

May 18, 2009
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:03 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

Present: Mr. Matt Moore (President), Mrs. Laurie Burns, Mr. Kevin Haycock, Mr. Bill Maxwell, Mr. Alex Rinaldi, Mrs. Bethany Summers and Mrs. Dawn Sullivan

Absent: Mr. Gregory Murray and Mrs. Melissa Norwicke

Other: Mrs. Sharon Mooney (Superintendent), Mrs. Rachelle Tjalma (SBA), Jeannine DeFalco (Assistant Principal), Teachers – Sharon Harpster, Kathi Smith and Pat Zito, Parents, Pat Fahy and Fran DePaola

Presentations

- ***Club Web*** – Mrs. Harpster's Club Web students, Elizabeth Kelly, Gabriella Lorusso, Gianna Lorusso and Kyle Froisland presented their final website creation "Smart Piggy – Making Money Count" to the board

Public Participation - None

Correspondence – Mrs. Tjalma read a thank you note from Krista Tate for supplies

Superintendent's Report – Mrs. Mooney reported on the following:

Kevin Brennan met with the township mayors from Blirstown, Knowlton and Frelinghuysen to discuss the idea of regionalization last week. I spoke with Frank Van Horn to get his views on the meeting. We are scheduled to meet on Wednesday morning 5/20/09 for a more in depth discussion.

Committee Reports

Community Relations - Minutes from Bethany Summers

May 4, 2009

- I. Budget passes
 - a. Larger voter turnout than last year and budget passed easily- support showed up at the poles.
 - b. I will get a list of the people who voted when it becomes available (probably in summer)
- II. Public meeting on referendum
 - a. Consider article in Express Times- call reporter or submit as press release?
 - b. Mass mailing- Bethany will get bulk mail info from Blairstown PO. Matt put together info for mailing. Sharon will handle form and mailing. Letter will also include info on adult class- Kim Shad in June and children's summer program.
 - c. Fliers around town-Municipal Bldg, A&Ps, Agway, Post Offices, front door of school, PJ's, library.
 - d. Sign in front of school
 - e. Parent's back pack
 - f. Call Township Comm
 - g. Should all go out two weeks before?
 - h. Set up a video email to go out through the school.
 - i. Contact parents of alumni
- III. KIDS committee
 - a. Ann Hartig has volunteered, Kristine Erickson said she will help
 - b. Have them coordinate babysitting for public meeting to get them started.
- IV. Adult classes- Kim Shad can do Women's Health talk- schedule for beginning of June. Will have info on the Public meeting flier.
- V. Karen King babysitting course? Bethany will contact her.

Education - Minutes from Laurie Burns

April 27, 2009

6 p.m.

Present: Sharon Mooney, Matt Moore, Jeannine DeFalco, Laurie Burns, Kevin Haycock

1. Report was given by Sharon Mooney regarding non-tenure staff. Lesson plan structure was discussed as well as the mentor program for first year teachers. It was suggested we look at TaskStream.com as a possible lesson plan template for new teachers. Discussion of differentiated lesson plans especially in SAGE was also discussed.
2. Second grade teachers have a concern regarding their reading program. They are to get samples of 2nd grade curriculum and also look into guided reading programs. Jenn Werner is to be used as resource.
3. Professional Development Plan was approved.
4. May 20 there will be an early dismissal. The teacher in-service will address bullying. This is part of a Rutgers program that also includes safe, drug-free schools.

5. Sixth grade orientation at Knowlton: Laurie will talk to J. Kennedy and see if middle school teachers are able to come to Knowlton. Our available dates are May 26, 27 and June 3 and 5.
6. Family Workshop schedule was tentatively put together.
 - a. September = Learning Styles
 - b. Study Skills = October
 - c. Family Math = winter months
 - d. Reading Comprehension = early December
7. Development of a Spanish post test was discussed. Sharon noted that next year there will be cluster objectives. Post test needs to be developed and given this year to better prepare for next year.
8. SAGE teacher is to be invited to next meeting to better explain the program.

Facilities – Kevin Haycock reported that the committee met twice with the architects regarding the new construction project and reviewed/developed the plan for expansion in preparation of the May 28th public meeting. The plan looks really good at this point and is broken into 3 phases.

