

November 24, 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 Mrs. Melissa Norwicke, Mr. Alex Rinaldi, Mrs. Dawn Sullivan and Mrs. Bethany Summers

Absent: Mr. Gregory Murray

Other: Mrs. Sharon Mooney (Superintendent), Jeannine DeFalco (Assistant Principal), Teachers – Debbie Lennox, Jeannette Cornish Parents and Community members – Fran DePaola and Pat Fahy

### ***Presentations***

- ***Ardito & Co. Audit Presentation by Anthony Ardito*** – Mr. Ardito presented the findings from the 2008 audit. He stated that he is comfortable with the financial state of affairs here at Knowlton. He commends Shelly on how well things are prepared before the auditors come.

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

***Correspondence*** – Mr. Moore read an invitation from First Hope Bank for a Holiday Gathering.

## ***Superintendent's Report –***

**Mrs. Mooney reported on the following:**

### **Improving Writing Scores for the NJ ASK**

- **A cluster-wide training was held on 10/27 for LAL teachers with concentration towards grades 5-8. Representatives from grades 3 & 4 were also included in the training. The objective of the training was the use of the holistic scoring rubric with a focus on improving various components of writing. We examined student writing samples and practiced scoring the samples.**
- **As a follow-up activity on our Team Meeting day, Jenn Werner reviewed the use of scoring rubrics. The staff worked in sets of partners and were assigned specific grade levels. Authentic student responses from the 2008 NJ ASK were distributed with names and scores removed. Teachers used the rubrics to determine a score and then compared their scores with those assigned from the state. In many cases, the teachers were the same or scored lower which indicates a higher expectation for achievement. We also worked with the special area teachers to show them how to incorporate writing strategies in 1-2 minute practice sessions.**

### **School Boards – Regionalization**

**Lenna Harris – has been selected for the 2<sup>nd</sup> year in a row as a National On-line Mentor for MENC, a music organization. She will serve as a mentor for the month of November in the area of general music.**

### **Observations:**

- **Lesson Plan review every Mon.**
- **Calendar of observations month by month**
- **Walk-throughs on a weekly basis**

### **Preschool Program Plan**

- **Identification of eligible preschoolers**
- **Review of needs of present PSD students and future placements**
- **Preparations that are already in place**
  - **Staff**
  - **Creative Curriculum Training**
  - **Classroom needs**
- **Additional Needs**
  - **Master Teacher**
  - **Social Worker**
  - **CPIS**

## ***Committee Reports***

***Mr. Moore presented the following information gained at the NJSBA conference:***

**Some key notes:**

- **Of the 616 districts in NJ, 206 have enrollment between 250-999 students.**
- **Each executive county superintendent has been given a broad set of powers to make regionalization recommendations, and legally, with the DOE Commissioner, can force change. The question is more “political will” than legal authority.**
- **First step would be to conduct a feasibility study. Historically these studies have shown a tax increase to one or more involved districts, so voluntary action has been minimal.**

- Cost apportionment can be done on equalized valuations, student population or a combination of these factors.
- New board member seats are allocated based on resident population.
- Voter approval must be both the majority of voters in the proposed new district, AND each within each constituent district.
- The County Superintendent must submit a plan to the Commissioner by March 15, 2010.

#### Infusing Multiple Technologies into Teacher Websites that Open Communication

- Presented by an 8<sup>th</sup> grade science teacher with 20 years of service from Kinnelon, and that schools media specialist. Both the CSA and the building principal were in attendance for Q&A.
- Great overview; uses mostly free sources, on developing robust classroom sites for handouts (going green), test prep, sample tests, enrichment, etc.
- Use of Google educator, and united streaming for flexibility, ease of use, and access to content. Integration with the textbook for enhanced learning opportunities.
- Details shared with our Technology and Instruction Committees.

#### Legislative update/ Gov. Corzine speech

- In the past, this has been mostly a Q&A session of open items in Trenton and a focus on local control versus state mandates (and the unfunded nature of some mandates).
- This year, it was great to have the Governor give a speech directly to NJSBA.
- The good news is he's focused on Education and will make sure that it's the "last thing cut". The bad news is that the revenue projections are so weak, that there's likely to be massive cuts across all state services, and I think that means at least a freeze on education.
- The new construction fund is still there, and while some changes may occur to spur projects on faster (to keep the economy going) there is still a commitment to provide the necessary facilities to foster a good education for all students. FYI, the deadline is early Feb 2009 if you want a referendum between 9/09-9/10.
- He thanked the districts for focusing on shared services, but does believe there can be more savings. And he's committed (he's sent to the judiciary for validation) that the new funding formula can be made part of the constitution and legally justified as meeting the standards for a fair allocation of funding.

