

DELAWARE TOWNSHIP BOARD OF EDUCATION
MINUTES FOR REGULAR MEETING
November 24, 2009

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 7:35 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. Kenneth Novak | X | | Arrived at 7:42 P.M. |
| Mr. Joseph Pulkowski | X | | |
| Mrs. Kathy Roethel | X | | |
| Mrs. Linda Ubry | X | | |
| Mr. Lawrence Wohl | X | | |

IV. CORRESPONDENCE

Letter from Judith Allen, Administrative Officer for Delaware Township, thanking the Board Members for allowing the Delaware Township Planning Board to hold two special meetings in the school's Performing Arts Center. She also thanked Mick Cooper and the custodial staff, and Mr. John Serrone, who provided technical support. – Exhibit #1

V. AUDIENCE PARTICIPATION

Ms. Kathy Klink, Middle School Science Teacher, informed the Board about a "Feed the Bin" assembly program that was recently held in the school to educate the students about a project initiated in North Carolina aimed at recycling as much plastic as possible.

Ms. Klink also mentioned that the Soccer program had a successful season, and that the eighth grade students will be missed.

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

1. Student Enrollment 11-15-09
Exhibit #2

| GRADE | ENROLLMENT | SECTIONS | AVERAGE CLASS SIZE |
|------------------|------------|-----------|--------------------|
| Kindergarten | 39 | 3 | 13.0 |
| Grade 1 | 45 | 3 | 15.0 |
| Grade 2 | 52 | 3 | 17.3 |
| Grade 3 | 41 | 3 | 13.7 |
| Grade 4 | 59 | 3 | 19.7 |
| Grade 5 | 58 | 3 | 19.3 |
| Grade 6 | 56 | 3 | 18.7 |
| Grade 7 | 66 | 3 | 22.0 |
| Grade 8 | 54 | 3 | 18.0 |
| Pre School | 10 | | |
| LLD | 4 | | |
| Home Instruction | 0 | | |
| Tuition Sent | 2 | | |
| TOTAL | 486 | 27 | 17.4 |

2. Evacuation Drills –
 - a. November 3, 2009 – 12:00 pm
 - b. November 9, 2009 – 11:15 am
3. Suspensions -
 - Month of October, 2009
 - In School 0
 - Out of School 0
 - Totals for School Year 2009-2010 to date:
 - In School 0
 - Out of School 0
4. H1N1 Update – County updates are sent out to all DTS families as soon as they are available.
5. Regionalization/Consolidation Update – Dr. Vernotica, Executive County Superintendent, is forming a subcommittee of volunteer Board Members to study regionalization issues in Hunterdon County. Mr. Harkness volunteered to be on the subcommittee. No feasibility studies were approved for Hunterdon County during the first round of regionalization reviews.
6. QSAC Mid Cycle Review – Dr. Vernotica will be visiting Delaware township School on December 10th to evaluate compliance with new QSAC requirements in the areas of Personnel, Governance, Operations and Finance.

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

1. Township Election/Board of Education Vacancy – congratulations to Mr. Novak on his election to the Delaware Township Committee. Upon Mr. Novak's resignation at the December Board Meeting, the Board will begin the search for a replacement.

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

1. Professional Development Committee Presentation – Professional Learning Communities

Mrs. Ryan introduced the Professional Development Committee consisting of Moira GaNun, Kathy Klink, Donna Lelie, Doreen Roksvaag, Susan Warren, and Jennifer Smith. Mrs. GaNun talked with the Board about the work being done by the PDC and provided them with a Belief Statement that supports the school's Mission Statement. The Committee made a recommendation to the Board to revise the DTS Mission Statement so that the last part of the statement will read "This environment will be realized through an active and responsive partnership that includes our students, parents, community, staff, and faculty". They wanted to distinguish between faculty, who are certified, and staff, who are non-certified. Mrs. Ubry suggested to the Board that it may be time to revisit the Mission Statement.

2. District Data Plan

Mrs. Ryan provided a NJASK Testing presentation to the Board that compared DTS test scores with those from East Amwell, Readington, and Flemington/Raritan. She also provided the Board with recommendations on improving and sustaining student performance on NJASK. The Board gave their approval to implement the following recommendations:

- a. Practice timed testing situations for Grade Three students.
- b. Use of NJASK prep books in grades where performance is notably lower.
- c. Cross grade level articulation to address students needing assistance earlier.

A copy of the presentation is filed in the Official Minutes Book.