Technology- Minutes from Matt Moore

Date: May 18, 2009

Subject: Update of Activities and Recommendations

Our committee was chartered in September upon acceptance of the districts strategic management plan and agreed to the following:

Purpose

- Improve linkage to BOE and the budgeting process (Strategic Plan Goals)
- Create and Implement Standards for the network, hardware and software
- Validate and Prioritize the 3-5 year technology plan

Objectives

- Revalidation of the Tech. Plan and formal budget submittal by December 31st
- Recommendations on any service provider (or SOW) changes by February 28th.
- Upgrade/maintenance completed and calendar established for 09-10 by April 30th

Our activity has been focused on understanding our current technology infrastructure, determining key issues in our use of technology for staff and students, and the effective use of current technology expenditures. Our team spent time with our current vendors, large national vendors that have specialty Government or Education segments, other districts and their technology coordinators, and on-line research of educational technology best practices. Within this context there are several factors that have and will continue to affect our use of technology.

- Past purchases were not maximized in use. We bought great things that we weren't able to fully utilize or that weren't implemented to take full advantage of the capabilities. Specifically the SIRS student information management software and the Avaya telephone system were robust systems that were/are being partially used. Our procurement strategy was cost/budget availability based, understanding (even in a limited way) Total Cost of Ownership which includes understanding training, maintenance and upgrade costs must become part of our technology planning.
- Technology review, management and maintenance is not a primary job for anyone within the district. As such, we are heavily reliant on third-parties for the identification of best practices, training maintenance and support. We do have hard-working staff that spends

their own time in working through issues, and we have some excellent vendors. However, our phone/copier vendor overcharged and under-delivered on long term, high cost contracts. And we have a mix of small local vendors and large service providers that offer different solutions and support options. We should consider the use of Software as a Service (SaaS) to more effectively allow programming to reach the classroom. Paying subscription rates for concurrent users may be more effective than paying for licenses per machine, and using web based solutions may be easier to manage than on-site upgrades and programming. Sadly, at this point any county/cluster consolidated approach to procurement or support isn't realistic- so we are on our own.

- Our staff has various levels of expertise and opinions on their own knowledge and use of technology in the classroom. Any technology initiatives that are undertaken must address access, training, and on-going support of our teachers. Differences between software versions, computing power between locations, and multiple manufacturer types makes training a challenge.
- “Hot” topics, like distance-learning, 1-1 computer ratios, streaming video use, home/school connection opportunities are not within our reach. Our network backbone is not fast enough or flexible enough to implement the latest and greatest tools. Technology must be integrated within the teaching styles and curriculum content across the school, not as a stand-alone solution to anything. We have had success, with limited exposure, to the use of smart-boards- and our website and student back-pack initiatives are great examples of using technology to improve communications and reduce costs.

Ok, so here's what we've worked on and are recommending. Since we didn't have any whiz-bang solutions for this 2009-2010 budgeting process our current assumption is that what we do now will be paid for by the reallocation of current technology dollars. However, we are anticipating a significant increase in technology expense as we move into planning for the 2010-2011 budget period.

Website

Thanks to our webmaster we've always had a professional, functional, useable web presence. This year the backpack program seems to have driven more traffic to the site. Additionally, we've made the BOE section more robust, with committee details and goals, as well as email availability to the committee chairs. We've also created special links for the regionalization process, and the modular replacement project. Our webmaster standardized the process for teacher updates to the site, and continues to improve the content, and monitor the site for continual improvement. This is managed through “WarrenNet” a county shared service for web hosting and email services, we are one of many members and their current service is good at an extremely low cost. They did make us aware of some risk to either close down, or increase prices; we have identified some alternatives in case that happens.

Servers/Personal Computers

Our server room was not secure, and there were no procedures around back-ups or storage on back-up tapes. New specs have been included in our building project, and in the interim a safe is being purchased to secure and protect the back-up tapes, a rack is being added to improve the layout, and software that allows the network to be managed from a single keyboard have been purchased.

We did have a wireless router added which works in the media center, library and administration offices.

There has been some progress made on making sure that the specs for the computers in the lab are all standardized enough for each to be able to run the same software at the same speed. The library cycles from the lab, into each of three pods that become less reliable as they move down

in age. The first pod is reliable; the other 2 are less reliable. We've upgraded the memory in the lab computers, but it's not cost effective to upgrade the ones in the library. This encourages a network of slower computers that can't handle newer applications or sites with advanced technologies.

There continues to be a mix of makes and models in the classrooms. We've made strides over the last 4 years in upgrading and relocating, from the lab to the library to the classroom. We do have 126 computers in the school. This type of "machine to machine" approach, for upgrading memory and speed, for loading software, etc is very time consuming and is "never-ending".

