

June 14, 2010  
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:00 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. Bill Maxwell, Mrs. Bethany Summers, Mrs. Melissa Norwicke, Mrs. Dawn Sullivan, Mrs. Tammy Smith, and Mrs. Daniella Ferguson, Mrs. Laurie Burns

Absent: Mr. Kevin Haycock

Other: Mrs. Sharon Mooney (Superintendent) and Jeannine DeFalco (Assistant Principal)

### ***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

## **MOTIONS**

### ***1. Approve Summer Special Education Program Staff***

A motion was made by Mrs. Bethany Summers seconded by Mrs. Dawn Sullivan

to approve the following staff for the 2010 Summer Special Education Program as recommended by the Superintendent:

Jeannette Cornish	Teacher	\$1,924.00
Debbie Hendershot	Teacher	481.00
Susan Thurgood	Teacher	2,886.00
Cindy Hendershot	Aide	1,080.00
Cathleen Gerhardt	Aide	1,080.00
Misty Baker	Aide	360.00
Allison Bickhardt	Aide	360.00
Kim Reber	Aide	360.00
Cindy Hendershot	Van Driver	432.00

On roll call, motion carried unanimously

## ***2. Approve Regular Summer Program Staff***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to approve the following staff for the 2010 Regular Summer Program as recommended by the Superintendent:

Jane Hill-Rosato	Director	\$1,924.00
Sharon Miller	Instructor	1,443.00
Barbara Ackerman	Instructor	1,924.00
Kathy Rolph	Instructor	1,924.00
Lisa Garrison	Instructor	481.00
Wendy Lundon	Aide	900.00
Katy Jones	Aide	900.00

On roll call, motion carried unanimously

## ***3. Aide Contracts***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to offer employment contracts for 2010-11 to the following aides, as recommended by the Superintendent:

Wendy Lundon	Step 15 Instructional Aide	\$17,600
Donna Killam	Step 7 Instructional Aide	\$13,600
Lucille Devaney	Step 6 Non-instructional	\$11,900

On roll call, motion carried unanimously

## ***4. Summer Custodians***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to employ the following 2010 summer custodians, as recommended by the Superintendent, Timothy Sullivan at a rate of \$10/hour, D.J. Haycock and Christina Perry at a rate of \$9/hour.

On roll call, motion carried unanimously

### ***5. Approve Substitute for 2009-10***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to approve the following substitute for the 2009-10 school year, as recommended by the Superintendent: Susan Acker and Debbie Caulfield, pending completion of all paperwork.

On roll call, motion carried unanimously

### ***6. Employment Contract***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to offer an employment contract to Susan Acker as a Nurse for the 2010-11 school year, with a salary of \$48,600 (Step B5), as recommended by the Superintendent.

On roll call, motion carried unanimously

### ***7. Approve Travel Expenditures***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to approve the attached travel expenditures for the 2009-2010 school year as required by the Chapter 53 revisions to C.18A:11-12.

Motion carried unanimously

### ***8. Revise Motion - Approve Parental Transportation Contracts - Summer***

A motion was made by Mrs. Bethany Summers 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>
Celebrate the Children	\$59/day	7/15/10-8/18/10	#1451	\$1475.00
Celebrate the Children	\$56/day	7/15/10-8/18/10	#1409	\$1400.00

Motion carried unanimously

### ***9. Accept 2010-2011 Horizon BCBS Dental Renewal***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to accept the Horizon Blue Cross Blue Shield of New Jersey dental renewal rates effective July 1, 2010 thru June 30, 2011 at a 3% increase in premiums from 2010-11.

Discussion: Mrs. Tammy Smith requested the board request a quote from Delta Dental for a comparison.

Motion carried unanimously

## ***10. Accept 2010-2011 NJMEBF Medical Renewal***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to accept the North Jersey Municipal Employee Benefits Fund medical renewal rates effective July 1, 2010 thru June 30, 2011 at a 10.3% increase in premiums from 2010-11.

Motion carried unanimously

### **Old Business**

- Committee designations – tabled to June 28<sup>th</sup> board meeting
- State and County Board delegates – tables to June 28<sup>th</sup> board meeting

### **New Business – Board Retreat (Board Self Evaluation and 2010-11 BOE Goals)**

The following Minutes were submitted by Matt Moore documenting the Board Workshop:

*The board met for its summer workshop and completed our self assessment and established shared CSA/Committee goals for 2010-2011. Ms. Mooney and all current members, with the exception of Kevin Haycock, were at the meeting.*