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

1. 2008-2009 Audit – a copy of the Audit Synopsis Report was provided to all Board Members and members of the public in attendance. Mr. Johnston reviewed Form B-1, the Combined Fund Balance sheet, and Form B-2, the Combined Fund Income Statement, with the Board. Also, he noted that the only finding and recommendation from the Audit was regarding the inadequacy of the financial software package used by the Business Office. Mr. Johnston will review other software packages and make a recommendation to the Board.

X. MINUTES

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

1. October 27, 2009 (Regular Meeting)
2. October 27, 2009 (Closed Session Meeting)

| MEMBERS OF THE BOARD | Yes | No | Abstain |
|------------------------|-----|----|---------|
| Mr. Thomas Bruhl | X | | |
| Mr. Scott Falk | | | X |
| Mr. James Harkness | X | | |
| Mrs. Catherine Mumford | X | | |
| Mr. Kenneth Novak | X | | |
| Mr. Joseph Pulkowski | X | | |
| Mrs. Kathy Roethel | X | | |
| Mrs. Linda Ubry | X | | |
| Mr. Lawrence Wohl | X | | |

The motion carried with eight Ayes and one Abstention.

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

3. May 26, 2009 (Revised Minutes)

| MEMBERS OF THE BOARD | Yes | No | Abstain |
|------------------------|-----|----|---------|
| Mr. Thomas Bruhl | X | | |
| Mr. Scott Falk | X | | |
| Mr. James Harkness | X | | |
| Mrs. Catherine Mumford | | | X |
| Mr. Kenneth Novak | X | | |
| Mr. Joseph Pulkowski | | | X |
| Mrs. Kathy Roethel | X | | |
| Mrs. Linda Ubry | X | | |
| Mr. Lawrence Wohl | X | | |

The motion carried with seven Ayes and two Abstentions.

XI. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE

Mr. Bruhl reviewed the Curriculum/Instruction/Technology Minutes from the meeting held on November 23, 2009. A copy of the minutes is filed in the Official Minutes Book.

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

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

| ACTIVITY | DATE | GRADE | LOCATION |
|--|-------------------------|--------------------------------|-----------------|
| University of Pennsylvania Museum of Archeology | 12/18/09 | 7 | Philadelphia PA |
| AMC Bridgewater Commons | 12/4/09 | 7 | Bridgewater NJ |
| Bull's Island | 12/16/09 | Environmental Congress Club | Kingwood, NJ |
| Barbato Farm | Retroactive 11/12/09 | Broadcast Club | Stockton, NJ |

2. **Recommend** the Board approve the following winter athletic trips for the 2009-2010 school year.

| ACTIVITY | DATE | LOCATION |
|--------------------------|----------|-------------------------------|
| Boy's Basketball | 12/22/09 | Kingwood School |
| | 1/8/10 | Readington School |
| | 1/14/10 | Holland School |
| | 1/15/10 | Kingwood School |
| | 1/16/10 | Kingwood School |
| | 1/20/10 | Hunterdon Central High School |
| | 1/25/10 | Milford School |
| | 2/2/10 | Alexandria School |
| | 2/8/10 | South Hunterdon High School |
| | 2/19/09 | East Amwell School |
| Girl's Basketball | 1/6/10 | South Hunterdon High School |
| | 1/11/10 | Kingwood School |

| | | |
|--|---------|-------------------------------|
| | 1/20/10 | Hunterdon Central High School |
| | 1/22/10 | Kingwood School |
| | 1/23/10 | Kingwood School |
| | 1/25/10 | Milford School |
| | 1/28/10 | Holland School |
| | 2/4/10 | Alexandria School |

3. **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 |
|--------------------|----------------------|-------------------------------|
| Janice Brown | Elementary Education | |
| Jennifer BouChamon | Substitute | Previously Substituted at DTS |
| Dana Ward | Substitute Pending | Masters in Forensic Science |

4. **Recommend** the Board send a letter to the Hunterdon County Board of Chosen Freeholders asking them to not reduce the operating hours of the Hunterdon County Library. A copy of this letter is filed in the Official Minutes Book.

| MEMBERS OF THE BOARD | Yes | No | Abstain |
|------------------------|-----|----|---------|
| Mr. Thomas Bruhl | X | | |
| Mr. Scott Falk | X | | |
| Mr. James Harkness | X | | |
| Mrs. Catherine Mumford | X | | |
| Mr. Kenneth Novak | X | | |
| Mr. Joseph Pulkowski | X | | |
| Mrs. Kathy Roethel | X | | |
| Mrs. Linda Ubry | X | | |
| Mr. Lawrence Wohl | X | | |

The motion carried unanimously.