Speed/Performance

This is a big challenge- screen load times, running applications and other activity seems to be "slower" than it should be. The hardware had been checked, but the belief is that there's not enough server speed to run streaming videos (for instance). So the few staff that try to use it, download it to their machine maxing out the memory.

To fix our intranet last time we had problems (which helped us identify the Quality phone system problem) we had brought in a T1 line to and split it to run voice and data streams. Earlier this year we had Embarq (our core Service Provider) run speed tests, and based upon those results it seems that their available DSL service (like several of us have in our homes) will improve our speed and reduce our costs. This change will convert the phone system from a digital Voice over Internet Protocol (VoIP) to an analog system, but we won't lose anything we're currently using, outbound messages, voice-mail, dialing patterns etc. will all stay the same. The cut-over is scheduled for the first day of summer vacation.

Vendor Identification and Management

Embarq is our primary service provider and they bring in the "cloud" that we access for network services. R2 is computer management consultant which performs all of the installations, upgrades and maintenance on the data lines and the wire runs for the phone system. They also manage the fire-wall and spam protection software. Dell is our vendor of choice for desktops, laptops and network sized printers. Quality was our vendor for the phone system, and that ended with legal action when the equipment and service being provided was not consistent with our contract. Quality is also our vendor for the copier machines, and performed adequate service, but with older equipment and a premium price. Our classroom printers are a mix of types and age, but mostly HP inkjets, we have a lot of different types of cartridges which has made inventory management costly and inefficient. Our smart-boards are all from the same manufacturer and require little maintenance; training has been handled by our own staff.

So there are a few decisions that we've made that impact where we're spending our money, who we're using as a vendor and how we're deploying technology. Given the factors above here's our recommended approach for this next year.

Vendor Selection

In general, we should use national manufacturers that specialize in the education markets. They can provide case-studies and ancillary knowledge that will benefit us. Additionally, they distribute through multiple channels, so we can buy direct and on-line, use their dealer or retail outlets, and take advantage of special pricing.

As a service provider, Embarq is our only choice. But we do not yet fully utilize their services, and may be able to use them for fire-wall, spam protection, email, file management, web hosting and other things. Not something we're spending a lot of time on right now.

For computers, servers, desktops and laptops, Dell is an industry leader. The biggest competitor is probably HP but they do have gaps in their line. Cisco has switches and routers, and Linksys

does wireless- but it's typical to have those vendors pre-certify that the piece parts have been tested and can work together.

Our phone system is Avaya, they're an industry leader and for the limited use we make of the system it's unlikely to require much maintenance. Software updates do need to occur, but those can be procured on-line, so we're think we don't need a discrete telephone system maintenance contract. That said, we have used 2 different NJ based dealers that proved themselves when we audited the system a couple of years ago.

Printers and Copiers

We need to do something now- our copier quality can be improved and cost reduced. Classroom printers cause teacher angst, and increase the maintenance workload. We would like to have a network of printers and copiers so that we can "point" jobs to the most cost efficient location. We'd like to enhance our use of scanning (particularly in conjunction with Smartboards) and we'd like to at least have access to large-scale color if we need it.

We've selected Xerox to be our copier vendor. We're getting all new equipment, 2 X-large machines; a color machine in the office, a B&W in the teacher workroom, 1 large machine in the teacher workroom, and 2 small digital machines (replacing the one in the BA office and adding a new one for the Child Study Team). We'll be able to make as many copies as we make now, at a price reduction of about \$750 per month, and will be entering into a new 5 year contract effective June 1. Standard life-cycle is 5 years on these machines and all maintenance (direct from Xerox on-site) is included, we basically only pay extra for paper, staples, and color copies. Xerox has a number of local clients, with guaranteed 4 hour service response time, and utilizes the state contracting system. They beat out Ricoh, whom had similar pricing.

HP will become the standard classroom printer. They can be networked together and have a full-line of laser printers. Round numbers, we have 30 printers which should have a 3 year useful life. We can purchase 10 each year on an ongoing basis, and for less than \$75 per unit get on-line help desk support and a "break& replace" service contract direct with HP, even if we buy from Quill (our current supplier) or Staples. Costs run between \$250-\$600 per unit.

