

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

FEBRUARY 24, 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 7:03 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 7:13 pm
Mr. Joseph Pulkowski		X	
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

IV. PUBLIC INPUT SESSION – 2009-2010 SCHOOL BUDGET

A large group of parents attended the meeting in order to express concern about the size of class sections in second grade. The current enrollment is twenty in each section. Several parents expressed concern about the size of this year's sections and asked for three sections to be planned for in next year's budget. Those speaking out in favor of three sections included Maura Taggert, Kristen McCarthy, Lisa Staats, Robert Reed, Susan Joyce, and Valerie Wheatley.

Sally Rosenberg encouraged the administration to find ways to save money by using email, less paper, and through energy conservation. Ray Papalski commented that the current tuition rate of \$5400/year was too low and encouraged the Board to look again at its tuition policy.

Mrs. Ubry thanked the public for coming to the meeting, stated that their concerns would be seriously considered, and that the Board's decisions would be based on what is best for the children.

A complete roster of those in attendance is filed in the Official Minutes Book.

#### V. CORRESPONDENCE

Mrs. Ubry noted a memo sent to Mr. Gary Johnston by Michael Niznik, Loss Control Coordinator, of the School Alliance Insurance Fund. After a recent safety survey of the school and playground conducted by Mr. Niznik, he noted that the overall condition of the DTS facilities exceeded that which he normally sees at other districts. There were no recommendations noted as a result of the survey, which Mr. Niznik said did not happen very often. Mr. Johnston credited Mrs. Mary Jo Opdyke and her staff for keeping the facilities in top shape.

#### VI. PRESENTATION – Student Council Sign

The 2009 Student Council Officers made a brief presentation to the Board asking for the support of their plan to donate an electronic sign for the front of the school. A significant amount of money would need to be raised for the purchase of the sign. Two estimates were received from the Stewart Sign Company and provided to Mr. Gary Johnston, School Business Administrator. One sign was priced at \$19,015 and the other, a larger sign, was priced at \$22,890. The Board applauded their efforts but suggested that the Student Council gather additional information before reaching a decision, such as the cost of an electrical hookup or the need for a zoning permit.

#### VII. AUDIENCE PARTICIPATION

There were no public comments from the audience.

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

1. Student Enrollment 2-15-09  
Exhibit #1

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	44	3	14.7
Grade 1	48	3	16.0
Grade 2	40	2	20.0
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	4		
TOTAL	464	26	17.6

2. Evacuation Drills –
  - a. January 29, 2009 – 1:35 pm
  - b. February 11, 2009 – 2:15 pm

2/24/09

## Suspensions – Month of January, 2009

		TOTAL FOR SCHOOL YEAR TO DATE
In School	0	1
Out of School	0	4

3. NJSBA – Reorganization FAQ – provided to all Board members.
  4. School Report Card – 2007/2008 – is currently being released and will be posted on the DTS website.
  5. School calendar for 2008/2009 was reviewed by the Curriculum/Instruction/Technology Committee and will be discussed later in the meeting.
  6. 2008/2009 Goals – Personnel/Policy is 65% complete, Curriculum/Instruction/Technology is 62% complete, and Finance/Facilities is 60% complete.
- IX. PRESIDENT'S REPORT – Mrs. Linda Ubry reported on the following:
1. Regionalization – K-12 regionalization requires voter approval from all K-12 communities, according to current laws. Delaware Township School should continue to work with surrounding districts and Hunterdon Central High School in order to improve efficiencies and share services.
  2. Health Fair – will take place on Saturday, March 21<sup>st</sup> in the school gym and cafeteria. Patricia Klemchalk, the School Nurse, will be the facilitator.
- X. PRINCIPAL/CURRICULUM COORDINATOR'S REPORT – Mrs. Patricia Ryan reported on the following:
1. School Report Card Curriculum Narrative – will be posted on the DTS website along with the 2007-2008 School Report Card.
  2. Pre School Initiative Update – a flyer was sent out announcing a new integrated pre school program for next year to include special education students, needs based students, and regular education students ages three and four years old. Current plans are for a lottery to be held limiting the class size to fifteen.
  3. Curriculum Committee Update – curriculum review cycle is continuing with Health/Physical Education, Art, Technology, and Social Studies Committees working on their subject areas. The proposed 2009-2010 calendar was presented to the committee with two options on the table.
  4. Parent Letter – a letter was presented to the Board that was received by Mrs. Ryan from the parents of a Stockton student who expressed an interest in sending their daughter to DTS next year as a 7<sup>th</sup> grade tuition student. Mrs. Ryan had informed them that current Board Policy does not allow for 7<sup>th</sup> grade tuition students since there are currently three sections of 6<sup>th</sup> grade at a full capacity of 20 students per section that will be moving up next year. The Board agreed to revisit their policy for 7<sup>th</sup> and 8<sup>th</sup> grade students and agreed that the policy should be more restrictive for the lower grades.
- XI. SCHOOL BUSINESS ADMINISTRATOR REPORT – Mr. Gary Johnston reported on the following:
1. Budget Status – a revised Budget Timeline was presented to the Board that incorporated the change in the date of the Governor's Budget Address. The Board Meeting scheduled for March 24<sup>th</sup> will need to be changed to March 17<sup>th</sup> in order to approve the Tentative Budget that is due to the County for review and approval on March 18<sup>th</sup>. A Special Board Meeting will need to be scheduled on March 31<sup>st</sup> in order to hold a Public Hearing on the Budget and approve the 2009-2010 Budget for voting on April 21<sup>st</sup>.

