

September 28, 2009
Delaware, NJ 07833

The meeting of the Knowlton Township Board of Education was called to order at 7:02p.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, Mr. Kevin Haycock, Mrs. Dawn Sullivan, Mrs. Melissa Norwicke, and Mr. Gregory Murray
Absent: Mr. Alex Rinaldi, Mrs. Laurie Burns
Other: Mrs. Sharon Mooney (Superintendent), Miss Melody McBride, Mrs. Jeannine DeFalco, Mrs. Jeannette Cornish, and Mrs. Pam Janeiro

Presentations

SAGE - Pam Janeiro presented 09-10 SAGE guidelines, program goals, and student objectives to the board.

Public Participation

Bob Hopkins discussed the benefits of using union labor for the construction project vs non-union.

Correspondence - Miss McBride read a note from Pam Kanane expressing gratitude for supporting the "Kidz Klub" after school program.

Superintendent's Report

Ms. Sharon Mooney presented the following update:

1. PTO/Knowlton Knowledge

- PTO – in addition to the \$50.00 per teacher reimbursement for out-of-pocket expenses, they have also purchased:
 - Laminating film for all teachers to use
 - \$400 – Recess equipment for grades 1-6
 - \$255 – Brain Pop for multi-teacher use
 - \$3,000 – SMART Board
 - \$3,565 – Educational Wish List Requests
 - Knowlton Knowledge – in addition to the \$60.00 per teacher reimbursement for out-of-pocket expenses, they have also purchased:
 - \$1,500 – three workshop fees for Project Read trainings
 - Magazine subscriptions for classrooms
 - \$8,643 – Grants for teachers
2. H1N1 – we continue to get weekly updates.
 - Purchased Hand Sanitizer for all teachers/rooms.
 - Have asked parents for donations for the remainder of the year.
 - Have procedures in place for students/staff who may have flu-like symptoms.
 - Informed parents that we will not give out “Perfect Attendance” awards this year.
 - Theme – Keep healthy students in school and keep sick students at home.
 3. ClassLink – trainings were held for all staff and students in grades 1-6. In addition, Sharon Harpster and Lisa Garrison offered an overview of Office 2007 to staff. Parent training will be offered in the near future.
 4. Parent Notifications – feedback has been very positive on the information that has been provided to parents concerning the recent attempted abductions in the Blirstown area. Will receive more clarification at county roundtable on Friday since there still seems to be a disconnect on procedures for notifications.
 5. Knowlton CREW – 40 forms were returned.

Committee Reports

Community Relations

Sept 14, 2009

Present: Bethany Summers (C), Matt Moore, Melissa Norwicke, Kevin Haycock, Sharon Mooney

- I. Referendum advertising
 - a. Letter to parents (sample)
 - b. Article in newspaper
 - c. Public meeting- 1 more
- II. Target groups- Knowlton Knowledge has agreed to fund mailing and printing
 - a. Current parents- letter home in folder or send a letter (I have list on mailing labels)
 - i. Non-registered voters

- ii. Registered but not voters in BOE election
 - iii. Voters
 - b. Recent alumni parents (middle school)-
 - c. High schoolers of voting age by Jan- address to them
 - d. Past BOE members
- III. Back to School Night table
- a. Voter registration forms with envelopes/stamps
 - b. Absentee ballot applications
 - c. Architect plans
- IV. Phone chain day before/day of election
- V. Poll workers
- a. Mark off people who have voted.
 - b. Call people who haven't voted and remind them

EDUCATION/LEGISLATION

1. Approve School Violence Awareness Week

A motion was made by Mr. Kevin Haycock seconded by Ms. Dawn Sullivan to approve the week of October 19, 2009 as School Violence Awareness Week and the week of October 26, 2009 as Red Ribbon Week.

Motion carried unanimously.

PERSONNEL/POLICY

2. Approve Substitutes for 2009-10

A motion was made by Mr. Kevin Haycock seconded by Ms. Dawn Sullivan to approve the attached list of substitutes for the 2009-2010 school year.

On roll call, motion carried 6:0:1 (Mr. Murray abstained).

3. Approve Memorandum of Agreement

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Memorandum of Agreement for 2009-2010.

On roll call, motion carried unanimously.

