

June 22, 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, Mrs. Bethany Summers, Mrs. Dawn Sullivan, Mr. Gregory Murray and Mrs. Melissa Norwicke

Absent: Mr. Alex Rinaldi

Other: Mrs. Sharon Mooney (Superintendent), Mrs. Rachelle Tjalma (SBA), Jeannine DeFalco (Assistant Principal), Mrs. Pat Fahy, Miss Melody McBride

***Public Participation*** – Mrs. Fahy recommended adding a sign at the end of the bus lane that states buses only between 8:20am-8:40am and 3:00pm-3:20pm.

***Correspondence*** – Mrs. Tjalma read a thank you note from Knowlton Seniors for lunch and Mrs. Mary Halvorsen for the retirement gift. Mrs. Mooney read the resignation letter from Mrs. Tjalma.

### ***Superintendent's Report*** –

Mrs. Mooney reported on the following:

#### 1. Facilities

- Repairs to the well cover are almost complete. Roof has been angled and shingled. Siding has been put on sides. Front skirting and box need to be finished.
- Materials have been purchased for roof repairs to the shed and garage. Will need volunteers to help with the repairs.
- Parent Volunteers helped weed the front of the building and around the flagpole in time for promotion exercises. Special thanks to Mrs. Ippolito and her children Guiseppe and Sophia and the Dwornikosky Family – Dad, Samantha and Courtney.

- Records Management Company worked on stored documents on 6/22/09.
  - Carpet was installed in the new Autistic classroom 6/22/09.
  - Mulch for the playground was delivered.
  - Phone lines were converted on 6/18 from T1 to pots lines and DSL is running.
2. NJ Supreme Court ruling approved the School Funding Reform Act of 2008 which ends funding to Abbot districts. The funding system can be used for the next 3 years. No direct impact on our school district although the Abbotts may receive more federal money.
  3. Summer Learning Seminar was offered to parents in all grades. Approximately 16 people attended each session for over 30 parents. Parents received information, ideas, activities and websites to support learning in reading and math. Workshop was given by Katy Jones and Jenn Werner. Sharon Miller also provided suggestions and activities on how to modify learning. Special Education Parent Meeting was held prior to workshops so that parents could attend both seminars.

Mrs. DeFalco reported on the following:

End of year reports in the areas of Math AYP, Oral Reading Fluency, Multidimensional Fluency Scales and statistics on students receiving services from the Language Arts Literacy Specialist.

### ***Committee Reports***

#### **Community Relations** - Minutes from Bethany Summers

June 8, 2009

- I. Public Meeting
  - a. Small turnout- 4 parents, 1 former BOE member, several seniors
  - b. Consider one more bulk mailing
  - c. Other advertising- see item VI
  
- II. First adult education seminar
  - a. Kim Schad and Kelly Murphy from Woman to Woman
  - b. Very good presentation
  - c. Small turnout
  - d. Bethany to do one in the fall
  
- III. Knowlton CREW
  - a. Volunteers to weed and clean up for graduation
  - b. Kevin planning to use for summer projects
  - c. Include info in fall parent's paperwork
  - d. Appreciation for volunteers- through BOE, poss pictures on Back to School night
  
- IV. Other ideas for using the school
  - a. Currently- KAA, scouts
  - b. Other groups in town that need meeting space
  - c. Melissa looking into a guitar teacher for after-school lessons

V. Involvement with PTO and KK- encourage them to pick a representative to come to BOE meetings. We should have more communication between these groups

#### VI. Referendum

- a. Voter registration drive
- b. Detailed info for parents to go home in backpack
- c. Get the students involved- excited about new addition
- d. Contact parents of former students
- e. Contact young adults who attended KTES
- f. Contact previous BOE members
- g. Article in local paper(s)
- h. Encourage Kids Committee involvement

#### **Technology Committee**

Mr. Moore provided an executive summary of Thin Client technology provided by Classlink. He gave an update on the current computer situation at KTES, including continuous software and hardware issues. He provided a summary of cost savings and student-teacher benefits of the proposed software. Three potential implementation scenarios were provided to the board.

#### ***New Business***

- ***School Use*** - Mr. Moore suggested using the school facility for paid use. Security concerns were discussed. Mrs. Mooney recommended requests should go to the board for decision since there is not a standard policy.

