

October 26, 2009
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:04p.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), Mr. Bill Maxwell, Mrs. Bethany Summers, Mr. Kevin Haycock, Mrs. Dawn Sullivan, Mrs. Laurie Burns, Mr. Alex Rinaldi, and Mr. Gregory Murray
Absent: Mrs. Melissa Norwicke
Other: Mrs. Sharon Mooney (Superintendent), Miss Melody McBride, Mrs. Jeannine DeFalco, Mrs. Patricia Zito, Mrs. Nicole Rolph, Mrs. Misty Baker, and Miss Jenn Camilletti

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)

Presentations

- ***NJ ASK Results*** – Mrs. Mooney and Mrs. DeFalco presented the 2009 NJ ASK results for Grades 3-6 and answered questions.

Public Participation - None

Correspondence - Miss McBride read a thank you note from Mrs. Diane Davalos for classroom supplies reimbursement and a resignation letter from Mrs. Jennifer Thomas.

Superintendent's Report

- Violence, Vandalism and Substance Abuse in NJ Public Schools, 2007-08 – in addition to our local report, information concerning the topic is contained in an 83 page document that can be read on line at: www.state.nj.us/njded/schools/vandy/.

The total number of incidents reported by school districts statewide decreased 5%.

- Violence declined 5%
- Vandalism declined 11%
- Weapons declined 14%
- Substance abuse increased 4%

In addition to the data analysis, the report provides a summary of the DOE's most recent efforts to reduce school violence and improve school safety through an array of policies, programs and other strategic initiatives such as:

- Defined codes of conduct
 - Assessment of school surroundings
 - Social and emotional learning climates
 - Safety and security plans
 - Prevention and intervention programs.
 - Use of community resources
- Annual MOA Meeting – 10/21/09 Joint meeting of Warren County schools and the County prosecutor's office.
 - Quarterly report from the W.C. Narcotics Task Force
 - Yearly report from W.C. Juvenile Offenses
 - Program on Teens in Crisis – increase in prescription drug use among teens. Also include OTC drugs and inhalants.
 - The Board saved \$400 for the purchase and installation of a universal power supply through Classlink.

Vice-Principal's Report

- **District Wide In Service**
Teachers attended a variety of in service training on October 12th. We hosted the event here at Knowlton and had six teachers present.
- **Curriculum**
Our curriculum committee for World Language has met once. There are two more meetings scheduled for 09 and dates for 2010 will be announced soon.
- **Assemblies:**
 - We would like to thank Knowlton Township Fire and Rescue for coming to do a Fire Safety Presentation for all grades. They brought emergency vehicles and a learning trailer for the children.

- Last week was Violence and Vandalism Awareness Week. Trooper Drew came to the school and assisted with a Code White Drill. He also met with fifth and sixth graders for a presentation on leadership. Grades K-2 Mixed it Up at lunch this week.
- **Upcoming Events:**
 - This 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 Friday, October 30th at 1:50.
 - Parent Teacher Conferences: November 10, 11, & 12.
 - Kathi Smith and I will attend a professional development design session on November 12th. This session will provide technical assistance and guidance for the 2010-2011 Professional Development Plans.
 - The Kindergarten will have their Bird Program on November 17th.
 - Mix It Up At Lunch day for grades 3-6 will take place on November 10th.
- **Press Release Submissions:**
 - August/September**
Think Quest information and photos - -not published and no response
 - October**
Fire Prevention Week press release and photos
Read for the Record
Grades K-2 participated in a reading initiative to break the world record for the most students reading the same book at the same time. This year's selection was The Hungry Caterpillar by Eric Carle.
Press release and pictures submitted – Express Times will run in an upcoming Tuesday or Thursday edition of Our Town. Check your papers.

Committee Reports

Instructional Committee Meeting

October 12, 2009

Attendance: Sharon Mooney, Matt Moore, Bill Maxwell, Jen Werner, Jeannine DeFalco, Dawn Sullivan, Laurie Burns

Status of the report cards was discussed with the major concern centering around the fact the State of New Jersey has not finalized what the new standards are going to be. Due to this, it will be difficult to design a report card around standards and then most likely have to change the report card to meet the new standards. Jeannine has been attempting to contact the SIRS rep to discuss what they have to offer. We need to know if a report card design is included or do they have a design we can buy. Jeannine is also looking into Snapgrades as a possible alternative. Once a program has been picked we will need to set up training for design and implementation. The training for SIRS is \$900 for one time versus \$850/year with other programs. Jeannine also noted a combination of mastery skills and standards is good and the schools she has reached out to have reported that they have changed their report cards from their initial design.

ASK scores were reviewed and Sharon explained what grade levels took the new and revised ASK. Students presently in Grade 4 took the new and revised ASK 3. Current 5th graders took the new and revised ASK4 but their ASK3 was the old one. Current 6th graders took the old ASK3 and 4 but the new ASK5. The current 7th graders took the new and revised ASK5 and 6.

