

**February 23, 2009
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 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

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)

Presentation: Tenure Recognition – Krista Tate

Public Participation

Correspondence

Superintendent's Report

Mrs. Mooney reported on the following:

1. **Techspo – S. Harpster and I attended Techspo 2009 in Atlantic City on 1/30/09. We each attended three workshops. Sharon attended the following:**
 - **Multimedia: An Alternative to Curriculum Delivery and Assessment – a workshop about students using digital storytelling to showcase what they know. Also, exploring how to structure projects so that a wide range of learners can choose tools to expand skills and improve both comprehension and assessment.**
 - **Infusing Multiple Technologies Into Teacher Websites that Open Communication – how to create and maintain a classroom website.**
 - **Collaborative and Cooperative Learning Online – using the Web as a global learning tool. Focus on online activities and projects, teaching guides, student materials and assessments.**

I attended the following:

- **Building Relationships and Communicating with Parents – using a classroom website to communicate with parents and keep them well informed of classroom performance.**
 - **Making the Most with Limited Time and Money Using Thin Clients – a look at Thin Client technology as it is being used in the Lopatcong Twp. School District.**
 - **SuccessMaker – using the program in grades K-6 and using data to drive and differentiate instruction by monitoring student performance.**
2. **Healthy Heart Night – very well attended. Fun and educational evening that was organized by Debbie Lennox, physical education teacher, in order to celebrate February as Heart Awareness month.**
 3. **W.C.S.B.A. – hosting a legislative forum: Education on the Firing Line in NJ on 3/4/09 at 7:00 P.M. at Harmony Twp. Elementary School. Opportunity to dialogue with state representative about issues such as consolidation, regionalization, affect of Nov. election, eliminating the budget vote, and other issues regarding the future of education. Matt and I will be attending. Must register by 2/27/09 so please let me know by 2/25.**
 4. **County Committee Meetings:**
 - **Transportation Committee – 2 meetings so far. Have supplied information to the county office with regards to bus routes and school times in order to create a database to help determine the possibility of shared or tiered routes. At the second meeting, we received information on the average cost per student for non-public transportation in comparison to aid in lieu over the last 5 school years. We also received a spreadsheet for out-of-district assignments as a reference for sharing transportation with OOD placements. It**

has been recommended that a countywide transportation coordinator be considered.

- **Special Education Committee** – representatives from each school district have been assigned to a subcommittee to explore various aspects of special education. Jill Boyle and I are serving on the Shared Services/Programs committee. We are looking at ways to increase the efficiency and effectiveness of services delivered to our students throughout the county. At our first meeting, we compiled a list of important services and programs that schools are interested and willing to share. They include:
 - **Evaluation Services**
 - **Professional Development**
 - **Teacher of the Deaf Services**
 - **Discrepancy Models**
 - **Related Service Providers**
 - **Curriculum Materials**
 - **Assistive Technology**
 - **Transition Services**
 - **Early Intervention Services**

5. **NJ will receive close to \$ 1.4 billion through State Fiscal Stabilization Funding of the federal stimulus package. This funding category is designed to help with budgets, prevent cutbacks, prevent layoffs, and could allocate money for school modernization.**

Mrs. DeFalco reported on the following:

- **Recent Events:** Kindergarten celebrated the 100th day of school with a visit from Merrillou the Clown.
- **Marti the Clown put on a nutrition assembly for grades 1-3.**
- **The New Jersey Devils conducted an assembly for grades 4-6.**
- **Spelling Bee News**
Our school representative has advanced to the next level of the Express Times spelling bee which will be held in March at the Lipkin Theatre.

