

**KINGWOOD TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION  
REGULAR MEETING MINUTES OF DECEMBER 14, 2015**

**TIME AND PLACE:** The regular meeting of the Board of Education was held on December 14, 2015 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 *Hunterdon County Democrat* on November 5, 2015.

**CALL TO ORDER:** The meeting was called to order by Board President Joseph DePinto at 7:30 p.m.

Pledge of Allegiance.

**ROLL CALL:**

<b>Present:</b>	Joseph DePinto, President	Paymon Jelvani
	Anthony Planer, Vice President	Kathleen Racile
	Donna Herbel	Jill Lonergan
	Michael DeSapio	Shannon Sklodowsky

**Absent:** Kimberly Malina

**DISTRICT ADMINISTRATORS**

**PRESENT:** Rick Falkenstein, Chief School Administrator  
Ray Krov, Interim Business Administrator/Board Secretary  
Scott Yerger, Supervisor of Instruction/Asst. Principal

**RECOGNITION OF PUBLIC:**

There were 7 members of the public present, which included 6 staff members.

**Action 16-127                      RESOLUTION**

*BE IT RESOLVED that the Board of Education entered into Executive Session at 7:34 p.m. to discuss the employment of a new School Business Administrator/Board Secretary. Moved by K. Racile, seconded by M. DeSapio. Resolution was ADOPTED as follows: ayes, 8; nays, 0.*

The Board returned to public session at 7:46 p.m.

J. DePinto reported that the Board discussed the employment of a new SBA/BS while in executive sessions.

**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY –**

- Organizational Meeting – Monday January 4, 2016 @ 7:30 PM
- All Board members have completed 2015 training requirements
- HCSBA Meeting – Wednesday, January 13, 2016 @ 6 PM

**Action 16-128**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following agenda addendum items: add #16-146. Moved by A. Planer and seconded by P. Jelvani. This resolution was ADOPTED as follows: ayes, 8; nays, 0.*

**Action 16-129**

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

*November 24, 2015 – Regular Meeting Minutes*

*Moved by S. Sklodowsky, seconded by J. Lonergan. Resolution was ADOPTED as follows ayes, 7; nays, 0; Abstain 1 (P. Jelvani).*

**Action 16-130**

*BE IT RESOLVED that the Board of Education approves the November 2015 Payroll, FICA and DCRP as follows:*

November 2015 Net Payroll	\$216,869.70
November 2015 Agency	\$146,651.48
November 2015 Board Share FICA	\$7,092.38
November 2015 State Share FICA	\$18,444.68
November 2015 Board Share DCRP	\$294.14
<b>TOTAL PAYROLL NOVEMBER 2015</b>	<b><u>\$389,352.38</u></b>

*Moved by S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-131**

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

*December 2015 General Fund.....\$111,986.47*

*And authorizes payment of additional December 2015 invoices, which will be submitted for Board approval at the January 2016 meeting.*

*Moved by S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-132**

*BE IT RESOLVED that the Board of Education approves the November 2015 line-item appropriation transfers attached to and made a part of these minutes. Moved by S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-133**

*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 November 2015; 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 S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-134**

*Be it resolved that the Board of Education approves the following Resolution:*

***WHEREAS**, Anthony Planer has been a very active member of the Kingwood Township community and has served with distinction on the Kingwood Township Board of Education from April 2009 through December 2015; and*

***WHEREAS**, Anthony Planer has served as the Vice President of the Kingwood Township Board of Education for two years; and*

***WHEREAS**, Anthony Planer has exhibited the highest standards while serving as a member of the Education Committee, Communications Committee, Finance Committee, Operations Committee, Policy Committee and Personnel Committee; and*

***WHEREAS**, Anthony Planer served as chair of the Policy and Finance Committees and has exercised outstanding leadership and communication skills to members of the*

*Kingwood community, specifically during the many financial and educational changes that have taken place in the District over the last six years and eight months; and*

**WHEREAS**, *Anthony Planer served as a member of the Negotiations Committee and gave unselfishly of his time, experience and knowledge to work with the teachers' negotiation committee and other members of the board committee to negotiate a fair and equitable contract; and*

**WHEREAS**, *Anthony Planer served as a representative for the Hunterdon County ESC and the Hunterdon County School Boards Association; and*

**WHEREAS**, *Anthony Planer gave unselfishly of his time, experience, and knowledge to provide all Kingwood Township School students with an outstanding educational experience;*

