

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF SEPTEMBER 26, 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. Kristen Devlin, Mrs. Dunn, Mr. Hoffman, Mrs. May, Mrs. Cathy Pouria, Mr. Wintermute, and Mrs. Linda Ubry.
Absent: Mr. Cooper, Mrs. Thompson.
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.
- E. Audience Participation** – Mr. Herman, Mayor, along with Mrs. Lockwood and Mr. Allen, announced that Mrs. Ubry was the recipient of the Delaware Township Volunteer of the Year Award. There will be a reception and presentation on October 10th at Township Hall.
- F. Correspondence** –
The board received a letter of resignation from Board Member Lisa Thompson. The board also received a letter from DTEA regarding a confidential matter that will be discussed in Executive Session.
- Mrs. Yarrow asked the for an update on a preschool aide and class support. She is concerned that there has not been consistency and supervision is less than adequate. She also asked about the plans for a new preschool playground.
- Mrs. Ubry responded that the playground has been an ongoing discussion at the Finance/ Facilities meetings.
- Dr. Wiener responded that we recognize the needs in the preschool class, and they are being addressed.
- G. Presentations** – None.

H. Superintendent’s Report – Dr. Richard Wiener

1. Student Enrollment (9-15-17) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	39	3	13.0
Grade 1	43	3	14.3
Grade 2	36	2	18.0
Grade 3	41	3	13.7
Grade 4	38	2	19.0
Grade 5	36	2	18.0
Grade 6	48	3	16.0
Grade 7	47	2	23.5
Grade 8	41	2	20.5
Pre School	19		
Tuition Sent	3		
TOTAL	391	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

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	0	0

5. Shared Services Update – The board will continue to look at possible solutions that will continue to best meet the needs of our own students.

6. District Goals 2017-2018 – The discussion will continue in October. These are preliminary and will go back to committees for further review. (Exhibit 1.2)

I. President’s Report – Mrs. Linda Ubry

1. Declining enrollment is significant and shared services could be a possible solution that is worth exploring. The board is looking for input from faculty and sustainable models.
2. Anne May is being appointed to the Curriculum Committee and Linda will be joining the Personnel/Policy committee until the vacant seat is filled.
3. Discussion about the Chief School Administrator Evaluation will take place in Executive Session.

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

Mrs. Joyce gave an audit update. The on-site phase of the audit is complete. The auditors are still working on their off-site review but expect to be done soon. They have been extremely thorough and a pleasure to work with.

K. Minutes

MOVED by Mrs. Devlin, seconded by Mr. Wintermute, to approve the August 22, 2017 regular and closed session minutes. Motion passed by unanimous voice vote (7-0-0).

L. Committee Reports and Action

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

MOTION by Mr. Hoffman, seconded by Mrs. May, to approve items 1.1-1.3 and 1.5. Discussion followed regarding the curriculum being available online. Motion passed by unanimous roll call vote 7-0-0.

1.1 MOVE to approve the Nursing Services Plan for 2017-2018 school year. (Exhibit 1.1)

1.2 MOVE to approve the School District Goals for the 2017-2018 school year. (Exhibit 1.2)

1.3 MOVE to accept the HIB incidents per H.4 of the Superintendent’s Report.

1.4 *MOVE to approve the following revised curricula:
Science Grades K to 5 World Language Physical Education
Item was tabled until October meeting*

1.5 MOVE to approve the following field trips for the 2017-2018 school year. (Exhibit 1.5)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Nutcracker Ballet	12/1/17	3 and 4	Ewing NJ

2. **Finance/Facilities** – Mr. Wintermute reported on the F/F committee meeting discussion regarding the installation of a temporary community ice rink to be coordinated by the Township Rec Commission and the liability to the district.

MOTION by Mr. Wintermute, seconded by Mrs. Devlin, to table items 2.1-2.3 until completion of the audit and recommend items 2.4-2.12. Motion passed by unanimous roll call vote 7-0-0.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the months ended June 2017 and July 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 June 2017 and July 2017. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for August 1, 2017 through August 31, 2017. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- August 30, 2017 - \$ 48,418.03
September 15, 2017 - \$233,515.50
- 2.5 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.5)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Anne May	Meetings	Various Fridays throughout the year	3:10 to 4:30 pm	Performing Arts
Penn Jersey Radio -WDVR	Charles Loughery	Parking Lot	6-8 times per year on weekends	6:00 to 10:00 pm or 12:00 to 6:00 pm	Parking Lot
So Hunterdon Fall Baseball	David Cooper	Practice	9/23/17	9:00 am to 1:00 pm	Fields
Girl Scouts	Diane Dembeski	Meetings	2 nd Tuesday/monthly	3:10 – 4:15 pm	Art Room

- 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
Joanna Strauch	Anxiety in Classroom	11/29/17	R	\$199.99
Ellen McShane	Literacy Instruction	10/27/17	R M	\$100.00 .31 per mile
Victoria Hardy	Literacy Instruction	10/27/17	R M	\$100.00 \$.31 per mile
Lisa Bennett	Literacy Instruction	10/27/17	R M	\$100.00 .31 per mile
Sheri Laman	Gifted Education Conference	11/17/17	R M	\$189.00 .31 per mile
Susan Whitlock	Building Positive Schools	10/17/17	R M	\$116.10 .31 per mile
Jessica Yarrow	Dyslexia Association Conference	10/13/17	R	\$230.00
Stacy Falkenstein	Dyslexia Association Conference	10/13/17	R	\$230.00
Marilyn Blair	Science Convention	10/24/17	R	\$175.00

