

**DELAWARE TOWNSHIP BOARD OF EDUCATION**  
**MINUTES FOR REGULAR MEETING**  
 December 15, 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 7:32 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 7:41 P.M.
Mr. Joseph Pulkowski	X		
Mrs. Kathy Roethel		X	
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		Arrived at 7:50 P.M.

IV. CORRESPONDENCE

There was no correspondence to report.

V. AUDIENCE PARTICIPATION – Agenda Items Only

There were no public comments from the audience.

12/15/09

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

1. Student Enrollment 12-15-09  
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	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	11		
LLD	4		
Tuition Sent	2		
TOTAL	487	27	17.4

2. Evacuation Drills –  
a. December 10, 2009 – 2:15 pm
3. Suspensions -  
Month of November, 2009  
In School 1  
Out of School 0  
Totals for School Year 2009-2010 to date:  
In School 1  
Out of School 0
4. School Bus Evacuation Drill –  
November 30, 2009 – 8:45 am – All Buses
5. QSAC Review Update – Dr Vernotica, the Executive County Superintendent, conducted a mid-cycle QSAC review at the school. The results of the review will be reported at the January Board Meeting.
6. The Missoula Play was once again extremely successful with wonderful performances by the DTS students. The play was fully funded by the DTS Education Foundation.

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

1. Mission Statement Revision – Mrs. Ubry would like to solicited comments from Board Members regarding possible revisions to the DTS Mission Statement. Mr. Pulkowski suggested that the Board dedicate a block of time, possibly on a weekend, to address this issue. Dr. Wiener will contact Diane Morris, NJSB representative, to see if she could facilitate the session.

VIII. PRINCIPAL/CURRICULUM COORDINATOR'S REPORT – Mrs. Patricia Ryan

1. No Report was given.

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

## 1. Preliminary Budget Process/Timeline Projected

An official timeline has not been released by the State. The Board was given an estimated timeline prepared by Mr. Johnston based on historical deadlines. The Governor's Budget Address has been postponed to March 16th, after which the State Aid numbers will be released, leaving the Board and the County Office with an extremely short amount of time to prepare, approve, and submit a final budget.

## 2. Budget Limitations

Budget guidelines and parameters have not been released by the State due to the fact that a new Governor will transition into office in January 2010. A Tentative Budget will be prepared by the Business Office assuming flat State Aid, a 4% cap increase on the tax levy, and budget waivers and allowances incorporated into the Accountability Regulations re-adopted in December 2009.

## X. MINUTES

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

## 1. November 24, 2009 (Regular 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			
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried unanimously.

## XI. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE

Mr. Bruhl reviewed the Curriculum/Instruction/Technology Minutes from the meeting held on December 11, 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
Student Council Leadership Conference	1/6/10	Middle School Officers (4)	College of New Jersey, Ewing NJ

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
Katherine Salamone	Substitute Pending	Bachelor Degree in Chemistry

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			
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 Mr. Novak to approve the following:

1. Pursuant to NJAC 6:20-2.12 (d), the Board Secretary certifies that as of December 15, 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 month ending November 2009. Exhibit #3
3. **Recommend** the approval for the payment of bills for December 15, 2009 in the amount of \$154,790.44 (as reviewed by James Harkness). Exhibit #4
4. **Recommend** the Board approve the following payroll amounts:

**November 30, 2009 - \$262,648.53**

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTS PTA	Jeanne Colalillo	Carnival	3/5/2010	2:00 pm 6:30 to 8:30 pm	Cafeteria; Gym; Teacher's Room; 2 Kindergarten Rooms
DTCEF Steering Committee	Dana Swanson	Meetings	1/11/10 1/14/10 1/27/10	7:00 pm 2:00 pm 7:00 pm	Performing Arts Room Conference Room Performing Arts Room

6. **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 #6

Last Name	First Name	Workshop/Conference	Dates	Include (see below)	Maximum Amount
Baldwin	Matthew	Articulation	2/17/09	M	\$4.65
			4/20/10	M	\$4.65
Falkenstein	Stacy	Response to Intervention	2/10/10	R	\$199.00
				M	\$9.30
				F	\$7.00
Yarrow	Jessica	Response to Intervention	2/10/10	R	\$199.00
				M	\$9.20
				F	\$7.00
Yarrow	Jessica	When Readers Struggle	4/21/10	R	\$199.00
				M	\$15.50
Weiss	Stacey	When Readers Struggle	4/21/10	R	\$199.00
				M	\$15.50
Gifford	Josette	Writing Strategies that Work	1/25/10	R	\$199.00
				M	\$13.64
Carvajal	Bridget	NJAGC Annual Conference	3/4/ & 3/5/10	R	\$260.00
				M	\$16.74

