

DELAWARE TOWNSHIP BOARD OF EDUCATION
MINUTES FOR REGULAR MEETING
February 23, 2010

OUR MISSION STATEMENT

The Mission Statement of the Delaware Township School District is to prepare each student to become a productive, responsible member of society, able to adapt and change, by providing an environment that:

Creates a foundation for a self-motivated lifelong learner by providing relevant innovative, comprehensive Curricula;

Focuses on individual needs and promotes individual excellence by encouraging and enhancing the intellectual and social development of each student.

This environment will be realized through an active and responsive partnership that includes the students, parents, community, and staff.

I. STATEMENT OF NOTICE OF OPEN PUBLIC MEETING

Mrs. Ubry called the meeting to order at 7:05 P.M. and read the following statement:

As required by law, adequate notice of this meeting has been provided to the *Hunterdon County Democrat*; and *The Trenton Times*; and is posted at the Delaware Township School and filed in the Board of Education Office with the School Business Administrator/Board Secretary.

II. FLAG SALUTE

Mrs. Ubry led the Pledge of Allegiance to the Flag.

III. ROLL CALL

Mr. Johnston recorded the roll call as follows:

MEMBERS OF THE BOARD	Present	Absent	Time of arrival after meeting called to order
Mr. Thomas Bruhl	X		
Mr. Scott Falk		X	
Mr. James Harkness	X		
Mrs. Catherine Mumford	X		
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

IV. PUBLIC INPUT SESSION – 2010-2011 School Budget

Mr. Gary Johnston, Business Administrator/Board Secretary, provided the Board with an updated budget timeline. He then described the preliminary budget development process as follows:

A detailed 2010-2011 preliminary budget was prepared by the Business Office with inputs from the Administrative team, the County Office, and Department of Finance. Spending increases anticipated over the 2009-2010 budget included:

Salaries	\$255,000
Benefits	220,000
Charter School	210,000 (including transportation)
Tuition – Out of District	<u>65,000</u>
TOTAL	\$750,000

Assuming a maximum 4% local tax levy increase, the maximum allowable Budget increase is \$240,000. Also, assuming that State Aid will be flat, this leaves a \$510,000 budget gap to fill. Some options discussed with the Finance Committee included:

a. Budget for only 8 projected Charter School students	(\$100,000)
b. Third bus tier to Hunterdon Central	(90,000)
c. Leave SHBP on 1/1/11 and join a Health Insurance Fund	(100,000)
d. Reduce Capital Outlay	(60,000)
e. Remove Out of District Tuition Contingency	<u>(40,000)</u>
TOTAL	(\$390,000)

If all of the previous options are approved, a \$120,000 shortfall still exists. Additional options discussed were staffing cuts or taking advantage of an automatic adjustment for increases in health care costs above four percent. This would allow the district to exceed the 4% local tax levy cap.

There were over thirty people in the audience and they had mixed opinions about making further cuts or going above the 4% local tax increase. Some were willing to pay a higher tax in order to keep existing staff, curriculum, and small class sizes. Others thought the Board should be sensitive to the taxpayers who are suffering in the bad economy. One resident commented that she was in favor of raising additional taxes but cautioned that the budget would be hard to pass. Another resident said she had not received a raise in two years and would favor staff cuts and class size increases. Some of those present stated that it was difficult to provide input without more information about what is in the budget, and asked that more information be provided to the community. Board President Linda Ubry agreed and said that more information will be forthcoming.

V. CORRESPONDENCE

Mr. Johnston provided the Board with copies of letters addressed to Dr. Gerald Vernotica, Executive County Superintendent, and Mr. Bret Schundler, Acting Commissioner of Education, requesting an appeal regarding the calculation of the 2009-2010 State aid loss for the Delaware Township School. Mr. Johnston questioned the withholding of 25% (\$69,989) of the Capital Reserve balance since the funds were already appropriated to State approved projects.

VI. AUDIENCE PARTICIPATION

There were no public comments at this time.

