

May 24, 2010
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:07 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), Mr. Kevin Haycock, Mr. Bill Maxwell, Mrs. Bethany Summers, Mrs. Melissa Norwicke, Mrs. Dawn Sullivan, Mrs. Tammy Smith, and Mrs. Daniella Ferguson

Absent: Mrs. Laurie Burns

Other: Mrs. Sharon Mooney (Superintendent), Ms. Melody McBride (Board Secretary), Jeannine DeFalco (Assistant Principal), Teachers – Mrs. K. Rolph, Mrs. Kwasnik, Mrs. Hill, Mrs. Hill-Rosato, Mrs. Zito, Mrs. Hendershot, Mrs. Francis, Mrs. Bickhardt, Mrs. Miller, Mrs. Baker, Mrs. Jones

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 - None

Public Participation – Mrs. Hendershot mentioned she was pleased with the board on the budget process and thanked them for keeping the staff in place while working with the budget constraints.

Correspondence – Ms. McBride read maternity leave requests from Jennifer Werner and Misty Baker. She also read a request for medical leave from Debra DeVatt for surgery. Mr.

Moore read a note from KTEA expressing their disappointment on the timing of the board resolution to change medical benefit carriers, coinciding with the contract settlement.

Superintendent Report – Mrs. Mooney provided the following update:

- Nurse Interviews
 - With Pat Zito
 - Letters of interest but not all are certified as a school nurse
- Professional Development Plan – received official notification from the County Professional Development Board that Our 2010-2011 Professional Development Plan was reviewed and approved. The committee received compliments for putting together a comprehensive plan. The plan received the highest rating in all 6 element areas which included:
 - Needs Assessment
 - Reflection
 - Professional Development Goals
 - Professional Development Opportunities
 - Professional Development Resources
 - Evaluation

Congratulations to the members of the team: Jeannine DeFalco, Chairperson Kathi Smith, Misty Baker, Susan Perry and Jenn Werner

- Band – High Notes Festival; Superior Rating with a score of 92.5
- REAP Grant – we will be receiving \$29,788 for 2010-2011
- County Executive Superintendent – Kevin Brennan has resigned his position effective June 1st; taking a position at a Charter School in the Bronx. Uncertainty regarding the county office; have not replaced Education Specialist for Special Education Specialist.
- RTTT Grant – NJ is applying for round 2 for up to \$400 million dollars. In round 1, NJ came in 18th place. The top 16 were named as finalists; two winning states – Delaware and Tennessee.
 - Three guiding principles
 - Use data to support good decision making
 - Create incentives so that decision makers are encouraged to make good decisions
 - Hold teachers, schools, and districts accountable for improving the educational opportunities available to NJ students.

NJDOE will offer a minimum of \$100,000 to all districts that sign the MOU. (Money will come from state's portion of the grant as necessary.)

Vice Principal Report – Mrs. DeFalco provided the following update:

- **Recent Events:**
 - Kindergarten Screenings were May 6 and 7— 29 students were screened
 - NJASK testing for grades 3-6 is completed
 - The PTO provided lunch, coverage, and flowers for the Teacher Appreciation Luncheon 5/5/10

- NWR 6th grade ambassador presentation was well received on May 19th
- Officer Phil Assembly presented to grades K-4 on May 20th
- The Penny Race ended and the Kindergarten took home the grand prize!
- Band performance at High Notes Festival was Friday, May 21st and once again earned a Superior rating!
- **Upcoming Events**
 - Art Show tomorrow from 4:30 – 6:00pm
 - Sixth grade to visit NW on May 27th
 - Fifth and Sixth grade Track and Field Day May 28th
 - Sixth grade trip to Fairview June 7th and 8th
 - Team Color Day June 9th
 - Promotion Exercises for Sixth Grade June 21st
 - Last Day 6/22
 - Sixth Grade Dance 6/25

Board Secretary Report – Ms. McBride provided the following update:

HIF Update – Attended the HIF meeting on Friday, May 21. There was discussion on the National Healthcare legislation and extending coverage to age 26. This will be effective Jan 1, 2011. Dependents can be added on insurance plan if they do not have other coverage. HIF is requiring all members who have dependants age 24-26 to sign affidavit that they do not have other coverage. More details to come on this. Expected cost of the new program is estimated to be .7% to 1.5% on the HIF.

Open Enrollment – Going on now through May 26th. Changes will take place effective July 1.

