

# Delaware Township School

## Monthly Board of Education Meeting

### Minutes - August 11, 2015

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30pm.
- B. Open Public Meeting Act Statement** – Mrs. Ubry read the following:  
 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. JoAnn Brown, Mr. Thomas Bruhl, Mrs. Kristen Devlin, Mrs. Kathy Roethel, Mrs. Linda Ubry.  
 Absent: Mrs. Molly Esserman, Mr. Tate Hoffman, Mrs. Lisa Thompson, Mrs. Sarah Trillin.  
 Also Present: Dr. Richard Wiener, Superintendent; Ms. Patricia Martucci, Business Administrator.
- E. Audience Participation** - There were no comments from the audience at this time.
- F. Correspondence** – There was no correspondence to be read.
- G. Presentations** - There were no presentations to the Board at this time.
- H. Superintendent's Report** – Dr. Richard Wiener  
 1. Student Enrollment (8-15-15) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	38	2	19.0
Grade 1	41	3	13.7
Grade 2	36	2	18.0
Grade 3	32	2	16.0
Grade 4	40	3	13.3
Grade 5	41	2	20.5
Grade 6	41	2	20.5
Grade 7	44	3	14.7
Grade 8	47	3	16.0
Pre School	20	2	10.0
Latham	1		
Home Instruction	1		
Tuition Sent	3		
TOTAL	385	24	15.8

#### 2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	6/11/15	10:30 am
Security Drill (Non Fire Evacuation)	6/24/15	11:15 am

Fire Drill	7/23/15	1:20 pm
Security Drill (Evacuation Non Fire)	7/29/15	10:20 am

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
June	0	0
<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
June	0	0
<b>TOTAL FOR SCHOOL YEAR 2014-2015 TO DATE</b>	<b>3</b>	<b>1</b>

5. Mr. Hesington has announced his retirement effective September 1, 2015. Mike has been an integral part of the DTS family for over 35 years and he will be greatly missed.

6. Administrative Reorganization Update – due to retirement of Mr. Hesington and sharing of Dr. Wiener, the District will be looking at a new administrative model, possibly including a Principal position for the 2016-17 school year.

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

1. Administrative Reorganization – had it been known that Mr. Hesington was going to retire, the decision to share Dr. Wiener might have been different. We've now lost 1.4 administrators in one month and that puts a strain on the remaining administrators. We will be outsourcing the CST duties. Dr. Wiener added that the Athletic Director position will be posted internally and the successful candidate will be paid a stipend to take over those duties.

2. CSA Evaluation – was completed in June and a summary was given to Dr. Wiener.

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

1. Projects Update

- a. Parking Lot C & Drive Repavement – project is complete.
- b. Lighting Upgrades/Interior & Exterior – in progress and on schedule.
- c. Classroom Floors – 4 ES classrooms carpet removed and tile is being installed.

2. Board of Education November Election

- a. 3 petitions filed for 3 seats on the BoE
- b. Drawing for placement on the ballot held last Friday, results are:
  - Thomas Bruhl
  - Catherine Roethel
  - Stephanie Dunn

3. NJSBA Workshop, October 27, 28, & 29<sup>th</sup>

- a. 5 rooms reserved at Harrah's Resort (Headquarters Hotel)
- b. Who will be attending?

4. FY2015 Audit – currently underway. Rich Barre will present the audit to the Board at the October BoE meeting.

5. 2015-16 Transportation Update

- a. Waiting to hear regarding bids for 2 out of district routes (Titusville & Joseph Cappella School).
- b. DTS Routes – HC sending out bus letters this week.
- c. 8 DTS Routes – students were on the bus too long if we reduced busses.
- d. Transportation Handbook & Child Care Request Form is posted on website.
- e. NJ Safe Routes To School – DTS received Bronze Level Recognition due to the Municipal Summer Recreation program participating in a bike safety and inspection program. Mr. Hesington accepted the award at a breakfast held on 8/6/15 at the Perryville Inn. Certificate will be displayed in the Board Office above our SAIF Safety Plaque.

