

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF SEPTEMBER 27, 2016**

A. Call to Order – Mr. Thomas Bruhl, Vice President called the meeting to order at 7:30 p.m.

B. Open Public Meeting Act Statement – Mr. Bruhl 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 – Mr. Bruhl led all assembled in the Pledge of Allegiance.

D. Roll Call:

Present: Mrs. JoAnn Brown, Mr. Thomas Bruhl, Mrs. Stephanie Dunn (arrived at 8:10 p.m.), Mrs. Molly Esserman, Mrs. Kathy Roethel

Absent: Mrs. Kristen Devlin, Mr. Tate Hoffman, Mrs. Lisa Thompson, Mrs. Linda Ubry

Also Present: Dr. Richard Wiener, Superintendent; and Mr. Ray Krov, Interim Business Administrator. There were 3 visitors.

NOTE: The Board continued the meeting and deferred all action until a quorum was present.

E. Audience Participation – Agenda Items

There were no comments from the public at this time.

F. Correspondence – None

G. Presentations

2015-2016 Testing Report: Supervisor of Curriculum Patricia Pillon presented the PARCC testing results utilizing a power point presentation, which will be posted on the District website. Board members discussed the test results and intervention plans to improve student learning skills.

Mrs. Dunn arrived.

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (9-15-16) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	42	3	14.0
Grade 1	37	2	18.5

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Grade 2	43	3	14.3
Grade 3	35	2	17.5
Grade 4	37	2	18.5
Grade 5	44	3	14.7
Grade 6	43	3	14.3
Grade 7	40	2	20.0
Grade 8	41	2	20.5
Pre School	24	2	12.0
Tuition Sent	4		
TOTAL	390	24	16.2

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	7/29/16	10:45 am
Security Drill (Evacuation Non Fire)	7/29/16	2:45 pm
Security Drill (Shelter in Place)	8/17/16	1:35 pm
Fire Drill	8/30/16	1:17 pm

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
TOTAL FOR SCHOOL YEAR 2016-2017	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
TOTAL FOR SCHOOL YEAR 2016-2017	0	0

Dr. Wiener reported that the school opening went well, back-to-school nights were excellent and well attended, and the District is under State Quality Single Accountability Continuum (QSAC) review for this year. This review occurs every three years, while a Statement of Assurance is completed annually. He also distributed operational versions of the 2016-2017 District goals for each committee to utilize in tracking progress. A mid-year and year-end review of the goals will occur and allow for any necessary changes to occur.

I. **President's Report** – Mr. Thomas Bruhl

1. NJSBA Conference October 25-27. Let Mr. Krov know if you plan to attend.
2. School Board Election. A write-in candidate will be elected to one of the three, three-year term vacancies since only two petitions were filed by the deadline.

J. **Interim School Business Administrator's Report** – Mr. Ray Krov

1. Finance. The auditors completed their review the week of September 6th and we are now waiting for the exit conference.
2. Facilities. Florescent light fixtures with bad ballasts are being replaced with LED lights to reduce electricity costs.
3. Transportation. The school opening went smoothly with only a few bus stop adjustments necessary. A Transportation Review Committee meeting is scheduled for October 5, 2016.
4. Cafeteria. A Student/Parent food advisory meeting is scheduled for September 29, 2016.

K. Minutes

Moved by Mrs. Roethel, seconded by Mrs. Esserman, the regular and executive session minutes of the August 23, 2016 board meeting were approved by a vote of 4-0-1, with Mrs. Dunn abstaining.

L. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mrs. Esserman reported that the committee discussed the four hour service learning requirement for middle school students, QSAC review, PARCC testing, curriculum updates, Math and Language Arts intervention program, and a new field trip request.

Curriculum/Instruction/Technology motions # 1.1 – 1.5 were moved by Mrs. Esserman, seconded by Mr. Bruhl, and passed by unanimous roll call vote of 5-0.

