

December 21, 2009
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:05 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, Mr. Bill Maxwell, Mr. Gregory Murray, Mrs. Dawn Sullivan, and Mrs. Laurie Burns

Absent: Mr. Alex Rinaldi

Other: Mrs. Sharon Mooney (Superintendent), Miss Melody McBride, Mrs. Jeannine DeFalco, Mrs. Helen Hill, Mrs. Jeannette Cornish, Mrs. Pat Zito, Mrs. Allison Bickhardt, Mrs. Katy Jones, Mrs. Jane Hill-Rosato, Mrs. Sharon Miller, Mrs. Terri Kwasnik, Mrs. Charlene Harer, Mrs. Kathy Rolph, Mrs. Debbie Hendershot, Mrs. Jenn Werner, Ms. Jenn Camilletti, Mrs. Diane Davalos, Mrs. Jenna Tironi, Mrs. Misty Baker, Mrs. Debbie Lennox, Mrs. Kim Reber, and Mrs. Naomi Francis

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)

Public Participation – None

Correspondence - Ms. McBride read a thank you note from Mrs. Tate expressing her appreciation to the board for reimbursement for supplies.

Superintendent's Report

Mrs. Mooney presented the following update:

1. Mid Year Budget Review – Shelly, Melody and Sharon are scheduled to meet at the County office on 12/22/09 with Kevin Brennan and Bill Poch for a preliminary budget review. We will begin working on our budget for 2010-2011 following our preliminary meeting. The budget schedule is as follows:
 - Governor’s address – 3/16
 - Public Hearings 3/29 – 4/1
 - Election Day 4/20

2. Four members of our legal counsel of Schwartz Simon Edelstein Celso & Zitomer have been selected to serve on the governor-elects transition team.

3. Four 6th grade students participated in the Warren County Consortium Debate on 12/3/09. The member of the Knowlton Debate team were John Burns, Gabriella and Gianna Lorusso, Claire Anderson and alternate Brenda Haycock. The teams were prepared by Pam Janeiro, our gifted and talented teacher.
 - The affirmative team placed 2nd out of 12 teams.
 - The negative team places 3rd out of 12 teams.
 Congratulations to all participants.

4. Jill Boyle, our social worker, reported the following information for the 2009 holiday gift collection and distribution:
 - Saint Jude’s Catholic Church in Blairstown, with the assistance of two other local churches provided twenty-three children from K.T.E.S with four new gifts each.
 - Two faculty members donated an A & P gift card for a family.
 - The Lions’ Club recently paid for a full eye exam and new eye glasses for a student.
 - The Rotary Club provided a family with \$500 for outstanding utility bills. The money was sent directly to the utility companies.
 - In addition:
 - The Just Say No Club sponsored a week of donations of items for Women’s Resources of W.C. which included socks, mittens, slippers, baby products, and chapstick.
 - The 4th, 5th and 6th grades worked in conjunction with Cub Scout Pack 153 to collect money and purchase gifts for designated families. Several people brought in items to add to the collection.

Vice-Principal’s Report

Mrs. DeFalco presented the following update:

Recent Events

- CAP parent workshop: 5 attendees
- Learning Styles workshop: 3 attendees
- Join Your Kids for Lunch: excellent turnout over the course of the three days
- Scholastic Book Fair: well attended-service sale
- Winter Concert: well attended

Upcoming Events

- Spelling bee finalists have been selected. School Spelling bee to be held on January 15th
- Study Skills presentation for parents of third and fourth graders will take place Thursday, January 7, 2010. Presentation given by Jenna Tironi.
- Eco Dave Assembly will be on January 20th. The title is “The Habits That Save Habitats.”

Press Release Submissions

Press Release submitted regarding Jenn Werner’s grant “One Book, One School”

Committee Reports

Facilities Committee

December 18, 2009

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

Old Business

- Garage Roof Repair – Materials already on-hand for repairs. We are in need of roofing contractors who will volunteer to repair the rook. *Update: Kevin Haycock will contact roofers on the Knowlton volunteer list over the weekend of 12/19-20. We might receive more support while business is slower in the winter months.*
- Server Room Door – The technology committee has requested a locked door be added to the server room for security reasons. *Update: Kevin Haycock did not contact anyone from the volunteer list since the last meeting. He will reach out to his contact at Warren Lumber for a quote on materials over the next few weeks.*
- 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. *Update: Mr. Zetterberg from the Knowlton volunteer list responded to Sharon’s request and looked over the work to be done on the property. He committed to completing this task for the school.*
- Powerwash front of building – The older section of the school is in need of powerwashing above the front steps. *Update: Hank Schmidt powerwashed the door and the trim around the front steps. This will need to be done again when the weather is warmer with a more powerful washer.*
- 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: Covers have not been found yet, but Hank will try Grainger. Kevin recommended trying to get them special made through Grainger.*
- Signs – Signs are weathered and need to be updated and re-hung. *Update: Signs were bought and re-hung by Terry and Hank.*
- 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: Hank fixed the tiles and found a leak on the roof. He resealed and put the gutter back up. Kraft Roofing also repaired a roof leak above the copy room.*

