

Delaware Township School

Board of Education Meeting Minutes

September 22, 2015 – 7:30 pm

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:31 pm.
- B. Open Public Meeting Act Statement** – Mrs. Ubry read the following:
 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 audience at this time.
- F. Correspondence** - Mrs. Ubry read a letter from a parent regarding the Math Curriculum. A brief discussion followed led by Mrs. Patricia Pillon.
- G. Presentations** - there were no presentations.
- H. Superintendent's Report** – Dr. Richard Wiener
 1. Student Enrollment (9-15-15) - (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	50	3	16.7
Pre School	22	2	11.0
Latham	1		
Home Instruction	1		
Tuition Sent	3		
TOTAL	404	25	16.0

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

3. Suspensions –

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

4. HIB Incidents –

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

5. Class Size Update – 5th Grade divided into 3 sections for all academic subjects.

6. School Opening – went very smoothly. Administrative Council Meeting held.

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

1. Board Self Evaluation – encouraged all Board Members to sign onto the NJSBA website and start the process.

2. Superintendent Goals – advocates Merit Goals for the Superintendent this year. Will be discussed in Executive Session with no action being taken this evening.

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

1. Electrical Project Update – project almost complete. Delay was due to backorder on light poles.

K. Motion by Mrs. Devlin, seconded by Mrs. Roethel to approve the regular meeting minutes of August 11, 2015.

Ayes: Brown, Bruhl, Devlin, Roethel, Ubry

Nays: None

Abstain: Esserman, Hoffman, Thompson, Trillin

L. **Committee Reports and Action**1. **Curriculum/Instruction/Technology**

Mrs. Devlin reviewed the minutes of the CITE Committee Meeting held on September 18, 2015.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Grounds for Sculpture	10/09/2015	5	Hamilton, NJ
Grounds for Sculpture	10/14/2015	4	Hamilton, NJ
Walking Tour/Sergeantsville	10/09/2015	2	Sergeantsville, NJ
Student Council Conference	10/13/2015	SC Officers	Ewing, NJ

Howell Farm	10/28/2015	1	Lambertville, NJ
Wescott Preserve	10/29/2005	3	Rosemont, NJ
Morris Museum	12/04/2015	1	Morristown, NJ
UPENN Museum	12/10/2015	6	Philadelphia, PA
Adventure Aquarium	04/20/2016	2	Camden, NJ
Soccer Game / Hunterdon Central	09/24/2015	Soccer Team	Flemington, NJ
Terhune Orchards	10/14/2015	PreK	Princeton, NJ
Solebury Orchards	10/01/2015	K	New Hope, PA
Norz Hill Farm	10/23/2015	K	Hillsborough, NJ
Franklin Mineral Museum	10/20/2015	4	Franklin, NJ
Mercer Museum	10/10/2015	2	Doylestown, PA
March on Litter	10/10/2015	3 – 8	Delaware Twp, NJ

1.2 Approved the Nursing Services Plan for 2015-2016 school year.

Motion by Mrs. Devlin, seconded by Mr. Bruhl to approve motions 1.1 and 1.2 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

2. **Finance/Facilities**

Mr. Bruhl reviewed the minutes from the Finance & Facilities Committee meeting held on September 16, 2015.

2.1 Approved the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended August 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 August 1, 2015 to August 31, 2015 in the amount of \$274,394.18 and September 1, 2015 to September 22, 2015 in the amount of \$188,042.77.

2.3 Approved the line account transfers for August 2015.

2.4 Approved the following payroll amounts:

August 14, 2015	-	\$ 45,604.55
August 28, 2015	-	\$ 48,020.74
September 15, 2015	-	\$260,595.93

2.5 Approved the School Based Youth Services Program with Hunterdon Medical Center for the 2014-2015 school year.

- 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
Janet Kania	Affordable Care Act	09/10/2015	M	.31 per mile
Patricia Klemchalk, RN	Understanding Diabetes	10/01/2015	R	\$84.00
Patricia Klemchalk, RN	School Health Conference	10/14/2015	R	\$195.00
Marilyn Ballard	NJ Science Convention	10/14/2015	R / M	\$175.00 / .31 per mile
Jessica Yarrow	Dyslexia Friendly Classroom	10/09/2015	R	\$75.00
Stacy Falkenstein			R	\$75.00
Moiria GaNun			R	\$75.00
Raymond Braun	NCTM Conference	10/23/2015	R / M	\$231.00 / .31 per mile
Robert Mead			R	\$231.00
Eileen Ventimiglia	NJ School Counselor Conf.	10/12/2015	R / M O	\$125.00 / .31 per mile \$5.00 (tolls)
Angela Mikula	AENJ Conference	10/04 to 10/6/2015	R / M O	\$175.00 / .31 per mile \$9.00

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

- 2.7 Approved the following list of Use of Facilities/Buses.

