

Delaware Township School Monthly Board of Education and Reorganization Meeting

June 18, 2019 – 7:30 pm

A. Call to Order – Mrs. Linda Ubry, President

B. Open Public Meeting Act 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

D. Roll Call

Present: Mrs. Burns, Mr. Cooper, Mr. Hoffman, Mrs. Hornby,
Mrs. May, Mrs. Pouria, Mrs. Ubry.

Absent: Mrs. Devlin, Mrs. Lyons.

Also Present: Dr. Richard Wiener, Superintendent; Mrs. Susan Joyce, Business Administrator.

E. Audience Participation –

Mrs. Terranova thanked the board for allowing her to purchase ‘flexible seating’ for her classroom. She has received positive feedback from students and teachers.

F. Correspondence - Mrs. Ubry read a letter from Mrs. Ganun requesting that the board dedicate the Mindfulness Garden to Mrs. Winnie Dalgewicz. Mrs. Dalgewicz was a long-time teacher at Delaware Township School and was responsible for starting the Mindfulness Garden.

Mrs. Ferry asked that a fairy house remembrance be placed in the Mindfulness Garden as a tribute to Mrs. Pat Klemchalk as she was especially fond of fairy houses.

G. Presentations - None

H. Superintendent’s Report – Dr. Richard Wiener

1. Student Enrollment (6-15-19) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	34	3	11.3
Grade 1	36	3	12.0

Grade 2	42	3	14.0
Grade 3	35	2	17.5
Grade 4	41	3	13.6
Grade 5	39	2	19.5
Grade 6	33	2	16.5
Grade 7	44	3	14.6
Grade 8	50	3	16.6
Pre School	19		
Tuition Sent	3		
TOTAL	376	24	14.7

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Security Drill (Lockout)	9/13/18	2:12 pm
Fire Drill	9/21/18	9:52 am
Fire Drill	10/17/18	2:07 pm
Security Drill (Lockdown) – DoE Observation	10/29/18	10:10 am
Fire Drill	11/19/18	12:07 pm
Security Drill (Partial Evacuation)	11/29/18	11:39 pm
Fire Drill	12/3/18	1:21 pm
Security Drill (Hold in Place)	12/20/18	10:28 am
Security Drill (Lockdown)	1/10/19	2:33 pm
Fire Drill	1/28/19	12:40 pm
Fire Drill	2/5/19	11:55 am
Security Drill (Lockout)	2/28/19	2:41 pm
Fire Drill	3/14/19	1:49 pm
Security Drill (Lockdown with Fire Drill)	3/26/19	1:57 pm
Security Drill (Lockdown)	4/18/19	AM lunches
Fire Drill	4/29/19	9:37 am
Security Drill (Hold in Place)	5/29/19	2:01 pm
Fire Drill	5/31/19	10:01 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	0	0
April	1	0
May	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	2	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0

March	0	0
April	0	0
May	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	0	0

5. Kindergarten Screening – there are two sections of kindergarten and three sections of third grade.

Dr. Wiener thanked the faculty and staff for another wonderful year.

Eighth grade promotion is being held at 6pm tomorrow evening.

Dr. Wiener said that he would be looking into the investigation spoken about earlier in the meeting.

A community forum was held with Chief Cane, police officers, board members, administration, community and Kathy Racile to discuss Class 3 officers. Linda, Cathy, Rich and Kathy will be meeting with members of the Township Committee. No action will be taken tonight.

I. President's Report – Mrs. Linda Ubry

1. Marketing DTS – Mrs. Ubry recognized that declining enrollment brings with it several challenges. The board should help to find ways to increase our student enrollment. We have filled our choice seats but the number is capped which prevents us from increasing those numbers. There are resident students who go out of district. We should try to entice them to come back. Another opportunity is to market Delaware Township and the school to increase the number of families with school age children.
2. Shared Services Update/Regionalization – The board is continuing to investigate shared services and regionalization. Hunterdon County has been the focus of regionalization. East Amwell has been contacted and asked to hold a joint meeting to discuss the topic, our Hunterdon Central Representative, Roseanne Ngyen, has been consulted and community may offer other ideas.
3. Mrs. Ubry expressed her fond appreciation for the Jazz Concert and ArtFest and the important roll the Arts have always played at DTS.

J. School Business Administrator's Report – Mrs. Susan Joyce

Mrs. Joyce reported that the summer project construction work has been scheduled and will begin on Monday, June 24th. Notifications have gone out through ListServe, sineage and the website. Our architect, Anthony Gianforaro, will be monitoring through on site visits while Jeff will interact with the contractors daily. Mr. Cooper suggested that information be sent to the community letting them know about access to the school and other protocols for meeting with school personnel and how to handle paperwork during the summer construction.