New Business

- Heating unit in Mr. Ferry’s room was repaired.
- Server Room AC - Kevin Haycock adjusted the thermostat in the server room to allow the AC to kick on. This will need to be kept low to keep the room from overheating. It

was left low over the weekend, but the room did not cool down to the lower temperature setting. Hank said it throws cooler air initially, then stops. He suspects it needs freon. Hank cleaned the air filters. All-Temp will check the freon on the next service call.

- CST Leak – After heavy rain, water was noticed in the corner of Room 29. Hank will check if the down spout is disconnected.

Instructional Committee

November 30, 2009

Members Present: Sharon Mooney, Jeanine DeFalco, Matt Moore, Laurie Burns, Dawn Sullivan

- Due to the World Language Curriculum being revised this year, there was a lengthy discussion regarding our Spanish Curriculum. It was decided that we would wait until the revised curriculum is delivered in full to determine our next step. Some ideas included teaching Sign Language in K thru 2nd grade instead of Spanish. It was noted that the curriculum for K-2 could be taught in 3rd grade easily and sign language is something that the students could start using immediately. Plans to insure our students are as ready as they can be for the transition to 7th grade Spanish through various delivery methods were also discussed.
- Workshops taking place include:
 - December 10 – Learning Styles
 - January – Study Skills
 - February – Family Math
- Terra Nova vs. NJ Pass – Jeanine brought to our attention that NJ Pass aligns with NJ Ask and is given to 1st and 2nd graders. This test would better prepare the students for the ASK3. It was noted that the Terra Nova results do not show a clear picture of a student's progress and the NJ Pass would be a more effective assessment tool. If we decide to switch to the NJ Pass, we still need to determine if both the 1st and 2nd graders will take the assessment or will it just be given to the 2nd grade.
- ClassLink – Sharon informed us of an add on that ClassLink offers (On Track) which includes teacher resources like Bloom's Taxonomy and Differentiated Learning suggestions. This comes at a cost which at this time we put on hold until we can confirm all are using ClassLink and we also need to look into SIRS to see if we already have this information available to us.
- We will be starting Liaison Committee meetings soon.

Community Relations Committee

Dec 2, 2009

Present- Bethany Summers(C), Matt Moore, Melissa Norwicke, Sharon Mooney

- Letters for support of referendum- Send out in January
 - Will go to voting parents, parents of alumni, alumni of voting age, previous BOE members, MOMS club
- Letter to non-registered voters including a voter registration application sent out in December (must be postmarked by Jan 5)
- Coffee clutch- volunteers- use Knowlton Crew list. Do after holidays
- Public meeting- Advertise through the school and local signage. We now have the numbers so a date can be set

- Newspaper article- we write and submit to Express Times (Dec)
- Township committee support- Matt, Sharon attended Township Com meeting and asked for them to pass a resolution committing their support of the referendum. Can then use this in communications. The Committee passed it unanimously.
- Garner volunteers to work poles- Knowlton Crew. We can have total of 4 people, 2 per district (only 1 per district can work at a time). I have the paperwork that must be filled out and submitted to Board of Elections (by 1-12-10).
- Getting the students involved- Discuss in class, vote stickers.
- Streaming video on school website
- Facebook site
- Announcement and FAQ sheet at winter concert- Dec 14
- Information available at Secret Santa for parents- Dec 5
- PTO agreed to sponsor a movie in the afternoon on referendum day and encourage parents to use the free time to vote.
- Bethany attended an NJSPRA (NJ School Public Relations Assoc) conference Dec 3 on Running a Successful Budget Campaign. I was encouraged that many of the ideas that were presented we were already using. However, here are some others:
 - BOE can make a proclamation to designate “Take your child to vote day”
 - Kids videos on website- they had great short bites (10-20 seconds) urging parents to vote. Need special permission from parents (that’s easy if it’s us). I have some of the scripts.
 - For general BOE election- send out a 1-pg, 2-sided budget synopsis. Also send out an info sheet highlighting achievements of students and staff, shared services and ways we save money.

MOTIONS

1. Approve Substitutes for 2009-2010

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following substitutes for the 2009-2010 school year, as recommended by the Superintendent: Jennifer Gross and Matthew Magnuson, pending required paperwork.

On roll call, motion carried unanimously.