## XII. MINUTES

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

## 1. January 27, 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			
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl			X

The motion carried unanimously.

## XIII. CHANGE OF BOARD MEETING DATES

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

1. **Recommend** the Board approve the cancellation of the following previously scheduled Board of Education meeting:

March 24, 2009 - Regular Monthly Meeting

2. **Recommend** the Board approve the following Board of Education meeting date changes:

March 17, 2009 - Regular Monthly Meeting - 7:00 pm

March 31, 2009 - Public Hearing for the 2009-2010 Budget - 7:00 pm

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			
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried unanimously.

## XIII. COMMITTEE REPORTS

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

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

1. **Recommend** the Board approve the following field trips for the 2008-2009 school year.

ACTIVITY	DATE	GRADE	LOCATION
Crystal Cave	3/11/09	7	Kutztown PA
Johns Hopkins Medical School	5/6/09 to 5/7/09	10 Middle School Students	Baltimore MD
Gateway National Seashore	5/13/09	7	Sandy Hook NJ

After discussion, the trip to Johns Hopkins Medical School was pulled from the agenda and will be presented at the March 17, 2009 Board of Education 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			
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion, as amended, 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:

1. Pursuant to NJAC 6:20-2.12 (d), the Board Secretary certifies that as of February 24, 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 February, 2009 in the amount of \$177,789.64 (as reviewed by Kathy Roethel). Exhibit #3
3. **Recommend** the Board approve the following payroll amounts:

<b>January 30, 2009</b>	-	<b>\$257,097.47</b>
<b>February 12, 2009</b>	-	<b>\$255,471.99</b>

4. **Recommend** the Board accept the Secretary and Treasurer final report for the month ending January, 2009 and a revised Treasurer's report for the month of December. Exhibit #4
5. **Recommend** the Board approve the attached transfers for the month of January, 2009 totaling \$7,000.00. Exhibit #5
6. **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 #6

Last Name	First Name	Workshop/Conference	Dates	Include (see below)	Maximum Amount
Ryan	Patricia	Grading & Assessment	3/24/2009	R	\$150.00
Ventimiglia	Eileen	Hunterdon Prevention Resources	3/19/2009 and 5/14/2009	R R	\$15.00 \$15.00
Lelie	Donna	Utilizing Primary Sources	5/21/2009	M O	\$46.50 \$4.00
Smith	Jennifer	Developmental Design for MS	3/20/2009	R M	\$179.00 \$46.50
Fania	Karen	Smart Board Training	3/31/2009	R	\$195.00
Zakrzewski	Amy	Learning Centers	3/3/2009	R	\$195.00
Rutkowski	Laura	Guided Math	3/17/2009	R	\$189.00
GaNun	Moira	Guided Math	3/17/2009	R	\$189.00
GaNun	Kira	Meltdown	2/27/2009	R M	\$130.00 \$12.40
Baker	Suzanne	Differentiated Instruction	3/5/2009	R M	\$195.00 \$37.20
Ferry	Kathleen	Differentiated Instruction	3/5/2009	R M	\$195.00 \$37.20

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

7. **Recommend** the Board approve the following list of Use of Facilities/Buses.

