

November 23, 2009
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. Melissa Norwicke, and Mrs. Laurie Burns
Absent: Mr. Bill Maxwell, Mr. Gregory Murray, Mrs. Dawn Sullivan, and Mr. Alex Rinaldi
Other: Mrs. Sharon Mooney (Superintendent), Miss Melody McBride, Mrs. Jeannine DeFalco, Mrs. Patricia Zito, Mrs. Allison Bickhardt, Mrs. Kim Reber, Mrs. Jenna Tironi, Mrs. Jane Hill-Rosato, Mrs. Terri Kwasnik, Mrs. Debbie Hendershot, and Mr. Anthony Ardito

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

- ***SMART board presentation*** – Kim Reber and Allison Bickhardt demonstrated the various ways they use the SMART board technology in the classroom.
- ***Ardito & Co. Audit Presentation*** – Anthony Ardito presented the 2008-2009 audit summary results.

Public Participation – Mrs. Tironi informed the board of the next township planning board meeting (11/24)

Correspondence - None

Superintendent's Report

Mrs. Mooney presented the following update:

1. Gym Use – many emails went back and forth between Blairstown and Knowlton regarding requests for use of our gym. I was copied on all correspondence and was also contacted by M. Saalfield about requests for use at a board meeting or at the school.
 - No requests were made directly until after my response.
 - Allison Bickhardt offered 6 days in Nov. but times were not acceptable.
 - Allison and Carl Selitto reviewed gym use times again and Carl volunteered to move some of his practices to the slots right after school. This opened up some evening slots for Blairstown teams.
 - No Knowlton teams were bumped to my knowledge; voluntary changes were made.

2. Township Meeting – the PTO addressed the Township Committee about the walking path project. PTO is upset with the delays on the project. Mayor Van Horn has assured us that the project will be done.

3. LRFP Final Determination – DOE completed the review and found the submittal to be complete. A summary was included for each of the following sections:
 - Inventory Overview – proposed inventory is adequate.
 - District Enrollment and School Grade Alignments – supportable for review.
 - FES (Pre-K, K, and self-contained Sp. Ed.) and District Practices Capacity – capacity, in accordance with proposed enrollments, is adequate for review.
 - Functional Capacity and Unhoused Students Prior to Proposed Work – preliminary estimates.
 - Proposed Work – adequate for review.
 - Functional Capacity and Unhoused Students After Completion of Proposed Work – preliminary estimates.
 - Proposed Room Inventories and the Facilities Efficiency Standards – educationally adequate.

4. W.C. SBA Fall Meeting
 - School Finance under the new regulations – presented by Bill Poch, county BA. Reviewed the new regulations. County office will be meeting with CSA and SBA at each school for preliminary budget review with a focus on non-operating costs. Will begin mid December.
 - Legislative Update – NJSBA is concerned about some bills moving quickly through the lame duck session of the legislature. Board members should stay alert during this session and watch NJSBA's website for updates on new developments. Received a handout of on 23 bills. Two to keep an eye on are: A4140 and A4142. A4140 – Concerns collective bargaining agreements and subcontracting.
A4142 – Concerns certain disciplinary procedures, collective bargaining, and binding arbitration in public employment.

- Getting Your Budget Passed in the Economic Slump – presented by Erik Endress, Director of NJSBA Assoc. & Business Dev. Overall message was to focus on the parents of children in the school. Do the following:
 - Get voter history for last 5 years
 - Use student information system
 - Merge history and SIS
 - Make a list of every parent who in NOT registered to vote
 - Mission is to get people to the polls
 - Contact voters by cell phone, home phone and email.

Things to Do:

- Create targeted and personalized communications.
- Reach out to “Community communicators”
- Create short videos
- Put signs up on district property
- Create an event
- Create a Facebook Fan Page
- Use reverse 911 – 3 different times: day before, morning of, dinner time reminder
- Email everyone an absentee ballot.

