

**Delaware Township School  
Monthly Board of Education Meeting and Public Hearing  
April 26, 2016 – 7:30 pm**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30 pm.
- 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 (arrived 8:48pm), 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. Presentation**  
Odyssey of the Mind Team – (Coaches Ms. Kathleen Klink and Mr. Mark Deneka) Mr. Jody Williams, Volunteer Coach and the Team Members demonstrated to the Board their award winning competition entry. The Team placed 3<sup>rd</sup> in the Regional Competition and 3<sup>rd</sup> in the State Final. Mrs. Pillon commented that Mr. Williams did an awesome job with the students. The trophy will be displayed in the school trophy case.
- F. 2016-2017 Public Budget Hearing – 7:30 pm**

**OPENING REMARKS**

Dr. Richard Wiener, Superintendent  
Mrs. Linda Ubry, Board President

**PRESENTATION OF BUDGET**

Dr. Richard Wiener, Superintendent  
Ms. Patricia Martucci, Business Administrator/Board Secretary

**PUBLIC COMMENTS AND QUESTIONS ON THE 2016-2017 BUDGET** - None

**BOARD OF EDUCATION COMMENTS AND QUESTIONS ON THE 2016-2017 BUDGET - None**

**APPROVAL OF 2016-17 FINAL BUDGET**

**BE IT RESOLVED** that the Delaware Township Board of Education hereby adopts the following *final budget* for the 2016-2017 school year as approved by the Hunterdon County Department of Education Executive County Superintendent and as recommended by the Finance & Facilities Committee and the Superintendent of Schools.

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.

<u>Appropriations</u>		<u>Revenue</u>	
General Current Expense	\$ 8,888,974	Budgeted Fund Balance	\$ 46,171
Capital Outlay *	\$ 32,412	Local Tax Levy**	\$ 7,554,774
		Other Revenue	\$ 120,700
		Interest on Reserves	\$ 695
		State Aid	\$ 1,174,046
		Extra Ordinary Aid	\$ 25,000
Special Revenue Fund	\$ 133,000	Grant Entitlements	\$ 133,000
Repayment of Debt	\$ 538,725	Local Tax Levy	\$ 538,725
Total Expenditures:	<u>\$ 9,593,111</u>	Total Revenues:	<u>\$9,593,111</u>

\* State Assessment for Debt Service on SDA funding.

\*\* Includes \$79,500 above the annual 2% tax levy cap; however the amount is still below the allowable tax levy cap of \$7,922,502.

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.

**APPROVAL OF TAX LEVY PAYMENT SCHEDULE FOR THE 2015-16 BUDGET YEAR**

MOVE that the Board of Education approve the following tax levy payment schedule to be presented to the Township of Delaware for the period July 1, 2016 to June 30, 2017:

Due Date	Amount
July 15, 2016	\$1,348,917
September 15, 2016	\$1,348,917
November 15, 2016	\$1,348,917
January 15, 2017	\$1,348,917
March 15, 2017	\$1,348,917
May 15, 2017	\$1,348,914
TOTAL TAX LEVY:	\$8,093,499

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve the 2016-17 Final Budget and the 2016-17 Tax Levy Payment Schedule as presented above.

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

***THIS CONCLUDED THE PUBLIC HEARING ON THE 2016-2017 SCHOOL DISTRICT BUDGET.***

**G. Audience Participation – Agenda Items**

There were no comments from the public at this time.

**H. Correspondence – None**

**I. Superintendent's Report – Dr. Richard Wiener**

**1. Student Enrollment (4-15-16) - (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	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

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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

### 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
<b>TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE</b>	<b>2</b>	<b>0</b>

### 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
<b>TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE</b>	<b>1</b>	<b>1</b>

5. Water Quality Test Results – a list serve message was sent out confirming safe drinking water.

6. Article by Mrs. Angie Mikula was recently published.

7. Spring brings about student dress code challenges.

### J. **President's Report** – Mrs. Linda Ubry

1. May 24<sup>th</sup> at 7:00pm in the cafeteria will be a reception honoring the Teacher of the Year and retiring staff members. The board and public are invited to attend.