### ***MOTIONS***

#### ***1. Revised – Approve Application to Operate Special Ed. Summer School***

A motion was made by Mr. Haycock seconded by Mrs. Sullivan to approve the application to operate a special education summer school from June 29, 2009 to July 30, 2009.

Motion carried unanimously.

#### ***2. Approve Application to Operate Special Ed. Autistic Summer School***

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

Motion carried unanimously.

#### ***3. Approve Application to Operate Special Ed. Autistic Program***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the application to

operate a special education autistic program for the 2009-10 school year.

Motion carried unanimously.

#### **4. *Approve Autistic Program Contracted Services***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve a contract with Douglass Outreach for contracted services for the autistic program for the 2009-10 school year in the amount of \$28,000 plus mileage/tolls.

Motion carried unanimously.

#### **5. *Out of District Aide Contract***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract to Jennifer Thomas as an out of district personal aide for special education student #1408 for the summer 2009 at a salary of \$506.25, and the 2009-10 school year at a salary of \$17,500, as recommended by the Superintendent.

On roll call, motion carried unanimously

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

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following staff for the 2009 Summer Special Education Program as recommended by the Superintendent:

Jeannette Cornish	Teacher	\$1,872.00
Debbie Hendershot	Teacher	468.00
Susan Thurgood	Teacher	3,672.00
Cindy Hendershot	Aide	1,200.00
Helen Hill	Speech	2117.50
Debbie Hendershot	Van Driver	936.00

On roll call, motion carried unanimously

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

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following staff for the 2009 Regular Summer Program as recommended by the Superintendent:

Jane Hill-Rosato	Director	\$1,872.00
Sharon Miller	Instructor	1,872.00
Barbara Ackerman	Instructor	1,872.00
Kathy Rolph	Instructor	1,404.00
Lisa Garrison	Instructor	468.00
Wendy Lundon	Aide	900.00
Cathleen Gerhardt	Aide	900.00

On roll call, motion carried unanimously

## **8. *Employment Contract***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract to Susan Thurgood as a teacher for the 2009-10 school year, Step 1B, salary dependent upon the settlement of negotiations, as recommended by the Superintendent.

On roll call, motion carried unanimously

## **9. *Aide Contracts***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer employment contracts for 2009-10 to the following aides, as recommended by the Superintendent:

Wendy Lundon	Step 14 Instructional Aide	\$17,100
Donna Killam	Step 6 Instructional Aide	\$13,100
Lucille Devaney	Step 5 Non-instructional	\$11,400

On roll call, motion carried unanimously

## **10. *Child Study Team Coordinator***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract for 2009-10 to Jill Boyle as Child Study Team Coordinator at a stipend of \$9,450, as recommended by the Superintendent.

On roll call, motion carried unanimously

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

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following substitute for the 2009-10 school year, as recommended by the Superintendent: Theresa Nanius, pending completion of all paperwork.

On roll call, motion carried unanimously

## **12. *Accept 2009-10 Horizon BCBS Medical & Dental Renewal***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_ to accept the Horizon Blue Cross Blue Shield of New Jersey medical renewal rates effective July 1, 2009 thru June 30, 2010 at a 20% increase in premiums from 2008-09 and to accept the Horizon Blue Cross Blue Shield of New Jersey dental renewal rates effective July 1, 2009 thru June 30, 2010 at a 3% increase in premiums from 2008-09.

Motion tabled until end of meeting

**13. *Approve School Van Driver Substitutes for 2009-10***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve Debbie Hendershot, Pat Fahy, Cindy Hendershot and Patti Crann as substitute school van drivers for the 2009-10 school year, as recommended by the Superintendent.

On roll call, motion carried unanimously

**14. *Approve Retirement Sick Pay***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following retirement sick pay per the KTEA contract: Mary Halvorsen - \$6,230.00.

On roll call, motion carried unanimously

**15. *Approve Physical & Occupational Therapy Service Provider***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve Sam's Kids Pediatric Therapy LLC as the summer and 2009-10 Physical Therapy Service Provider for one special education student (#1408) attending the Belvidere School District at a rate of \$85.00 and \$85.25 per hour, respectively, and to approve Sam's Kids Pediatric Therapy LLC as the summer and 2009-10 Occupational Therapy Service Provider for the same student at a rate of \$80.00 and \$85.25 per hour, respectively

Motion carried unanimously.