Vice-Principal’s Report

Mrs. DeFalco presented the following update:

Recent Events

- **Conferences:** We were very close to having 100% of parents attended their scheduled conferences. Teachers called parents who were not able to attend and had phone conferences.
- **Brian Hardiman “The Bird Man”** visited with Kindergarten students for lessons on birds on November 17th.
- **Assemblies:**
 - Bureau of Lectures was here on Friday, November 20th with a wonderful program titled “**Wonders of the Rainforest.**” The program included live rainforest animals.
- **Upcoming Events:**
 1. Join Your Kids for lunch will run on the following dates: December 1 (grades 3 and 4), December 2 (grades 5 and 6) and December 8 (grades K-2)
 2. Scholastic Book Fair will be run during the PTO sponsored Secret Santa on Saturday, December 5th.
 3. Our kick off for Mrs. Werner’s grant “One School, One Book” will be December 1st in the multipurpose room at 9am with Mrs. Mooney reading chapter 1 to all of the students.
 4. Winter Concert will be Monday, December 14th at NWR. 7 pm

Press Release Submissions:**November**

- Press Release submitted with photos in regard to distribution of dictionaries to third graders by Rotary Club.
- Press Release submitted with photos of our assembly Wonders of the Rainforest on the 20th

Committee Reports**Technology Committee**

11/9/09

Present: Sharon Harpster, Sharon Mooney, Lisa Garrison, Matt Moore

Old business:

I. Security: Mel contacted Kevin Haycock to come in and explain what needed to be done in hopes that the Knowlton Crew could accomplish this. He hasn't given her the info yet but she hopes to get it at her facilities meeting tomorrow.

The issue about putting a door on the server room is now in the hands of the facilities committee.

II. Direct TV: Completed the paperwork for 3 receivers and 1 dvr. *Faxed it out today.*

III. Reimaging of computers: Debby Marchese will come in on Wednesday to reimage computers.

When we brought in Classlink, we reimaged the lab and library so that all of the machines performed more consistently and had the same access to programs. This was a follow up step to do the same thing for all of the classroom computers.

IV. New laptops: Are all in agreement to keep the new laptops and upgrade them when Windows 7 is out a little longer?

The software will be upgraded to allow networking so that we can get them in service a/s/a/p. ideally we would wait until Windows 7 release 2 comes out, but since we bought them and need them for some smart-board users we need to get them working now.

V. New tech company: Received one evaluation of Digirati (out of 4). Emailed another person who provides services.

VI. United Streaming: We signed up for a trial that will be over 11/20.

Reviewed two different levels of service, a premium service that almost doubles the content list of available video will be looked at more closely are the trial takes place. This is streaming video that would be viewed on our computers, not on our classroom TV monitors.

New business:

We discussed how the 2009 goals were established through the Board's summer workshop/strategic planning process and the committee agrees with them at this point in time.

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

We discussed how integrating technology into the curriculum is really the ultimate target, and that having teachers with the appropriate tools (a laptop) and skills (at least moderate) are essential to that effort. And over time, as teachers prove technology actually improves productivity and makes life easier it will become adopted faster and more appropriately. To that end, and in conjunction with preparing the new 3-Year Technology Plan we'll be creating and getting a new teacher survey prepared to gain feedback, and create a needs assessment for technology use in the classroom.

Facilities Committee

November 10, 2009

Present: Kevin Haycock (C), Sharon Mooney, Melody McBride

Not Present: Alex Rinaldi, Greg Murray

Prior to the meeting, Hank Schmidt, Melody McBride, and Sharon Mooney walked around the building to determine any visible maintenance repairs needed.

- Garage Roof Repair – Materials already on-hand for repairs. We are in need of roofing contractors who will volunteer to repair the rook. Kevin Haycock will contact roofers on the Knowlton volunteer list.
- Server Room Door – The technology committee has requested a locked door be added to the server room for security reasons. Kevin Haycock will contact a contractor from the

Knowlton volunteer list. Materials need to be procured once a determination is made on the type of door and work to be done.