2. June Board Meeting Date – everyone please check their calendar and respond if June 20<sup>th</sup> at 6:00pm is acceptable. The Board will go directly into closed session to conduct the Superintendent's Annual Evaluation. The regular board meeting will begin at its normal time of 7:30pm.

3. CSA Evaluation/New Hanover Shared Service – please submit written documentations by the first week of June.

### K. **School Business Administrator's Report** – Ms. Patricia Martucci

1. Summer Project Update

2. Sustainable Jersey For Schools – Grant Opportunity

3. FEMA Generator Grant Update

**L. Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve the regular and closed session minutes of the March 22, 2016 board meeting.**

Motion carried by unanimous voice vote of members present. (Mrs. Devlin was absent).

**M. Committee Reports and Action**

**1. Curriculum/Instruction/Technology**

Mrs. Esserman reviewed the minutes from the April 20, 2016 Committee Meeting and presented the following motions for approval:

**1.1 MOVE to approve the following field trips for the 2015-2016 school year.**

ACTIVITY	DATE	GRADE LEVEL	LOCATION
CSI Enrichment Day	5/19/18	Grade 7 G&T students	High Bridge Middle School
Wildcat Firehouse Walk	5/5/16	Gr 5 & 6	Sergeantsville Vol Fire Co

Motion by Mrs. Esserman, seconded by Mrs. Roethel to approve motion 1.1 of Curriculum/Instruction/Technology, as recommended by the Superintendent.

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

**2. Finance/Facilities**

Mr. Bruhl reviewed the minutes from the April 18, 2016 Committee Meeting 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 March 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 March 2016.

2.3 Approved District invoices presented for March 23, 2016 to April 8, 2016, in the amount of \$442,179.18.

2.4 Approved the following payroll amounts:  
March 23, 2016 \$261,647.25  
April 15, 2016 - \$259,854.54

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
Pamela Kelly	Wilson Conference	July 11 & 12, 2016	R	\$379.00
Jessica Yarrow	Orton Gillingham Training	June 27 to July 1, 2016	R M	\$850.00 .31 per mile
Andrea Gristina	Orton Gillingham Training	June 27 to July 1, 2016	R M	\$850.00 .31 per mile
Eileen Ventimiglia	School Refusal Behavior	5/19/16	R M	\$189.99 .31 per mile
Kimberly Fanelli	Literacy Workshop	5/3/16	R M	\$75.00 .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
Delaware Township	Judith Allen	Summer Recreation	7/11 to 7/29/16	8:30 am to 12:30 pm	Building Facilities
Delaware Township	Judith Allen	Great Crate Race	7/4/16	6:30 am to 12:00 pm	Parking Lot, Exterior Grounds
Sergeantsville Volunteer Fire Co.	Stephen Freedley	Ladder Climbing Drill	4/14/16 - retroactive	7:00 to 9:00 pm	Outside Building
Sergeantsville Volunteer Fire Co.	Stephen Freedley	Preplanning Exercise for Fire Response	4/27/16	7:00 to 9:00 pm	Access to Building
DTAA	Jessica O'Leary	Practice	4/11 to 6/10/16 - retroactive	5:30 pm & Saturdays	Softball/Baseball Fields
Partners In Education	Jessica Yarrow	Volleyball	6/10/16	7:00 pm	Gym

2.7 Approved the following preschool tuition rates for the 2016-2017 school year:

Half Day Tuition	-	\$3,000.00
Full Day Tuition	-	\$6,000.00

2.8 Approved the following Resolution:

**Participation in the Sustainable Jersey for Schools Certification Program**

**Whereas** – The Delaware Township Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas** – The Delaware Township Board of Education and District Superintendent seek to support and work with school staff, administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**Whereas** – Extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health and nutrition; to integrate sustainability education into classroom learning and to support students in becoming leaders in making their school healthier and a more sustainable place.