- 1.1 MOVE to approve the following field trips for the 2016-2017 school year.
(Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Student Council Meeting	10/11/16	Middle School	College of New Jersey
Pumpkin Picking	10/19/16	Pre School	Schaefer Farms
Art Show	10/21/16	Grade 4	Lambertville
Creativity Co-Op Challenge	11/7/16	Grades 4 & 5	Reading Fleming School
Nutcracker Ballet	12/5/16	Grade 3	College of New Jersey

- 1.2 MOVE to approve the Nursing Services Plan for 2016-2017 school year. (Exhibit 1.2)
- 1.3 MOVE to approve Request to Eliminate a Special Education Program (Multiple Disabilities Class) to the Hunterdon County Office of Education. (Exhibit 1.3)
- 1.4 MOVE to approve the submission of the Quality School Accountability Continuum (QSAC) Statement of Assurances (SOA) for the 2016-2017 school year to the New Jersey State Department of Education. (Exhibit 1.4)
- 1.5 MOVE to approve the School District Goals for the 2016-2017 school year.
(Exhibit 1.5)

2. Finance/Facilities

Mr. Bruhl reviewed the minutes from the Finance & Facilities Committee meeting held on September 19, 2016.

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Finance/Facilities motions # 2.1 – 2.13 were moved by Mr. Bruhl, seconded by Mrs. Roethel, and passed by unanimous roll call vote of 5-0.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended August 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). (Exhibit 2.1)
- 2.2 MOVE to approve the attached line account transfers for August 2016. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment in the amount of \$606,129.55, as follows: (Exhibit 2.3)

August 11 to August 31, 2016 - \$166,879.84
September 1 to September 15, 2016 - \$439,249.71

- 2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:

August 30, 2016 - \$ 42,488.90
September 15, 2016 - \$250,491.31

- 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
Bedard, Kurowicki & Company	Auditor	\$15,000.00 per year for 2016-2017

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2.6 MOVE to approve participation in the School Based Youth Services Program as provided by Hunterdon Medical Center for the 2016-2017 school year.

2.7 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.7)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTAA	Kasey Petrucelli	Basketball	M to F 11/16 to 3/17 Saturdays	6:30 to 9:00 pm 8:00 am to 1:00 pm	Cafeteria and Gym
PiE	Cynthia Pontecorvo	Meetings	9/14; 10/19; 2/15; 3/15; 4/19; 5/17	7:00 to 9:00 pm	Performing Arts
D.T. Environment Comm.	Kathleen Klink	March on Litter	10/8/16	8:30 to 11:30 am	3 Buses
PiE	Paula Hall	Book Fair	10/24 thru 11/2/16	9:00 am to 4:00 pm	Backstage area of Gym
Girl Scouts Troup 81156	Diane Dembeski	Meetings	9/20; 10/18; 11/15; 12/20; 1/24; 2/21; 3/21; 4/18; 5/16; 6/13	3:10 to 4:00 pm	Elementary Art Room
Girls on Run	Kelly Eastman	Inclement Weather	Tues. & Thurs.	3:10 to 4:30 pm	Classroom
Girl Scouts Unit 86	Cynthia Pontecorvo	Meetings & Training	Various	Various	Performing Arts
D.T. Recreation Comm.	Jodi McKinney	Volleyball, Basketball	Various	Various	Gym, Cafeteria

2.8 MOVE to approve 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
Angela Mikula	Art Educators Conference	10/10 and 10/11/16	R M	\$260.00 .31 per mile
Marilyn Ballard	Science Convention	10/26/16	R M	\$175.00 .31 per mile
Maria Maltese	Science Convention	10/26/16	R	\$175.00
Sheri Laman	Gifted and Talented Conference	11/18/16	R M	\$189.00 .31 per mile
Sheri Laman	Reading Non Fiction	11/2/16	R M	\$239.00 .31 per mile
Karen Fania	Reading Non Fiction	11/2/16	R	\$239.00
Jessica Yarrow	Dyslexia Conference	9/30/16	R	\$100.00
Stacy Falkenstein	Dyslexia Conference	9/30/16	R	\$100.00
Patricia Klemchak	Health Conference	10/18/16	R M	\$195.00 .31 per mile
Ellen McShane	Articulation	Various	M	.31 per mile

