

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

MINUTES FOR REORGANIZATION MEETING – January 6, 2020

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

Mr. Brennan called the meeting to order at 7:01 p.m.

Flag Salute

Mr. Brennan invited everyone to join him in the flag salute.

Roll Call

Present: Mr. Matthew Baley, Mrs. Dawn Bates, Mr. Don Biery, Mrs. Joann McCormack, Mrs. Rhonda Moritz, Mrs. Tammy Smith, and Mrs. Alison Stiehl.

Absent: None.

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

Public Participation

None.

Results of the November 5, 2019 School Election

Three Year Terms – Board of Education

Dawn Bates	389
Rhonda Moritz	384
Tammy Smith	380

Administer Oath of Office to Elected/Re-elected/Appointed Members

Mr. Brennan administered the oath of office to Mrs. Bates, Mrs. Moritz, and Mrs. Smith.

Election of Board President

The nomination of Mrs. Smith as President of the Knowlton Township Board of Education was made by Mrs. Bates seconded by Mr. Baley.

A motion was made by Mrs. Bates seconded by Mr. Baley to close the nominations for President.

AYES: 7

NOES: 0

ABST: 0

Motion carried.

President Presides

Mrs. Smith now presides as President of the Knowlton Township Board of Education.

Election of Vice President

The nomination of Mr. Biery as Vice President of the Knowlton Township Board of Education was made by Mrs. Moritz seconded by Mr. Baley.

A motion was made by Mrs. Smith seconded by Mr. Baley to close the nominations for Vice President.

AYES: 6

NOES: 0

ABST: 1 (Mr. Biery.)

Motion carried.

Appointment of 2020 Committees and Delegates by the President

Facilities Committee: Mr. Brennan (Chair), Mr. Baley, & Mrs. Mortiz.

Instructional Committee: Mr. Biery (Chair), Mrs. Bates, Mrs. Stiehl, & Mrs. Carroll.

Policy Committee: Mrs. McCormack (Chair) & Mrs. DeFalco.

Community Outreach Committee: Mr. Baley (Chair), Mrs. Smith, Mrs. Stiehl, & Mrs. DeFalco.

Shared Service Committee: Mrs. Bates & Mrs. Moritz.

Warren County Delegate: Mrs. Smith, Mr. Baley (alt.)

NJSBA Delegate: Mrs. McCormack, Mr. Biery (alt.)

Mrs. Moritz wanted to notify all the Knowlton BOE members that due to increased travel with her job that this would be her last 3 year term serving on the Knowlton Township BOE.

Consent Motion Approval

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

Reorganization Consent Motion

A motion was made by Mrs. Smith seconded by Mrs. Bates and carried unanimously by roll call vote to approve the following agenda items numbered 1 through 9 for 2020.

1. Adoption of Curriculum

to adopt all existing textbooks/kits and the following curriculum of the Knowlton Township Board of Education for 2020: Math, FOSS/Science, Language Arts Literacy, Social Studies, Health, Physical Education, Fine & Performing Arts, World Language and 21st Century Skills.

2. Adoption of Policy

to adopt all existing policies, by-laws and regulations for the operation of the Board and the school.

3. Approve Permitted Records

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

4. Designate Newspapers

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Star Ledger* as an alternate.

5. Depositories

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank & PNC Bank.

6. Bank Signatories

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Current Expense	3	President, Board Secretary and Treasurer
Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

7. Petty Cash

to approve petty cash funds to be established for July 1, 2020 through June 30, 2021 as stipulated:

<u>Responsible Title</u>	<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	\$1,000.00	\$250.00
Secretary to CSA	\$ 100.00	\$ 75.00

8. Annual Notice of Meetings

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Monday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month at 6:00 p.m. where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Star Ledger and the Express Times.

Board Workshop Meetings

No workshop
February 10, 2020
March 9, 2020
April 6, 2020 (First Monday)
May 11, 2020
June 8, 2020
No Workshop
No Workshop
September 14, 2020
October 12, 2020
November 9, 2020
No workshop

Monthly Meetings

January 27, 2020
February 24, 2020
March 23, 2020
April 27, 2020
May 18, 2020 (Third Monday)
June 22, 2020
July 27, 2020
August 24, 2020
September 28, 2020
October 26, 2020
November 23, 2020
December 21, 2020 (Third Monday)
January 4, 2021 (**Reorganization**)

9. Personnel and/or Firm Appointments

To appoint the following persons for 2020:

Superintendent – Jeannine DeFalco
Treasurer of School Monies – Randy Wilson
Attorney – Weiner Law Group LLP
Auditor - Ardito & Co., LLP
Insurance Agent for Property/Casualty – Brown and Brown, Inc.
Insurance Broker for Health Insurance – CBIZ, Inc.
Risk Management Consultant – Bob Gemmell, Brown and Brown, Inc.
Custodian of Records – Michael Brennan
Business Administrator – Michael Brennan
Acting (Alternate) Board Secretary for Meeting Purposes – Michael Brennan (Dana Carroll)
Affirmative Action Officer- Dana Carroll
504 Committee Coordinator – Dana Carroll
School Physician – Dr. Eugene Cullen, MD
AHERA Compliance Officer – RK Environmental
Licensed Drinking Water Operator – McGowan Well Water Compliance
Official Bargaining Unit – Knowlton Township Education Association

IAQ Designate – Franklin Bush
Attendance Officer- Susan Acker
Americans with Disabilities Act (ADA) Coordinator – Dana Carroll
Homeless/Storm Liaison – Jeannine DeFalco
Public Agency Compliance Officer –Michael Brennan
School Safety Specialist (P.L. 2017 c.162) – Jeannine DeFalco
Data Coordinator – Dana Carroll

Old Business

None.

New Business

None.

Upcoming Meetings

January 27, 2020: Board Meeting, 7pm

February 10, 2020: Board Committee Meetings, 6pm

Adjournment

A motion was made by Mrs. Smith seconded by Mr. Baley and carried unanimously to adjourn the meeting at 7:29 pm.

Respectfully submitted,

Michael Brennan, MBA
Business Administrator/Board Secretary

Approved: