

Delaware Township School
Monthly Board of Education Meeting
February 23, 2016 – 7:00 pm

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:01pm.
- 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** – Ms. Martucci, Board Secretary recorded the roll:
Present: Mrs. JoAnn Brown, Mr. Thomas Bruhl, Mrs. Kristen Devlin, Mrs. Stephanie Dunn, Mrs. Molly Esserman, Mr. Tate Hoffman, Mrs. Kathy Roethel, Mrs. Lisa Thompson, Mrs. Linda Ubry.
Absent: None
Also Present: Dr. Richard Wiener, Superintendent; and Ms. Patricia Martucci, Business Administrator.
- E. Presentations** - Student Council Mid-Year Update (July 2015-January 2016)
Demetrius Apostolis, President
Jack Fetzer, Vice-President
Madeline Clyde, Secretary
- F. Correspondence** – None
- G. Audience Participation – Agenda Items/Budget Input**
Michael & Doreen Consulmagno spoke regarding Michael's evaluation. (Mr. Consulmagno was properly noticed and he requested all discussions regarding his employment take place in public session.) Michael felt his 90 day evaluation was not correct and many of the items are untrue. Mrs. Consulmagno further remarked that Michael was excited to start working at DTS; it is a very close knit community; the other employees/supervisor did not communicate effectively with Michael; Teachers/Students get along with Michael; he couldn't work overtime as he takes her to numerous doctor appointments. The reason they are speaking out is that they want things to change, so others aren't treated this way.

Mrs. Ubry thanked them both for their comments and said the Board would table the motion to hire a new custodian and take the entire matter back to the Personnel Committee for further review and a decision.

Mr. Ray Braun, Mr. Chris Morales, and Mrs. Kathy Klink all voiced their support of Mr. Consulmagno.

Mrs. Stephanie Dunn commented that her children always speak fondly of “Mike with the shaved head”. She further commented that she believed this was Mr. Consulmagno.

H. Superintendent’s Report – Dr. Richard Wiener

1. Student Enrollment (2-15-16) (Exhibit H.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	23	2	11.5
Latham	1		
Home Instruction	1		
Tuition Sent	4		
TOTAL	402	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

3. Suspensions

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	0	0
January	1	0
TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE	1	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
TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE	1	1

5. PARCC Action Plan

6. Kindergarten Registration – 20 registrations to date

7. RTI Update

I. President's Report – Mrs. Linda Ubry reported:

1. CSA and Board Self Evaluation – the Board will be using the NJSBA format and then summarizing by Committee.

2. 2016-2017 DTS Budget – going to be a challenging budget year. It is becoming more and more difficult to maintain small class size and all of the programs within a 2% tax levy cap.

J. School Business Administrator's Report – Ms. Patricia Martucci

1. 2016-2017 Budget Update - \$3,740 additional state aide received in a new category of Professional Learning Community Aid. All other categories remained the same as last year.

K. Motion by Mrs. Roethel, seconded by Mr. Bruhl to approve the regular session minutes of the January 5, 2016 Board meeting. Motion carried by unanimous voice vote of members present.

Motion by Mrs. Thompson, seconded by Mr. Bruhl to approve the regular session minutes of the January 26, 2016 Board meeting. Motion carried by unanimous voice vote of members present with Mrs. Roethel abstaining.

L. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mrs. Esserman reviewed the minutes from the February 10, 2016 Committee meeting.

1.1 Approved the Harassment, Intimidation or Bullying Investigations, Trainings and Programs Report for the period of July 1, 2015 through December 31, 2015. (Exhibit 1.1)

1.2 Approved the Electronic Violence and Vandalism Report (EVVRS) for school year 2015-2016 Period 1. (Exhibit 1.2)

1.3 Approved the Elementary and Secondary Education Act (ESEA) Accountability Action Plan – 2015 Participation Rate. (Exhibit 1.3)

1.4 Approved the following field trips for the 2015-2016 school year:

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Brigantine Wildlife Refuge	06-14-2016	Middle School	Galloway NJ
Neptune H.S.	03-16-2016	Student Council	Neptune, NJ

Motion by Mrs. Esserman, seconded by Mrs. Thompson to approve motions 1.1 through 1.4 of Curriculum/Instruction/Technology, as recommended by the Superintendent.

