

April 26, 2010
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:04 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

Results of the April 20, 2010 School Election

Total Registered Voters	1,988
Ballots Cast	401
Voter Turn-out	20.17%
Three Year Term – Board of Education	
William Maxwell	232
Daniella Ferguson	219
Tammeisha Smith	212
General Fund Tax Levy - \$2,633,483	
YES	218
NO	181

Administer Oath of Office to Elected/Re-elected Members– Ms. McBride administered the oath of office to Mrs. Smith, Mrs. Ferguson, and Mr. Maxwell

Roll Call

Present: Mr. Matt Moore (President), Mr. Kevin Haycock, Mr. Bill Maxwell, Mrs. Bethany Summers, Mrs. Tammy Smith, and Mrs. Daniella Ferguson

Absent: Mrs. Laurie Burns, Mrs. Melissa Norwicke, Mrs. Dawn Sullivan

Other: Mrs. Sharon Mooney (Superintendent), Ms. Melody McBride (Board Secretary), Jeannine DeFalco (Assistant Principal), Teachers – Mrs. Ackerman, Miss Camilletti, Mrs. Reber, Mrs. Perry, Mrs. Hendershot, Miss Lennox, Mrs. Baker,

Mrs. Jones, Mrs. Bickhardt, Mrs. Kwasnik, Mrs. Zito, Mrs. Cornish, Mrs. Francis, Mrs. Miller, Mrs. Garrison, Mrs. Davalos, Mrs. N. Rolph, Mrs. Fahy

Nomination and Election of Board President

The nomination of Mr. Moore as President of the Knowlton Township Board of Education made by Mr. Maxwell seconded by Mrs. Summers

A motion was made by Mr. Maxwell seconded by Mrs. Summers to close the nominations for President.

Motion carried unanimously.

Mr. Moore was elected President 6:0.

President Presides

Nomination and Election of Vice President

The nomination of Mr. Haycock as Vice President of the Knowlton Township Board of Education made by Mrs. Summers seconded by Mr. Maxwell

A motion was made by Mrs. Summers seconded by Mr. Haycock to close the nominations for Vice President.

Motion carried unanimously.

Mr. Haycock was elected Vice President 6:0.

Appointment of Committees and Delegates by the President – Mr. Moore discussed the existing committees to the new board members and requested they consider which committee they are most interested in joining. He also tabled committee appointments until the May board meeting to get input from the new and absent members.

AGENDA - REORGANIZATION

Consent Motion Approval

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the use of a consent motion for the reorganization.

Motion carried unanimously.

Reorganization Consent Motion

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following agenda items numbered 1 through 17 for the 2010-11 school year.

On roll call, motion carried unanimously

1. Adoption of Policy

to adopt all previous policies, by-laws and regulations for the operation of the Board and the school.

2. Approve Permitted Records

to approve certified school personnel to collect and maintain mandated pupil records to include personal data, daily attendance, pupil evaluations, physical health, records regarding the education of educationally handicapped pupils, and all other records required by the State Board of Education (NJAC 6:3-6:3).

3. Adoption of Curriculum

to adopt the following curriculum for the 2010-11 school year: Mathematics, Language Arts Literacy, Social Studies, Science, Spelling, Penmanship, Music, Art, Library Skills, Physical Education, Health Education, Computer Literacy, World Language, Resource Center, Learning/Language Disabled, Pre-School Disabled, Basic Skills, Counseling, Gifted and Talented Education.

4. Adoption of Five-Year Curriculum Plan

to adopt the 2010-11 portion of the five-year curriculum plan of the North Warren Cluster:

2009-2010	Technology Literacy, World Language
2010-2011	Math and Science
2011-2012	Career Education and Consumer, Family, Life Skills and Gifted and Talented
2012-2013	Art/Music (Visual and Performing Arts), Physical Education and Health
2013-2014	Language Arts Literacy, Social Studies

5. Adoption of Textbooks

to authorize purchase of textbooks by the administration and to adopt the following textbook series for 2010-11:

Reading	K-4	Harcourt
Reading	5-6	Approved Core Novels
Mathematics	K	Math Trailblazers
	1-6	Houghton Mifflin
Language Arts	K-4	Harcourt/Write Source
	5-6	Write Source
	K-6	6 + 1 Writing Traits

Spelling	K-4	Harcourt
Spelling	5-6	Modern Curriculum Press Spelling Workout
Science	K-6	Macmillan/McGraw Hill
Social Studies	1	Harcourt Horizons
	2	Scott Foresman
	3-6	MacMillan/McGraw Hill Social Studies
Spanish	2-5	Viva el Espanol National Textbook
	6	Hola National Textbook

6. *Designate Newspapers*

to designate *Express-Times* as the official newspaper for notices pertaining to Board meetings and for legal advertising, and the *Star Ledger* and *Warren Reporter* as alternates.

