

**KINGWOOD TOWNSHIP SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Board Regular Meeting – February 26, 2019**

**TIME AND PLACE:** The regular meeting of the Board of Education was held on February 26, 2019 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, P. L. 1975, the Kingwood Township Board of Education has provided adequate notice of the date, time, and location of the meeting. A copy has been filed with the Kingwood Township Clerk and published in the *Hunterdon Democrat*, on January 10, 2019.

**CALL TO ORDER:** The meeting was called to order by Board President, Paymon Jelvani at 7:37 p.m.

Pledge of Allegiance.

**ROLL CALL:**

**PRESENT:**

Paymon Jelvani  
Kevin Bloom  
Michael DeSapio  
Donna Herbel  
Jill Lonergan

Sara Daly-Padron  
Russell Pitzner  
Donna Ray  
Shannon Sklodowsky

**ABSENT:**

**DISTRICT ADMINISTRATORS**

**PRESENT:**

Rick Falkenstein, Superintendent  
Michele McCann, Business Administrator/Board Secretary

**PUBLIC:**

Serrina Hutka, Guidance Counselor was present.

**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY – M. McCann**

- a. Online Personal/Relative Disclosures & Financial Statements
- b. Board Member Mandated Training
- c. NJSBA School Technology Conference - March 8, 2019
- d. Thank you to Gale Brindisi and Meaghan Emmons for assistance

**Action 19-033**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education amended the February 2019 bill list from \$97,668.24 to \$234,725.99.

Moved by D. Herbel, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays,

**Action 19-034 RESOLUTION**

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

*January 22, 2019 - Regular Meeting*

Moved by M. DeSapio, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, abstentions: 3, M. DeSapio, R. Pitzner, D. Ray.

**Action 19-035 RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the January 2019 Payroll, FICA and DCRP as follows:

January 2019 Net Payroll	\$220,919.75
January 2019 Agency	\$143,741.89
January 2019 Board Share FICA	\$6,065.19
January 2019 State Share FICA	\$19,971.55
January 2019 Board Share DCRP	\$813.37
Total Payroll January 2019	\$391,511.72

Moved by M. DeSapio, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-036 RESOLUTION**

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

January 30, 2019 General Fund	\$118,868.47
February 26, 2019 General Fund	\$234,725.99

Moved by M. DeSapio, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-037 RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the January 2019 line-item appropriation transfers as per the attached report.

*Moved by M. DeSapio, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**Action 19-038**

**RESOLUTION**

***BE IT RESOLVED*** that the Board of Education approve the Board Secretary and Treasurer's Report:

***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 2019; 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 M. DeSapio, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**SUPERINTENDENT'S REPORT** - R. Falkenstein

- Dr. Falkenstein discussed the consistency of the administrative staff at Kingwood Township School has offered to create the send/receive with Milford Public School.
- The 7/8 grade transition plan for both Kingwood and Milford students.
- Data meetings for ELA meetings continue to progress.
- Plans for the 125<sup>th</sup> anniversary on an anticipated 125<sup>th</sup> day.
- Mr. Jelvani introduced himself to the staff at a meeting in February.

**Action 19-039**

**RESOLUTION**

***BE IT RESOLVED*** that the Board of Education approves the attached send receive agreement between the Milford Borough Board of Education and the Kingwood Township Board of Education for the 2019-2020 school year through the 2023-2024 school year for 7<sup>th</sup> and 8<sup>th</sup> graders to attend Kingwood Township School, as recommended by Superintendent.

*Moved by S. Sklodowsky, seconded by D. Herbel, on roll call vote, resolution was ADOPTED as follows ayes, 9; nays, 0.*

**Action 19-040**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the attached contract for shared personnel services, between the Milford Borough Board of Education and the Kingwood Township Board of Education in the amount of \$2,167.00, from March 1, 2019 until June 30, 2019, as recommended by the Superintendent.

Moved by M. DeSapio, seconded by D. Herbel, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-041                      RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the attached Curriculum for Theater, as recommended by the Superintendent.