Pension Reform – There has been confusion around impact of bill if not in SHBP. HIF program managers committed to providing handout to relay the impact to non-SHBP. We are using FAQs that were distributed by Division of Pension and Benefits to administer the plan changes. These were hand-outs at the April board meeting.

MOTIONS

1. Maternity Leave Request

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve a request for maternity leave from Jennifer Werner from October 4, 2010 to January 3, 2011.

On roll call, motion carried unanimously

2. Maternity Leave Request

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve a request for maternity leave from Misty Baker from October 12, 2010 to January 3, 2011.

Discussion: Mr. Moore requested a long-term substitute be hired earlier so that the students are minimally affected.

On roll call, motion carried unanimously

3. Custodian Medical Leave Request

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve a request for medical leave from Debra DeVatt from May 10, 2010 to August 12, 2010. Vacation, Sick Days, and Personal Days will be used from May 10, 2010 until May 20, 2010.

Discussion: Mr. Moore informed the board the facilities committee chair was notified of the Mrs. DeVatt's change in status and need to hire a long-term substitute custodian.

On roll call, motion carried unanimously

4. Substitute Custodian

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to hire Timothy Sullivan as a substitute custodian at a rate of \$10/hour, 6 hours/day starting May 10, 2010 to June 22, 2010, as recommended by the Superintendent.

Discussion: Mr Moore asked if Tim Sullivan will continue in the summer. Ms. McBride confirmed he would continue employment.

On roll call, motion carried unanimously

5. Custodian Benefits

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to extend single coverage benefits to Debra Devatt while she is out on medical leave until August 12, 2010 with the option to pay 100% for additional dependent coverage.

Discussion: Mrs. Smith asked if the board offered this option to all employees. Mr. Moore responded this had been offered to Mrs. DeVatt in a prior year.

Motion carried 6:0:1 (Mrs. Smith abstained)

6. Child Study Team Coordinator

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer an employment contract for 2010-11 to Jill Boyle as Child Study Team Coordinator at a stipend of \$9,776, as recommended by the Superintendent.

On roll call, motion carried unanimously

7. New Hires

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to authorize Mrs. Mooney, Superintendent, to hire new employees for the summer and for the 2010-11 school year, to be approved by the board at the next regular board meeting.

Motion carried unanimously

8. Approve Application to Operate Special Education Summer School

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the application to operate a special education summer school from June 28, 2010 to July 29, 2010.

Motion carried unanimously

9. Approve Application to Operate Autistic Summer School

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the application to operate an autistic summer school program from June 28, 2010 to August 5, 2010.

Motion carried unanimously

10. Approve Application to Operate Regular Program Summer School

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the application to operate a regular education summer school from July 6, 2010 to July 29, 2010.

Discussion: Mrs. Mooney reminded the board the ROID grant will cover \$7500 of the program costs.

Motion carried unanimously

11. Approve Out of District Sending Summer Contracts

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to contract with Developmental Center private school for 5 weeks of summer services for two special education student (M.L. and D.S.) at a tuition rate of \$4,500 and related services at a cost of \$2,150, totaling \$13,300.

Motion carried unanimously

12. Approve Summer Special Education Program Tuition

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the proposed summer special education program, June 28, 2010 to July 29, 2010, 3 hours per day, 4 days per week, tuition rate for receiving students \$2,500.

Motion carried unanimously

13. Approve Summer Autistic Program Tuition

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the proposed summer special education program, June 28, 2010 to August 5, 2010, 3 hours per day, 4 days per week, tuition rate for receiving students \$2,750.

Motion carried unanimously

14. Approve Regular Summer Program Cost

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Regular Summer Program, July 6, 2010 to July 29, 2010, 3 hours per day, 4 days per week, cost per student \$45/week for 1st child, \$40/week for subsequent children.

Motion carried unanimously

15. Approve Regular Education Preschool Tuition

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Knowlton Township Regular Education Preschool tuition rate of \$200/month for the 2010-11 school year.

Discussion: Mrs. Smith asked how the rate was determined. Mrs. Mooney said the board received comparables from local schools in the area. Mrs. Sullivan questioned if we could offer an AM and PM preschool class. Mrs. Mooney responded the costs associated with a second program was not budgeted for 2010-11.

Motion carried unanimously

16. Approve Retirement Gift

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to expend up to \$325 each for board retirement gifts for Linda Liebler and Pat Zito.

