

DELAWARE TOWNSHIP BOARD OF EDUCATION
MINUTES FOR REGULAR MEETING
 January 26, 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 7:04 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. CORRESPONDENCE

Mrs. Ubry noted a letter to Dr. Wiener from Commissioner Lucille Davy indicating that based on the Mid-Year QSAC Review, Delaware Township School District has now satisfied at least 80% of the weighted indicators in all five areas of the QSAC review process and is now designated as a high performing district.

V. PUBLIC INPUT SESSION – 2010-2011 School Budget

Mr. Johnston noted that as of the date of the Board Meeting, there is no Budget Timeline, no Budget Software, and no Budget Guidelines issued by the State Department of Finance for preparation of the 2010-2011 Budget. A Budget Timeline developed by Mr. Johnston was presented to the Board and attached as part of the Finance/Facilities Minutes.

He informed the Board and the Public that a Tentative Budget was prepared using existing programs, existing staff, negotiated salary guides, and assuming flat State Aid with a maximum allowable local tax levy increase of 4%. Using these parameters, the maximum allowable budget increase for 2010-2011 is \$240,000, but the projected budget increase was \$750,000. The Finance Facilities Committee discussed possible options to reduce spending and fill the \$510,000 budget gap. These options are detailed in the Committee Minutes and totaled \$390,000 leaving a shortfall of \$120,000.

Mr. Johnston discussed the possibility of using an Automatic Cost Adjustment for the unusual increase in Health Cost Premiums that would raise the allowable tax cap above the 4% maximum. The Board was split as to whether this would be a good option to cover the shortfall since it would result in higher taxes.

VI. BOARD MEMBER CANDIDATE INTERVIEWS

There were two candidates who expressed an interest in filling the vacant School Board seat. Mrs. Lisa Thompson and Mr. Charles Herman were both present and were interviewed by the Board Members in attendance. Mrs. Thompson has been a township resident for eleven years and has three children attending Delaware Township School. Mr. Herman has been a resident of the township for almost twelve years, has two children currently attending Delaware Township School, and two younger children.

Both candidates expressed a strong interest in utilizing their professional skills and experiences, along with their knowledge of the school system, to maintain and improve the quality of education provided to DTS students. They were both interested in serving on Board Committees and said they would be willing to run in the April election.

The Board was impressed with both candidates and, since the full Board was not present, Mrs. Ubry decided to postpone the nomination and selection process until the February Board Meeting.

VII. AUDIENCE PARTICIPATION

Mrs. Taggart asked what was being done regarding the recent issue with the Middle School formal dance attire. Dr. Wiener responded that he would cover that under his Superintendent's report.

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

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

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	39	3	13.0
Grade 4	59	3	19.7

Grade 5	58	3	19.3
Grade 6	56	3	18.7
Grade 7	65	3	21.7
Grade 8	54	3	18.0
Pre School	11		
LLD	4		
Home Instruction	1		
Tuition Sent	2		
TOTAL	485	27	17.3

2. Evacuation Drills –
 - a. December 23, 2009 -
 - b. January 7, 2010 – 10:45 am

3. Suspensions -
 - Month of December, 2009
 - In School 1
 - Out of School 0
 - Totals for School Year 2009-2010 to date:
 - In School 2
 - Out of School 0

4. Middle School Dance Formal Attire Discussion – there seemed to be a misunderstanding caused by a miscommunication regarding the appropriate dress attire for the Student Council Dance held on December 18, 2009. The Student Dress Code is silent regarding proper attire at a formal dance. Therefore, the Personnel Policy Committee will review the current student dress code and recommend any updates or clarifications that are needed. The faculty dress code will also be reviewed.

5. Race To the Top (RTTT) Grant Update – about 378 school districts statewide submitted applications to participate in New Jersey's effort to obtain Race to the Top federal funding. There were no districts that were able to obtain NJEA support for the application.

6. Charter School County Meeting Update (1/7/10) – A meeting was held with the Executive County Superintendent, County Business Administrator, Dr. Wiener, Mr. Johnston, the BA from Flemington-Raritan, the Superintendent and BA from East Amwell, and Jacqueline Gamma, a representative from the Department of Finance. If the Trillium Charter School opens in September 2010, it was confirmed that Delaware Township School will have to pay tuition for any Delaware Township student who is enrolled in the Charter School as of October 15, 2010. DTS will also be responsible for transporting these students to and from the Charter School. The State Department of Finance will send a billing statement to DTS informing us how much to pay the Charter School on a monthly basis for tuition.

7. HCRHS Grading System Update – DTS will adjust its grading scale to match the new grading scale adopted by Hunterdon Central.