7. **Recommend** the Board approve the **Standard Operating Procedures and Internal Controls** prepared by the Business Office. A copy of the manual is filed in the Business Office.
8. **Recommend** the Board authorize the execution and delivery of the Grant Agreement #G5-3785 for the Middle School Boiler Replacement. Exhibit #9
9. **Recommend** the Board approve the Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project #1040-040-09-1001. Exhibit #9
10. **Recommend** the Board approve the funding of the Local Share in the amount of \$157,187.40 through the Capital Reserve Account for the School Facilities Project #1040-040-09-1001 Middle School Boiler Replacement.
11. **Recommend** the Board authorize the execution and delivery of the Grant Agreement #G5-3786 for the Repair, Repave and Restripe of Parking Lots A & B and Associated Driveways. Exhibit #10
12. **Recommend** the Board approve the Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project #1040-040-09-1002. Exhibit #10
13. **Recommend** the Board approve the funding of the Local Share in the amount of \$96,735.00 through the Capital Reserve Account for the School Facilities Project \$1040-040-09-1002 for the Repair, Repave and Restripe of Parking Lots A & B and Associated Driveways.
14. **Recommend** the Board authorize the Business Administrator to send out a Request for Proposals to have an Energy Audit completed as part of the Delaware Township School's participation in the Local Government Energy Audit Program and performed under the New Jersey Clean Energy Program. Exhibit #11

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			
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried unanimously.

#### XII. MOTION TO RECESS

There was no need to recess at this time.

#### XIII. EXECUTIVE SESSION

A motion was made by Mr. Harkness and seconded by Mr. Falk 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

Mr. Falk reviewed the Personnel/Policy Committee Minutes from the meeting held on December 14, 2009. A copy of the minutes is filed in the Official Minutes Book.

A motion was made by Mr. Falk and seconded by Mr. Bruhl to approve the three agenda items.

There was discussion on Item #1. After discussion by the Board, Mr. Wohl asked that the following wording be added to **Policy 5131 Conduct/Discipline**:

(The Chief School Administrator has the authority to modify all disciplinary sanctions imposed, on a case by case basis, except for those sanctions required by law.)

A motion was made by Mr. Falk and seconded by Mr. Wohl to approve the following, with the above revision made to **Policy 5131 Conduct/Discipline**:

1. **Recommend** the Board approve the second reading for **Policy 5131 Conduct/Discipline**. This Policy replaces Policies 5512 and 5512.01. Exhibit #8
2. **Recommend** the Board approve **Linda Fennelly** as a full time paraprofessional, effective January 2, 2010 through June 30, 2010, Step 2, at a pro-rated salary of \$11,280.00, per the recommendation of the Superintendent.
3. **Recommend** the Board approve an adjustment to the contract of **Sue Fandel**, bus driver, as follows: Step 6 - \$26.75 per hour – 6.25 hours per day – effective January 1, 2010 through June 30, 2010 - pro-rated salary of \$18,056.00, per the recommendation of the Superintendent.

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			
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried unanimously.

#### XIV. RESIGNATION

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

1. **Recommend** the Board accept the resignation of Board of Education member **Kenneth Novak**, effective December 31, 2009. Exhibit #12

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			
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried with seven Ayes and one Abstention (Mr. Novak)

#### XVI. AUDIENCE PARTICIPATION

There were no public comments at this time.

#### XVII. BOARD REPRESENTATIVES LIAISON REPORTS

- A. Recreation – no report.
- B. PTA - \$7900 was approved, raised primarily from the sale of DTS cookbooks, to help support the technology needs of the Delaware Township School. Funding was also approved for the Hispanic cultural group, Tahuantinsuyo, for two assemblies (K-4 and 5-8) on January 13, 2010. A Family Fun Night is being planned for March 5<sup>th</sup>, focused on K-5, with games and activities for children.
- C. Township – things are quiet. The land use change ordinance is being modified.
- D. ESC – Paterson Public School has become a new member.
- E. Planning Board – Zoning Board will be meeting December 16, 2009.
- F. Education Foundation – there will be three meetings in January, a Steering Committee is being formed, and there will be possible changes made to the by-laws and the organizational structure.
- G. HCSBA – no report.
- H. NJSB – no report.
- I. Parent Advisory Committee – will meet in January.
- J. Community Relations – no report.

- K. HCRHS – the Holiday Concert was a success.
- L. DTAA – basketball is continuing.

XVIII. OTHER/OLD BUSINESS

There was no other/old business discussed.

XIX. ADJOURNMENT

A motion was made by Mr. Pulkowski and seconded by Mrs. Mumford to adjourn the meeting at 9:48 P.M.

The motion carried unanimously.

Gary P. Johnston, Board Secretary