

**Delaware Township School
Board of Education Meeting
June 20, 2016 – 6:00 pm**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 6:10pm.
- B. Open Public Meeting Act Statement** – Mrs. Ubry read the following statement:
Welcome to a meeting of the Delaware Township School Board of Education. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act (Chapter 231, P.L. 1975) and that advance notice required therein has been provided. Meeting notice was also posted in the entrance hallway of Delaware Township School; sent to the Trenton Times and the Hunterdon County Democrat newspapers; posted on the school website and sent to the Clerk of Delaware Township. The public will have the opportunity to be heard as shown on the Agenda.
- C. Flag Salute** – Mrs. Ubry led all assembled in the Pledge of Allegiance.
- D. Roll Call** - Mrs. Roethel recorded the roll:
Present: Mrs. Brown, Mr. Bruhl, Mrs. Devlin, Mrs. Dunn, Mrs. Esserman, Mr. Hoffman,
Mrs. Roethel, Mrs. Thompson, Mrs. Ubry.
Absent: Ms. Martucci, Board Secretary
Also Present: Dr. Richard Wiener, Superintendent
- E. Executive Session** – Mrs. Ubry read the following statement:
WHEREAS Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975 authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy of or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions; and
WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act, now therefore be it
RESOLVED that the Board of Education of Delaware Township School now adjourns from public session to reconvene in Executive Session for the purpose of discussing the following: Superintendent Evaluation, and be it further
RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board’s consideration of the subject matter be closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest. The Board will reconvene in approximately 90 minutes.

Motion by Mr. Bruhl, seconded by Mrs. Thompson to enter executive session at 6:12 pm.
Motion carried by unanimous voice vote.

Motion by Mrs. Thompson, seconded by Mr. Bruhl to reconvene into public session at 7:30pm. Motion carried by unanimous voice vote.

F. Audience Participation – Agenda Items

A resident inquired regarding the 2016-17 enrollment for preschool.

G. Correspondence – None

H. Presentations –

1. Student Council Officers – Mrs. Hardy and Mrs. Terranova presented the Student Council report of activities for the period of February 2016 through June 2016.
2. 3D Strategic Plan – Mrs. Pillon, Mrs. Racile, and Dr. Wiener presented the 18 Month Progress Report Update.

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (6-15-16) - (Exhibit I.1)

| GRADE | ENROLLMENT | SECTIONS | AVERAGE CLASS SIZE |
|------------------|------------|----------|--------------------|
| Kindergarten | 42 | 3 | 14.0 |
| Grade 1 | 42 | 3 | 14.0 |
| Grade 2 | 37 | 2 | 18.5 |
| Grade 3 | 32 | 2 | 16.0 |
| Grade 4 | 43 | 3 | 14.3 |
| Grade 5 | 45 | 2 | 22.5 |
| Grade 6 | 42 | 2 | 21.0 |
| Grade 7 | 42 | 3 | 14.0 |
| Grade 8 | 48 | 3 | 16.0 |
| Pre School | 24 | 2 | 12.0 |
| Latham | 1 | | |
| Home Instruction | 1 | | |
| Tuition Sent | 4 | | |
| TOTAL | 403 | 25 | 15.8 |

2. Evacuation Drills –

| TYPE OF DRILL | DATE | TIME |
|--------------------------------------|----------|----------|
| Fire Drill | 7/23/15 | 1:20 pm |
| Security Drill (Evacuation Non Fire) | 7/29/15 | 10:20 am |
| Fire Drill | 8/27/15 | 11:45 am |
| Security Drill (Shelter in Place) | 8/31/15 | 5:30 pm |
| Fire Drill | 9/25/15 | 10:58 am |
| Security Drill (Lock Out) | 9/14/15 | 9:20 am |
| Bus Evacuation Drill | 9/22/15 | 9:00 am |
| Fire Drill | 10/7/15 | 8:55 am |
| Security Drill (Lockdown) | 10/26/15 | 12:52 pm |
| Fire Drill | 11/16/15 | 12:40 pm |
| Security Drill (Lock Out) | 11/30/15 | 2:15 pm |
| Fire Drill | 12/11/15 | 1:30 pm |
| Security Drill (Lockdown) | 12/22/15 | 1:46 pm |
| Fire Drill | 1/27/16 | 12:37 pm |
| Security Drill (Shelter in Place) | 1/29/16 | 10:44 am |
| Fire Drill | 2/25/16 | 10:42 am |
| Fire(Non-Drill) | 2/26/16 | 10:20 am |
| Security Drill (Lockout) | 2/29/16 | 1:51 pm |
| Security Drill (Evacuation Non Fire) | 3/10/16 | 2:10 pm |
| Fire Drill | 3/24/16 | 11:31 am |

| | | |
|--|---------|----------|
| Fire Drill | 4/22/16 | 11:08 am |
| Security Drill (Lockdown) | 4/29/16 | 2:16 pm |
| Bus Evacuation Drill | 4/29/16 | 9:00 am |
| Fire Drill | 5/24/16 | 12:08 pm |
| Security Drill (Shelter in Place) | 5/31/16 | 9:05 am |
| Fire Drill | 6/9/16 | 2:48 pm |
| Security Drill (Evacuation – non-fire) | 6/14/16 | 9:38 am |

3. Suspensions –

| MONTH OF | IN SCHOOL | OUT OF SCHOOL |
|--|-----------|---------------|
| September | 0 | 0 |
| October | 0 | 0 |
| November | 0 | 0 |
| December | 0 | 0 |
| January | 1 | 0 |
| February | 0 | 0 |
| March | 1 | 0 |
| April | 0 | 0 |
| May | 0 | 0 |
| June | 0 | 0 |
| TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE | 2 | 0 |

4. HIB Incidents –

| MONTH OF | INCIDENTS REPORTED | NUMBER CLASSIFIED AS HIB |
|--|--------------------|--------------------------|
| September | 0 | 0 |
| October | 0 | 0 |
| November | 1 | 1 |
| December | 0 | 0 |
| January | 0 | 0 |
| February | 0 | 0 |
| March | 0 | 0 |
| April | 1 | 1 |
| May | 0 | 0 |
| June | 1 | 0 |
| TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE | 3 | 2 |

5. Kindergarten Screening – 39 students are registered; 3 sections for 2016-17.

6. Festival of Music Competition Update – Mrs. Scialla reported to the Board how proud she was of all the students.

J. President's Report – Mrs. Linda Ubry

1. Chief School Administrator Evaluation
2. DTEA Retirement Celebration

K. School Business Administrator's Report – no report.

- L. Motion by Mr. Bruhl, seconded by Mrs. Thompson to approve the regular and closed session minutes of the May 24, 2016 board meeting.
Motion carried by unanimous voice vote.

M. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mrs. Esserman discussed the minutes from the Committee meeting and presented the following motion for approval:

1.1 Approved the following field trips for the 2016-2017 school year. (Exhibit 1.1)

| ACTIVITY | DATE | GRADE LEVEL | LOCATION |
|--------------------------------|-------------|--------------------|-------------------|
| Camp Bernie | 9/16/16 | 6 | Port Murray NJ |
| Walking Tour of Sergeantsville | 10/7/16 | 2 | Sergeantsville NJ |
| Student Council Conference | 10/11/16 | Officers | TCNJ – Ewing NJ |
| Howell Farm | 10/27/16 | 1 | Lambertville NJ |
| National Constitution Center | 10/28/16 | 8 | Philadelphia PA |
| Mercer Museum | 11/15/16 | 2 | Doylestown PA |
| Morris Museum | 12/7/16 | 1 | Morristown NJ |
| UPENN Museum | 12/9/16 | 6 | Philadelphia PA |
| Student Council Conference | 1/11/17 | Officers | Ewing NJ |
| Adventure Aquarium | 4/19/17 | 2 | Camden NJ |
| Wescott Preserve | 10/28/16 | 3 | Stockton NJ |
| Norz Hill Farm | 10/25/16 | K | Hillsborough NJ |
| Solebury Orchards | 10/67/16 | K | New Hope PA |

Motion by Mrs. Esserman, seconded by Mr. Bruhl to approve motion 1.1 of Curriculum/Instruction/Technology as recommended by the Superintendent. A discussion followed and motion 1.1 was amended as follows:

Insert amended motion here: Move to approve the following field trips for the 2016-2017 school year pending presentation to and approval by the Board of an appropriate Field Trip document in August identifying the number of trips per grade and discipline to insure fiscal responsibility, meet CCCS/NJCCCS standards, and increase in-class time for instruction.

