

**KINGWOOD TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Regular Meeting – November 25, 2008**

**TIME AND PLACE:** The regular meeting of the Board of Education was held on November 25, 2008, 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 May 28, 2008.

**CALL TO ORDER:** The meeting was called to order by Board Vice-President, Kevin Bloom at 7:34 p.m.

Pledge of Allegiance.

**ROLL CALL:**

**Present:** Kevin Bloom, Vice-President    David Oertle  
Lawrence Cascio                            Traci PeterPaul  
Gary Karlsrud                                Lance Riggio  
Karen Love-Mathieu

**Absent:** Mary Ellen Pilch, President  
Eugene Hill

**DISTRICT ADMINISTRATORS**

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

**RECOGNITION OF PUBLIC:**

Scott Johnson and Lois McKay - Teachers

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

The following information was discussed:

- NJSBA – Delegate Assembly – November 15, 2008
- Kingwood Township Safety Award
- NJSBA - 2009 School Public Relations Forum – January 23, 2009
- PTA Outdoor Improvement Committee
- Board Members Acknowledgement on Contract Approvals

**Action 09-124****RESOLUTION**

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

*October 21, 2008 – Regular Meeting Minutes*

*As amended for resolution #09-115 for SP17 – From \$91.17 per day to \$99.17 per day*

*Moved by T. PeterPaul, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-125****RESOLUTION**

*Motion to approve the October 2008 Payroll and FICA as follows:*

<i>October 2008 Net Payroll</i>	<i>\$230,923.19</i>
<i>October 2008 Agency</i>	<i>\$169,184.87</i>
<i>October 2008 Board Share FICA</i>	<i>\$27,876.85</i>
<i>TOTAL PAYROLL OCTOBER 2008:</i>	<i>\$427,984.91</i>

*Moved by T. PeterPaul, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-126****RESOLUTION**

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

*November 2008 General Fund - \$86,487.74*

*Moved by T. PeterPaul, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-127****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the October 2008 line-item appropriation transfers attached to and made a part of these minutes. Moved by T. PeterPaul, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-128****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 October 2008; 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 T. PeterPaul, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-129****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves to adopt the attached Flexible Benefits Plan under Section 125 of the Internal Revenue Code of 1986. Moved by T. PeterPaul, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

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

Mrs. Hartner discussed the following informational items:

- Student Enrollment
- Staff Attendance
- October Reports
- Meetings Attended
- Progress Towards Board Goals
- AYP for 2008-2009
- Review of Social Studies Textbooks for K-8
- Preschool Programs/Shared Services

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.

**EDUCATION COMMITTEE** – Minutes Attached - Next Meeting 12/09/08 @ 6:00 p.m.

**Action 09-130**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education accepts the KTEF Fall 2008 grant awards, as attached, in the amount of \$12,286.57. Moved by T. PeterPaul, seconded by L. Cascio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-131**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following 2008-2009 field trips:*

*Princeton University Art Museum – Princeton, NJ – 5<sup>th</sup> Grade  
Delaware River Access – River Boat – Lambertville, NJ – 4<sup>th</sup> Grade*

*Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-132**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves tuition contracts for two students to attend the Flemington-Raritan Regional School District at a cost of \$65.86 per day for each student effective October 1, 2008 for Student #1 and October 2, 2008 for Student #2. Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-133**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Northwest Evaluation Association to perform an on-site Professional Development Workshop, “Stepping Stones to Using Data” at a cost of \$3,200.00. Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 6; nays, 0; abstain, 1 (K. Love-Mathieu).*

**Action 09-134****RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the "At Risk" Five-Year Preschool Program Plan and authorize its submission to the Department of Education. Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-135****RESOLUTION**

*BE IT RESOLVED that the Board of Education accepts the 2008- 2009 REAP Grant in the amount of \$47,047.00. Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-136****RESOLUTION**

*BE IT RESOLVED that the Board of Education establishes an Inclusive Pre-School Program for the 2009-2010 school year. Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-137****RESOLUTION**

*BE IT RESOLVED that the Board of Education a lottery for regular education preschoolers for the 2009-2010 school year, at a tuition rate of \$3,000.00 per year, with transportation being the parent's responsibility. Moved by G. Karlsrud, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**PERSONNEL COMMITTEE** – Minutes Attached.

**Action 09-138****RESOLUTION**

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

*Eva Czubernat – Teacher/Aide  
Whitney Helper – Teacher/Aide  
Grant Moxham – Teacher/Aide  
Mary Wasik – Teacher/Aide  
Miriam Meehan Feranda – Teacher/Aide  
Jamie Fallon – Teacher/Aide  
John T. Kerr – Teacher/Aide  
Richard D. Gimson – Teacher/Aide  
Maria Patullo – Teacher/Aide  
Brandon Rocha – Custodian*

*Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-139**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves medical leave of absence for Bobbie Beriont, School Business Administrator, effective November 19, 2008 through December 5, 2008. Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-140**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Bobbie Beriont, School Business Administrator to work from home, effective December 8, 2008 through December 23, 2008, as recommended by the Chief School Administrator. Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-141**

