

January 25, 2010  
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:07 p.m.in the School Library.

### ***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***

### ***Flag Salute***

### ***Roll Call***

Present: Mr. Matt Moore (President), Mrs. Bethany Summers, Mr. Kevin Haycock, Mrs. Dawn Sullivan, and Mr. Alex Rinaldi

Absent: Mrs. Melissa Norwicke, Mr. Bill Maxwell, Mr. Gregory Murray, and Mrs. Laurie Burns

Other: Mrs. Sharon Mooney (Superintendent), Mrs. Jeannine DeFalco, and Miss Melody McBride, Mrs. Cornish, Mrs. Zito, Mrs. Bickhardt, Mrs. Ackerman, Mrs. Reber, Mrs. Francis, Mrs. Miller, Mrs. Hill-Rosato, Mrs. Hendershot, Mrs. Baker, Mrs. Davalos, Mrs. K. Rolph

### ***Mission Statement***

We are committed to provide a comprehensive education in a nurturing environment in which all students are motivated to achieve their maximum academic potential, and to develop as responsible citizens in an ever-changing world. (July 27, 2009)

### ***Presentation - None***

### ***Public Participation- None***

***Correspondence*** – Mrs. Mooney read a retirement letter from Patricia Zito with an effective date of July 1, 2010. Mrs. Mooney informed the board of the donation made to the Maxwell family from the teachers and board of education members. KTEA also made a donation to the Maxwell family.

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

Mrs. Mooney provided the following update:

1. Student Teachers – we currently have two student teachers. Rachel Kolodzieski from Ramapo is working with Kathy Rolph in 2<sup>nd</sup> grade; Jennifer Thomas from Caldwell College is working with Allison Bickhardt in kindergarten. We received a thank you from the Director of Field Based Education at Caldwell for our partnership with the college.
2. Phone Lines – we experienced problems with our phone lines once again last week. In the past we have contributed some of the problems to our server but problems with the cable were discovered. We replaced the cable and found damage to the original one that probably occurred when it was first installed.
3. Embarq donated five desks, a table, chair, and credenza to the school. The company even arranged for their delivery.
4. Yearbook Ad – included the newly adopted Board Beliefs
5. Referendum –
  - Stephen Novack, a reporter from the Express-Times, called with questions concerning our upcoming referendum. He took much of the information for his article from the school website for his article.
  - I have done presentations to four grade levels concerning the building project.
  - The teachers are doing voting lessons and activities in their classrooms. They have also been promoting the vote through their weekly newsletters.
  - Letters were sent to all registered voters of current and former students. Information was also shared with the Moms Club of Knowlton.
  - A movie will be sponsored to allow parents more flexibility to vote.
6. Report of Chris Christie's Transition Education Subcommittee

### ***Vice-Principal's Report***

Mrs. DeFalco provided the following update:

Recent Events:

- Annual Spelling Bee was held January 15<sup>th</sup>. 1<sup>st</sup> place winner, Claire Anderson, will advance to the next round. 2<sup>nd</sup> place was Jenna Bickhardt and 3<sup>rd</sup> place was Rebecca Loeven.
- Dave Street "Eco-Dave" assembly titled "Habits That Save Habitats" was presented to all students PK-6. This assembly was paid for by Knowlton Township Clean Communities Group.

Upcoming Events:

- Knowlton Township Elementary will participate again in National Wear Red Day on Friday, February 5<sup>th</sup>.
- On February 9<sup>th</sup>, I will deliver Valentine's made by our students to the Nutrition Center of Warren County Meals at Home Program. These Valentine's will be given to seniors throughout Warren County with their meal on or around Valentine's Day.

- Study Skills for grades 3 and 4 presentation has been rescheduled for March 18<sup>th</sup> due to low response numbers. Please check your calendars and let me know if you will be attending.

Press Release Submissions:

- Press Release submitted regarding Spelling Bee Winners to Express Times
- Pictures will be taken of classes making Valentine's for seniors and submitted to local papers.

## ***Committee Reports***

### **Technology Committee**

Minutes from Matt Moore

January 7, 2010

Present: Sharon Harpster, Kim Reber, Lisa Garrison, Deb Marchese, Matt Moore, Sharon Mooney

### **Old Business**

#### I. Security

Just waiting to see what doors can get put on to make it secure, item closed out, now in facilities committee

- A. Loss of equipment
- B. Security
- C. Door & A.C.

