

**Delaware Township School
Monthly Board of Education Meeting
December 15, 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 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 (arrived 7:36 pm), Mrs. Sarah Trillin, Mrs. Linda Ubry.
Absent: Mrs. Lisa Thompson
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** - Nothing at this time.
- G. Presentations** –
1. 3D Strategic Plan – presented by Dr. Wiener, Mrs. Pillon, Mrs. Racile, and Ms. Martucci.
2. PARCC Assessment Report – presented by Mrs. Pillon
- H. Superintendent's Report** – Dr. Richard Wiener
1. Student Enrollment (12-14-15) - (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		

Minutes, December 15, 2015

Tuition Sent	4		
TOTAL	406	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
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

3. Suspensions –

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

4. HIB Incidents – (Exhibit H.4)

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	1	1
TOTAL FOR SCHOOL YEAR 2015-2016 TO DATE	1	1

5. 3D Strategic Plan Update – will be posted on website.

6. District/Merit Goals Update – going back to committee for review.

I. President's Report – Mrs. Linda Ubry

1. 2015 in Review from a Board Perspective – Mrs. Ubry spoke:

- Administrative structure of a K-8 school; need to involve the community and county
Thank you to all the BoE members for their service to the school and community.
- Special thank you to Sarah Trillin for her service and welcome to Stephanie Dunn.
- Superintendent sharing going well, but has some difficulty. Thank you to Pat Pillon, Kathy Racile, and Patricia Martucci for working together.
- Need to work with county office as to what we can afford.
- PARCC challenge – understanding assessment and what a district is doing for students to achieve. We need a set of standards to assess DTS students. Education changes rapidly and it is sometimes confusing.
- Finance – difficult for a small district. Look for initiatives and alternative revenue; need funding to be progressive; a 2% tax levy cap makes it very difficult to run a school.

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

1. 2016 Board Meeting Schedule (Exhibit J.1)
2. Shared Services Agreement – has been finalized with the town.
3. Fall Birding Highlights

K. Motion by Mr. Bruhl, seconded by Mrs. Devlin to approve the regular session minutes of the November 24, 2015 board meeting. Motion carried by unanimous voice vote of members present.

L. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mrs. Devlin reviewed the minutes from the meeting held December 11, 2015. There were no motions presented for approval.

2. Finance/Facilities

Mr. Bruhl reviewed the minutes from the meeting held on December 9, 2015 and presented the following motions for approval:

2.1 MOVED that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended November 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). (Exhibit 2.1)

2.2 Approved District invoices presented for November 13, 2015 to December 2, 2015 in the amount of \$20,213.39 and December 3, 2015 to December 7, 2015 in the amount of \$85,941.72.

2.3 Approved the attached line account transfers for November 2015. (Exhibit 2.3)

2.4 Approved the following payroll amounts:

November 30, 2015	-	\$255,104.63
December 15, 2015	-	\$270,605.38

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	Building and Grounds Meetings (Hunterdon/Warren)	12/9/15; 1/13/16; 2/10/16; 3/9/16;	M	.31 per mile

Minutes, December 15, 2015

		4/12/16; 5/11/16; 6/8/16		
Joanna Strauch	Executive Dysfunction	1/27/16	R M	\$199.99 .31 per mile
Caitlin Lally and Nicole Bivona	Interdependent Relations Matter & Energy	2/19/16	M	.31 per mile
Susan Whitlock	Executive Dysfunction	1/27/16	R M	\$199.99 .31 per mile
John Perone	Eduscape Learning	1/12/16	M	.31 per mile
Cynthia Terranova	NJASPERD Annual Convention	2/22 & 2/23/16	R M	\$100.00 .31 per mile
R = Registration Fee M = Mileage L = Lodging F = Food O = Other				

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.5 of Finance and Facilities, as recommended by the Superintendent.

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

The Board took a short break from 9:30 pm to 9:35 pm.

Motion by Mrs. Ubry, seconded by Mr. Bruhl to enter Executive Session at 9:35 pm. Motion carried by unanimous voice vote of members present.

Mrs. Ubry read the following statement:

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: **new hires; medical/maternity leaves of absence; sick day payments; superintendent merit goals; substitute custodial pay rates**, 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.

