

September 22, 2008
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:02 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, Mr. Gregory Murray, Mrs. Melissa Norwicke (arrived 7:09 p.m.), Mr. Alex Rinaldi and Mrs. Bethany Summers

Absent: None

Other: Mrs. Sharon Mooney (Superintendent), Mrs. Rachelle Tjalma (SBA), Jeannine DeFalco (Assistant Principal), Teachers – Jeannette Cornish, Bob Dally, Susan Perry, Jenna Tironi and Pat Zito, Parents and Community members – Francis DePaola, Pat Fahy, John Dwornikoski, Patrice Maillet and Ellen Sagan

Presentations

- ***Tenure Recognition*** – Mrs. Mooney presented a tenure certificate to Susan Perry for achieving tenure
- ***Strategic Plan*** – Mrs. Mooney presented the 2008-2015 Strategic Management Plan by providing an overview of the process utilized to develop the plan and discussing the goals of each section of the plan. Mr. Moore then discussed the reorganization of the board's committees in order to achieve the goals established by the Strategic Plan. The new committee's are as follows:
 - Education – Laurie Burns (Chair), Bill Maxwell, open seat
 - Community Relations – Bethany Summers (Chair), Melissa Norwicke, Matt Moore
 - Facilities – Kevin Haycock (Chair), Greg Murray, Alex Rinaldi
 - Executive – President, Vice President, Committee Chairs
 - Negotiations – Matt Moore, Laurie Burns, Melissa Norwicke
 - Board Committees will meet the 2nd Monday of each month at 7pm
 - Executive Committee will meet at 6pm the 4th Monday of each month

Public Participation – Ellen Sagan noted that her children’s NJ ASK LAL scores had dropped in comparison to math scores and was aware of the scoring change that took place through the DOE. She wanted to know how the Reading Specialist would be used to help raise the scores. Mrs. Mooney explained that there was a change in the ASK scoring that she and the rest of the cluster are analyzing. The ASK score presentation is scheduled for the October meeting. Mrs. Sagan also asked why the school is no longer splitting the math and reading classes by skill level. Mrs. Mooney explained that this was based upon teacher recommendation and that teachers still reach all skill levels by differentiating the lessons.

Correspondence – Mrs. Tjalma read a thank you note from the KTEA for the 1st day of school activities and a thank you from Diane Davalos for the \$50 supply reimbursement provided by the board.

Superintendent’s Report – Mrs. Mooney reported the following:

1. **Preschool Expansion** – Mrs. Mooney attended a two-day training with representatives from the DOE to review the regulations for preschool and receive assistance with submitting a five-year preschool program plan and budget planning worksheet.
 - Universal districts – include all age-eligible children who are residents in DFG A and B and DFG CD districts with a concentration of at-risk children equal to or greater than 40% are entitled regardless of income level.
 - Targeted districts – age-eligible children are entitled to preschool services ONLY if they meet the income requirements that define the designation of “at-risk”. Based on a formula = 1st grade times 2 times % of free and reduced (K-12). We have been identified as having 8.
 - Deadline for submission of enrollment data is Nov. 14th. Deadline for submission of the 5-year plan is Dec. 15th.
 - Each district should serve at least 20% of their universe for 2009-2010, 35% by 2010-2011, 50% by 2011-2012, 65% by 2012-2013, 90% by 2014-2014
 - Plan Components include the following: Administrative oversight, Master Teachers/Coaches, Instructional Staff, Intervention and Support Services, Health and Nutrition, Family and Community Involvement, CPIS (Community/Parent Involvement Specialist), Fiscal Specialist, Curriculum and Assessment Transition, Facility/Space Requirements and Program
 - Meeting with Cluster CSAs to discuss possible shared positions/services
2. **Department of Community Affairs** – received notification from the Dept. that we will receive a Recreational Opportunities for Individuals with Disabilities grant for \$10,000 for our Children’s Summer Program. The program will provide recreation, leisure and enrichment activities for our children. The grant provides for program consultants, staff, special programs and materials, and transportation costs. Mayor Frank Van Horn was instrumental in providing grant writers to work with the school.

Mr. Moore then reported on a meeting with Kevin Brennan, Executive County Superintendent for Warren County: Mr. Brennan came to the school to meet with Mrs. Mooney and Mr. Moore to become acquainted with the school. Mr. Moore noted that the meeting was very positive and Mr. Brennan encouraged the board to continue to talk with the rest of cluster without discontinuing any of its current projects.