VII. SUPERINTENDENT'S REPORT – Dr. Richard Wiener reported on the following:

1. Student Enrollment 2-15-10
Exhibit #1

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	39	3	13.0
Grade 1	45	3	15.0
Grade 2	51	3	17.0
Grade 3	38	3	12.7
Grade 4	59	3	19.7

Grade 5	57	3	19.0
Grade 6	56	3	18.7
Grade 7	63	3	21.0
Grade 8	54	3	18.0
Pre School	11		
LLD	4		
Home Instruction	1		
Tuition Sent	2		
TOTAL	480	27	17.1

2. Evacuation Drills –
 - a. January 29, 2010 – 1:35 pm
 - b. February 1, 2010 – 1:00 pm
3. Suspensions -
 - Month of January, 2010
 - In School 0
 - Out of School 0
 - Totals for School Year 2009-2010 to date:
 - In School 2
 - Out of School 0
4. Kids Vote – Bridget Carvajal, Gifted and Talented Teacher, will be coordinating this effort for Delaware Township School.
5. Grading System Recommendations – DTS will be adopting the new grading system approved by Hunterdon Central High School.
6. Budget – we are hearing that 2010-2011 State Aid could be reduced by 15%. Official notification will be made after the Governor's address on March 16, 2010.
7. The Science Olympiad was a big success.

VIII. PRESIDENT'S REPORT – Mrs. Linda Ubry reported on the following:

1. Diane Morris – Mission Statement/Goals – an evening meeting will be set up for some time in June.
2. Get Out the Vote – a list of registered voters will be obtained for this effort.

IX. PRINCIPAL/CURRICULUM COORDINATOR'S REPORT – Mrs. Patricia Ryan reported on the following:

1. Grading System Change/Philosophy on Assessment and Grading of Students – the first reading is recommended under the Curriculum/Instruction/Technology portion of the agenda.
2. Archery Club Charter – A DTS Activity/Club Proposal prepared by Mark Deneka, Middle School Science Teacher, was recommended by Mrs. Ryan. It was added to the Curriculum/Instruction/Technology portion of the agenda for Board approval.
3. NJPASS 3 Update – testing for third grade students is taking place at DTS over a three day period.
4. Math Text Selection Update – a new text will be selected for Board approval at the March 2010 Board Meeting.

X. SCHOOL BUSINESS ADMINISTRATOR REPORT – Mr. Gary Johnston reported on the following:

1. New Jersey Executive Order # 14 – Governor Christie has declared a state of fiscal emergency. A portion of school aid was frozen for 2009-2010 in order to address this fiscal emergency. For Delaware Township School, State Aid for the year was reduced by \$138K. An appeal has been filed to challenge the calculation used by the State and recover \$70K of the reduced funding.

XI. Vacant Board Seat

A motion was made by Mr. Wohl and seconded by Mrs. Mumford to recommend the Board appoint Lisa Thompson to fill the vacant seat on the Board of Education.

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness	X		
Mrs. Catherine Mumford	X		
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel			X
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried with six Ayes and one Abstention.

XII. OATH OF ALLEGIANCE

Mr. Johnston administered the required Oath for School Board Members to new Board member, Lisa Thompson. A signed original of the Oath is filed in the Official Minutes Book.

XIII. Special Meeting

A motion was made by Mrs. Mumford and seconded by Mrs. Roethel to approve the following:

Recommend the Board approve a Special Board of Education meeting on Tuesday, March 30, 2010 at 7:00 pm for the Public Hearing and Adoption of the Final 2010-2011 Budget.

The motion carried unanimously.

XIV. MINUTES

A motion was made by Mr. Bruhl and seconded by Mr. Harkness to approve the following minutes:

1. January 26, 2010 (Regular Meeting)
2. January 26, 2010 (Closed Meeting)

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness	X		
Mrs. Catherine Mumford			X
Mr. Joseph Pulkowski			X
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		
Mrs. Lisa Thompson			X

The motion carried with five Ayes and three Abstentions.

XV. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE

Mr. Bruhl reported on the Curriculum/Instruction/Technology Committee meeting held prior to the Board Meeting. The minutes will be distributed at a later date.

A motion was made by Mr. Bruhl and seconded by Mr. Wohl to approve the following:

1. **Recommend** the Board approve the following field trips for the 2009-2010 school year.

