

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF OCTOBER 25, 2016**

- A. Call to Order** – Mr. Thomas Bruhl, Vice President called the meeting to order at 7:30 p.m.
- B. Open Public Meeting Act Statement** – Mr. Bruhl 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** – Mr. Bruhl led all assembled in the Pledge of Allegiance.
- D. Roll Call:**  
Present: Mrs. JoAnn Brown, Mr. Thomas Bruhl, Mrs. Kristen Devlin, Mrs. Stephanie Dunn (arrived at 7:45 p.m.), Mrs. Molly Esserman, Mr. Tate Hoffman, Mrs. Kathy Roethel, and Mrs. Lisa Thompson  
Absent: Mrs. Linda Ubry  
Also Present: Dr. Richard Wiener, Superintendent; and Mr. Ray Krov, Interim Business Administrator. There were 4 visitors.
- E. Audience Participation – Agenda Items**  
There were no comments from the public at this time.
- F. Correspondence – None**
- G. Presentations – None**
- H. Superintendent’s Report** – Dr. Richard Wiener

1. Student Enrollment (10-15-16) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	42	3	14.0
Grade 1	37	2	18.5
Grade 2	43	3	14.3
Grade 3	36	2	18.0
Grade 4	37	2	18.5
Grade 5	44	3	14.7
Grade 6	44	3	14.7
Grade 7	40	2	20.0
Grade 8	42	2	21.0
Pre School	24	2	12.0
Tuition Sent	4		
TOTAL	393	24	16.2

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	7/29/16	10:45 am
Security Drill (Evacuation Non Fire)	7/29/16	2:45 pm
Security Drill (Shelter in Place)	8/17/16	1:35 pm
Fire Drill	8/30/16	1:17 pm
Fire Drill	9/21/16	1:41 pm
Security Drill (Lockout)	9/29/16	2:37 pm

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September 2016	0	0
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>0</b>	<b>0</b>

4. HIB Incidents – (Exhibit H.4)

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September 2016	0	0
October (to date) 2016	2	1
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>2</b>	<b>1</b>

**HIB Report**

Moved by Mrs. Roethel, seconded by Mr. Bruhl, the September and October 2016 HIB reports were approved by unanimous vote of 7-0.

Dr. Wiener reported that the District will be going through a full State Quality Single Accountability Continuum (QSAC) review for this year. He will work closely with the County Office on curriculum related items and hasn't been provided with a date for the site visit. The QSAC monitoring committee met last week and reviewed District performance ratings.

Dr. Wiener provided an overview on the Business Administrator search. Job advertisements and vacancy postings were made, with resumes due by November 1, 2016. First round screenings will be made, followed by interviews of the highest ranked applicants.

**I. President's Report – Mr. Thomas Bruhl**

1. Superintendent Merit Goals. The merit goals were approved by the County Executive Superintendent. The Personnel Committee will provide on-going updates.
2. QSAC. The committee met on October 17, 2016 to review District performance ratings.

**J. Interim School Business Administrator's Report – Mr. Ray Krov**

1. Transportation Review Committee Meeting – October 5, 2016.
2. Board Election – November 8, 2016.
3. Facilities Update.
4. Change Board November Meeting Date from November 15 to November 22, 2016.

**Board Meeting Date Change**

Moved by Mr. Bruhl, seconded by Mrs. Thompson, to change the November Board meeting date from November 15, 2016 to November 22, 2016. The motion was approved by unanimous vote of 7-0.

Mrs. Dunn arrived.

**K. Minutes**

Moved by Mrs. Roethel, seconded by Mrs. Brown, the regular and executive session minutes of the September 27, 2016 board meeting were approved by a vote of 5-0-3, with Mrs. Devlin, Mr. Hoffman, and Mrs. Thompson abstaining.

**L. Committee Reports and Action**

**1. Curriculum/Instruction/Technology**

Mrs. Esserman reported that the committee met on October 20, 2016 and discussed field trip requests, the co-curricular club brochure, curriculum updates, QSAC, and a professional service day with sending Districts being planned for next year. Dr. Wiener noted that all District Performance Review documents are available in his office.

Curriculum/Instruction/Technology motions # 1.1 – 1.3 were moved by Mrs. Esserman, seconded by Mrs. Thompson, and passed by unanimous roll call vote of 8-0.