- 2.7 MOVE to approve the School Based Youth Services Program as provided by Hunterdon Medical Center for the 2017-2018 school year.
- 2.8 MOVE to approve a Parental Transportation Contract Agreement for the 2017-2018 school year with parents of Student #5784186883 for the transportation of one student to the Mercer County Special Services School District, as follows:

ROUTE #	EST. # of DAYS	COST PER DAY	EST. TOTAL COST
JM1718	180	\$81.60	\$14,688.00

- 2.9 MOVE to approve the transfer of \$101,600 from the Capital Reserve Account to Fund 30 for the Masonry Project that was approved on July 20, 2017.
- 2.10 MOVE to acknowledge the 2017-18 School State Adjustment Aid reduction in the amount of \$23,743.
- 2.11 MOVE to adjust the 2017-18 School Year Budget as follows:

<u>Reduction Amount</u>	<u>Line Number</u>	<u>Account Number</u>	<u>Account Name</u>
\$23,743	2120	11-130-100-101	Salary Teachers Gr 5-8

2.12 **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: (contract on file in the business office)

NAME OF PROFESSIONAL	SERVICE PROVIDED	CONTRACT AMOUNT
Oxford	LDTC	\$85.00 per hour
	Speech Services	\$79.50 per hour

4. **Personnel/Policy** – There was no official committee meeting.

Moved by Mrs. Devlin, seconded by Mrs. Pouria, to approve items 3.1-3.8. Motion passed by unanimous roll call vote, 7-0-0.

- 3.1 MOVE to approve Alex Soudah as a substitute teacher for the 2017-2018, at a rate of \$100.00 per day, pending criminal history clearance, per the recommendation of the Superintendent.

- 3.4 MOVE to approve Nadina LaBouliere as the Mentor for Lucille Fisher, for the 2017-2018 school year, at an annual payment of **\$550.00**, per the recommendation of the Superintendent.
- 3.5 MOVE to approve an adjustment for Leigh Ford, increasing from 3 hours per day to 4 hours per day, effective October 1, 2017 through June 30, 2018, at a pro-rated salary of \$8,424.00, per the recommendation of the Superintendent.
- 3.6 MOVE to approve Kathleen Vega, Long Term Substitute, effective October 1, 2017 through December 31, 2017, Step 1 – B+45/M – 1.0 –, at a pro-rated salary of \$17,274.00, pending criminal history clearance, per the recommendation of the Superintendent.
- 3.7 MOVE to approve Laura Richardson to support the Spanish classroom, on an as needed basis, at her hourly rate of pay, per the recommendation of the Superintendent.
- 3.8 MOVE to approve Mark Deneka and Eileen Quinn as Student Council Advisors for the 2017-2018 school year, at a salary to be determined, per the recommendation of the Superintendent.

M. Additional Business – None.

N. Audience Participation – Mrs. Wheatley stated that the Association would support the Board taking action after executive session. Dr. Wiener and Mrs. Ubry informed Mrs. Wheatley that not taking action does not mean that the board would be saying no to the request.

O. Board Representatives Liaison Reports

1. Recreation – Upcoming events include Trunk-or-Treat, Annual holiday decorating contest, ice rink.
2. PiE – They are moving from event based fundraising to donations. Programs like Shop Rite gift cards, family events, plant sale, holiday greens, Mother’s Day plant sale, book sale, etc. would still be held.
3. Township – Initial engineering work has started for the sidewalk project, Wescott Preserve is in the process of being transferred from the county to Delaware Township, Dilts Park trails will be re-graveled, and there is a job posting for the Open Space coordinator.
4. ESC – none
5. Planning Board - none
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS – School is off to a good start.
10. DTAA – Summer U8 baseball season is over, soccer season has started and softball fall-ball has started.

The board took a 5 minute recess so that the public could leave before executive session started.

P. Executive Session

Motion by Mrs. Devlin, seconded by Mr. Wintermute, to go into Executive Session at 8:28pm. Motion passed by voice vote 7-0-0.

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, and be it further

RESOLVED that the Board will more specifically discuss 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. Pouria, seconded by Mrs. Dunn to return to public session at 8:49pm. Motion passed by unanimous voice vote 7-0-0.

Motion by Mr. Hoffman, seconded by Mrs. May, to continue to pay employee #65522005 until a final decision has been made, regardless of the remaining number of sick days. Motion passed by unanimous voice vote 7-0-0

Motion by Mr. Wintermute, seconded by Mrs. Pouria, to return to executive session at 8:52pm for the purpose of discussing Personnel and Negotiations. Motion passed by unanimous voice vote 7-0-0.

Motion by Mrs. Dunn, seconded by Mrs. Devlin, to return to public session at 9:42pm. Motion passed by unanimous voice vote 6-0-0.

Q. Adjourn

Moved by Mr. Wintermute, seconded by Mrs. Dunn to adjourn at 9:43pm. Motion passed by unanimous voice vote 6-0-0.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

October 24, 2017
Date Approved

Linda Ubry, President