

**Delaware Township School  
Monthly Board of Education Meeting  
June 16, 2015 – 7:30 pm**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:32pm.
- 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**- Ms. Martucci, Board Secretary recorded the roll:  
Present: Mrs. Brown, Mr. Bruhl, Mrs. Devlin, Mrs. Esserman (arrived 7:59pm), Mr. Hoffman, Mrs. Roethel, Mrs. Thompson, Mrs. Trillin, Mrs. Ubry.  
Absent: None  
Also Present: Dr. Wiener, Superintendent; Ms. Martucci, Business Administrator
- E. Audience Participation – Agenda Items**  
Ms. Fran Stager read a statement to the Board that she is sad that she was not offered a contract for the 2015-16 school year as an Elementary School Science Consultant. She stated that she understands that she is not certified in Science, but she has passion. She also stated that she completed Phase 1 of the Alternate Route Teaching Certification but never finished.
- Mrs. Valerie Wheatley spoke on Ms. Stager’s behalf stating that Fran is a Scientist and an asset leading the Science portion of the Elementary School. She also stated that she was personally moved from Technology to 3<sup>rd</sup> grade and she has a Master’s Degree in Technology and questions the Board decision making, direction and lack of consideration in staff assignment.
- Mrs. Thompson (Board Member) responded that the District must meet the new standards, and that no firm decision has been made regarding Mrs. Stager since she is not a District employee, but a professional services consultant.
- Mrs. C. Pontecorvo commented that the bus is coming too early.
- Ms. Martucci (Board Secretary) responded that she has been in contact with Hunterdon Central regarding this many times and that they continue to adjust the time schedule.
- Mrs. K. Klink asked if the staff can give input into the Policy on Dress and Grooming. She further stated that the students don’t adhere to the handbook guidelines and many staff members do not enforce the guidelines.

Dr. Wiener (Superintendent) responded that he will send an email to all DTS Staff for their input on the policy.

**F. Correspondence** – there was no correspondence.

**G. Presentations**

1. Distinguished Student of the Year – Mrs. Racile announced Ellie Rosenberg was the recipient.
2. Rtl Pilot Results – Mrs. Racile
3. STEM Lab Vision – Mrs. Pillon
4. Gifted and Talented Update – Mrs. Pillon
5. Summer Reading Program – Mrs. Pillon
6. Technology Vision – Mrs. Pillon and Mr. Perone
7. Violence/Vandalism Report – Mrs. Racile (No Incidents)

**H. Superintendent's Report** – Dr. Richard Wiener

1. Student Enrollment (6-15-15) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	44	3	14.7
Grade 1	35	2	17.5
Grade 2	31	2	15.5
Grade 3	41	3	13.6
Grade 4	41	2	20.5
Grade 5	42	2	21.0
Grade 6	45	3	15.0
Grade 7	49	3	16.3
Grade 8	35	2	17.5
Pre School	22	2	11.0
Home Instruction	1		
Tuition Sent	3		
TOTAL	389	24	15.9

**2. Evacuation Drills –**

TYPE OF DRILL	DATE	TIME
Fire Drill	7/25/14	12:35 pm
Security Drill	7/29/14	9:00 am
Fire Drill	8/29/14	12:00 pm
Security Drill (Shelter in Place)	8/22/14	10:00 am
Fire Drill	9/10/14	1:40 pm
Security Drill (Lockdown)	9/17/14	9:55 am
Bus Evacuation Drill	9/29/14	8:45 am
Fire Drill	10/8/14	9:00 am
Security Drill (Shelter in Place)	10/29/14	2:25 pm
Security Drill (Lockout)	11/21/14	2:20 pm
Fire Drill	11/25/14	1:40 pm
Fire Drill	12/15/14	2:15 pm
Security Drill (Lockout)	12/23/14	9:10 am
Security Drill (Shelter in Place)	1/18/15	2:45 pm
Fire Drill	1/29/15	2:00 pm

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Security Drill (Lockout)	2/24/15	10:30 am
Fire Drill	2/25/15	2:15 pm
Fire Drill	3/26/15	8:55 am
Security Drill (Shelter in Place)	3/27/15	9:50 am
Security Drill (Lockdown)	4/27/15	2:35 pm
Fire Drill	4/28/15	1:40 pm
Bus Evacuation Drill	5/4/15	8:45 am
Security Drill (Lockout)	5/7/15	10:30 am
Security Drill (Lockdown/Evacuation/Reunification)	5/21/15	2:00 pm
Fire Drill	5/29/15	1:50 pm

### 3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	1	0
January	1	0
February	0	0
March	0	0
April	0	0
May	0	1
<b>TOTAL FOR SCHOOL YEAR 2014-2015 TO DATE</b>	<b>2</b>	<b>1</b>

### 4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	2	1
November	0	0
December	0	0
January	1	0
February	0	0
March	0	0
April	0	0
May	1	0
<b>TOTAL FOR SCHOOL YEAR 2014-2015 TO DATE</b>	<b>3</b>	<b>1</b>

5. 3D Strategic Plan – continues to be a “working document”. Will have a 6 month update.