**Whereas** – Many options and choices exist for schools to use resources more efficiently; to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase and/or produce clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

**Whereas** – Sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas** – The Delaware Township Board of Education commits to forming a Sustainability Leadership Team (Green Team) based on the guidance of sustainable Jersey for Schools.

**Whereas** – Green Team members help the school adopt policies and practices addressing such areas as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas** – The Delaware Township Board of Education will encourage the Green Team by providing networking and educational opportunities.

**Therefore, it is resolved** that the Delaware Township Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the Board's intention to pursue certification for the school in the district.

**We hereby appoint** Ms. Patricia Martucci (Business Administrator) and Mr. Michael Angeloni (Supervisor of Building and Grounds) to be the District's liaisons to Sustainable Jersey for Schools.

**We do hereby recognize** the Delaware Township Elementary School as the agent to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

**We agree to** complete district actions and to support the district school in completing their action.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.8 of Finance/Facilities, as recommended by the Superintendent.

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

### **3. Personnel/Policy**

Mrs. Thompson reviewed the minutes from the April 6, 2016 Committee Meeting and presented the following motions for approval:

- 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
William Marsh	Substitute Teacher	\$95.00 per day	2015-2016 school year
Brandon Potvin	Substitute Teacher	\$95.00 per day	2015-2016 school year
Marek Deneka; Rob Mead; Joseph Komarek; Gina Scialla; Maggie Butler; Patricia Klemchalk; Maria Maltese	Hershey Park Chaperones	\$100.88 – per the CBA	5/27/2016
Donna Murphy; Ellen McShane; Maggie Butler; Kathleen Klink	Washington DC Chaperones	\$201.76 – per the CBA	6/2 and 6/3/2016

- 3.2 Approved the following policies:

4112.8/4212.8	Nepotism	Revision Only
3542.1	Wellness and Nutrition	Revision Only
6153	Field Trip	Revision Only
5141.21	Administering Medications	Revision Only
5141.22	Medical Marijuana	First Reading

- 3.3 Approved the attached list of tenured staff members for the 2016-2017 school year, per the recommendation of the Superintendent.
- 3.4 Approved the attached list of non-tenured staff members for the 2016-2017 school year, per the recommendation of the Superintendent.
- 3.5 Approved the attached list of paraprofessionals and secretaries for the 2016-2017 school year, per the recommendation of the Superintendent.
- 3.6 Approved the attached list of non-certificated staff members for the 2016-2017 school year, per the recommendation of the Superintendent.
- 3.7 Approved the following chart of summer hours for the school year 2016-2017:

EMPLOYEE	POSITION	MAXIMUM LENGTH OF TIME	SALARY
Mary Holuta	Child Study Secretary	Up to 4 days @ 4 hours day = 16 hours	Hourly rate
Eileen Ventimiglia	Bullying/Orientation	Up to 2 days @ 4 hours day = 8 hours	Per CBA
Patricia Klemchalk	Nurse	Up to 5 days @ 3 hours day = 15 hours	Per CBA
Teaching Staff – TBD	Curriculum – as needed	Up to 56 hours	Per CBA
Susan Whitlock Joanna Strauch	Social Worker School Psychologist	Up to a total of 10 hours as needed	Hourly rate

- 3.8 Approved the revised list Board of Education meeting dates.
- 3.9 Approved an employment contract with Kathleen Racile, Supervisor of Elementary Education and Supervisor of Speech Services and Child Study Team



for the 2016-2017 school year, effective July 1, 2015 through June 30, 2016, as presented, and as recommended by the Superintendent.

- 3.10 Approved an employment contract with Patricia Pillon, Supervisor of Curriculum/Instruction/Technology/Evaluation, for the 2016-2017 school year, effective September 1, 2015 through June 30, 2016, as presented, and as recommended by the Superintendent.

Motion by Mrs. Thompson, seconded by Mrs. Esserman to approve motions 3.1 through 3.10 of Personnel/Policy, as recommended by the Superintendent.