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Raymond Braun	Articulation	Various	M	.31 per mile
Cynthia Terranova	Articulation	Various	M	.31 per mile
Susan Whitlock	Cyber Bullying	10/3/2016	R	\$129.00
Raymond Braun	Math Conference	11/2/16	R	\$241.00
			M	.31 per mile
Robert Mead	Math Conference	11/2/16	R	\$277.00
Robert Mead	Stem Conference	10/21/16	R	\$125.00
			M	.31 per mile

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

- 2.9 MOVE to approve the purchase of HP Elitebook 820 laptop computing devices for staff instructional use from CDW, at a total cost not to exceed \$60,000.00 under Educational Services Commission of New Jersey Cooperative Bid #65MCESCCPS.
- 2.10 MOVE to declare the following equipment as surplus property with no value and to authorize the Business Administrator to dispose of the property pursuant to N.J.S.A. 18A:18A-45:

QUANTITY	ITEM
6	Panasonic TVs (#745)
1	Zeneth TV (#147)
1	JVC DVD/VCR
1	Panasonic VCR (#343)
13	Preschools Napping Mats
1	Rug Boss Model #SC600

- 2.11 MOVE to approve a Joint Transportation Agreement for the 2015-2016 school year between the Hunterdon Central Regional High School District (Host) and the Delaware Township School District (Joiner) as follows:

ROUTE #	COST
HCD2	\$32,040.86
HCD3	\$32,040.86
HCD5	\$32,040.86
HCD6	\$32,040.86
HCD1 IR	\$32,040.86
HCD4 IR	\$32,040.86
HCD7 IR	\$32,040.86
HCD8 IR	\$32,040.86

Total Cost: \$256,326.88

- 2.12 MOVE to declare the following fixed asset as surplus property and to authorize the Business Administrator to sell the property pursuant to N.J.S.A.18A:18A-45:

- 1 Diesel Fuel Tank, 2000 gallon, on skids

- 2.13 MOVE to authorize the District Purchasing Agent to utilize the following State of New Jersey contract for the purchase of goods and services during the 2016-2017 school year:

<u>Vendor</u>	<u>Commodity/Service</u>	<u>State Contract #</u>
Gov Deals, Inc.	Online Auction Sales	83453

3. Personnel/Policy

Mrs. Brown summarized the items discussed at the two Personnel/Policy committee meetings, which included the SBA/BS and Facilities Manager positions, athletic coach assignments, and a review of policy updates.

Personnel/Policy motions # 3.1 – 3.3 were moved by Mrs. Brown, seconded by Mr. Bruhl, and passed by unanimous roll call vote of 5-0.

Personnel/Policy motion # 3.4 was moved by Mrs. Brown, seconded by Mr. Bruhl, and passed by unanimous roll call vote of 5-0, with the exception of Mrs. Brown voting no on the Middle School Science teacher appointment.

- 3.1 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.1)

POLICY	NUMBER	REVISION ONLY	FIRST/SECOND READING
Nondiscrimination/Affirmative Action	2224	X	NA
Recruitment, Hiring and Selection	4111	X	NA
Nondiscrimination/Affirmative Action	4111.1/4211.1	X	NA
Assignment; Transfer	4113/4213	X	NA
Staff Development, In-service Education, Visitation, Conferences	4131/4131.1	X	NA
Recruitment, Selection, Hiring	4211	X	NA
Staff Development; In-service Education/Visitations/Conferences	4231/4231.1	X	NA
Suspension and Expulsion	5114	X	NA
Equal Educational Opportunity	5145.4	X	NA
Nondiscrimination/Affirmative Action	6121	X	NA
English as Second Language; Bilingual Programs	6142.2	X	NA
Career and Technical Education	6142.12	X	NA
Promotion/Retention	6146.2	X	NA
Standards of Proficiency	6147	X	NA
Gifted and Talented	6171.2	X	NA
Guidance Services	6164.2	X	NA
Remedial Instruction	6171.1	X	NA
Alternative Education Programs	6172	X	NA