*Overall the BOE felt that 2009-2010 was a successful year, with much accomplished. While the referendum was voted down, an honest effort went into its preparation and support. We formed a liaison committee to establish a direct dialogue with the KTEA and stayed focused on executing the goals identified in the districts Strategic Plan. We successfully created and won budget approval from the voters. The creation of the Executive Committee, with no sitting Finance Committee, proved an acceptable way to consolidate the financial needs of all committees and provide timely support for pressing issues.*

*While some of the specific goals have been “accomplished”, the majority of these initiatives carry-over from year to year. And while we can continue to focus on the stated objectives from the last strategic plan, it is important that we also address the immediate demands, or newly identified issues, brought to us by the administration, staff and parents.*

*Comments on last year’s 2009-2010 goals and accomplishments are listed below in italics.*

### **Instructional Committee**

- Continue revisiting curriculum on a rotating basis and upgrade textbooks and supplies to the highest level.
  - Re-evaluate the current World Language program with the intent to improve students’ fluency and comprehension.

*We worked through the process with the cluster curriculum committee to establish the vocabulary words and other assessments to determine our effectiveness of preparing our kids for entry into 7<sup>th</sup> grade. We now have a grade by grade target of words and concepts. We re-validated that World Language includes a culture component in the curriculum, and learned the each school in the cluster schedules its Spanish program differently. We built on the list of pre and post assessments, and grew the availability of websites and other tools to enhance the teaching of World Language.*

- Foster the development of students' individual learning styles by:
  - Reinstating the study skills workshops for parents

*The study skills workshops were held. Attendance continues to be an area to improve on.*

- Investigate the use of a new, more detailed report card that would:
  - Be a skills mastery assessment

*Significant progress was made on this goal, but it will be carried-over to next year. Integration with the schools current administrative software (SIRS) is the next step. Agreement was reached on how detailed to make it, and how to establish it in K-3 and then add a year as the grade levels progress. This should make it easier and more meaningful to parents.*

- Emphasize the importance of maintaining the SAGE program and expanding it to students at all grade levels
  - To create a curriculum that includes ample opportunities for students to practice critical life skills such as leadership, problem solving, risk taking, decision making, and effective written and verbal communication.
  - Provide teachers with appropriate means and education to achieve these goals

*Enrichment activities we made part of the K-2 grades, and the pull-out program in Gr.3-6 increased the usage of consortium activities. More grade level culminating activities to maximize critical life skills, and teacher professional development efforts were linked to specific learning objectives, or leveraged the feedback from the liaison committee by providing grade-level discussions.*

### **Community Relations Committee**

*As previously discussed, the community relations committee was focused around the creation and marketing of the referendum of the building project. Most, if not all, of these goals will be continuing however the Committee felt there was no need to continue to sit a formal community relations committee.*

- Coordination with Knowlton Knowledge, PTO, KIDS Committee
  - Develop a yearly wish list of district needs from the Board of Education, Administration, Faculty, and Staff

*This was achieved, and many of the work efforts from this committee will now be coordinated through the PTO "umbrella". Our hope is to focus our critical volunteering efforts, by consolidating the communications of PTO, Knowlton Knowledge, KIDS Committee, Knowlton Krew, etc under one banner.*

- Voter Support Programs
  - Registration
  - Issues / Awareness

*This was accomplished; with ongoing messaging at all school events and links to the registration site on all communications.*

- School Communication Efforts
  - Coordination with Architect's marketing people for building project
  - Community meetings for regionalization and budget presentations
  - Non-Parent Programs

*This was accomplished, but will continue to be an ongoing effort to enhance community and non-parent organizations in the business of the school.*

- To improve, update, and create tools for the school district to communicate and educate students, parents, and the entire Knowlton School community:
  - Develop additional communication and community education opportunities on the district website.
  - Develop a parent support phone list for new parents to the district.

*These were accomplished and are now in use. In general the school website and the ongoing efforts to "go paperless" have been widely successful.*

- Develop a plan for teachers to use email and website for communication with parents.

*The capability is now there, and was often used. Moving to goggle apps (email, etc) and more fully utilizing the ClassLink infrastructure will be a goal for the Technology Committee next year.*

- To investigate funding and resource opportunities for the district.
  - Continue to explore opportunities for shared services (Committee Chairs)

*Ongoing, not accomplished.*

- Investigate establishing a Capital Campaign to compliment or offset the costs of facilities improvement (from Facilities Committee)

*Ongoing, not accomplished.*

- Share services for a grant writer with the Township Committee, within the North Warren cluster and/or the Knowlton Knowledge Education Foundation

*This got our summer program grant approved for a second year, and will continue to be used whenever possible.*

- Promote corporate matching of donations to be used as a tax deduction benefit

*Ongoing, not accomplished, together with potentially using a capital campaign this would be discussed on a project-to-project basis by the Executive Committee.*

### **Facilities Committee**

- Building Contract Oversight
- Build a permanent addition to the existing facility to replace the temporary classrooms and meet the educational needs of Knowlton Township Elementary School and the community.

