

**Delaware Township School  
Monthly Board of Education Meeting  
November 24, 2015 – 7:30 pm**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:32pm.
- 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 lead 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 – Agenda Items**  
There were no comments from the public at this time.
- F. Correspondence** -  
Mrs. Ubry read a letter to Mr. Hesington from Delaware Township Clerk congratulating him on his retirement.  
  
Ms. Martucci explained a letter received from Richard Barre, CPA – Barre & Company Certified Public Accountants & Consultants regarding GASB 68.
- G. Presentations** – There were no presentations.
- H. Superintendent's Report** – Dr. Richard Wiener

1. Student Enrollment (11-15-15) - (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	48	2	24.0
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	1		
Tuition Sent	4		
<b>TOTAL</b>	<b>406</b>	<b>25</b>	<b>16.0</b>

## 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

## 3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
<b>TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE</b>	<b>0</b>	<b>0</b>

## 4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
<b>TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE</b>	<b>0</b>	<b>0</b>

4. STEM BASF Grant Recipient – Mrs. Pillon accepted grant award in the amount of \$5,000 and will make a report to the Board at the December meeting.
5. PARCC Score Release Update – DTS scored above consortium medium and above state medium.

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

1. Superintendent Merit Goals – approved by Executive County Superintendent. The Board must pass a resolution upon completion of the goals before any payment may be made.
2. January 2016 Board Reorganization – new committees will be established as well as new executive leadership.
3. Board Member Self-Evaluation – due online through NJSBA by December 31, 2015.

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

1. GASB 68 - reporting of State pension obligation of District financial statement.
2. Summer Lighting Project – competed and closed out.
3. 2015 Fall Soccer Program Highlights – shared with the Board.

- K. Motion by Mr. Bruhl, seconded by Mr. Hoffman to approve the regular and closed session minutes of the October 20, 2015 board meeting. Motion carried by unanimous voice vote.

L. **Committee Reports and Action**

1. **Curriculum/Instruction/Technology**

Mrs. Devlin reviewed the minutes of the CITE Committee Meeting held on November 13, 2015.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Crystal Cave	3/11/16	7	Kutztown PA
Astronomy Trip	4/22/16	8	RVCC – Branchburg NJ
Gateway National & Sandy Hook	6/10/16	7	Sandy Hook NJ
NORWESCAP Headstart	12/15/15	Middle School G&T	Ringoes NJ
RVCC Planetarium	4/20/16	K	Branchburg NJ
Locktown Stone Church	4/22/16	3	Flemington NJ
RVCC Planetarium	5/13/15	5	Branchburg NJ
Shop Rite/Young Consumers	3/17/16	3	Flemington NJ
PiE Enrichment	2/24/16 2/25/16 3/2/16 3/3/16 3/9/16 3/10/16	Various	Dilts Park Wescott Preserve Plum Brook Trail White Oak Trail Wescott Preserve Lower Creek
Environmental Education	4/13/16	6	Basking Ridge NJ
Raptor Trust	4/13/16	6	Millington NJ
Wescott Preserve	5/24/16; 5/25/16; 5/26/16	6	Stockton NJ
Brigantine Wildlife Refuge ( <b>TABLED</b> )	6/7/16	Middle School	Galloway NJ
NJASC Winter Conference	1/6/16	Student Council Members	TCNJ – Ewing NJ

1.2 Approved April Ambio to complete a Learning Disabilities Teacher Consultant internship at no cost to the district.

Motion by Mrs. Devlin, seconded by Mr. Bruhl to approve motions 1.1 (except the Brigantine Wildlife Refuge trip on 6/7/16) through 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 of the Finance & Facilities Committee meeting held on November 20, 2015.

- 2.1 MOVED that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended October 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 October 15, 2015 to November 2, 2015 in the amount of \$122,172.93 and November 3, 2015 to November 12, 2015 in the amount of \$322,726.82.
- 2.3 Approved the attached line account transfers for October 2015.
- 2.4 Approved the following payroll amounts:
- October 30, 2015 - \$264,336.93  
November 13, 2015 - \$253,364.22
- 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
Sheri Laman	Gifted and Talented Conference	4/15/2016	R M	\$199.00 .31 per mile
Josette Gifford	Interdependent Relationships	2/19/16	M	.31 per mile
Stella Maltese	Science Curriculum	12/10/15	M	.31 per mile
Marilyn Ballard	Science Curriculum	12/10/15	M	.31 per mile
Cynthia Patkochis	Science Curriculum	1/8/16	M	.31 per mile
John Perone	Apple Software	12/16/15	M	.31 per mile
Angela Mikula	Art Education Roundtable	2/1/2016	R	\$45.00
Cynthia Patkochis	Interactive Whiteboards	1/6/2016	R	\$239.00
Cynthia Patkochis	Using Apps to Increase Learning	2/1/16	R	\$239.00
John Perone	Apple Tech Update	11/10/15	M	.31 per mile
Penni Nitti	Administrative Assistant Program	5/12/16	M	.31 per mile
Janet Kania	Administrative Assistant Program	5/12/16	M	.31 per mile
Janet Kania	Affordable Care Act	12/2/15	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
Girl Scouts	Rebecca Sichik	Meetings	11/12, 12/10/15; 1/14; 2/11; 3/10; 4/14; 5/12; 6/9/16	3:15 to 4:30 pm	Art Room
DTS PiE	Tracy Wright	Author in Residence	1/12; 1/26; 2/9; 2/23; 3/8/16	Various	Performing Arts Room
DTS PiE	Diana Rumage	Missoula Play	12/7 to 12/12/15	Various	Gym/Stage; Rooms 115&116

