

February 22, 2010
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:08 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. Dawn Sullivan, Mrs. Laurie Burns, Mrs. Melissa Norwicke, Mr. Gregory Murray and Mr. Alex Rinaldi
Absent: Mr. Bill Maxwell
Other: Mrs. Sharon Mooney (Superintendent), Mrs. Jeannine DeFalco, and Miss Melody McBride, Mrs. Cornish, Mrs. Hendershot, Mrs. Hill-Rosato, Mrs. Davalos, Mrs. Reber

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)

Presentation - None

Public Participation- None

Correspondence - None

Superintendent's Report

Mrs. Mooney provided the following update:

1. NJSBA's Regional Town Hall Meeting – legislative leaders and the new Commissioner of Education, Bret Schundler will be part of a panel holding a town hall meeting on The State of New Jersey Schools. The meeting will take place on Saturday, March 6th at Harrison High School. I will be attending; if anyone else is interested in registering for the meeting please let me know.
2. Professional Development Report – June 2009 – to the present:
 - a. 5 Teachers in ABA Applied Behavior Analysis
 - b. 4 Teachers in Smartboard
 - c. 3 Teachers in the Phonics strand of Project Read
 - d. 8 Teachers/Aides in Non-Violent Crisis Intervention
 - e. 2 Teachers in Gifted Students – Critical Skills Needed to Succeed Workshop
 - f. 2 Teachers in Engaging All Students in Small Groups
 - g. 2 Teachers in Technology Products to Enhance Learning Workshop
 - h. 2 Teachers in ADHD and Processing Disorders
 - i. 1 Teacher in each of the following:
 - Art Educator Conference
 - K-8 Physical Education
 - Autism Annual Conference
 - Hazardous Communications Training
 - Reading Specialist Workshop
 - Innovative Techniques for Behavioral and Emotional Problems
 - EDA Convention
 - American Academy of Pediatrics
 - Social Behavior with Autism Children
 - Autism Training with Douglass Developmental
3. Preschool Program – we have begun advertising our preschool program for 2010-2011.
4. Notable Knights – an addition to the school newsletter to highlight student achievements throughout the year.

Vice-Principal's Report

Mrs. DeFalco provided the following update:

1. Participation in National Wear Red for Women collected approximately \$200
2. Recent Events: Kindergarten celebrated the 100th day of school with a visit from Jinxx the Clown.

Upcoming Events:

1. Chess - A team of students will be attending the Warren County Consortium for Student Enrichment Chess Tournament on Thursday, February 25.
2. Book Fair is coming March 1 – March 5 in the library. The family Event is Wednesday March 3rd from 3:30 – 6:30.
3. Read Across America will be celebrated next week as well.

4. Grades 3 and 4 Study Skills for Parents workshop will be held March 18th.
5. Kindergarten Orientation is scheduled for March 24th.

Press Releases:

Submissions: All Published in multiple papers!!!

Spelling Bee finalists

Children Helping Children (kindergarten and Just Say No Club activities)

Valentine's for Seniors Service Project

Board Secretary Report

Ms. McBride provided the following update:

1. **First Hope System upgrade-** First Hope customers were impacted through direct deposit delays, amounts, double-processing from October 15 through Dec 23 checks. I met with Mr. Beatty, his son, Dan, and Cheryl Teke in January and they assured me they have corrected the issues and we have had a seamless payroll process since the January 15th payroll. The transition was tested, but they could not accurately test run a direct deposit from an outside bank without actually moving the money. This left the ACH department vulnerable to transition issues when they went live.
2. **Insurance Transition** – The insurance company transition appears to be smoothing out. Pat Eckel was in on February 22 to follow-up with the employees. She met with 9 people. Most issues were in regards to the prescription payments being delayed or not being sent at all. She is going to follow-up and get back to us.
3. **Budget** – 10-11 State Aid will be released March 17th. Recent speculation is 15% state aid reduction (ARRA) and \$44K of our 09-10 state aid will be reduced. Our preliminary budget includes this detail and Sharon and I have created scenarios to support the reduction and balance the budget. This includes using additional 09-10 surplus to offset the tax levy for next year. BOE will be voting on the prelim. budget on March 22 and the Public Hearing is March 29th.
4. **HIF meeting** – next HIF meeting scheduled for March 5. Discussion and action will be taken regarding Triad, the Aetna managed care network for Chiropractic services.
5. **Referendum Update-** Costs total \$10,548, including \$2481 for Jacki Shanes.
6. **Board Candidate Packets** – Available, Due March 1st.
7. **Town Hall Meeting** – March 6th, State of NJ's Schools – 9am-12pm, Harrison, NJ