7. *Depositories*

to authorize the board secretary to invest the funds of the Board in any or all of the following banking institutions: First Hope Bank, PNC Bank, Newton Trust Company.

8. *Signatures*

to authorize the following signatures on specific accounts of the Board with the Vice-President as alternate on any account:

Current Expense	3	President, Board Secretary and Treasurer
Payroll/Agency	2	Board Secretary and Treasurer
Lunch Program	2	Board Secretary and Superintendent
Student Activity	2	Board Secretary and Superintendent
Petty Cash	2	Board Secretary and Superintendent

9. *Mileage Reimbursement*

to approve the mileage reimbursement at a rate equal to the current OMB circular rate for all contracts.

10. *Annual Notice of Meetings*

to adopt the following notice:

The Knowlton Township Board of Education, in the County of Warren, New Jersey, will hold monthly and special meetings at the Knowlton Township Elementary School, 80 Route 46, Delaware, NJ at 7:00 p.m. To the extent known, meetings are scheduled for the fourth Monday of the month, except in the case of a holiday or as stated. Work sessions are scheduled for the second Monday of the month where action may be taken. Any changes will be properly submitted as public notice according to N.J.S.A. 110:4-8 (d) and 10:4-19, pursuant to the Open Public Meeting Act, N.J.S.A. 10:43-6 et seq. as revised April 1980. This Notice will be posted in the following places throughout the year: Knowlton Township Elementary School, Knowlton Township Municipal Building, U.S. Post office in Delaware, NJ and will be sent to The Star Ledger and the Express Times.

Board Workshop Meetings

May 10, 2010
 June 14, 2010
 No workshop
 No workshop
 September 13, 2010
 October 18, 2010
 November 8, 2010
 No workshop
 January 10, 2011
 February 7, 2011
 March 14, 2011
 April 11, 2011

Monthly Meetings

May 24, 2010
 June 28, 2010
 July 26, 2010
 August 23, 2010
 September 27, 2010
 October 25, 2010
 November 22, 2010
 December 20, 2010 (Third Monday)
 January 24, 2011
 February 28, 2011
 March 28, 2011 (Public Bdgt.Hrg)
 May 2, 2011 (Reorg.Mtg)

11. Appointments

to appoint the following persons for the 2010-2011 school year.

Superintendent – Sharon Mooney
 Treasurer of School Monies - Randy Wilson
 School Attorney – Schwartz, Simon, Edelstein, Celso & Kessler LLC
 Insurance Agent for Property/Casualty - Brown and Brown
 Insurance Broker for Health Insurance – RHM Benefits
 Risk Management Consultant - Brown and Brown
 Business Administrator– Rachelle Tjalma
 Board Secretary- Melody McBride
 Acting Board Secretary for Emergency Purposes – Jeannine DeFalco
 Affirmative Action Officer – Jeannine DeFalco
 504 Committee Coordinator – Jeannine DeFalco
 School Physician - Dr. Gary Arvary, MD
 Auditor – Ardito and Co., LLP
 AHERA Compliance Officer - RK Environmental
 Licensed Drinking Water Operator – McGowan Well Water Compliance
 Licensed Waste Water Operator – McGowan Well Water Compliance
 Right To Know Coordinator – Melody McBride
 Official Bargaining Unit - Knowlton Township Education Association
 Americans with Disabilities Act (ADA) Coordinator – Sharon Mooney
 Integrated Pest Management Coordinator – Melody McBride
 Public Agency Compliance Officer (PACO) – Melody McBride
 IAQ Designate – Hank Schmidt

12. Appoint District Qualified Purchasing Agent

to appoint Rachelle Tjalma as the District Qualified Purchasing Agent and authorize her to award contracts based upon the following criteria relative to the bid threshold of \$29,000.00:

Contract over bid threshold.	Advertise for competitive bids.
Contract greater than 15% of bid threshold (\$4,350.00).	Solicit at least 2 competitive quotes.
Contract less than 15% of bid threshold (\$4,350.00).	Normal purchase order process.

13. Petty Cash

to approve petty cash funds to be established for July 1, 2010 through June 30, 2011 as stipulated:

<u>Responsible Title</u>		<u>Amount</u>	<u>Maximum Expenditure</u>
Secretary to CSA	Checkbook	\$1,000.00	\$250.00
Secretary to CSA	Cash	\$ 100.00	\$ 75.00

14. Reappoint NCLB Coordinator

to reappoint Linda Crimmins as the No Child Left Behind Grant Coordinator for 2010-11.

