

**KINGWOOD TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Regular Meeting – March 31, 2009**

**TIME AND PLACE:** The regular meeting of the Board of Education was held on March 31, 2009, by the Board of Education of the Kingwood Township School District, Hunterdon County, in the Kingwood Township School Library, 880 County Road 519, Frenchtown, New Jersey 08825.

**PUBLICATION OF NOTICE:** In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, the Kingwood Township Board of Education has provided adequate notice of the date, time, and location of this meeting. Such notice has been posted in the Kingwood Township Board of Education Office, has been filed with the Kingwood Township Clerk, and was mailed to the *Delaware Valley News* and the *Hunterdon County Democrat* on January 30, 2009.

**CALL TO ORDER:** The meeting was called to order by Board President, Mary Ellen Pilch at 7:34 p.m.

Pledge of Allegiance.

**ROLL CALL:**

<b>Present:</b>	Mary Ellen Pilch, President	Karen Love-Mathieu
	Kevin Bloom, Vice-President	Traci PeterPaul
	Lawrence Cascio	Lance Riggio
	Eugene Hill	David Oertle
	Gary Karlsrud	

**DISTRICT ADMINISTRATORS**

**PRESENT:** Laura Hartner, Chief School Administrator  
Bobbie Beriont, School Business Administrator  
Kenneth Foy, Principal

**PUBLIC HEARING ON THE 2009-2010 PROPOSED BUDGET:**

Mrs. Hartner presented the 2009-2010 Budget.

**RECOGNITION OF PUBLIC:**

Teachers: Ms. N. Kapsimalis and Ms. B. Oldenberg  
Public: Several members of the Public, including Mayor Elaine Niemann.

There were no questions from the public on the 2009-2010 Budget.

**Action 09-228**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following resolution:*

*WHEREAS, pursuant to the provisions of N.J.A.C. 6A:23A-7.3 (b) the Kingwood Township Board of Education shall establish, in the annual school budget, a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2009-2010 school year;*

*BE IT RESOLVED, that the Kingwood Township Board of Education hereby establishes the school district travel maximum within the 2009-2010 tentative budget at the sum of \$34,700; and*

*BE IT FURTHER RESOLVED, that included in this amount is a maximum regular business travel amount of \$1,500 per employee; and*

*BE IT FURTHER RESOLVED, that the Kingwood Township Board of Education established a maximum school district travel amount of \$30,550 for the 2008-2009 budget and \$17,919 has been approved to be expended as of February 28, 2009; and*

*NOW, THEREFORE BE IT RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amounts are not exceeded.*

*Moved by E. Hill, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-229**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following resolution to adopt the final budget:*

*WHEREAS, the 2009-2010 budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A and N.J.A.C. Title 6 and 6A and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;*

*BE IT RESOLVED the Board of Education approves the 2009-2010 budget in the amount of \$6,943,271 and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:*

General Operating Expense	\$ 6,608,298
Special Revenue Fund	\$ 81,600
Repayment of Debt	\$ 253,373
<b>Total Expenditures</b>	<b>\$ 6,943,271</b>

***BE IT FURTHER RESOLVED***, that the 2009-2010 budget is supported by the following revenues:

Budgeted Fund Balance	\$ 76,260
Local Tax Levy – General Fund	\$ 5,065,985
New Jersey State Aid	\$ 1,450,553
Miscellaneous Revenues	\$ 15,500
Special Revenues (Grants)	\$ 81,600
Local Tax Levy – Debt Service Fund	\$ 253,373
<b>Total Revenues</b>	<b>\$ 6,943,271</b>

***NOW, THEREFORE BE IT RESOLVED***, that the Kingwood Township Board of Education acknowledges that the 2009-2010 budget, as described above, results in a General Fund Tax Levy in the amount of \$5,065,985 and Debt Service Tax Levy in the amount of \$253,373.

