

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF AUGUST 29, 2018**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:04 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, Mr. Tate Hoffman, Mrs. Mary Lyons, Mrs. Anne May, and Mrs. Linda Ubry.  
Absent: Mr. David Cooper, Mrs. Stephanie Dunn, and Mrs. Cathy Pouria.  
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.
- E. Audience Participation** – None.
- F. Correspondence** – Mrs. Ubry read correspondence that she and Dr. Wiener received from Stephanie Spock. Ms. Spock regrets that, for personal reasons, she has to tender her resignation from the board effective immediately.  
  
Motion by Mrs. Devlin, seconded by Mrs. May to accept Ms. Stephanie Spock’s resignation and advertise for a new board member. Motion passed by roll call vote.
- G. Presentations** – None.

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

### 1. Student Enrollment (8-15-18) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	37	3	12.3
Grade 1	37	3	12.3
Grade 2	44	3	14.7
Grade 3	35	2	17.5
Grade 4	41	3	13.7
Grade 5	38	2	19.0
Grade 6	32	2	16.0
Grade 7	46	3	15.3
Grade 8	49	3	16.3
Pre School	19	1	
Tuition Sent	3		
TOTAL	381	25	14.4

### 2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	6/11/18	9:44 am
Security Drill (Hold)	6/19/18	10:07 am
Fire Drill	7/19/18	10:41 am
Security Drill (Lockout)	7/26/18	1:19 pm
Fire Drill	8/23/18	12:00 pm

### 3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	0	0
January	1	1
February	0	1
March	0	0
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	1	2

### 4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	1
October	0	0
November	0	0
December	0	0
January	0	0
February	1	1
March	0	0
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	2	2

5. Child Study Team Update – With the recent changes to the Child Study Team, alternate plans are being explored, including the possibility of shared services.
6. 2018-2019 District Areas of Concentration/Merit Goals were reviewed.

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

1. NJSBA Fall Workshop is a great opportunity for training and information. Board members should consider attending. Mrs. May shared her experience from the Communication Workshop that she attended. She had nothing but positive things to say.
2. The Future of DTS – The three main areas of concentration for the future of DTS are administration, efficiencies and climate.  
Administration – We are looking to develop an administration with greater stability which will, in turn, strengthen the district.  
Efficiencies – The district's financial efficiencies are tied mostly to declining enrollment. As enrollment drops we still need to offer the same programs with less students. Some adjustments can be made with retirements, but a class needs to be offered whether there are 12 or 23 children in the seats. The other financial consideration is that our bond will be expiring in a couple of years. Looking at a possible referendum would give us the opportunity to address building infrastructure needs like roofs and HVAC.  
Climate - Building a better climate & greater respect will help us to have a more positive environment for all stakeholders including the board, committees, faculty, parents and community. The board is asking faculty to bring suggestions and new ideas.

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

1. 2017-18 cafeteria loss/profit report – the cafeteria showed a profit of \$2,330.79 in comparison to a loss of more than \$10,000 in 2016-17. Profits go back into the program by way of repairing and purchasing new equipment.
2. Summer Projects have all be completed and within budget. Jeff Munsey and his staff deserve a big thank you for all of their hard work.
3. The on-site part of the audit has been completed. The auditors are still working from their office, but I anticipate that they should be done some time in September. An exit interview will be scheduled in September.

**K. Approval of the regular and closed session minutes of the May 22, 2018 and June 12, 2018 board meetings and the regular minutes of the August 9, 2018 board meeting.** Discussion followed. There were two typos, one on an employee name and the other a student name. Corrections will be made.

Motion passed on voice vote.

