent: Mrs. Dawn Bates.

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

Public Participation

None.

Correspondence

Mr. Brennan read a retirement letter from Mrs. Susan Acker. Mr. Brennan thanked Mrs. Acker for her service to the district. Mr. Brennan read maternity leave letters' from Mrs. Plunkett and Mrs. Toth. Mr. Brennan read a letter from Mr. Van Wattering, President of Cloud-com, LLC. The letter informed the district that Cloud-com is terminating services effective 11/10/19. Cloud-com is closing their business. Mr. Brennan thanked Rob Van Wattering, Ryan Lilly, and Cloud-com for their IT support in our district.

Superintendent's Report

Mrs. DeFalco gave the following report:

* The Median SGP (Student Growth Percentile) Reports were released to districts recently. The documents reflect the median Student Growth Percentile for the students assigned to specific teachers in school years 2016-2017, 2017-28 and/or 2018-19 where applicable. In order to qualify to receive the msgp score, a teacher must have instructed at least 20 individuals for at least 70% of the school year prior to the state assessment, and must have been the teacher of record for at least 60% of that time. Msgp's are one of several evaluation measures under AchieveNJ and account for 5% of teachers' final ratings.

* On Thursday, November 14th, I attended the NJASA Women in Leadership committee meeting. NJASA is partnering with National Excellence in School Leadership Institute to move forward leadership initiatives. The Women's Leadership Conference is scheduled for March 26 and March 27, 2020.

* The Partnership for Drug Free New Jersey is running a 30 minute webinar tomorrow and 4 teachers are scheduled to participate. PDFNJ's Child Break presentation is a multimedia program that informs, encourages and empowers parents, grandparents, educators, coaches and other adult caregivers about how to communicate effectively with children about the misuse and abuse of alcohol and other drugs. The presentation includes up-to-date statistics on drug and alcohol use and public service announcements that cover various types of drugs used by children.

* First Round of observations will be completed by the Thanksgiving break.

* As you will see by our agenda, we will have some changes in staffing both during and at the end of the school year. Dana and I will look to use our internal resources where we can and advertise as needed.

Vice Principal's Report

Mrs. Carroll gave the following report:

* On November 6th, teachers had professional development in house with a Linkit representative. He worked with small groups throughout the day on various aspects of the platform. Cover was provided for the teachers for them to attend. He met with CST, the I&RS team, Kim and myself as well as 4th-6th grade teachers. After school he demonstrated

how the teachers can use the data collected during the beginning of the year benchmark testing to drive instruction.

* I have attended 2 workshops over the past few weeks. One on how to deal with difficult students and the other how to maximize performance and progress in special education.

* Last week, I completed morning ride alongs with Route 3 and Route 7 buses. I will finish up in 2 weeks with a ride along on Route 10 before switching over to afternoon ride alongs.

* Our 5th and 6th grade SAGE students competed in Battle of the Minds in Harmony. This was an exercise in general knowledge. Even though they did not place, the students enjoyed the competition.

Board Secretary Report

Mr. Brennan gave the following report:

* Mrs. Bates, Mrs. Moritz, & Mrs. Smith were all elected to 3 year terms.

* We completed the Comprehensive Maintenance Plan & M1 Forms for submission to the county. This is on the agenda tonight for Board approval.

* Grants: Submitted IDEA FY 2018-19 Year End Final Expenditure Report.

* All post audit follow up items were completed and submitted to Anthony Ardito:

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

* On November 20th, I attended a tri-county meeting (including Sussex) hosted by the Hunterdon/Warren Association of School Business Officials. The featured speaker is NJASBO Executive Director, Mrs. Susan Young.

Facilities:

* None.

Acknowledge Receipt of HIB Incidents

There were two confirmed HIB incidents since the last board meeting.

Presentations:

Wellness Grant Update – presented by Debbie Lennox

Mrs. Lennox updated the Knowlton BOE about the district's current application for a \$1,000 wellness grant.

Knowlton Knight Presentations – presented by Mrs. Carroll

Mrs. Carroll presented a citizenship award to Caleb Boyle & Gavin Kessler. Congratulations Caleb & Gavin. Great job!

Motions

1. Accept Retirement

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously to accept the retirement of Susan Acker, School Nurse, with regret, effective June 30, 2020.

2. Approve Maternity Leave

A motion was made by Mrs. Smith seconded by Mrs. Moritz and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Maureen Plunkett beginning April 3, 2020 through June 30, 2020, as recommended by the Superintendent.

3. Approve Maternity Leave

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to approve a request for maternity leave, under FMLA, from Katelyn Toth beginning February 13, 2020 through May 26, 2020, as recommended by the Superintendent.

4. Approve Contract Amendment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to amend the mini bus driver contract for Cindy Hendershot to a per day rate of \$30, as recommended by Superintendent.

5. Approve Service Agreement

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to approve the service agreement between Knowlton Township School District and Transparent Network Consultants for technology services, as recommended by the Superintendent. The onsite support is slated for 4 hours per week at a rate \$70 per hour.

6. Approve Service Agreement

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously by roll call vote to continue with the service agreement between Knowlton Township Elementary School and Dave White Services as a Class A/B Operator performing year round monthly inspections of our current oil tank for the 2019-2020 school year, as recommended by the Superintendent. The service cost is \$175 per month.

7. Approve Merit Goal

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously by roll call vote to recognize the designated qualitative Merit Goal #1 for the Superintendent, as stated in the report dated September 6, 2019 has been achieved and to authorize submission to the Executive County Superintendent for approval and authorization of payment.

8. Approve Home Instruction

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to provide home instruction to student #1818 as aligned with NJAC 6A:16-10, to begin the week of December 2, 2019, as recommended by the Superintendent.

9. Approve Comprehensive Maintenance Report and M1 Forms

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the 2019-2020 Comprehensive Maintenance Report and M1 Forms as attached.

10. Approve Submission of DPR

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the submission of the DPR (District Performance Review) and Declaration Page to The State of New Jersey Department of Education as required by N.J.A.C. 6A:30-3.2.

11. Approve Travel Expenditures

A motion was made by Mrs. Smith seconded by Mrs. Stiehl 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 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 \$387,850.76 and Cafeteria bill list \$5,450.06.

Monthly Certification

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I certify that no budgetary line item account has been over expended in violation of N.J.A.C. 6A:23-2.11(a) as of October 31, 2019 (Policy 6820).

Board Secretary

Date

13. 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 October 31, 2019 and the A-149 Treasurer's of School Monies Report for the month ended October 31, 2019 in compliance with the NJAC 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 NJAC 6A:23A-16.10(c).

14. Approve Minutes

A motion was made by Mrs. Smith seconded by Mrs. McCormack and carried unanimously to approve the Regular Session Minutes of October 28, 2019.

AYES: 5

NOES: 0

ABST: 1 (Mrs. Moritz).

Motion carried.

15. Approve Minutes

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to approve the Executive Session Minutes of October 28, 2019.

AYES: 5

NOES: 0

ABST: 1 (Mrs. Moritz).

Motion carried.

Old Business

None.

New Business

Mr. Biery recognized Mrs. Maxman for her presentation at the NJEA convention.

Mr. Biery recognized Mrs. Maxman and the Knowlton community for the community food drive to benefit Knowlton families.

Mrs. Maxman recognized all those who contributed to the community food drive including community members, Early Act members, Food Shed Alliance, parents, and staff members.

Upcoming Meetings

December 16, 2019: Board Meeting, 7pm

Adjournment

A motion was made by Mrs. Smith seconded by Mrs. Stiehl and carried unanimously to adjourn the meeting at 7:50 p.m.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: