

**DELAWARE TOWNSHIP BOARD OF EDUCATION**  
**MINUTES FOR REGULAR MEETING**

MARCH 17, 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 7:10 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       |        | Arrived at 8:20 pm                            |
| Mr. Kenneth Novak      | X       |        |   |
| Mr. Joseph Pulkowski   |         | X      |   |
| Mrs. Kathy Roethel     | X       |        |   |
| Mrs. Linda Ubry        | X       |        |   |
| Mr. Lawrence Wohl      | X       |        | Left the meeting at 8:10 pm                   |

IV. CORRESPONDENCE

There was no correspondence discussed.

V. PRESENTATION

There were no special presentations.

VI. AUDIENCE PARTICIPATION – Input on the 2009-2010 Budget

Mrs. Klink, a Middle School Science Teacher, suggested that through the “get out the vote” efforts that volunteers should be used as poll watchers. Mrs. Ubry agreed that this was a good idea.

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

1. Student Enrollment 3-15-09  
Exhibit #1

| GRADE            | ENROLLMENT | SECTIONS  | AVERAGE CLASS SIZE |
|------------------|------------|-----------|--------------------|
| Kindergarten     | 44         | 3         | 14.7               |
| 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       | 3          |           |                    |
| Home Instruction | 0          |           |                    |
| Tuition Sent     | 5          |           |                    |
| <b>TOTAL</b>     | <b>466</b> | <b>26</b> | <b>17.6</b>        |

2. Evacuation Drills –
  - a. February 11, 2009 – 2:15 pm
  - b. February 26, 2009 - 2:15 pm
 Suspensions – Month of February, 2009

TOTAL FOR SCHOOL YEAR TO DATE

|               |   |   |
|---------------|---|---|
| In School     | 0 | 1 |
| Out of School | 0 | 4 |

3. Winter Season Update - Boys and Girls Basketball had very successful seasons. The Cheerleading team finished first in several categories at their latest competition.
4. Tuition Students Guidelines – new guidelines are being developed and will be reviewed by all committees. Adjustments to the existing tuition rate will be made at the April Reorganization Meeting and will be effective for the 2009-2010 school year.
5. Kindergarten Registration Update – the current enrollment would result in two sections of seventeen students. Usually there are five or six new enrollments over the summer.
6. 2009-2010 Budget Presentations – The Budget will be presented to PAC, the PTA, the Education Foundation, and the Township Committee prior to the Public Hearing scheduled for 7:00 pm on March 31<sup>st</sup>.
7. Read Across America Day was organized by Mrs. Diane deFlesco and was a success.
8. K-12 Regionalization – The Executive County Superintendent must have a K-12 Regionalization Plan prepared for Hunterdon County by 2010. A meeting will be set up by the ECS to include all Superintendents and BOE Presidents of Hunterdon County Districts.

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

1. Administrator Job Descriptions – all Board Members were asked to review the latest job

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descriptions and provide their comments to the Personnel Committee.

2. Board Self-Evaluation/Administrator Evaluations – now is the time for the annual BOE Self-Evaluation and Superintendent’s Evaluation to be completed. Mrs. Ubry would like to have them done by the end of April.

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

1. QSAC Three Year Curriculum Review Cycle – this has been updated based on changes from the Department of Education and is recommended for approval under the Curriculum/Instruction/Technology section of the Board Agenda. A copy of Mrs. Ryan’s presentation is filed in the Official Minutes Book.

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

1. 2009-2010 Budget – the Tentative Budget for the 2009-2010 school year will be voted on tonight under the Finance/Facilities section of the agenda. The budget being recommended has not changed from what was previously discussed with the Finance/Facilities Committee and the Board of Education. If approved by the Board, the budget will be sent to the County Office on March 18, 2009 for review and approval. It will be advertised in the Hunterdon Democrat on Thursday, March 26, 2009.

The approved budget will be presented at a Public Hearing scheduled for March 31, 2009 at 7:00 pm. The Budget vote and election will take place on April 21, 2009.

XI. COMMITTEE REPORTS

A. CURRICULUM/INSTRUCTION/TECHNOLOGY COMMITTEE – Larry Wohl, Chairperson

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

1. **Recommend** the Board approve the funding of transportation costs, not to exceed \$1,800, for the field trip to John Hopkins Medical School scheduled for May 6<sup>th</sup> and May 7<sup>th</sup>, 2009.