6. Donation of school supplies - Our Lady of Victories in Baptistown recently held a school supply donation drive for area schools. Two representatives of the Church delivered supplies to DTS today to assist students in need. I graciously accepted the supplies, and thanked the volunteers. The supplies will be given to Mrs. Ventimiglia for distribution. I will send a thank you note to the Church for their donation.

**K.** Motion by Mr. Bruhl, seconded by Mrs. Brown to approve the regular and closed session minutes of the June 16, 2015 board meeting.

Motion carried by unanimous voice vote of members present.

**L. Committee Reports and Action**

Mrs. Devlin reviewed the minutes of the CITE Committee Meeting held on July 27, 2015.

**1. Curriculum/Instruction/Technology**

1.1 Approved the Fall Athletic Schedules for Field Hockey, Cross County and Soccer.

1.2 Approved the following Field trips for the 2015-2016 school year.

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Camp Bernie	9/11/15	6	Port Murray NJ
Milkweed Patch	9/24/15	3 and K	Sergeantsville NJ

1.3 Approved the 2015-2016 Mentoring Plan, as presented.

1.4 Approved the submission of the 2014-2015 School Self Assessment for Determining Grades under the Anti Bullying Bill of Rights Act.

Motion by Mrs. Devlin, seconded by Mr. Bruhl to approve motions 1.1 through 1.4 of Curriculum/Instruction/Technology as recommended by the Superintendent.

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

Mr. Bruhl reviewed the minutes from the Finance & Facilities Committee meeting held on August 5, 2015.

**2. Finance/Facilities**

2.1 Approved that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the months ended June 2015 and July 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).

2.2 Approved District invoices presented for June 12, 2015 to June 30, 2015 in the amount of \$137,838.65 and July 1, 2015 to July 31, 2015 in the amount of \$663,739.92.

2.3 Approved the attached line account transfers for June 2015 and July 2015.

2.4 Approved the following payroll amounts:

June 19, 2015	-	\$277,682.21
June 30, 2015	-	\$122,326.54
July 15, 2015	-	\$ 60,493.99
July 30, 2015	-	\$ 51,165.66

2.5 Approved 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
Jessica Yarrow	Wilson Training	9/11/15	R	\$250.00
JoAnn Brown; Thomas Bruhl; Kristen Devlin; Molly Esserman; Tate Hoffman; Kathy Roethel; Lisa Thompson; Sarah Trillin; Linda Ubry; Patricia Martucci; Dr. Richard Wiener (Should they choose to attend)	NJSBA Annual Workshop	10/27/15 to 10/29/15 (2 nights maximum)	L M O  R F	\$92.00/each per night .31 per mile tolls, parking – NTE \$35.00 \$1,300.00 (Group) as per OMB Circular

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

2.6 Approved the following list of Use of Facilities/Buses.

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION/NUMBER of SCHOOL BUSES
DT Recreation Commission	Judith Allen	Basketball & Volleyball	Monday – Friday October - April	7:00 pm to 10:00 pm	Gym and Cafeteria
National MS Society	Brian Hurwitz	Bike Ride – Rest Stop	9/13/15	8:00 am to 2:00 pm	Parking Lot
DT Municipal	Judith Allen	Pipeline Meeting	8/18/15	7:00 to 9:30	Performing Arts Room

- 2.7 Approved the Application for Dual Use of Educational Space for the 2015-2016 school year for submission to the NJ Department of Education, Hunterdon County Office.
- 2.8 Approved a tuition contract with Titusville Academy for student #22167 for the 2015-2016 school year in the amount of \$47,047.00
- 2.9 Approved Participation in Coordinated Transportation with Middlesex Regional Educational Services Commission for the 2015-2016 school year.
- 2.10 Approved the Child Study Team Contract Agreement with Hunterdon County Educational Services Commission for the 2015-2016 school year.
- 2.11 Approved a contract with State of New Jersey and Mercer County Special Services School for Student #5784186883 for the 2015 Extended School Year, in the amount of \$11,825.00.

- 2.12 Approved the following Resolution:  
WHEREAS, Patricia A. Martucci, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000 and quote threshold from \$4,600 to \$6,000.