Upcoming Events:

- **Chess**
A team of students will be attending the Warren County Consortium for Student Enrichment Chess Tournament on Thursday, February 26.
- **CAP** (Child Assault Prevention) workshop for K and 3 parents is scheduled for Monday, March 2, 2009 at 7 PM.
- **Book Fair** is coming March 2 – March 6 in the library. Family Night is Wednesday March 4th.
- **Read Across America** will be celebrated next week.
- Kindergarten Orientation is scheduled for March 18

Committee Reports

Bethany Summers reported on the following:

Community Relations Committee Minutes February 9, 2009

- KIDS committee- will try to have in place for April election. If, not, can attempt to organize phone chain and/or letter through another means.
- Knowlton CREW
 - a. Melissa date for tax talk- Feb
 - b. Bethany date for vet talk- March
 - c. Karen King to do babysitting course
 - d. Kim Schad to do women's health
 - e. Gave project workers' names to Kevin (facilities com)
- Policy book change bylaw 9326- includes language allowing for taping of meetings if desired by the BOE and also rules for public taping of meetings.
- Referendum
 - f. Public meetings- first to be in March.
 - g. KTES representation- Matt, Sharon will run meeting, Bethany and Kevin also to attend.
 - h. Gibson-Tarquini- not needed at initial meeting- will be general information so public is aware of what the school is proposing and to allow for input at this early stage. GT to probably be at subsequent meetings to answer more specific questions.
 - i. Advertising for meetings
 - i. NW News- Bethany to check on publication of paper
 - ii. Direct mailing to all tax-paying households- Bethany to check on getting list of names. Matt to design flyer to advertise first meeting and give school website as link to future meetings
 - iii. Parent's backpack
 - iv. Flier to go home with students not using backpack
 - v. Seniors
 - vi. Sign in front of school

Facility Committee Meeting
2/09/09

Kevin Haycock reported on the following:

1. Inspection of furnace room: All is dry and looking good. Need to insulate flue pipe to the chimney, will include cost into referendum. Will put weld job on cleanout door on hold for now. Will contact Hank to have him put another bead of RTV silicone around flue/chimney plate when the furnaces go down at the end of the hearing season due to shrinkage from the first RTV coat.
2. Inspection of East Wing where electrical wiring was cut outside: Contractor repaired wiring and put temporary safe guards in place to discourage any other vandalism. (Will give to Architect list to resolve issue)
3. Roof cover for well @ East Wing: Contractor to start work around the second or third week of February 2009.
4. Members to come up with list and notify Sharon for reference for architect.
5. Greg and Kevin to inspect roof & skylight, the roof on the entire structure looks really good except for a few seams that need to be repaired. The skylight is in good shape but needs to be re-caulked on the edges. The roof needs to be evaluated for the water run off in some areas, not a big issue. Checked for leaks coming into the back Library wall. The roof is not the issue, the mortar points on the outside wall need to get repointed. (Moisture getting behind bricks causing bubbling of paint in some spots of the outside wall in the library). Will paint bad wall area in the summer. Will get estimate on having the brick repointed.
6. Will get estimate on front step and sidewalk issue and schedule work during the summer while school is closed.
7. Downstairs (basement) double entrance/exit doors need to have security bars installed. ASAP (These have been ordered)
8. Need to add to referendum a new fire system & upgraded alarm system as per the committee. The security system should be the type that uses a card that is programmed for individual employee use only.
9. Two goals: Addition space for better education and to form a team for Bi-Annual inspections. The team will consist of community members and staff to identify, prioritize, and make recommendations to the board of education on building and playground safety. Sharon to ask Jane Hill-Rosato to see if she can help organize a committee.

The next Facility Committee meeting is scheduled for March 2, 2009 at 4:40 PM.

Instructional Committee Meeting

Laurie Burns reported on the following:

1. MAP

Sharon and Jeannine discussed what they had learned from the workshop regarding MAP. The biggest hurdle is the \$2700 mandatory training fee and follow-up training is \$1800. There is a \$13.50/per student fee for the test. Sharon will discuss with Mrs. Harpster if we have the computer capability as well to handle the test at this time. Other issues regarding MAP were brought up: which grade levels should utilize this test, what do they students who finish early do, the loss of instructional time, loss of computer lab during testing days. The Instructional Committee will explore NJPASS tests and updated versions of Terra Novas for grades 1 and 2. There is a need to discuss effectiveness of each more in depth.

2. Curriculum Review

Textbooks for Health are currently being reviewed by Lisa Garrison. She will bring her recommendations to Mrs. DeFalco and then to the board. She is looking at one set per grade level.

