

June 28, 2010
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:05 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. Dawn Sullivan, Mrs. Tammy Smith, and Mrs. Daniella Ferguson

Absent: Mrs. Laurie Burns, Mrs. Melissa Norwicke

Other: Mrs. Sharon Mooney (Superintendent), Ms. Melody McBride (Board Secretary), Jeannine DeFalco (Assistant Principal), Mr. Barno, and Teachers

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- None

Public Hearing – Mr. Moore requested comment from the public on the Superintendent's contract renewal. There was no comment.

Correspondence – Mrs. McBride read thank you notes from Pam Janeiro, Patricia Zito, and Linda Liebler.

Superintendent Report

Mrs. Mooney presented the following update:

- Susan Acker, the newly hired school nurse, worked with Pat Zito the week of 6/14 in order to become familiar with procedures. Mrs. Acker will be attending a workshop in August on determining the eligibility of students for the free and reduced lunch program.
- 40 sixth grade students were promoted on 6/21. The top three students were:

[REDACTED]

[REDACTED]

[REDACTED]

Blocked for student confidentiality

- Summer cleaning and painting has begun.
- Extended School Year and the Autistic Program began 6/28.
- I am in the process of conducting interview for personal aide positions.

Vice Principal Report

See attached report from Mrs. DeFalco

Committee Reports

Executive Committee Minutes

May 24, 2010

Submitted by Matt Moore

The Executive Committee met on May 24, 2010. In attendance were Matt Moore, Kevin Haycock, Bethany Summers, Laurie Burns, Sharon Mooney, and Melody McBride.

We discussed the following items:

- Race To The Top Application – We decided to approve our participation in the states Race to the Top application for federal funding based upon a notice from the State DOE that if successful those schools that participated would receive a minimum of \$100k in funding (although we're not highly confident that the State could make that kind of commitment this far in advance). However, unlike the first version presented to us, funding is not intrinsically linked to Title 1 Funds received by the district, and we were able to selectively participate. So while we will participate in the majority of the objectives we will not participate as an "underperforming or urban" school, nor will we apply for the use of achievement initiatives that would be used to compensate, retain, or grant tenure to our staff. At this point we're really committing to a work-effort associated with completing an application and will have a chance (as a full board) to opt out of the application process before making a further commitment.
- Personal Communications – Matt reviewed the circumstances with a parent communicating on a variety of subjects. There were back and forth emails related to where grants were spent, and in observing an end-of-year IEP meeting. The topic of use of personal email accounts and how to make sure that these types of communications become part of the Board's public record will be discussed at our Summer Workshop.
- End of year budget planning- We did receive an additional \$18,000 in extraordinary aid from the state as an adjustment. We will be expending the final REAP grant money, and increase the number of Smart Board purchases from 3 to 4. Sharon and Mel will review

the needs for additional gym equipment, and other classroom equipment to make sure that our actuals match as closely as possible with our budget for 2009-2010.

- 2010-2011 Committees- Matt briefly discussed the idea of having 2 Education/Instruction committees for next year.

Technology Committee Minutes

May 24, 2010

Submitted by Matt Moore

In attendance: S. Harpster, S. Mooney, M. Moore, D. Marchese, K Reber, L. Garrison

Notes/Minutes in *italics* (by Matt Moore)

OLD BUSINESS

- I. Google setup – *23rd of June will be the cutover dates for all staff email being converted into goggle apps/email. The same naming hierarchy and extension will be used.*
 - *Generic logins for Board committees – As of June 28th, I now have the login names and passwords for each board member. I will be sending out an email for everyone to access their email, change their password and some plans on how we will use goggle apps as a BOE and as committees.*
 - *Email for board members – Training September 2nd and 27th. Details to follow.*
 - *Postini for archiving- affiliated with the google for education platform and will meet all confidentiality and retention requirements*
- II. *Inkjet printers will be made ready for disposal – they will be gone over the summer*

NEW BUSINESS

- I. Technology plan 2010-2013
 - *Due in county office May 3, 2010 for approval by June 30th - County approved, to State on June 30th.*
 - *It is ready to go once we have the official Board approval*
- II. Reap Grant: *purchased the following: – 1GB memory additions for older classroom computers with old 256k, 5 new Dell laptops, 4 for new dual-touch Smartboards, 1 for Kindergarten, 11 new thin-clients to continue upgrading old classroom computers and 2 new for lab 1 new for library (we had mfg issues on 8 others that were replaced by HP prior to the end of school, BrainPop subscriptions,*
 - *Laptops carts.*
 - *IXL math subscription - \$1,275 on the recommendation of teachers*
- III. REAP 2010-11 = \$29,513
- IV. Service contract renewal for office laptops and new Vostros purchased in 8/09 – after much discussion and review on what to by post-manufacturer warranties on and software protection we generally agreed to not pay for hardware (too costly as a percentage of replacement costs, and cost of component replacement) but to pay for software (like Citrix) which provides ongoing updates and releases, and have a “catch-up” cost if not subscribed for annually.
- V. Future of overhead projectors

