

March 29, 2010
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:14 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, Mr. Bill Maxwell, Mr. Alex Rinaldi (left 8:40), Mr Gregory Murray, and Mrs. Melissa Norwicke

Absent:

Other: Mrs. Sharon Mooney (Superintendent), Mrs. Rachelle Tjalma (SBA), Jeannine DeFalco (Assistant Principal), Ms. Melody McBride (Board Secretary)

Teachers: Jeannette Cornish, Pat Zito, Lucille Devaney, Diane Davalos, Debbie Hendershot, Kathy Rolph, Kathi Smith, Jenn Werner, Jenn Camilletti, Allison Bickhardt, Sharon Miller, Katy Jones, Helen Hill, Jill Boyle, Jim Ferry, Kim Reber, Lisa Garrison, Natalie Morrison, Barbara Ackerman, Terri Kwasnik, Susan Perry, Pam Janiero, Jane Hill-Rosato, Naomi Francis, Sharon Harpster, Misty Baker, and Jenna Tironi

Parents: Mrs. Heinz, Mrs. Fahy, Mrs. DePaola, Mrs. Allen, Mr. and Mrs. Kudlacik, Mrs. Sagan, Mr. Maltagliati, Mr. Sweet, Mrs. Balla

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)

Presentations

- ***North Warren 2010-11 Budget*** – Bruce Hanelt, NWR Board President, presented the North Warren Regional 2010-11 school budget and answered questions along with Board Member, Robert Burns and Business Administrator, Christina Sharkey.

- ***Knowlton 2010-11 Budget*** – Mrs. Mooney presented the Knowlton Township 2010-11 school budget and answered questions. The proposed tax increase is 1.9 cents per \$100 of assessed value. The overall budget has a reduction of 1.78% over last year’s budget, while still maintaining programs, facilities, and services. Mr. Moore commented he was very pleased with the visibility throughout the budget preparation process. He then thanked Mrs. Mooney, Mrs. Tjalma, and Ms. McBride for their work on the budget.

Public Participation - None

Correspondence – Ms. McBride read a thank you letter from the Maxwell family for the generous donation during their time of need.

Superintendent’s Report

Mrs. Mooney provided the following update:

1. Budget Awareness Activities
 - Budget newsletter will be included with the school newsletter
 - Posted on the school website
 - Township Committee – 3/25/10
 - Join Your Kids for Lunch
 - Spring Event – 4/14/10; available to answer questions
 - Senior Luncheon on 4/16/10 – any board members planning to attend?
2. Legislative Meetings
 - Attended the W.C. School Board Meeting on 3/3/10 with Senator Michael Doherty, Assemblyman John DiMaio, and Assemblyman Erik Peterson to discuss state budgets, school budgets, school aid and legislative issues.
 - Attended the State of NJ School Town Hall Meeting in Harrison on 3/6/10 with Commissioner of Ed. Bret Schundler, Senator Teresa Ruiz, and Assemblywoman Mila Jasey
 - Both groups discussed the need for a “Tool Box” which will require legislative changes.
 - Many bills have been introduced in the NJ Legislature. Receiving updates from Tom Dunn, NJASA Director of Legislative & Urban Affairs with explanatory statements.
 - Senate Bill 3 was signed into law on 3/22/10 which requires a minimum contribution to health benefits no later than upon the expiration of the current contract.
 - FAQ on Pension Reform – from the office of the Senate President and Executive Director. May contain conflicting statements as told to NJ ASBO.
3. The Commissioner of Ed. has changed the Budget/School Board vote for 2011 from 4/19 to 4/27 because of a conflict with a religious holiday. Our original calendar was approved for Spring Break from 4/25-4/29; however, the county committee is now proposing Spring Break for 4/18-4/25 (week before Easter and the Monday following Easter). Everything else would remain the same.
4. County Roundtable – all county CSAs informally stated the cuts that were being made in their districts and the cent amount being asked for school budgets.

Vice Principal’s Report

Mrs. DeFalco provided the following update:

1. Recent Events:

- Our Read Across America Celebration the first week of March was a great success.
- Kindergarten Parent Orientation was held on 3/25/10 and there was a very nice turnout.
- American Legion presented 1st, 2nd, and 3rd prize winners with a money gift from coloring contest. 3rd Mackenzie Reber , 2nd Kaitlyn Walters, 1st Tessa Moody . Tessa also placed third in the county.
- On Friday, March 26th, there was an all school assembly titled Beat the Brass-Musical History Tour of New Jersey. This assembly was sponsored by the Knowlton PTO.
- Second grade is currently involved in Cogat testing through Wednesday of this week.