3. Report Cards

Report Card Committee has met twice. They are looking to change one or two things on the K-2 report cards. The SIRS data program that the school uses also offers a report card module that needs to be examined. This would assist in designing the new report cards. The report card committee would like to compare their 5/6 report card with that of NWR.

4. Family Lab needs to be discussed

Currently in the planning stages for study skills workshop

MOTIONS

1. Approve the contract and resolution for ACT for 09-10

A motion was made by Dawn Sullivan seconded by Laurie Burns to approve the contract and attached resolution to join ACT for 09-10.

Motion carried unanimously

2. Approve REAP Grant

A motion was made by Dawn Sullivan seconded by Laurie Burns to accept the Federal Rural Education Achievement Program (REAP) grant in the amount of \$31,108.

Motion carried unanimously

3. Approve Substitute for 2008-2009

A motion was made by Dawn Sullivan seconded by Kevin Haycock to approve the following substitutes for the 2008-09 school year, as recommended by the Superintendent: Jennifer Fleyzor and Jodi Baettcher pending required paperwork.

Motion carried unanimously

4. Approve Leave of Absence

A motion was made by Dawn Sullivan seconded by Bill Maxwell to approve an unpaid leave of absence to Cathleen Gerhardt for approximately one month beginning 2/10/09 with a possible return in the first week of March.

Motion carried unanimously

5. Approve 2009-2010 School Calendar

A motion was made by Dawn Sullivan seconded by Laurie Burns to approve the school calendar for 2009-2010.

Motion carried unanimously

6. By-Law Minutes Policy

A motion was made by Dawn Sullivan seconded by Bethany Summers to approve the revisions to by-law policy # 9326, Minutes, at first reading.

Motion carried unanimously

7. Approve Travel Expenditures

A motion was made by Dawn Sullivan seconded by Bill 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 Dawn Sullivan seconded by Bethany Summers to approve the following field trip contract and destinations listed below: Q-FT8 – B&K Dalrymple for 1 trip totaling \$200.00.

Gr. 6 Fairview Lake

Motion carried unanimously

9. Approve Field Trip Destinations and Field Trip Contracts

A motion was made by Dawn Sullivan seconded by Bill Maxwell to approve the following field trip contract and destinations listed below: Q-FT9 – Stocker for 1 trip totaling \$365.00

Gr. 4 Liberty Science Center

Motion carried unanimously

10. Approve Budget Line-Item Transfers

A motion was made by Dawn Sullivan seconded by Bill Maxwell to approve the attached 2008-09 budget line-item transfers from January 27, 2009 to February 23, 2009 totaling \$3320.00 Fund 10.

Motion carried unanimously

11. Approve Bills

A motion was made by Dawn Sullivan seconded by Bill Maxwell to approve the bills for payment as follows: Monthly bill list \$409,784.74 and Cafeteria bill list \$6,684.07.

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).

Acting Board Secretary

Date

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

A motion was made by Dawn Sullivan seconded by Bill Maxwell to accept the monthly A-148 Secretary's Report for the month ended January 31, 2009 and the A-149 Treasurer

of School Monies Report for the month ended January 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 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 Dawn Sullivan seconded by Kevin Haycock to approve the Regular and Executive Session Minutes of January 26, 2009.

Motion carried unanimously

Old Business

New Business

- Ethics Forms

*Need to be completed and returned by the March board meeting

- Lucille Davey – letter regarding spending freeze on non-essential and discretionary district spending.

This item was tabled due to Matt's absence so he can further discuss at next meeting.

- March Board Meeting Dates

- Board Workshop – 3/16/09
- Regular Meeting/Public Hearing on Budget – 3/30/09

Executive Session

Be it hereby resolved by, Bill Maxwell seconded by Dawn Sullivan at 7:55 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- KTEA Negotiations

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 8:07 p.m.

Adjournment

A motion was made by Dawn Sullivan seconded by Bill Maxwell to adjourn the meeting at 8:07 p.m.

Motion carried unanimously.

Respectfully,

Jeannine DeFalco
Acting Board Secretary