NOW, THEREFORE BE IT RESOLVED that the Delaware Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Patricia A. Martucci to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

- 2.13 Approved Change Order #1 with Glen G. Hale, Inc., Parking Lot C and Drive Repaving to include labor and materials to remove concrete block protrusions in the asphalt by the gym wall and the actual costs incurred against the contract which resulted in a net credit to the District as follows:

Original Contract Sum:	\$82,821.00
Net change by previously authorized change orders:	\$ 0.00
Change Order #1 will decrease the Contract Sum by:	<u>\$ (5,678.73)</u>
The new Contract Sum including Change Order #3 will be:	\$77,142.27

- 2.14 Approved a Joint Transportation Agreement for School Choice Students for the 2015-16 school year between the South Hunterdon Regional School District (Host) and the Delaware Township School District (Joiner) as follows:

TERM OF AGREEMENT	HOST DISTRICT ROUTE #	DESTINATION	# of HOST DISTRICT SUTDENTS	# of JOINTER DISTRICT STUDENTS	JOINER COST
9/1/2015-6/30/2015	SHR8	South Hunterdon	51	2	\$1,768.00

2.15 Approved the transfer and appropriation of fund balance, not to exceed \$62,300.00, to purchase a 2016 Chevrolet Mid Bus with wheelchair lift under the MRESC Cooperative from Wolfington Bus.

Motion by Mr. Bruhl, seconded by Mrs. Brown to approve motions 2.1 through 2.15 of Finance & Facilities as recommended by the Superintendent.

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

Dr. Wiener reviewed the minutes of the Personnel/Policy Committee meeting held on July 24, 2012.

### 3. Personnel/Policy

3.1 Approved the following candidates for the positions, contractual salaries and starting dates indicated for the 2015-2016 school year per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Angela Caccese	Speech Teacher – ESY	\$42.04 per hour	Not to Exceed 18 hours
Jacalyn Plummer	Bus Aide – ESY	\$15.00 per hour	Not to Exceed 40 hours
Patricia Pillon	Supervisor CITE	1.0 (adjustment) \$72,100.00 Summer Days – Up to 8 Days additional – Per Diem Rate of Pay	9/1/15 to 6/30/16
Nancy O'Connor	Teacher/Paraprofessional (adjustment)	Step 6 B+15 - .21 = \$11,280.00 (teacher) Step 12 - .79 = \$19,790 (paraprofessional)	9/1/15 to 6/30/16
Laura Richardson	Teacher	Step 6 – B+45/M - .46 (adjustment) \$27,516.00	9/1/15 to 6/30/16
Jessica Yarrow	Teacher	Step 15 – B+45/M - .90 (adjustment) \$66,724.00	9/1/15 to 6/30/16
Jennifer Ricardo	Teacher	Step 2 - B - \$49,083.00	9/1/15 to 6/30/16
Kimberly Fanelli	Special Education Teacher/ Paraprofessional	Step 2 – B+45/M - .36 = \$20,622.00 (teacher) Step 2 - .64 = \$14,097.00 (paraprofessional)	9/1/15 to 6/30/16
Melinda Martinez	Bus Driver	\$20.00 per hour – hours TBD	9/1/15 to 6/30/16
Janet Kania	Payroll/Benefits	16 hours per week- \$13,750.00 (pro-rated) (retro)	8/1/15 to 6/30/16 – Exhibit 3.1
Brian Smith and Christopher Morales	Field Hockey Coaches	Per the CBA	2015-2016 School Year
Kathleen Klink and Mark Deneka	Odyssey of Mind Advisors	Per the CBA	2015-2016 School Year
Tammie Grimm	Substitute Teacher	\$95.00 per day	2015-2016 School Year
Arthur Tullman	Substitute Teacher	\$95.00 per day	2015-2016 School Year
Jennifer Gorman	Substitute Teacher	\$95.00 per day	2015-2016 School Year
Kelly Gillespie	Substitute Teacher	\$95.00 per day	2015-2016 School Year

- 3.2 MOVE to approve the following policy for a second reading:

POLICY NUMBER	NAME OF POLICY
5511	Dress and Grooming

- 3.3 Accepted a Letter of Intent to Retire from Michael Hesington, Supervisor, effective September 1, 2015, per the recommendation of the Superintendent. (Exhibit 3.3)

- 3.4 Approved the following sick/vacation day payments for retirees:

Staff Member	Formula	Total Payment
Rosemary Smith	Up to 5 vacation days @ \$208.12	\$1,040.60
Michael Hesington	104.5 sick days divided by 2 = 52.25 days x \$95.00 per day 3.5 vacation days @ \$376.92 per diem	\$4,963.75 \$1,319.22

- 3.5 Rescinded Motion 3.18 from the May 26, 2015 Board Minutes.