Units will be selected based upon the expected classroom use identified in a teacher survey that's already been completed. All-in One's that include scanner functionality and could also be color will be used where we use smart-boards, B&W or Color Laserjets will be used in the other classrooms, and toner type consolidation will be considered wherever possible. For network printers, we currently have large output Dell laser printers; they can be added to the free on-line HP software to track/manage our printer networks to determine best usage flow. Basically, you could scan an image in a classroom open the pdf file for display on the smartboard, and send the same image to a classroom printer for a few copies, send it to a high-speed printer for a 100 copier, or send it to a large copier for 1000 copies.

Network Architecture

We're recommending we move from a desk-top based system, to a server based system. We've had this described as "thin-client", while others including Dell call it "virtualization". But in essence we'd move the brains from the machine to the server. Software loads and upgrades would take place once, on the server, and each machine would access the same thing. The user experience would be the same in the lab, in the library, or in the classroom. We're currently reviewing our network hardware to see what would have to be purchased to accomplish this task. This should also help us maximize our software licenses; focusing less on how many machines can we load it on, to how many concurrent users are accessing the software.

We've reviewed the Lopatcong thin-client approach, and have started dialogue with Dell on how to accomplish this. In essence, our costs would shift from the desk-top to the server room, and the computers would be converted to terminals. A vendor called "Class-Link" based in NJ can be

used for the PC conversion process that allows us to reuse our current equipment. It may be possible, and we'd want to preserve the capability to run software in certain classes, to move the lab and library to more of a monitor and keyboard configuration, and use those desktops to improve the number (and age/speed) of desktops in each of the classrooms.

Desktops versus Laptops

Over time we hope to utilize more of the SIRS software (today it's attendance, soon it will be report cards, ultimately it could be parent home access). We also are using more formal request forms and templates for lesson planning, maintenance requests, web updates etc. Our teachers do have the ability to access our network from home, and they have at least one reliable classroom desktop for in-school use. It is almost "standard practice" in other districts that a teacher is assigned a laptop to meet these requirements. This is a significant cost, however the price of laptops has been falling and is something we should move up the priority list. If we want to support every teacher's use of technology in the classroom, we need to provide convenient and consistent access. Providing a pre-configured laptop to all teachers would provide the basic tool to allow them to more efficiently complete their administrative work, improve their own use of technology, and provide some new creative opportunities for lesson planning. Purchasing a wireless laptop "cart" can be reconsidered once we've made the change to thin-clients.

Budget Impacts

We've never really funded the technology plan, and most of the current initiatives say "as budget allows". We didn't have any major changes to this year's budget process, but need to link specific dollars to specific initiatives and goals, and be able to at least anecdotally measure our success versus spending. We have been trying to reallocate our current technology expenses into more strategic projects and we did some major strides this year.

- We've purchased our phone system outright, which gets rid of a \$2500 month payment. Currently we don't believe we need an ongoing maintenance contract, but will need some budget allowance for getting software updates to keep the system current.
- We're changing the copier lease and reducing our payment anywhere from \$750-\$1100 per month depending on whether we finance the buy-out of the old contract or just pay that in cash.
- We'll save about \$400 per month by switching from the T-1 to DSL in July.
- Since we can't budget for the revenue, yet we don't have the phone expense, we should be able to use next year's REAP grant of \$30,000 for new technology.

We're also trying to maximize current year budget savings by purchasing printers, and early purchase of networking equipment to prepare for thin-clients. We'd also consider buying monitors/keyboards for the media lab and/or library, or teacher laptops should enough surplus exist and we can identify exactly what we need for these initiatives.

MOTIONS

1. Approve Application to Operate Special Education Summer School

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the application to operate a special education summer school from June 29, 2009 to August 6, 2009.

Motion carried unanimously.

2. *Approve Application to Operate Regular Program Summer School*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the application to operate a regular education summer school from July 6, 2009 to July 30, 2009.

Motion carried unanimously.

3. *Appointment*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to appoint Hank Schmidt as the Indoor Air Quality Designee for the 2009-10 school year.

Motion carried unanimously.

4. *Approve Substitute for 2008-09*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the following substitute for the 2008-09 school year, as recommended by the Superintendent: Nicole Cecchetti and Jennifer Gross, pending completion of all paperwork.

On roll call, motion carried unanimously.

5. *Summer Custodians*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to employ the following 2009 summer custodians, as recommended by the Superintendent, Timothy Sullivan and Patrick Maillet at a rate of \$9/hour.

On roll call, motion carried unanimously.