The Board expects to reconvene in approximately 30 minutes and will be taking formal action.

Motion by Mrs. Esserman, seconded by Mrs. Roethel to reconvene into public session at 10:02 pm. Motion carried by unanimous voice vote of members present.

3. Personnel/Personnel

Mrs. Esserman reviewed the minutes from the December 11, 2015 meeting and presented the following motions for approval:

Minutes, December 15, 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
Krista Alessandri	Substitute Teacher	\$95.00 per day	2015-2016 school year
Judith Latham	Maternity Leave	Step 2 – B+45/M - \$34,370.00 (pro-rated)	1/1/16 to 6/30/16

- 3.2 Approved a request for a paid temporary medical leave of absence for employee #66073156. Leave is retroactive back to December 10, 2015 with an expected return date of January 8, 2016, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employee's eligible leave under the Federal Family and Medical Leave Act (FMLA).
- 3.3 Approved the following sick day payment for retiree, as recommended by the Superintendent: Frank Cooper 86.5 sick days divided by 3 = 28.8 days x \$50.00 per day = \$1,440
- 3.4 Approved a request for an extended unpaid maternity leave of absence for employee #9176819, for the period January 1, 2016 through June 30, 2016, as recommended by the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employee's eligible leave under the New Jersey Family Medical Leave Act (NJ FMLA).
- 3.5 Approved John Perone as an instructor for technology related multiple intelligence (MI) elective classes during the 2015-2016 school year. (Mr. Perone holds the appropriate teaching certificate and receives no additional compensation for this assignment.)
- 3.6 Approved the 2015-2016 School District and Superintendent Merit Goals Mid Year Assessment, as presented by the Superintendent.
- 3.7 Approved the 3D Strategic Plan Year 1 Progress Report, as presented by the Superintendent.
- 3.8 Approved the Temporary Health Insurance Benefit Procedures, as recommended by the Superintendent.
- 3.9 Approved an increase to the substitute custodian/maintenance rate to \$12.50 per hour, effective January 1, 2016, per the recommendation of the Superintendent.
- 3.10 Approved Krista Alessandri to continue as the preschool long-term substitute teacher from January 1, 2016 through February 29, 2016, Step 1 Level B at a pro-rated salary of \$9,648.00, per the recommendation of the Superintendent.

Minutes, December 15, 2015

- 3.11 Approved Reinhard Sorge as a F/T Custodian/Maintenance for the 2015-16 school year, effective January 1, 2016 at a pro-rated salary to be negotiated, per the recommendation of the superintendent.
- 3.12 Approved Daniel T. Kwasnik as a .70 Custodian/Maintenance for the 2015-16 school year, effective January 1, 2016 at a pro-rated salary to be negotiated, per the recommendation of the superintendent.

Motion by Mrs. Esserman, seconded by Mr. Bruhl to approve motions 3.1 through 3.12 of Personnel/Policy, as recommended by the Superintendent.

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

Nays: None

Absent: Thompson

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 – Mrs. Ubry reported:
 - a. Meeting held 12/14/15
 - b. House decorating contest
 - c. Ice Rink at Dilts Park
 - d. Santa will be at the firehouse on 12/20
- 2. PiE – Mrs. Trillin reported:
 - a. No meeting in December
 - b. Missoula Play was great
- 3. Township – Mrs. Esserman reported:
 - a. Shared Services Agreement has been executed
- 4. ESC – no report
- 5. Planning Board – Mr. Hoffman reported that the Yard Farm was sold.
- 6. HCSBA – no report
- 7. NJSBA Legislature – no report
- 8. Community Relations – report
- 9. HCRHS – Choral Concert was great
- 10. DTAA – Mrs. Devlin reported:
 - a. Softball Clinic being held
 - b. Basketball is going well

P. Upon a motion made by Mrs. Trillin, and seconded by Mr. Bruhl the meeting of the Delaware Township Board of Education adjourned at 10:17 pm. Motion carried by unanimous voice vote of members present.

Minutes, December 15, 2015

Respectfully submitted,

Patricia A. Martucci RSBA