Moved by M. DeSapio, seconded by R. Pitzner, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**EDUCATION COMMITTEE**

**Action 19-042                      RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the following field trips for the 2018-2019 school year:

Description	Location	Grade/Section/Group
Milford School Students	Milford, NJ	Middle school
Kutztown University/Dorney Park	Kutztown, PA Allentown, PA	Band /Chorus

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-043                      RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the attached contract for Professional Development Services with Conscious Discipline, in the amount of \$3,970.00, for the 2018-2019 school year, as recommended by the Superintendent.

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-044                      RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the attached contract with the YMCA Before and After School Program for the 2019-2020 school year, as recommended by the Superintendent.

*Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**PERSONNEL COMMITTEE**

**Action 19-045**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the travel and expense reimbursement as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Forms and Workshop Reimbursement Forms, as recommended by the Superintendent.*

*Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**Action 19-046**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the attached stipend contract for Melissa Kramer, Executive Secretary/Informational Director/Technology, SPT-EL-TECH-NA-1/SPT-EL-SCHS-NA-1, from March 1, 2019 through June 30, 2019, at a prorated salary of \$2,167.00, as recommended by the Superintendent.*

*Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**Action 19-047**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the attached employment contract, as an emergent hire, with Laura Hanson, Cafeteria Aide, SPT-EL-CAFT-NA-3, effective February 4, 2019 through June 30, 2019, at an annual salary of \$5,844.00, pro-rated to start date, as recommended by the Superintendent.*

*Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**Action 19-048**

**RESOLUTION**

*BE IT RESOLVED that the Board of Education approves, Laura Hanson, Cafeteria Aide, SPT-EL-CAFT-NA-3, for two (2) hours additional hours for mandated trainings, at her hourly rate of \$12.50, as recommended by the Superintendent.*

*Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**Action 19-049**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education accepts, with regret, the resignation of Sierra Brooks, Part-Time Instructional Aide (.5) SPT-EL-SPEC-FL-3, effective February 1, 2019, as recommended by the Superintendent.

Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-050 RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves a one (1) day leave of absence, without pay, for Peggy Cooney, Teacher, TCH-EL-LIBR-FL-1, on March 4, 2019, as recommended by the Superintendent.

Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**OPERATIONS COMMITTEE**

**Action 19-051 RESOLUTION**

**BE IT RESOLVED** that the Board of Education declares the fixed asset as surplus property with no value and authorize the Business Administrator to dispose of the property pursuant to N.J.S.A. 18A:18A-45, as recommended by the Superintendent.

Item	Asset Number	Model	Serial Number
Pitching Mound	N/A	N/A	N/A

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-052 RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves Pat's Lawn Care, Inc. to provide lawn mowing services for the district property for the 2019 calendar year, on an as needed basis, at the cost of \$285.00 per a cut.

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-053 RESOLUTION**

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

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED

as follows ayes,9; nays, 0.

**Action 19-054**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education amends the existing five-year Long Range Facility Plan (LRFP) to update the expected completion date for all unfinished projects, due to amount of maintenance and upkeep required as well as efficiency, for the 2018-2019 school year as outlined on the attached schedule.

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-055**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education adopt the following resolution for the Maximum Capital Reserve Amount:

**BE IT RESOLVED**, that the Kingwood Township School District's five-year Long Range Facility Plan has identified 14 projects to be completed; and,

**WHEREAS**, these projects have a total estimated cost over the five-year period of \$4,765,000.00; and,

**WHEREAS**, the total cost of these projects would be reduced by up to forty percent or \$1,906,000.00 if State grant funds were available, leaving the estimated local share of these projects at \$2,859,000.00; and

**WHEREAS**, no State grant funds are currently available for Long Range Facility Projects;

**NOW, THEREFORE, BE IT RESOLVED**, that the total cost of the 14 projects is \$4,765,000.00, the maximum Capital Reserve Account balance is \$2,859,000.00, and the existing Capital Reserve fund balance on June 30, 2018 is \$1,356,252.00.