**NOW, THEREFORE, BE IT RESOLVED** *that the Kingwood Township Board of Education expresses its sincere and grateful appreciation to Anthony Planer for his 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 Anthony Planer and spread upon the minutes of the December 14, 2015 meeting of the Kingwood Township Board of Education.*

*Moved by M. DeSapio, seconded by K. Racile. Resolution was ADOPTED as follows ayes, 8; nays, 0.*

2015-2016 School Goals:

- Maintain the board's focus on student achievement as its highest priority
- Develop a budget within the 2% cap that does not impact programs and maximizes resources
- Continue to work as a cohesive board while maintaining our committees

Action 16-135

*Be it resolved that the Board of Education approves the following Resolution:*

**WHEREAS**, *Donna King has served the students of Kingwood Township School as a dedicated educator in both general and special education since 2001; and*

**WHEREAS**, *Donna King maintained a highly professional relationship with her teaching colleagues and members of the Child Study Team; and*

**WHEREAS**, *Donna King has always worked collaboratively with her general education teammates to modify and adjust academic requirements to meet her students' specific educational needs; and*

*WHEREAS, Donna King delivered multisensory instruction to address student literacy; and*

*WHEREAS, Donna King has encouraged her students to create personal goals and become literate, successful learners; and*

*WHEREAS, Donna King has always created classroom environments that filled her students with confidence; and*

***NOW, THEREFORE, BE IT RESOLVED** that the Kingwood Township Board of Education expresses its sincere and grateful appreciation to Donna King for her many years of 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 Donna King and spread upon the minutes of the December 14, 2015 meeting of the Kingwood Township Board of Education.*

*Moved by J. Lonergan, seconded by S. Sklodowsky. Resolution was ADOPTED as follows ayes, 8; nays, 0.*

**CHIEF SCHOOL ADMINISTRATOR'S REPORT** – R. Falkenstein

Dr. Falkenstein discussed the following informational items:

- Student Enrollment
- Monthly Staff Reports
- PTA 5K run on Thanksgiving morning was a success
- Thank you to Mrs. Hutka, Mrs. Mizin and the Student Council for making the Senior Citizen Breakfast a success
- Thank you to Mr. White and Mrs. Niedziejko for a great winter concert performance
- Meetings attended by the CSA
- Choir performance at Valley View Nursing Home
- PARCC presentation by Scott Yerger, Supervisor of Instruction/Asst. Principal

**Action 16-136**

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

*WHEREAS, the Kingwood Township Board of Education submitted merit pay criteria for the 2015-2016 school year for Dr. Rick Falkenstein to the Hunterdon County Executive Superintendent for review; and*

*WHEREAS, the Hunterdon County Executive Superintendent approved the merit pay*

*criteria for Dr. Rick Falkenstein; and*

***NOW, THEREFORE,*** *be it resolved that the Kingwood Township Board of Education hereby certifies that the attached quantitative criteria that was submitted and approved by the Hunterdon County Executive Superintendent has been satisfactorily completed by Dr. Rick Falkenstein, and*

***BE IT FURTHER RESOLVED,*** *that Dr. Rick Falkenstein is entitled to, and shall receive, merit pay in the amount of \$4,495.50; and*

***BE IT FURTHER RESOLVED,*** *that the Kingwood Township Board of Education shall submit the within Resolution to the Hunterdon County Executive Superintendent for review and approval prior to payment being made to Dr. Rick Falkenstein.*

*Moved by S. Sklodowsky seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

2015-2016 District Goals:

- Continue to improve student achievement
- Continue to enhance community relations
- Continue to Maintain and Improve Facilities

**EDUCATION COMMITTEE**

**Action 16-138**

*BE IT RESOLVED that the Board of Education approves the following 2015-2016 Field Trips:*

- Liberty Science Center – K-4 Gifted & Talented Program
- Shop Rite, Flemington, NJ – Grade 3

*Moved by S. Sklodowsy seconded by D. Herbel, On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**PERSONNEL COMMITTEE** – Update on Meeting

**Action 16-139**

*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 A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-140**

*BE IT RESOLVED that the Board of Education approves the following 2015-2016 Substitutes, pending satisfactory criminal history review, as recommended by the Chief School Administrator:*

Janice Mauro – Teacher/Aide  
Erin Critelli – Teacher/Aide  
Courtney Rand – Teacher/Aide  
Kyle Schermerhorn – Teacher/Aide  
Carlyn Hubert – Teacher/Aide