2. Upcoming Events:

- Join Your Kids For Lunch/Open House is scheduled on 3/30, 3/31 and 4/1
- “Sensational Science” Spring Event is Wednesday, April 14th 6:30 – 8:00pm
- On Friday, April 16th there will be a senior luncheon here at school.
- Arbor Beaver Day will be held on April 30th. Details to follow.

Press Release submissions:

American Legion Coloring Contest Winners
Read Across America
Chess Team

Vice Principal’s Report

Ms. McBride provided the following update:

1. **Aetna/Triad** – A resolution was passed by the HIF members to limit the Triad involvement with chiropractic claims based on a review of member complaints where claims were being denied. To alleviate the continued appeals for denial of services, the board members approved on March 26th that all members would be able to receive 24 visits per calendar year without Triad’s involvement.
2. **Insurance Transition** – Prescription reimbursement issues continue to be an outstanding issue with our members. Reimbursements are not being processed in a timely manner. Pat Eckel assured us following her visit on 2/22 the system issues were corrected and we should start receiving checks. I have followed up with our insurance agent at the Vozza Agency again today to find out the exact situation and timing.

Committee Reports

Community Relations Committee Minutes

March 22, 2010

Submitted by Bethany Summers

1. Upcoming School Election

- Public meeting
- Have lunch with your kids budget presentation- low response to far
- Newsletter to parents emphasizing to parents what they get for their money
- Senior lunch- scheduled

- MOMs club presentation
 - Do we reach out in any other way?
 - Automated call system day of election
2. PTO involvement
 - Meet with new PTO president to discuss putting budget awareness and CREW potentially under them. Matt and Melissa will attend next PTO meeting.
 - KK- also willing to help
 3. Adult community education seminars
 - Aim directly at seniors possibly- maybe make sure they get the notices directly thru the seniors organization
 - Go thru CREW list for volunteers
 4. Will A-2562 (see next page) affect future budget awareness (can we still give flyers to parents as long as they are not mailed?)

A-2562 Webber (R-26); Chiusano (R-24) +1 Places restrictions on unsolicited school budget communications sent by a board of education to school district residents 90 days prior to annual school election.

STATEMENT

This bill places restrictions on certain unsolicited communications sent by a board of education to the residents of the school district. Under the bill, any unsolicited communication concerning the proposed school budget sent by a board of education to residents of the school district within 90 days of the date of the annual school election, whether the communication is transmitted by mail, phone, e-mail, text, or in any other manner, must meet the following requirements:

- a. be sent to all the registered voters of the school district;*
- b. contain no school budget information other than the total budget amount, general fund tax levy amount, and line items of appropriation of the proposed school budget and the current school year budget;*
- c. in the case of printed materials, be no more than one page and not more than letter size; and*
- d. not include the name or photo of any member of the board of education.*

Facilities Committee

March 22, 2010

Present: Kevin Haycock, Sharon Mooney, Melody McBride

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 rook. 3/22 Kevin plans to call roofers on our volunteer list to help out.
2. Server Room Door – The technology committee has requested a locked door be added to the server room for security reasons. 3/22 Received door, installation, and wall quote from Pat

Breslin and Blue Ridge totaling \$2750. Placed order for door today. Pat Breslin will complete the wall during spring break.

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. *3/22 Quote was \$983 for the hoods. We have decided to plant shrubs in front of the vents to look better and reduce costs.*
4. Server Room AC - Once the door is added, we will need a separate thermostat for the room. *3/22 Kevin committed to installing a separate thermostat in the room with Hank's help.*
5. 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. *3/22 Melody called RK Environmental who is our designated IAQ specialists to schedule testing during spring break.*
6. Library wall mason repairs – Melody will contact Breslin Masonry to quote the masonry repairs to the outside library wall, which appears to be leaking. *3/22 Mason repair quote is \$1135 for water protection sealing. This is currently not scheduled for repair.*
7. Motion Detectors – Greg recommended looking into motion detectors for the school to turn the lights off when the room is not in use. *3/22 At this time, we have decided not to pursue this change. Florescent lights use more energy when they are turned off and on.*
8. Tree Trimming – *3/22 Sharon will follow-up with our volunteer to trim the trees on the property.*

New Business

1. Oil Tank re-certification will be done in the spring with Whitemarsh.
2. Copy Room Leak – Melody will call Kraft Roofing to repair leaks asap.
3. Rain Spout – Kevin suggested diverting the rain spout off the roof on the east wing lot.