2. Employment Contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer an employment contract to Elizabeth Hicks for the 2009-10 school year as an out of district Personal Aide beginning January 1, 2010 to June 30, 2010 and a salary of \$9,240, as recommended by the Superintendent.

On roll call, motion carried unanimously.

3. *Employment Contract*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve an additional day per week to Larissa Roman for the 2009-10 school year as an LDTC beginning January 1, 2010 to June 30, 2010 at a per diem rate of \$319.81, as recommended by the Superintendent.

On roll call, motion carried unanimously.

4. *Teacher Longevity*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve a longevity adjustment in the amount of \$1000 for the 2009-2010 school year beginning November 1, 2009 to Sharon Miller, as recommended by the Superintendent.

On roll call, motion carried unanimously.

5. *Accept DOE PEC Letter*

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

WHEREAS, the Board of Education of the Township of Knowlton, in the County of Warren, New Jersey (the "Board") did heretofore submit an application (the "Application") for a elementary school project (the "Project") pursuant to Section 5 of the Educational Facilities Construction and Financing Act, P.L. 2000, c.72, to the New Jersey Department of Education; and

WHEREAS, the Board has received a letter dated November 30, 2009 from the New Jersey Department of Education with respect to the Project, a copy of which is attached hereto as Exhibit A (the "Initial Approval Letter"); and

WHEREAS, the Board is required to take certain actions and make certain determinations pursuant to the Initial Approval Letter; and

WHEREAS, the Board hereby desires to authorize such actions and make such determinations as required by the Initial Approval Letter; and

NOW THEREFORE, BE IT RESOLVED BY THE BOARD, AS FOLLOWS:

1. The Board hereby confirms its election made in the Application to undertake the construction of the Project and to not use the New Jersey Schools Development Authority therefore.

2. The Board hereby determines not to appeal the New Jersey Department of Education's determination of preliminary eligible costs for the Project as set forth in the Initial Approval Letter.

3. The Board hereby elects to receive the state support for the Project in the form of debt service aid pursuant to N.J.S.A. 18A:7G-9.

4. The Board hereby determines to accept the New Jersey Department of Education's determination that there is no space inconsistent with the facility efficiency standards/programmatic model as set forth in the Initial Approval Letter.

5. The Secretary of the Board is hereby directed to send a certified copy of this Resolution to the New Jersey Department of Education within thirty (30) days from the date of the Initial Approval Letter, together with Attachment A which is attached to the Initial Approval Letter.

6. This resolution shall take effect immediately.

Discussion: Matt Moore explained PEC letter, impact to local share, and referendum question.

Motion carried unanimously.

6. *Appointments*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to appoint the following person for the 2009-10 school year:

Licensed Waste Water Operator – McGowan Well Water Compliance

Motion carried unanimously.

7. *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.

8. *Approve Field Trip Destinations and Field Trip Contracts*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following field trip contracts: Q-FT3 – B&K Dalrymple for 3 trips totaling \$675.00 and Q-FT4 – First Student for 1 trip (2 buses) totaling \$386.00

Motion carried unanimously.

9. *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 \$416,628.38 and Cafeteria bill list \$5823.75.

Motion carried unanimously.

10. Approve Budget Line-Item Transfers

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached 2009-10 budget line-item transfers from November 24, 2009 to December 21, 2009 totaling \$10,695.00 for Fund 10.

Motion carried unanimously.

11. 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, 2009 (Policy 6820).

Board Secretary

Date

12. 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 November 30, 2009 and the A-149 Treasurer of School Monies Report for the month ended November 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.

13. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mrs. Melissa Norwicke to approve the Regular Session Minutes of November 23, 2009.

Motion carried 6:0:2 (Mr. Maxwell and Mrs. Sullivan abstention)

14. Approve Vendor for State Testing

A motion was made by Mrs. Melissa Norwicke seconded by Mrs. Dawn Sullivan to eliminate Terra Nova standardized testing for Grade 1 and 2 and use NJ PASS standardized testing for Grade 2 only.

Motion carried unanimously.

Old Business – Establishing Beliefs-

A motion was made by Mr. Bill Maxwell seconded by Mrs. Dawn Sullivan to approve the recommended Board of Education Belief Statements.

Motion carried unanimously.

New Business

- Mrs. Mooney informed the board we will be purchasing a full page ad in the yearbook.
- Ms. McBride informed the board we met the accountability regulation of Chapter 23A Fiscal Accountability, Efficiency, and Budgeting Procedures by creating a Knowlton Township Board of Education Standard Operating Procedures manual.

Adjournment

A motion was made by Mrs. Melissa Norwicke seconded by Mr. Kevin Haycock to adjourn the meeting at 8:26 p.m.

Motion carried unanimously.

Respectfully,

Melody McBride
Board Secretary