8. QSAC Mid Cycle Update – Thanks to Mrs. Ryan and her staff for implementing an Instruction and Program improvement plan that improved the placement score from 75% to 90% based on the QSAC Mid Cycle Review.

9. January is School Board recognition month. Thanks to all the current Board Members for volunteering their time and serving on the DTS Board of Education.

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

1. Get Out the Vote/April School Election – this will be a critical year for getting the budget passed. We will have to make some painful decisions and be aware of community concerns. Meetings will be held with the stakeholder groups including DTAA, DTS Education Foundation, PTA and the Seniors.

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

1. PLC Update – the Committee is continuing to make progress. Current members include Kathy Klink, Jennifer Smith, Moira GaNun, Donna Lelie, Doreen Roksvaag and Sue Warren. The Professional Development Plan will be presented to the Board for approval in April.
2. Art Curriculum – presentation was made by Angela Mikula. A copy of the new curriculum is filed in the Principal's Office. Thanks to Gina Scialla and Angela Mikula for all of their work on the curriculum.
3. Math Textbook Selection – will take place over the next two months.

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

1. Energy Audit – Requests for Proposals have been sent by the District Architect to the five vendors designated by the State as qualified to perform an Energy Audit for schools in New Jersey. The proposals are due in prior to the February Board Meeting.

XII. MINUTES

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

1. December 15, 2009 (Regular Meeting)
2. December 15, 2009 (Closed Meeting)

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

The motion carried with five Ayes and one Abstention.

XIII. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE

Mr. Bruhl reviewed the Curriculum/Instruction/Technology Minutes from the meeting held on January 22, 2010. A copy of the minutes is filed in the Official Minutes Book.

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
Ellis Island – New York NY	5/28/10	5	New York NY
Play	5/18/10	Middle School Discover Students	RVCC – Branchburg NJ
Young Consumers Program	4/27/10	4	Shop Rite – Flemington NJ
Adventure Aquarium	5/27/10	2	Camden NJ
AMC Theater – Lightning Thief Movie	2/16/10	7	Bridgewater NJ
NJ Astronomy Center	3/19/10	8	RVCC – Branchburg NJ
Crystal Cave	3/5/10	7	Kutztown PA
Planetarium	1/28/10	7	RVCC – Branchburg NJ
Play	5/10/10	1	RVCC – Branchburg NJ
Grounds for Sculpture	6/10/10	4	Hamilton NJ
Academy Natural Science	3/26/10	2	Philadelphia PA
Philadelphia Zoo	5/18/10	1	Philadelphia PA
Gateway National Park	6/8/10	7	Atlantic Highlands NJ
Environmental Congress	2/11/10	Club Members	Bull's Island Preserve
Regal Barn Plaza – Earth Day Movie "Ocean"	4/23/10	5	Doylestown PA

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
Colleen Maggio	Substitute	Previous Sub and Sub Caller at DTS
Sally Barbato	Elementary & General Business	DTS Parent – Currently Managing a Business
Katherine Salamone	Substitute	Former DTS Student – Chemistry Degree

3. **Recommend** the Board approve the Art Curriculum, as presented by Angela Mikula. Exhibit #3

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

The motion carried unanimously.

B. FINANCE/FACILITIES COMMITTEE

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 January 26, 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 December 2009. Exhibit #4
3. **Recommend** the approval for the payment of bills for January 26, 2010 in the amount of \$397,583.46 (as reviewed by Kathy Roethel). Exhibit #5
4. **Recommend** the Board approve the attached transfers for the month of December, 2009, totaling \$10,000.00 and January, 2010, totaling \$242,300.00. Exhibit #6
5. **Recommend** the Board approve the following payroll amounts:

December 15, 2009	-	\$283,254.80
December 23, 2009	-	\$254,639.79
January 15, 2010	-	\$260,937.50

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Daisy Scouts	Nicole Bivona	Meetings	2 nd Tuesday – 2/9/10; 3/9/10; 4/13/10; 5/11/10; 6/15/10	3:15 to 4:30 pm	Room 117
PTA	Liza Davis	Babysitting for Meeting	1/26/10 and 2/3/10	6:30 to 9:00 pm 7:00 to 9:00 pm	Elementary Art Room
DTCEF	Dana Swanson	PTA/DTCEF Steering Committee	2/3/10	7:00 pm	Performing Arts Room
DTRC	Laura Darby	Summer Program	Monday to Friday - 2 weeks – 7/19/10 to 7/30/10	8:30 am to 12:00 pm – Program will run 9:00 am to 12:00 pm	5 Classrooms, Gym, & Science Courtyard

