

DELAWARE TOWNSHIP BOARD OF EDUCATION
MINUTES FOR REGULAR MEETING
 June 23, 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

Mr. Pulkowski called the meeting to order at 7:35 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

Mr. Pulkowski 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		Arrived at 7:55pm
Mr. Lawrence Wohl	X		Arrived at 8:53pm

IV. CORRESPONDENCE

There was no correspondence to present.

V. AUDIENCE PARTICIPATION

Mindi Martinez asked if there were any plans to fix the leaking roof in the cafeteria. Dr. Wiener responded that several attempts have been made by DTS maintenance staff to prevent the leaks. Recommendations from the District Architect have also failed to stop the leaks. Dr. Wiener stated that this is not an acceptable situation. Repairs and upgrades to the cafeteria will be considered by the Facilities Committee for inclusion in the District's Long Range Facilities Plan.

VI. PUBLIC HEARING – Business Administrator/Board Secretary Administrative Contract

Mrs. Ubry read the following statement to the Public:

Chapter 53 requires boards of education to permit the public to comment on any changes or amendments to certain administrative contracts as they are annually renewed. Tonight we are permitting comment on the contract of our School Business Administrator, Mr. Johnston.

Mr. Johnston is our chief school financial officer and is responsible for the development, preparation, and management of our district's eight million dollar budget. Mr. Johnston oversees the district-wide payroll and accounting operations and ensures that the district is compliant with all state and federal reporting requirements. The Departments of Transportation, Food Services, and Facilities are also under Mr. Johnston's direction. Mr. Johnston is the caretaker for all district records and is principally responsible for preparing board agendas and keeping accurate records of board actions. Mr. Johnston manages the districts risk insurance program including property, liability, and auto coverage. Pursuant to statute, Mr. Johnston is the district's Purchasing Agent and is responsible for the procurement of all goods and services and he/she ensures that all purchasing is consistent with law, code, and regulation.

To be sure that Mr. Johnston is maintaining accurate and complete records pursuant to generally accepted accounting principles, the district is required annually to hire an independent accounting firm to review and prepare a Comprehensive Annual Financial Report. This report is reviewed annually by the board and is filed with the Department of Education.

The board intends to amend Mr. Johnston's contract for the 2009/2010 school year and is considering an appropriate salary increase.

Copies of Mr. Johnston's contract are available and the board will, at this time, respectfully hear comments from the public.

There were no comments from the Public.

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

1. Student Enrollment 6-15-09
Exhibit #1

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	43	3	14.3
Grade 1	48	3	16.0
Grade 2	41	2	20.5
Grade 3	57	3	19.0
Grade 4	55	3	18.3
Grade 5	56	3	18.7
Grade 6	60	3	20.0

Grade 7	54	3	18.0
Grade 8	43	3	14.3
Pre School	5		
Home Instruction	0		
Tuition Sent	5		
TOTAL	467	26	17.6

2. Evacuation Drills –
 - a. May 29, 2009 – 11:15 am
 - b. June 16, 2009 – 2:45 pm
 - c. June 17, 2009 – 10:30 am
3. Bus Evacuation Drill –
June 15, 2009 – 8:45 am – Front of School – All Routes - Vivian Fleming, Supervisor
4. Suspensions –

	Month of May, 2009	Month of June, 2009
In School	0	1
Out of School	0	1
Total for School year 2008-2009:		
In School	4	
Out of School	8	
5. Hunterdon Central Shared Services – Transportation – Vivian Fleming will be meeting with Glenn Barry, Transportation Director for Hunterdon Central, in order to enter the DTS routes into the HC transportation software. They will be reviewing the DTS routes for 2009-2010 to see if DTS can pick up another HC route to tier, or if HC can pick up another DTS route to tier.
6. Grade 8 Promotion/Dance – was held at the Stockton Inn. Thanks was given to Mr. Fred Stackhouse for offering the facility to DTS at a very minimal cost.
7. Grade 3 Homeroom Update – as of this date, it appears that there will be three sections of Grade 3 for next September.

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

1. Superintendent Evaluation/Job Description – the evaluation for the 2008-2009 school year has been completed. Mrs. Ubry thanked the Board Members for their input to the process.
2. Board Goals – the preliminary goals for 2009-2010 have been reviewed by all Board Committees. Mrs. Ubry asked that they be posted on the District website. They will be updated throughout the year as progress is made toward their achievement.

IX. PRINCIPAL/CURRICULUM COORDINATOR'S REPORT

There was no report at this time.