MOTIONS

1. Approve Substitute 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: Alyssa Ritter, Mike Ventura, Jennifer Thomas pending required paperwork.

On roll call, motion carried unanimously

2. 2010 – 2011 Professional Development Plan

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached 2010-11 Professional Development Plan.

On roll call, motion carried unanimously

3. Petty Cash Funds Policy

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the revisions to Policy #3451, Petty Cash Funds, at second reading.

On roll call, motion carried unanimously

4. Evaluation of Business and Non-Instructional Operations Policy

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Policy #3600, Evaluation of Business and Non-Instructional Operations, at second reading.

On roll call, motion carried unanimously

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

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

On roll call, motion carried unanimously

6. Final Budget – 2010-11

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell

BE IT RESOLVED to approve a FY2011 school district budget for submission to the voters as follows:

<u>Fund</u>	<u>Budget</u>
General Fund	\$ 4,160,415
Special Revenues	\$ 105,400
Debt Service	\$ <u>186,764</u>
TOTAL	\$ 4,452,579

WHEREAS the maximum expenditures for travel including workshop registration fees in FY2010 were \$19,350 and WHEREAS \$5,943.50 has been spent to date, BE IT FURTHER RESOLVED that the maximum expenditures for travel including workshop registration fees in FY2011 is \$17,575.

BE IT FURTHER RESOLVED that the FY2011 maximum expenditure for public relations is \$500, for legal services is \$15,000 and for audit services is \$13,000.

BE IT FURTHER RESOLVED to acknowledge that the FY2011 budget as described results in a general fund tax levy of \$2,633,483.

On roll call, motion carried unanimously

7. Employment Contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve a revised contract to Gretchen Stefankiewicz for the 2009-10 school year as a Psychologist at step M+30, 6 (40%) beginning April 1, 2010 to June 30, 2010 at a prorated salary of \$6,462.60, as recommended by the Superintendent.

Discussion: Mrs. Mooney informed the board Mrs. Stefankiewicz requested her contract be changed from 2.5 days/week to 2 days/week upon return from maternity leave on April 1st.

On roll call, motion carried unanimously

8. Teacher Longevity

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve longevity of \$1000, prorated to \$400 for the 2009-2010 school year beginning March 1, 2010 to Kim Reber, as recommended by the Superintendent.

On roll call, motion carried unanimously

9. Approve 2010-2011 School Calendar

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the revised school calendar for 2010-2011.

Motion carried unanimously

10. 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 destinations and contracts: field trip contract Q-FT11 – Stocker for 1 Gr. K trip to Space Farms for \$225.00 and 1 Gr. 2 trip to Lehigh Valley Zoo for \$235, totaling \$460.00.

Motion carried unanimously

11. Approve Participation in Coordinated Transportation

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve participation in the Warren County Special Services School District Coordinated Transportation for 2010-11 transportation services with a 4% administrative fee.

Motion carried unanimously

12. 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

13. 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 February 23, 2010 to March 29, 2010 totaling \$13,756.60 for Fund 10 and appropriations totaling \$27.00 for Fund 20.

Motion carried unanimously

14. 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 \$469,384.02 and Cafeteria bill list \$5,686.53.

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 February 28, 2010 (Policy 6820).

Board Secretary

Date

15. 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 Report for the month ended February 28, 2010 and the A-149 Treasurer of School Monies Report for the month ended February 28, 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

16. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mrs. Melissa Norwicke to approve the Regular and Executive Session Minutes of February 22, 2010 and Workshop Minutes of March 22, 2010.

Motion carried (7:0:1 abstention – Mr. Maxwell).

Old Business

- Pension reform– Mrs. Mooney handed out and discussed a FAQ handout she received from the state on the pension reform package, including 1.5% employee contributions towards healthcare benefits. Many items are still in question and administering the changes have yet to be communicated. Clarification of the many questions and issues will continue to be communicated as we receive more details.

New Business

- Mr. Moore discussed the letter district Superintendants received on March 23 from Gov. Christie regarding a 10-11 salary freeze. Mr. Moore stated the contract was settled this year far below the state average and Knowlton employees already contribute to healthcare benefits.

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to adjourn the meeting at 9:40 p.m.

Motion carried unanimously

Respectfully,

Melody McBride
Board Secretary