May 22<sup>nd</sup> 4-0-1 (Hoffman absent was)

June 12<sup>th</sup> 3-0-2 (Devlin & May were absent)

August 9<sup>th</sup> 4-0-1 (May was absent)

## **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 1.1-1.8. Item 1.9, about the jeans fundraiser, was tabled. Discussion followed. Motion passed by unanimous roll call vote.**

- 1.1 MOVE to approve the following field trips for the 2018-2019 school year.  
(Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Milkweed Patch	9/21/18	K and 3	Hoff Farm - Sergeantsville
Habitat/Fairy Houses	11/2/18	3	Wescott Preserve - Rosemont
Camp Bernie	6/4/19	6	Port Murray
UPENN Museum	12/7/18	6	Philadelphia
Creativity Co Op	11/2/18	4 – G & T	RFIS – Flemington
Escape Room	12/14/18	5 – G & T	Bridgewater
Norwescap Preschool	12/2018	8 – G & T	Ringoes
Solebury Orchards	10/5/18	K	New Hope PA
Rainbow Fish Performance	10/22/18	K	RVCC - Branchburg NJ
National Constitution Center	11/2/18	8	Philadelphia
Clean Communities – Kathy Klink	9/15/18		HCRHS Buses
Shady Brook Farm	10/12/18	Pre K	Yardley PA

- 1.2 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report.  
(N/A)
- 1.3 Move to approve the Fall Athletic Schedules for Field Hockey, Cross Country, Volleyball and Soccer. (Exhibit 1.3)
- 1.4 MOVE to approve the 2018-2019 Mentoring Plan. (Exhibit 1.4)
- 1.5 MOVE to approve the 2018-2019 Professional Development Plan and Statement of Assurance. (Exhibit 1.5)
- 1.6 MOVE to approve the 2018-2019 Statement of Assurance for the Comprehensive Equity Plan. (Exhibit 1.6)
- 1.7 MOVE to approve the updated 3 Year Curriculum Review Cycle. (Exhibit 1.7)
- 1.8 MOVE to approve the School District Goals for the 2018-2019 school year.  
(Exhibit 1.8)
- 1.9 MOVE to approve a fundraiser for staff to benefit St. Baldrick's which allows staff to pay \$1.00 on Fridays to wear jeans.

2. **Finance/Facilities** – Mrs. Lyons reported on the F/F committee meeting.

Motion by Mrs. Lyons, seconded by Mrs. May to approve items 2.1-2.16. Discussion followed. Mrs. Joyce explained the Exxon donation and will send a thank you note to the donor. The board discussed the issues with the bus company and the trip to Hershey. They felt the bill list should be amended to hold payment. Motion passed by unanimous roll call vote.

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the months beginning July, 2017 through May, 2018 be accepted and placed on file. The Board of Education, after review of the Board Secretary and Reconciler'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 District invoices presented for payment for June 1, 2018 through June 30, 2018; July 1, 2018 through July 31, 2018 and August 1, 2018 through August 31, 2018. (Exhibit 2.2)

2.3 MOVE to approve the following payroll amounts:

June 15, 2018	-	\$272,559.78
June 21, 2018	-	\$234,058.09
June 28, 2018	-	\$ 27,916.19
July 2, 2018	-	\$134,529.28
July 13, 2018	-	\$ 53,652.06
July 30, 2018	-	\$ 48,448.24
August 15, 2018	-	\$ 53,467.84

2.4 MOVE to approve lunch prices for the 2018-2019 school year:

Student Lunch	\$2.90
Adult Lunch	\$3.60

2.5 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
Angela Mikula	Art Conference	10/1 & 10/2/18	R M	\$235.00 .31 per mile
Eileen Quinn	SEL Research – Course I	September – October 2018	R	\$225.00

2.6 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.6)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scout Troop 80400	Jessica O'Leary	Meetings	Various	3:10 to 4:30 pm	Elementary Art
PIE	Diana Ramage	Meetings	Various	7:00 to 9:00 pm	Performing Arts
DTS Recreation Comm.	Jodi McKinney	Various Activities	See Attached	Various	Gym, Cafeteria

2.7 MOVE to approve the ESSA Title III Consortium Memorandum of Understanding, in the amount of \$383.00, for the 2018-2019 school year.

