

**Delaware Township School
Board of Education Meeting
October 20, 2015 – 7:30 pm**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30pm.
- B. Open Public Meeting Act Statement** – Mrs. Ubry read the following statement:
Welcome to the meeting of the Delaware Township School Board of Education. Please be advised that this and all meeting of the Board are open to the public and media consistent with the Open Public Meeting Act (Chapter 231, P.L. 1975) and that advance notice, as required, has been provided. Meeting notice was posted in the entrance of the Delaware Township School; sent to the Trenton Times and the Hunterdon County Democrat; 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. Molly Esserman, Mr. Tate Hoffman, Mrs. Kathy Roethel, Mrs. Lisa Thompson, Mrs. Sarah Trillin, Mrs. Linda Ubry.
Absent: None
Also Present: Dr. Richard Wiener, Superintendent; and Ms. Patricia Martucci, Business Administrator.
- E. Audience Participation** – There were no comments from the public at this time.
- F. Correspondence** - There was no correspondence.
- G. Presentations** – Fiscal Year 2014-2015 School Audit – Mr. Richard Barre
- H. Superintendent's Report** – Dr. Richard Wiener
1. Student Enrollment (10-15-15) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	43	3	14.3
Grade 1	42	3	14.0
Grade 2	38	2	19.0
Grade 3	32	2	16.0
Grade 4	42	3	14.0
Grade 5	47	2	23.5
Grade 6	42	2	21.0
Grade 7	41	3	13.7
Grade 8	49	3	16.3
Pre School	23	2	11.5
Latham	1		
Home Instruction	2		
Tuition Sent	3		
TOTAL	405	25	16.0

Minutes – October 20, 2015

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

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE	0	0

5. 2015-2016 School District Goals

6. QSAC Statement of Assurance 2015-2016 (Exhibit 1.3)

7. PARCC - release of test scores. Coffee & Conversation w/PiE on October 28, 2015.

8. Parent Conferences – piloting 1 day of conferences this year (day and evening).

I. **President's Report** – Mrs. Linda Ubry

1. Board Self Evaluation – login on NJSBA and complete.

2. Board Reorganization – November 3rd election will result in at least 1 new BOE member

J. **School Business Administrator's Report** – Ms. Patricia Martucci reported on the following:

1. Transportation Review Committee (September 30, 2015)

2. Lighting Project Update

3. Board Election (November 3, 2015)

4. Security Meeting (October 20, 2015)

K. Motion by Mrs. Roethel, seconded by Mr. Bruhl to approve the regular and closed session minutes of the September 22, 2015 board meeting. Motion carried by unanimous voice vote.

L. **Committee Reports and Action**

Mrs. Devlin reviewed the minutes of the CITE Committee Meeting held on October 14, 2015.

1. **Curriculum/Instruction/Technology**

1.1 Approved the following field trips for the 2015-2016 school year.

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Creativity Co-Op	10/29/15	4 and 5 Gifted & Talented	Hunterdon Central
Flamenco Performance	4/14/16	8	Kendall Theater, Ewing NJ
Nutcracker Ballet	12/7/15	3	Kendall Theater, Ewing NJ
Philadelphia Zoo	5/19/16	1	Philadelphia PA
Day of Music	11/24/15	7 & 8 Band and Chorus	Hunterdon Central
Music in the Park	5/27/16	6 – 8 Band and Chorus	Hershey PA
Creativity Co-Op	6/7/16	6 – Gifted & Talented	Reading Flem Inter. School

Minutes – October 20, 2015

Earth Day Movie	4/22/16	5	Doylestown PA
Franklin Institute	11/10/15	7	Philadelphia, PA
Brigantine Wildlife Refuge	11/03/15	6-8 Environmental Congress	Galloway, NJ
Bull's Island	11/13/15	6-8 Environmental Congress	Stockton, NJ
Thompson Trail	12/04/15	6-8 Environmental Congress	Stockton, NJ
Zega Lockatong Trail	01/26/16	6-8 Environmental Congress	Delaware Twp, NJ
2185 Daniel Bray Highway	02/26/16	6-8 Environmental Congress	Stockton, NJ

- 1.2 Approved the 2015-2016 School District Goals, as presented by Dr. Richard Wiener.
- 1.3 Approved the submission of the Quality School Accountability Continuum (QSAC) Statement of Assurances (SOA) for the 2015-2016 school year to the New Jersey State Department of Education.
- 1.4 Approved the athletic game schedules for the Girls and Boy's Basketball teams.

