**KINGWOOD TOWNSHIP BOARD OF EDUCATION**
**REGULAR MEETING MINUTES OF OCTOBER 18, 2016**

**TIME AND PLACE:** The regular meeting of the Board of Education was held on October 18, 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 6, 2016.

**CALL TO ORDER:** The meeting was called to order by Board President Joseph DePinto at 7:33p.m.

Pledge of Allegiance.

**ROLL CALL:**

| | | |
|---|---|---|
| **Present:** | Joseph DePinto, President | Kimberly Malina |
| | Kevin Bloom, Vice President | Shannon Sklodowsky |
| | Jill Lonergan | Kathleen Racile |
| | Paymon Jelvani | |
| Absent: | Michael DeSapio and Donna Herbel | |

**DISTRICT ADMINISTRATORS PRESENT:** Rick Falkenstein, Chief School Administrator
Michele McCann, Business Administrator/Board Secretary

**RECOGNITION OF THE PUBLIC:**
Mrs. Michalski and Mrs. Taffera Staff Members.
Mrs. Drake, Mr. Pitzner and Mrs. Moschberger Parents.

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

- NJSBA Conference Itinerary
- Mandated Training
- HCSBA School Funding Presentation, November 30th at Holland Brook School, Whitehouse Station, NJ
- WCSBA Special Education Presentation, November 29th at 6pm Hawk Pointe County Club, Washington, NJ
- Cross Roads Academy Thank you
- "Name The Cafeteria" Contest

**Action 17-195** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves to amend item: # 6.4 and add #6.6*

*Moved by P. Jelvani, seconded by K. Malina, all in favor, Motion approved.*

**Action 17-196** **RESOLUTION**

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

September 27, 2016 – Regular Meeting Minutes

*Moved by K.Racile, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-197** **RESOLUTION**

***BE IT RESOLVED*** *that the Board of Education approves* the September 2016 payroll as follows:

| | |
|---|---|
| September 2016 Net Payroll | $210,514.88 |
| September 2016 Agency | $137,459.73 |
| September 2016 Board Share FICA | $5,885.92 |
| September 2016 State Share FICA | $18,755.55 |
| September 2016 Board Share DCRP | $447.52 |
| **TOTAL PAYROLL SEPTEMBER 2016** | **$373,063.60** |

*Moved by K.Racile, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-198** **RESOLUTION**

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

October 2016 General Fund.....$37,936.27

And authorize payment of additional October 2016 invoices, as required, which will be submitted for Board approval at the November 2016 meeting.

*Moved by K.Racile, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-199** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the September 2016 line-item appropriation transfers as per the attached report.*

*Moved by K.Racile, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-200** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves 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 August 2016 and September 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 overexpended 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.Racile, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**2016-2017 Kingwood Township Board of Education Goals:**

- **Maintain the board's focus on student achievement as its highest priority**
  - Oversee the aforementioned student achievement goals
- **Develop a budget that does not impact programs and maximizes resources**
- **Continue to work as a cohesive board while maintaining our committees**
  - Utilize the self-evaluations to ensure we continue to operate effectively

- Continue with board committee structure; finance, personnel, education, communications, policy and operations

**CHIEF SCHOOL ADMINISTRATOR'S REPORT** - R. Falkenstein
Dr. Falkenstein discussed the following items:

- Bus evacuations completed
- October 10, 2016 Staff Training: CPR, Conscious Discipline, Dibbles, Mental Math, CST meetings
- DASH is underway
- Fairview Lake Field trip, another successful trip
- Rachel's Challenge kicked off Week of Respect
- Observations and SGO's are underway
- Dr. Falkenstein reported one HIB incident

**Action 17-201** **RESOLUTION**

*BE IT RESOLVED that the Board of Education affirms the Chief School Administrator's decision on the attached reported incident, Case # 001, of Harassment, Intimidation and Bullying.*

*Moved by J. Lonergan, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-202** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the 2016-2017 School Safety and Security Plan, as recommended by the Chief School Administrator.*

*Moved by J. Lonergan, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-203** **RESOLUTION**

