

DELAWARE TOWNSHIP BOARD OF EDUCATION
MINUTES FOR REGULAR MEETING
 October 27, 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 7:33 pm 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 7:40pm
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		Arrived at 8:20pm

IV. CORRESPONDENCE

There was no correspondence to present.

V. PRESENTATIONS

The Annual Violence and Vandalism Report was presented by Mr. Michael Hesington, Assistant Principal. A copy is filed in the Official Minutes Book. (Exhibit #1)

VI. AUDIENCE PARTICIPATION

There were no public comments regarding the agenda items.

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

1. Student Enrollment 10-15-09 – 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. October 7, 2009 – 9:05 am
- b. October 21, 2009 – 2:15 pm
- c. October 12, 2009 – 10:00 am – Code C Drill

3. Suspensions -

Month of September, 2009
 In School 0
 Out of School 0
 Totals for School Year 2009-2010 to date:
 In School 0
 Out of School 0

4. Safety Award – the district met all of the requirements for the School Alliance Insurance Fund's 2008/2009 Safety Incentive Award. As a result, the district will receive a credit of \$3,500 towards the 2009/2010 Worker's Compensation Fund and will be presented with a Safety Achievement Award.
5. PAC Update – meeting the third Tuesday of every month and is being lead by Beth Benta.
6. QSAC Mid-cycle County Review – new requirements have been added. Dr. Vernotica visited the school and classes for three hours and was pleased with the progress to date.
7. October is National Appreciation Month for Principals and Assistant Principals – thanks to Pat and Mike for all that they do for DTS kids.
8. There were two new cases of head lice today and 15 cumulative cases. All precautions are being taken to prevent the spread of head lice in the school.

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

1. Regionalization/Consolidation Meeting – Mrs. Ubry attended a Forum on Regionalization and Consolidation Issues in Hunterdon County held at J. P. Case Middle School on

October 7, 2009. There were no districts in the County selected by the state for the first phase of feasibility studies for creating K-12 Regional Districts. She said districts were being encouraged to act like regional districts and continue to pursue shared services opportunities with surrounding districts to cut overhead.

2. Condolences to the Johnston Family

Mrs. Ubry offered condolences on behalf of the Board to Mr. Johnston and his family on the passing of his wife, Sandra.

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

1. NJQSAC Long Term Improvement Plan – a binder containing evidence of compliance was provided to the Board. This same information had been provided to the Executive County Superintendent, Dr. Gerald Vernotica. She discussed the Long Term Improvement Plan and a copy is filed in the Official Minutes Book.

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

1. Health Benefits Update – Open enrollment for coverage in the 2010 State Health Benefits Program is taking place in October. The new rate increases effective January 1, 2010 are 25%, as previously announced by the State. This premium increase will cost the district approximately \$200K on an annual basis. The DTS Medical Group Program was marketed to all five carriers that compete for New Jersey public sector business. Two declined to quote because DTS did not meet their minimum group size, and three declined to quote because they could not compete with the 2010 SEHBP rates.

XI. MINUTES

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

1. September 22, 2009 (Regular Meeting)

MEMBERS OF THE BOARD	Yes	No	Abstain
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
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. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE

Mr. Bruhl reviewed the Curriculum/Instruction/Technology Committee Minutes from the meeting held on October 26, 2009. 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
Crayola Factory	12/4/09	2	Easton PA
Performing Arts Showcase	11/24/09	Band & Chorus	Hunterdon Central - Flemington NJ
Music in the Parks Competition	5/28/10	Band & Chorus	Hershey Park – Hershey PA
Music	4/13/10	Grade 5	Hunterdon Central – Flemington NJ
University of Penn Museum	12/18/09	Grade 7	Philadelphia PA
Play	11/10/09	Grade 6	Hunterdon Central – Flemington NJ
James Michener Museum	11/18/09	Grade 3	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
Lindsay Klesney	Substitute	Currently subbing in Hunterdon Co.
Maria Haro	Substitute Pending	Currently student teaching with Mrs. GaNun
Jeffrey Love	Substitute	Currently subbing in Hunterdon Co.
Adria Love	Substitute	Currently subbing in Hunterdon Co.
Patricia Hamill	Substitute	Currently subbing in Hunterdon Co.
Katherine Savare	Substitute Pending	

3. **Recommend** the Board approve the **Assignment Plan for Certificated and Non-Certificated Nurses** for the 2009-2010 school year, as signed by Dr. Stuart Freedenfeld, school physician. Exhibit #5
4. **Recommend** the Board approve the **Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, 2007 Revisions Version**, as mandated by the State of New Jersey. Exhibit #6

