

**Delaware Township School
Board of Education
Meeting Minutes of March 27, 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

Present: Mr. Cooper, Mrs. Devlin, Mrs. Dunn, Mrs. Lyons, Mrs. May,
Mrs. Pouria, Ms. Spock, Mrs. Ubry.

Absent: Mr. Hoffman

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

E. Audience Participation – Agenda Items

The opportunity for public comment on questions will be provided at every regular meeting of the Board of Education and will appear on the agenda as Audience Participation. Two will appear on each agenda; one near the beginning for questions or comments on agenda items, and one near the end for general comments or questions.

Audience participation will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing at audience participation will be allowed three minutes to speak and no one will be allowed to speak twice at the same participation session until all those wishing to speak have had their turn.

The Board may or may not respond to the speakers at the time of their appearance.

F. Correspondence - None

G. Presentations - None

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (3-15-18) - (Exhibit H.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	35	2	17.5
Grade 6	49	3	16.3
Grade 7	47	2	23.5
Grade 8	43	2	21.5
Pre School	22		
Tuition Sent	3		
TOTAL	394	22	16.8

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

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
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
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	1	2

5. 2018-2019 Committees Goals and Areas of Focus

March 27, 2018

I. President's Report – Mrs. Linda Ubry

1. District/Board Goals
2. Negotiations

Mrs. Ubry addressed the DTEA/audience regarding the comments made by the DTEA at the last board meeting. She will make limited comments due to the sensitive nature and negotiations ground rules. Mrs. Ubry said that the negotiations comments by the DTEA stated that the board had no sense of urgency. After Executive Session, the board hoped that they would be able to take action when they came out of Executive Session. DTEA also state that they felt as if they were not valued, but no one on the board would have any reason to feel otherwise.

Ray Braun commented that there has been movement made since the last BOE meeting. He thanked the Board and appreciated the efforts that have been made since the last meeting. Great efforts were taken to come to a settlement before the meeting this evening.

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

1. 2018-2019 Budget Overview
2. Snow removal successes

K. Motion by Mrs. Devlin, seconded by Mr. Cooper to approve the regular and closed session minutes of the February 27, 2018 board meeting. Motion passed by unanimous roll call vote. 7-0-1, Ms. Spock abstained.

L. Committee Reports and Action

1. **Curriculum/Instruction/Technology** – Ms. Spock reported on the CIT meeting.

Mr. Cooper asked about the archery club going to Nationals.

Mrs. Dunn asked questions about the movie field trip being approved tonight.

Mrs. Devlin asked about HIB requirements as it pertained to our report and suggested tabling 1.2 so that they can receive clarification. She also asked whether the 12 chaperones on a field trip included parents.

Motion by Mr. Cooper, seconded by Mrs. May to approved item 1.1 and table item 1.2. Motion passed by unanimous roll call vote. 8-0-0

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Walking Tour of Sergeantsville	4/9/18	4 G&T	Sergeantsville NJ
Movie	4/20/18	5	Doylestown PA
NJ State House	4/27/18	4	Trenton NJ
CSI Enrichment Day	4/13/18	7 G&T	High Bridge NJ

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

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

Motion by Mrs. Pouria, seconded by Mrs. Devlin to approve items 2.1-2.11. Motion passed by unanimous roll call vote. 8-0-0

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

- 2.3 MOVE to approve District invoices presented for payment for February 1, 2018 through February 28, 2018. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

February 28, 2018	-	\$246,555.40
March 15, 2018	-	\$242,972.65

- 2.5 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.5)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Cindy Pontecorvo	Meeting	3/16/18	1:00 pm	M.S. Art Room
PIE	Tracy Wright	Publishing Party	4/11/18	6:30 pm	PAR

- 2.6 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
Eileen Quinn	School Counselors Conference	4/13/18	R M	\$35.00 .31 per mile
Nadina LaBouliere	Mental Health Issues in Classroom	4/10/18	R M	\$99.00 .31 per mile
Stephanie Joyce	Mental Health Issues in Classroom	4/10/18	R M	\$99.00 .31 per mile
Caitlin Lally	Mental Health Issues in Classroom	4/11/18	R	\$99.00

- 2.7 MOVE to approve the out of district tuition contract for Student #29268 for the 2017-2018 school year, with the State of New Jersey, in the amount of \$23,000.00 (contract on file in the business office)
- 2.8 MOVE to approve the out of district tuition contract for Student #29268 for February 2017 through June 2017 (retroactively) with the Phillipsburg Board of Education, in the amount of \$9,629.96. (contract on file in the business office)
- 2.9 MOVE to accept the following carry-over funds for Fiscal Year 2019:

Title I A	\$2,925.00
Title II A	\$ 245.00

- 2.10 **BE IT RESOLVED** that the Delaware Township Board of Education hereby adopts the following tentative 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. Discussion followed.