*BE IT RESOLVED that the Board of Education accepts the donation of dictionaries for the 3rd grade students on behalf of the Grandview Grange #124, in Flemington, NJ with gratitude,(see letter attached).*

*Moved by J. Lonergan, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-204** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the Chief School Administrator's Professional Development Plan for the 2016-2017 school year.*

*Moved by J. Lonergan, seconded by S. Sklodowsky, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**EDUCATION COMMITTEE**

**2016-2017 District Goals:**

- **Continue to improve student achievement:**
  - Develop and Implement New Science Standards
  - Expand Middle School Fountas and Pinnell reading levels
  - Conscious Discipline Building improve social emotional well being
- **Continue to enhance community relations:**
  - Continue with public relations in social media
  - Identify innovative programs to promote the district
- **Continue to Maintain and Improve Facilities:**
  - New windows will be installed in D wing
  - Complete bathroom and gym renovations

**Action 17-205** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following 2016-2017 Field Trips:*

- Princeton HS, Princeton, NJ - Jazz Band
- Rowan University, Glassboro, NJ - Jazz Band
- Alexandria Middle School, Alexandria, NJ - Jazz Band
- Delaware Valley Regional High School, Frenchtown, NJ - Jazz Band and Chorus
- Fleetwood HS, Fleetwood, PA - Band and Chorus
- Dorney Park, Allentown, PA - Band and Chorus
- Delaware Valley Regional High School, Frenchtown, NJ – 8th Grade

*Moved by K. Racile, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-206** **RESOLUTION**

*BE IT RESOLVED that the Board of Education accepts the donation of $125.00 from, Mr. and Mrs. Mauro, towards the 8th grade Washington, DC trip, with gratitude.*

*Moved by K. Racile, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as*

*follows ayes, 7; nays, 0.*

**Action 17-207** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following Co-Curricular Fundraising Activities:*

8th Grade – Marinelli's Dinners
Student Council – Coat Drive

*Moved by K. Racile, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-208** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves, Peggy Cooney, TCH-EL-LIBR-FL-1, for one additional day of work at her per diem rate of $387.23, to host the Hour of Coding, as recommended by the Chief School Administrator.*

*Moved by K. Racile, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**PERSONNEL COMMITTEE**

**Action 17-209** **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 S. Sklodowsky, seconded by K. Malina, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-210** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the offer of employment to Jared Grassi, Custodian, CUS-EL-CUST-NA-2, effective November 1, 2016 through June 30, 2017 at an annual salary at $30,000.00, prorated to start date, pending satisfactory criminal review, as recommended by the Chief School Administrator.*

*Moved by S. Sklodowsky, seconded by K. Malina, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-211** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the offer of employment to Michael Hesington, as Interim Assistant Principal, ADM-EL-APRN-NA-1, effective November 1, 2016 through June 30, 2017, at a per diem rate of $400.00 per day, not to exceed $55,200.00 on an as needed basis with approval of the Chief School Administrator, pending satisfactory criminal review, as recommended by the Chief School Administrator.*

*Moved by S. Sklodowsky, seconded by K. Malina, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-212** **RESOLUTION**

*BE IT RESOLVED that the Board of Education accepts, with regret, the retirement of Angela Guenther, Teacher, effective December 31, 2016.*

*Moved by S. Sklodowsky, seconded by K. Malina, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**OPERATIONS COMMITTEE**

**Action 17-213** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the following School Bus Emergency Evacuation Drill Statement as stipulated by 6A:27-11.2:*

> On Monday, October 3, 2016 for routes #1, #2 , #3, and #4 and on Tuesday, October 4, 2016 for routes #5, #6, #7 and #8; the School Business Administrator of Kingwood Township School, Michele McCann, oversaw the school bus emergency evacuation drills. The drills were held at approximately 8:45 a.m. at the school.