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

The motion carried unanimously.

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

2. **Recommend** the Board approve the following athletic and/or field trips for the 2008-2009 school year.

| ACTIVITY                     | DATE  | GRADE  | LOCATION  |
|------------------------------|---|--|---|
| Johns Hopkins Medical School | 5/6/09 to 5/7/09  | 8 Middle School Students<br>and 2 High School Students | Baltimore MD  |
| Aesop Bops Play              | 4/21/09   | Grade 3  | Hunterdon Central   |
| Baseball                     | 4/21/09<br>5/1/09<br>5/11/09<br>5/13/09<br>5/15/09<br>5/28/09           | Middle School  | South Hunterdon<br>Plumstead Christian<br>Holland<br>JP Case<br>Alexandria<br>East Amwell                 |
| Softball                     | 4/23/09<br>5/2/09<br>5/4/09<br>5/11/09<br>5/15/09<br>5/19/09<br>5/28/09 | Middle School  | Plumstead Christian<br>East Amwell<br>Kingwood<br>Holland<br>Alexandria<br>South Hunterdon<br>East Amwell |
| Gymnastics                   | 4/23/09<br>4/30/09<br>5/20/09   | Grades 4 to 8  | Crossroads<br>Montgomery<br>Montgomery  |

Addendum item – Franklin Institute Galileo Exhibit & IMAX 4/22/09 Grade 7 Philadelphia, PA

- Recommend** the Board approve the revised Three Year Curriculum Review Cycle, as presented by Mrs. Ryan. Exhibit #3
- Recommend** the Board the Spring Athletic Schedules for Baseball, Softball, and Gymnastics, as attached. Exhibit #4

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

The motion carried unanimously.

B. FINANCE/FACILITIES COMMITTEE – James Harkness, Chairperson

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

- Pursuant to NJAC 6:20-2.12 (d), the Board Secretary certifies that as of March 17, 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 approval for the payment of bills for March, 2009 in the amount of \$240,505.50 (as reviewed by James Harkness). Exhibit #5
3. **Recommend** the Board approve the following payroll amounts:

**February 27, 2009 - \$254,378.35**  
**March 13, 2009 - \$256,366.06**

4. **Recommend** the Board accept the Secretary and Treasurer final report for the month ending February, 2009 and a revised Treasurer's report for the month of December. Exhibit #6
5. **Recommend** the Board approve the attached transfers for the month of February, 2009 totaling \$7,000.00. Exhibit #7
6. **Recommend** the Board of Education of Delaware Township School adopt the following Resolution:

The Board of Education of Delaware Township School hereby adopts the following tentative budget for the 2009-2010 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment 477

Expenditures

Revenue

|                         |                           |                       |                           |
|-------------------------|---------------------------|-----------------------|---------------------------|
| General Current Expense | <u>\$7,607,906</u>        | Budgeted Fund Balance | <u>\$ 85,576</u>          |
| Capital Outlay          | <u>200,000</u>            | Local Tax Levy        | <u>6,527,483</u>          |
| Special Revenue Fund    | <u>136,000</u>            | Special Revenue Fund  | <u>136,000</u>            |
| Repayment of Debt       | <u>439,578</u>            | Repayment of Debt     | <u>439,578</u>            |
|                         |                           | Tuition               | <u>10,800</u>             |
|                         |                           | State Aid             | <u>1,184,047</u>          |
| Total Expenditures      | <u><u>\$8,383,484</u></u> | Total Revenue         | <u><u>\$8,383,484</u></u> |

7. **Recommend** the Board approve the attached travel expenditures for staff members to attend professional development conferences/workshops for the 2008-2009 school year. 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 |
|------------|------------|-------------------------------|-----------|---------------------|----------------|
| Patkochis  | Cynthia    | Strategies for Using 6 Traits | 4/24/2009 | R                   | \$199.00       |
|            |            |                               |           | M                   | \$18.60        |
| Zakrzewski | Amy        | Become Successful Reader      | 3/31/2009 | R                   | \$199.00       |

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

8. **Recommend** the Board approve the contract with **Camp Invention**, to use the school facility during the week of July 13, 2009. Exhibit #9