1.1 MOVE to approve the following field trips for the 2016-2017 school year. (Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
State House/Museum	5/11/17	4	Trenton
Thomas Edison Center	3/3/17	4	Menlo Park
Shop Rite	3/24/17	3	Flemington

1.2 MOVE to approve the submission of the Quality School Accountability Continuum (QSAC) District Performance Review (DPR) for the 2016-2017 school year to the New Jersey State Department of Education. The scores are as follows: (Exhibit 1.2)

DPR AREA	DISTRICT SCORE
Instruction and Program	98%
Fiscal Management	100%
Governance	100%
Operations	100%
Personnel	100%

1.3 MOVE to approve the girls and boys basketball schedules for the 2016-2017 season. (Exhibit 1.3)

**2. Finance/Facilities**

Mr. Bruhl reviewed the minutes from the Finance & Facilities Committee meeting held on October 17, 2016 and the Long-Range Facilities Plan (LRFP) meeting held on October 5, 2016. He also noted that the Transportation Review Committee met after the LRFP meeting ended.

Finance/Facilities motions # 2.1 – 2.14 were moved by Mr. Bruhl, seconded by Mrs. Roethel, and passed by unanimous roll call vote of 8-0.

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended September 2016 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 September 2016. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment in the amount of \$833,407.46, as follows: (Exhibit 2.3)

September 16 to September 30, 2016	\$282,972.87
October 1 to October 14, 2016	\$550,434.59

2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:

September 30, 2016	-	\$249,180.93
October 14, 2016	-	\$244,473.04

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Kimberly Whiteman	Meetings	Various	Various	Art Room
Maegan Harrington	PIE	Holiday Shoppe	12/19 to 12/22/16	Various	Stage

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.

DTS BOARD OF EDUCATION MEETING MINUTES OF OCTOBER 25, 2016 CONTINUED

ATTENDEE	WORKSHOP/CONFERENCE	DATES	INCLUDE (see below)	MAXIMUM AMOUNT
Kathleen Racile	System of Supports	12/6/16 & 1/13/17	R M	\$100.00 .31 per mile
Cynthia Terranova	NJAHPERD Convention	2/27 & 2/28/17	R M T	\$100.00 .31 per mile \$6.00

R = Registration Fee    M = Mileage    L = Lodging    F = Food    O = Other

- 2.7 MOVE to approve the Delaware Township School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet for submission to the Executive County Superintendent. (Exhibit 2.7)

\*This form calculates the minimum maintenance expenditure for the 2017-2018 budget and the maximum balance of the maintenance reserve account.

- 2.8 MOVE to approve the Delaware Township School Comprehensive Maintenance Plan for fiscal years 2016-2018, pursuant to N.J.A.C.6A:26A. (Exhibit 2.8)

- 2.9 MOVE to amend the existing five-year Long Range Facility Plan (LRFP) to add additional facility projects and to update the expected completion date for all unfinished LRFP projects as outlined on the attached schedule. (Exhibit 2.9)

- 2.10 MOVE to approve the maximum capital reserve amount of \$5,390,000.00 based on an October 25, 2016 analysis of the district's five-year Long Range Facility Plan, as amended, and approve the following statement:

The Delaware Township Board of Education has identified 16 projects in the amended five-year Long Range Facility Plan that have not been advanced. These projects have an estimated total cost of \$5,390,000.00. If State grant funds of up to 40% were available, the cost of the projects would be reduced by \$2,156,000.00 to a net cost of \$3,234,000.00. Since no State grant funds are currently available, the total cost of the 16 projects is \$5,390,000.00 and the maximum Capital Reserve account balance is \$5,390,000.00. The existing Capital Reserve account balance on June 30, 2016 is \$1,550,837.46.

- 2.11 MOVE to approve the following School Bus Emergency Evacuation Drill Statement, as stipulated by 6A:27-11.2:

On Thursday, October 20, 2016, Supervisor Patricia Pillon oversaw the school bus emergency evacuation drill for bus routes 7, 20, 28, 38, 731, 732, 733, 734, and the DTS bus. The drills were held at approximately 8:50 am.