B. FINANCE/FACILITIES COMMITTEE

Mr. Harkness explained to the Board that it will not be easy preparing a 2010-2011 Budget without making some difficult cuts. With a four percent cap on the local tax levy increase, DTS will be allowed a budget increase of about \$250,000. The recently announced 25% increase in State Health Benefits will increase the district's cost by \$200,000 annually. Contracted salary increases will cost an additional \$150,000. The opening of the Trillium Charter School in September could cost the district \$100,000 if they are successful at attracting at least eight Delaware Township students. This would put the district \$200,000 over the allowable budget increase.

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

1. Pursuant to NJAC 6:20-2.12 (d), the Board Secretary certifies that as of November 24, 2009 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 months ending September 2009 and October 2009. Exhibit #5
3. **Recommend** the approval for the payment of bills for November 24, 2009 in the amount of \$174,943.98 (as reviewed by Kenneth Novak). Exhibit #6
4. **Recommend** the Board approve the following payroll amounts:

October 30, 2009 - \$260,938.78
November 13, 2009 - \$258,797.29

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

| GROUP | APPLICANT | ACTIVITY | DATE | TIME | LOCATION |
|----------------------------|------------|----------|-------------------------|----------|----------|
| NJ Conservation Foundation | Alix Bacon | Hiking | Retroactive 11/15/09 | 12:00 pm | 1 Bus |

6. **Recommend** the Board approve the transfers for the month of September 2009, totaling **\$22,000.00** and for the month of October 2009, totaling **\$54,420.00**. Exhibit #8
7. **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 with the scope of the staff member's current responsibilities and the district's professional development plan. Exhibit #9

| Last Name | First Name | Workshop/Conference | Dates | Include (see below) | Maximum Amount |
|-----------|------------|--|-------------------------------|---------------------|----------------------|
| Bennett | Lisa | Smart Board Training | 12/17/09 | R | \$140.00 |
| GaNun | Moira | Smart Board Training | 12/17/09 | R M | \$140.00 \$ 18.60 |
| Butler | Maggie | Smart Board Training | 12/17/09 | R M | \$140.00 \$ 9.30 |
| Kelly | Pamela | Social Skills Training | 12/1/09 | R M | \$140.00 \$ 33.48 |
| Kelly | Pamela | Project Read Training | 2/1/10; 2/22/10; 3/8/10 | R O | \$180.00 \$ 30.00 |
| Lelie | Donna | Professional Development | 12/16/09 | M | \$ 4.34 |
| Bivona | Nicole | Hands on Math | 12/15/09 | R M | \$140.00 \$27.28 |
| Wozniak | Tara | Connecting Assessment & Instruction in Mathematics | 12/9/09 | R M | \$145.00 \$27.90 |

8. **Recommend** the Board approve **Rainbow Consulting** to provide Applied Behavioral Analysis to one pre school student for 3 hours per week at a cost of \$80.00 per hour, effective retroactively to November 9, 2009, per the terms and conditions of the attached contract. Exhibit #10

9. **Recommend** the Board accept the **2008-2009 Comprehensive Annual Financial Report and Auditor's Management Report**, as presented by Richard Barre of Barre & Company. Exhibit #11
10. **Recommend** the Board approve the **Corrective Action Plan** for the 2008-2009 Annual Audit. Exhibit #12
11. **Recommend** the Board approve **Camp Invention** to be held at DTS from July 12, 2010 through July 16, 2010, per the terms and conditions of the attached contract. Exhibit #14
12. **Recommend** the Board approve the following Resolution:

Alliance for Competitive Telecommunications (ACT)
PARTICIPATION AGREEMENT FOR COOPERATIVE PURCHASING OF
TELECOMMUNICATION SERVICES

The Delaware Township Board of Education agrees to participate in the **Alliance for Competitive Telecommunications** with the Monmouth-Ocean Educational Services Commission and the New Jersey Association of School Business Officials (NJASBO) for the period of July 1, 2010 to June 30, 2012. The Monmouth-Ocean Educational Services Commission shall be the lead Local Educational Agency (LEA) for this program. All New Jersey School districts are invited to participate in the **Alliance for Competitive Telecommunications, which is intended to fulfill the districts obligation under 18A:55-3.**

The Board of Education shall provide the Commission with accurate data, i.e. telephone line numbers for each number included in the bid and any other appropriate information necessary for the development of bid specifications.

The Board of Education shall not solicit bids or enter into a contract that would jeopardize the award of a contract for cooperative telecommunication services by the Commission. The Board shall abide by the award of contract made by the Commission. The Board shall not withdraw from this agreement prior to June 30, 2012.

The Board understands that the services to be provided under this cooperative purchasing agreement will include dial tone/local calls (where available), regional toll calls, long distance toll calls and voice over internet protocol (VOIP) when such option is chosen by the participating district.