- 2.7 Accepted the Rural Education Achievement Program (REAP) Grant in the amount of \$34,239.00.
- 2.8 Accepted the Badische Anilin & Sodafabrik Foundation (BASF) 2015 Science Education Grant in the amount of \$5,000.00. The grant funds will be used to purchase materials for the new STEM Lab where students will conduct hands-on problem solving STEM projects to present at the first ever DTS STEM Expo in the Spring of 2016.
- 2.9 Approved a tuition contract between Shepard Preparatory High School and the Delaware Township Board of Education for the 2015-2016 school year for student #9638596625 at the prorated tentative tuition amount of \$38,092.14.
- 2.10 Approved a Joint Transportation Agreement for School Choice Students for the 2015-16 school year between the Delaware Township School District (Host) and the Flemington-Raritan 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 Twp E.S.	30	6	\$5,100.00

- 2.11 Approved a Joint Transportation Agreement for School Choice Students for the 2015-16 school year between the Delaware Township School District (Host) and the South Hunterdon Regional 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	HCD4	Delaware Twp E.S.	41	5	\$4,250.00
9/1/2015-6/30/2016	HCD5	Delaware Twp E.S.	31	1	\$850.00

- 2.12 Approved the **revised** Child Assault Prevention (CAP) Grant as listed below:

Elementary CAP	\$1,417.00
Teen CAP	\$ 573.00
Total Grant Award:	\$1,990.00
District Responsibility	\$ 597.00

- 2.13 RESOLVED by the Delaware Township Board of Education to approve a withdrawal from Maintenance Reserve in the amount of \$42,534.70 to fund the following projects:

- Replacement of floors in Room #'s 121, 122, 127, 128, 129, 130
- Replacement of lockers in Room #'s 121, 122, 127, 128, 129, 130
- Installation of lockers in Room #'s 123, 124, 125, 126

Projects are scheduled to be completed over Winter Recess and Spring Recess using NJ State Contract Vendors, The Gillespie Group and Rabco Equipment Corp.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.13 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 November 11, 2015.

- 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
Kathleen Racile	Acting Principal	\$5,000.00 annual stipend, pro-rated & retroactive	9/1/15 to 6/30/16
Krista Alessandri	Preschool Teacher – Long Term Substitute	B – Step 1 – 1.0 - \$7,236.00 – pro-rated & retroactive	11/15/15 to 12/31/15 (Exhibit 3.1)
Hozona Bullock	Substitute Custodian Substitute Bus Driver	\$10.25 per hour \$20.00 per hour	2015-2016 school year
Erin Critelli	Substitute Teacher	\$95.00 per day	2015-2016 school year
Kirsten Perehinys	Home Instructor	\$42.04 per hour	2015-2016 school year
Denise Gonsiewski	Substitute Teacher	\$95.00 per day	2015-2016 school year

- 3.2 Accepted a Letter of Resignation from Jessica Moustakas, paraprofessional, effective retroactive to November 3, 2015, per the recommendation of the Superintendent.
- 3.3 Accepted a Letter of Intent to Retire from Frank Cooper, custodian, effective December 31, 2015, per the recommendation of the Superintendent. The District thanks Mr. Cooper for his years of dedicated service.
- 3.4 Approved a request for unpaid medical leave of absence, under the FMLA for Staff Member #23923972, for the period September 28, 2015 through December 31, 2015, as recommended by the Superintendent.

Motion by Mrs. Thompson, seconded by Mr. Bruhl to approve motions 3.1 to 3.4 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** – there was no additional business brought before the board at this time.

**N. Audience Participation** – there was no audience participation at this time.

**O. Board Representatives Liaison Reports**

1. Recreation – Mrs. Ubry reported:
  - a. Santa at Town Hall
  - b. Holiday Decorating Contest
  - c. Firehouse is having Santa at breakfast
  - d. Committee discussed 2016 capital projects including the law regarding AED's.
  - e. Committee needs members
2. PiE – Mrs. Trillin reported:
  - a. Meeting held with a quorum, voted on necessary items
  - b. Enrichment activities being planned
  - c. Mr. Deneka brought in Archery equipment and allowed members to shoot
  - d. January 8, 2016 is a kick-off meeting for fundraiser
3. Township – no report
4. ESC – no report
5. Planning Board – Mr. Hoffman reported:
  - a. Open Space – buying farm to keep as a green space with 2 2-acre lots; 2 houses to be built; some property to be added onto Dilts Park
  - b. State conducted a gypsy moth survey; results came back negative
  - c. Application for cell phone tower on Locktown School Road was received
6. HCSBA – Mrs. Ubry reported that she and Mrs. Roethel attended the NJSBA Conference in October; there were many valuable programs and encouraged others to attend, if possible, in the future.
7. NJSBA Legislature – Mrs. Thompson reported that she attended the Delegate Meeting on November 14, 2015 and that the main issue they voted on was the way in which Charter Schools receive funding. NJSBA believes the State should fund Charter School directly and not take the money from public school districts.
8. Community Relations – Mrs. Roethel reported:
  - a. Firehouse is having monthly breakfast
  - b. Seniors have attended several plays
  - c. Happy Thanksgiving to all from the School Liaison
9. HCRHS – Mrs. Thompson reported
  - a. Girls Volleyball won State Title
10. DTAA – Mrs. Devlin reported:
  - a. Basketball has started
  - b. Softball clinic being planned

**P. Executive Session** – there was no Executive Session.

**Q.** Upon a motion made by Mrs. Roethel, and seconded by Mrs. Trillin the meeting of the Delaware Township Board of Education adjourned at 8:31pm. Motion carried by unanimous voice vote.

Respectfully submitted,

*Patricia A. Martucci* RSBA

Business Administrator/Board Secretary