

KNOWLTON TOWNSHIP ELEMENTARY SCHOOL

Office of the Superintendent

MINUTES FOR REGULAR MEETING – December 15, 2008

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, Mr. Gregory Murray, Mrs. Melissa Norwicke, Mr. Alex Rinaldi, Mrs. Dawn Sullivan and Mrs. Bethany Summers

Absent:

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

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. (Dec. 20, 1993)

Public Participation

Correspondence – Mrs. DeFalco read a thank you note from Mrs. JoAnn Dato in reference to her retirement gift from the board of education.

Superintendent's Report

Mrs. Mooney reported on the following:

SUPERINTENDENT'S REPORT

12/15/08

- **Legislative Updates:**
 - **A-15 – provides for the election of school board members at the November general election and eliminates vote on school budgets except for separate proposals to spend above the cap (also in Nov.)**
 - **S2425 – requires superintendent to assume responsibilities of the principal in districts with one school and enrollment of less than 500 students. Was held in committee.**

- **Mandatory board training is now available via Webinar.**

- **Cluster Council – scheduled to meet on 1/28/09**

- **Group purchase of health benefits – meeting with Chuck Grande from HRH at our next cluster CSA meeting on 1/12/09 to discuss the possibility of forming a shared purchase.**

- **Also looking at opportunities for shared CST positions, more coordination of transportation and the type of special education classes needed within the cluster.**

Committee Reports

Mr. Moore reported on the following:

He presented an Adolescent Literacy invitation to the board to review.

Monday, January 8th, the Strategic Plan was presented to the Township Committee and received well. An update on the adjacent property was given as follows:

This property sits in a historical zone and therefore can not be torn down by a government entity. Matt will be following up with Rene on this. The house is part of the overall facilities plan so we need to know how to adjust

Facilities Committee

Mr. Haycock reported the following information:

- The list of priority items is considered **on going**:
 1. Water leaks down chimney and into the furnace room through the clean out
 2. New cover on well pump (**contract awarded**)
 3. Top platform issue, bricks need repainting
 4. Roof on shed
 5. Ground hog issue (**peppermint oil purchase being investigated**)
 6. Skirts/awnings on modular
 7. Safety issues
 8. Long term facility issues
 9. Volunteer list for minor maintenance (**readvertise through Knowlton Crew**)

Instructional Plan Committee

Mrs. Burns reported on the following:

The Instructional Plan Committee met on December 9, 2008.

The committee discussed four topics and scheduled their next meeting for January 13, 2009 at 6:00 PM.

1. Review of development of new Social Studies Curriculum

Discussed how the curriculum is being developed in Social Studies. We reviewed the new countries that are to be studied and are anticipating the final copy of the curriculum in February. As of now we know the continents are Asia, South America, Europe, and North America. Next year the World Language curriculum will be under review and we discussed expanding and integrating language through infusing language into the Social Studies lessons.

The committee also discussed ways to ensure that we are in-line with North Warren so our students are comfortable with all subjects and hopefully the best prepared. The discussion included identifying motivators for continuous learning by our students. Some suggestions included more family workshops, monthly folders for the "Specials" classes, extending the website, and incorporating a pre and post test in classes to confirm student progress toward district objectives in the "Specials" classes.

2. MAP Testing (Measure of Academic Progress)

Sharon, Jeannine, and Jenn Werner will attend a webinar on MAP and will ask questions specific to our needs at the school. Some issues we may have are cost, provision of a pilot program, teacher training, computer capabilities, and administration of actual test.

3. Update of SAGE program

Mrs. Burns had received notes from Beth Daly and wanted to confirm what has taken place since discussions on this topic in 2007. SAGE is aligning with curriculum and will now provide pull out for third grade starting after the end of the second marking period. The SAGE teacher is actively working with teachers and eventually our program will identify students in grades K through 6. Grades K-3 currently receives enrichment and 4-6 participate in the pull out program.

Expansion of the SAGE website also was discussed.

4. Jenn Werner provided information regarding the testing she has been doing with Students. Two tests were explained by Mrs. DeFalco. The Oral Reading Fluency Assessment and the Multidimensional Fluency Scale. The Oral Reading Fluency Assessment is given 3 times/year for grades 2 through 6. The student reads a passage and then words per minute are calculated. If the student falls below a certain score, the student is tested further and then it is determined if services are needed. Students that are borderline or on the cusp are also watched to ensure they do not "fall between the cracks" and that progress is being made. The first grade receives a Group Inventory due to their lack of reading skills to perform the Reading Fluency Assessment.

The Multidimensional Fluency Scale is also given 3 times/year for each grade. This test has four areas that are assessed: expression/volume, phrasing/intonation, smoothness, and pace.

As students read more and more and build their sight vocabulary, the score continues to increase. It was noted that 1st and 2nd graders rarely receive a “16” in the beginning of the school year because they are just learning to read.

The importance of vocabulary and reading comprehension skills are such important elements of the reading process and will be discussed further next time.