*Not applicable since the referendum failed, but the plan development was successful and consistent with what the Board felt we should do to meet the educational requirements.*

- The district will provide a secure building and playground by implementing preventive measures.
  - Biannual inspection team comprised of parents and staff to identify, prioritize, and make recommendations to the BOE
  - Consider doorbells or buzzers/cameras at doors

*These were partially accomplished, but will be ongoing and keycards will be considered as a next year goal.*

### **Technology Committee**

- Begin Development on a new District 3-Year Technology Plan.

*The plan was approved by the County and Board and should receive State approval this summer.*

- Develop processes for the identification, procurement, and deployment of software. Leverage staff, and other stakeholder (i.e., county coordinator, parents, local businesses) input whenever possible. Determine ongoing upgrade and maintenance schedule.

*This was partially accomplished with standards now established for hardware, and discussions for standards for software deployment being created. We relied heavily on the experiences of other districts in the county (specifically Lopatcong) for new purchases and approaches to parent and teacher deployment.*

- Create an ongoing Professional Development Plan for all staff.
  - Identify best practices for technology professional development in an educational environment.
  - Determine amount of professional development needed for new programs, and for refresher training.
  - Develop specific plans for educational software used as adjuncts to other media, as well as opportunities for stand-alone technology based learning opportunities.

*Our professional development plan was approved by the Board, County and State. And specific professional development has been linked to all new technology choices and purchases.*

- Develop specific plans for administrative software development and deployment

*This has been partially accomplished, and will continue to be focused on as the new report-cards and other initiatives are executed.*

## **Knowlton Township Board of Education 2010-2011 Goals**

### **Instructional Committee**

Continue revisiting curriculum on a rotating basis and upgrade textbooks and supplies to the highest level.

- Re-evaluate the math program so that all students will be challenged to their maximum ability.
- Continue working with cluster schools to align curriculum, program and texts.

Research and recommend any resource or technologies needed to enhance special, resource and general education classrooms. Improve our understanding of having a more inclusive classroom environment where Special Education and Basic Skills teachers collaborate or team teach with the regular classroom teacher.

Use the report card committee to investigate the use of a new, more detailed report card that would:

- Be a skills mastery assessment
- Evaluate testing needs

Foster the development of Individual Learning styles by exploring grants and other opportunities for increased teacher-in-service training specifically geared toward leaning styles, multiple intelligences, etc.

### **Facilities Committee**

Ongoing evaluation of the existing structure and creation of an Improvement Plan that would include but not be limited to the following:

- HVAC (A/C for the multi-purpose room)
- Existing Structure and Grounds –Quality Assurance creation and implementation on the ongoing use of the modular classrooms, and development of a plan to address student needs should we lose the right to use the modulars.

Ongoing initiatives to provide a safe, secure, and nurturing environment.

- Building Bus, and Playground Safety
  - Biannual inspection team comprised of parents and staff to identify, prioritize, and make recommendations to the Board of Education.
  - Consider Key Cards for entry ways, especially in the West Wing.
  - Consider doorbells or buzzers/cameras at doors.
  - Consider panic button in classrooms to alert office if students or teachers are in danger.
  - Add an additional year of the CAP program, specifically to 6<sup>th</sup> grade, to deal with changes that occur during this year or find a program that addresses peer pressure and sexual harassment.
  - Have a set time frame for fingerprint program such as every 5 years.

### **Technology Committee**

- Implement the objectives in the Districts new 3-year Technology Plan
- Develop processes for the identification, procurement, and deployment of software. Leverage staff, and other stakeholder (ie, county coordinator, parents, local businesses) input whenever possible.
- Increase the teachers use of the schools email system and website for communications with parents.

- Develop a plan to provide every teacher with a laptop computer to improve productivity and quicken our adoption of new technologies.

### **Executive Committee**

- Coordination and participation with PTO and Knowlton Knowledge to understand and improve volunteerism and community involvement. Develop a list of community resources, social services, and crises management services.
- Increased usage of professional grant writers, and other avenues (capital campaign, shared services, corporate donations/matching, etc.) for increased or enhanced teacher professional development and programs.
- Support the issues and ideas generated by the work of the Liaison Committee

### ***Adjournment***

A motion was made by Mrs. Bethany Summers seconded by Mr. Bill Maxwell to adjourn the meeting at 8:38 p.m.

Motion carried unanimously

Respectfully,

Jeannine DeFalco  
Acting Board Secretary