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9. **Recommend** the Board approve the **Statement of Work** from the River Union Stage Company, to produce the Middle School Play, at a fee not to exceed \$3,400.00. Exhibit #10
10. **Recommend** the Board approve the **Memorandum of Understanding** with **Hunterdon Prevention Resources** to provide services at no cost to the district. Exhibit #11
11. **Recommend** the Board approve the **2009 Letter of Agreement and DOT Testing Fee Schedule with Prevention Specialists, Incorporated**, per the attached. Exhibit #12
12. **Recommend** the Board approve and assure compliance with the attached policies and procedures, in accordance with **Part B of the IDEA and N.J.A.C. 6A:14-1.1, N.J.A.C. 6A; 14-1.2(b)**. Exhibit #13
13. **Recommend** the Board approve the contract with **New Jersey School Boards Association**, for online policy manual services from April 2009 to April 2010, at an annual rate of \$2,650.00. Exhibit #14
14. **Recommend** the Board approve the following list of Use of Facilities/Buses.

| GROUP                             | APPLICANT             | ACTIVITY                     | DATE                                    | TIME               | LOCATION |
|-----------------------------------|-----------------------|------------------------------|---|--------------------|----------|
| Sergeantsville Volunteer Fire Co. | Stephen Freedley, Sr. | Transportation to Fire House | *retro-active to Sunday, March 15, 2009 | 9:00 am to 3:00 pm | 1 Bus    |

15. **Recommend** the Board approve the following resolution as required by the New Jersey Department of Education (NJDOE) with regard to the "PARKING LOTS 'A', 'B', AND RELATED FRONT AREA RE-PAVEMENT PROJECT" at Delaware Township School #1 as follows:

The Board approves and will accept the determination of the PEC (Preliminary Estimated Cost) as the FEC (Final Estimated Cost) by the Chief of Staff of the Office of School Facilities of the NJDOE on the assumption that the 40% funding of the PEC as presented on the NJDOE Forms 130 and 131 of the state project application is attainable and further that the Board grants Dr. Richard Wiener – Chief School Administrator authorization to accept the PEC by the OSF as the FEC.

16. **Recommend** the Board approve the following actions with regard to the "PARKING LOTS 'A', 'B', AND RELATED FRONT AREA RE-PAVEMENT PROJECT" at Delaware Township School #1; in three parts as follows:
  - A. The Board approves the submission of the "PARKING LOTS 'A', 'B', AND RELATED FRONT AREA RE-PAVEMENT PROJECT" to the Office of School Facilities (OSF) of the New Jersey Department of Education (NJDOE);
  - B. The Board approves and shall enter into Agreement with Vincek & Petrocci, architects for architectural services for the "PARKING LOTS 'A', 'B', AND RELATED FRONT AREA RE-PAVEMENT 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;
  - C. The Board approves the Project Cost Estimate which will be included in the NJDOE Project Application on NJDOE forms 130 and 131 as the PEC (Preliminary Cost Estimate) in the total amount of \$161,225.00.

17. **Recommend** the Board approve the following resolution as required by the New Jersey Department of Education (NJDOE) with regard to the "1970 WING : BOILER REPLACEMENT PROJECT – BOILERS, PUMPS, HVAC CONTROLS AND RELATED WORK" at Delaware Township School #1 as follows:

The Board approves and will accept the determination of the PEC (Preliminary Estimated Cost) as the FEC (Final Estimated Cost) by the Chief of Staff of the Office of School Facilities of the NJDOE on the assumption that the 40% funding Of the PEC as presented on the NJDOE Forms 130 and 131 of the state project application is attainable and further that the Board grants Dr. Richard Wiener – Chief School Administrator authorization to accept the PEC by the OSF as the FEC.

18. **Recommend** the Board approve the following actions with regard to the "1970 WING: BOILER REPLACEMENT PROJECT – BOILERS, PUMPS, HVAC CONTROLS AND RELATED WORK" at Delaware Township School #1; in three parts as follows:

- A. The Board approves the submission of the "1970 WING: BOILER REPLACEMENT PROJECT – BOILERS, PUMPS, HVAC CONTROLS AND RELATED WORK" to the Office of School Facilities (OSF) of the New Jersey Department of Education (NJDOE);
- B. The Board approves and shall enter into Agreement with Vincek & Petrocci, architects for architectural and consultant engineering services for the "1970 WING: BOILER REPLACEMENT PROJECT – BOILERS, PUMPS, HVAC CONTROLS AND RELATED WORK" 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;
- C. The Board approves the Project Cost Estimate which will be included in the NJDOE Project Application on NJDOE forms 130 and 131 as the PEC (Preliminary Cost Estimate) in the total amount of \$261,979.00.