#### II. DirecTV update

Now have 3 installed and working DirecTV receivers so the East Wing/West Wing and Lab/Media Center can view the TV's in their rooms. This is an improvement for no TV access to 4 being accessible. Free service from DTV for basic channels and educational channels. PTO has expressed an interest in expanding coverage or services.

#### III. Reap Grant and future focus

##### A. Hardware

##### 1. Thin clients

Still experiencing manufacturer problems on new thin-clients. Several have been replaced. Rest will be getting replaced to max out value of their warranty. And we still do need more to replace out more old PC's. All in the lab and library are good, these are classroom issues being dealt with based upon the need of the classrooms.

##### 2. Digital cameras w/10 megapixels or higher

##### B. Software

##### 1. New software that is recommended & evaluated

##### C. New technology

#### IV. Home edition computers w/Vista.

Currently downloading Windows 7 software to be able to place them on the network. Long discussion around Windows making XP end of life, and ultimately having to migrate to a Windows 7 platform. Patches won't be available to XP users. We are experiencing "blue

screen” failures in Lab that we’re working through Dell support to try and solve. Tabled any new activity towards finding or contracting with a new service/support company since we are pleased with new support from RSquared.

## **New Business**

- I. Technology plan 2010-2013
  - A. This is the primary purpose of this committee, and will have to follow the template used by the State. This will require dedicated meeting time, and more involvement from staff and potentially others. But should include a prioritization and linked dollars required to come before the board for approval. Due in county office May 3, 2010 for approval by June 30<sup>th</sup>.
- II. Switch in Hank’sOffice
  - A. Needs replacing, will find appropriate one and source through Mel. Likely Cisco through Dell or CDW, spec’d by Repco and consistent with main server room components.
- III. Upgrade memory in 256 computers to 1 gig
  - A. Determined that PC’s do in fact need memory upgrades (not exclusive classlink thin-client usage) and will need memory increased for a change in operating system anyway. Gave go ahead to do it.
- IV. Policy for laptops in classrooms
  - A. Need an adjustment to what we have which is really a form in use today which is more for one-time single day use. Current policy regarding to damage, replacement obligations, usage terms etc. Will be reviewing to make this applicable for “all year” assignment of laptops and balance the desire to have teachers use the technology while still providing adequate protection for the schools assets.
- V. Quick Conversation on ClassLink
  - A. Not really being used today (the home access part). Teachers aren’t putting information up on it, so there’s no real need for parent/students to go on it. Also, not having high-speed internet access makes it not useable (for practical purposes). A survey/sign-in sheet will be created to see if we can establish what the demand is for high-speed potential new customers.

## **Facilities Committee**

Minutes from Melody McBride

January 11, 2010

Present: Kevin Haycock (C), Sharon Mooney, Melody McBride, Alex Rinaldi, and Greg Murray

## **Old Business**

- Garage Roof Repair – Materials already on-hand for repairs. We are in need of roofing contractors who will volunteer to repair the rook. *Update: Kevin Haycock will contact roofers on the Knowlton volunteer list over the weekend of 12/19-20. We might receive more support while business is slower in the winter months. 1/11 Update: Kevin Haycock has not contacted roofers due to snow.*

- Server Room Door – The technology committee has requested a locked door be added to the server room for security reasons. *1/11 Update: Kevin Haycock brought in his contact from Warren Lumber to assess the work that needs to be done. He will also bring in a 2<sup>nd</sup> vendor to compare. Kevin's current estimation is the door will cost \$1000 plus volunteer labor.*
- Air Vent Protection – The air vents along the front of the school need protection from the cold air. Hank recommended shrubs. Kevin Haycock recommended hoods to cover the vents. *1/11 Update: Covers have not been found yet. Kevin Haycock will call Hackettstown Sheet Metal Fabricators to get them special made by next meeting.*
- Server Room AC - Kevin Haycock adjusted the thermostat in the server room to allow the AC to kick on. This will need to be kept low to keep the room from overheating. It was left low over the weekend, but the room did not cool down to the lower temperature setting. Hank said it throws cooler air initially, then stops. He suspects it needs refrigerant. Hank cleaned the air filters. All-Temp will check the refrigerant on the next service call. *1/11 Update: All-Temp has not been on-site since the last meeting.*
- CST Leak – After heavy rain, water was noticed in the corner of Room 29. Hank will check if the down spout is disconnected. *1/11 Update: Hank has fixed the down spout.*

**New Business - None**

## **MOTIONS**

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

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to accept the retirement request from Patricia Zito effective June 30, 2010 with regret.