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

1. Transportation Routes – the bus routes for the 2009-2010 school year will be the same as the previous year. Mrs. Fleming has provided them for approval at tonight's meeting. The Special Education routes are still being determined as student needs are being assessed.
2. Flexible Spending Account – the program for 2008-2009 was a success. Both the employees and the district were beneficiaries of tax savings. Enrollment is continuing for the 2009-2010 school year and participants will start receiving tax benefits on July 1, 2009.
3. Annual Audit – the Audit Company, Barre & Company, will be on site for three days beginning on June 30th and ending July 2nd to begin the annual audit. The 2008-2009 Audit Program is not yet available from the State.

XI. MINUTES

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

1. May 26, 2009 (Regular Meeting)
2. May 26, 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			
Mr. Joseph Pulkowski			X
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry			
Mr. Lawrence Wohl			

The motion carried with four Ayes and two Abstentions.

XII. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE

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

1. **Recommend** the Board approve the submission of the **Statement of Assurance of Comprehensive Equity Plan Implementation – Year 2008-2009**, as required by the State of New Jersey. Exhibit #2

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			
Mr. Lawrence Wohl			

The motion carried with six Ayes and one Abstention.

B. FINANCE/FACILITIES COMMITTEE

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

1. Pursuant to NJAC 6:20-2.12 (d), the Board Secretary certifies that as of June 23, 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 the month ending May, 2009. Exhibit #3
3. **Recommend** the approval for the payment of bills for June 23, 2009 in the amount of \$258,902.50 and a bills list for July 1, 2009 \$15,235.26 (as reviewed by Ken Novak). Exhibit #4
4. **Recommend** the Board approve the following payroll amounts:

May 29, 2009 - \$258,687.18
June 15, 2009 - \$284,894.91
June 19, 2009 - \$253,443.12

5. **Recommend** the Board approve the attached transfers for May and June, totaling **\$49,715.00**. Exhibit #5
6. **Recommend** the Board approve a property appraisal proposal from **Asset Works** for \$3,300.00, focusing on valuation, proof of loss, updating and risk assessment. Exhibit #6
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 #7

Last Name	First Name	Workshop/Conference	Dates	Include (see below)	Maximum Amount
Zakrzewski	Amy	Teaching and Learning with Monarch Butterflies	8/18 and 8/19/09	R	\$99.00
Ryan	Patricia	Creating 21 st Century NJ School	7/8/09	M	\$37.20
Klemchalk	Patricia	School Health Hot Topics	10/28/09	R M	\$172.00 \$ 19.84

Last Name	First Name	Workshop/Conference	Dates	Include	Maximum Amount
Warren	Susan	Practical Therapy Techniques	7/22/09	R M	\$199.00 \$16.43
Tarnoski	Susan	Practical Therapy Techniques	7/22/09	R M	\$199.00 \$12.40

8. **Recommend** the Board accept the following tuition students for the 2009-2010 school year, at the approved tuition rate.

STUDENT	GRADE LEVEL	TUITION AMOUNT	RESIDENT DISTRICT
L.H.	3	\$5,650.00	Stockton
A.P.	1	\$4,238.00	Lebanon

9. **Recommend** the Board approve a Food Service Management Company contract to **Maschio's Food Services, Inc.** for the 2009-2010 school year. The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$7,525.00. Maschio's guarantees a no cost or breakeven food service operation, including the management fee.
10. **Recommend** the Board increase the price of student lunch from \$2.35 to \$2.50 and adult lunch from \$3.05 to \$3.20 for the 2009-2010 school year.
11. **Recommend** the Board approve the continuation of the **Ameriflex FSA Plan** for the 2009-2010 school year, effective July 1, 2009 through June 30, 2010.
12. **Recommend** the Board approve a payment of \$2,000.00 to the **New Jersey Division of Pensions and Benefits/SHBP** to obtain a comprehensive three year claims and premium experience report for the District. Exhibit #8
13. **Recommend** the Board approve the Business Administrator to negotiate a contract with **Hunterdon Central Regional High School**, to receive Management Information Group (MIG) support for the 2009-2010 school year, effective July 1, 2009 through June 30, 2010 @ \$20.00 per student annually.
14. **Recommend** the Board approve the **Service Maintenance Agreement with CC Productions, Inc.** for the maintenance of the Computerized Point of Sale (POS) System used in the cafeteria in the amount of \$979.00 for the 2009-2010 school year. Exhibit #9
15. **Recommend** the Board approve the **2009-2010 Bus Routes**, as prepared by Mrs. Fleming, Transportation Coordinator. Exhibit #10
16. **Recommend** the Board approve the following **Transfer of Current Year Surplus to Reserve** motion:

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31 and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

WHEREAS, the Delaware Township Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve Account at year end; and

WHEREAS, the Delaware Township Board of Education has determined that an amount not to exceed \$300,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