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-141**

*BE IT RESOLVED that the Board of Education authorizes Meaghan Emmons, Assistant to the School Business Administrator, to work up to three additional days, on an as needed basis during the 2015-2016 school year, at her current rate of \$268.26 per day, as recommended by the Chief School Administrator.*

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-142**

*BE IT RESOLVED that the Board of Education approves, as an emergent hire, Carlyn Hubert, Maternity Leave Replacement Teacher, effective January 21, 2016 through June 30, 2016, at Step 1, BA, at an annual salary of \$50,395.00, pro-rated to start date, as recommended by the Chief School Administrator.*

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-143**

*BE IT RESOLVED that the Board of Education approves the following course for Melissa Kramer, Administrative, at Northampton County Community College, PA as recommended by the Chief School Administrator:*

*PC Support & Troubleshooting – Spring 2016 - \$1,962.00*

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-144**

*BE IT RESOLVED that the Board of Education approves the following courses for Scott Yerger, Supervisor of Instruction, towards a Doctorate in Educational Leadership at Lehigh University, as recommended by the Chief School Administrator:*

*The Superintendency, ELD 485 – Spring 2016 - \$1,895  
Program Evaluation – EDL 484 - Spring 2016 - \$1,895*

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-145**

*BE IT RESOLVED that the Board of Education approves the following course work for Aileen Naples, Teacher, at Rutgers University, as recommended by the Chief School Administrator:*

*The Gifted Child – Spring 2016 - \$2,586.50  
The Social & Emotional Development of a Gifted Child –  
Spring 2016 - \$2,586.50*

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**Action 16-146**

*BE IT RESOLVED that the Board of Education approves to employ Michele McCann as School Business Administrator/Board Secretary effective May 1, 2016 through June 30, 2016, at an annual salary of \$99,960.00, pro-rated to \$16,660.00 for the two month period, contingent upon approval of her employment contract by the Hunterdon County Executive Superintendent of Schools, as recommended by the Chief School Administrator.*

*Moved by A. Planer seconded by P. Jelvani. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**OPERATIONS COMMITTEE**

**Action 16-147**

*BE IT RESOLVED that the Board of Education approves to declare the following fixed assets as surplus property with no value and to authorize the Business Administrator to dispose of the property pursuant to N.J.S.A. 18A:18A-45:*

<u>Item</u>	<u>Asset#</u>	<u>Model</u>	<u>Serial #</u>
Mitsubishi Projector	00690	XD520U	W010687
Mitsubishi Projector	-----	XD520U	W010721



SMART (UF55) Projector	00673	SBP-10X	B012CE20A0659
SMART (UF55) Projector	00673	SBP-10X	B012CC30A0500

*Moved by S. Sklodowsky seconded by A. Planer. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**POLICY COMMITTEE** – Update on Meeting

**Action 16-148**

*BE IT RESOLVED that the Board of Education approves the first reading of the following Policies and Regulations:*

- #1240 – Evaluation of Superintendent*
- #3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators*
- #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals*
- #3224 - Evaluation of Principals, Vice Principals and Assistant Principals*
- #5516 – Use of Electronic Communication and Recording Devices (ERCD)*
- R#1240 – Evaluation of Superintendent*
- R#3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrator*
- R#3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals*
- R#3224 – Evaluation of Principals, Vice Principals and Assistant Principals*

*Moved by A. Planer seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*

**STANDING COMMITTEE REPORTS**

- Hunterdon County School Boards – No Update
- NJ School Boards - No Update
- Hunterdon County ESC – Update on Meeting
- KTS PTA – No Update
- Kingwood Township Education Foundation – No Update

**NEW BUSINESS** - None

**OLD BUSINESS** - None

**RECOGNITION OF PUBLIC**

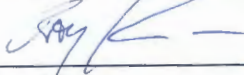
There were 3 members of the public present, which included 2 staff members

**Action 16-149**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education adjourned the meeting at 9:00 p.m. Moved by K. Racile, seconded by M. DeSapio. On roll call vote, resolution was ADOPTED as follows ayes, 8; nays, 0.*


Respectfully Submitted,



\_\_\_\_\_  
Ray Krov  
Interim School Business Administrator/Board Secretary

Minutes remain unofficial until Board approval on January 26, 2016.

Approved:

  
\_\_\_\_\_  
Board President