

**Delaware Township School
Board of Education
Meeting Minutes of April 24, 2018**

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

E. 2018-2019 Public Budget Hearing – 7:00 pm

Opening Remarks

Dr. Richard Wiener, Superintendent
Mrs. Linda Ubry, Board President

Presentation of Budget

Dr. Richard Wiener, Superintendent
Mrs. Susan Joyce, Business Administrator/Board Secretary

Public Comments and Questions on the 2018-2019 Budget

Members of the public asked budget related questions as well as questions about the tax levy.

Board of Education Comments and Questions on the 2018-2019 Budget

Members of the Board of Education asked questions specific to the tax levy, spending trends, revenue sources, and how the 2017-18 budget compares to the 2018-19 budget.

Approval of 2018-2019 Budget

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following budget for the 2018-2019 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Appropriations

General Current Expense \$ 9,290,880
 Capital Outlay \$ 102,912

Special Revenue Fund \$ 112,000

Repayment of Debt \$ 551,400

Total Expenditures: \$10,057,192

Revenue

Budgeted Fund Balance \$ 70,244
 Local Tax Levy - General Fund* \$ 7,994,723
 Other Revenue \$ 109,200
 Interest on Reserves \$ 1,200
 State Aid \$ 1,188,425
 Capital Reserve ** \$ 30,000

Grant Entitlements \$ 112,000

Local Tax Levy - Debt Svc Pymt \$ 547,537

Budgeted Debt Svc
 Fund Balance \$3,863.00

Total Revenues: \$10,057,192

*Includes Banked Cap of \$25,272

** Capital Reserve for Pre School Playground Project

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT RESOLVED that the Delaware Township Board of Education use Banked Cap in the amount of \$25,272 for the 2018-2019 school year budget. Use of these funds will provide sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

BE IT RESOLVED that the Delaware Township Board of Education use Capital Reserve funds in the amount of \$30,000 for the 2018-2019 school year budget. Use of these funds will provide sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Approval of Tax Levy Payment Schedule for the 2018-2019 Budget Year

MOVE that the Board of Education approve the following tax levy payment schedule to be presented to the Township of Delaware for the period July 1, 2018 to June 30, 2019:

Due Date	Amount
July 15, 2018	\$1,423,710
September 15, 2018	\$1,423,710
November 15, 2018	\$1,423,710
January 15, 2019	\$1,423,710
March 15, 2019	\$1,423,710
May 15, 2019	\$1,423,710
TOTAL TAX LEVY:	\$8,542,260

This concludes the Public Hearing on the 2018-2019 School District Budget.

F. Audience Participation – Agenda Items

Mrs. Wheatley, DTEA Representative, asked the Board to put off the proposed health benefits changes to next year. DTEA would like more time to assess what may or may not change. They have many questions.

Mrs. Blair stated that she thought the health benefits change was being shelved and a committee would be formed to investigate the options.

Several audience members asked questions about the benefits changes from cost to coverage to education.

G. Correspondence - None

H. Presentations - None

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (4-15-18) - (Exhibit I.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	37	3	12.3
Grade 1	43	3	14.3
Grade 2	35	2	17.5
Grade 3	42	3	14.0
Grade 4	38	2	19.0
Grade 5	34	2	17.0
Grade 6	49	3	16.3
Grade 7	47	2	23.5
Grade 8	42	2	21.0
Pre School	22		
Tuition Sent	3		
TOTAL	392	22	17.0

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	8/3/17	10:15 am
Security Drill (Lockout)	8/31/17	12:54 pm
Security Drill (Lockdown)	9/19/17	2:16 pm
Security Drill (Shelter in Place)	9/27/17	10:15 am
Fire Drill	9/28/17	10:00 am
Fire Drill	10/11/17	8:57 am
Security Drill (Lockout)	10/31/17	9:34 am
Security Drill (Evacuation off site)	11/2/17	2:00 pm
Fire Drill	11/21/17	2:24 pm
Fire Drill	12/19/17	9:50 am
Security Drill (Lockdown)	12/21/17	9:32 am
Fire Drill	1/11/18	1:30 pm
Security Drill (Shelter in Place)	1/30/18	10:47 am
Fire Drill	2/15/18	10:13 am