*Moved by E. Hill, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**CLOSE THE PUBLIC HEARING ON THE 2009-2010 BUDGET** – Recognition of the Public on to Regular Business:

Recognition of Alyssa Kries – Teacher of the Year, and the 8<sup>th</sup> Grade Student Video “Be the One”

**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECT** – B. Beriont

Informational Items:

- Board of Education Meeting April 8, 2009 – BOE/CSA Evaluations
- Letter from the Delaware Valley Knights of Columbus – March 2, 2009
- Hunterdon County Shared Services Council
- Letter from the International Association of School Business Officials – March 23, 2009
- Letter from Commissioner Davy - March 24, 2009

**Action 09-230**

**RESOLUTION**

*BE IT RESOLVED* that the Board of Education approves to add addendum item #8.3.4. *Moved by E. Hill and seconded by K. Bloom. This resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-231****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following Meeting Minutes:*

*February 24, 2009 – Regular Meeting Minutes  
March 16, 2009 – Work Session Minutes  
March 16, 2009 – Executive Session Minutes*

*Moved by K. Bloom, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 8; nays, 0; Abstain, 1 (Riggio).*

**Action 09-232****RESOLUTION**

*Motion to approve the February 2009 Payroll and FICA as follows:*

<i>February 2009 Net Payroll</i>	<i>\$228,257.20</i>
<i>February 2009 Agency</i>	<i>\$165,485.21</i>
<i>February 2009 Board Share FICA</i>	<i>\$27,992.81</i>
<b><i>TOTAL PAYROLL FEBRUARY 2009:</i></b>	<b><i>\$421,735.22</i></b>

*Moved by K. Bloom, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-233****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following bill list:*

*March 2009 General Fund .....\$202,761.97*

*Moved by K. Bloom, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-234****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the February 2009 line-item appropriation transfers as per the attached report. Moved by K. Bloom, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-235****RESOLUTION**

*BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A: 23-2.11 (c) 3 does hereby certify that as of the date of these reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23-2.11 (a);*

*BE IT FURTHER RESOLVED that the Chief School Administrator recommends that the Kingwood Township Board of Education accept the monthly financial reports of the Secretary*

*and the Treasurer for the month(s) of February 2009; and further recommends, in compliance with N.J.A.C. 6A: 23-2.11 (c) 4, that the Board of Education certifies that no major account has been over expended in violation of N.J.A.C. 6A: 23-2.11 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year. Moved by K. Bloom, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

### **CHIEF SCHOOL ADMINISTRATOR'S REPORT** – L. L. Hartner

Mrs. Hartner discussed the following informational items:

- Student Enrollment
- Staff Attendance
- March Staff Reports
- Teacher of the Year
- School Calendar
- Meetings Attended
- Progress Towards Board Goals

Review District Goals:

By June 2010, the Kingwood Township School District will collect and analyze a variety of student data in order to evaluate and improve instruction in the areas of language arts literacy, mathematics, and science.

- By June 2009, district staff will be trained in learning how to collect and analyze student data in order to evaluate and improve instruction in the areas of language arts literacy, mathematics and science.
- By June 2010, district staff will make modifications to instructional programs to improve student achievement in the areas of language arts literacy, mathematics and science.

By June 2009, the Kingwood Township School District will have expanded and improved its science program as measured by staff development and improved scores on the NJ ASK 4/8 and the NWEA Measures of Academic Achievement for grades 3-7.

Review Board of Education Goal:

By June 2009, the Kingwood Township Board of Education will assure that all district policies and by-laws are in compliance with the law.

### **Action 09-236**

### **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following resolution:*

***WHEREAS**, Alyssa Kries has served the students of Kingwood Township School as a dedicated and awesome educator since September, 2005; and*

***WHEREAS**, Alyssa Kries effectively uses real world connections to help her students see the importance of reading and writing in their lives; and*

***WHEREAS**, Alyssa Kries has and continues to make a difference with her students by using her repertoire of literacy strategies, techniques, and motivating activities to increase her students' success; and*

***WHEREAS**, Alyssa Kries infuses technology into her language arts literacy classroom through the use of computers, the Smart Board, CPS units, video PSAs, and a highly interactive class website; and*

***WHEREAS**, Alyssa Kries prepares her students with other skills that they need for work in the 21<sup>st</sup> century such as using creativity, thinking "outside of the box", directing their own learning, and working as part of a team; and*

***WHEREAS**, Alyssa Kries is regarded by her students as a teacher who "inspires them", works "very hard", makes their class "fun and interesting", "is there for them", and is the teacher for whom they can't wait to read or hear their writings; and*

***WHEREAS**, Alyssa Kries communicates with and is accessible to parents so that they can help their students; and*

***WHEREAS**, Alyssa Kries is regarded by her colleagues as a teacher who is "caring, compassionate, relevant, dedicated, inspiring, and knowledgeable not only in her subject but also in connecting with middle schoolers; and*