- 3.7 Approved the following staff members to serve as Home Instructors during the 2015-2016 school year, at the current hourly rate of pay, on an as needed basis, per the recommendation of the Superintendent.

Robert Mead	Raymond Braun	Donna Murphy
Victoria Hardy	Nicole Bivona	Kathleen Klink
Andrea Gristina	Cynthia Rose	Matthew Baldwin
Bernie Benda	Karen Fania	Judith Stewart

- 3.8 Approved the Collective Bargaining Agreement between the Board of Education and the Education Association for school years 2014 through 2017.

- 3.9 Approve an adjustment for Maria Stella Maltese for the 2015-16 school year, effective September 1, 2015 through June 30, 2016, as follows, and as per the recommendation of the Superintendent:

Teacher	Step 1 B	.40	\$19,295.00
Paraprofessional	Step 4	.60	<u>\$13,216.00</u>
Total:			\$32,511.00

- 3.10 Appointed Kathleen Racile as Acting Principal of the Delaware Township School effective September 1, 2015 through June 30, 2016, per the recommendation of the Superintendent.

- 3.11 Approved the internal posting for a part-time Athletic Director at a stipend rate to be determined by the Board.

Motion by Mrs. Roethel, seconded by Mr. Bruhl to approve motions 3.1 to 3.5 and 3.7 to 3.11 of Personnel/Policy as recommended by the Superintendent.

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

(The following motion was separated for voting):

3.6 Abolish the Treasurer of School Monies position.

Motion by Mrs. Roethel, seconded by Mr. Bruhl to approve motion 3.6 of Personnel/Policy as recommended by the Superintendent. – **MOTION FAILED**

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

**M. Additional Business**

- a. Dr. Wiener thanked everyone that participated in the negotiations process for a job well done.
- b. Dr. Wiener thanked Mr. Hesington for all his years of service and the lives he has touched here at DTS. Mr. Hesington will be greatly missed.

**N. Audience Participation**

There were no comments from the public at this time.

**O. Board Representatives Liaison Reports**

1. Recreation

Mrs. Ubry reported that no meeting was held however, some important dates are:

- i. 9/12/15 - Town Yard Sale
- ii. 9/12/15 - Fireman's Breakfast
- iii. 10/3/15 - Community Day

2. PiE - No report

3. Township

Mr. Charles Herman was in the audience and he graciously reported that there is another pipeline meeting scheduled for 8/15/15 to be held in the DTS cafeteria. The Town and the School District are very close on closing the shared services agreement. Township passed a Resolution prohibiting any pipeline surveys being done on municipal property.

4. ESC

Mr. Bruhl reported from the Hunterdon County ESC Board Meeting – 6/25/15

Closed on sale of Tewksbury School campus / Opening 2015-16 school year at new Hoffman's Crossing campus. Estimated 2014-15 EOY profit projection of \$30k. Will be providing BA services for Hunterdon County Vocational and Union Township schools.

Won a contract with NJ DoE to provide test scoring data analysis, training, and



reporting for ELL students in schools as required by Title III of NCLB. Approved an agreement with Linkit for support.

5. Planning Board - No report
6. HCSBA  
Mrs. Ubry reported that the next meeting is 9/9/15 in Warren County.
7. NJSBA Legislature - No report
8. Community Relations - No report
9. HCRHS  
Mrs. Ubry reported that HCRHS was amongst the top 50 best high schools in the nation.
10. DTAA - No report

**P. Executive Session**

The Board did not have an Executive Session.

**Q. Adjourn**

Motion by Mrs. Roethel, seconded by Mrs. Brown to adjourn the meeting of the Delaware Township Board of Education at 8:50 pm.

Motion carried by unanimous voice vote of members present.

**Respectfully submitted,**

*Patricia Martucci*

**Business Administrator/Board Secretary**