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
PTA	Jeanne Colalillo	Family Movie Night	Friday, March 6, 2009	?	Cafeteria
Girls on the Run	Kira GaNun	Self Esteem Activities	Tuesdays and Thursdays March 10 <sup>th</sup> through June 2, 2009	3:15 to 4:15 pm	Back Fields, Possibly Use 1 Classroom
DTAA Baseball	Henry Lincoln	Tryouts & Photos	Saturdays, March 14, 2009 & April 4, 2009	9:00 am to 4:00 pm 8:30 am to 11:30 am	Gym
DTCEF	Mo Taggart	Enrichment	February 25; March 4; March 11; and March 18, 2009	2:50 pm to 4:15 pm	Wescott Preserve – 1 bus requested

8. **Recommend** the Board approve the contract with **Easton Coach Company** to provide 2 buses for the band/chorus trip to Hershey Park on Friday, May 22, 2009, at the rate of **\$2,800.00**. Exhibit #8

9. **Recommend** the Board accept the NCLB Consolidated Grant Award for Fiscal Year 2009 in the following amounts:

Title I Part A	\$9,922.00
Title II Part A	\$9,898.00
Title II Part D	\$ 83.00
Title IV	\$ 837.00

**TOTAL      \$20,740.00**

10. **Recommend** the Board approve the attached completed **Corrective Action Plan** for the Annual Audit. Exhibit #9

11. **Recommend** the Board approve the following Resolution: Exhibit #10

**Resolution** increasing the bid threshold and appointing a Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

**WHEREAS**, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$29,000; and

**WHEREAS**, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

**WHEREAS**, N.J.A.S. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

**WHEREAS**, Gary Johnston possess the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

**WHEREAS**, The Delaware Township School Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18AA-3; now, therefore, be it

**RESOLVED**, that the governing body of the Delaware Township Board of Education, in the County of Hunterdon, in the State of New Jersey hereby increases its bid threshold to \$29,000; and be it further

**RESOLVED**, that the governing body hereby appoints Gary Johnston as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b. with a specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

**RESOLVED**, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Gary Johnston's certification to the Director of the Division of Local Government Services.

12. **Recommend** the Board approve Vincek & Petrocci Architects and its engineers to do the design work for the following:
- a. Repaving of Parking Lot A (1950 Wing), the front drive and parking lot, and Parking Lot B (Middle School Wing), per the 2005 LRFP.
  - b. Replacement of 1970 Boilers and Controls, including tie-ins with the computer monitoring system, per the 2005 LRFP.
13. **Recommend** the Board approve the attached contract with **The Midland School** for tuition for one out of district placement, effective retroactively to February 23, 2009, through June 30, 2009, at a per diem rate of \$218.85 and total pro-rated tuition rate of **\$16,625.00**. Exhibit #15
14. **Recommend** the Board approve a transportation jointure with **South Hunterdon High School**, for transportation of one out of district placement, effective retroactively to February 23, 2009 through June 30, 2009, at a pro-rated amount of **\$6,418.20**.

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			
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried unanimously.

The Board recessed from 9:55 pm until 10:05 pm.

#### XIV. EXECUTIVE SESSION

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

**Recommend** the Board go into Executive Session to discuss personnel, negotiations, 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 – Cathy Mumford, Chairperson

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

1. **Recommend** approval be given for the following substitute teachers/nurse/secretary, 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 teachers/nurses/secretaries."