- 2.12 MOVE to authorize the SSP Architectural Group to prepare plans, specifications, and bid documents, based on the results of the HVAC study, for HVAC building upgrades; that the project be submitted as an “other capital project” without State funding; and the project be funded by a withdrawal from existing Capital Reserve account balances.
- 2.13 MOVE to authorize the SSP Architectural Group to prepare plans, specifications, and bid documents, based on the results of the masonry study, for exterior building wall repairs; that the project be submitted, if required, as an “other capital project” without State funding; and the project be funded by a withdrawal from existing Capital Reserve account balances.
- 2.14 MOVE to authorize the SSP Architectural Group to prepare plans, specifications, and bid documents, for the replacement of stairwell fire doors in the 1950 wing; that the project be submitted, if required, as an “other capital project” without State funding; and the project be funded by a withdrawal from existing Maintenance Reserve account balances.

**3. Personnel/Policy**

Mrs. Brown summarized the items discussed at the October 18, 2016 meeting, which included the SBA/BS, Facilities Manager, and Custodial personnel searches; lunchroom aide position, Superintendent merit goals, and the QSAC performance review. Mrs. Devlin requested that policy revisions be highlighted to make them easier to identify. She also questioned the lunchroom aide position. Dr. Wiener replied that an attempt was made to cover the position with existing staff, but it didn’t work out. The lunchroom aide will be supported in the cafeteria with teacher coverage.

Personnel/Policy motions # 3.1 – 3.2 were moved by Mrs. Brown, seconded by Mrs. Thompson, and passed by unanimous roll call vote of 8-0.

- 3.1 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.1)

POLICY	NUMBER	REVISION ONLY	FIRST/SECOND READING
Board of Education Meetings	1120	X	
Use of School Facilities	1330	X	
Chief School Administrator	2131	X	
Research, Evaluation and Planning	2240	X	
Budget Planning and Preparation	3100	X	
Operation and Maintenance of Plant	3510	X	
Smoking Prohibition	3515	X	
Wellness and Nutrition	3542.1	X	
Certification	4112.2	X	
Employee Health	4112.4/4212.4	X	
Personnel Records	4112.6/4212.6	X	

- 3.2 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2016-2017 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Meredith Schwartz	Special Education Teacher	Step 1 – B+45/M – .46 = \$23,839.00 pro-rated and retroactive	10/1/16 to 6/30/17
Leigh Ford	Cafeteria Aide	\$13.00 per hour – 3 hours per day	10/10/16 to 6/30/17

**M. Additional Business – None**

**N. Audience Participation**

Jennifer Devine discussed a situation that occurred between her child and a staff member that was similar to an incident that happened last year. She felt that urgent parent inquiries should be responded to in a timely matter. Dr. Wiener replied that the incident was investigated and is being appropriately addressed. He will check to see who was copied on the emailed response.

**O. Board Representatives Liaison Reports**

1. Recreation – Mrs. Dunn reported that a new location is being sought for the ice rink and that Recreation Commission members are needed.
2. PiE – Mrs. Brown reported on the meeting held on October 19<sup>th</sup>, which focused on upcoming fund raising events, book fair, play, and two faculty grant awards.
3. Township – Mrs. Esserman reported that the sidewalk plan is being developed, a Halloween curfew is in place, and that a police officer has become “School Resource Officer” certified.
4. HCESC – No report.
5. Planning Board – No report.
6. HCSBA – No report.
7. NJSBA Legislature – No report.
8. Community Relations – Mrs. Roethel reported that there will be a firehouse breakfast every third Sunday of the month, senior citizens will not be meeting during the winter, and the proposed Eagle Scout school project was approved.
9. HCRHS – Mr. Bruhl reported that National Merit Semi-Finalists were announced, school was cancelled on Columbus Day due to teacher contract issues, and the individual responsible for the bomb threat was arrested.
10. DTAA – Mrs. Dunn reported that Fall soccer is ongoing and basketball registration has started.

**R. Adjourn**

There being no further business, on motion by Mrs. Devlin, seconded by Mrs. Roethel, and unanimously passed by a vote of 8-0, the meeting was adjourned at 8:38 p.m.

Respectfully submitted,

Ray Krov  
Interim Business Administrator/Board Secretary

November 22, 2016  
Date Approved

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Linda Ubry, President