

**Delaware Township School  
Board of Education  
Meeting Minutes of December 19, 2017**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30 pm.
- B. Open Public Meeting Act Statement** – Mrs. Ubry 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** – Mrs. Ubry led all assembled in the Pledge of Allegiance.
- D. Roll Call**  
Present: Mrs. Devlin, Mrs. Dunn, Mr. Hoffman, Mrs. May, Mrs. Pouria, Mr. Wintermute, Mrs. Ubry.  
Absent: Mr. Cooper  
Also Present: Dr. Richard Wiener, Superintendent; Mrs. Susan Joyce, Business Administrator.
- E. Audience Participation – Agenda Items** - None
- F. Correspondence**  
A fourth grade student sent a letter to Dr. Wiener asking about their reward for reaching a reading goal.  
  
A letter praising the Girls Applied Science Club was read.
- G. Presentation**  
  
1. Pre School Update, Mrs. Patricia Pillon – The district will be advertising for a part-time teacher which is a difficult to fill. Hiring this new teacher will allow small groups of students to rotate into the library, permitting them to progress at their age appropriate pace. All the students will be taught Foundations and Wilson programs.
- H. Superintendent's Report** – Dr. Richard Wiener

1. Student Enrollment (12-15-17) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	38	3	12.7
Grade 1	43	3	14.3
Grade 2	36	2	18.0
Grade 3	41	3	13.7
Grade 4	39	2	19.5
Grade 5	35	2	17.5
Grade 6	48	3	15.7
Grade 7	47	2	23.5
Grade 8	42	2	20.5
Pre School	21		
Tuition Sent	4		
<b>TOTAL</b>	<b>394</b>	<b>22</b>	<b>17.7</b>

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

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
<b>TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE</b>	<b>0</b>	<b>0</b>

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	1
October	0	0
November	0	0
<b>TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE</b>	<b>1</b>	<b>1</b>

5. District/Merit Goals Update

6. Mid-Year Budget Review topics will include allowing additional choice students and administrative sharing.

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

1. Mid-Year Board of Education Perspective – Numerous extended medical have left the district with challenges this school year. Please remember these individual in these difficult times.
2. January 2018 Board Reorganization – There has been board discussion about coming to a sustainable agreement with DTEA.
3. We are anticipating another reduction is Adjustment Aid.
4. Mrs. Ubry thanked Mr. Wintermute and Mr. Hoffman for their service on the board.

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

Masonry Project Update – Completion has been stalled due to weather, among other things. Jeff has been in constant contact to expedite completion.

**K. Motion by Mrs. Dunn, seconded by Mrs. Devlin to approve the regular and closed session minutes of the November 28, 2017 meeting. Motion for Regular minutes passed by roll call vote 7-0-1 (Wintermute abstained) and Executive session 6-0-2 (Hoffman & Wintermute abstained).**

**L. Committee Reports and Action – Mr. Hoffman gave an update on the CIT committee meeting.**

**1. Curriculum/Instruction/Technology**

Motion by Mr. Hoffman, seconded by Mrs. Pouria, to approve items 1.1-1.3. Mrs. Devlin requested a Spanish update. 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
Trout Stocking - REVISED	4/20/18	6	Annandale NJ

- 1.2 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report.

- 1.3 MOVE to accept the new mission statement as it appears on the agenda.

**Finance/Facilities** – Mrs. Devlin gave an update on the Finance/Facilities committee meeting.

Motion by Mrs. Devlin, seconded by Mr. Wintermute to approve items 2.1-2.6.  
Motion passed by unanimous roll call vote.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended November 2017 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 November 2017. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for November 1, 2017 through November 30, 2017. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

November 30, 2017	-	\$246,737.17
December 15, 2017	-	\$263,945.39

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Del. Twp. Rec. Committee	Stephen Smotrich	Ice Skating	12/17 to 3/18	not during school time	Field

- 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
Moiri GaNun	Foundations – Wilson Training	1/11/17	R	\$125.00
Cynthia Weil	Foundations – Wilson Training	1/11/17	R	\$125.00
Sherry Marlatt	Foundations – Wilson Training	1/11/17	R	\$125.00
Karen Fania	Differentiate Math	1/10/18	R	\$249.00
Cynthia Terranova	NJASPERD Convention	2/26, 27 & 28/18	R M	\$200.00 \$116.06

### 3. Personnel/Policy Mrs. Dunn gave an update on the P/P committee meeting.

Motion by Mrs. Dunn, seconded by Mrs. Devlin to approve items 3.1 – 3.6

- 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
Kathleen Vega	Long Term Substitute	Step 1 – B+45/M – \$11,516.00	1/1/18 to 2/28/18
Bernie Benda, Stephanie Joyce and Wendy Dejenka	Concert Chaperones	2 hours each @contracted hourly rate	12/14/17
Rolf Hoffman	Substitute Custodian	\$12.50 per day	2017-2018 school year
Jennifer Dickinson	Substitute Nurse	\$130.00 per day	2017-2018 school year
Kim Goss	REVISED Paraprofessional – part time	Step 4 - .17 - \$2,690.00 pro-rated and retroactive	12/1/17 to 6/30/18
Cathleen McDonnel	Art Replacement	\$23,702	1/2/18 – 6/30/18

- 3.2 MOVE to approve the 2017-2018 School District and Superintendent Merit Goals Mid Year Assessment, as presented by the Superintendent. (Exhibit 3.2)
- 3.3 MOVE to accept the resignation of Meredith Schwartz, part time special education teacher, effective retroactively to December 15, 2017, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.4)

POLICY	NUMBER	REVISION ONLY	READING
Security and Electronic Surveillance	3517		Adoption
Rice Notice and Nonrenewal	4117.41	X	

- 3.5 MOVE to approve the Uniform of Understanding Between Education and Law Enforcement Officials regarding Live Stream Video. (Exhibit 3.5)
- 3.6 MOVE to approve the revised request for temporary medical leave of absence for employee #66410911. Leave began on October 2, 2017 and will continue through January 15, 2018, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employees eligible leave under the Federal Family and Medical Leave Act.

Motion by Mrs. May, seconded by Mrs. Pouria to appoint Tate Hoffman to a one-year expired term. Motion passed by roll call vote, 7-0-1 (Hoffman abstained)

**M. Additional Business - None**

**N. Audience Participation – None**

**O. Board Representatives Liaison Reports**

1. Recreation – Ice rink discussion, women’s basketball was changed to co-ed soccer, Holiday decorating contest winner was the Apostolis.
2. PiE – No meeting, Holiday Shop was a success.
3. Township - none
4. ESC – Board member seats are up.
5. Planning Board - none

6. HCSBA - none
7. NJSBA Legislature – updating online training
8. Community Relations - none
9. HCRHS - none
10. DTAA – Beef & Beer scheduled for March 3<sup>rd</sup> & looking for help, ongoing basketball season.

Mr. Hoffman was excused at 8:46pm due to a conflict.

**P. Executive Session**

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: negotiations, and be it further

RESOLVED that the Board will more specifically discuss ongoing negotiations 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.

Moved by Mrs. Devlin, seconded by Mrs. May to enter Executive Session at 8:47pm. Motion passed by unanimous voice vote.

Moved by Mrs. Dunn, seconded by Mrs. Devlin to exit Executive Session at 9:01pm. Motion passed by unanimous roll call vote.

**Q. Adjourn**

Motion by Mrs. May, seconded by Mrs. Pouria to adjourn the meeting the meeting at 9:02pm.  
Passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce  
Business Administrator/Board Secretary

January 23, 2018  
Date Approved

\_\_\_\_\_  
Linda Ubry, President