6. Kindergarten Screening Update—as of now approximately 40 students have been screened.

7. Grade 8 Washington D.C. Trip Update- trip was a success. Recommend same 2-day trip next year.

### I. President’s Report – Mrs. Linda Ubry

1. Shared Services- keeping communications open with East Amwell, and currently sharing CSA with New Hanover Township School District effective July 1, 2015.

2. Board Self Evaluation – needs to be completed by the end of the year.

3. CSA Evaluation – will be discussed in closed session today.

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

1. Reserve Account Deposits
2. P.L. 2015, Chapter 47
3. NJASBO Conference – Post Program Report
4. NJSBA Annual Conference (October 27-29, 2015)
5. FY 2015 Report of Savings
6. School Board Election, November 3, 2015

**K. Motion by Mr. Bruhl, seconded by Mrs. Thompson to approve the regular and closed session minutes of the May 26, 2015 board meeting.**

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

**L. Committee Reports and Action**

Mrs. Devlin reviewed the minutes from the June 12, 2015 committee meeting.

**1. Curriculum/Instruction/Technology**

- 1.1 Approved the District Report of Violence and Vandalism for 2014-2015 school year – Period 1. (Exhibit 1.1)
- 1.2 Approved participation in, and submission of application for the 2015 STEM Partnership Program, through the New Jersey Department of Education, to provide teachers and their administrator's access to the tools and resources to build and/or expand upon STEM programming to inspire students to transformative academic achievement in science, technology, engineering and mathematics.

Motion by Mrs. Devlin, seconded by Mr. Bruhl to approve motions 1.1 and 1.2 of Curriculum/Instruction/Technology as recommended by the Superintendent.

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

Mr. Bruhl reviewed the minutes from the June 10, 2015 committee meeting.

**2. Finance/Facilities**

- 2.1 MOVED that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the months ended May 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 May 27, 2015 to June 11, 2015 in the amount of \$265,780.98. (Exhibit 2.2)

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

2.4 Approved the following payroll amounts:

May 29, 2015	-	\$245,356.16
June 15, 2015	-	\$253,252.52

2.5 Accepted the ESEA (NCLB - No Child Left Behind) allocation for fiscal year 2016 and approve the submission of the grant application to the Executive County Superintendent and the State of NJ Department of Education:

Title I Part A Basic:	\$16,770.00
Title II Part A:	\$ 7,769.00
Title III:	<u>\$ 943.00</u>
TOTAL ALLOCATION:	\$25,482.00

2.6 Accepted the IDEA allocation for fiscal year 2016 and approve the submission of the grant application to the Executive County Superintendent and the State of NJ Department of Education:

Basic	\$86,724.00
Preschool	<u>\$ 6,093.00</u>
TOTAL ALLOCATION:	\$ 92,817.00

2.7 Approved the following resolution for monies to be placed into a **Capital Reserve** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Capital Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$250,000.00 may be available for such purpose of transfer.

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.8 Approved the following resolution for monies to be placed into an **Emergency Reserve** account:  
WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and  
WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and  
WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Emergency Reserve account at year end, and  
WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$150,000.00 may be available for such purpose of transfer,  
NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.9 Approved the following resolution for monies to be placed into a **Maintenance Reserve** account:  
WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and  
WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and  
WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Maintenance Reserve account at year end, and  
WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$100,000.00 may be available for such purpose of transfer,  
NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.10 Acknowledged that proposals were received from the following firms in response to Request for Proposal #15-01 for a District Architect of Record:

1. Wayne A. Neville, 430 Commerce Lane, West Berlin, NJ 08091
2. USA Architects, 20 North Doughty Avenue, Somerville, NJ 08876
3. ARMM Associates, Inc., 725 Kenilworth Avenue, Cherry Hill, NJ 08002

4. FKA Architects, 306 Ramapo Valley Road, Oakland, NJ 07436
5. Element Architectural, 12 N. Rt. #17, Suite 220, Paramus, NJ 07652
6. ParetteSomjen Architects LLC, 439 Route #46, Rockaway, NJ 07866
7. Fraytak Velez Hopkins Duthie, 1515 Lower Ferry Road, Trenton, NJ 08616
8. The Musial Group, 191 Mill Lane, Mountainside, NJ 07002
9. SSP Architectural Group, 1011 Route #22, Bridgewater, NJ 08807
10. Settembrino Architects, 25 Bridge Avenue, Red Bank, NJ 07701

- 2.11 Approved a Contract for Professional Services between the Delaware Township Board of Education and SSP Architectural Group for Architect of Record Services for the contract term of July 1, 2015 – June 30, 2016. A copy of the contract is on file in the Board Office.