2.8 MOVE to approve the 2018-2019 bus stops and routes and to authorize the JTC Transportation Director to make the necessary route adjustments requested by DTS after the opening of school to accommodate student needs. (on file in the board office)

2.9 MOVE to accept the donation of a Piano from Grant Darling.

2.10 MOVE to approve a Joint Transportation Agreement/Shared Services Agreement for the 2018-2019 school year between the Hunterdon Central Regional High School District (Host) and the Delaware Township School District (Joiner) as follows: (on file in the board office)

ROUTE #	COST
HCD2	\$37,359.64
HCD3	\$37,359.64
HCD5	\$37,359.64
HCD6	\$37,359.64
HCD1 IR	\$37,359.64
HCD4 IR	\$37,359.64
HCD7 IR	\$37,359.64
HCD8 IR	\$37,359.64

Total Cost: \$298,877.12

2.11 MOVE to approve the following tuition and related transportation contracts for the following special education students during the 2018-2019 school year, with related services as required in their Individual Education Plans: (on file in the board office)

STUDENT ID NUMBER	SCHOOL	TRANSPORTATION	ESY	ESTIMATED TUITION COST
5784186883	Mercer Co. Spec. Serv. School	Y	Y	\$107,760.00
6742417302	Center School	Y	Y	\$69,646.00
9152900844	East Amwell School	Y	Y	\$27,800.00

2.12 MOVE to approve retroactively the contract with Diane Romano, Wilson Instructor, to provide instruction to one student beginning July 9, 2018 through August 3, 2018 – four days per week – for a total of 16 hours - at the rate of \$44.08 per hour.

- 2.13 MOVE to approve the contract with Fogarty & Hara, Counsellors at Law, the 2018-2019 school year, at a rate of \$175.00 per hour for a partner and \$155.00 per hour for an associate, per the attached Resolution. (copy of contract file in the business office). (Exhibit 2.13)
- 2.14 MOVE to approve a Parental Transportation Contract Agreement for the 2018-2019 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
JM1819	180	\$83.23	\$14,981.40

- 2.15 MOVE to approve the Lead Testing Program Statement of Assurance for school year 2017-2018. (Exhibit 2.15)
- 2.16 MOVE to approve a Grant from ExxonMobil in the amount of \$500.00. (Exhibit 2.16)

3. **Personnel/Policy** – Mrs. Devlin reported on the P/P committee meeting

Motion by Mrs. Devlin, seconded by Mr. Hoffman to approve items 3.1-3.10.  
Discussion followed. Motion passed by unanimous roll call vote.

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2018-2019 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Kelvyn Ramirez	Spanish Teacher	Step 6 – B+15 – 1.0 - \$57,050.00	2018-2019 school year
Virginia Lucas	Kindergarten - Maternity Leave Replacement	Step 3 – M+15 - .69 - \$4,290.00 (pro-rated)	September 1 to September 30, 2018
Kimberly Mazzucco	Middle School Mathematics	Step 2 – B – 1.0 - \$52,220.00	2018-2019 school year
Marianne DeFronzo	LDT-C/CST Coordinator	Step 20 – M+30 – 1.0 – \$74,037.00 (pro-rated)	November 1, 2018 to June 30, 2019
April Ambio	Special Education – part time	Step 10 – M+15 - .54 - \$36,585.00 (pro-rated)	2018-2019 school year
Carrie Sullivan	Special Education – part time	Step 3 – B+45/M - .54 - \$32,924.00 (pro-rated)	2018-2019 school year
Diana Cotter	Special Education – part time	Step 1 – B - .54 – \$27,767.00 (pro-rated)	2018-2019 school year
Eleanor Braun	Substitute Teacher	\$100.00 per day	2018-2019 school year
Lauren Soltis	Substitute Teacher	\$100.00 per day	2018-2019 school year
Cathleen McDonnell	Substitute Teacher	\$100.00 per day	2018-2019 school year
Brian Smith	Volleyball Coach	\$44.08 per hour	2018-2019 school year
Mark Deneka	Co Soccer Coach	\$44.08 per hour	2018-2019 school year
Kelvyn Ramirez	Boys Basketball Coach	\$44.08 per hour	2018-2019 school year
Kelvyn Ramirez	Home Instruction Learning Lab Advisor	\$44.08 per hour	2018-2019 school year