4. Approve Substitute Custodian for 2009-2010

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following substitute custodian for the 2009-2010 school year, as recommended by the Superintendent: Brandon Ventura.

On roll call, motion carried unanimously.

BUSINESS/FINANCE/OPERATIONS

5. *Accept CAP Grant*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to accept the 2009-10 Child Assault Prevention (CAP) grant in the amount of \$500.00 with a district responsibility of \$266.00.

Motion 6:1:0 (Mr. Greg Murray)

6. *Accept REAP Grant*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to accept the 2009-2010 Federal Rural Education Achievement Program (REAP) grant in the amount of \$29,513.00.

Motion carried unanimously.

7. *Approve Bond Counsel*

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to hire Jacqueline Shanes from McCarter and English as bond counsel with compensation not to exceed \$14,500.00 for pre and post referendum activities.

Motion carried unanimously.

8. *Approve Capital Project Referendum*

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

BE IT RESOLVED BY THE BOARD OF EDUCATION (the "Board of Education") OF THE TOWNSHIP OF KNOWLTON, IN THE COUNTY OF WARREN, NEW JERSEY (the "School District"), AS FOLLOWS:

1. A special school election of the legal voters of the School District shall be held on Tuesday, January 26, 2010 at 2:00 o'clock p.m., in the School District at the places and for the purposes hereinafter provided.

2. The Secretary of the Board of Education is hereby directed to cause the Clerk of the Township of Knowlton to publish not less than fifty days before the date of the special school

election notices, of the character provided in section 7 of the “Absentee Voting Law (1953)”, P.L. 1953, c.211, in a newspaper published in the municipality in which the School District is situated, and if no newspaper is published in such municipality, then in at least one newspaper published in the County of Warren and circulating in the Township of Knowlton.

3. The Secretary of the Board of Education is hereby directed to cause the Warren County Board of Elections to publish notice of the special school election at least ten days before the date of the special school election in a newspaper having the qualifications required by N.J.S.A. 19:12-7 and N.J.S.A. 35:1-2.2.

4. The notice shall be in substantially the following form, and the proposal therein set forth shall be submitted to the voters at the special school election. The hours of opening and closing of the polls shall be as stated in the notice and the polling place or places and polling district or districts therein stated and described are hereby confirmed and established:

NOTICE OF SPECIAL SCHOOL DISTRICT ELECTION
OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF KNOWLTON,
IN THE COUNTY OF WARREN, NEW JERSEY
ON TUESDAY, JANUARY 26, 2010

NOTICE IS HEREBY GIVEN to the legal voters of the School District of the Township of Knowlton, in the County of Warren, New Jersey, that a special school election of the legal voters of the School District will be held on Tuesday, the 26th day of January, 2010, at 2:00 o'clock p.m.

The polls will remain open until 9:00 o'clock p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and to cast their ballots. The election will be held and all the legal voters of the School District will vote at the respective polling places stated below.

At the said election, there will be submitted the following proposal:

PROPOSAL

The Board of Education of the Township of Knowlton, in the County of Warren, New Jersey, is authorized (a) to undertake as a capital project for lawful school purposes (i) the construction of an addition to the Knowlton Township Elementary School to include, without limitation, seven classrooms, and (ii) the renovation of and alterations to the Knowlton Township Elementary School to include, without limitation, reconfiguration of the media center and computer lab, window replacement, air conditioning, lighting and electric upgrades, including any necessary improvements, upgrades, appurtenances, equipment, furniture and site work in connection therewith; (b) to expend for the aforesaid project, including incidental expenses, the sum not exceeding \$7,164,523; and (c) to issue bonds of the School District for the total costs of the project in the principal amount not exceeding \$7,164,523. A \$____ (insert amount determined by the New Jersey Department of Education) grant for the State of New Jersey's share of said project is anticipated to be applied for from the New Jersey Commissioner of Education.

The project includes \$_____ (insert amount determined by the New Jersey

Department of Education) for school facility construction elements in addition to the facilities efficiency standards developed by the New Jersey Commissioner of Education. The final eligible costs of the project as approved by the New Jersey Commissioner of Education is \$_____ (insert amount determined by the New Jersey Department of Education).