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

**N. Additional Business** – nothing at this time.

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

**P. Board Representatives Liaison Reports**

1. Recreation – Mrs. Dunn reported:
  - a. Fall trip to Schaffer Farm being planned
  - b. Egg Hunt was a huge success
  - c. 5/14 is the township wide yard sale
  - d. 7/4 is the Great Crate Race
  - e. Summer Recreation Director was hired
  - f. Community Day being planned
  - g. Dilts Part repairs continue
  - h. Looking to purchase new sound system for township events
2. PiE – Mrs. Brown reported:
  - a. Casino Night: Plans are coming together; the event will be held on April 29<sup>th</sup>
  - b. Plant Sale May 5<sup>th</sup> & 6<sup>th</sup>
  - c. Box Tops Competition won by Ms. Lally and Mrs. Bennett
  - d. Parent/Teacher 2<sup>nd</sup> Annual Volleyball game will take place on May 10<sup>th</sup>, still time if you want to participate on the parent team
  - e. Art Festival will be held on May 26<sup>th</sup> from 6:00 – 8:00 PM
  - f. Teacher Appreciation Day falls during PARC testing
    - i. Looking to move luncheon to following week, possibly May 10<sup>th</sup>
    - ii. Will still recognize teachers on “Teacher Appreciation Day”
    - iii. “You Take the Cake” will be held on May 5<sup>th</sup> & 6<sup>t</sup>
      1. PIE is looking for someone to take over this event next year, possibly shadow Mrs. Bruhl this year
  - g. Author in Residence Publishing Party went well; plan is to continue with this author as the program has evolved into a worthwhile experience for the students.

- h. Grant for Morning Fitness Program discussed and denied, PIE does not fund teachers' salary
- 3. Township – Mrs. Esserman reported:
  - a. County is resurfacing part of Route 523 and Route 604
  - b. Speed limit by school being changed to 25 mph at all times; possible elimination of "school zone"
  - c. Pipeline – NJ/PA Toll Bridge meeting
  - d. SRTS – township might not apply for grant as it comes with many Federal restrictions.
- 4. ESC – Mr. Bruhl had no report
- 5. Planning Board – Mr. Hoffman reported:
  - a. Judith Allen is retiring June 1, 2016
  - b. Planning Board appointed Kathy Klink as administrative assistant
- 6. HCSBA – Mrs. Ubry reported:
  - a. Mr. Bruhl, Mrs. Dunn, Mrs. Thompson, and Mrs. Ubry attended the joint School Board Association Meeting with Hunterdon/Somerset Counties. They met and spoke with several legislators.
- 7. NJSBA Legislature – Mrs. Ubry reported:
  - a. Mrs. Dunn has volunteered to attend the Delegate Assembly on May 14, 2016.
- 8. Community Relations – Mrs. Roethel reported:
  - a. Mrs. Pillon attended the Senior Meeting along with Mrs. Ventimiglia.
- 9. HCRHS – Mrs. Thompson reported:
  - a. Ms. Suzanne Rankin was named Teacher of the Year
  - b. Dr. Roberto was appointed as Interim Superintendent
  - c. Junior Prom is May 13<sup>th</sup>
  - d. Mr. Central contest is April 29th
- 10. DTAA – Mrs. Devlin reported:
  - a. Soccer is going well
  - b. Opening day for Baseball is Saturday

The Board took a 10 minute break.

**Q. Executive Session**

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 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 is 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 10 minutes. No formal action will be taken when the Board reconvenes into public session.

Motion by Mr. Bruhl, seconded by Mrs. Thompson to enter closed session at 9:21 pm.  
Motion carried by unanimous voice vote of members present.

Motion by Mrs. Thompson, seconded by Mrs. Esserman to reconvene into public session at 9:28 pm. Motion carried by unanimous voice vote of members present.

**R. Adjourn**

Motion by Mrs. Thompson, seconded by Mrs. Esserman to adjourn the meeting of the Delaware Township Board of Education at 9:28pm.  
Motion carried by unanimous voice vote of members present.

Respectfully submitted,

*Patricia A. Martucci* RSBA

Board Secretary