Technology

Mr. Moore reported on the following

Sharon H. attended the Warren Net users meeting. They have required upgrades that will increase their costs anywhere from \$17-25k per year, and are now requiring a 3 year commitment to their services. Three schools using an extra level of unique services are driving the upgrade needs, however most users are hesitant or unable to commit to a 3 year contract term. We currently pay only \$120/year for email and website hosting services and our cost will increase app. \$46/yr. Our risk is if the big schools drop out due to their price increases and Warren Net can no longer remain in business. We should develop alternatives for webhosting and email server management. Our current contract with Warren Net is “unlimited size”

We do have a computer inventory (2007) which needs confirmation, and inclusion of the server/hub/router/switch inventory. The committee has concluded that we have the following needs:

- Need to combine this with the phone inventory report we had produced in 2006/2007. Bob Repco will perform server/gateway inventory.
- Need to develop cost/benefit analysis for thin client or alternative network management costs.
- Need to see if Warren Net purchasing group program could provide any benefits. Budget for data, hosting, voice, network, and copier expensed needs to be developed. Target is to use copier (and potentially voice) cost savings for change in network architecture.
- Need to establish lists, standards, and inventories for disposables and other spare parts. Things like bulb, keyboard, and mouse changes should be available immediately.
- Need to redesign the procurement process with standard configurations and faster order delivery times- reassess current vendors used.
- Need to take the lead in the coordination with other committees for technology needs. Pull Melissa’s smart board equipment/grant program from Education Comm. into this committee. Request Kim to be the leader in assessing classroom technologies to start developing standards.
- Need to confirm the levels of communications acceptable via the web with the community relations committee. For example, it might be ok to have the fact that there’s a field trip in the backpack, but do we want to have a time and location? Currently Sharon H. “scrubs” any references which occasionally cause re-editing of documents that would be sent home. Consider web communications open to the public, versus controlling paper communications to “parents of our students”.
- Need to provide committee overviews for website, need to make committee minutes appropriate for public disclosure, need to assign remote access directions for committee chairs to access “contact us” emails from committee sites.
- Matt needs to speak live with Debbie on traffic and network assessment and evaluations.

MOTIONS

1. Approve Substitutes for 2008-09

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the following substitutes for the 2008-09 school year, as recommended by the Superintendent: Krista Tate, Nancy Kearney, Kathleen Phillips, and Katia Diaz pending required paperwork.

On roll call, motion carried 9:0:0

2. Nepotism Policy

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

Discussion – the last sentence had been called into question at the last meeting. Contact was made with Kevin Brennan by Sharon Mooney who stated he has no authority to change guidelines of policy, however if district can prove need, he will provide support.

Motion carried 8:1:0 (Summers)

3. Certification Policy

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the revisions to Policy #4112.2, Certification, at first reading

Motion carried unanimously

4. Employee Health Policy

A motion was made by Mr. Haycock seconded by Bethany Summers to approve the revisions to Policy #4112.4, Employee Health, at first reading.

Discussion - Question was raised by GM as to whether or not drug testing is mandatory? Recommendation to investigate drug testing in other NJ schools was made. This topic should be forwarded to instructional plan committee. Cost should be a part of information reported and considered when policy is brought back to the table. It was noted that the state requires that suspicion results in a review of any school employee.

Motion tabled.

5. Health Policy

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the revision to Policy #5141, Health, at first reading.

Motion carried unanimously

6. Administering Medication Policy

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the revisions to Policy #5141.21, Administering Medication, at first reading.

Motion carried unanimously.

7. 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 unanimously

8. Approve Field Trip Destinations and Field Trip Contracts

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the following field trip contract and destinations listed below: Q-FT5 – B&K Dalrymple for 3 trips totaling \$610.00.

Discussion - Mr. Maxwell requested that since we are working towards publication of board minutes on the website, we should not have dates on the minutes.

5/26/09	Gr. 1	DiVinci Science Center, Allentown, PA	- \$239.00
6/1/09	Gr. 4	State Theatre in Easton	- \$146.00
6/12/09	Gr. 4	The Sterling Hill Mining Museum, Ogdensburg, NJ	- \$225.00

Motion carried unanimously

9. Approve Bills

A motion was made by Mr. Haycock seconded by Mrs. Summers to approve the bills for payment as follows: Monthly bill list \$368,620.00 and Cafeteria bill list \$6,647.78.

Motion carried unanimously.

10. 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 November 30, 2008 (Policy 6820).

Board Secretary

Date

11. Accept Report of the Treasurer

A motion was made by Mr. Haycock seconded by Mrs. Norwicke to accept the monthly Treasurer of School Monies Report for the month ended November 30, 2008 in compliance with the N.J.A.C. 6A:23-2.11(c)4.

Motion carried unanimously.

12. Approve Minutes

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the Regular and Executive Session Minutes of November 24, 2008.

Motion carried unanimously.

Executive Session

Be it hereby resolved by, Mr. Haycock seconded by Mrs. Summers at 8:19 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Architect Proposals and References

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

Motion

The meeting was reopened to the public at 9:09 p.m.

13. Architect Selection

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to select CAM Design as the architect for the proposed project.

Motion fails 4:5:0

A motion was made by Mrs. Norwicke and seconded by Mrs. Summers to select Gibson Tarquini as the architect for the proposed project.

Motion carries 5:4:0

Adjournment

A motion was made by Mr. Haycock seconded by Mrs. Summers to adjourn the meeting at 9:26 p.m.

Motion carried unanimously