ACTIVITY	DATE	GRADE	LOCATION
Eastern States Cheerleading Competition	2/28/10	Middle School Cheerleaders	Fairleigh Dickenson University Hackensack NJ
Lord Stirling Park	4/15/10	6	Basking Ridge NJ
Lockatong Water Study	5/18/10; 5/19/10; 5/20/10	6 – by Math class	Wescott Preserve Stockton NJ
Flemington Walking Tour & Picnic	5/26/10	3	Flemington NJ
Spring Birding	4/21/10; 5/5/10; 5/12/10; 5/19/10; 5/26/10; 6/4/10	Middle School	Dilts Farm – Stockton NJ Wescott Preserve – Stockton NJ Plum Brook Preserve – Flemington NJ Amwell Lake – East Amwell NJ Bull's Island – Delaware Township NJ Brigantine Wildlife Management Area – Oceanville NJ
Liberty Science Center	3/17/10	4	Jersey City NJ
Science Olympiad	2/24/10	5 – 16 students	ESC School – West Amwell, New Jersey
Gateway National Seashore	5/6/10	6-8 Env. Congress	Sandy Hook, New Jersey

2. **Recommend** approval be given for the following substitute teachers, at the daily rate of \$90.00, for the 2009-2010 school year, as recommended by the Superintendent, "pending receipt of criminal history check approval letter and all state requirements for substitute nurses."

APPLICANT'S NAME	CERTIFICATION	NOTES
Pamela Errickson	Elementary & Social Studies	Previously taught at Reading-Fleming Intermediate School
Caitlin Conway	Substitute	Elementary Education Major – Presenting Subbing Flem-Rar
Susan Conover	Mathematics Certification	Currently Substituting at Flemington-Raritan

3. **Recommend** the Board approve the first reading of the revised Delaware Township School Grading System aligned with Hunterdon Central Regional High School. (Mr. Bruhl noted that the Committee had identified three or four areas that will need further review and possible revisions.) (Exhibit #3)
4. **Recommend** the Board approve the DTS Activity/Club Proposal to establish an Archery Club, as presented by Mrs. Ryan. (Exhibit #2)

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness	X		
Mrs. Catherine Mumford	X		
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		
Mrs. Lisa Thompson			X

The motion carried with seven Ayes and one Abstention.

B. FINANCE/FACILITIES COMMITTEE

There was further discussion regarding how to handle the 2010-2011 budget deficit. A motion was made by Mr. Pulkowski and seconded by Mrs. Mumford to approve the following:

Recommend that the School Business Administrator develop a Tentative 2010-2011 Budget using the maximum allowed by the State Automatic Cost Adjustments for Health Benefits increases and State Aid reductions.

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness		X	
Mrs. Catherine Mumford	X		
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel		X	
Mrs. Linda Ubry		X	
Mr. Lawrence Wohl	X		
Mrs. Lisa Thompson			X

The motion did not carry with four Ayes, three Nays, and one Abstention.

A motion was made by Mr. Harkness and seconded by Mrs. Roethel to approve the following:

1. Pursuant to NJAC 6:20-2.12 (d), the Board Secretary certifies that as of February 23, 2010 no line account or program category has been over expended in violation of NJAC 6:20-2.12 (a) and pursuant to NJSA 18A:22-8 and 18A:22-8.1.

Pursuant to N.J.A.C. 6:20-2.12 (e), the Board of Education, after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, certifies that no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.12 (b), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

2. **Recommend** the Board accept the Secretary and Treasurer reports for month ending January, 2010. Exhibit #4
3. **Recommend** the approval for the payment of bills for February 23, 2010 in the amount of \$193,016.06 (as reviewed by James Harkness). Exhibit #5

4. **Recommend** the Board approve the attached transfers for the month of January 2010, totaling \$500.00. Exhibit #6
5. **Recommend** the Board approve the following payroll amounts:

January 29, 2010 - \$261,051.58
February 11, 2010 - \$263,996.37

6. **Recommend** the Board approve the following list of Use of Facilities and Buses:

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTS PTA	Peg Hanna	Movie Night	3/5/10	5:30 to 10:00 pm	Cafeteria
DTAA	Kristin McCarthy	Girl's Basketball	Mondays 2/1/10 to 3/3/10	6:30 to 9:15 pm	Cafeteria
DTS PTA	Liza Davis	Book Fair	3/5/10	9:00 am to 4:00 pm	Backstage Area
DTS PTA	Dana Swanson	Meeting	2/17/10	7:00 pm	Performing Arts
	Cathy Kerrigan	Girls on the Run	Mon. & Thurs. 3/8/10 – 6/11/10	3:15 pm to 4:15 pm	Classroom and Running Area
	Harriet Fisher	Thanksgiving in The Country	Saturday 4/24/10	9:00 am to 3:00 pm	Parking Lot