All fees for the work of the Commission and the expenses of NJASBO will be incorporated into the price for services as provided by the successful vendor (s).

| MEMBERS OF THE BOARD | Yes | No | Abstain |
|------------------------|-----|----|---------|
| Mr. Thomas Bruhl | X | | |
| Mr. Scott Falk | X | | |
| Mr. James Harkness | X | | |
| Mrs. Catherine Mumford | X | | |
| Mr. Kenneth Novak | X | | |
| Mr. Joseph Pulkowski | X | | |
| Mrs. Kathy Roethel | X | | |
| Mrs. Linda Ubry | X | | |
| Mr. Lawrence Wohl | X | | |

The motion carried unanimously.

XII. RECESS

There was no need for a recess.

XIII. EXECUTIVE SESSION

There was no need for an Executive Session.

XIV. PERSONNEL/POLICY COMMITTEE

Mr. Falk reviewed the Personnel/Policy Committee Minutes from the meeting held on November 16, 2009. A copy of the minutes is filed in the Official Minutes Book.

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

1. **Recommend** the Board approve **Bridget Carvajal** as the advisor for the Broadcast Network Club for the 2009-2010 school year, at a rate of \$36.50 per hour, for a maximum of 20 hours, per the recommendation of the Superintendent.
2. **Recommend** the Board approve the first reading for **Policy 5131 – Conduct/Discipline**
This Policy replaces Policies 5512 and 5512.01. Exhibit #13
3. **Recommend** the Board approve the revised bus driver contracts, retro-active to September 1, 2009, as listed below:

| Bus Driver | Step | Terms | Hours | Salary |
|-------------------|------|----------------------|--------------|--------------------|
| Debra Colby | 6 | 10 months – 180 days | 6 per day | \$26.75 - \$28,890 |
| Bertha Smith | 6 | 10 months – 180 days | 5 per day | \$26.75 - \$24,075 |
| Tamera Wisniewski | 6 | 10 months – 180 days | 5.75 per day | \$26.75 - \$27,686 |
| Suzanne Fandel | 6 | 10 months – 180 days | 5.75 per day | \$26.75 - \$27,686 |

| MEMBERS OF THE BOARD | Yes | No | Abstain |
|------------------------|-----|----|---------|
| Mr. Thomas Bruhl | X | | |
| Mr. Scott Falk | X | | |
| Mr. James Harkness | X | | |
| Mrs. Catherine Mumford | X | | |
| Mr. Kenneth Novak | X | | |
| Mr. Joseph Pulkowski | X | | |
| Mrs. Kathy Roethel | X | | |
| Mrs. Linda Ubry | X | | |
| Mr. Lawrence Wohl | X | | |

The motion carried unanimously.

XV. AUDIENCE PARTICIPATION

There were no public comments from the audience.

XVI. BOARD REPRESENTATIVES LIAISON REPORTS

11/24/09

- A. Recreation – Santa at the Town Hall on December 5th. Holiday trip to McCarter Theater to see A Christmas Carol - no tickets sold yet.
- B. PTA – Fall Book Fair – profit of \$4100 to be used for materials and books for teachers, the library, and listening centers for classroom use. Family Movie Night in October was well attended and yielded a profit of \$350. DTS' 1st Colonial Williamsburg Live Electronic Field Trip titled "A More Perfect Union" took place on November 19th. Mr. Serrone obtained a grant from the Colonial Williamsburg Foundation to provide the entire series of EFTs for the school year at no cost to DTS. The PTA and Student Council initiated a MS social awareness program designed to meet the NJ Core Curriculum Standard for character development. The PTA approved the funding of an ES assembly focused on Recycling in support of the DTS Going Green effort.
- C. Township – Mr. Novak and Mr. Locandro were elected to the Township Committee.
- D. ESC – Nothing to report.
- E. Planning Board – state of the economy is dampening the development of land. Updated Master Plan has been provided to the Township Committee by the Planning Board.
- F. Education Foundation – held an Open House – not a lot of new people were there.
- G. HCSBA – Nothing to Report
- H. NJSB – Nothing to Report
- I. Parent Advisory Committee – Parent pickup will be moved back to the Library.
- J. Community Relations – Nothing to Report.
- K. HCRHS – Nothing to Report
- L. DTAA – basketball starts after Thanksgiving.

XVII. OTHER/OLD BUSINESS

Mrs. Ubry noted that she recently attended a basketball tournament at Kingwood School where there was an admission charge. She suggested that DTS should consider this for the future as a way to raise funds for athletics.

XVIII. ADJOURNMENT

A motion was made by Mr. Falk and seconded by Mr. Novak to adjourn the meeting at 10:08 P.M.

The motion carried unanimously.

Gary P. Johnston, Board Secretary