Motion by Mr. Bruhl, seconded by Mrs. Roethel to approve motions 2.1 through 2.11 of Finance & Facilities as recommended by the Superintendent.

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

Mrs. Thompson reviewed the minutes from the June 1, 2015 committee meeting.

Mrs. Ubry read the following notice:

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, 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.

Motion by Mr. Bruhl, seconded by Mrs. Thompson to enter Closed Executive Session #1 at 10:25pm. Motion carried by unanimous voice vote.

Motion by Mrs. Devlin, seconded by Mr. Bruhl to reconvene into Open Public Session at 10:33pm. Motion carried by unanimous voice vote.

### **3. Personnel/Policy**

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2014-2015 school year per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Joanne Siecke	Office/Cafeteria Aide	4.0 hour per day - \$\$11,363.35	7/1/2015 to 6/30/2016
Judith Latham	Special Education Teacher – maternity leave	Step 2 – B+45/M - \$22,913.20 – pro-rated	9/1/2015 to 12/31/2015 (Exhibit 3.1)
Christina Nitti	Seasonal Custodian	\$10.25 per hour	7/1/2015 to 6/30/2016

- 3.2 Accepted letter of resignation from Linda Zengel as Treasurer of School Monies, effective July 1, 2015.

- 3.8 MOVE to approve the following sick/vacation day payments for retirees:

Staff Member	Formula	Total Payment
Laura Ninalowski	168.5 sick days – 1 day for every 2 = 84.25 @ \$95.00 per day	\$8,003.75
Bertha Smith	224.5 sick days – 1 day for every 3 = 74.83 @ \$50.00 per day	\$3,741.50
Maryjo Opdyke	192 sick days – 1 day for every 3 = 64 @ \$50.00 per day 5 vacation days – @\$260.23 per diem	\$3,200.00 \$1,301.15

- 3.9 MOVE to approve the attached list of substitute teachers, nurses, custodians, and bus drivers for the 2015-2016 school year, per the recommendation of the Superintendent. (Exhibit 3.9)

- 3.10 MOVE to approve the following policy for a first reading: (Exhibit 3.10)

POLICY NUMBER	NAME OF POLICY
5511	Dress and Grooming

- 3.11 MOVE to adjust the appointment of the following for the 2015-2016 school year.

TITLE	APOINTEE
Anti Bullying Coordinator	Supervisor
Anti Bullying Specialist	Guidance/Child Study Team

- 3.12 MOVE to approve the following Movement of the Guide for the 2015-2016 school year, per the recommendation of the Superintendent.

EMPLOYEE	STEP/GUIDE	2015-2016 SALARY
Moria GaNun	Step 17 – B+45/M	\$78,608.00
Caitlin Lally	Step 8 – B+15	\$55,543.00

- 3.13 MOVE to approve the following resolution:

**WHEREAS**, the Uniform Shared Services and Consolidation Act, N.J.S.A. 18A:17-1 et seq., authorizes public entities to enter into a contract with each other to share services which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

**WHEREAS**, Delaware Township and New Hanover Township are both authorized to provide the services of a Superintendent for their respective school districts; and

**WHEREAS**, Delaware Township and New Hanover Township are of the opinion that the services of a Superintendent can be more efficiently and economically provided to their respective districts through a joint agreement for the sharing of such services; and



**WHEREAS**, the parties are desirous of entering into a Shared Superintendent Services Agreement wherein the services of the Superintendent shall be shared with the New Hanover Township Board of Education for the period of July 1, 2015 through June 30, 2020; and  
**WHEREAS**, the Shared Superintendent Services Agreement has received approval from the Hunterdon County Executive County Superintendent and Commissioner Hespe;

**NOW THEREFORE BE IT RESOLVED** as follows:

1. Delaware Township agrees to enter into a Shared Superintendent Services Agreement with New Hanover Township which will authorize Delaware Township and New Hanover Township to share the services of the Superintendent with each other for the period July 1, 2015 through June 30, 2020 as per the terms and conditions of the approved agreement.
2. The authorization to enter into this Shared Superintendent Services Agreement is specifically conditioned upon New Hanover Township's approval of said Agreement.
3. Delaware Township directs the Board President and the Business Administrator/Board Secretary to execute any necessary documents to complete the execution of the Shared Superintendent Services Agreement.