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 #8

Last Name	First Name	Workshop/Conference	Dates	Include (see below)	Maximum Amount
Klink	Kathleen	Environmental Education Conference	1/29/10	M	\$17.67
O'Brien	Kathleen	Technology Projects to Strengthen Student Learning	3/8/10	R	\$199.00
Racile	Kathleen	Director's Meeting	2/19/10 3/12/10 4/16/10 5/14/10	M M M M	\$2.63 \$2.63 \$2.63 \$2.63

			6/11/10	M	\$2.63
Racile	Kathleen	Midland School IEP Meeting	2/10/10	M	\$13.95
Racile	Kathleen	Learning Consultant Conference	3/12/10	R M	\$75.00 \$40.67
McGann	Carol	HCLA Winter Workshop	2/2/10	R	\$40.00
Kelly	Pamela	Auditory Processing Disorder	1/28/10	R M	\$199.00 \$7.75
Garrett	Amanda	National Association of School Psychologists Convention	3/3/10 through 3/5/10	R	\$85.00
Patkochis	Cynthia	Guided Reading Strategies	3/1/10	R M	\$199.00 \$31.00
GaNun	Moira	Writing on Demand	2/8/10	R M	\$199.00 \$18.60
Lally	Caitlin	Guided Reading	2/10/10	R M	\$199.00 \$23.56
Petko	Ann Marie	Motivating Underachieving Readers	3/11/10	R	\$199.00
Ventimiglia	Eileen	Conference for Student Assistant Professionals	2/4 & 2/5/10	R M	\$295.00 \$40.30

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

8. **Recommend** the Board approve **Children's Therapy Service, Inc.** to provide the following services, at the noted rate, on an as needed basis, effective retroactively to January 11, 2010 through June 30, 2010, per the terms and conditions of the attached contract. Exhibit #9

Occupational Therapy \$88.00 per hour
Physical Therapy \$106.00 per hour

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

The motion carried unanimously.

XIV. RECESS

Mrs. Ubry called for a recess at 9:45 P.M. The Board reconvened at 9:55 P.M.

XV. EXECUTIVE SESSION

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

Recommend the Board go into Executive Session to discuss personnel and potential litigation. (The minutes will be released when the reason for the Executive Session no longer exists).

The motion carried unanimously.

XVI. PERSONNEL/POLICY COMMITTEE

Mr. Falk reviewed the Personnel/Policy Committee Minutes from the meeting held on January 11, 2010. A copy of the minutes is filed in the Official Minutes Book.

The Board had much discussion regarding the dress code for formal dances. The consensus was that, for the Valentine's Day Dance only, no strapless dresses are allowed, dresses with straps of any width are permitted, and bare shoulders should be covered. The Board would like the permission slip updated to reflect this dress code. In addition, the existing dress code will be reviewed by the Personnel/Policy Committee to see if it needs to be updated and revised.

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

1. **Recommend** the Board approve the following movement on the guide, effective February 1, 2010 through June 30, 2010, per the recommendation of the Superintendent:

**Amy Zakrzewski M+15 - Step 5 to M+30 – Step 5 \$28,332.00
(pro-rated salary)**

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

The motion carried unanimously.

XVII. AUDIENCE PARTICIPATION

There were no public comments at this time.

XVIII. BOARD REPRESENTATIVES LIAISON REPORTS

- A. Recreation – the Summer Recreation Program received facilities use approval for two weeks in July from 7/19/10 to 7/30/10.
- B. PTA – the Scholastic Book Fair will take place from March 8th – 12th. Family Movie Night will be held on a Friday evening in March. Family Fun Night Carnival, originally scheduled for March 5th, has been postponed. The Teacher Appreciation Luncheon is scheduled for May 4th. Field Day will take place on June 11th. PTA sponsored a music cultural assembly featuring a group from the Andean/Incan Region of South America on January 13th for Grades K-5 and 6-8.
- C. Township – newly elected members were sworn in and new boards were established. Mr. Kenneth Novak is the liaison to the DTS School Board.
- D. ESC – the Emerson School Board became the 129th member of ESC.
- E. Planning Board – not much activity at this time.
- F. Education Foundation – a Steering Committee will meet to determine the future of this organization.
- G. HCSBA – nothing to report
- H. NJSB – focus is on the State Budget problems.
- I. Parent Advisory Committee – mission and goals are being established.

- J. Community Relations – will meet the first Wednesday in March, and the new Board Candidates are invited to meet with the Seniors the last Wednesday in March.
- K. HCRHS – established a new grading policy. Organizing the kids vote initiative.
- L. DTAA – Mr. Joseph Pulkowski is the new President.

XIX. OTHER/OLD BUSINESS

There was no other/old business discussed.

XX. ADJOURNMENT

A motion was made by Mrs. Roethel and seconded by Mr. Falk to adjourn the meeting at 10:47 P.M.

The motion carried unanimously.

Gary P. Johnston, Board Secretary