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

Ayes: Brown, Bruhl, Devlin, Esserman, Hoffman, Roethel, Thompson, Trillin, Ubry

Nays: None

Absent: None

Abstain: None

Mr. Bruhl reviewed the minutes from the Finance & Facilities Committee meeting held on October 12, 2015.

2. Finance/Facilities

- 2.1 MOVED that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended September 2015 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 District invoices presented for September 23, 2015 to October 13, 2015 in the amount of \$168,077.39.
- 2.3 Approved the line account transfers for September 2015.
- 2.4 Approved the following payroll amounts:

September 30, 2015	-	\$263,774.15
October 15, 2015	-	\$256,219.54
- 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
Michael Angeloni	Microsoft Office for CEFM's	11/20/15	R M	\$220.00 .31 per mile
Michael Angeloni	Microsoft Visio	11/5/15	R M	\$220.00 .31 per mile
Sheri Laman	Rutgers Gifted Conference	11/19/15	R	\$175.00
Maggie Butler	World Language Education	12/11/15	R	\$219.00
Kathleen Racile	Emergency Planning	10/27/15	M	.31 per mile
Nadina LaBouliere	Wired Differently	11/17/15	R M	\$149.00 .31 per mile
Joanna Strauch	Wired Differently	11/17/15	R M	\$149.00 .31 per mile

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

2.6 Approved the submission of the Annual Maintenance Budget Worksheet Form M-1 and the District Multi-Year Comprehensive Maintenance Plan, for Fiscal Years 2014 through 2017, pursuant to N.J.A.C. 6A:26A. This form calculates the minimum maintenance expenditure for the 2015-2016 budget and the maximum maintenance reserve amount.

2.7 Accepted the annual audit for Fiscal Year ending June 30, 2015, pursuant to N.J.S.A.18A:23-3 and 23-4, pending the release of financial information, by the New Jersey Department of Treasury, necessary to implement GASB No. 68. This audit report is included in Section 2, the financial section of the Comprehensive Audit Report (CAFR), and the corrective action plan (if any) be approved, implemented, and submitted to the Executive County Superintendent.

2.8 Approved the Child Assault Prevention (CAP) Grant as listed below:

Total Program	\$1,223.00
Grant Award	\$ 901.00
District Responsibility	\$ 322.00

2.9 Approved a contract for tuition with Readington Public School for Student #7116413763 for the 2015-2016 school year in the amount of \$16,841. 17.

2.10 Approved a Professional Services Contract, for the 2015-16 school year, between Delta-T Group, Inc. and the Delaware Township Board of Education to provide Home Instruction Services, on an as needed basis, at the all-inclusive rate of \$38.00 per hour.

2.11 Approved the following list of Use of Facilities:

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTAA	Matt Nguyen	Basketball	11/9/2015- 3/18/2016	Various	Gymnasium & Cafeteria

Minutes – October 20, 2015

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.11 of finance & Facilities as recommended by the Superintendent.

Ayes: Brown, Bruhl, Devlin, Esserman, Hoffman, Roethel, Thompson, Trillin, Ubry

Nays: None

Absent: None

Abstain: None

3. Personnel/Policy

Mrs. Esserman reviewed the minutes of the Personnel/Policy committee meeting held on October 14, 2015.

Executive Session – Mrs. Ubry read the following notice:

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, for a period not to exceed 30 minutes, to convene in Executive Session for the purpose of discussing the following: personnel (new hires, salary adjustments, acting principal) 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.

Motion by Mrs. Ubry, seconded by Mr. Bruhl to go into Closed Executive Session at 8:32pm.