*Moved by P. Jelvani, seconded by K. Racile, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-214** **RESOLUTION**

*BE IT RESOLVED that the Board of Education adopts the following resolution approving the comprehensive maintenance plan:*

*WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and*

*WHEREAS, the required maintenance activities, as listed in the attached document for the*

*various school facilities of the Kingwood Township School District, are consistent with these requirements, and*

*WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,*

*NOW, THEREFORE BE IT RESOLVED, that the Kingwood Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Kingwood Township School District in compliance with Department of Education requirements.*

*Moved by P. Jelvani, seconded by K. Racile, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-215** **RESOLUTION**

*BE IT RESOLVED that the Board of Education adopts the following resolution approving the annual Maintenance Budget Worksheet:*

> *BE IT RESOLVED that the Board of Education approves the Kingwood Township School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Executive County Superintendent.*

*Moved by P. Jelvani, seconded by K. Racile, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-216** **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 LRFP and add the Replacement of Airedales, 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 P. Jelvani, seconded by K. Racile, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-217** **RESOLUTION**

*BE IT RESOLVED that the Board of Education adopts 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 13 projects to be completed; and,*

*WHEREAS, these projects have a total estimated cost over the five-year period of $2,320,000; and,*

*WHEREAS, the total cost of these projects would be reduced by up to forty percent or $928,000 if State grant funds were available, leaving the estimated local share of these projects at $1,392,000; 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 13 projects is $2,320,000, the maximum Capital Reserve Account balance is $2,320,000, and the existing Capital Reserve fund balance on June 30, 2016 is $908,967.48.*

*Moved by P. Jelvani, seconded by K. Racile, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**Action 17-218** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves Premier Disposal as the trash removal/ recycling services company for January 2017- December 2017 at the owner option for Calendar Year 2017 to be exercised as per the proposal formally dated December 17, 2016.*

*Moved by P. Jelvani, seconded by K. Racile, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**POLICY COMMITTEE**

**Action 17-219** **RESOLUTION**

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

#1220 Employment of Chief School Administrator
#1310 Employment of School Business Administrator - Board Secretary
#2610 Educational Program Evaluation
#2622 Student Assessment
#3125.2 Employment of Substitute Teachers
#3144 Certification of Tenure Charges
#3159 Teaching Staff Member - School District Reporting Responsibilities
#3240 Prof Development for Teachers and School Leaders
#5750 Equal Educational Opportunity

#5755 Equity in Educational Programs and Services
#R2414 Programs and Services for Students in High Poverty and in High Need School Districts
#R2423 Bilingual and ESL Education
#R3144 Certification of Tenure Charges

*Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

**FINANCE COMMITTEE**

**Action 17-220** **RESOLUTION**

*BE IT RESOLVED that the Board of Education approves the attached 2017-2018 Budget Calendar.*

*Moved by S. Sklodowsky, seconded by P. Jelvani, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

STANDING COMMITTEE REPORTS

- Hunterdon County School Boards – No Update
- NJ School Boards Association – No Update
- Hunterdon County ESC – Continues to define itself
- KTS PTA – Book fair, Trunk or Treat, Race T-shirts
- KTEF – Fun fair had good reports

**NEW BUSINESS** – Mindful parenting classes by Rick Falkenstein offered at various locations, very interesting. BOE presidents met and discussed open seats, contract negotiations, Alexandria's referendum.

Discussed the meeting facilitated by Juan Torres regarding the opportunity of regionalization in the area. Kingwood will not be attending, the example set forth has not demonstrated a savings. Kingwood is going to focus on Kingwood.

**OLD BUSINESS** – No update.

**RECOGNITION OF THE PUBLIC:** Parent - Mrs. Drake, spoke of Mrs. Guenther's dedication to the district and the fact we are losing a gem.

Staff Members - Mrs. Michalski and Mrs. Taffera were present.
Parents - Mr. Pitzner and Mrs. Mosberger were present.

**Action 17-221** **RESOLUTION**

**BE IT RESOLVED** *that the Board of Education adjourned the meeting at 8:38 pm.*

*Moved by S. Sklodowsky, seconded by J. Lonergan, on roll call vote, resolution was ADOPTED as follows ayes, 7; nays, 0.*

Respectfully Submitted,

Michele McCann
School Business Administrator/Board Secretary

Minutes remain unofficial until Board Approval on November 22, 2016.

Approved:

Board President