6. *Approve Out of District Sending Summer Contracts*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to contract with Celebrate the Children private school for 5 weeks of summer services for one special education student (D.S.) at a tuition rate of \$3,986.25 and related services at a cost of \$2,752.50, and to contract with Camp Warren Recreation & Education Center for 5 weeks of summer services for one special education student (M.L.) at a tuition rate of \$1,750, personal aide cost of \$1,575 and other related services at a maximum cost of \$93/hour.

Motion carried unanimously.

7. *Approve Summer Special Education Program Tuition*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the proposed summer special education program, June 29th to August 6th, 3 hours per day, 4 days per week, tuition rate for receiving students \$2,500.

Motion carried unanimously.

8. *Approve Regular Summer Program Cost*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the Regular Summer Program, July 6th to July 30th, 3 hours per day, 4 days per week, cost per student \$45/week for 1st child, \$40/week for subsequent children.

Motion carried unanimously.

9. *Approve Regular Education Preschool Tuition*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the Knowlton Township Regular Education Preschool tuition rate of \$200/month for the 2009-10 school year.

Motion carried unanimously.

10. *Approval of Lunch Prices for 2009-10*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the lunch prices for 2009-10, as follows:

Student lunch	\$2.00
Extra entrée	\$1.50
Adult lunch	\$2.75
Salad bar	\$2.75
Ala Carte	\$.60
Milk	\$.45
Reduced Lunch	\$.40

Motion carried unanimously.

11. *Approve Food Service Contract*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve Maschio's Food Services, Inc. as the food service management company for 2009-10 at an annual management fee of \$7,462. Maschio guarantees a no cost or breakeven food service operation, including the management fee.

Motion carried unanimously.

12. *Approve Retirement Gift*

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to expend up to \$325 for a board retirement gift for Mary Halvorsen.

Motion carried unanimously.

13. Year-End Transfers and Appropriations

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to authorize the Superintendent to make line item transfers and appropriations as needed during the month of June and to authorize payment of year-end invoices all of which will be approved by the Board of education at the next board meeting.

Motion carried unanimously.

14. Approve 2009-10 Transportation Contract Renewal

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the 2009-10 Pupil Transportation contract renewal with B & K Dalrymple Inc. for a total of \$180,499.48 a 3.34% increase:

Red Route #1	\$31,381.09
Orange Route #3	\$29,314.86
Yellow Route #5	\$30,100.09
Green Route #7	\$31,073.72
Blue Route #10	\$29,314.86
Purple Route #11	\$29,314.86

Motion carried unanimously.

15. Approve Copier Lease

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve a 60 month copier lease with Xerox Corporation for five machines beginning July 1, 2009 at a monthly lease amount not to exceed \$1,747.00 (state contract #T2075).

Mr. Moore noted that the above cost includes the buyout of the current lease. If the buyout can be paid out of the current year budget the lease will be approximately \$400 less per month.

Motion carried unanimously.

16. Approve Field Trip Destination and Field Trip Contract

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the following field trip destination and contract: field trip contract Q-FT17 – Stocker Bus Company for one 3rd grade trip to the Center Valley, PA totaling \$245.00.

Motion carried unanimously.

17. Approve Budget Line-Item Transfers

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the attached 2008-09 budget line-item transfers from April 28, 2009 to May 18, 2009 totaling \$30,265.11 for Fund 10.

Motion carried unanimously.

18. Approve Bills

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the bills for payment as follows: Monthly bill list \$328,469.69 and Cafeteria bill list \$5,672.14.

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 April 30, 2009 (Policy 6820).

Board Secretary

Date

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

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to accept the monthly A-148 Secretary's Reports for the month ended April 30, 2009 and the A-149 Treasurer of School Monies Report for the month ended April 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.

20. Approve Minutes

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the Regular and Executive Session Minutes of April 27, 2009.

Motion carried unanimously.

Old Business

- **Nurses report on lice** – Mrs. Zito reviewed the current procedures and answered questions from the board.

New Business – Mr. Moore noted that the board retreat/workshop would be scheduled at the next meeting

Executive Session

Be it hereby resolved by, Mr. Haycock seconded by Mr. Rinaldi at 8:38 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- Administrative Evaluations
- 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 9:16 p.m.

Adjournment

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to adjourn the meeting at 9:17 p.m.

Motion carried unanimously.

Respectfully,

Rachelle Tjalma
Board Secretary