Motion Tabled

3.14 **RESOLUTION TO ABOLISH TREASURER OF SCHOOL MONEYS POSITION ACCORDING TO P.L. 2010, CHAPTER 39**

Position of Treasurer of School Moneys to be optional; and

**WHEREAS**, P.L. 2010, Chapter 39 provides guidance on making the position optional; and

**WHEREAS**, P.L. 2010, Chapter 39 became effective immediately upon signing; and

**WHEREAS**, the opinion set for by the Board is to abolish said position effective July 1, 2015; and

**WHEREAS**, according to P.L. 2010, Chapter 39, and amendments to various N.J.S.A. 18A, that the Business Administrator/Board Secretary possesses the required certifications and qualifications to assume all duties as identified in place of the Treasurer of School Moneys, and

**BE IT RESOLVED** that the Delaware Township School District Board of Education by way of abolishing the Treasurer of School Moneys position, assigns all duties as identified in P.L. 2010 which were previously assigned to the Treasurer of School Moneys to the Business Administrator/Board Secretary; and

**BE IT FURTHER RESOLVED** that the Delaware Township School District Board of Education by way of abolishing the Treasurer of School Moneys position hereby increases the bond for the Business Administrator/Board Secretary to a minimum of what is required und Title 18A or as promulgated by the State Board; and

**BE IT FURTHER RESOLVED** that the Delaware Township School District Board of Education designates the Business Administrator/Board Secretary; and the Superintendent as signors on the payroll; agency; and warrant accounts; and

**BE IT FURTHER RESOLVED** that the Delaware Township School District Board of Education designates the Assistant to the Business Administrator/Board Secretary and/or the Payroll and Employee Benefits Secretary to prepare all monthly reconciliations according to amended N.J.S.A. 18A:17-9.

**NOW THEREFORE BE IT RESOLVED** that the Delaware Township School District Board of Education hereby abolishes the position of Treasurer of School Moneys effective July 1, 2015.

Motion by Mrs. Thompson, seconded by Mrs. Trillin to approve motions 3.1 to 3.2 and 3.8 to 3.13 of Personnel/Policy as recommended by the Superintendent.

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

Nays: None

- 3.5 MOVE to approve employment contract with Kathleen Racile, Supervisor of Elementary Education and Supervisor of Speech Services and Child Study Team for the 2015-2016 school year, effective July 1, 2015 through June 30, 2016, as presented, and as recommended by the Superintendent. (Exhibit 3.5)
- 3.6 MOVE to approve an employment contract with Patricia Pillon, Supervisor of Curriculum/Instruction/Technology/Evaluation, for the 2015-2016 school year, effective September 1, 2015 through June 30, 2016, as presented, and as recommended by the Superintendent. (Exhibit 3.6)
- 3.7 MOVE to approve an employment contract with Michael Hesington, Supervisor of Middle School and Athletics, for the 2015-2016 school year, effective July 1, 2015 through June 30, 2016, as presented, and as recommended by the Superintendent. (Exhibit 3.7)

Motion by Mrs. Thompson, seconded by Mr. Bruhl to approve motions 3.5 to 3.7 of Personnel/Policy as recommended by the Superintendent.

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

Nays: None

Motion by Mr. Bruhl, seconded by Mrs. Thompson to enter Closed Executive Session #2 (also for the purpose of discussing personnel) at 10:37pm. Motion carried by unanimous voice vote.

Motion by Mrs. Thompson, seconded by Mrs. Brown to reconvene into Open Public Session at 11:25pm. Motion carried by unanimous voice vote.

- 3.3 MOVE to approve employment contract with Dr. Richard Wiener, Superintendent of Schools, effective July 1, 2015 through June 30, 2020, as per negotiated agreement and as approved by the Executive County Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve employment contract with Patricia Martucci, Business Administrator/Board Secretary, for the 2015-2016 school year, effective July 1, 2015 through June 30, 2016, as per negotiated agreement and as approved by the Executive County Superintendent and recommended by the Superintendent. (Exhibit 3.4)

Motion by Mrs. Thompson, seconded by Mrs. Brown to approve motions 3.3 and 3.4 of Personnel/Policy as recommended by the Superintendent.

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

Nays: None

Minutes, June 16, 2015

**M. Additional Business** – none.

**N. Audience Participation** – there were no comments from the public at this time.

**O. Board Representatives Liaison Reports** – there were no reports given due to the late hour.

**P. Executive Session**

Motion by Mr. Bruhl, seconded by Mrs. Thompson to enter Closed Executive Session #3 (for the purpose of the Superintendent's evaluation) at 11:42pm. Motion carried by unanimous voice vote.

Motion by Mrs. Thompson, seconded by Mrs. Brown to reconvene into Open Public Session at 12:15am. Motion carried by unanimous voice vote.

**Q. Adjourn**

Motion by Mr. Bruhl, seconded by Mrs. Devlin to adjourn the meeting of the Delaware Township Board of Education at 12:16am.

Motion carried by unanimous voice vote.

Respectfully submitted,

*Patricia A. Martucci*

Business Administrator/Board Secretary