***WHEREAS**, Alyssa Kries has worked with middle schoolers as the Eighth Grade co-advisor and Student Council advisor and fostered leadership, school spirit, and service learning; and been selected as "Kingwood Township School's Teacher of the Year" for these and other reasons; and*

***NOW, THEREFORE IT BE RESOLVED** that the Kingwood Township Board of Education expresses its sincere and grateful appreciation to Alyssa Kries for her exceptional service and dedication to the children of Kingwood Township; and*

***BE IT FURTHER RESOLVED**, that a copy of this resolution shall be presented to Alyssa Kries and spread upon the minutes of the March 31, 2009 meeting of the Kingwood Township Board of Education.*

*Moved by K. Love-Mathieu, seconded by K. Bloom. Resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**EDUCATION COMMITTEE** – Minutes Attached.

**Action 09-237**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following Field Trip:*

*Aesop's Fable Play – HCRHS, Flemington NJ – 3<sup>rd</sup> Grade*

*Moved by K. Bloom, seconded by G. Karlsrud. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-238**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the ESY (Extended School Program) for special needs students to be held at Kingwood Township School from July 6, 2009 thru July 31, 2009, plus transportation, from 9:00 a.m. to 1:00 p.m. Moved by K. Bloom, seconded by G. Karlsrud. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-239**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the 2009-2010 school calendar. Moved by K. Bloom, seconded by G. Karlsrud. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**PERSONNEL COMMITTEE** – No Meeting.

**Action 09-240**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following substitutes for the 2008-2009 school year, as recommended by the Chief School Administrator, pending satisfactory criminal history review:*

*Janice Nuneviller – Nurse – retro to January 22, 2009*

*Jenna Godwin – Teacher/Instructional Aide*

*Allison O'Neil – Teacher/Instructional Aide*

*Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-241**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Susan Grassi for home instruction at the contract rate of \$51.00 per hour, not to exceed five hours, as recommended by the Chief School Administrator. Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-242**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following resolution:*

***WHEREAS**, Bobbie Beriont, School Business Administrator/Board Secretary, is attending the New Jersey School Business Officials Conference in Atlantic City from May 6, 2009 through May 8, 2009; and*

***WHEREAS**, the attendance at stated function was previously approved by the Kingwood Township Board of Education and the Chief School Administrator on May 27, 2008, within the School Business Administrator's contract and at the February 24, 2009 Board of Education meeting; and*

***WHEREAS**, the attendance at this function is approved as work related and within the scope of the work responsibilities of the attendee, furthering efficient operation of the school district; and fiscally prudent; and*

***THEREFORE, BE IT RESOLVED**, that the Kingwood Township Board of Education finds the travel and related expenses and the excess expenses particular to attendance at this function necessary.*

*Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-243**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following resolution:*

***WHEREAS**, Eric Carr, Building and Grounds Supervisor, is attending the New Jersey School Buildings and Grounds Association Annual Conference in Atlantic City from April 8, 2009 through April 9, 2009; and*

***WHEREAS**, the attendance at stated function was previously approved by the Kingwood Township Board of Education and the Chief School Administrator at the February 24, 2009 Board of Education meeting; and*

***WHEREAS**, the attendance at this function was approved as work related and within the scope of the work responsibilities of the attendee, furthering efficient operation of the school district; and fiscally prudent; and*

***THEREFORE, BE IT RESOLVED**, that the Kingwood Township Board of Education finds the travel and related expenses and the excess expenses particular to attendance at this function necessary.*

*Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*



**Action 09-244****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the travel and related expense reimbursement as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Form and Teacher Workshop Reimbursement Form. Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-245****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves a one day leave without pay for Erin Whitworth, Maternity Leave Replacement Teacher, for Monday, June 22, 2009, as recommended by the Chief School Administrator. Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-246****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves a maternity leave for Bridget Oldenburg, effective June 10, 2009 through June 22, 2009, utilizing her disability/sick leave. Moved by E. Hill, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**OPERATIONS COMMITTEE** – Minutes Attached.**Action 09-247****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the April 2009 – May 2011 electrical services contract with South Jersey Energy Company through the Alliance for Competitive Energy Services (ACES) at an estimated savings of 13% over JCP&L. Moved by L. Riggio, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-248****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the attached Settlement Agreement issued by the New Jersey Department of Environmental Protection and make payment in the amount of \$1,515.00. Moved by L. Riggio, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-249****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the submission of the grant application for the 2009 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC West Sub Fund to purchase blackout window shades to be mounted inside classroom doors for use during lockdowns, in the amount of \$2,675.00 for the 2009-2010 school year. Moved by L. Riggio, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-250****RESOLUTION**

*BE IT RESOLVED that the Board of Education authorizes the submission of the application for the Regular Operating District Grant, by the Spiezle Architect Group, to the New Jersey Department of Education for the Gymnasium Lighting Replacement. Moved by L. Riggio, seconded by E. Hill. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**POLICY COMMITTEE** – Minutes Attached.