**16. *Approve Parental Transportation Contracts***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following 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	\$61.50/day	9/1/09-6/30/10	#1409	\$11,070
Belvidere School	\$25/day	7/1/09-6/30/10	#1408	\$4,875

Motion carried unanimously.

**17. *Approve Budget Line-Item Transfers***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the attached 2008-09 budget line-item transfers from May 19, 2009 to June 22, 2009 totaling \$14,043.79 for Fund 10.

Motion carried unanimously.

**18. *Approve Bills***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the bills for payment as follows: Monthly bill list \$412,872.64 and Cafeteria bill list \$7,290.84.

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 May 31, 2009 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mr. Haycock seconded by Mr. Maxwell to accept the monthly A-148 Secretary's Reports for the month ended May 31, 2009 and the A-149 Treasurer of School Monies Report for the month ended May 31, 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. Maxwell to approve the Regular and Executive Session Minutes of May 18, 2009.

On roll call, motion 7:0:1 (Greg Murray)

### ***20a. Approve Classlink software***

A motion was made by Mr. Haycock seconded by Mrs. Norwicke to purchase up to \$54,300 for Classlink software (Scenario 2), pending reference checks.

Motion carried unanimously

### ***Old Business***

- **Board Retreat Date** – July 27, 2009, 6-9pm
  - Proposed agenda
    1. 2008-2009 successes
    2. Committee discussion on objectives and progress made
    3. 2009-2010 goal setting

### ***Executive Session***

Be it hereby resolved by, Mr. Haycock seconded by Mrs. Norwicke at 8:46 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 Contracts
- KTEA Negotiations

- Legal Update

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 10:25 p.m.

## ***21. Secretary Contract Renewals***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer employment contracts to the following secretaries for the 2009-10 school year, as recommended by the Superintendent: Lola Shattuck, \$ 51,900 and Donna Ventura, \$36,200.

On roll call, motion carried unanimously.

## ***22. Superintendent Contract Salary and Renewal***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the 2009-10 salary of \$115,800 for Sharon Mooney, Superintendent, and to offer an employment contract to Sharon Mooney as the Superintendent from July 1, 2009 to June 30, 2012.

On roll call, motion carried unanimously.

## ***23. Assistant Principal Contract Renewal***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract to Jeannine DeFalco, 10 month Assistant Principal, at a salary of \$66,000 for the 2009-10, as recommended by the Superintendent.

On roll call, motion carried unanimously.

## ***24. Business Administrator Contract Renewal***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract to Rachelle Tjalma, School Business Administrator, at a total salary of \$25,300 for the 2009-10, as recommended by the Superintendent.

On roll call, motion carried unanimously.

## ***25. Board Secretary Contract***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract to Melody McBride, School Finance Assistant/Board Secretary, at a salary of \$47,500 for the 2009-10, as recommended by the Superintendent.

On roll call, motion carried unanimously.

## **26. *Treasurer Contract Renewal***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract for 2009-10 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

On roll call, motion carried unanimously.

## **27. *Sub Caller Contract Renewal***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract for 2009-10 to Wendy Lundon as sub caller for \$2,000, as recommended by the Superintendent.

On roll call, motion carried unanimously.

## **28. *Approve Teachers' Contract***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to enter and Memorandum of Agreement for the 2010-2012 teachers' contract with the following salary increases: 09-10 salary increase of 3.45%, 10-11 salary increase of 3.45%, 11-12 salary increase of 3.45 %, as recommended by the Negotiations Committee.

On roll call, motion 6:0:2 (Kevin Haycock, Greg Murray)

## **29. *Accept 2009-10 Horizon BCBS Medical & Dental Renewal***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to accept the Horizon Blue Cross Blue Shield of New Jersey medical renewal rates effective July 1, 2009 thru June 30, 2010 at a 20% increase in premiums from 2008-09 and to accept the Horizon Blue Cross Blue Shield of New Jersey dental renewal rates effective July 1, 2009 thru June 30, 2010 at a 3% increase in premiums from 2008-09.

Motion carried unanimously

## **30. *Approve Travel Expenditures***

A motion was made by Mr. Haycock seconded by Mr. 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.

## ***Adjournment***

A motion was made by Mr. Haycock seconded by Mr. Maxwell to adjourn the meeting at 10:43 p.m.

Motion carried unanimously.

Respectfully,

Rachelle Tjalma  
Board Secretary