19. **Recommend** the Board approve a contract with South Jersey Energy Company to provide electric generation service to Delaware Township School, beginning in April 2009 for a 24 month term. Exhibit #19

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

The motion carried unanimously.

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

13. **Recommend** the Board approve the contract with **New Jersey School Boards Association**, for online policy manual services from April 2009 to April 2010, at an annual rate of \$2,650.00. Exhibit #14

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

The motion carried with seven ayes and one abstention (Mr. Harkness).

## XII. EXECUTIVE SESSION

There was no need for Executive Session.

Mr. Wohl left the meeting at 8:10 pm.

## XIII. PERSONNEL/POLICY COMMITTEE – Cathy Mumford, Chairperson

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

1. **Recommend** the Board approve the adoption of the following policies: Exhibit #16

|             |   |   |
|-------------|---|---|
| <b>1250</b> | - | <b>Visitors</b>                             |
| <b>2240</b> | - | <b>Research, Evaluation, &amp; Planning</b> |
| <b>2121</b> | - | <b>Line of Responsibility</b>               |
| <b>2224</b> | - | <b>Nondiscrimination/Affirmative Action</b> |

2. **Recommend** the Board approve the 2009-2010 School Calendar. Exhibit #17
3. **Recommend** the Board approve **Jennifer Wiley** as an intern from The College of New Jersey to work with Mrs. Ventimiglia in our Guidance Program, effective September, 2009 through June, 2010.
4. **Recommend** approval be given for the following substitute nurse, at the daily rate of \$90.00, for the 2008-2009 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  |
|------------------|-------------------|--|
| Patricia Collins | Substitute & R.N. | Registered Nurse – Currently working in Lambertville |

5. **Recommend** the Board approve an increase for **Susan Whitlock**, part-time School Social Worker, from .54 to .6 – Step 2 – B+45/M, effective April 1, 2009 through June 30, 2009, at a pro-rated salary of \$8,775.00, per the recommendation of the Superintendent.
6. **Recommend** the Board approve the re-adoption, following committee review, of the following policy: Exhibit #18

|             |   |                              |
|-------------|---|------------------------------|
| <b>5118</b> | - | <b>Non-Resident Students</b> |
|-------------|---|------------------------------|

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

The motion carried unanimously.

#### XIV. AUDIENCE PARTICIPATION

There were no public comments from the audience.

#### XV. BOARD REPRESENTATIVES LIAISON REPORTS

- A. Recreation – Scott Falk – Dilts Field cleanup day will take place on April 4<sup>th</sup> by DTAA/DTS.
- B. PTA – Linda Ubry/Joseph Pulkowski – Wellness Fair will take place on March 21<sup>st</sup> at DTS. The book fair was a success and raised \$7,200. The movie night fundraiser was well attended and raised between \$300-\$400.
- C. Township – Larry Wohl – no report.
- D. ESC – Thomas Bruhl – ESC held their budget meeting in February. Their financial position is not looking good. Staff reductions have already taken place and further reductions are planned for next year. Revenues are much lower than anticipated.
- E. Planning Board – Larry Wohl – no report.
- F. Education Foundation – Joseph Pulkowski/Scott Falk – next meeting will be held on March 18<sup>th</sup>.
- G. HCSBA – All Board Members – no report.
- H. NJSB – James Harkness – the State is using \$1B of Federal Stimulus money for State Aid to schools.
- I. Parent Advisory Committee – Kathy Roethel/Cathy Mumford – committee is working well. Input is being received from all grade levels and information is getting out through the committee representatives.
- J. Community Relations – Kathy Roethel/Linda Ubry – no report
- K. HCRHS – Cathy Mumford/Joseph Pulkowski – HC is working hard to pass the Budget. On April 1<sup>st</sup> Lisa Brady will be presented the high school budget to our PTA. Dr. Wiener will be presenting the DTS Budget.
- L. DTAA – Kenneth Novak – Basketball has finished the season and Baseball is starting up.

#### XVI. OTHER/OLD BUSINESS

There was no other/old business discussed.

#### XVII. ADJOURNMENT

A motion was made by Mr. Novak and seconded by Mrs. Roethel to adjourn the meeting at 8:30 pm.

Gary P. Johnston, Board Secretary