This year will be the first year for the 7th and 8th graders to take the new and revised. The year a class takes the new and revised is when we note a big difference but to what degree we do not know. Matt asked Sharon to put the old scores on the new scale to see if that helps us determine what level we are on. It was also discussed how difficult it is for teachers to ready the students when they never see an old test and therefore can never accurately correct any instruction they are giving to ready their students. Proper feedback is not given to the school. The teachers continue to address the ASK tests by going to workshops and teaching test prep skills to their students. Jenn Werner noted one change they made is limiting the time students have to outline their writing. Many were taking too much of the 25 minutes for prepping and then not finishing the actual graded writing.

Jenn Werner delivered the Oral Reading Fluency Assessment for the fall of 2009. She explained there are two assessments given. The Multidimensional Fluency Scale includes 4 parts: expression, phrasing, smoothness and pacing. Students are graded on a 1-4 scale. The other assessment is Word Recognition. Jenn noted the process is working well and all involved are doing a great job of identifying students early and getting them the help they need.

ClassLink classes are being offered for parents and info will be out to sign up. We also need to get laptops for all the teachers so they can be more mobile and efficient.

Technology Committee

October 13, 2009

Present: Sharon Harpster(C), Sharon Mooney, Kim Reber, Matt Moore, Debbie Marchese (via phone)

I. Security

- Loss of equipment
- Security
- Door & a.c.?

Minutes : A new storage drive valued at \$168 was stolen/lost from the “server room”. At the time multiple people and vendors had access to the room, and the room is open.

Recommendation is to put a door with a lock on the 3-sided frame that’s already there, and to use a sign-in sheet so that we know who’s been in the room. The stolen drive was new and blank so there was no loss of data. The new servers and drives are password protected but the equipment itself needs to be made more secure. In addition to the door we can consider using lock-down ties like those used on laptop docking stations. **Refer installing a door to the facilities committee for f/u.**

The new equipment has increased the “heat” in the room. For now we’ll try opening up a suspended ceiling panel to release the heat. We may need to consider a small cooling unit. Keep in mind that if we do our new building the server room will be moved and designed correctly for its purpose.

II. Direct TV

- What you get
- PTO potential funding
- Scope of what we need

Minutes: Important for school to be able to view important news or other special events. Direct TV has a “free” program (DishNetwork was non-responsive) for schools. They supply a multi-switch satellite and 4 receivers. We pay for install, they activate it and the service is free under their “DirecTV Goes to School” program which we appear to qualify for. Sharon H will pursue, with receivers being strategically placed in common areas (library) for shared viewing. This conversation also leads us to want to make the TV’s monitors so we can use iptv feeds from websites (like CNN.com that shows live broadcast TV) It also brought up the discussion around paid-for educational content services like United Streaming. We will be taking another look at all programming that might be available to us.

III. Reap Grant and future focus

- Hardware
- Thin clients
- Digital cameras w/10 megapixels or higher
- Software
- New software that is recommended & evaluated
- New technology

Minutes: While the overall budget has a series of puts and takes and isn’t always clearly available until very late in the school-year, we do want to make full use of any available funds. We’ve told the instruction committee to be on the look-out for technology opportunities. And ultimately asset purchases for the school (like smart boards) should come from the schools budget, and Knowlton Knowledge grants, or PTO fund-raising initiatives should focus on programs and additions, not assets. We did purchase a “top of screen” display for the smart boards in the lab. And we will purchase at least one more video camera for use by SAGE and the rest of the school. We did experience failure on about 10% of the thin-clients, they were covered by warranty through Classlink and have been replaced. But we need a couple more thin client set-ups to replace old PC’s in classrooms.

We also spent a lot of time discussing having a true laptop for teachers program. The committee will continue to pursue with issues being the potential use of netbooks, the use of a “lease to own” plan with costs shared by the staff (Sharon H has shared Lopat’s version of this plan). In general, we now have a laptop for every smart board, but to more effectively imbed technology in the classroom, and provide the tools for savings and standardizing tasks for the teacher we should be pursuing a laptop for every teacher plan. The committee will be trying to establish the actual configuration we’d need to be able to cost this out (and it’s really part of developing the new technology plan for the district as listed below.

IV. Technology goals review:

This ad-hoc committee was established to implement the current District 3-Year Technology Plan. Our focus is to determine ongoing upgrade and maintenance schedules and establish a more centralized approach to technology decision-making.

For 2009 this committee is focused on the following goals:

- To develop specific funding requests for the 2009-2010 budget.

- To develop processes for the identification, procurement, and deployment of hardware and software. Leveraging staff, and other stakeholder (ie, county coordinator, parents, local businesses, etc.) input whenever possible.
- Begin Development on a new District 3-Year Technology Plan.
- Develop processes for the identification, procurement, and deployment of software. Leverage staff, and other stakeholder (i.e., county coordinator, parents, local businesses) input whenever possible. Determine ongoing upgrade and maintenance schedule.
- Create an ongoing Professional Development Plan for all staff.
 - Identify best practices for technology professional development in an educational environment.
 - Determine amount of professional development needed for new programs, and for refresher training.
 - Develop specific plans for educational software used as adjuncts to other media, as well as opportunities for stand-alone technology based learning opportunities.
 - Develop specific plans for administrative software development and deployment

V. Tech plan coming? In Jan

VI. Classlink observation

- Reimage: Mr. Rodriguez: do the rest of the school's computers for \$30.00 each within a couple of days—did not choose this.