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

2. **Finance/Facilities**

Mr. Bruhl reviewed the minutes from the February 19, 2016 Committee Meeting.

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended January 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). (Exhibit 2.1)

2.2 Approved District invoices presented for January 22, 2016 to February 23, 2016 in the amount of \$247,072.60.

2.3 Approved the attached line account transfers for January 2016.

2.4 Approved the following payroll amounts:

January 29, 2016	-	\$277,426.93
February 12, 2016	-	\$253,243.89

2.5 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
Pamela Kelly	Notice & Note Stances	3/31/16	R	\$165.00
Ellen McShane	Notice & Note Stances	3/31/16	R M	\$165.00 .31 per mile
Kathleen Klink	Land Conservation Rally	3/18/16	M	.31 per mile
Kimberly Fanelli	Using I Pads	4/6/16	R M	\$239.00 .31 per mile
Patricia Pillon	Cloudbound K-12	3/11/16	M	.31 per mile
Patricia Martucci	NJASBO Annual Conference	6/8 to 6/10/16	R M, L, F, O	\$150.00 as per accountability regulations

Penni Nitti	Purchasing	2/11/16 – retro	M	.31 per mile
R = Registration Fee M = Mileage L = Lodging F = Food O = Other				

2.6 Approved the following list of Use of Facilities/Buses.

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION/NUMBER of SCHOOL BUSES
D.T. Recreation Commission	Judith Allen	Summer Recreation Program	7/11 to 7/29/16	8:30 am to 12:30 pm	Various Locations

2.7 Approved the following resolution:

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following proposed budget for the 2016-2017 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. 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.

Appropriations

General Current Expense	\$ 8,888,279
Capital Outlay *	\$ 32,412
Special Revenue Fund	\$ 133,000
Repayment of Debt	\$ 538,725
Total Expenditures:	<u>\$ 9,592,416</u>

Revenue

Budgeted Fund Balance	\$ 46,171
Local Tax Levy	\$ 7,554,774
Other Revenue	\$ 120,700
State Aid	\$ 1,174,046
Extra Ordinary Aid	\$ 25,000
Grant Entitlements	\$ 133,000
Local Tax Levy	\$ 538,725
Total Revenues:	<u>\$ 9,592,416</u>

*State Assessment for Debt Service on SDA funding.

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.7 of Finance/Facilities, as recommended by the Superintendent.

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

3. Personnel/Policy

Mrs. Thompson reviewed the minutes from the February 10, 2016 Committee Meeting.

3.1 Approved the following candidates for the positions, contractual salaries and starting dates indicated for the 2015-2016 school year per the recommendation of the Superintendent:

NAME	POSITION	SALARY	DATES
Thomas Savage (MOTION TABLED)	Custodian	\$10,333.00 – base – pro-rated \$833.00 – black seal – pro-rated	3/1/16 to 6/30/16
Andrea Gristina	Work on Aimsweb	\$42.04 per hour	Approximately 35 hours – not to exceed \$15000.00
Karen Hart	Substitute Teacher	\$95.00 per day	Retroactive to February 1, 2016 2015-2016 school year
Nancy Padfield	Substitute Teacher	\$95.00 per day	2015-2016 school year
Krista Alessandri	Preschool Teacher – Long Term Substitute	B – Step 1 – 1.0 \$19,295.00 – pro-rated	3/1/16 to 6/30/16
Victoria Hardy	Work on Aimsweb	\$42.04 per hour	2/7 & 2/8 (8 hours)

3.2 Approved the 2016-2017 school calendar. (Exhibit 3.2)

3.3 Approved the request for an unpaid Paternity Leave – New Jersey Family Medical Leave – for employee #38764031, effective April 4, 2016 through May 13, 2016, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employee's eligible leave under the New Jersey Family and Medical Leave Act (FMLA).