K. Approval of the regular and closed session minutes of the May 21, 2019 board meeting.

Motion by Mrs. Burns, seconded by Mrs. May to approve the May 21, 2019 regular and closed session minutes. Discussion followed. Motion passed by voice vote. 6-0-1 (Cooper abstained)

L. Committee Reports and Action

Curriculum/Instruction/Technology - Mr. Hoffman reported on the committee meeting.

Motion by Mr. Hoffman, seconded by Mr. Cooper to approve 1.1-1.5. Discussion followed. The math curriculum and student preparedness for the high school was discussed. There will be follow-up with Ed Brandt, HCRHS math supervisor. Motion amended to approve items 1.1 & 1.4 and table 1.2, 1.3 & 1.5. Motion passed by unanimous roll call vote.

1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (N/A)

~~1.2 MOVE to approve the Mentoring Plan for the 2019-2020 school year. (Exhibit 1.2)~~

~~1.3 MOVE to approve the Professional Development Plan for the 2019-2020 school year. (Exhibit 1.3)~~

1.4 MOVE to approve the following field trips for the 2019-2020 school year. (Exhibit 1.4)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Day of Music	11/26/19	7/8 Band & Chorus	HCRHS
RVCC Theatre	1/28/20	2	Branchburg NJ
Camp Bernie	June 2020 (a Friday)	6	Port Murray NJ
Walking Tour	10/4/19	2	Sergeantsville NJ
Creativity Co Op	TBD	4 – G&T	RFIS – Flemington NJ
Preschool Volunteer Trip	TBD	8 – G&T	NORWESCAP - Ringoes NJ
Escape Room	TBD	5 – G&T	Bridgewater BH
NYC Museum	11/8/19	7	New York City
Westcott Preserve	10/25/19	3	Rosemont NJ
Hoff Farm	9/27/19	3	Sergeantsville NJ

~~1.5 MOVE to approve the revised Educator Evaluation System. (Exhibit 1.5)~~

Finance/Facilities – Mrs. Pouria reported on the F/F meeting.

Motion by Mrs. Pouria, seconded by Mr. Cooper to approve 2.1-2.14. Discussion followed. Motion passed by unanimous roll call vote. 7-0-0

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended May 2019 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 MOVE to approve the line account transfers for April 2019 and May 2019. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for May 28, 2019 through May 31, 2019 in the amount of \$19,869.15 and June 1, 2019 through June 30, 2019 in the amount of \$617,388.45. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

May 30, 2019	-	\$240,175.82
June 14, 2019	-	\$282,008.64

- 2.5 **WHEREAS** the New Jersey Administrative Code 6A; 23A-5.s(a) 4 provides that, "Professional services contracts are issued in a deliberate and efficient manner such as through a request for proposals (RFP) based on cost and other specified factors or *other comparable process* that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement"; and

WHEREAS the Delaware Township Board of Education has employed a deliberative process that considered the cost of such services and other relevant factors and;

WHEREAS the Delaware Township Board of Education is satisfied that the fees being charged for such professional services are fair and competitive; therefore

BE IT RESOLVED that the Delaware Township Board of Education hereby makes the following appointments:

NAME OF PROFESSIONAL	SERVICE PROVIDED	CONTRACT AMOUNT
Hybridge Learning Group	Various	Various

* Copies of Contracts on File in the Business Office

- 2.6 MOVE to accept the following IDEA funds for the 2019-2020 school year:

\$ 6,205	Preschool Grant
\$84,753	Basic Grant

- 2.7 MOVE to approve a Student Council fundraiser or September 2019 for St. Baldrick's (donation to participate in spirit day events).
- 2.8 MOVE to approve the following tuition and related transportation contract for the following special education students during the 2019-2020 school year, with related services as required in their Individual Education Plans: (on file in the board office)

STUDENT ID NUMBER	SCHOOL	TRANSPORTATION	ESY	ESTIMATED TUITION COST
6742417302	The Center School	N	Y	\$74,652.00

- 2.9 MOVE to approve 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, **\$1,000,000.00** 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 MOVE to approve 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, **\$500,000.00** 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.

- 2.11 MOVE to approve 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.

- 2.12 Move to approve the following resolution:

WHEREAS, the Delaware Township Board of Education desires to pay architect fees for the contracts awarded for the Controls Upgrade, Roof Renovations, Security Vestibule, Exterior Wall Waterproofing & Drainage and Fire Alarm System and

WHEREAS, there are sufficient funds contained within the Capital Reserve account to pay for these services; and

WHEREAS, Capital Reserve funds may be appropriated by Board Resolution to pay for architect fees.

