

August 24, 2009  
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), Mrs. Laurie Burns, Mr. Bill Maxwell, Mrs. Bethany Summers, and Mr. Gregory Murray  
Absent: Mr. Kevin Haycock, Mrs. Dawn Sullivan, Mrs. Melissa Norwicke, and Mr. Alex Rinaldi  
Other: Mrs. Sharon Mooney (Superintendent), Miss Melody McBride, Mrs. Jeannine DeFalco, Mrs. Jenna Tironi, and Mrs. Jane Hill-Rosato

***Correspondence*** – Miss McBride read a memo from Gretchen Stefankiewicz requesting maternity leave for October 16, 2009 through April 1, 2010.

### ***Committee Reports -***

Matt Moore provided 2009-2010 Committee and CSA Goals as follows:

#### **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.
- Foster the development of students' individual learning styles by:
  - Reinstating the study skills workshops for parents
- Investigate the use of a new, more detailed report card that would:
  - Be a skills mastery assessment

- 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

#### 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
- Voter Support Programs
  - Registration
  - Issues / Awareness
- School Communication Efforts
  - Coordination with Architect's marketing people for building project
  - Community meetings for regionalization and budget presentations
  - Non-Parent Programs
- 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.
  - Develop a plan for teachers to use email and website for communication with parents.
- To investigate funding and resource opportunities for the district.
  - Continue to explore opportunities for shared services (Committee Chairs)
  - Investigate establishing a Capital Campaign to compliment or offset the costs of facilities improvement (from Facilities Committee)
  - Share services for a grant writer with the Township Committee, within the North Warren cluster and/or the Knowlton Knowledge Education Foundation
  - Promote corporate matching of donations to be used as a tax deduction benefit

#### 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.
- 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

### Technology Committee

- Begin Development on a new District 3-Year Technology Plan.
- 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.
- 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.
- Develop specific plans for administrative software development and deployment

## ***PERSONNEL/POLICY***

### ***1. School Van Driver Contract***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to offer a stipend to Cindy Hendershot for the 2009-2010 school year as the school van driver at a rate of \$18/day, 5 days/week, totaling \$3,240, as recommended by the Superintendent:

On roll call, motion carried unanimously.

### ***2. Approve School Van Driver Substitute for 2009-10***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve Michelle Maxwell as substitute school van drivers for the 2009-10 school year, as recommended by the Superintendent, pending completion of all paperwork.

On roll call, motion carried 4:0:1 (Mr. Maxwell abstained).

### ***3. Approve Cluster Curriculum Coordinator***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve Holly Gravel as the Cluster Curriculum Coordinator for the 2009-2010 school year at a prorated salary of \$5,955.46.

On roll call, motion carried unanimously.

#### **4. *Maternity Leave Request***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve a request for maternity leave from Gretchen Stefankiewicz from October 16, 2009 to April 1, 2010. Sick time will be used from September 21, 2009 until October 16, 2009 (total of 10 sick days).

On roll call, motion carried unanimously.

### ***EDUCATION/LEGISLATION***

#### **5. *Approve Substitutes for 2009-2010***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve the attached list of substitutes for the 2009-2010 school year.

On roll call, motion carried unanimously.

### ***BUSINESS/FINANCE/OPERATIONS***

#### **6. *2010 Grants***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to apply and accept for the following grants:

NCLB	\$30,874
NCLB ARRA Title I	\$4,945
IDEA Basic	\$61,584
IDEA Preschool	\$6,343
IDEA ARRA Basic	\$61,881
IDEA ARRA	\$2,236

Motion carried unanimously

#### **7. *Approve Physical Therapy Service Provider***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve Allison Peck, P.T. as the 2009-2010 Physical Therapy Service Provider at a rate of \$80.00 per hour.

Motion carried unanimously

#### **8. *Approve Occupational Therapy Service Provider***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve Kathleen DiFebo, OTR/L as the 2009-2010 Occupational Therapy Service Provider at a rate of \$72.00 per hour.

Motion carried unanimously

### ***9. Approve Out of District Sending Tuition Contracts***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve a tuition contract for the 2009-2010 school year with the Belvidere School District for one special education student (#1408) with a tuition rate of \$21,000.

Motion carried unanimously

### ***10. Approve Parental Transportation Contract***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve the following parental transportation contract for special education transportation:

<u>Destination</u>	<u>Per Diem</u>	<u>Length</u>	<u>Student</u>	<u>Maximum</u>
Celebrate The Children	\$65/day	9/1/09-6/30/10	#1506	\$11,700

Motion carried unanimously

### ***11. Approve 2009 Summer School Transportation Contract***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve the 2009 summer school transportation contract (Q-Summer) with Garden State Transport for a total of \$2,064.00

Motion carried unanimously

### ***12. Authorize Continued Participation in ACES Aggregation Program for Electric Generation Service***

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as "ACES"), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as "NJSBA"), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the "Public School Contracts Law", N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* ("EDECA") and the regulations promulgated thereunder; and

WHEREAS, the Knowlton Twsp Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2014 hereinafter referred to as "Effective Period") issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs' Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2014 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Motion carried unanimously

### ***13. Approve Inventory Disposals***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve the following inventory disposals for September 2009:

Computers/Monitors

00477

00288

00503

Motion carried unanimously

### ***14. Approve Travel Expenditures***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers 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

### ***15. Approve Budget Line-Item Transfers***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the attached 2009-2010 budget line-item transfers from July 28, 2009 to August 24, 2009 totaling \$1,749.00 for Fund 10 and \$395.00 for Fund 20.

Motion carried unanimously

### ***16. Approve Bills***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve the bills for payment as follows: Monthly bill list \$132,259.59

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 July 31, 2009 (Policy 6820).

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Board Secretary

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Date

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

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to accept the monthly A-148 Secretary's Reports for the months ending June 30, 2009 and July 31, 2009 and the A-149 Treasurer of School Monies Report for the months ending June 30, 2009 and July 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.

### ***18. Approve Minutes***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to approve the Regular session of July 27, 2009.

Motion carried unanimously

### ***18a. Accept Summer Program Grant***

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to accept summer program administration grant from the Township of Knowlton totaling \$2000.00.

Motion carried unanimously

### ***Executive Session***

Be it hereby resolved by, Mr. Bill Maxwell seconded by Mrs. Bethany Summers at 7:14 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- 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 7:45 p.m.

**19. Accept KTEA Contract**

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to accept KTEA contract as follows:

2009-2010	3.464%
2010-2011	3.57%
2011-2012	3.53%

Motion carried unanimously

**Old Business**

**Board Retreat - Establishing Beliefs** – will be reviewed at September 28, 2009 meeting

**New Business****Adjournment**

A motion was made by Mr. Bill Maxwell seconded by Mrs. Bethany Summers to adjourn the meeting at 7:55p.m.

Motion carried unanimously

Respectfully,

Melody McBride  
Board Secretary