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- 3.2 MOVE to accept letter of resignation from Robert Mead as soccer coach for the 2016-2017 school year.
- 3.3 MOVE to accept letter of resignation from Brian Smith as field hockey coach for the 2016-2017 school year.
- 3.4 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2016-2017 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Charles Miles	Interim Facilities Manager	\$225.00/daily	September 12, 2016
Robert Mead; Matthew Baldwin, Daniel Chojnowski; Stephanie Joyce; Mark Deneka; Michael Gum; Pat Klemchalk	Camp Bernie Chaperone	\$62.98 per employee	September 16, 2016
Ellen McShane	Environmental Congress Advisor	\$43.05 per hour	2016-2017 School Year
Karen Gerth	ESY Pre School Teacher	24.5 additional hours @ \$43.05 = \$1,054.73 (retro)	Summer 2016
Meredith Schwartz	Special Education Teacher	Step 1 – B+45/M - .36 = \$18,656.00 (pro-rated)	October 1, 2016 to June 30, 2017
Lucinda Fisher	Paraprofessional/Teacher – revised	Teacher – Step 2 – B+45/M - .12 = \$6,660.00 (pro-rated) Paraprofessional – Step 3 - .40 = \$8,494.00 (pro-rated & retro)	September 16, 2016 to June 30, 2017
Daniel Chojnowski	Middle School Science	Step 3 – B+45/M – 1.0 - \$59,260.00 (retro)	2016-2017 School Year
Michael Gum	Maternity Leave Replacement	Step 1 – B+45/M – 1.0 - \$17,274.00 (pro-rated)	September 1, 2016 to November 30, 2016
Brian Smith	Soccer Coach	\$43.05/hour	2016-2017 School Year
Jennifer Ricardo	Soccer Coach	\$43.05/hour	2016-2017 School Year
Stephanie Joyce	Field Hockey Coach	\$43.05/hour	2016-2017 School Year
Kimberly Fanelli	Field Hockey Coach	\$43.05/hour	2016-2017 School Year
Alison Hoffner	Middle School Math/LA	Step 3 – B - .61 - \$31,147.00 (revised & retro)	2016-2017 School Year
Erin Negrin	Substitute Teacher	\$100.00 per day	2016-2017 School Year
Danielle Fine	Substitute Teacher	\$100.00 per day	2016-2017 School Year
Monica Ball	Substitute Teacher	\$100.00 per day	2016-2017 School Year
Charles Huffman	Summer/Substitute Custodian	\$320.00 per month (retro rate adjust.)	July & August 2016

M. Additional Business – None

N. Audience Participation - None

O. Board Representatives Liaison Reports

- 1. Recreation – No report.

2. PIE – Mrs. Brown reported on the meeting held on September 14th, which focused on upcoming fund raising events and programs.
3. Township – Mrs. Esserman reported that the entire road in front of the school is now 25 MPH and the Safe Streets Committee is investigating grant funding for sidewalks.
4. HCESC – No report.
5. Planning Board – No report.
6. HCSBA – Mr. Bruhl reported that the regular monthly meeting location may change.
7. NJSBA Legislature – Mr. Bruhl reminded Board members about the upcoming NJSBA conference.
8. Community Relations – Mrs. Roethel reported that the St. Baldrick's fundraiser "Shaving Heads to Conquer Kids' Cancer" raised approximately \$40,000.
9. HCRHS – Mr. Bruhl reported that Back to School Nights were being held this month.
10. DTAA – Mrs. Dunn reported that Fall soccer programs started.
11. Student Council – Advisor Cindy Terranova reported that Student Council is busy planning the upcoming dance and walk-a-thon, supported "green" water bottle sales, and is accepting food pantry donations at the dances.

P. Executive Session

Moved by Mrs. Dunn, seconded by Mrs. Roethel, the following resolution to enter executive session was unanimously passed by a vote of 5-0:

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, negotiations, and litigation; and be it further

RESOLVED that the Board will more specifically discuss personnel matters regarding the Business Administrator/Board Secretary position; 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 adjourned to Executive Session at 8:51 p.m.

The Board returned from Executive Session at 9:21 p.m.

Mr. Bruhl reported that the Board discussed the Business Administrator/Board Secretary position while in executive session.

R. Adjourn

There being no further business, on motion by Mrs. Dunn, seconded by Mrs. Roethel, and unanimously passed by a vote of 5-0, the meeting was adjourned at 9:22 p.m.

Respectfully submitted,

Ray Krov
Interim Business Administrator/Board Secretary

October 25, 2016
Date Approved

Linda Ubry, President