The presented tentative budget was discussed. The original proposal, which included a 2% tax levy increase, was adjusted to 2.6% in order to accommodate several necessary items that would have been cut without this additional funding. Those changes are reflected in the budget being voted on at this meeting (see below).

Appropriations		Revenue	
General Current Expense	\$ 9,290,880	Budgeted Fund Balance	\$ 70,244
Capital Outlay *	\$ 102,912	Local Tax Levy-General Fund	\$ 7,994,723
		Banked Cap	\$ 46,753
		Other Revenue	\$ 108,500
		Interest on Reserves	\$ 1,200
		State Aid	\$ 1,188,425
		Capital Reserve	\$ 30,000
Special Revenue Fund	\$ 112,000	Grant Entitlements	\$ 112,000
Repayment of Debt	\$ 551,325	Local Tax Levy-Debt Service	\$ 551,325
Total Expenditures:	\$ 10,057,117	Total Revenues:	\$10,057,117

*Includes Banked Cap of \$46,753

* Includes State Assessment for Debt Service on SDA funding.

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.

There was a question as to whether or not Dan K. has put in a facilities request for his college senior project which requires use of the parking lots. The board is in favor of this request.

- 2.11 MOVE to approve the Dream Dinners fundraiser by the Eighth Grade Promotion Dance Committee for the months March-June.

3. Personnel/Policy – Mrs. Dunn reported on the Personnel/Policy meeting.

Motion by Mrs. Dunn, seconded by Mrs. Devlin to approve items 3.1-3.3, 3.5-3.6. and table item 3.4. Motion passed by unanimous roll call vote. 8-0-0

- 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
Laura Richardson	Spanish Teacher – Revised	Step 7 – B+45/M - .62 = \$15,334.00	3/1/18 to 6/30/18 - retro
Joseph Komarek; Gina Scialla; Cynthia Terranova; Mark Deneka; Rob Mead; Stephanie Joyce; Kathleen O’Brien	Hershey Park Chaperones	Per CBA	5/25/18
Kim Goss	Special Ed Teacher (revised) Paraprofessional	Step 4 – B+30 - .33 = \$7,441.00 Step 4 - .15 = \$1,356 (pro-rated)	3/1/18 to 6/30/18 (retro)

- 3.2 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.2)

POLICY	NUMBER	REVISION ONLY	READING
Principal Evaluation	2130		2 nd
Harassment, Intimidation and Bullying	5131.1	X	
Chief School Administrator	2131	X	
Supervision	4115	X	
Evaluation of Teaching Staff	4116	X	
Staff Development: In-Service Education/ Visitation/Conferences	4131/4131.1	X	

- 3.3 MOVE to approve the School Calendar for school year 2018-2019. (Exhibit 3.3)

- 3.4 *MOVE to approve the MOA between the Delaware Township Board of Education and the Delaware Township Education for the contract years 2017-2020 (Exhibit 3.4)* TABLED

- 3.5 MOVE to approve Joseph Schneider as Reconciler for the 2017-2018 school year at a salary of \$6,000.

- 3.6 MOVE to approve the 2017-2018 School District and Superintendent Merit Goals Mid-Year Assessment, as presented by the Superintendent. (Exhibit 3.2)

M. Additional Business - none

N. Audience Participation -

O. Board Representatives Liaison Reports

1. Recreation – the Easter egg hunt will take place on Saturday, March 24th rain or shine.
2. PiE – meeting cancelled due to weather, but Enrichment is doing well, as was the author in residence.
3. Township – No report
4. ESC – 18-19 budget approval
5. Planning Board – no report
6. HCSBA – canceled meeting, update on legislation
7. NJSBA Legislature – cancelled due to weather related scheduling. World Language event was well attended.
8. Community Relations – sports are starting but there have been postponements do to weather.
9. HCRHS – no report
10. DTAA – no report

P. Executive Session – Motion by Mrs. Dunn, seconded by Ms. Spock to enter into Executive Session at 8:11pm. Motion passed by unanimous voice vote.

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 student matters

RESOLVED that the Board will more specifically discuss negotiations and student matters 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 returned to Regular Session at 8:35pm.

Motion by Mrs. Dunn, seconded by Mr. Cooper to ratify the MOA as recommended by the negotiations committee. Motion passed by unanimous roll call vote. 8-0-0.

Motion by Mrs. Dunn, seconded by Mrs. May to approve the 2018-19 budget with the discussed 2.6% levy which is above the cap. Motion passed by unanimous roll call vote. 8-0-0.

Q. Adjourn

Motion by Mrs. Devlin, seconded by Mrs. Pouria to adjourn at 8:56pm. Motion passed by unanimous voice vote.

Respectfully submitted,

March 27, 2018

Date Approved

**Susan M. Joyce
Business Administrator/Board Secretary**

Linda Ubry, President