On roll call, motion

### ***2. Revise Motion - Approve Substitute Custodian for 2009-2010***

**Motion approved 10/26/09:**

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following substitute custodian for the 2009-2010 school year, as recommended by the Superintendent: Marcos Ramos, pending completion of paperwork.

**Revised motion:**

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve Marcos Ramos as substitute custodian for the 2009-2010 school year at a rate of \$12/hour, as recommended by the Superintendent, pending completion of paperwork.

On roll call, motion carried unanimously.

### ***3. Acknowledge and Accept Donation***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to acknowledge and accept the donation from Embarq for 5 teacher desks and 1 credenza.

Motion carried unanimously.

#### ***4. Approve Home Instruction Policy***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the revisions to Policy #6173, Home Instruction, at first reading.

Motion carried unanimously.

#### ***5. SEMI Waiver***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to apply to the Executive County Superintendent for a SEMI waiver for the 2010-11 school year based upon the fact that the district will have 30 or fewer Medicaid eligible classified students, based on the revenue projections provided by the Department of Education.

Motion carried unanimously.

#### ***6. Approve the contract and resolution for ACT for 2010-11***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the contract and attached resolution to join ACT for 10-11.

Motion carried unanimously.

#### ***7. Approve Travel Expenditures***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the attached travel expenditures for the 2009-2010 school year as required by N.J.S.A.18A:11-12.

Motion carried unanimously.

#### ***8. Approve Field Trip Contracts***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the following field trip contracts: Q-FT5- Stocker for 1 trip totaling \$225.00 and Q-FT6 – B&K for 1 trip totaling \$415.00

Motion carried unanimously.

#### ***9. Approve Budget Line-Item Transfers***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the attached 2009-10 budget line-item transfers from December 22, 2009 to January 25, 2010 totaling \$1,275.24 for Fund 10 and \$29,513.00 for appropriations in Fund 20.

Motion carried unanimously.

#### ***10. Approve Bills***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the bills for payment as follows: Monthly bill list \$391,333.14 and Cafeteria bill list \$6010.95.

Motion carried unanimously.

### ***11. 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 December 31, 2009 (Policy 6820).

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Board Secretary

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Date

### ***12. Accept Report of the Secretary***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to accept the monthly A-148 Secretary's Reports for the month ending December 31, 2009. 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:23-2.11(b).

Motion carried unanimously.

### ***13. Accept Report of the Treasurer***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to accept the monthly Treasurer of School Monies Report for the month ended December 31, 2009 in compliance with the N.J.A.C. 6A:23-2.11(c)4.

Motion carried unanimously.

### ***14. Approve Minutes***

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the Regular and Executive Session Minutes of December 21, 2009 and Workshop Meeting on January 11, 2010.

Motion carried 4:0:1 (Mr. Rinaldi abstention)

### ***Old Business - None***

### ***New Business***

Miss McBride provided an update on representing the board at the January 22, 2010 for the North Jersey Municipal Employee Benefits Fund. This was the re-organization meeting for the HIF. Knowlton has voting rights on the board and Knowlton is the first board of education in the fund. Representation is also present from Aetna, United, Delta Dental, and ExpressScripts. Discussion was held regarding Triad, the Aetna firm hired to manage chiropractic services. Several members expressed concern with Triad involvement. No action was taken and it was

moved to the operations committee meeting. Miss McBride will attend the Operation Meeting on March 5<sup>th</sup>, on behalf of the board.

Mr. Rinaldi inquired whether the school had received official notification regarding a sex offender in our local area. Mrs. Mooney said the school had not received notification from the police, but was aware that families of students at North Warren Regional within the appropriate radius had been notified of the offender.

***Adjournment***

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to adjourn the meeting at 8:20 p.m.

Motion carried unanimously.

Respectfully,

Melody McBride  
Board Secretary