Security Drill (Lockdown)	2/16/18	10:24; 10:53; 11:22 am
Fire Drill	3/27/18	1:40 pm
Security (Hold/Shelter)	3/28/18	12:36 pm

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	0	0
January	1	1
February	0	1
March	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	1	2

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	1
October	0	0
November	0	0
December	0	0
January	0	0
February	1	1
March	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	1	2

5. Odyssey of the Mind/Archery – Dr. Wiener commented on the outstanding performances by Odyssey of the Mind and Archery Clubs. Both groups qualified for national competitions. Ms. Pillon expounded upon Odyssey of the Mind. She has participated in this activity in the past and is impressed with how well they did. Members of the Archery Club spoke about their experiences at the national competition.

Dr. Wiener reported that Dan Kwasnik's car show fundraiser, that was held in our parking lot, was a huge success. Profits benefited NJ Veterans.

J. President's Report – Mrs. Linda Ubry

1. Board Goals – Mrs. Ubry discussed Board Goals and asked members for feedback.
2. DTS Health Care Benefits – Mrs. Ubry addressed the board and public. She discussed the thorough process and review the board took while exploring the change. There were several considerations while contemplating the change. The board did not take the plan that offered the greatest saving, instead choose the plan that would be the least disruptive to staff members. In every Finance Committee Minutes since January, it was reported that the board was included information regarding

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

1. 2018-2019 Budget Update – previously gave budget presentation.

- L.** Moved by Mrs. Lyons, seconded by Mrs. Pouria to approve the regular and closed session minutes of the March 27, 2018 board meeting. Discussion followed. Motion passed by roll call vote, 6-0-1 (Hoffman abstained).

M. Committee Reports and Action

1. **Curriculum/Instruction/Technology** – Mr. Hoffman reported on the CIT committee meeting.

MOVED by Mr. Hoffman, seconded by Mr. Cooper to approve items 1.1-1.2.
Discussion followed. Motion passed by unanimous roll call vote.

- 1.1 MOVE to approve the following field trips for the 2017-2018 school year.
(Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Locktown Stone Church	6/1/18	3	Sergeantsville NJ

- 1.2 MOVE to accept the HIB incidents per I.4 of the Superintendent's Report.
(Exhibit 1.2)

2. **Finance/Facilities** – Mrs. Pouria reported on the Finance/Facilities committee meeting.

Mr. Cooper suggested voting on items 2.1-2.7 and then 2.8-2.9 separately.

MOVED by Mr. Pouria, seconded by Mrs. Lyons to approve items 2.1-2.7. Discussion followed. Item 2.2 was tabled. Motion passed by unanimous roll call vote.

MOVED by Mrs. Pouria, seconded by Mrs. May to approve items 2.8-2.9. Discussion followed. Motion passed by roll call vote 4-3-0 (Cooper, May & Spock voted Nay).

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended March 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 March 2018. (Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for March 1, 2018 through March 31, 2018. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- | | | |
|----------------|---|--------------|
| March 29, 2018 | - | \$238,867.72 |
| April 15, 2018 | - | \$240,319.08 |
- 2.5 MOVE to approve the Resolution Binding the Delaware Township Board of Education to Purchase Natural Gas Services Through the Alliance for Competitive Energy Services (ACES) Bid Cooperative Pricing System through May, 2023. (Exhibit 2.5)
- 2.6 MOVE to approve the Resolution Binding the Delaware Township Board of Education to Purchase Electric Generation Services Through the Alliance for Competitive Energy Services (ACES) Bid Cooperative pricing System through May, 2023. (Exhibit 2.6)
- 2.7 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.7)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
	Gary Brackenridge	STEAM Summer Program	7/9/18 to 7/27/18	12:00 to 3:00 pm	Classrooms & Outdoor Area

- 2.8 MOVE to approve the following resolution:

1. The Delaware Township Board of Education – Hunterdon County

(CORPORATE NAME OF EMPLOYER — COUNTY)

hereby resolves to terminate its participation in the program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees' Health Benefits Program (N.J.S.A. 52:14-17.25 et seq.) for all of its active and retired employees.