APPLICANT'S NAME	CERTIFICATION	NOTES
Peggie Naples	Substitute	Currently Subs at Kingwood School
Erica Cranden	Elementary	Currently Subs at Flem Rar School
Mila Montemayor	Substitute	Currently Subs at Lambertville School
Robert Miller	Substitute	Currently Student Teaching at North Hunterdon High School
Erica Opdyke	Substitute	Currently Attending Rider and Will Begin Student Teaching Next Year
Sara Schupsky	Substitute	Currently Subs at HCRHS
Barbara McBeth	Substitute Pending	
Brian Lometti	Substitute Pending	
Rebecca Bailey	Substitute Pending	Previous Guidance Intern at DTS
Melinda Higgins	Substitute Pending	

2. **Recommend** the Board adopt the following policies: Exhibit #11

1111	-	<b>District Publications</b>
1120	-	<b>Board of Education Meetings</b>
1410	-	<b>Local Units</b>
1600	-	<b>Relations Between Other Entities and the District</b>

3. **Recommend** the Board approve the first reading of the following policies: Exhibit #12

1250	-	<b>Visitors</b>
2240	-	<b>Research, Evaluation, &amp; Planning</b>
2121	-	<b>Line of Responsibility</b>
2131	-	<b>Superintendent</b>
2224	-	<b>Nondiscrimination/Affirmative Action</b>

4. **Recommend** the Board approve the following reviewed policies: Exhibit #13

2000/2010	-	<b>Concepts &amp; Roles in Administration</b>
2210	-	<b>Administrative Leeway in Absence of Board Policy</b>
2255	-	<b>New Action Planning For T&amp;E Certification</b>

5. **Recommend** the Board approve **Laura Ninaltowski** as a home instructor for one kindergarten student, retroactively to January 26, 2009, for a maximum of 5 hours per week, at the negotiated hourly rate of \$35.50, per the recommendation of the Superintendent.
6. **Recommend** the Board approve the following temporary increase for the Child Study Team, effective retro-actively to February 4, 2009, at their per diem hourly rate of pay and approved by the Supervisor of the Child Study Team for the purpose of assuring district compliance with timelines, per the recommendation of the Superintendent.

Susan Warren	Speech/Language	- maximum of 5 hours per week
Susan Whitlock	Social Worker	- maximum of 5 hours per week

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			
Mrs. Kathy Roethel	X		
Mrs. Linda Ubry	X		
Mr. Lawrence Wohl	X		

The motion carried unanimously.

#### XVII. AUDIENCE PARTICIPATION

There were no public comments from the audience.

#### XVIII. BOARD REPRESENTATIVES LIAISON REPORTS

- Recreation – Scott Falk – Family Roller Skating Night will take place on March 12<sup>th</sup> and Dilts Park cleanup day will be held on April 4<sup>th</sup>.
- PTA – Linda Ubry/Joseph Pulkowski – Movie Night is scheduled for March 6<sup>th</sup>, the Spring Book Fair will take place March 9<sup>th</sup> through March 13<sup>th</sup>, and the Health Fair is scheduled for March 21<sup>st</sup>.
- Township – Larry Wohl – next meeting will be held March 4<sup>th</sup>.
- ESC – Thomas Bruhl – meeting postponed due to inclement weather.
- Planning Board – Larry Wohl – discussed zoning ordinances and preservation of Delaware Township properties.

- F. Education Foundation – Joseph Pulkowski/Scott Falk – Evening of Tasting was attended by a small and enthusiastic group. Annual auction may not take place this year.
- G. HCSBA – All Board Members – no report.
- H. NJSB – James Harkness – concern about State Aid for schools.
- I. Parent Advisory Committee – Kathy Roethel/Cathy Mumford – no report.
- J. Community Relations – Kathy Roethel/Linda Ubry – will meet with the Seniors on Wednesday, March 4<sup>th</sup> at 1:00 pm to discuss the school and upcoming budget.
- K. HCRHS – Cathy Mumford/Joseph Pulkowski – Beauty and the Beast will be held on March 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup>.
- L. DTAA – Kenneth Novak – baseball signups are taking place.

XIX. OTHER/OLD BUSINESS

Mr. Johnston discussed a letter dated February 24, 2009 from Delaware Township Clerk, Judy Allen, requesting a donation of \$450 towards the purchase of field mix for Dilts Field. The Board was supportive of this donation since the school is allowed to use Dilts Field at no cost.

XX. ADJOURNMENT

A motion was made by Mr. Falk and seconded by Mr. Wohl to adjourn the meeting at 10:33 pm.

The motion carried unanimously.

Gary P. Johnston. Board Secretary