17. **Recommend** the Board approve the following **Joint Transportation Agreements** to obtain transportation services for the 2009-2010 extended school year program:

Jointure School	# of Students	Location	Cost
South Hunterdon High School	1	to North Branch, NJ	\$2,297.02

18. **Recommend** the Board approve the following **Joint Transportation Agreements** to provide transportation services for the 2009-2010 extended school year programs:

Jointure School	# of Students	Location	Annual Cost
Kingwood Elementary School	1	To DTS	\$1,350.00
South Hunterdon High School	6	to West Amwell, NJ	\$3,600.00

19. **Recommend** the Board amend the **2005 Long Range Facilities Plan** to include the following:
- On-site construction of a school storage facility for the purpose of storing athletic equipment; no occupancy or student use. The construction of this building is intended as a replacement of the old temporary trailer and shed that were used for storage but demolished due to the deteriorated condition of these temporary wood structures.
 - On-site construction of a maintenance storage garage; no occupancy or student use. This work includes the demolition of the existing maintenance garage due to deteriorating condition and the construction of the new storage garage at the same location.
20. **Recommend** the Board approve the following actions with regard to the New Athletic Equipment Storage Building at Delaware Township School #1, in three parts, as follows:
- The Board approves the submission of the "New Athletic Equipment Storage Building Project" to the Office of School Facilities (OSF) of the New Jersey Department of Education (NJDOE);
 - The Board approves and shall enter into Agreement with Vincek & Petrocci, architects for architectural services for the "New Athletic Equipment Storage Building Project" and to act on behalf of the district in the preparation and approval process as the "District Representative/Designee" on the District's OSF Application(s) as identified in Paragraph (A);
 - The Board approves the submission of the "New Athletic Equipment Storage Building Project" to the Office of School Facilities (OSF) as an "Other Capital" Project and is not seeking State funding for the project.
21. **Recommend** the Board accept a donation from a staff member of 20 inch Sony television, as recommended by the Technology Specialist.
22. **Recommend** the Board approve the following **Debt Service** payments, to be made on July 15, 2009:

PAYEE	PRINCIPAL	INTEREST	TOTAL
Chase Manhattan Bank	\$0.00	\$76,925.00	\$ 76,925.00
Bank of New York	\$90,548.68	\$13,052.96	\$103,601.64
Bank of New York	\$76,315.79	\$ 2,861.84	\$ 79,177.63

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			

The motion carried unanimously.

C. PERSONNEL/POLICY COMMITTEE

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

- Recommend** the Board accept the Letter of Resignation from **Krista Kappus**, elementary education teacher, effective June 30, 2009. Exhibit #11
- Recommend** the Board approve **Josette Gifford** as an elementary education teacher, effective September 1, 2009 through June 30, 2010, Step 3 – B+45/M - at an annual salary of \$50,278.00, per the recommendation of the Superintendent.
- Recommend** the Board approve the following student teacher from the College of New Jersey:

Maria Haro September to December 2009 Mrs. GaNun – Grade 3
- Recommend** the Board approve the following personnel for Extended School Year Programs that will take place at DTS this summer, unless otherwise noted, per the recommendation of the Superintendent.

PROGRAM	STUDENTS	DATES	TIME	STAFF MEMBER & SALARY	TRANSPORT
Pre School Disabled	4 DTS and 1 Kingwood	7/13 to 8/13 – Monday to Thursday	9:00 to 11:00 am	Teacher – Cindy Rose - \$36.50/hour Sub - Stephanie Joyce - \$36.50/hour Para – Wendy Dejenka - \$15.00/hour Para Sub – Kerry Smyth - \$15.00/hour Speech – Joanne Hoffman - \$48.56/hour O.T. & P.T. – Therapeutic Intervent. – 5 30 minute sessions for each	Provided by DTS
Language and Learning Disabilities	4 DTS	7/13 to 8/13 – Monday to Thursday & 1 Field Trip per week	9:00 am to 1:00 pm	Teacher – Karen Fania - \$36.50/hour Para – Amy Zakrzewski - \$15.00/hour Para Sub – Joann Brown - \$15.00/hour Speech – Joanne Hoffman - \$48.56/hour	Provided by DTS
Group Instruction	8	7/27 to 8/13 – Monday to Thursday	4 hours per week	Teacher – Cindy Rose - \$36.50/hour Sub Stephanie Joyce - \$36.50/hour Para – Kerry Smyth - \$15.00/hour	Provided by Parents
Personal Aide – at Rambling Pines	1	6/29 to 7/24	9:00 am to 3:30 pm	Aide – Mike Haughey - \$15.00/hour	NA
Tutoring – at student's home	1	10 Days – TBD	2 hours per day	Teacher – April Ambio \$36.50/ hour	NA