Kimberly Mazzucco	Learning Lab Advisor	\$44.08 per hour	2018-2019 school year
Ellen McShane	ESY Substitute Teacher	\$44.08 per hour	July 2018 (retro)
Susan Warren	Speech	4 hours total – hourly rate of pay	Summer 2018 (retro)
Tracy Kell	Paraprofessional	REVISED – Step 3 – .58 - \$13,381.00 (pro-rated)	2018-2019 school year
Karen Tomson	Paraprofessional	REVISED – Step 3 – .54 - \$12,458.00 (pro-rated)	2018-2019 school year

- 3.2 MOVE to approve Caitlin Lally to continue her Counseling Internship from September 2018 through May 2019, under the supervision of Eileen Quinn, per the recommendation of the Superintendent.
- 3.3 MOVE to approve the attached list of substitute teachers, nurses, custodians and main office secretaries, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve, pursuant to N.J.A.C. 6A:23A-3.1 10-12, the 2018-2019 Superintendent Merit goal criteria for submission to the Hunterdon County Executive Superintendent for approval, per the recommendation of the Personnel/Policy Committee. (Exhibit 3.4)
- 3.5 MOVE to accept, with regret, the resignation of Christopher Morales, Physical Education Teacher, effective August 31, 2018, per the recommendation of the Superintendent. Sick day payment will be made as follows:

$$102.5 \text{ sick days} - 1 \text{ for every 3 days} = 34.17 \times \$95.00 = \underline{\$3,246.15}$$

- 3.6 MOVE to accept the resignation of Brian Smith as the Co-Soccer and Boys Basketball coach for the 2018-2019 school year, per the recommendation of the Superintendent.
- 3.7 MOVE to appoint Jeffrey Munsey as the Building Safety Coordinator for the 2018-2019 school year, per the recommendation of the Superintendent.
- 3.8 MOVE to accept, with regret, the resignation of Susan Whitlock, Social Worker, effective August 8, 2018, per the recommendation of the Superintendent. Sick day payment will be made as follows:

$$55.5 \text{ sick days} - 1 \text{ for every 3 days} = 18.50 \times \$95.00 = \underline{\$1,757.50}$$

- 3.9 MOVE to accept, with regret, the resignation of Joanna Strauch, School Psychologist, effective October 15, 2018, per the recommendation of the Superintendent.



3.10 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.10)

POLICY	NUMBER	REVISION ONLY	READING
Recruitment, Hiring and Selections	4111	X	
Recruitment, Hiring and Selections	4211	X	
Conduct/Discipline	5131	X	
Harassment, intimidation and Bullying	5131.1		1st
Vandalism/Violence	5131.5	X	
Drugs, Alcohol, Steroids, Tobacco	5131.6	X	
Equal Education Opportunity	5145.4	X	
Special Education	6171.4	X	
Suspected Gang Activity	5615		1st

**M. Additional Business – None**

**N. Audience Participation - None**

**O. Board Representatives Liaison Reports**

1. Recreation – There was high participation in summer camp programs, community day and The Great Crate Race.
2. PiE - None
3. Township – There are several larger scale projects planned for fall including chip/seal work and other road projects. There has been a report about frequent speeding in one area of the district that is being looked into, the new firetruck will be arriving soon, and there is a Township job opening.
4. ESC – It was a regular business meeting. The camps were successful; they worked with the YMCA and on agriculture activities. Due to shrinking programs they are leaving the West Amwell campus. It was also reported that there are 512 purchasing members.
5. Planning Board – None.
6. HCSBA – None.
7. NJSBA Legislature – The Securing Our Children’s Future Bond Act, which includes some money for school security, was signed yesterday.
8. Community Relations – None.
9. HCRHS – Freshmen Orientation was held August 29th. Their faculty calendar is the same as our teaching staff. Garrett Knappe was the Hunterdon Central class of 2018 Salutatorian. A letter of congratulations will be sent to him on behalf of the board. There is an empty Delaware Township seat on the high school board of education.
10. DTAA – Soccer registration is open until the week of September 2<sup>nd</sup>. The first practice will be held on September 8<sup>th</sup>.

**P. Executive Session – None.**

**Q. Adjourn**

Motion by Mrs. Devlin, seconded by Mrs. May to adjourn at 8:36pm. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce  
Business Administrator/Board Secretary

September 25, 2018  
Date Approved

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Linda Ubry, President