- VI. Susan Perry w/handheld special ed devices
Susan presented a very comprehensive overview of “Teachermate” a hand-held computer offered by “Innovations for Learning” a non-profit educational firm. This provides hardware and software producing video and audio with supporting basils, units and levels for reading and math. They design specifically for K-2 (filling a gap we’ve found) and are assigned to students for differentiated learning. The teacher has the ability to set levels, synch a unit to a particular student to allow for tiered progress management. This product isn’t “slick” in look or feel, but for the lower grade levels they found it fun to work with the demo. After the presentation we felt that the relatively low cost of entry doesn’t require further review. We’ll be procuring the a set of 6 units with synch box and headphones that can be effectively used by 2-4 students at a time. Cost is less than \$1,000.
- VII. ClassLink 2010-11 support agreement
much discussion was had on the amount and types of trouble tickets and how that impacts our choices on what level of support to buy from ClassLink. The general feeling is that our # of tickets should go own since the majority were linked to the launch of the product, and that after hours support may not be as critical. Give this discussion we downgraded our service agreement from Platinum to Gold, and will be notified if/when any support issues are not covered by the new agreement. The relationship of costs, vendors, and type of computer/network./software support will an ongoing conversation as we find the right mix of vendor to need.
- VIII. Software Management
We had an initial conversation around establishing standards for software procurement. How to poll the staff for a full review of the current software library, ensuring that the right software is loaded on the right computer, that we’ve centralized around the ClassLink platform and are running on their server whenever possible and practical. We need an inventory of all the software that we currently have, the level of subscription/user agreements, centralize the CD’s after loading onto the server. ClassLink does not perform well in graphic heavy software, so we may want to consider have our own VMware for hosted server management of specific titles, this would be an additional hardware requirement to our current configuration. A meeting has been schedule with the CST for the 3rd week of September to discuss assistive technologies. They’ve been asked to provide suggestions for software and equipment they’d need, as well as a listing of websites that offer skills practice within their program.
- IX. Wireless Installation
We briefly discussed that over the summer Debbie will come in and assess/install wireless. The intent is to not create a seamless wireless network in the school, but to use the existing classroom ports to set-up an independent series of wireless network hot spots for use within the entire building.

MOTIONS

1. Treasurer Contract Renewal

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

to offer an employment contract for 2010-11 to Randy Wilson, Treasurer of School Monies, for \$3,000, as recommended by the Superintendent.

Discussion: Mr. Moore mentioned the pending optional treasurer's bill (S1287 and A2573) which is expected to be signed by the Governor allowing Boards to eliminate the position. Mr. Moore discussed the need for Knowlton to keep the Treasurer of School Monies due to the small staff in the board office and allowing for segregation of duties.

On roll call, motion carried unanimously

2. Sub Caller Contract Renewal

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to offer an employment contract for 2010-11 to Wendy Lundon as sub caller for \$2,000, as recommended by the Superintendent.

Discussion: Mr. Maxwell asked if the contract was the same as 09-10 and Ms. McBride confirmed there was not an increase.

On roll call, motion carried unanimously

3. Approve Summer Special Education Program Staff

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve Amy Klauder as a Speech Therapist at a salary not to exceed \$2,664 for the 2010 Summer Special Education Program, as recommended by the Superintendent:

On roll call, motion carried unanimously

4. Revised - Approve Special Education Summer Program Staff

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following staff for the 2010 Special Education Summer Program as recommended by the Superintendent:

Allison Bickhardt	Aide	\$540.00
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Discussion: Ms. McBride mentioned this was revised from 2 weeks to 3 weeks of staffing.

On roll call, motion carried unanimously

5. Approve Retirement Sick Pay

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following retirement sick pay per the KTEA contract: Patricia Zito - \$6,440.00 and Linda Liebler - \$3,440.00

Discussion: Mr. Moore asked if this was budgeted and Ms. McBride confirmed it was.

On roll call, motion carried unanimously

6. Approve 2010 Summer Transportation Contract Renewal

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the 2010 Summer Pupil Transportation contract (Q-Summer) with Stocker at \$95/day, totaling \$1,520.00.

Discussion: Mrs. Mooney reminded the board the transportation will be covered by the summer grant.