5. **Recommend** the Board approve **Jennifer Smith** be added as Talent Show Advisor for the 2009-2010 school year, to be shared with the 2 other advisors, at the negotiated rate of \$36.50 per hour, per the recommendation of the Superintendent.
6. **Recommend** the Board approve **Kristin McCarthy** to be added as a co-coach for Field Hockey for the 2009-2010 school year, to be shared with 1 other advisor, at the negotiated rate of \$36.50 per hour, per the recommendation of the Superintendent.
7. **Recommend** the Board approve the 2008-2009 **Goals Attainment Report**, as submitted by the Superintendent. Exhibit #12
8. **Recommend** the Board approve the 2009-2010 **District Goals Report**, as presented by the Superintendent. Exhibit #13
9. **Recommend** the Board approve the following administrative contracts, effective July 1, 2009 through June 30, 2010. Exhibit #14

Mrs. Patricia Ryan	Principal/Curriculum Coordinator
Mr. Gary Johnston	Business Administrator/Board Secretary
Mr. Michael Hesington	Assistant Principal

10. **Recommend** the Board approve the **Transportation Handbook**, as developed by the Transportation Coordinator and the Transportation Review Committee. Exhibit #15
11. **Recommend** the Board approve the first reading of the following policies. Exhibit #16

9311 - Formulation, Adoption, Amendment of Policies

9312 - Formation, Adoption, Amendment of Bylaws

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.

XIII. AUDIENCE PARTICIPATION

Mrs. Maura Taggart, a DTS parent and DTS substitute, questioned the process for selection and assignment of substitutes. Dr. Wiener responded that substitutes are called on a rotational basis. He said that a study was completed by Mary Robinson and Mary Holuta that showed that there was no bias in the process and that substitutes were being selected on an equitable basis.

XIV. EXECUTIVE SESSION

A motion was made by Mr. Wohl 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).

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. BOARD REPRESENTATIVES LIAISON REPORTS

- A. Recreation - there are field use issues at Dilts Park. The township will be developing field use guidelines.
- B. PTA – Elementary Field Day was held indoors on June 5th due to the weather. Middle School Field Day was held at Dilts Park on June 17th. Both were very successful. Jeannie Colalillo is the new PTA President. Resignations were received from the Secretary, Melissa McElroy, the Treasurer, Sally Rosenberg, and the VP for Middle School, Elaine DeWan. Liza Davis will be the new Secretary but the other two positions are currently open.
- C. Planning Board – the weak economy is driving a lack of applications. A reexamination of zoning ordinances is taking place.
- D. ESC – President will be Charles Miller and Vice President will be Bill Moebus. Enrollment is down significantly and positions will need to be cut from the budget.
- E. Township – no report.
- F. Education Foundation – will be operating until December 31, 2009 but there will be no fundraising activities.
- G. HCSBA – some Board Members are receiving calls regarding new legislation being proposed.
- H. NJSB – no report.
- I. Parent Advisory Committee – final meeting of the year was held in June. Goals were discussed for next year. Committee will work to become more effective and efficient in 2009-2010.
- J. Community Relations – consideration should be given to using the school to host Seniors for their meetings. Mrs. Ubry stated that she would like to open the school as a monthly meeting place.
- K. HCRHS – weather cooperated for Graduation ceremonies.
- L. DTAA – issues with usage of the ball fields.

XVI. OTHER/OLD BUSINESS

Dr. Wiener informed the Board that a few parents of Preschool Tuition Students had questioned the Board's payment policy when they received their contracts. They were requesting to pay monthly rather than 50% the first day of school and 50% the end of January.

A motion was made by Mr. Falk and seconded by Mr. Novak to not amend the Tuition Policy at this time. Hardship cases must be put in writing to the Business Administrator and considered on an individual basis.

The motion carried unanimously.

Dr. Wiener informed the Board that a Facility Use form may be submitted by the owner of the Stockton Inn requesting to use the school parking lot as remote parking for a Jazz Festival to be held at the Stockton Inn in September. He would also be requesting to use some of our buses and bus drivers to shuttle the customers back and forth from Stockton. The Board did not have a problem with the use of the parking lot, but expressed liability concerns regarding the use of DTS buses. They were also not sure if we could get enough bus drivers interested in working that weekend. If a Facility Use form is submitted, it will be considered at the next Board Meeting scheduled for August 11th.

XVII. ADJOURNMENT

A motion was made by Mr. Novak and seconded by Mr. Wohl to end the meeting at 10:10 pm.

The motion carried unanimously.

Gary P. Johnston, Board Secretary