15. Implementation of the 2010-11 Budget

to empower the Superintendent and the School Business Administrator to implement the voter approved 2010-11 budget totaling \$4,452,579.

16. Requisition of Taxes for 2010-11

to approve that the amount of district taxes needed to meet the obligations of the Board for the 2010-11 school year is \$2,633,483 and the Township of Knowlton is hereby requested to place in the hands of the Treasurer of School Monies the amount as shown in the following schedule in accordance with the statutes relating thereto:

July 10, 2010	\$350,000
August 10, 2010	\$350,000
September 10, 2010	\$217,483
October 10, 2010	\$214,500
November 10, 2010	\$214,500
December 10, 2010	\$214,500
January 10, 2011	\$214,500
February 10, 2011	\$214,500
March 10, 2011	\$214,500
April 10, 2011	\$214,500
May 10, 2011	\$214,500

17. Requisition of Debt Service for 2010-11

to requisition debt service of \$134,497 for 2010-11 from the Township of Knowlton as follows:

August 10, 2010	\$125,000
February 10, 2011	\$ 9,497

AGENDA – REGULAR MEETING

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 retirement letter from Linda Liebler with an effective date of July 1, 2010.

Superintendent's Report

Mrs. Mooney presented the board with following updates:

1. Autism Awareness – April is Autism Awareness Month and the staff in the Autistic class went in to all of the grades to share information about autism and to answer questions.
 - Grades K-2 were read a story
 - Grade 3 students take turns working in the classroom; staff asked the students for suggestions and ideas for play.
 - Grades 4-6 – students saw a short power point presentation prepared by Mrs. Thurgood and then participated in four centers that simulated sensory issues that challenge many autistic children.
 - a. While wearing gardening gloves, pick up a penny; string beads.
 - b. Wearing goggles smeared with petroleum jelly, try to write name on lines.
 - c. Try to jump with a yarn as you would a jump rope.
 - d. Walk a line while looking through the opposite end of binoculars.
2. Senior Luncheon – attended by approximately 35 seniors.
 - Entertained by students from every grade level.
 - Science exhibits on display
 - “Reel to Reel” book reports; Voice Your Life journals
 - School newsletter, Notable Knights
 - Short budget presentation
 - Well received
3. Volunteer Luncheon – attended by 24 volunteers. Send invitations to all volunteers; provide lunch, a thank you gift and flowers from KTEA.
4. Mr. Z's Tree Service
5. Walking Path
6. Pension Bills – information in board packet and memo sent to all staff. Future impact is still questionable.

Committee Reports

Instructional Committee Meeting Minutes – Submitted by Laurie Burns
April 19, 2010

Attendance: Sharon Mooney, Jeannine DeFalco, Matt Moore, Laurie Burns, Dawn Sullivan and Bill Maxwell

1. World Languages Curriculum is finished for K-6 and is using the new format in which essential questions are used. The curriculum is set up by grouping grades K-3 and grades 4-6. The curriculum includes the end of year test for the 6th grade. This test was developed by the World Language teachers and it covers all items that the students need to be proficient in to ensure a successful transition to the 7th grade Spanish program. The test will be taken this year, however, next year they will begin to collect data on the test to determine where deficiencies lie. Our Spanish program continues to include a culture element. Websites and supplemental materials need to be investigated by the Spanish teacher. We also need to look into developing Webquests for our students.
2. Study Skills Workshop which was presented by Jenna Tironi and Jeannine DeFalco when well. There were many hands-on activities for the parents. We hope to provide a similar workshop in the fall.
3. ASK schedule is out for 2011: 3rd – 5th Grade will be May 9-12; 6th-8th Grade will be May 3-6. Make-up ASK will be the week following the actually test week. Jeannine will call ASK to see if we can give our 6th grade the test the same week as the other grades due to the fact we are a K-6 school.
4. Standardized Report Card – SIRS – Jeannine is sending SIRS an Excel template to see if SIRS can help place it in the system. There will be grade level meetings in May at which time the teachers will go through the proposed report card to make recommendations to its content and design. We do need to ensure that the administration of the proposed new report cards does not entail more time and effort than the current system.
5. Professional Development – May 12 In-Service will be an articulation with grade level teachers. They will meet with the grade below and above them. The sessions are 1 hour and 15 minutes long. We discussed how we will proceed with incorporating “Teacher Visitations” to other school districts.

MOTIONS

1. Retirement

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to accept the retirement request from Linda Liebler effective June 30, 2010 with regret.