2. We shall notify all active employees of the date of their termination of coverage under the program.

3. We understand that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage.

4. We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.

5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

2.9 MOVE to approve the following resolution:

Per the recommendation of its group insurance broker-of-record, Brown & Brown Benefit Advisors, Inc., the Board of Education hereby resolves, effective July 1, 2018, to make the following changes to its group medical insurance carrier:

1. Terminate its participation in the New Jersey School Employees' Health Benefits Program (SEHBP)

2. Select Horizon Blue Cross Blue Shield of New Jersey as its group medical insurance carrier, at the rates, benefits, terms, and conditions represented in their proposal of February 21, 2018. Benefits will be consistent with the requirements of the respective collective bargaining agreements.

3. Designate Brown & Brown Benefit Advisors, Inc., as the Board's broker-of-record for our new Horizon group medical insurance programs. Brown & Brown Benefit Advisors, Inc. is authorized to act on behalf of the Board in all matters related to these programs.

Brown & Brown Benefit Advisors, Inc.'s responsibilities will include, but are not limited to, negotiating annual renewal rates, marketing our group insurance programs, and aiding our staff in the resolution of billing, enrollment, and claim problems.

Brown & Brown Benefit Advisors, Inc. is authorized to receive commission payment from Horizon, percentages for which are included in Horizon's proposed rates.

4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

3. **Personnel/Policy** - Mrs. Ubry reported on the Personnel/Policy committee meeting.

MOVED by Mrs. Ubry, seconded by Mrs. Pouria to approve items 3.1-3.7. Discussion followed.

Dr. Wiener expressed his disappointment in receiving Ray's letter of resignation. He acknowledged that he has been teaching since 1976, and after 40+ years of service, he will be greatly missed. He thanked Ray for his dedication to Delaware Township School as an outstanding teacher who cannot be replaced.

Mrs. Ubry expressed her thanks for the impact he has had on the students of Delaware Township and wished him well in his retirement.

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2017-2018 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Morgan Miller	Teacher – part/time	Step 1 – B - .6 - \$8,888.00 pro-rated	4/1/18 to 6/30/18 - retro
Megan Bokach	Softball Volunteer Coach	NA	2017-2018 Season

- 3.2 MOVE to approve the attached list of tenured staff members for the 2018-2019 school year, per the recommendation of the Superintendent. (Exhibit 3.2)
- 3.3 MOVE to approve the attached list of non-tenured staff members for the 2018-2019 school year, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve the attached list of paraprofessionals and secretaries for the 2018-2019 school year, per the recommendation of the Superintendent. (Exhibit 3.4)
- 3.5 MOVE to approve the following chart of summer hours for the school year 2018-2019:

EMPLOYEE	POSITION	MAXIMUM LENGTH OF TIME	SALARY
Mary Holuta	Child Study Secretary	Up to 4 days @ 4 hours day = 16 hours	Hourly Rate
Eileen Quinn	Guidance	Up to 2 days @ 4 hours day = 8 hours	Per CBA
Meeta Verma	Nurse	Up to 5 days @ 5 hours day = 25 hours	Per CBA
Teaching Staff – TBD	Curriculum as needed	Up to 56 hours total	Per CBA
Susan Whitlock and Joanna Strauch	Social Worker Psychologist	Up to a total of 10 hours as needed	Hourly Rate

- 3.6 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000 and a Quotation threshold of \$6,000, effective July 1, 2018 to June 30, 2019, per the recommendation of the Superintendent.
- 3.7 MOVE to accept, with regret, the Letter of Intent to Retire from Raymond Braun, Mathematics Teacher, effective July 1, 2018, per the recommendation of the Superintendent. (Exhibit 3.7)

Motion passed by unanimous roll call vote.

N. Additional Business - none

O. Audience Participation - none

P. Board Representatives Liaison Reports

1. Recreation – all questions regarding the STEAM camp were answered satisfactorily.
2. PiE – Odyssey of the Mind requested funding. Upcoming events include: You Take the Cake, Mother’s Day plant sale, teacher’s appreciation luncheon, the Art Festival activities.
3. Township - none
4. ESC - none
5. Planning Board - none
6. HCSBA - none
7. NJSBA Legislature – reported that the Governor signed legislation and the Janice Bill.
8. Community Relations - none
9. HCRHS - none
10. DTAA – opening day was last Saturday; softball & baseball seasons have started.

R. Adjourn

MOVED by Mrs. Pouria, seconded by Mr. Cooper to adjourn at 9:26pm. Motion passed by unanimous voice vote.