

October 20, 2008  
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:01 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 Star Gazette and The Express-Times and distributed to the Knowlton Township Elementary School, the Delaware and Columbia Post Offices and the Knowlton Township Municipal Building.

### ***Call to Order***

### ***Flag Salute***

### ***Roll Call***

Present: Mr. Matt Moore (President), Mrs. Laurie Burns, Mr. Kevin Haycock, Mr. Bill Maxwell and Mrs. Bethany Summers

Absent: Mr. Gregory Murray, Mrs. Melissa Norwicke, Mr. Alex Rinaldi

Other: Mrs. Sharon Mooney (Superintendent), Mrs. Rachelle Tjalma (SBA), Jeannine DeFalco (Assistant Principal), Teachers – Jenn Camilletti, Jeannette Cornish, JoAnn Dato, Jane Hill-Rosato, Jenna Tironi and Pat Zito, Parents and Community members – Francis DePaola, Pat Fahy and Dawn Sullivan

### ***Presentations***

- ***NJ ASK Results*** – Sharon Mooney and Jeannine DeFalco presented the 2008 NJ ASK results for Grades 3-6 and answered questions.

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

### ***Executive Session***

Be it hereby resolved by, Mr. Haycock seconded Mrs. Summers at 7:59 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Interview Board Candidate
- Legal Update
- Negotiations

It is expected that discussion undertaken in executive session will be made public at the time action is taken.

Motion carried unanimously.

The meeting was reopened to the public at 8:13 p.m.

### ***Appoint Board of Education Member***

A motion was made by Mr. Haycock seconded by Mrs. Summers to appoint Dawn Sullivan to the Board of Education, to replace Christopher Wadiak until the next school election in April 2009.

On roll call, motion carried unanimously.

### ***Administer Oath of Office to Appointed Member***

Mrs. Tjalma administered the oath of office to Dawn Sullivan

***Correspondence*** – Mrs. Tjalma read a retirement letter from JoAnn Dato. Mrs. Dato thanked the board and noted she looks forward to spending time with her grandchildren. Mr. Moore thanked Mrs. Dato on behalf of the board.

***Superintendent's Report*** – Mrs. Mooney reported on the following:

- Cluster Meeting: All the cluster CSAs as well as Kevin Brennan and Bill Poch from the County Office attended the meeting. Mr. Brennan noted that Mr. Poch and himself are meeting with CSAs and SBAs from each district to review the current budget. The cluster was able to show a great example to Mr. Brennan of how we share our curriculum coordinator. Mr. Brennan was happy to hear about our plans for a cluster council.
- Cluster Council: The proposed dates are 12/2 or 12/3 from 6:00–8:00p.m. The meeting will include the CSA, Board President and one or two other members from each cluster district as well as Kevin Brennan and Bill Poch from the County Office. Each school will be able to give an overview of their future plans and then have open discussion.
- Preschool Expansion: Mrs. Mooney met with the cluster CSAs to discuss possible shared positions/services and also met with the CST to determine the needs of our PSD students and identify “at-risk” 3 and 4 year old students who would be eligible for the program. Currently Mrs. Mooney is examining the following options:
  - Sending students out-of-district which includes significant transportation costs
  - Run our own preschool class with an inclusive environment
  - Work with other districts to share additional positions required

Mr. Moore discussed the Facilities Grant program slideshow that was included in the board packet.

Mrs. DeFalco reported on the following:

- District Wide In Service: The teachers attended a variety of in service training on October 13<sup>th</sup>. Many returned with recommendations for full staff training.
- Professional Development: Improving NJASK scores workshop is October 27<sup>th</sup>. The workshop is pinpointed for grades 5 and 6, however we are sending teachers from grades 3 and 4 as well.
- Curriculum: Our Social Studies curriculum committee has already met twice. After the first meeting, the Social Studies committee members met with grade level teams and had an information sharing session so that the wants and needs of all stakeholders is brought

back to the table. The Language Arts Committee has met once and also utilized time in the team meetings to discuss current reading and writing programs.

- Assemblies:
  - The Kindergarten Butterfly Garden celebration was a great success and was covered in several local papers.
  - Office Max “A Day Made Better” visited Knowlton to award Mrs. Camilletti with \$1000 in school supplies. The purpose of this program is to bring awareness to the widespread problem of teacher funded classrooms. Mrs. Camilletti was selected because she consistently demonstrates exceptional dedication and innovation in teaching.
  - We would like to thank Knowlton Township Fire and Rescue for coming to do a Fire Safety Presentation for grades PreK-3. They brought four emergency vehicles and did a fabulous presentation for the children.
  - This week is Violence and Vandalism Awareness Week. Trooper Drew will come to the school and assist with a Code White Drill. The teachers are planning various lessons such as “I” messages, bullying and what makes good character.
- Upcoming Events:
  - Keppel’s Magical Reading Program is tomorrow.
  - Next week is Red Ribbon Week with a special theme for each day. The week was planned by our Just Say No Advisors, Diane Davalos and Charlene Harer.
  - Halloween Parade will be Thursday, October 30<sup>th</sup> at 1:50.