In the event that the grant anticipated from the State of New Jersey for the project is approved and timely made, the School District will only issue bonds and/or temporary notes for the local share of the project. In the event that the grant anticipated from the State of New Jersey for the project is not approved, is not made, is delayed or is reduced, bonds and/or temporary notes of the School District are authorized to finance any shortfall in the grant amount. In the event that the grant anticipated from the State of New Jersey is not approved and timely made, the School District anticipates that it will receive the state share of the project as debt service aid calculated pursuant to Section 9 of the Educational Facilities Construction and Financing Act, P.L. 2000, c.72 in an amount equal to __% (insert amount determined by the New Jersey Department of Education) of the final eligible costs of the project. If necessary and to the extent permitted by law, the Board of Education is authorized to transfer by resolution General Fund surplus, Capital Reserve amounts, and investment earnings from the bonds and temporary notes authorized herein to complete the project described herein.

The polling places for the election and their respective polling districts (described by reference to the election districts used at the last General Election in the municipality) are established and have been designated below, and no person shall vote at the election elsewhere than at the polling place designated for the voters of the polling district in which he or she resides.

POLLING PLACE NO. 1

Polling place at Knowlton Township Municipal Building in the School District for legal voters residing within the General Election District No. 1.

By order of the Board of Education
Melody McBride, Board Secretary

Dated: January __, 2010

5. The Board of Education hereby approves and adopts the proposal set forth in the notice and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same.

6. The Board of Education hereby authorizes the Secretary of the Board of Education, in consultation with counsel to the Board of Education, to insert an explanatory statement under the proposals in a form approved by the Secretary of the Board of Education if deemed necessary by the Secretary of the Board of Education in her sole discretion.

7. The Board of Education hereby acknowledges and agrees that, in accordance with N.J.S.A. 18A:24-16 and 18A:24-17, a supplemental debt statement will be prepared as of the date of this resolution by the chief financial officer of the Township of Knowlton, being every

municipality comprised within the School District, giving effect to the proposed authorization of bonds of the School District in the maximum amount to be stated in the proposal set forth in the notice and that the supplemental debt statement has been filed in the office of the Clerk of the Township of Knowlton and in the office of the Secretary of the Board of Education prior to the adoption of this resolution. The Board of Education hereby directs the Secretary of the Board of Education to have the supplemental debt statement filed in the office of the Division of Local Government Services in the Department of Community Affairs prior to the date of the special school election authorized herein.

8. The Board of Education intends to issue bonds or notes to finance the costs of the project described in the proposal set forth in this resolution. The Board of Education expects that the maximum principal amount of bonds or notes that will be issued to finance the costs of the project described in the proposal will not exceed \$7,164,523. If the Board of Education incurs any such costs prior to the issuance of its bonds or notes, the Board of Education intends to reimburse itself for such expenditures with the proceeds of such bonds or notes.

9. The Board of Education hereby appoints the law firm of McCarter & English, LLP to provide the specialized legal services necessary in connection with the financing of the project described in the proposal set forth in this resolution and the authorization, issuance and sale of any bonds or temporary notes therefore, and other appropriate legal services in connection with such proposed financing. The Secretary of the Board of Education is hereby authorized to cause to be printed once, in an official newspaper, the notice required by N.J.S.A. 18A:18A-5(a)(1) in connection with such appointment.

10. The Board of Education hereby authorizes and directs the Secretary of the Board of Education to obtain from the New Jersey Department of Education that financial information necessary to complete the proposal and to insert such information into the proposal prior to its submission to the Warren County Board of Elections. The Board Secretary shall also report such information to the Board of Education at the meeting next succeeding the receipt of such information from the New Jersey Department of Education.

11. This resolution shall take effect immediately.

Motion carried unanimously.

9. Submission of NJDOE Grant Application

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

WHEREAS, the Knowlton Township Board of Education, has identified the need for a building improvement project for Knowlton Township School.

BE IT RESOLVED, that the Knowlton Township Board of Education authorizes the Superintendent, SBA, and the Architect of Record, Gibson Tarquini Group, to submit a NJDOE project application along with schematic plans, educational specifications, cost estimates for the identified approved project, and the update and completion of LRFP.

Motion carried unanimously.