3.4 Approved a request for a paid temporary medical leave of absence for employee # 68164722. Leave is to begin on April 19, 2016 through the end of the current school year, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employee's eligible leave under the Federal Family and Medical Leave Act (FMLA).

3.5 Accepted the letter of intent to retire from special education teacher Patricia D'Aloia, effective July 1, 2016, per the recommendation of the Superintendent.

3.6 Accepted the letter of intent to retire from preschool teacher Amy Zakrzewski, effective March 1, 2016, per the recommendation of the Superintendent.

Motion by Mrs. Thompson, seconded by Mr. Bruhl to approve motions 3.1 (except motion tabled) through 3.6 of Personnel/Policy, as recommended by the Superintendent.

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

M. Additional Business – nothing at this time.

N. Audience Participation –

Dr. Wiener thanked Mrs. D'Aloia and Mrs. Zakrzewski for their years of dedicated service to the students at DTS and wished them well in their retirement. Dr. Wiener reminded everyone that all retirees will be honored at the May 2016 Board of Education meeting.

O. Board Representatives Liaison Reports

1. Recreation – Mrs. Dunn reported:
 - a. Township wide yard sale to be held in May.
 - b. Dilts Park was vandalized again and the Township is thinking of closing it for the winter.
 - c. Summer Rec Program coordinator is needed – position is being advertised.
2. PIE - Mrs. Brown reported:
 - a. Funds were distributed to the 8th grade for dance.
 - b. K-1 Family fun night had approximately 80 participants, parents were involved.
 - c. After school enrichment has 176 students enrolled in 22 classes.
 - d. Ms. Klink and Ms. Freed's homerooms won the Box Tops Competition.
 - e. Possible "Green Eggs and Ham" for RAA Day.
 - f. Looking at prices for DTS ware to sell for spirit week.
 - g. Fundraising Committee working on sponsorship for spring fundraiser:
 - i. Casino Night to be held on 4/29
 - ii. Letter to go out requesting donations, volunteers, and sponsorship levels.
 - h. Hoagie Sale 3/9 & 3/10.
 - i. Parents vs. Teachers Volleyball date TBD.
 - j. Nurse requesting boy's pants.
3. Township -Mrs. Esserman reported:
 - a. Township is experiencing budget issues.
 - b. Looking for grant funding to improve sidewalks etc.
4. ESC - Mr. Bruhl reported:
 - a. 2016-17 Rates were approved.
 - b. 2 new schools have joined; now up to 339 districts/schools.
 - c. Working on their 2016-17 budget.
5. Planning Board – No report.
6. HCSBA - Mrs. Ubry reported:
 - a. She attended a meeting on Finance/Auditing that also included a presentation by Mrs. Corrinne Steinmetz, SBA/BS (HCESC) on how to successfully share administrators.
7. NJSBA Legislature - No report.
8. Community Relations - Mrs. Roethel reported that the seniors do not hold meetings during the winter, therefore she has no report.
9. HCRHS - Mrs. Thompson reported:
 - a. 3/10 – 3/12 The Sound of Music will be performed.
10. DTAA - Mrs. Devlin reported:
 - a. Basketball is coming to an end for the season.

- b. Beef & Beer fundraiser was a success.

The Board took a brief recess from 8:40pm to 8:55pm.

P. Executive Session

Motion by Mr. Bruhl, seconded by Mrs. Roethel to enter closed Executive Session at 8:55pm.

Motion carried by unanimous voice vote of members present.

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: personnel, and possible pending legal matter, be it further

RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released 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 15 minutes. No formal action will be taken when the Board reconvenes into public session.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to reconvene into public session at 9:02pm.

Motion carried by unanimous voice vote of members present.

Q. Adjourn

Motion by Mrs. Thompson, seconded by Mrs. Brown to adjourn the meeting of the Delaware Township Board of Education at 9:03pm.

Motion carried by unanimous voice vote of members present.

Respectfully submitted,

Patricia A. Martucci, RSBA

Business Administrator/Board Secretary