#### Overview of Recent Trends in the Collective Bargaining Process

- This was mostly an open Q&A session with Curt Wary from NJSBA. Curt worked with us in 2004 providing us with an analysis of our current CBA and the underlying salary guide.
- Generally, bargaining is taking longer to reach settlements. And there have been gains (from the Boards perspective) – 81% of new contracts include tiering or other benefit changes, rates of increase have gone down, etc.
- Detailed settlement figures (somewhat dated) was shared with the Negotiations Committee.

#### General Impressions

- Attendance was down, probably because of the new travel regulations.
- I found very few interesting things on the trade show floor, but I wasn't looking for anything.
- The hallway conversations focused on the Executive County Superintendent position and scope of authorities, regionalization/consolidation, and the impact of a funding formula based on a 2500 student K-12 district.

**Mr. Moore** also reported on the following after attending the NJSBA Delegate Assembly on November 22, 2008 with a topic of regionalization.

- State may offer incentives for inequities
- Need to be proactive in our cluster-what are the educational benefits; is there significant cost savings?

**Melissa Norwicke** provided information to the following committees as a result of her attendance at the School Boards Conference

- Lobby Guard – (security) Facilities committee
- Polevault – (Technology)
- Lunchbox
- Beth Manners (Instructional Plan)
- Employee Benefits – (Negotiations)
- Solar Panels (Facilities)
- Salary Comparisons – (Negotiations)

#### **Facilities Committee**

**Mr. Haycock** reported the following information:

- A list of priority items was outlined as follows:
  1. Water leaks down chimney and into the furnace room through the clean out
  2. New cover on well pump
  3. Top platform issue, bricks need repointing
  4. Roof on shed
  5. Ground hog issue
  6. Skirts/awnings on modular
  7. Safety issues
  8. Audits in place to review
  9. Long term facility issues
  10. Volunteer list for minor maintenance
- Mr. Haycock reviewed a variety of prices received from different sources and spoke to alternative ways to correct problems while spending less money. Mr. Haycock also discussed utilizing the current volunteer list to work on the roof on the shed, skirts/awnings, and minor maintenance. Ground hog hazards, safety issues and a possible solution was discussed. The use of peppermint oil is said to move groundhogs from one habitat to another in a safe and non toxic way.
- No major safety issues at this time; the committee will evaluate issues from audits.
- Audits in place to review: One audit complete walk through per year. The committee has decided that two complete walk throughs will be done per year: one in September and one in May.

#### **Community Relations**

Discussion took place regarding Knowlton Crew, Kids committee and school website

#### **Technology Committee**

**Mr. Moore reported on the following:**

The technology committee is looking for the fastest and reliable network choices.

Challenges include re-channeling the phone system which currently uses ½ of the T-1. We could lose digital functionality reverting to analog for the phone (and having to bring in new multiple lines).

Net/Net it still appears that DSL is a more robust solution at a reduced cost. Shelly is qualifying

everything possible for E-Rate reimbursement, and directionally we're moving towards DSL. We're more focused on improving data speed and reliability than we are on leveraging all the features on the phone system.

We discussed the thin-client architecture approach that was explained in a presentation Sharon H had discussed with Lopatcong. Directionally, we want to move towards this type of design which should improve life-cycles, reduce endpoint and maintenance costs, enhance software management and provide a more centralized approach to technology deployment.

Sharon H. is trying to work more effectively with Bob Repco. One of the potential issues of DSL is the use of Hubs versus switches. We'll be looking for Debbie to help us understand the difference and more fully consider Total Cost of Ownership (TCO) issues.

Need to get and review the current contract we have with Bob Repco as well as complete a physical inventory of all data and phone system hardware.

### **Instructional Plan Committee**

**Laurie Burns** reported on the following:

Looking for individuals to do a workshop on learning styles and study skills

## ***MOTIONS***

### ***1. Approve 5 year Preschool Plan***

A motion was made by Mrs. Summers seconded by Mr. Bill Maxwell to approve the 2009-2014 five year preschool plan.

**On roll call, motion carried 8:0:0**

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

A motion was made by Mrs. Summers seconded by Mr. Maxwell to approve the following substitutes for the 2008-09 school year, as recommended by the Superintendent: Diane Geitzenauer, Cindy Hendershot, Sondra DeLorenzo and Rebeeca Pursell, , pending required paperwork.

**On roll call, motion carried 8:0:0**

### ***3. Terminations***

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the termination of Cindy Hendershot effective 11/30/08 due to a student relocation and the termination of Diane Geitzenauer effective 1/1/09 due to student IEP revision.

**On roll call, motion carried 8:0:0**

### ***4. Out of District Aide Contract***

A motion was made by Mrs. Summers seconded by Mr. Haycock to offer an employment contract to Cindy Hendershot as an out of district personal aide for special education student #1506 for the 2008-09 school year beginning December 1, 2008 to June 30, 2009, at a prorated salary of \$10,500, as recommended by the Superintendent.