7. **Recommend** the Board approve the partial funding of the DOE reviewed Other Capital Project in the amount of \$26,033.60 through the Capital Reserve Account for the New Athletic Equipment Storage Facility Project #1040-040-10-1000. This Project is consistent with the District's Long Range Facilities Plan (LRFP) as approved or as amended.
8. **Recommend** the Board approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's professional development plan. Exhibit #8

Last Name	First Name	Workshop/Conference	Dates	Include (see below)	Maximum Amount
Butler	Maggie	Annual Spring Conference	4/9 & 4/10/10	R M	\$210.00 \$9.30
Falkenstein	Stacy	Strategies for Struggling Math Students	3/18/10	R M	\$100.00 \$9.30
Yarrow	Jessica	Strategies for Struggling Math Students	3/18/10	R M	\$100.00 \$9.30
Morales	Christopher	Fitnessgram Training	3/11/10	M	\$6.20
Klink	Kathleen	Pinelands Short Course	3/20/10	R M F	\$30.00 \$30.44 \$10.00
Garrett	Amanda	Autism/Asperger's Conference	3/12/10	R	\$95.00
Ambio	April	PBS Kids – Raising Readers	March to May 2010	R	\$129.00
McGann	Carol	Best of Best YA Literature	3/9/10	R	\$199.00

R = Registration Fee M = Mileage L = Lodging F = Food O = Other

9. **Recommend** the Board hold the 2010 Annual School Election on April 20, 2010 from 7:00 am until 9:00 pm at the Sergeantsville Fire Company.

10. **Recommend** the Business Administrator accept nomination petitions until 4:00 pm on March 1, 2010, and that the drawing for positions on the ballot be held in the Business Administrator's office on March 2, 2010 at 10:00 am.
11. **Recommend** the Board approve the following **Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program Resolution:** Exhibit #9

RESOLVED that the Delaware Township School District Board of Education approves the filing of a waiver to exempt the Delaware Township School District's participation in the Special Education Medicaid Initiative (SEMI) due to the fact that the district projects an enrollment of less than 40 Medicaid eligible students.

12. **Recommend** the Board approve a contract with **Rambling Pines Day Camp** for placement of one student for extended school year program, from June 28, 2010 to July 23, 2010, at a rate of \$2,9070.00 (which includes a \$100.00 early registration discount). **(This item was pulled from the agenda until the next month's meeting)**
13. **Recommend** the Board approve the following services, to be used on an as needed basis, for the 2009-2010 school year, beginning February 24, 2010.

NAME OF PROVIDER	SERVICE PROVIDED	RATE OF PAY	
Just Kids OT	Occupational Therapy	Evaluations	\$400.00
		Re-Evals	\$200.00
		Treatment Sessions	\$95.00/hour
		Additional Paperwork	\$95.00/hour
		Attendance at Meetings	\$95.00/hour
Sunny Days Early Childhood Developmental Services, Inc.	Physical Therapy Speech/Language	\$100.00/hour	
		\$110.00/hour	

14. **Recommend** the Board approve an extension to the contract with **FYI Computer Services** for the period beginning January 1, 2010 through June 30, 2010.
15. **Recommend** the Board award a contract for Energy Audit services to **Steven Winter Associates** at the base bid of \$19,149.00, pending approval by TRC Energy Services and pending availability of state funding of 75% of the total cost. Exhibit # 11

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness	X		
Mrs. Catherine Mumford	X		
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		
Mrs. Lisa Thompson	X		

The motion carried unanimously.

XVI. RECESS

There was no need for a recess at this time.

XVII. EXECUTIVE SESSION

There was no need for an Executive Session.

XVIII. PERSONNEL/POLICY COMMITTEE

Mrs. Ubry reviewed the Personnel/Policy Committee Minutes from the meeting held on Monday, February 8, 2010. A copy of the minutes is filed in the Official Minutes Book.

1. **Recommend** the Board approve the appointment of the following faculty members as Middle School Academic Assistance Advisors for the 2010-2011 school year, for a total of 25 hours per advisor, at the negotiated rate of \$36.50 per hour, per the recommendation of the Superintendent.

