

**KINGWOOD TOWNSHIP SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING MINUTES OF FEBRUARY 23, 2016**

TIME AND PLACE: The regular meeting of the Board of Education was held on February 23, 2016 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 May 7, 2015.

CALL TO ORDER: The meeting was called to order by Board Vice President Kevin Bloom at 7:30 p.m.

Pledge of Allegiance.

ROLL CALL:

Present: Kevin Bloom, Vice President Michael DeSapio
Donna Herbel Jill Lonergan
Shannon Sklodowsky

Absent: Paymon Jelvani, Kimberly Malina, Kathleen Racile, Joseph DePinto, President

DISTRICT ADMINISTRATORS

PRESENT: Rick Falkenstein, Chief School Administrator
Ray Krov, Interim Business Administrator/Board Secretary

RECOGNITION OF PUBLIC: There were 15 members of the public present.

Mr. Bloom recognized retiring Business Administrator/Board Secretary Bobbie Beriont for her service to Kingwood Township School. Dr. Falkenstein and Board members appreciated her extensive knowledge of the job and caring approach. A formal resolution outlining her accomplishments was read for the record and approved under Personnel Committee motions. Mrs. Beriont thanked everyone for their support, noting that it was a team effort by the Board, staff, and community members.

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY – R. Krov, Interim

- Board Member Mandated Training – all board members have been registered for on line training, look for email from NJSBA
- Financial and Personal Disclosure Forms
- Eric Mintel Quartet – March 9, 2016 @ 7:00 PM
- 2016-2017 Budget Discussion

Action 16-181

RESOLUTION

BE IT RESOLVED that the Board of Education approves adding Motion 16-203 to the agenda. Moved by M. DeSapio, seconded by J. Lonergan. This resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-182

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

January 26, 2016 – Board Reorganization/Regular Meeting Minutes

Moved by S. Sklodowsky, seconded by M. DeSapio. Minutes were APPROVED as follows: ayes, 4; nays, 0; abstain, 1 (J. Lonergan).

Action 16-183

BE IT RESOLVED that the Board of Education approves the January 2016 Payroll, FICA and DCRP as follows:

January 2016 Net Payroll	\$212,436.74
January 2016 Agency	\$149,279.68
January 2016 Board Share FICA	\$6,061.59
January 2016 State Share FICA	\$20,056.82
January 2016 Board Share DCRP	\$294.14
TOTAL PAYROLL JANUARY 2016	<u>\$388,128.97</u>

Moved by S. Sklodowsky, seconded by M. DeSapio. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-184

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

February 23, 2016 General Fund.....\$180,245.57

And authorize payment of additional February 2016 invoices which will be submitted for Board approval at the March 2016 meeting.

Moved by S. Sklodowsky seconded by M. DeSapio. On roll call vote, resolution was ADOPTED as follows: ayes, 4; nays, 0; abstain 1 (M. DeSapio).

Action 16-185

BE IT RESOLVED that the Board of Education approves the January 2016 line-item appropriation transfers attached to and made a part of these minutes. Moved by S. Sklodowsky, seconded by M. DeSapio. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-186

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 January 2016; 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 M. DeSapio. On roll call vote, resolution was ADOPTED as follows: ayes, 5; 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

CHIEF SCHOOL ADMINISTRATOR'S REPORT – R. Falkenstein

Dr. Falkenstein discussed the following informational items:

- Student Enrollment
- Monthly Staff Reports
- Parent Meeting – The ABC's of Generation Z.
- Partnership with Hunterdon Pediatrics for Kindergarten Readiness.
- NJ Close-Up - Last week NJ Close Up recognized the outstanding programs at Kingwood Township School.

- Mr. White discussed “Music in Our Schools” month in March. There are four events planned.
- Mr. Scott Yerger, Assistant Principal, discussed participation in the Sustainable NJ Schools Program. The “Green Team” was formed with volunteer staff members.
- Ms. Kelly Cullen, the new Middle School Mathematics Teacher, was introduced to Board of Education members.
- February 12, 2016 – Staff In-Service Day.
- Kindergarten Orientation – March 16. Currently there are 26 kindergarten students registered for the 2016-2017 school year.
- Meetings Attended

2015-2016 District Goals:

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

EDUCATION COMMITTEE

Action 16-187

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

*The Barnes Foundation, Philadelphia, PA – Grade 4
Alexandria Airport – Grade 6*

Moved by S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-188

BE IT RESOLVED that the Board of Education approves the following 2015-2016 Co-Curricular Fundraiser:

- Gertrude Hawk Candy Sale – Band and Chorus

Moved by S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-189

BE IT RESOLVED that the Board of Education approves the Next Generation Science Standards and curriculum consulting services for Dr. Wil van der Veen, Consultant from Raritan Valley Community College Science Education Institute for a fee not to exceed \$750.00.