NOW, THEREFORE, BE IT RESOLVED, that the Delaware Township Board of Education hereby authorizes the withdrawal in the amount \$46,901.00 from the Capital Reserve fund to the General Fund to pay the architect fees.

2.13 MOVE to dedicate the Mindfulness Garden in the elementary wing in memory of Winnie Dalgewicz, a long time teacher and resident of Delaware Township.

2.14 MOVE to approve the following Resolution of the Board of Education of the Township of Delaware in the County of Hunterdon, New Jersey authorizing actions in connection with a proposed school facilities project:

WHEREAS, the Board of Education of the Township of Delaware in the County of Hunterdon, New Jersey (the "Board") seeks to submit a school facilities project to the voters which project consists of improvements to the Delaware Township School including renovations and upgrades and the replacement of the oil tank (collectively, the "Project"); and

WHEREAS, the School District will seek Debt Service Aid with respect to the Project; and

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF DELAWARE IN THE COUNTY OF HUNTERDON, NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board hereby approves the preparation of Schematic Plans and Educational Specifications by Gianforcaro Architects, Engineers & Planners in connection with the Project and Board further authorizes and directs Gianforcaro Architects, Engineers & Planners to submit same to the New Jersey Department of Education and to the Hunterdon County Superintendent of Schools for review and approval. The Board further authorizes and directs the submission of the Schematic Plans to the Delaware Township Planning Board for its review, to the extent required.

Section 2. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board hereby approves an amendment to the Long Range Facilities Plan, as necessary, to reflect the Project and approves the submission of such amendment to the New Jersey Department of Education.

Section 3. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board hereby approves the Project Application and Gianforcaro Architects, Engineers & Planners to submit such application to the New Jersey Department of Education seeking debt service aid for the Project.

Section 4. With respect to the Project, the Board hereby authorizes and directs the Board President, the Superintendent and the Business Administrator/Board Secretary, as applicable, to execute the schematic plans and educational specifications, the amendment to the Long Range Facilities Plan, the project cost estimate sheets and all related project documents allowing submission of same to the New Jersey Department of Education.

Section 5. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary, Gianforcaro Architects, Engineers & Planners and Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Projects to the voters via a bond referendum at a Special School District Election to be held on either November 5, 2019 or December 10, 2019.

Section 6. This resolution shall take effect immediately.

3. Personnel/Policy – Laura reported on the committee meeting.

Motion by Mrs. Hornby, seconded by Mrs. Burns to approve 3.1 – 3.3. Motion passed by unanimous roll call vote. 7-0-0

3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2018-2019 or 2019-2020 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Joseph Schneider	Reconciler	\$6,168.00	2019-2020 school year
Diana Cotter	Substitute for ESY Program	\$44.08 per hour/teacher \$15.00 per hour/para	July 8, 2019 to August 9, 2019
Leigh Ford	Main Office Aide	20 hours @ \$13.50 per hour	Summer 2019
Brooke Marlatt	Summer Custodian	\$10.50 per hour	June 2019 to September 2019

Kimberly Mazzucco; Britian Moore; Diana Cotter; Stephanie Joyce; Mark Deneka; Ellen McShane	Grade 8 Dance Chaperones	\$44.08 per hour – 4 hours each	June 6, 2019 - retro
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3.2 MOVE to approve the following revised Job Descriptions, per the recommendation of the Superintendent: (Exhibit 3.2)

- Assistant to the School Business Administrator
- Personnel, Payroll & Benefits Assistant

3.3 MOVE to accept the Letter of Intent to Retire from Mary Robinson, Assistant to the Superintendent, effective September 1, 2019. (Exhibit 3.4)

M. Additional Business

N. Audience Participation

Parents read a letter detailing a disciplinary incident regarding their child. They expressed concern that proper process was not followed, discipline was proposed before the incident was fully investigated and demeaning language was utilized during the investigation. Board members also commented with concern about proper process being adhered to during disciplinary investigations. The Superintendent will follow-up.

O. Board Representatives Liaison Reports - None Reported except – Lower Ferry Rd is being paved/chipped prior to the Great Crate Race.

P. Executive Session

Mrs. Joyce was excused from executive session.

Motion by Mrs. Burns, seconded by Mrs. Hornby to go into Executive Session at 10:00pm to discuss the Superintendent evaluation. No action will be taken.

Motion passed by unanimous voice vote. 7-0-0

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 Board will more specifically discuss the Superintendent's 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.

Motion by Mrs. Pouria, seconded by Mrs. May to exit Executive Session at 10:56pm. Motion passed by unanimous roll call vote. 7-0-0

Q. Adjourn

Motion by Mr. Hoffman, seconded by Mrs. Hornby to adjourn at 10:57pm. Motion passed by unanimous roll call vote.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

July 30, 2019
Date Approved

Linda Ubry, President