10. Approve Mason Selection

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to hire Pat Breslin Masonry for masonry repairs on front sidewalk and steps with an estimate of \$2730.00 using \$1000.00 of NJSBAIG safety grant.

Motion carried unanimously.

11. Approve Field Trip Contracts

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the following field trip contracts:

Q-FT1 – First Student for 1 trip to Pax Amicus Theatre totaling \$163.00

Q-FT2 – B&K Dalrymple for 3 trips totaling \$545.00 (Mackey’s Orchard, Merrill Creek, and Easton State Theatre)

Motion carried unanimously.

12. Approve Travel Expenditures

A motion was made by Mr. Kevin Haycock seconded by Mr. Greg Murray 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.

13. Approve Budget Line-Item Transfers

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the attached 2009-2010 budget line-item transfers from August 25, 2009 to September 28, 2009 totaling \$44,191.02 for Fund 10 and Fund 20 Appropriations of \$77,944.00.

Motion carried unanimously.

14. 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 \$472,933.64.

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, 2009 (Policy 6820).

Board Secretary

Date

15. 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 August 31, 2009 and the A-149 Treasurer of School Monies Report for the month ended August 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.

16. Approve Minutes

A motion was made by Mr. Kevin Haycock seconded by Mr. Bill Maxwell to approve the Regular and Executive Session Minutes of August 24, 2009.

Motion carried 6:0:1 (Mrs. Sullivan abstention)

Executive Session

Be it hereby resolved by, Mr. Kevin Haycock seconded by Mr. Bill Maxwell 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:

- Temporary out of district student tuition waiver
- HIF - Medical Insurance
- 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 10:29 p.m.

17. Approve Waiving Temporary Out of District Student Tuition

A motion was made by Mr. Kevin Haycock seconded by Mrs. Bethany Summers to approve the request to temporarily waive out of district tuition for 2 students from September 29, 2009 to January 29, 2010 with parent providing to-from transportation.

Motion carried unanimously.

18. Accept Settlement Agreement

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

BE IT RESOLVED, that the Board hereby approves the Settlement Agreement and Release in the matter captioned M.R. and M.R. o/b/o M.R. v. Knowlton Township Board of Education bearing Agency Reference No. 2009-14577 and OAL Docket No. EDS 7435-09, in accordance with the terms and conditions set forth therein; and

BE IT FURTHER RESOLVED, that a copy of the Settlement be included in the permanent minutes of this meeting; and

BE IT FURTHER RESOLVED, that the Superintendent and Board President are authorized to execute this Agreement on behalf of the Board.

Motion carried unanimously.

19. Join North Jersey Municipal Employee Benefits Fund

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan

WHEREAS, a number of public entities in the state of New Jersey have joined together to form the North Jersey Municipal Employee Benefits Fund (HIF), hereinafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8:1, and 40A:10-36 et.seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been in operation since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a FUND;

WHEREAS, the governing body of Knowlton Township Board of Education, hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the LOCAL UNIT hereby agrees as follows:

- i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
- ii. Will participate in the following type(s) of coverage(s):
 - a. Health Insurance as defined pursuant to N.J.S. 17B:17-4, the FUND's bylaws, and Plan of Risk Management.
- iii. Adopts and approves the FUND's bylaws.
- iv. Execute and application for membership and any accompanying certifications.
- v. Commit to four principles of the FUND which are:
 - a. A long-term philosophy on rates.
 - b. A willingness to work with bargaining unit to achieve plan design changes.
 - c. Professional management with stability and commitment.
 - d. Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the LOCAL UNIT is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the FUND as required by the FUND's Bylaws, and to deliver these documents to the FUND's Executive Director with the express reservation that these documents shall become effective only upon:

- i. Approval of the LOCAL UNIT by the FUND.
- ii. Receipt from the LOCAL UNIT of a resolution accepting assessment.
- iii. Approval by the New Jersey Department of Insurance and Department of Community Affairs.

Motion carried unanimously.

New Business - None

Old Business

Board Retreat - Establishing Beliefs tabled to October 28, 2009

Adjournment

A motion was made by Mr. Kevin Haycock seconded by Mrs. Dawn Sullivan to adjourn the meeting at 10:50 p.m.

Motion carried unanimously.

Respectfully,

Melody McBride
Board Secretary