MEMBERS OF THE BOARD	Yes	No	Abstain
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
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

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 October 27, 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 report for month ending August 2009. Exhibit #7
3. **Recommend** the approval for the payment of bills for October 27, 2009 in the amount of \$261,157.60 (as reviewed by Ken Novak). Exhibit #8
4. **Recommend** the Board approve the following payroll amounts:

September 30, 2009 - \$254,335.17
October 15, 2009 - \$255,388.74

5. **Recommend** the Board accept a donation from the DTS graduation classes of 1952-1960 in the amount of \$1,197.06. These funds will be applied toward outdoor enhancements in the name of these classes. Exhibit #9
6. **Recommend** the Board approve the following **Joint Transportation Agreement** to obtain transportation services for the 2009-2010 school year program: Exhibit #10

SCHOOL	DATES	ROUTE #	# STUDENTS	COST
South Hunterdon	9/9/09 to 6/24/10	NHAP	1	\$18,962.90

7. **Recommend** the Board approve the following **Joint Transportation Agreement** to provide transportation services for the 2009-2010 school year program: Exhibit #11

SCHOOL	DATES	ROUTE #	# STUDENTS	COST
South Hunterdon	9/8/09 to 6/17/10	V7	3	\$20,250.00

8. **Recommend** the Board approve a payment of **\$2,800.00** for transportation to the Middle School Band and Chorus Hershey Park trip on May 28, 2010. Exhibit #12
9. **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 #13

Last Name	First Name	Workshop/Conference	Dates	Include (see below)	Maximum Amount
Pulkowski	Joseph	Board Member Training	10/30/09	M	\$100.00
Roethel	Kathy	Board Member Training	11/21/09	M	\$50.00
Scialla	Gina	Princeton Girls Choir	Saturday 4/17/10	R M F	\$20.00 \$12.40 \$5.00

Scialla	Gina	Literacy through Music	11/23/09	R M F T	\$199.00 \$30.07 \$15.00 \$1.00
Ninaltowski	Laura	Literacy through Music	11/23/09	R M	\$199.00 \$30.07
Payne	Lynn	Reading Activities	11/23/09	R M	\$199.00 \$15.50
Terranova	Cynthia	Hands on Health Conference	12/7/09	R M T	\$110.00 \$25.73 \$1.20
Terranova	Cynthia	Annual Convention	1/25 & 1/26/10	R M T	\$90.00 \$78.43 \$1.40
Morales	Christopher	Annual Convention	1/26/10	R M T	\$100.00 \$27.09 \$2.00
Hesington	Michael	Challenges our Youth Face	10/29/09	R	\$15.00
Carvajal	Bridget	Challenging & Motivating Gifted Students	11/16/09	R M	\$199.00 \$47.25
Patkochis	Cynthia	NJ ASK Mathematics	11/1/909	R M	\$140.00 \$24.80
Patkochis	Cynthia	Reading Activities	12/1/09	R M	\$199.00 \$24.80
Ballard	Marilyn	NJ ASK Mathematics	12/2/09	R M	\$140.00 \$20.46
Freed	Susan	NJ ASK Mathematics	12/2/09	R	\$140.00
Benda	Bernie	Hands on Math	12/15/09	R M	\$140.00 \$26.04
Gifford	Josette	Hands on Math	12/15/09	R M	\$140.00 \$15.50
Smith	Rosemary	CKD Workshop	11/9/09	M	\$18.60
Baldwin	Matthew	Student Learning in SS	12/7/09	R M	\$215.00 \$31.00
GaNun	Moira	NJ ASK Mathematics	12/9/09	R M	\$140.00 \$25.42
GaNun	Moira	Instruction in Math	12/9/09	R M	
Racile	Kathleen	Directors Meetings	10/16/09; 11/13/09; 12/11/09; 1/8/10	M	\$2.05 per meeting

10. **Recommend** the Board approve the submission of the **Comprehensive Maintenance Plan and the Annual Maintenance Budget Worksheet (M-1)**, as follows:
Exhibit #14

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 are listed in the attached document for the various school facilities of Delaware 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 Delaware Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Report for the Delaware Township School District in compliance with the Department of Education requirements.