Moved by S. Sklodowsky, seconded by J. Lonergan. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

PERSONNEL COMMITTEE

Action 16-190

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

WHEREAS, Bobbie Beriont has served the students and staff of Kingwood Township School as a dedicated Business Administrator and Board Secretary from February 2004 until February 2016; and

WHEREAS, Bobbie Beriont excelled at managing fiscal operations, providing recommendations on the District's budget and finances that led to multiple budget years of 0% tax levy increases while maintaining a high standard of education with enhanced programs and technology for the students and staff of Kingwood Township School; and

WHEREAS, Bobbie Beriont took pride in providing excellent educational facilities by overseeing the completion of the 2004 building expansion and initiating numerous capital projects such as new roofs on the entire school building, the installation of air conditioning in all classrooms, playground upgrades, and replacement of the entire asphalt driveway/parking lot; and

WHEREAS, Bobbie Beriont utilized her financial and budgeting expertise to fund the capital improvements with State facility grants and establish Capital and Maintenance Reserves for future facility projects; and

WHEREAS, Bobbie Beriont was instrumental in working with the Department of Environmental Protection in upgrading the Waste Water Treatment Plant and monitoring daily operations in compliance with State regulations; and

WHEREAS, Bobbie Beriont has been held in high regard by her colleagues within Hunterdon County and the State of New Jersey, sharing her knowledge and leadership by service as President of the Hunterdon County Association of School Business Officials, and as a trustee of the New Jersey Association of School Business Officials for four years, including service as Chairperson of the Shared Services Committee and Accounting Committee, and a member of the Annual Conference Committee; and

WHEREAS, Bobbie Beriont's vision and outstanding leadership always maintained the highest standard, cultivated and ensured continuity within the administrative team, and always made decisions that truly made a difference to the children and staff of Kingwood Township School; and

NOW, THEREFORE BE IT RESOLVED, that the Kingwood Township Board of Education expresses its sincere and grateful appreciation to Bobbie Beriont for her exceptional service and dedication to the children and staff of Kingwood Township School; and

BE IT FURTHER RESOLVED that a copy of this resolution be presented to Bobbie Beriont and spread upon the minutes of the February 23, 2016 meeting of the Kingwood Township Board of Education.

Moved by M. DeSapio, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-191

BE IT RESOLVED that the Board of Education approves vacation pay for Bobbie Beriont for 11 days vacation at the current per diem rate of \$465.65, for a total of \$5,122.15, as per the Business Administrator/Board Secretary's contract.

Moved by M. DeSapio, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows" ayes, 5; nays, 0.

Action 16-192

BE IT RESOLVED that the Board of Education approves accumulated sick leave pay for the following teacher, in the amount of \$8,000.00 as per the negotiated agreement:

Donna King

Moved by M. DeSapio, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-193

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 M. DeSapio, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-194

BE IT RESOLVED that the Board of Education approves Vicki Marcine for "Family Literacy Night" for 1.5 hours, at the contractual rate of \$45.00 per hour, as recommended by the Chief School Administrator.

Moved by M. DeSapio, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-195

BE IT RESOLVED that the Board of Education approves two (2) days unpaid leave of absence for Karen Mazerolle, Cafeteria Aide, for February 22nd and February 23rd, as recommended by the Chief School Administrator.

Moved by M. DeSapio, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

OPERATIONS COMMITTEE

Mr. Bloom reported that he attended a meeting with district staff to review the toilet room renovation project plans. Comments were sent to the architect, who revised the plans as necessary. Dr. Falkenstein thanked Mr. Bloom for reviewing the plans.

Action 16-196

BE IT RESOLVED that the Board of Education approves a lawn cutting agreement with Pat's lawn Care for \$265.00 per cut, for the calendar year 2016.

Moved by D. Herbel, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-197

BE IT RESOLVED that the Board of Education approves the Kingwood Township Park to be procured as the practice site for the boys' baseball team, including transportation costs.

Moved by D. Herbel, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-198

BE IT RESOLVED that the Board of Education approves all home boys' baseball games at the away team's field, including transportation costs.

Moved by D. Herbel, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-199

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

WHEREAS—*The Kingwood Township Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.*

WHEREAS—The Kingwood Township Board of Education and District Superintendent seek to support and work with school staff and administrators, students and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly and cost-effective solutions.

WHEREAS—Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

WHEREAS—Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.;

WHEREAS—Sustainability means using resources wisely, saving money and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

WHEREAS—The Kingwood Township Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as “Green Team”), based on the guidance of Sustainable Jersey for Schools.

WHEREAS—Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

WHEREAS—The Kingwood Township Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

NOW THEREFORE BE IT RESOLVED, that Kingwood Township Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the board’s intention to pursue certification for schools in the district.