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION/NUMBER of SCHOOL BUSES
Brownie Troop	J. O'Leary	Meetings	Once a month	3:10-4:30pm	Elementary Art Room
Girl Scout Troop	K. Whiteman	Meetings	Once a month	3:10-4:30pm	Elementary Art/Science

- 2.8 Approved a Joint Transportation Agreement for the 2015-16 school year between the Hunterdon Central Regional High School District (Host) and the Delaware Township School District (Joiner) as follows:

Term of Agreement	Host District Route #	Destination	# of Host District Students	# of Joiner District Students	Joiner Cost
9/1/2015-6/30/2016	HCD2	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD3	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD5	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD6	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD1 IR	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD4 IR	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD7 IR	Delaware Township	0	54 Bus	\$31,859.26
9/1/2015-6/30/2016	HCD8 IR	Delaware Township	0	54 Bus	\$31,859.26

Total Cost: \$254,874.08

- 2.9 Approved a Special Education Tuition Contract Agreement for the 2015-2016 school year between the Mercer County Special Services School District and the Delaware Township School District for Student #5784186883 as follows:

Tuition:	\$51,430.00
Out of County Fee:	<u>\$ 4,162.50</u>
Total:	\$55,592.50

- 2.10 Approved a Special Education Personal Assistant Contract for the 2015-2016 school year between the Mercer County Special Services School District and the Delaware Township School District for Student #5784186883 in the amount of \$36,075.00

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.10 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. Thompson reviewed the minutes of the Personnel/Policy committee meeting held on September 16, 2015.

- 3.1 MOVE to approve 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
Elizabeth Kowal	Substitute Teacher	\$95.00 per day	2015-2016 school year
Nadine LaBouliere	Teacher – REVISED	.61 Step 7 / B+15 \$33,283	09/01/2015 – 06/30/2016
Nicole Bivona	Kindergarten Screening	5 hours @ CBA rate of pay	Summer 2015
Jacalyn Plummer	Paraprofessional/Bus	1 hour per day @ \$15.00 per hour	09/01/2015-06/30/2016
Susan Warren	Speech/Language	.8 Step 18/B+30 \$68,008	09/01/2015-06/30/2016
Cynthia Terranova	Athletic Coordinator	\$250.00 per month	09/01/2015-06/30/2016
Lucinda Fisher	Paraprofessional	.64 Step 2 \$704.85	09/01/2015-09/15/2015
	Paraprofessional	.52 Step 2 \$10,881	09/15/2015-06/30/2016
	Teacher	.12 Step 1/B+45 \$6,434	09/15/2015-06/30/2016
Maria Stella Maltese	Teacher	.40 Step 1/B \$19,295	09/01/2015-06/30/2016
	Paraprofessional REVISED	.60 Step 4 \$13,517 = \$32,812 (total)	
Carol Gruchacz	Bus Driver	.20 \$ 7,320	09/01/2015-06/30/2016
	Custodian REVISED	.80 \$22,450 = \$29,770 (total)	
Loretta Allen	Paraprofessional	.38 Step 2 \$7,952.00	09/15/2015-06/30/2016
Gail McGuire	Paraprofessional	.38 Step 1 \$8,275	09/01/2015-06/30/2016
Jessica Moustakas	Paraprofessional	.38 Step 1 \$8,275	09/01/2015-06/30/2016
Kimberly Fanelli	Teacher – REVISED	1.0 Step 2/B+45/M \$57,283	09/01/2015-06/30/2016

3.2 Accepted the Letter of Intent to Retire from Anna Gromlowicz, Custodian, effective October 1, 2015, per the recommendation of the Superintendent.

3.3 Approved the following sick/vacation day payments for retirees:

Staff Member	Formula	Total Payment
Anna Gromlowicz	218 sick days divided by 3 = 72.67 x \$50.00 per day	\$3,634

3.4 Approved the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Motion Tabled

3.5 MOVE to approve, pursuant to N.J.A.C. 6A:23A-3.1; 10-12, the 2015-16 superintendent merit goal criteria for submission to the Hunterdon County Executive Superintendent for approval, as recommended by the Personnel/Policy Committee.

Motion by Mrs. Thompson, seconded by Mrs. Esserman to approve motions 3.1 to 3.4 of Personnel/Policy as recommended by the Superintendent.

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

Nays: None

Absent: None

Abstain: None

M. Additional Business – nothing at this time.

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

O. Board Representatives Liaison Reports

1. Recreation - 10/03/2015 Community Day; Recreation Commission is analyzing the Summer Recreation Program; Santa will be at the Fire House.
2. PiE - New Board is in place; first meeting is October 14th.
3. Township - Still working on shared service
4. ESC - No report
5. Planning Board - subdivision will have 13 houses
6. HCSBA - No report
7. NJSBA Legislature - Gwen Thornton is our new Field Service Representative
8. Community Relations - No report
9. HCRHS - HCRHS Back To School Nite; STEM Initiatives; SAT Changes
10. DTAA - Basketball sign-ups; Soccer is running; Softball on Saturdays

P. Executive Session

Motion by Mr. Bruhl, seconded by Mrs. Roethel to enter Executive Session at 8:50pm.

Motion carried by unanimous voice vote.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to reconvene into public session at 9:01 pm.

Motion carried by unanimous voice vote.

Q. Adjourn

Motion by Mrs. Brown, seconded by Mr. Hoffman to adjourn the meeting of the Delaware Township Board of Education at 9:02 pm.

Motion carried by unanimous voice vote.

Respectfully submitted,

Patricia Martucci

Business Administrator/Board Secretary