11. **Recommend** the Board approve the following list of Use of Facilities and Buses:
Exhibit #15

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTCEF	Dena Swanson	Meeting	1/20/10	7:30 pm	Performing Arts Room Elementary Art Room Library
		Meeting	11/18/09	6:00 pm	
Girl Scouts	Amanda Drummey	Meetings	See Attached		Classroom
Delaware Township Environmental Commission	Ellen McShane	March on Litter	Retro Active Saturday 10/17/09	8:00 am to 12:00 pm	3 Buses
Education Foundation	Jeannie Colalillo	Missoula Play	12/7/09; 12/8/09; 12/9/09; 12/10/09; 12/11/09; 12/12/09	3:00 to 9:00 pm 9:00 am to 4:00 pm	Gym, Cafeteria, Sound System, Tables and Chairs
DTAA	Matt Baldwin	Basketball Registration	10/16/09	9:00 am to 12:00 pm	Front Lobby
DTAA	Matt Baldwin	Basketball	Nov 16 to March 6 Monday to Friday Saturday	6:30 to 9:00 pm 8:30 am to 5:00 pm	Gym and Cafeteria
DTS PTA	Jeanne Colalillo	Candidates Forum	10/28/09	6:30 to 9:00 pm	Performing Arts Room & Childcare Room
Delaware Township Planning Board	Judith Allen	Public Hearing	Retro Active Tuesday 10/20/09	7:00 to 10:30 pm	Performing Arts Center

12. **Recommend** the Board approve a contract with **Barbara Simoncell and Kay Lyons** to provide Guided Reading Coaching in Grades K to 3, 10 sessions @ \$375.00 per session for a total of \$3,750.00. Exhibit #17

MEMBERS OF THE BOARD	Yes	No	Abstain
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
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.

XIII MOTION TO EXECUTIVE SESSION

A motion was made by Mrs. Roethel and seconded by Mr. Novak 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.

XIV. PERSONNEL/POLICY COMMITTEE

Mrs. Mumford reviewed the Personnel/Policy Committee Minutes from the meeting held on October 12, 2009. A copy of the minutes is filed in the Official Board Minutes Binder.

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

1. **Recommend** the Board approve the revised bus driver contract, effective November 2, 2009, as listed below:

Bus Driver	Step	Terms	Hours	Salary
Debbie Swiatek	6	10 months – 180 days	4.75	Pro-rated - \$18,297.00

2. **Recommend** the Board approve **Trish Duplay** as a home instructor for the 2009-2010 school year, on an as needed basis, at a rate of \$36.50 per hour, per the recommendation of the Superintendent.
3. **Recommend** the Board approve a change in the contract of **Janet Kath**, part time paraprofessional. The new contract is for .43 – Step 1 – effective retroactively to October 16, 2009 through June 30, 2009, at a pro-rated salary of \$6,725.00, per the recommendation of the Superintendent.
4. **Recommend** the Board approve **Ann Marie Petko** as a full time Special Education Teacher, effective November 2, 2009 through June 30, 2010 – Step 1 – B+45/M - at a pro-rated salary of \$39,307.00, per the recommendation of the Superintendent. Exhibit #18

MEMBERS OF THE BOARD	Yes	No	Abstain
Mr. Thomas Bruhl	X		
Mr. Scott Falk			
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

- A. Recreation – no report.
- B. PTA – passed their budget, Family Movie Night was held October 16th, Candidate's Night will be held October 28th, Colonial Williamsburg Foundation will fund the 2009-2010 Electronic Field Trip series for DTS, Mr. John Serrone will make a technology presentation at the next PTA meeting on November 11th.
- C. Township – no report.
- D. ESC – hosting Right To Know training, obtained Cultural heritage Grant for Teen arts Festival, providing development training and Home Instruction.
- E. Planning Board – a Master Plan revision and set of goals was adopted on October 20th and passed on to the Township Committee for possible land use changes in the future.
- F. Education Foundation – Open house will take place November 18th to recruit new members.
- G. HCSBA – no report.
- H. NJSB – no report.
- I. Parent Advisory Committee – meets third Tuesday of the month – 3:30pm in the library.
- J. Community Relations – a meeting was held with the Mayor regarding increased security at the school, bus yard, and elsewhere in the township.
- K. HCRHS – Raritan Twp. will discontinue their on-site police support due to budget constraints.
- L. DTAA – basketball signups are taking place.

XVII. OTHER/OLD BUSINESS

There was no other/old business.

XVIII. ADJOURNMENT

A motion was made By Mr. Pulkowski and seconded by Mrs. Roethel to adjourn the meeting at 10:20pm.

The motion carried unanimously.

Gary P. Johnston, Board Secretary