Donna Lelie – Language Arts

Nancy O'Connor – Mathematics

2. **Recommend** the Board accept the letter of Intent to Retire from **Mrs. Lynn Payne**, second grade teacher, effective July 1, 2010. Exhibit #10
3. **Recommend** the Board approve the following faculty members to attend the Hershey Park trip on May 28, 2010. They will each be paid the negotiated fee of \$90.00 for extended field trip coverage:

Joe Komarek

Gina Scialla

Bridget Carvajal

Matt Baldwin

Kathleen O'Brien

Cindy Terranova

Pat Klemchalk

Mark Deneka

Kathy Klink

Eileen Ventimiglia

Caressa Lynch

4. **Recommend** the Board approve the following teachers as Drama Club Advisors for the 2010-2011 school year, for a total of 60 hours, at the negotiated hourly rate of pay of \$36.50, per the recommendation of the Superintendent.

Gina Scialla

Bridget Carvajal

Cynthia Terranova

5. **Recommend** the Board approve a revised contract for **Nancy O'Connor**, part-time Middle School Mathematics teacher, from .24 to .25, - Step 1 M+15 – for an annual salary of \$12,828.00, retroactive to September 1, 2009, per the recommendation of the Superintendent.
6. **Recommend** the Board approve **Donna Lelie** as a Home Instructor for the 2009-2010 school year, at the negotiated rate of \$36.50 per hour, per the recommendation of the Superintendent.

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness	X		
Mrs. Catherine Mumford	X	Item #3	
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried.

XIX. AUDIENCE PARTICIPATION

Mr. Robert Koran welcomed Lisa Thompson to the Board. He encouraged the Board to go to Cap on the budget and reduce the \$60,000 deficit without taking anything away from the kids.

Mrs. Kathy Klink thanked the Board for its support and clarification on the recent dress code issue. She said the Valentine's Day dance was more relaxed and the students had a good time.

XX. BOARD REPRESENTATIVES LIAISON REPORTS

- A. Recreation – regular meeting took place with routine business discussed.
- B. PTA – Mr. Serrone attended the last PTA meeting and spoke regarding the technology needs of the school. He thanked the PTA for its recent donation of technology/TV studio items. There was discussion about reducing energy by shutting down all electronic equipment at night. PTA will work with Mrs. Ventimiglia regarding the Helping Hands program. The membership approved \$500 for Science Night and will host a reception with light refreshments.
- C. Township – will need to meet regarding the 2010-2011 budget.
- D. ESC – Approved a 2010-2011 budget of \$20.4M, a 1.8% increase. The 2009 Budget deficit was minimized due to staff reductions and cost controls. Enrollments are still down but are increasing. Delaware Township realized a savings of \$33,425 (56%) from cooperative purchasing. There are currently 130 schools participating in the HCESC Cooperative Purchasing Program.
- E. Planning Board – meeting on March 2, 2010 regarding eleven proposed residences on the property adjacent to the school.
- F. Education Foundation – nothing to report.
- G. HCSBA – nothing to report.
- H. NJSB – nothing to report.
- I. Parent Advisory Committee – meeting postponed to March.
- J. Community Relations – nothing to report.
- K. HCRHS – Hall of Fame dinner scheduled for 3/27/10
- L. DTAA – baseball signups are taking place. A public meeting will take place near the end of March.

XXI. OTHER/OLD BUSINESS

Mr. Johnston informed the Board that an earlier motion made by Mr. Pulkowski regarding the budget development process did not pass.

A motion was made by Mr. Pulkowski and seconded by Mrs. Mumford to approve the following:

Recommend that the School Business Administrator develop a Tentative 2010-2011 Budget using the maximum allowed by the State Automatic Cost Adjustments for Health Benefits increases and State Aid reductions.

MEMBERS OF THE BOARD	YES	NO	ABSTAIN
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
Mr. James Harkness		X	
Mrs. Catherine Mumford	X		
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel		X	
Mrs. Linda Ubry		X	
Mr. Lawrence Wohl	X		
Mrs. Lisa Thompson	X		

The motion carried with five Ayes and three Nays.

XXII. ADJOURNMENT

A motion was made by Mr. Pulkowski and seconded by Mr. Wohl to adjourn the meeting at 10:25 P.M.

The motion carried unanimously.

Gary P. Johnston, Board Secretary