### ***Committee Reports***

None at this time - The committees are all scheduled to meet October 27, 2008.

Mr. Moore reiterated that under the new committee structure the following shall occur:

1. The board meeting agenda will not break down motions between committees; all will be listed under the heading “Motions”.
2. Without a Policy committee, Mrs. Mooney will continue to develop the actual policy changes, however, the 1<sup>st</sup> reading will need to be reviewed by whichever committee it is most applicable to – Mr. Moore noted that the Role of the Committee by law currently requires revision and should be reviewed by the Community Relation committee.
3. The committee chair is responsible for the agenda and the minutes of each committee meeting. This should not be the responsibility of Mrs. Mooney, Mrs. DeFalco or Mrs. Tjalma as the administrative member of the committee.

### ***MOTIONS***

#### ***1. School Nurse’s Plan***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the 2008-09 School Nurse’s Plan.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

#### ***2. Vandalism and Violence Report***

A motion was made by Mr. Haycock seconded by Mrs. Summers

to approve the 2007-08 Vandalism and Violence Report.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### **3. *Vandalism and Violence Incident Form***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the attached Violence, Vandalism & Substance Abuse Incident Report form for 2008-09.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### **4. *Approve Student Teacher***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve Sue Thurgood as a student teacher from January 20, 2009 to May 16, 2009.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### **5. *Retirement***

A motion was made by Mr. Haycock seconded by Mrs. Summers to accept a retirement request from JoAnn Dato effective December 31, 2008 with regret.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### **6. *Approve Substitutes for 2008-09***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following substitutes for the 2008-09 school year, as recommended by the Superintendent: Denise Olivo, Pamela Janeiro, Renee Lempke, Jennifer Thomas, Lianne Markus and Maureen Polacek, pending required paperwork.

On roll call, motion carried 5:0:1 (Mrs. Sullivan abstention)

### **7. *Resignation***

A motion was made by Mr. Haycock seconded by Mrs. Summers to accept the resignation of Meloney Garrett effective October 28, 2008.

On roll call, motion carried 5:0:1 (Mrs. Sullivan abstention)

### **8. *Emergency Crisis Plan Revisions***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the revisions to the Emergency Crisis Plan.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### ***9. Communicating with the Public Policy***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the revisions to Policy #1100 Communicating with the Public at first reading.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### ***10. Relations with Vendors Policy***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the revisions to Policy #3327 Relations with Vendors at first reading.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### ***11. Nepotism Policy***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the revisions to Policy #4112.8 Nepotism at first reading.

Motion carried 3:2:1 (Mr. Moore and Mrs. Summers – nay, Mrs. Sullivan abstention)

### ***12. Expenses and Reimbursements Policy***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the revisions to Policy #9250 Expenses and Reimbursements at first reading.

Motion carried 4:1:1 (Mr. Moore nay, Mrs. Sullivan abstention)

### ***13. Comprehensive Maintenance Plan***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the Comprehensive Maintenance Plan for 2008-09.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### ***14. Approve Joint Transportation Contract***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve a 2008-09 joint transportation contract with North Warren Regional for the following routes: Route 22B for \$13,000.00 and Route NP04 for \$759.60.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

### ***15. Approve Field Trip Contracts***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the following field trip contract: Q-FT2 – B&K Dalrymple for 1 trip totaling \$129.00.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

**16. *Approve Travel Expenditures***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the attached travel expenditures for the 2008-09 school year as required by N.J.S.A.18A:11-12.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

**17. *Approve Budget Line-Item Transfers***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the attached 2008-09 budget line-item transfers from September 23, 2008 to October 20, 2008 totaling \$6,823.00 Fund 10.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

**18. *Approve Bills***

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the bills for payment as follows: Monthly bill list \$362,307.22 and Cafeteria bill list \$7,942.36.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

***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, 2008 (Policy 6820).

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Board Secretary

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Date

**19. *Accept Report of the Secretary and Report of the Treasurer***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2008 and the A-149 Treasurer of School Monies Report for the month ended September 30, 2008 in compliance with the N.J.A.C. 6A:23-2.11(c)4. 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 5:0:1 (Mrs. Sullivan abstention)

**20. *Approve Minutes***

A motion was made by Mr. Haycock seconded by Mr. Maxwell y

to approve the Regular and Executive Session Minutes of September 22, 2008.

Motion carried 5:0:1 (Mrs. Sullivan abstention)

***New Business - None***

***Adjournment***

A motion was made by Mr. Haycock seconded by Mrs. Summers to adjourn the meeting at 9:08 p.m.

Motion carried unanimously.

Respectfully,

Rachelle Tjalma  
Board Secretary