Mrs. DeFalco reported on the following:

- Adopt A Classroom/A Day Made Better – This is the 2nd year for the OfficeMax and Adopt-A-Classroom, “A Day Made Better” program. The program honors 1,000 teachers at 1,000 schools (1 per school). Stay tuned on October 1st to see if a lucky classroom here in Knowlton is “adopted” by Office Max.
- Assemblies:
 - Music Assembly, Grades 4-6, on 9/10 - Intro to various percussion and wind instruments.
 - QSP Magazine Drive: Fundraiser began 9/12 with a kick off assembly.
 - Iditarod Assembly on 9/17 - The school is currently collecting used books to be sold at the PTO Vendor Sale on November 1st here at KES. All money will be donated to Kim Darst and her dogsled team.
- Math AYP: The teachers are giving the first Progress Test this month. By mid-October, they will submit percentage scores, detailed information on how each student performs on different skills, and a brief analysis of strengths and weaknesses and how they will use the data to plan for instruction.

Committee Reports

Education: Mr. Murray reported that committee met and discussed the literacy program, special education staffing, the SAGE program, enrichment opportunities and the instructional plan reviews scheduled for this year in social studies and language arts.

Personnel: None

Finance: Mr. Moore noted that per the new accountability regulations, new CSA and BA contracts must be approved by the Executive County Superintendent. Mrs. Tjalma’s contract was approved with minor non-monetary changes. Mr. Moore signed the final contract. Mrs. Mooney’s contract will be reviewed next year.

1. Adopt the 2008-2015 Strategic Management Plan

A motion was made by Mr. Rinaldi seconded by Mr. Haycock to adopt the 2008-2015 Strategic Management Plan.

Motion carried unanimously.

EDUCATION/LEGISLATION

2. Approve School Violence Awareness Week

A motion was made by Mr. Murray seconded by Mrs. Summers to approve the week of October 20, 2008 as School Violence Awareness Week and the week of October 27, 2008 as Red Ribbon Week.

Motion carried unanimously.

3. Approve Cluster Curriculum Coordinator

A motion was made by Mr. Murray seconded by Mrs. Summers

to approve Holly Gravel as the Cluster Curriculum Coordinator for the 2008-09 school year at a prorated salary of \$5,726.41.

Motion carried unanimously.

PERSONNEL/POLICY

4. Approve Memorandum of Agreement

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to approve the Memorandum of Agreement for 2008-09.

Discussion – Mr. Haycock asked if there were any changes from the final plan last year. Mrs. Mooney reported that there were no changes.

On roll call, motion carried unanimously.

5. Employment Contracts

A motion was made by Mr. Haycock seconded by Mr. Maxwell to offer an employment contract to Jennifer Werner as a teacher beginning October 27, 2008 and ending June 30, 2009, and including one day on September 2, 2008, at the prorated salary of \$40,502 (Step M6) and to offer an employment contract to Misty Baker beginning January 5, 2009 and ending June 30, 2009 at the prorated salary of \$27,901 (Step B5 ½), as recommended by the Superintendent.

On roll call, motion carried unanimously.

6. Lateral Adjustments

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve a lateral adjustment for Jennifer Camilletti as of 1/1/09 from step B+15, 4 to M4, a prorated increase of \$630.00, and to approve a lateral adjustment for LuAnn Magnuson as of 1/1/09 from step M+15, 17 (20%) to M+30, 17 (20%) a prorated increase of \$126.00, as recommended by the Superintendent.

On roll call, motion carried unanimously.

7. Teacher Longevity

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve a prorated longevity adjustment in the amount of \$350 for the 2008-09 school year beginning December 1, 2008 to Jeannette Cornish and to approve a prorated longevity adjustment in the amount of \$300 for the 2008-09 school year beginning January 1, 2009 to Lenna Harris, as recommended by the Superintendent.

On roll call, motion carried unanimously.

8. Approve Interim Assistant Business Administrator

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve Melody McBride as the Interim Assistant Business Administrator at an hourly rate of \$18 beginning October 1, 2008 pending receipt of her Criminal History Review, as recommended by the Superintendent.

On roll call, motion carried unanimously.