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-056**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the KTEF facility use of the school for a craft fair on a Saturday in April 2019 without a cost for usage.

Moved by P. Jelvani, seconded by K. Bloom, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.

**Action 19-057**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the first reading of the following Policies/Regulation:

<b>Policy Number/Regulation Number</b>	<b>Title</b>
2610	Educational Program Evaluation
2422	Health and Physical Education

Moved by S. Sklodowsky, seconded by R. Pitzner, on roll call vote, resolution was **ADOPTED** as follows ayes,9; nays, 0.

**FINANCE COMMITTEE**

**Action 19-058**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education accepts the June 30, 2018 Comprehensive Annual Financial Report (CAFR) with no audit recommendations, and to acknowledge that the Kingwood Township Board of Education has reviewed the 2017 - 2018 audit report as required by N.J.S.A. 18A:23-5.

*NOTE: Copies of the Synopsis of the Audit were made available to the members of the public.*

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was **ADOPTED** as follows ayes,9; nays, 0.

**Action 19-059**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves the attached Corrective Action Plan for the June 30, 2018 Comprehensive Annual Financial Report (CAFR), with no audit recommendations.

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was **ADOPTED** as follows ayes,9; nays, 0.

**Action 19-060**

**RESOLUTION**

**BE IT RESOLVED** that the Board of Education approves transferring of \$59,735.00 from surplus and increasing lines 11-190-100-610-000 for \$27,867.50, 11-000-262-420-000-000 for \$27,867.50, 11-401-100-100-000-000 for \$4,000.00, in the 2018-2019 budget for the 2017-2018 Extraordinary Aide of \$59,735.00 received in September 2018.

Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was **ADOPTED** as follows ayes,9; nays, 0.



**Action 19-061**

**RESOLUTION**

***BE IT RESOLVED*** that the Board of Education approves the lease purchase agreement for sixty (60) months with Cannon Financial Services, Inc. for two (2) Cannon IR Advance 6575i II at a monthly cost of \$544.00 under the State of New Jersey Contract G- 2075/40462.

*Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**COMMUNICATIONS COMMITTEE**

**STANDING COMMITTEE REPORTS**

- Hunterdon County School Boards -No Update.
- NJ School Boards Association - No Update.
- Hunterdon County ESC - Update.
- KTS PTA – No Update
- KTEA - No Update.
- AD-Hoc - No Update

**NEW BUSINESS** - Mr. Jelvani shared documents on effective board meetings from the NJSBA conference he attended.

Mrs. Herbel wanted to share the personal relationships that the school has created extended into the community. While a public school, it is a community school.

Mr. Jelvani, thanked all of the staff for the smooth transition of his daughters into Kingwood Township School.

**OLD BUSINESS** - Mr. Jelvani updated the board on the Board of Education president's meeting. Regionalization was discussed. Most surrounding schools are losing funding and it is effecting their 19-20 school year budgets.

Kingwood's response is no ballot question, no to the regionalization study. The cut in state funding and the impact on budgets was discussed by the districts in attendance.

**RECOGNITION OF PUBLIC:** None

**Action 19-062**

**RESOLUTION**

***BE IT RESOLVED*** that the Board of Education entered into executive session to discuss a legal matter at 9:14 pm.

*Moved by M. DeSapio, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes,9; nays, 0.*

**Action 19-063**

**RESOLUTION**

***BE IT RESOLVED*** that the Board of Education exited executive session at 9:17 pm.

*Moved by R. Pitzner, seconded by K. Bloom, on roll call vote, resolution was ADOPTED as follows ayes, 9; nays, 0.*

**Action 19-064**

**RESOLUTION**

***BE IT RESOLVED*** that the Board of Education adjourned the meeting at 9:17 p.m.

*Moved by J. Lonergan, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 9; nays, 0*

Respectfully Submitted,




Michele McCann

School Business Administrator/Board Secretary

Minutes remain unofficial until Board Approval on March 26, 2019

Approved:

  
Board President