Committee Reports

Facilities Committee

Minutes from Melody McBride

January 8, 2010

Present: Kevin Haycock (C), Melody McBride, and Greg Murray

Old Business

1. Garage Roof Repair – Materials already on-hand for repairs. We are in need of roofing contractors who will volunteer to repair the roof. *2/8 Update: Kevin Haycock has not contacted volunteer roofers from the Knowlton Crew list due to snow. He is now waiting until Spring.*

2. Server Room Door – The technology committee has requested a locked door be added to the server room for security reasons. *1/11 Update: Kevin Haycock brought in his contact from Warren Lumber to assess the work that needs to be done. 2/8 Update: We have not received a quote from Warren Lumber and Kevin contacted Blue Ridge Lumber for a quote. They will be contacting Melody to set up a time to assess the job to provide a quote. We will also need to hire a contractor to build the wall and frame out to complete the door installation.*
3. 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. *2/8 Update: Hank visited a machine shop in Columbia to determine if they could make them. They are planning to come to the school the week of 2/15 to look at the vents.*
4. 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 refrigerant. Hank cleaned the air filters. All-Temp will check the refrigerant on the next service call.*2/8 Update: All-Temp serviced the unit that supports the server room and added refrigerant. A.C. is now keeping the server room cool. Once the door is added, we will need a separate thermostat for the room.*

New Business

1. Modular repairs – A determination needs to be done to identify and prioritize the necessary modular repairs. Doors, skirts, and roof repairs are current visible repairs. Melody will get quotes from contractors to inspect the structure for additional repairs.
2. Library wall mason repairs – Melody will contact P. Breslin Masonry to quote the masonry repairs to the outside library wall, which appears to be leaking.
3. Motion Detectors – Greg recommended looking into motion detectors for the school to turn the lights off when the room is not in use.
4. Septic – The septic tank will be pumped April 5, 2010, during spring break.

Community Relations Committee

Minutes from Bethany Summers

February 8, 2010

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

1. The referendum went down- now what? We still have a difficult budget to pass in April.
 - a. Not much success in getting the parents out to vote- maybe this will make them realize the importance of their vote
 - b. The No voters also realize their strength- will the same numbers come out at the regular school election? (Turnout was 20% as compared to %12 normally)

- c. Newsletter for parents (others?) highlighting the achievements of our students over the past year, special programs we use the money for, etc. Send out with photos also. Need to remind everyone what is so special about KTES.
 - d. Will get the final voter numbers from Election Board when available.
2. What role, if any, should this committee take with reference to the modulars and the needed repairs?
 - a. Probably none at this point.
 - b. Potential exists for the modulars to be condemned at some point, in which case we will need to do something immediately and we will need to put the word out and garner support.
 3. Need to establish a KIDS committee
 - a. Most schools have this through their PTO/PTA
 - b. Consider having KK and PTO work more closely and put committee under them, as it should be. (It should not be associated with the BOE)
 - c. Have a joint meeting of current PTO and KK officers to discuss this.
 - d. Possibly will need to look at PTO charter
 - e. Also have CREW under them
 4. After the April election, go back and review the original goals of this committee.

Instructional Committee

Minutes from Laurie Burns

February 22, 2010

Present- Sharon Mooney, Jeanine DeFalco, Matt Moore, Laurie Burns, Jen Werner

1. Jen Werner presented the fluency scores for grades 1 – 6. All have improved and continued growth is expected. The question was raised as to whether or not these scores could predict success in testing situations like the ASK. Jen reminded us that fluency is not comprehension and ASK looks for comprehension as do all standardized tests. We can assume that if reading fluency is better, comprehension will improve as well. Or if phonetics is improved, fluency improves.
2. Press Releases – Jeanine has successfully made a connection with the Paulinskill Press and many of her press releases are making it into the paper. “Notable Knights” has also been released. “Notable Knights” highlights classroom and student activities in the classroom. Teachers are to notify administration of activities so they can be published.