**On roll call, motion carried 8:0:0**

### **5. *Employment Contract***

A motion was made by Mrs. Summers seconded by Mr. Haycock to offer an employment contract to Theresa Kwasnik for the 2008-09 school year with an approximate start date of 1/5/09, Step 2B with a salary of \$43,285 to be prorated based on the actual date of hire, as recommended by the Superintendent:

**On roll call, motion carried 8:0:0**

### **6. *Approve Student Teacher***

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve Sandy Simone as a student teacher from January 5, 2009 to June 30, 2009, 1 day per week.

Motion carried unanimously

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

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

Motion carried unanimously

### **8. *Relations with Vendors Policy***

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

Motion carried unanimously.

### **9. *Nepotism Policy***

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the revisions to Policy #4112.8 Nepotism at second reading.

Discussion – this new policy has an expanded definition of immediate family and applies to board members and CSA. This policy allows for summer exemption for summer employees and substitutes.

Mr. Rinaldi suggested writing a statement to include all exceptions/exemptions allowed by law.

Mr. Haycock made a motion to put policy on hold until contact is made with county superintendent in reference to all exceptions available by law.

**POLICY APPROVAL PUT ON HOLD**

**10. Expenses and Reimbursements Policy**

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

Motion carried unanimously.

**11. Approve Retirement Gift**

A motion was made by Mrs. Summers seconded by Mr. Haycock to expend up to \$300 for a board retirement gift for JoAnn Dato.

Motion carried unanimously.

**12. 2009 IDEIA Grant**

A motion was made by Mrs. Summers seconded by Mr. Maxwell to accept \$64,327 in FY2009 IDEIA-Basic funds and \$6,377 FY2009 IDEIA-Preschool funds.

Motion carried unanimously

**13. Audit and Management Report**

A motion was made by Mrs. Summers seconded by Mr. Haycock to accept the 2007-08 Audit and Management Report and approve the Corrective Action Plan with no recommendations.

Audit for Year Ending June 30, 2008

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	None

**14. Approve Field Trip Destinations**

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the attached field trip destinations as required by N.J.A.C. 6A:23A-5.8.

Motion carried unanimously

**15. Approve Field Trip Contracts**

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the following field trip contract: Q-FT3 – B&K Dalrymple for 1 trip totaling \$89.00 and Q-FT4 – Garden State Transport for 1 trip totaling \$292.50.

Motion carried unanimously

**16. Approve Travel Expenditures**

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

Motion carried unanimously

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

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the attached 2008-09 budget line-item transfers from October 21, 2008 to November 24, 2008 totaling \$103,550.00 for Fund 10, \$250.00 for Fund 20 and appropriations of \$6,257.00 for Fund 20.

Motion carried unanimously

**18. Approve Bills**

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the bills for payment as follows: Monthly bill list \$400,908.23 and Cafeteria bill list \$7,832.02.

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, 2008 (Policy 6820).

\_\_\_\_\_

Board Secretary

\_\_\_\_\_

Date

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

A motion was made by Mrs. Summers seconded by Mr. Haycock to accept the monthly A-148 Secretary's Reports for the month ended October 31, 2008 and the A-149 Treasurer of School Monies Report for the month ended October 31, 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 unanimously

## **20. Approve Minutes**

A motion was made by Mrs. Summers seconded by Mr. Haycock to approve the Regular and Executive Session Minutes of October 20, 2008.

Motion carried unanimously

## **21. Full Board Decision Required for KTEA Contract Negotiations**

A motion was made by Mrs. Summers seconded by Mr. Haycock to acknowledge the board's determination that the Negotiation Committee cannot make final decisions regarding negotiations with the KTEA; all final negotiations must be made by the full board.

Discussion ensued to amend the motion to read:

A motion was made by Mrs. Summers seconded by Mr. Haycock to acknowledge the board's **continuing** determination, **role and practice** that the Negotiation Committee cannot make final decisions regarding negotiations with KTEA; all final negotiations must **continue to** be made by the full board.

Amended motion carried unanimously.

**New Business** – Mrs. Mooney asked the board to entertain a motion to authorize a full page advertisement in the PTO yearbook. All agreed

### **Old Business** –

Negotiations adjustment to team.

Matt Moore appointed Bill Maxwell to the committee. Laurie Burns has been removed from the committee due to her membership in NJEA.

### Architect Selection Process

Matt Moore presented information that has surfaced in regard to the process used in narrowing the field to 2 architects. He provided each board member with a handout that highlighted some of these pieces. He stated that if the selection can not be made tonight, it needs to be done no later than December 15<sup>th</sup>. The question was raised as to whether or not to bring back a third architect. After a lengthy discussion about selection, ethics and the need to have a full board for a vote, it was determined that the vote would be postponed until December 15<sup>th</sup> so that all members of the board would be able to vote. The two firms being voted on are: Gibson Tarquini and CAM Design.

***Adjournment***

A motion was made by Mr. Haycock seconded by Mrs. Sullivan to adjourn the meeting at 9:34 p.m.

Motion carried unanimously

Respectfully,

Jeannine DeFalco  
Acting Board Secretary