**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 Forms and Workshop Reimbursement Forms. Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-142**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Meaghan Emmons, Assistant to the School Business Administrator, to work overtime on an as needed basis, from November 19, 2008 through December 23, 2008, as recommended by the Chief School Administrator. Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-143**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Laura Hagerstrom, Payroll/Transportation Clerk, to work additional hours on an as needed basis, from November 19, 2008 through December 23, 2008, as recommended by the Chief School Administrator. Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-144**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves as an emergent hire Jodie Ryan, Teacher, TCH EL TCHR 01 2, as a maternity leave replacement effective January 16, 2009 through April 30, 2009, Step 1 MA at a pro-rated salary of \$45,435.00, pending satisfactory criminal history review, as recommended by the Chief School Administrator. Moved by K. Love-*

*Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-145**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Allison Larthey, TCH EL TCHR 02 1, to move across the guide from Step 5 BA, \$45,671.00, to Step 5 BA15, \$46,971.00, effective September 1, 2008, as recommended by the Chief School Administrator. Moved by K. Love-Mathieu, seconded by L. Riggio. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**OPERATIONS COMMITTEE**

**Action 09-146**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the disposition of the following obsolete equipment:*

*Fixed Asset #01123 - TV/VCR Combo*

*Fixed Asset #00003/#01103/#00092 – TV/VCR ComboSP3*

*Moved by L. Riggio, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-147**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves to make application to participate in the New Jersey Clean Energy Program for an Energy Audit. Moved by L. Riggio, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**Action 09-148**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves De Sapio Construction Inc., to provide salt spreading services, on an as needed basis, at a rate of \$780.00, per application, for the 2008-2009 school year. Moved by L. Riggio, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**POLICY COMMITTEE**

**Action 09-149**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the second reading of the following Policies:*

#6141	Tax	#6440	Cooperative Purchasing
#6150	Tuition Income	#6450	Choice of Vendor
#6160	Grants from Private Sources	#6520	Payroll Deductions

#6210	Fiscal Planning	#6620	Petty Cash
#6220	Budget Preparation	#6640	Cafeteria Fund
#6230	Budget Hearing	#6660	Student Activity Fund
#6340	Multiple Year Contracts	#6700	Investments
#6350	Competitive Contracts	#6810	Financial Objectives
#6421	Purchases Budgeted	#6820	Financial Reports
#6422	Budget Transfers	#6830	Audit and Comprehensive Annual Financial Report
#6424	Emergency Contracts		
#7100	Long-Range Facilities Planning	#7434	Smoking on School Grounds
#7101	Educational Adequacy of Capital Projects	#7435	Alcoholic Beverages on School Premises
#7102	Site Selection & Acquisition	#7436	Drug Free Workplace
#7130	School Closing	#7440	Security of School Premises
			Electronic Surveillance In School Building & on
#7230	Gifts, Grants & Donations	#7441	School Grounds
#7243	Supervision of Construction	#7450	Property Inventory
#7250	School & Facility Names	#7460	Energy Conservation
#7300	Disposition of Property	#7480	Motor Vehicles on School Property
#7420	Hygienic Management	#7490	Animals on School Property
#7421	Indoor Air Quality Standards	#7510	Use of School Facilities
#7422	School Integrated Pest Management Plan	#7513	Recreational use of Playgrounds
#7430	School Safety	#7520	Loan of School Equipment
#7432	Eye Protection	#7610	Vandalism
#7433	Hazardous Substances		
#8220	School Day	#8540	Free & Reduced Rate Meals
#8310	Public Records	#8600	Transportation
#8320	Personnel Records	#8630	Bus Driver Responsibility
#8335	Family Educational Rights & Privacy Act	#8670	Transportation of Disabled Pupils
#8420	Emergency Evacuation	#8690	Monitoring Devices on School Vehicles
#8431	Preparedness for Toxic Hazard	#8710	Property Insurance
#8441	Care of Injured and Ill Persons	#8740	Bonding
#8442	Reporting Accidents	#8750	Employee Indemnification
#8451	Control of Communicable Disease	#8760	Pupil Accident Insurance
#8453	HIV/AIDS	#8770	School Board Insurance Group
#8461	Reporting Violence, Vandalism, Alcohol, and Other Drug Abuse	#8810	Religious Holidays
#8462	Reporting Potentially Missing or Abused Children	#8820	Opening Exercises
#8465	Hate Crimes & Bias Related Acts	#8860	Memorials
#8467	Weapons		
#8468	Crisis Response		
#8470	Response to Concerted Job Action		

*Moved by T. PeterPaul, seconded by L. Cascio. On roll call, resolution was ADOPTED as*



follows: ayes, 7; nays, 0.

**Action 09-150**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the second reading of the following Regulations:*

#R7510 Use of School Facilities

#R8690 Monitoring Devices on School Vehicles

*Moved by L. Riggio, seconded by T. PeterPaul. On roll call vote, resolution was ADOPTED as follows: ayes, 7; nays, 0.*

**FINANCE COMMITTEE**

**COMMUNICATION COMMITTEE** – Minutes Attached.

**STANDING COMMITTEE REPORTS**

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

**NEW BUSINESS** – None.

**OLD BUSINESS** – None.

**RECOGNITION OF THE PUBLIC:**

Scott Johnson and Lois McKay - Teachers

**Action 09-151**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education adjourned the meeting at 8:18 p.m. Moved by L. Riggio, seconded by G. Karlsrud. Resolution was ADOPTED as follows: ayes 7; nays, 0.*

Respectfully Submitted,

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Bobbie Beriont  
School Business Administrator/Board Secretary

Minutes prepared 12/09/08

Minutes remain unofficial until Board approval.

Approved:

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Board President