**Action 09-251****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the first reading of the following policies:*

<b>Policy #</b>	<b>Title</b>
0142.1	Nepotism
1220	Employment of Chief School Administrator
1620	Administrative Employment Contracts
2428.1	Standards Based Instructional Priorities
2460	Special Education
2467	Surrogate Parents and Foster Parents
5320	Immunization
5331	Management of Life Threatening Allergies in Schools
5512.01	Harassment, Intimidation, and Bullying
6423	Expenditures for Non-Employee Activities, Meals, and Refreshments
6470	Payment of Claims
6471	School District Travel
6510	Payroll Authorization
6830	Audit and Comprehensive Annual Financial Report
6832	Conditions of Receiving State Aid
9120	Public Relations Program

*Moved by E. Hill, seconded by T. PeterPaul. On roll call, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 09-252****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the first reading of the following regulations:*

<b>Reg. #</b>	<b>Title</b>
R1240	Evaluation of Superintendent
R1400	Job Descriptions
R1570	Internal Controls
R2431.1	Emergency Procedures Athletic Practices and Competitions
R2431.2	Medical Examination to Determine Fitness for Participation in Athletics

R2460	Special Education
R2460.1	Special Education – Location, Identification, and Referral
R2460.8	Special Education – Free and Appropriate Public Education
R2460.9	Special Education – Transition from Early Intervention Programs to Preschool Programs
R2460.16	Special Education – Instructional Material to Blind or Print Disabled Pupils
R3160	Physical Examination
R3221	Evaluation of Nontenured Teaching Staff Members
R3222	Evaluation of Tenured Teaching Staff Members
R3223.1	Evaluation of Nontenured Administrators
R3223.2	Evaluation of Tenured Administrators
R4160	Physical Examination
R5320	Immunization
R5330	Administration of Medication (separate from policy)
R5331	Management of Life-Threatening Allergies in School
R5512	Reporting Procedure – hazing and/or Harassment, Intimidation, or Bullying
R5513	Care of School Property
R6111	Special Education Medicaid Initiative (SEMI) Program
R6471	School District Travel Procedure
R7420	Handling and Disposing of Body Wastes and Fluids
R7420.1	Bloodborne Pathogen Exposure Control Plan
R7420.2	Chemical Hygiene
R7430	School Safety
R8420	Emergency Evacuation Plan
R8420.1	Fire and Fire Drills
R8420.2	Bomb Threats
R8420.3	Natural Disasters and Manmade Catastrophes
R8420.4	Kidnapping
R8420.5	Asbestos Release
R8420.6	Accidents To and From School
R8420.7	Lockdown Procedures
R8441	Care of Injured and Ill Persons
R8451	Control of Communicable Diseases
R8462	Child Abuse

*Moved by E. Hill, seconded by T. PeterPaul. On roll call, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

### **FINANCE COMMITTEE**

### **COMMUNICATION COMMITTEE**

### **STANDING COMMITTEE REPORTS**

- Hunterdon County School Boards – Update on Monthly Meeting.

- School Boards Association – No Update
- Hunterdon County ESC – No Update
- KTS PTA – Update on Monthly Meeting
- KTEA – Update on Monthly Meeting

**NEW BUSINESS** – None.

**OLD BUSINESS** – None.

**RECOGNITION  
OF THE PUBLIC:**

Teachers: Ms. N. Kapsimalis and Ms. B. Oldenberg

**Action 09-253**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education adjourned the meeting at 9:10 p.m. Moved by K. Love-Mathieu, seconded by E. Hill. Resolution was ADOPTED as follows: ayes 9; nays, 0.*

Respectfully Submitted,

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Bobbie Beriont  
School Business Administrator/Board Secretary

Minutes prepared 04/07/09  
Minutes remain unofficial until Board approval.

Approved:

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Board President