9. Approve Substitute Custodians for 2008-09

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following substitute custodians for the 2008-09 school year, as recommended by the Superintendent: Donna Compton and Brandon Ventura pending receipt of his Criminal History Review.

On roll call, motion carried unanimously.

10. Approve Substitutes for 2008-09

A motion was made by Mr. Haycock seconded by Mr. Maxwell to approve the following substitutes for the 2008-09 school year, as recommended by the Superintendent: Mary Smith and Patricia DiPalma, pending required paperwork.

On roll call, motion carried unanimously.

BUSINESS/FINANCE/OPERATIONS

11. Approve Out of District Sending Tuition Contracts

A motion was made by Mrs. Norwicke seconded by Mr. Murray to approve a tuition contract for the 2008-09 school year with the Allamuchy School District for one special education student (#1451) with a tuition rate of \$26,168 and to approve a tuition contract for the 2008-09 school year with Warren County Special Services School District for one special education student (#1506) with a tuition rate of \$47,400.

Motion carried unanimously.

12. Approve Parental Transportation Contract

A motion was made by Mrs. Norwicke seconded by Mr. Rinaldi 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>
Franklin Twp School	\$40/day	9/1/08-6/30/09	#1506	\$7,200

Motion carried unanimously.

13. Approve Joint Transportation Contract

A motion was made by Mrs. Norwicke seconded by Mr. Rinaldi to approve a 2008-09 joint transportation contract with North Warren Regional for the following route: Temporary Route #KT00 at a per diem cost of \$120/day for a North Warren student due to a medical condition from 9/8/08 to 10/31/08.

Motion carried unanimously.

14. Approve Bus Route Extensions

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to approve an extension to the Red Bus Route beginning 9/15/08, increasing the cost by \$7.35/day, totaling \$1264.20 and to approve an extension to the Yellow Bus Route beginning 9/22/08, increasing the cost by \$4.55/day, totaling \$759.85.

Motion carried unanimously.

15. Adopt 403(b) Plan Document

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to adopt the 403(b) Plan Document for Public Education Organizations, effective 11/1/08, with one change on page 2 to permit 15 years of service catch up contributions .

Motion carried unanimously.

16. Accept CAP Grant

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to accept the 2008-09 Child Assault Prevention (CAP) grant in the amount of \$285.00 with a district responsibility of \$481.00.

Motion carried unanimously.

17. Approve Field Trip Contracts

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to approve the following field trip contract: Q-FT1 - Garden State Transport for 2 trips totaling \$219.50.

Motion carried unanimously.

18. Approve Travel Expenditures

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to approve the attached travel expenditures for the 2008-09 school year as required by the Chapter 53 revisions to C.18A:11-12.

Motion carried unanimously.

19. Approve Budget Line-Item Transfers

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to approve the attached 2008-09 budget line-item transfers from August 26, 2008 to September 22, 2008 totaling \$169,856.41 for Fund 10, \$18,123.00 for Fund 20 and Fund 20 Appropriations of \$5,204.00.

Motion carried unanimously.

20. Approve Bills

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to approve the bills for payment as follows: Monthly bill list \$437,769.56 and Cafeteria bill list \$697.11.

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 August 31, 2008 (Policy 6820).

Board Secretary

Date

21. Accept Report of the Secretary and Report of the Treasurer

A motion was made by Mrs. Norwicke seconded by Mr. Haycock by to accept the monthly A-148 Secretary's Reports for the month ended August 31, 2008 and the A-149 Treasurer of School Monies Report for the month ended August 31, 2008 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.

22. Approve Minutes

A motion was made by Mrs. Norwicke seconded by Mr. Haycock to approve the Regular Session Minutes of August 25, 2008 and September 15, 2008.

Motion carried 7:0:1 (Mrs. Summers abstention)

New Business - None

Executive Session

Be it hereby resolved by, Mr. Maxwell seconded by Mrs. Norwicke

at 9:05 p.m. pursuant to N.J.S.A. 10:4-12 and 10:4-13 that said public body hold an executive session regarding:

- 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 9:43 p.m.

Adjournment

A motion was made by Mr. Haycock seconded by Mr. Rinaldi to adjourn the meeting at 9:44 p.m.

Motion carried unanimously.

Respectfully,

Rachelle Tjalma
Board Secretary