Technology Committee

Minutes from Matt Moore

February 22, 2010

Present- S. Harpster, S. Mooney, K. Reber, L. Garrison, M. Moore

Old Business

- I. Security – *As of 3/24 mason work, door and lockset has been ordered for installation over spring break, f/u to isolate thermostat control*
- II. Reap Grant (\$26,893) and future focus—*teacher survey (attached) validates needs around camera/video equipment, smartboards, and teacher laptops*

A. Hardware

1. Thin clients – replacements of older classroom pc’s
2. Digital cameras w/10 megapixels or higher – *2 new 12 megapixel digital cameras and 2 flip video cameras ordered and received \$1,044 including accessories (tripods, carrying cases, 8gb memory cards)*

B. Software

1. New software that is recommended & evaluated – *try and establish purchases around that which already runs on classlink server, need new library program, deal with XP end of life issues*

C. New technology – *there is a standard smartboard configuration that we can utilize, there is new smartboard technology coming out all the time, Kim forwarded smart “table” product*

III. 48 port switch in Hank’s office - *ordered*

IV. Changed existing equipment loan to reflect all year loans – *new sign-out form put in place for teacher use of district technology for full-year, and to reflect borrowing technology for specific purposes*

New Business

I. Technology plan 2010-2013

A. Due in county office May 3, 2010 for approval by June 30th – *this is driven by Sharon H and Lisa G, using the state templates and process, will be reviewed at April 13th tech committee for review, anticipated presentation to board at April or May meeting*

B. Inventory table to do – *different format from years past, asks for description of 2010-2011, 2011-2012, 2012-2013 “Technology equipment, software used for curricular support and filtering, maintenance policy and plans, telecomm services, technical support, facilities (infrastructure including security), other services.*

Referendum Update

Mr. Moore discussed the next steps regarding the referendum. We will not be going back out to vote on the building project at this time. We will increase the maintenance expense line in the 10-11 budget so we can start some of the necessary modular repairs.

MOTIONS

1. Approve Substitute for 2009-2010

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the following substitutes for the 2009-2010 school year, as recommended by the Superintendent: Lynne Froisland, pending required paperwork.

On roll call, motion carried unanimously

2. Approve Temporary Custodian Support

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan

to approve Debbie Lennox to support custodian with lunchroom duties for 8 weeks at \$10/day, not to exceed \$350.

On roll call, motion carried unanimously

3. Approve 2010-2011 School Calendar

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the school calendar for 2010-2011.

Motion carried unanimously

4. Approve Home Instruction Policy

A motion was made by Mr. Kevin Haycock seconded by Mr. Alex Rinaldi to approve the revisions to Policy #6173, Home Instruction, at second reading.

Motion carried unanimously

5. Petty Cash Funds Policy

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the revisions to Policy #3451, Petty Cash Funds, at first reading.

Motion carried unanimously

6. Evaluation of Business and Non-Instructional Operations Policy

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the Policy #3600, Evaluation of Business and Non-Instructional Operations, at first reading.

Motion carried unanimously

7. Concepts and Roles in Business and Non-Instructional Operations Goals and Objectives Policy

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the Policy #3000/3010, Concepts and Roles in Business and Non-Instructional Operations Goals and Objectives, at first reading.

Motion carried unanimously

8. Approve Field Trip Destinations and Field Trip Contracts

A motion was made by Mr. Kevin Haycock seconded by Mrs. Melissa Norwicke to approve the following field trip contracts:

Q-FT7 with Stocker for \$225.00 for 1 bus

Q-FT8 with B&K Dalrymple for \$780.00 for 2 buses
 Q-FT9 with B&K Dalrymple for \$474.00 for 1 bus
 Q-FT10 with Stocker for \$450.00 for 2 buses

Motion carried unanimously

9. Approve Travel Expenditures

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan 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

10. Approve Budget Line-Item Transfers

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the attached 2009-10 budget line-item transfers from January 26, 2010 to February 22, 2010 totaling \$8655.25 for Fund 10.