Motion by Mr. Bruhl, seconded by Mrs. Brown to approve the amended motion 1.1 of Curriculum/Instruction/Technology.

Ayes: Brown, Bruhl, Devlin, Dunn, Esserman, Hoffman, Roethel, Thompson, Ubry
Nays: None

2. Finance/Facilities

Mr. Bruhl discussed the minutes from the Committee meeting held on June 14, 2016 and presented the following motions for approval:

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended May 2016 be accepted and placed on file. The Board of Education, after review of the Board Secretary and Treasurer's monthly financial report and consultations with the Board Secretary, hereby certifies that no major account has been over-expended in violation of N.J.A.C. 6A:23A-16.10(b).

- 2.2 Approved the attached line account transfers for May 2016.
- 2.3 Approved District invoices presented for May 25, 2016 to June 13, 2016, in the amount of \$252,595.15.
- 2.4 Approve the following payroll amounts:
- | | |
|-----------------|--------------|
| May 27, 2016 - | \$265,943.80 |
| June 15, 2016 - | \$270,445.06 |
| June 29, 2016 - | \$261,903.08 |
- 2.5 Approved a contract with Camp Bernie for September 16, 2016. Copy of contract is on file in the business office.
- 2.6 Approved 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.

| ATTENDEE | WORKSHOP/CONFERENCE | DATES | INCLUDE (see below) | MAXIMUM AMOUNT |
|----------------------|-----------------------|---------|------------------------|-------------------------|
| Patricia Klemchak | Pediatric Emergencies | 8/24/16 | R M | \$89.00 .31 per mile |

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

- 2.7 Approved the following resolution for monies to be placed into a **Capital Reserve** account:
- WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 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 anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and
- WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Capital Reserve account at year end, and
- WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$750,000.00 may be available for such purpose of transfer.
- NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.8 Approved the following resolution for monies to be placed into an ***Emergency Reserve*** account:
WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 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 anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and
WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Emergency Reserve account at year end, and
WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$50,000.00 may be available for such purpose of transfer,
NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.
- 2.9 Approved the following resolution for monies to be placed into a ***Maintenance Reserve*** account:
WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 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 anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and
WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Maintenance Reserve account at year end, and
WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$200,000.00 may be available for such purpose of transfer,
NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.
- 2.10 Approved the following resolution:
Pursuant to P.L. 2015, Chapter 47 the Delaware Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been and will be in full compliance with all state and federal statutes and regulations; in particular N.J.S.A. 18A:18 et. Seq., N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. List of contracts is on file in the business office. (Exhibit 2.10)

Motion by Mr. Bruhl, seconded by Mrs. Devlin to approve Motions 2.1 through 2.10 of Finance/Facilities as recommended by the Superintendent.

Ayes: Brown, Bruhl, Devlin, Dunn, Esserman, Hoffman, Roethel, Thompson, Ubry
Nays: None

3. Personnel/Policy

Mrs. Thompson reviewed the minutes from the Personnel/Policy Committee Meeting and presented the following motions for approval:

3.1 Approved the following Extended School Year Positions for the 2016-2017 school year, per the recommendation of the Superintendent.

| PROGRAM | POSITION | NAME | HOURS | SALARY |
|--------------------|---------------------------|----------------------|-----------|------------------|
| Preschool Disabled | Special Education Teacher | Karen Gerth | 60 | \$43.05 per hour |
| | Paraprofessional | Loretta Dienes | 60 | \$15.00 per hour |
| | Paraprofessional with bus | Jacalyn Plummer | 108 | \$15.00 per hour |
| Elementary LD | Special Education Teacher | Andrea Gristina | 52.5 | \$43.05 per hour |
| Substitute | Special Education Teacher | Stephanie Joyce | as needed | \$43.05 per hour |
| | | Victoria Hardy | | |
| Substitute | Paraprofessional | Maria Stella Maltese | as needed | \$15.00 per hour |

3.2 Approved the following candidates for the positions, contractual salaries and starting dates indicated for the 2015-2016 and/or 2016-2017 school year, pending fingerprint clearance is necessary, per the recommendation of the Superintendent.