Motion carried unanimously

7. Approval of Lunch Prices for 2009-10

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the lunch prices for 2010-11, 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

Discussion: There was some discussion on increasing lunch prices to bring Knowlton prices in line with local school rates. Mr. Moore did not recommend increasing prices because the current rate is still sustaining the lunch program.

Motion carried unanimously

8. Approve Food Service Contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve Maschio's Food Services, Inc. as the food service management company for 2010-11 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

9. Approve Classlink Contract

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Classlink contract for 2010-11 as follows:

Classlink Software Assurance	\$1,710
Gold Level Classlink Protection Plan	\$6,018

Discussion: Mr. Moore reminded the board we have reduced our support level from Platinum to Gold due to 09-10 trouble ticket stats and Classlink usage at home.

Motion carried unanimously

10. Approve 2010-11 Autistic Program Contracted Services

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Douglass Outreach contracts as follows:

2010 Summer Consultation	\$1,800 plus mileage
9/1/10-6/30/11 Consultation	\$9,000 plus mileage
9/1/10-6/30/11 Program Coordinator	not to exceed \$4,320
9/1/10-6/30/11 Consultant/Tutor	not to exceed \$4,455
9/1/10-6/30/11 Clinics	not to exceed \$1,160
9/1/10-6/30/11 Parent Training	not to exceed \$6,000

Discussion: Mrs. Mooney informed the board in the reduction of services from 09-10.

Motion carried unanimously

11. Approve Occupational Therapy Service Provider

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve Kathleen DiFebo, OTR/L as the 2010 summer Occupational Therapy Service Provider at the rate of \$72.00 per hour.

Discussion: Ms. McBride confirmed the rate did not increase from 09-10.

Motion carried unanimously

12. Approve Inventory Disposals

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following inventory disposals for June 2010:

Computers/Monitors/Routers/Printers

00292	00285	00308	00259	00133	00311
00515	00518	00516	00517	00350	00310-00509
00493-00334	00503	00454	00304	00643	00309
00127					

Computers/Monitors/Routers/Printers – missing barcode

Serial numbers:

6X0LT01	11S02R0838ZJ1RDP03197S
52394808953	SG0131V0N0
52394794964	MY04F16144
4291146994	SG86U1V0TT

J6MH351

Discussion: Mrs. Smith asked if we consider selling items to scrap dealers for parts. Matt will discuss with the technology committee about finding a company who will pay for technology disposal parts.

Motion carried unanimously

13. Approve Travel Expenditures

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached travel expenditures for the 2010-11 school year as required by N.J.S.A.18A:11-12.

Motion carried unanimously

14. 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 May 25, 2010 to June 28, 2010 totaling \$7,464.96 for Fund 10 and \$2,945.00 for Fund 20.

Motion carried unanimously

15. 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 \$418,573.74 and Cafeteria bill list \$7,133.31.

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, 2010 (Policy 6820).

Board Secretary

Date

16. 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 May 31, 2010 and the A-149 Treasurer of School Monies Report for the month ended May 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

17. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Regular and Executive Session Minutes of May 24, 2010.

Motion carried unanimously

Old Business

2010-2011 Committee designations

Executive Committee

Matt Moore, Chair - Kevin Haycock, Laurie Burns, Bethany Summers
De-Facto Finance Committee, Liaison Committee w/KTEA, All non-tenure and staff reviews.

Instructional Committee

Laurie Burns, Bethany Summers Co-Chairs
Laurie, Daniela Ferguson, Dawn Sullivan – Resource/Technology review, classroom collaboration review, curriculum review (math)
Bethany, Tammy Smith, Bill Maxwell - Report Card project, test score reviews, technology integration

Facilities Committee

Kevin Haycock, Chair – Matt Moore, Melissa Norwicke
Modular Quality Assurance, Inspection team, Safety training

Technology Committee

Matt Moore, Chair- Sharon Harpster, Kim Reber, Lisa Garrison, Debbie Marchese
Laptop project, software review, and staff/parent/student communications

Negotiations Committee

Matt Moore, Bill Maxwell, Melissa Norwicke
CBA Issues, Sick Bank Committee, Administrative staff review

Sick Bank Update – Mr. Moore provided an update to the board on the new sick bank language that was approved by the sick bank committee. The bank is currently taking enrollment forms and contributions. It will be effective July 1, 2010.

New Business

- **Parent Belief Statement** – Mr. Moore discussed the need to establish an additional parent belief with regards to respect and common courtesy towards staff. We had a lengthy discussion on how to communicate the expectations. Mrs. Mooney will provide an example statement at the July 26 meeting.

Executive Session

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell at 8:14 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 8:30 p.m.

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to adjourn the meeting at 8:30 p.m.

Motion carried unanimously

Respectfully,

Melody McBride
Board Secretary