Motion carried unanimously

11. Approve Bills

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to approve the bills for payment as follows: Monthly bill list \$388,973.52 and Cafeteria bill list \$6,695.25.

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 over expended in violation of N.J.A.C. 6A:23-2.11(a) as of January 31, 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 Mrs. Dawn Sullivan to accept the monthly A-148 Secretary's Report for the month ended January 31, 2010 and the A-149 Treasurer of School Monies Report for the month ended January 31, 2010 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 over expended 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. Dawn Sullivan to approve the Regular and Executive Session Minutes of January 25, 2010.

Motion carried 7:0:1 (Mrs. Norwicke abstention)

Old Business

- Referendum
 - Results - Yes 147, No 208
 - Next Steps
- Ethics Forms - Need to be completed and returned by the February 22, 2010 board meeting

New Business

- Board Candidate Packets – 3 Full Terms Available, Packets due March 1
- March Board Meeting Dates
 - Board Workshop – 3/15/10- meeting will be changed to March 22 to approve preliminary budget
 - Regular Meeting/Public Hearing on Budget – 3/29/10
- Budget and Election Dates
 - March 16 – Governor’s Address
 - March 17 – State Aid Released
 - March 22 – Budget Submission to ECS
 - March 25 – Presentation to Township Committee
 - March 26 – ECS Approval of Budgets
 - March 29 – Board Meeting/ Public Hearing
 - April 20 – Annual Election
- Mr. Murray stated he was not supporting the pension reform and is not in agreement with NJSBA. Mr. Moore urged the board members to research info on the reform and to write a letter to NJSBA stating their personal opinion.

Executive Session

Be it hereby resolved by, Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan

At 8:26 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Budget Update
- Health Benefits 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 9:23 p.m.

Adjournment

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

Motion carried unanimously

Respectfully,

Melody McBride
Board Secretary

Staff Skill Assessment

	1. Lesson to search Internet for content area info	2. Lesson to eval accuracy, relevance, bias of electronic info	3. Lesson using present / publishing software to share knowledge w/ others	4. Use tech to adapt for students w/ special needs	5. Lesson using elect images/ sound to communicate ideas, experiences, stories	6. Guide to apply rubrics to assess projects / reports created w/ tech	7. Can you evaluate using online tests?	8. Can you use email or ClassLink chat to improve your skills?	9. Can you learn software yourself?	10. Do you eval sites to help students meet content standards?	11. Access school email from home?	12. Can you explain school policy on Internet Use to students / parents?
	2	2	2	2	2	2	0	2	2	2	2	2
	1	0	1	1	1	1	0	2	1	1	2	1
	2	1	2	2	2	2	1	2	1	1	2	2
	1	1	1	2	1	1	0	2	1	1	0	1
	2	2	1	2	3	1	1	2	1	2	0	2
	3	2	2	2	1	2	1	3	2	3	3	3
	1	1	0	1	1	1	1	1	1	1	2	1
SCALE:	2	2	2	2	2	2	1	2	2	2	2	2
0 none	2	2	2	2	0	0	0	2	2	2	0	2
1 minimally	1	0	1	0	1	0	0	2	1	1	0	0
2 self proficient	2	2	2	2	2	2	1	2	2	2	2	2
3 can train others	2	1	1	1	1	1	0	3	1	1	3	2
	1	1	1	1	1	1	1	2	1	1	2	2
	2	1	1	1	1	1	0	2	1	1	2	1
	0	0	1	1	0	1	0	2	1	0	2	1
	1	1	2	2	1	1	1	2	1	2	2	2
	1	1	2	2	2	2	0	3	1	2	1	1
	1	0	1	1	1	0	0	1	1	0	2	1
	1	1	2	2	2	2	1	2	2	2	3	1
	2	2	2	1	2	2	1	2	2	2	2	2
	2	1	1	2	2	2	0	2	2	2	2	1
	2	1	1	1	2	1	0	2	2	1	2	1
	2	2	3	2	2	2	1	3	3	3	3	2
	36	27	34	35	33	30	11	48	34	35	41	35
Average score	1.6	1.2	1.5	1.5	1.4	1.3	0.5	2.1	1.5	1.5	1.8	1.5