Motion carried unanimously

17. Approve Inverse Paradox, LLC contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Inverse Paradox, LLC contract, *with the requested changes*, to set up Google apps, educational licensing, email migration, website hosting, and staff and administrator training for a one-time fee of \$3500.

Motion carried unanimously

18. Approve Excel Micro Quote

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the purchase of email archiving from Excel Micro for a yearly cost of \$930.

Discussion: Mr. Maxwell asked how this is currently being done. Mr. Moore said the school is currently not capable of email archiving.

Motion carried unanimously

19. Year-End Transfers and Appropriations

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

20. Approve 2010-11 Transportation Contract Renewal

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the 2010-11 Pupil Transportation contract renewal with B & K Dalrymple Inc. for a total of \$151,184.62 a 0% 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

Discussion: Mrs. Sullivan asked why the Purple route was removed. Mrs. Mooney explained we are in the process of updating our bus routes and with the decrease in enrollment; we are combining busses and eliminating one route. The purple route is not being eliminated.

Motion carried unanimously

21. Approve Parental Transportation Contracts - Summer

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following summer parental transportation contracts for special education transportation:

<u>Destination</u>	<u>Per Diem</u>	<u>Length</u>	<u>Student</u>	<u>Maximum</u>
Developmental Center	\$25/day	7/15/10-8/18/10	#1451	\$625.00
Developmental Center	\$25/day	7/15/10-8/18/10	#1409	\$625.00

Motion carried unanimously

22. Approve Field Trip Destination and Field Trip Contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the field trip contract Q-F13 with B&K Dalrymple, totaling \$923.00 for the following destinations:

Grade 5 – Lehigh Valley Zoo, 1 bus - \$219.00
 Preschool – Kid Juntion, 1 bus - \$199.00
 Grade 6 – Dorney Park, 1 bus - \$275.00
 Preschool – ShopRite, 1 bus - \$120.00
 K – Orientation, 1 bus - \$40.00
 Grade 6 – NWR, 1 bus - \$70.00

Discussion: Mrs. Mooney asked Mrs. Hendershot to explain the preschool field trip to Shoprite. Mrs. Hendershot said it was a behind the scenes look into the workings of a grocery store. She said it is very informative and educational.

Motion carried unanimously

23. 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 April 27, 2010 to May 24, 2010 totaling \$3,753.17 for Fund 10.

Motion carried unanimously

24. 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

25. 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 \$387,945.54 and Cafeteria bill list \$6,686.20.

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

26. 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 April 30, 2010 and the A-149 Treasurer of

School Monies Report for the month ended April 30, 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

27. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Regular Session Minutes of April 26, 2010.

Motion carried 5:0:2 (Mrs. Sullivan and Mrs. Norwicke abstained)

Old Business

- Committee designations - tabled to June 14 workshop meeting
- State and County Board delegates – tabled to June 14 workshop meeting

Executive Session

Be it hereby resolved by, Mr. Kevin Haycock seconded by Mr. Bill Maxwell at 8:30 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

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 9:18 p.m.

28. Assistant Principal Contract Renewal

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer an employment contract to Jeannine DeFalco, 10 month Assistant Principal, at a salary of \$70,000 for the 2010-11, as recommended by the Superintendent.

On roll call, motion carried unanimously

29. Board Secretary Contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer an employment contract to Melody McBride, School Finance Assistant/Board Secretary, at a salary of \$50,500 for the 2010-11, as recommended by the Superintendent.

On roll call, motion carried unanimously

30. Business Administrator Contract Renewal

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer an employment contract to Rachelle Tjalma, School Business Administrator, at a total salary of \$20,000 for the 2010-11, as recommended by the Superintendent, *pending Executive County Superintendent approval.*

On roll call, motion carried unanimously

31. Secretary Contract Renewals

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer employment contracts to the following secretaries for the 2010-11 school year, as recommended by the Superintendent: Lola Shattuck, \$53,400 and Donna Ventura, \$40,000

On roll call, motion carried unanimously

32. Superintendent Contract Salary

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the 2010-11 salary of \$120,500 for Sharon Mooney, Superintendent, *pending Executive County Superintendent approval.*

On roll call, motion carried unanimously

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to adjourn the meeting at 9:27 p.m.

Motion carried unanimously

Respectfully,

Melody McBride
Board Secretary