- Tree Trimming – Trees need to be trimmed at the front entrance, above the exit lane of the front parking lot, and on the fence row of the basketball court. Sharon Mooney contacted Mr. Zetterberg from the Knowlton volunteer list to determine if/when he can fulfill this request for the school.
- Powerwash front of building – The older section of the school is in need of powerwashing above the front steps. Hank Schmidt will use our powerwasher to clean this up.
- 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. Update 11/19 – We are having difficulty finding the hoods in store or on-line.
- Signs – Signs are weathered and need to be updated and re-hung.
- Server Room ceiling leak – The ceiling tiles in the server room show water stains for some time. Hank Schmidt will replace ceiling tiles and check for roof or pipe leaks.
- Update – Pat Breslin Masonry repaired the front sidewalk and steps on November 5-6. We are pleased with the results.

PERSONNEL/POLICY

1. Lateral Adjustments

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve a lateral adjustment for Jenna Maxman-Tironi as of 1/1/10 from step B2 to B+15, 2 with a prorated increase of \$630.00, and to approve a lateral adjustment for Kathy Rolph as of 1/1/10 from step B18 to B+15, 18 with a prorated increase of \$630.00, as recommended by the Superintendent.

On roll call, motion carried unanimously.

2. Employment Contract

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to offer an employment contract to Patty Crann for the 2009-10 school year as a van driver with a start date of 12/2/09 with a salary of \$18 run, 5 days/week, not to exceed \$4464.00.

On roll call, motion carried unanimously.

3. Employment Contract

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to offer an employment contract to Natalie Morrison for the 2009-10 school year as a teacher's aide with an approximate start date of 12/1/09 and salary of \$12,900 to be prorated based on the actual date of hire, as recommended by the Superintendent.

On roll call, motion carried unanimously.

4. *Emergency Crisis Plan Revisions*

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

Motion carried unanimously.

5. *Nonresidence Policy*

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the revisions to Policy #5118 Nonresidence at second reading.

Motion carried unanimously.

6. *Conduct/Discipline Policy*

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the revisions to Policy #5131 Conduct/Discipline at second reading.

Motion carried unanimously.

7. *Audit and Management Report*

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to accept the 2008-09 Audit and Management Report and approve the Corrective Action Plan with no recommendations.

Audit for Year Ending June 30, 2009

Audit recommendations under the applicable heading as listed:

1.	Administrative Practices and Procedures	None
2.	Financial Planning, Accounting and Reporting	None
3.	School Purchasing Programs	None
4.	School Food Service	None
5.	Student Body Activities	None
6.	Application for State School Aid	None
7.	Pupil Transportation	None
8.	Facilities and Capital Assets	None
9.	Miscellaneous	None
10.	Follow-up on prior year findings	Not applicable

Motion carried unanimously.

8. *Approve Home-Based ABA Program*

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve Douglass Outreach for home-based ABA program components; Program Coordinator \$6,480, Tutor \$5,060, and Clinics \$2,320 from 9/9/09 through 6/30/10.

Motion carried unanimously.

9. Approve Joint Transportation Contract

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve a 2009-2010 joint transportation contract with North Warren Regional for the following routes: Route 22B for \$13,434.20, Route NP04 for \$590.92, and AIL transportation for \$6,188.00.

Motion carried unanimously.

10. Approve Travel Expenditures

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

11. Approve Budget Line-Item Transfers

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the attached 2009-10 budget line-item transfers from October 27, 2009 to November 23, 2009 totaling \$4,547.90 for Fund 10.

Motion carried unanimously.

12. Approve Bills

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the bills for payment as follows: Monthly bill list \$342,268.11 and Cafeteria bill list \$7,031.66.

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 October 31, 2009 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to accept the monthly A-148 Secretary's Reports for the month ended October 31, 2009 and the A-149

Treasurer of School Monies Report for the month ended October 31, 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.

14. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the Regular and Executive Session Minutes of October 26, 2009.

Motion carried unanimously.

Old Business

- ***Establishing Beliefs- tabled to the December 21, 2009 meeting***

New Business

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to adjourn the meeting at 9:20 p.m.

Motion 4:0:1 (Mrs. Laurie Burns)

Respectfully,

Melody McBride
Board Secretary