On roll call, motion carried unanimously

2. Contract Renewals – Tenured Staff

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

to offer employment contracts to the following persons for the 2010-11 school year, as recommended by the Superintendent:

Ackerman	B18	\$69,080 +Longevity \$1000
Baker	B8	\$52,965
Camilletti	M6	\$52,155
Chartoff	B9 (60%)	\$32,652
Bickhardt	M18	\$71,180+Longevity \$1000
Boyle	M17 (70%)	\$47,719
Cornish	M18	\$71,180+Longevity \$1500
Dally	M17	\$68,170+Longevity \$1000
Davalos	B13	\$60,240
Ferry	B12	\$58,785
Francis	M+30, 18	\$73,280+Longevity \$1500
Harer	B11	\$57,330
Harpster	B18	\$69,080+Longevity \$1000
Harris	B18	\$69,080+longevity \$1500
Hendershot	B+15, 14	\$62,745
Hill	M18	\$71,180
Hill-Rosato	B18	\$69,080+Longevity \$1500
Jones	M16	\$66,710
Magnuson	M+30, 18 (20%)	\$14,656+Longevity \$1000
Miller	B16	\$64,610+Longevity \$1000
Perry	B6	\$50,055
Reber	B17	\$66,070+Longevity \$1000
Rolph, K.	B+15,18	\$70,130+Longevity \$2100
Smith	B16	\$64,610+Longevity \$1000
Stefankiewicz	M+30, 7 (40%)	\$22,284
Tate	B6 (60%)	\$30,033
Werner	M8	\$55,065

On roll call, motion carried unanimously

3. Contract Renewals – Non-Tenured Staff

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer employment contracts to the following persons for the 2010-11 school year, as recommended by the Superintendent:

Garrison	B3	\$45,690
Janeiro	B5 (50%)	\$24,300
Kwasnik	B4	\$47,145
Lennox	M5	\$50,700
Rolph, N.	B5	\$48,600
Roman	M11 (40%)	\$23,772
Thurgood	B2	\$44,235
Tironi	B+15, 3	\$46,740

On roll call, motion carried unanimously

4. *Custodian Contract Renewals*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer employment contracts to the following custodians for the 2010-11 school year, as recommended by the Superintendent:

Debra Devatt	\$34,467
Terry Ramm	\$35,845
Hank Schmidt	\$52,324+Longevity \$300

On roll call, motion carried unanimously

5. *Three Year Technology Plan – 2010-2013*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to adopt the District's Three Year Technology Plan for the years 2010–2013 and to authorize submission to the Warren County Department of Education.

Motion carried unanimously

6. *Approve Field Trip Destination and Field Trip Contract*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following Gr 4,5,6 field trip destination and contract:
Q-FT12 - Stocker for 2 buses, totaling \$410.00 (Sussex Skyhawks, Augusta, NJ).

Motion carried unanimously

7. *Approve 2010-11 Board Attorney Retainer Agreement*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the 2010-11 Board Attorney Retainer Agreement with Schwartz, Simon, Edelstein, Celso & Kessler LLC including the following hourly rates: \$165 – Partners and Counsel, \$160 - Senior Associates, \$155 – Junior Associates and \$100 – Clerks and Paralegals.

Motion carried unanimously

8. *Approve 2009-2010 Fixed Asset Appraisal*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to authorize an on-site appraisal for the 2009-2010 school year through American Appraisal not to exceed \$3,000.

Note: An on-site appraisal has not been performed since 2004.

Motion carried unanimously

9. *Approve Travel Expenditures*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached travel expenditures for the 2009-10 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 Mr. Bill Maxwell to approve the attached 2009-10 budget line-item transfers from March 30, 2010 to April 26, 2010 totaling \$10,681.09 for Fund 10.

Motion carried unanimously

11. *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 \$358,568.17 and Cafeteria bill list \$7,801.79.

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 overexpended in violation of N.J.A.C. 6A:23-2.11(a) as of March 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 Mr. Bill Maxwell to accept the monthly A-148 Secretary's Reports for the month ended March 31, 2010 and the A-149 Treasurer of School Monies Report for the month ended March 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 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 Mr. Bill Maxwell

to approve the Regular Session Minutes of March 29, 2010.

Motion carried (4:0:2 Ferguson, Smith Abstention)

Old Business

- ***Pension Reform*** – Ms. McBride gave an update based on the FAQs that were provided by the Division of Pension and also provided a memo to the staff on the anticipated impacts. Ms. McBride noted administrating the changes is still in question and needs further clarification.
- ***Personal/Relative Disclosure Statements*** – Need to be completed by April 26

New Business

- ***Code of Ethics*** – Ms. McBride asked the board to review and sign acknowledgment of forms.

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to adjourn the meeting at 7:55 p.m.

Motion carried unanimously

Respectfully,

Melody McBride
Board Secretary