Minutes : D. Marchese and her intern will come in and reimage w/XP disk.

VII. 3 Home edition computers w/Vista. 1 year warranties

- upgrade to networkable version--\$500.00 for 5 licenses which is minimum—the specs have gone to D. Marchese and am awaiting reply.
- download to XP Pro—recommended by Repko

Minutes: Need to finalize a decision (Sharon H) on what exactly to do with the 3 laptops that we purchased that can't be networked. Choices are to sell them and repurchase others, or pay \$500 to upgrade them. I think the consensus is to avoid XP Pro because it's end of life, avoid Vista and make a move to Windows 7 once it's been validated. In the mean time we need to get these laptops into service.

Other Topics Discussed:

Sharon, Sharon and Deb had met with Digirati Consulting. They could provide support in mapping our entire network, and/or replace Repco.

We've had major server problems related to our phone system. It may be related to heat in the server room, or an old server being used. This needs to be more fully owned by this committee.

The BOE changes for this year have been updated on the website. Each committee does have an email link and password, which I'll share with the committee chairs under separate cover.

Next meeting either 11/9 or 11/16.

PERSONNEL/POLICY

1. Approve Substitute Custodian for 2009-2010

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.

On roll call, motion carried unanimously.

2. Approve Student Teachers

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve Rachel Koladzieski as a student teacher from January 25, 2010 to May 7, 2010 and Jennifer Thomas as a student teacher from January 13, 2010 to May 4, 2010.

On roll call, motion carried unanimously.

3. Resignation

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to accept the resignation of Jennifer Thomas effective December 31, 2009.

On roll call, motion carried unanimously.

4. Nonresidence Policy

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the revisions to Policy #5118 Nonresidence at first reading.

Motion carried unanimously.

5. Conduct/Discipline Policy

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the revisions to Policy #5131 Conduct/Discipline at first reading.

Motion carried unanimously.

MOTIONS

6. *School Nurse's Plan*

A motion was made by Mr. Kevin Haycock seconded by Mr. Greg Murray to approve the 2009-2010 School Nurse's Plan.

Motion carried unanimously.

7. *Vandalism and Violence Report*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the 2009-2010 Vandalism and Violence Report.

Motion carried unanimously.

8. *Vandalism and Violence Incident Form*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached Violence, Vandalism & Substance Abuse Incident Report form for 2009-2010.

Motion carried unanimously.

9. *Comprehensive Maintenance Plan*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve for submission to the County Superintendent the comprehensive maintenance plan for 2009-2010.

Motion carried unanimously.

10. *Approve Independent Behaviorist*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve Cambridge Behavioral Health, LLC to provide ABA/VB services from 10/1/09 to 6/1/10 for \$3225.

Motion carried unanimously.

11. *Approve Home-Based ABA Program*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve Douglass Outreach for home-based parent training of ABA program per settlement agreement from 10/26/09 through 6/30/10 for \$10,080 plus mileage and tolls.

Motion carried unanimously.

12. *Horizon Medical and Prescription Plan Termination*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to terminate medical and prescription coverage with Horizon Blue Cross Blue Shield effective December 1, 2009.

Motion carried unanimously.

13. *Appointments*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to appoint the following:

Broker of Record for North Jersey Municipal Employee Benefits Fund- *RHM Benefits Inc.*
 Broker of Record for Horizon Blue Cross Blue Shield Dental Plan – *Patricia Eckel of RHM Benefits Inc.*

Motion carried unanimously.

14. *Approve Travel Expenditures*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell 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.

15. *Approve Budget Line-Item Transfers*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached 2009-2010 budget line-item transfers from September 29, 2009 to October 26, 2009 totaling \$927.65 for Fund 10.

Motion carried unanimously.

16. *Approve Bills*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the bills for payment as follows: Monthly bill list \$397,937.19 and Cafeteria bill list \$6,675.26.

Motion carried unanimously.

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, 2009 (Policy 6820).

Board Secretary

Date

17. Accept Report of the Secretary and Report of the Treasurer

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to accept the monthly A-148 Secretary's Reports for the month ended September 30, 2009 and the A-149 Treasurer of School Monies Report for the month ended September 30, 2009 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 unanimously.

18. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Regular and Executive Session Minutes of September 28, 2009.

Motion carried 7:0:1 (Mr. Rinaldi abstention)

Old Business

Establishing Beliefs – tabled to November 23, 2009

New Business

Executive Session

Be it hereby resolved by, Mr. Kevin Haycock seconded by Mr. Bill Maxwell at 9:00 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Legal Issue

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 9:10 p.m.

19. Discontinue litigation

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to discontinue full litigation on the matter against Quality Business Communications, Inc, Vincent Bove, Sr., Vincent Bove, Jr., and Robert Colangelo, as recommended by Thomas Fischer of Broscius, Fischer, and Zaiter,

Motion carried unanimously.

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to adjourn the meeting at 9:15 p.m.

Motion carried unanimously.

Respectfully,

Melody McBride
Board Secretary