Motion carried by unanimous voice vote.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to reconvene into Public Session at 8:46pm.

Motion carried by unanimous voice vote.

- 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
Jessica Moustakas	Paraprofessional – REVISED	Step 1 - .42 - \$457 – pro-rated and retroactive -----	10/1/15 to 10/15/15
	Paraprofessional/Teacher - REVISED	Step 1 - .42 - \$7,769 – pro-rated and retroactive (paraprofessional) Step 1 B - .15 - \$6,150 – pro-rated and retro (teacher)	10/16/15 to 6/30/16

Minutes – October 20, 2015

Donna Murphy	Basketball Site Monitor	Per the CBA	2015-2016 school year
Andrea Gristina	Teacher – REVISED	.72 – Step 3 – B+15 - \$33,714 – pro-rated and retroactive	10/1/15 to 6/30/16
Michael Consulmagno	Custodian/Maintenance	\$37,500 base salary (annual) \$2,500 stipend for black seal (annual)	11/1/15 to 6/30/16
Reinhard Sorge	Substitute Custodian	Board approved sub custodian rate	11/1/15 to 6/30/16
Loretta Dienes	Paraprofessional	Step 1 - .62 - \$11,476 – pro-rated and retroactive	10/15/15 to 6/30/16
Kirsten Perehinys	Substitute Teacher	\$95.00 per day	2015-2016 school year
Diane Dembeski	Substitute Teacher	\$95.00 per day	2015-2016 school year
Michael Gum	Substitute Teacher	\$95.00 per day	2015-2016 school year

- 3.2 Approved, pursuant to N.J.A.C. 6A:23A-3.1(c)10-12, the 2015-2016 Superintendent merit goal criteria for submission to the Hunterdon County Executive Superintendent for approval, as recommended by the Personnel/Policy Committee.
- 3.3 Approved the following policy: (Exhibit 3.3)
4112.8/4212.8 Nepotism Revision Only
- 3.4 Approved a request for temporary medical leave of absence for employee #44253466. Leave is anticipated to commence on October 20, 2015 with an expected return date of November 3, 2015, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employees eligible leave under the Federal Family and Medical Leave Act.
- 3.5 Approved the Athletic Coordinator Job Description.

Motion by Mrs. Esserman, seconded by Mrs. Trillin to approve motions 3.1 to 3.5 of Personnel/Policy as recommended by the Superintendent.

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

- M. Additional Business** – nothing at this time.
- N. Audience Participation** – Mrs. Kathleen Klink thanked the Board for all that it does.
- O. Board Representatives Liaison Reports**
 1. Recreation – Mrs. Ubry reported they are paring down events.
 - a. 11/5/15 teen event
 - b. 12/5 Santa at Town Hall
 - c. 12/13 and 12/14 Holiday Decorating Contest
 2. PiE – Mrs. Trillin reported
 - a. Omega Man assembly was a big hit

Minutes – October 20, 2015

- b. Members are needed
 - c. Next meeting 10/20/15 at 3:30pm
 - 3. Township – Mrs. Esserman reported
 - a. Discussion regarding township path to school
 - b. Letter sent to NJDEP regarding township not allowing remote survey on township property for the PennEast Pipeline
 - c. Letter trying to get Rosemont declared as a historical site
 - 4. ESC – Mr. Bruhl reported
 - a. New location is open
 - b. Planning on holding Superintendent RoundTable at new location to show facility
 - c. Teacher/Aide Program
 - d. 9 new district joined
 - 5. Planning Board – no report
 - 6. HCSBA – no report
 - 7. NJSBA Legislature – no report
 - 8. Community Relations – no report
 - 9. HCRHS – Mrs. Thompson reported
 - a. HCHS won Marching Band Award
 - 10. DTAA – Mrs. Devlin reported
 - a. Basketball will be starting in November
 - b. Soccer is going well
- P.** Motion by Mrs. Devlin, seconded by Mrs. Roethel to adjourn the meeting of the Delaware Township Board of Education at 9:10pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Patricia A. Martucci, RSBA
Business Administrator/Board Secretary