| NAME | POSITION | SALARY | DATES |
|--|--------------------------------------|---|---|
| Maria Stella Maltese (revised) | STEM Teacher – Paraprofessional | Teacher – B – Step 2 – .5 - \$25,110 Para – Step 5 - .5 - \$11,426 | 2016-2017 school year |
| Alison Hoffner | Middle School Math Teacher | Teacher – B – Step 3 - .5 - \$25,530 (pro-rated) | 2016-2017 school year |
| Marilyn Ballard | Mentor | \$275.00 | 2015-2016 school year (retro-active) |
| Janet Kania (revised) | Payroll/Benefits | .43 - \$15,258 (pro-rated) | 2016-2017 school year |
| Christina Nitti; Brian Smith; Charles Hoffman; Zachary Ubry | Summer Custodians | \$10.50 per hour | June 2016 to September 2016 |
| Donna Murphy; Raymond Braun; Britian Moore; Ellen McShane; Brian Smith; Pamela Kelly | Chaperone Grade 8 Promotion Dance | 4 hours total each \$42.04 per hour | June 14, 2016 |

3.3 Approved the custodial substitute rate of \$12.50 per hour for the 2016-2017 school year.

3.4 Approved the following sick day payments for retirees/resignees:

| Staff Member | Formula | Total Payment |
|------------------|---|---------------|
| Patricia D'Aloia | 120 sick days – 1 day for every 2 = 60 @ \$95.00 per day | \$5,700 |
| Carol McGann | 104 sick days – 1 day for every 2 = 52 @ \$95.00 per day | \$4,940 |
| Susan Welsh | 213 sick days – 1 day for every 2 = 100 (maximum amount allowed) @ \$95.00 per day | \$9,500 |
| Donna Murphy | 79.5 sick days – 1 day for every 3 = 26.5 @ \$95.00 per day | \$2,518 |
| Tara Wozniak | 124.5 sick days – 1 day for every 3 = 41.5 @ \$95.00 per day | \$3,943 |

- 3.5 Approved a request for a maternity leave of absence pursuant to Article XVII (D) and a Child Care Leave of absence pursuant to Article XVII (E) of the Agreement between the Delaware Township Education Association and the Delaware Township Board of Education for employee #91768192. Leave is to commence on September 9, 2016 with an expected return date of November 28, 2016, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employees eligible leave under both the NJ Family and Medical Leave Act and the Federal Family and Medical Leave Act.
- 3.6 Accepted with regret a letter of resignation from Donna Murphy, Middle School Teacher, effective July 1, 2016, per the recommendation of the Superintendent.
- 3.7 Accepted with regret a letter of resignation from Reinhard Sorge, custodian, effective June 30, 2016, per the recommendation of the Superintendent. Motion by Mrs. Brown, seconded by Mrs. Thompson to approve motions 3.1 and 3.3 through 3.7 of Personnel/Policy as recommended by the Superintendent.

Ayes: Brown, Bruhl, Devlin, Dunn, Esserman, Hoffman, Roethel, Thompson, Ubry
Nays: None

Motion by Mrs. Brown, seconded by Mrs. Thompson to approve motions 3.2 of Personnel/Policy as recommended by the Superintendent.

Ayes: Brown, Bruhl, Devlin, Dunn, Esserman, Hoffman, Roethel, Thompson
Nays: None
Abstain: Ubry

N. Additional Business

Conall Joyce presented a request to build an Outdoor Classroom for his Eagle Scout service project.

Motion by Mrs. Thompson, seconded by Mrs. Brown to accept and approve Conall Joyce's Eagle Scout service project to build an outdoor classroom learning center, as per attached proposal.

Ayes: Brown, Bruhl, Devlin, Dunn, Esserman, Hoffman, Roethel, Thompson, Ubry
Nays: None

O. Audience Participation – There were no comments from the public at this time.

P. Board Representatives Liaison Reports

1. Recreation
2. PiE
3. Township
4. ESC
5. Planning Board
6. HCSBA
7. NJSBA Legislature
8. Community Relations
9. HCRHS
10. DTAA

Q. Adjourn

Motion by Mr. Bruhl, seconded by Mrs. Brown to adjourn the meeting of the Delaware Township Board of Education at 9:27pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

(As transcribed from notes taken by Mrs. Roethel)

Patricia A. Martucci

Business Administrator/Board Secretary