Moved by D. Herbel, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-200

BE IT RESOLVED that the Board of Education approves to declare the attached fixed assets as surplus property and to authorize the Business Administrator to sell the property pursuant to N.J.S.A. 18A:18A-45.

Moved by D. Herbel, seconded by S. Sklodowsky. On roll call vote, resolution was ADOPTED as

follows: ayes, 5; nays, 0.

POLICY COMMITTEE

Action 16-201

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

- #3431.1 – Family Leave
- #4431.1 – Family Leave

Moved by M. DeSapio, seconded by D. Herbel. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

FINANCE COMMITTEE

Action 16-202

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

***WHEREAS**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2016-2017 school year, and*

***WHEREAS**, the Kingwood Township Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students or participation in SEMI would not provide a cost benefit to the District based on the attached projection of the District's available SEMI reimbursement for the 2016-2017 budget year.*

***NOW, THEREFORE BE IT RESOLVED**, that the Kingwood Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of the NJAC 6A:23A-5.3 for the 2016-2017 school year.*

Moved by M. DeSapio, seconded by D. Herbel. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

Action 16-203

BE IT RESOLVED that the Board of Education approves the 2016-2017 tentative budget:

***WHEREAS**, the 2016-2017 tentative 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; and*

WHEREAS, the budget supporting documentation includes detailed expenditure information as required under administrative regulations, including a maximum workshop/travel budget of \$22,700, which was \$22,700 in the 2015-2016 budget, where \$8,678 has been spent to date; and

WHEREAS, the budget supporting documentation includes detailed expenditure information for legal expenses in the amount of \$18,000, which represents no change from the 2015-2016 budget;

NOW THEREFORE BE IT RESOLVED that the Kingwood Township Board of Education approves the 2016-2017 tentative budget in the amount of \$7,291,415 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

Operating Expense	\$ 6,905,673	
Capital Outlay	\$ 17,332	
Total General Fund		\$ 6,923,005
Special Revenue Fund (Grants)		\$ 123,410
Debt Service Fund		\$ 245,000
Total Expenditures		\$ 7,291,415

AND BE IT FURTHER RESOLVED, that the 2016-2017 tentative budget is supported by the following revenues:

General Fund Revenue		
Local Revenues:		
Budgeted Fund Balance	\$ 113,702	
Local Tax Levy	\$ 5,475,786	
Miscellaneous Revenues	\$ 25,000	
Total Local Revenue		\$ 5,614,488
State Revenues:		
School Choice Aid	\$ 121,930	
Transportation Aid	\$ 157,946	
Special Education Aid	\$ 244,823	
Equalization Aid	\$ 441,447	
Security Aid	\$ 31,021	
Adjustment Aid	\$ 301,310	
PARCC Readiness Aid	\$ 3,440	
Per Pupil Growth Aide	\$ 3,440	
Planned Learning Communities Aid	\$ 3,160	
Total State Revenues		\$ 1,308,517
Total General Fund Revenues		\$ 6,923,005

Special Revenue Fund (Grants)		\$ 123,410
Debt Service Fund Revenues:		
Local Tax Levy		\$ 245,000
Total Revenues		\$ 7,291,415

***AND BE IT FURTHER RESOLVED**, that the Kingwood Township Board of Education acknowledges that the 2016-2017 tentative budget as described above results in a General Fund Tax Levy in the amount of \$5,475,786 and a Debt Service Fund Tax Levy in the amount of \$245,000; and*

***BE IT FURTHER RESOLVED**, that the Business Administrator be authorized to make budget adjustments as may be required by the Executive County Superintendent of Schools and/or new budget information, and to advertise the budget in the Hunterdon County Democrat newspaper upon approval of the Executive County Superintendent in accordance with the form suggested by the State Department of Education and to state law; and*

***BE IT FURTHER RESOLVED**, that a public hearing for adoption of the 2016-2017 budget will be held on April 26, 2016 at 7:30 p.m. in the Kingwood Township School Library.*

Moved by M. DeSapio, seconded by D. Herbel. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, 0.

COMMUNICATIONS COMMITTEE – Update on Meeting

STANDING COMMITTEE REPORTS

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

NEW BUSINESS - None

OLD BUSINESS - None

RECOGNITION OF PUBLIC – There were 4 members of the public present.

Tanya Drake requested additional information on the Generation Z presentation and thought the school’s Read Across America program was excellent.

Action 16-204

RESOLUTION

BE IT RESOLVED that the Board of Education adjourned the meeting at 8:50 p.m. Moved by S. Sklodowsky, seconded by J. Lonergan. This resolution was ADOPTED as follows: ayes, 5; nays, 0.

Respectfully Submitted,



Ray Krov

Interim School Business Administrator/Board Secretary

Minutes remain unofficial until Board approval on March 22, 2016.

Approved:



Board President