

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF September 24, 2019**

**A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30 pm.

**B. Open Public Meeting Act 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**

**D. Roll Call**

**Present:** Mrs. Burns, Mr. Cooper; Mrs. Devlin, Mr. Hoffman, Mrs. Hornby,  
Mrs. Lyons, Mrs. Pouria, Mrs. Ubry

**Absent:** Mrs. May

**Also Present:** Dr. Wiener, Superintendent and Mrs. Joyce, Board Secretary

**E. Audience Participation – Agenda Items –**

Mrs. Kathy Ferry invited the board to the dedication of the Mindfulness Garden to Winnie Dalgewicz and Pat Klemchalk. It is being held on Wednesday, October 2<sup>nd</sup> at 3:30 pm. It will include a plaque and a fairy house. Mrs. Ubry asked if it could be recorded.

**F. Correspondence - None**

**G. Presentations - None**

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

1. Student Enrollment (9-15-19) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	28	2	14.0
Grade 1	36	3	12
Grade 2	39	2	19.50
Grade 3	42	3	14
Grade 4	36	2	18
Grade 5	44	2	22
Grade 6	41	2	20.50
Grade 7	34	2	17

Grade 8	47	3	15.67
Pre School	27	2	13.5
Tuition Sent	4		
Self-Contained	2		
<b>TOTAL</b>	<b>380</b>	<b>23</b>	<b>15.0</b>

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	9/17/19	10:45
Security Drill (Lockout)	9/16/19	2:10

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
<b>TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE</b>	<b>0</b>	<b>0</b>

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
<b>TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE</b>	<b>0</b>	<b>0</b>

5. Dr. Wiener talked about the successful opening of school.
6. Mrs. Joyce is in the process of scheduling a meeting for the Transportation Review Committee.
7. The referendum Fast Facts handout will be available in the lobby at the middle school on Back-to-School night.

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

1. BOE Self-Evaluation – Mrs. Gwen Thorton, NJSBA Representative, has been scheduled for a pre-meeting with Mrs. Pouria, Mrs. Ubry and Dr. Wiener. They will be discussing BOE Self Evaluation, Strategic Planning and a Board Retreat. They will also discuss BOE Reorganization.

Mr. Wilk expressed his concerns with the bus route his children ride. Those concerns will be investigated. A date will be set for the Transportation Committee to meet and discuss this further.

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

1. Mrs. Joyce had a meeting with the HCRHS Business Administrator and Director of Transportation earlier this day. She expressed the district’s concerns and was assured they would do their best to address them all and make adjustments to untimely bus routes.
2. There is nothing to report on the Summer Projects. All projects are complete and the architect is inspecting for close-out.

- K. Motion Mrs. Hornby, seconded by Mrs. Lyons to approve the regular session minutes:  
 July 30, 2019 board meeting. Motion pass by roll call vote 5-0-3 (Burns, Cooper & Hoffman abstained)  
 August 27, 2019 board meeting. Motion passed by roll call vote 6-0-2 (Mr. Cooper & Ms. Pouria abstained)

**L. Committee Reports and Action**

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

Motion by Mr. Hoffman, seconded Mrs. Burns to approve items 1.1-1.2. Discussion followed. Motion passed by unanimous roll call vote.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent’s Report. (NA)
- 1.2 MOVE to approve Kathryn Wilk and Chelsea Davis as HIB Specialists.

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

Motion by Mrs. Lyons, seconded by Mr. Cooper to approve items 2.1-2.15. Discussion followed. Motion passed by roll call vote.

2.1-2.8 ..... 8-0-0  
 2.9 ..... 7-0-1 (Cooper abstained)  
 2.10 - 2.14 ..... 8-0-0  
 2.15 ..... 7-1-0 (Cooper voted no to the date of the election, not against the referendum)

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary for the months ended July/August, 2019 be accepted and placed on file. The Board of Education, after review of the Board Secretary monthly financial report and consultation 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 MOVE to approve the attached line account transfers for August, 2019. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for September 1, 2019 through September 24, 2019 in the amount of \$559,461.90. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

August 30, 2019 - \$ 51,750.51  
 September 13, 2018 - \$267,479.12

2.5 MOVE to approve the following field trips for the 2019-2020 school year.  
 (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Walking Tour Sergeantsville	10/7/19	4 <sup>th</sup> & G&T	Sergeantsville , NJ
8 <sup>th</sup> Grade Washington, DC	5/28-5/29/20	8th	Washington, DC
Schaefer Farms	10/16/19	Pre-K	Flemington, NJ

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
Victoria Hardy Ellen McShane Sheri Laman	Teaching African American History	10/10/19	R	\$100.00
			R	\$100.00
			R	\$100.00
			M	.35 per mile
Penni Nitti	Purchasing	3/17/20	R	\$100.00
	Administrative Assistant Program	6/5/20	M	.35 per mile
			R	\$100.00
			M	.35 per mile
Janet Kania	NJ Pension Systems - Updates	2/25/20	R	\$100.00
	Administrative Assistant Program	6/5/20	M	.35 per mile
			R	\$100.00
			M	.35 per mile
Susan Joyce	Legislative & Legal Update	9/26/19	R	\$100.00
			M	.35 per mile
	ASSA	10/15/19	R	\$100.00
			M	.35 per mile
	NJ Pension Systems	2/25/20	R	\$100.00
			M	.35 per mile
	Purchasing	3/17/20	R	\$100.00
			M	.35 per mile
	Audit Review	4/21/20	R	\$100.00
			M	.35 per mile

Cynthia Terranova	2019 Adopted Health & PE Conference	10/20/19	R M	\$50.00 .35 per mile
Kathleen O'Brien	NJBTEA	10/18/19	R	\$30.00
Kathryn Wilk	NCYI	10/4/19	R M	\$109 .35 mile
Lucinda Fisher	Wilson Language Training	Various dates during school year		\$2,879.00
Various	Hunterdon County Safety Summit	11/19/19	R	\$174.00
Stacy Falkenstein	Robinowitz Education Center/Wilson Accredited Partner	12/3/4/5/19	R M	\$700 .35 mile

2.7 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.7)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Cindy Pontecorvo	Meetings/GS Training	Various – see exhibits	Various	P.A.R.

2.8 MOVE to approve the following Pre School Tuition Contracts for the 2019-2020 school year:

STUDENT ID NUMBER	AMOUNT
34454	\$6,750.00
34433	\$6,750.00
34450	\$6,750.00

2.9 Move to approve the Settlement Agreement and release for student #24422. (Copy on file in the Board Office) (Exhibit 2.9)

2.10 MOVE to approve for student ID#3478914627:  
 Lake Drive Program – Teacher of the Deaf Itinerant Services  
 1x/week for 37 weeks \$5,920  
 2 hr teacher in-service 320  
 Total \$6,240

2.11 MOVE to approve the Child Assault Prevention program – K-6 program \$373 and Teen program \$172 for a total of \$545.00.

2.12 MOVE to approve a Parental Transportation Contract Agreement for the 2019-2020 school year with parents of Student #3367877304 for the transportation of one student to The Newgrange School (The Laurel School), as follows:

ROUTE #	EST. # of DAYS	COST PER DAY	EST. TOTAL COST
RB1920	180	\$24.01	\$4,321.80

\*Copy of Contract on File in Business Office

- 2.13 Move to approve Security Benefit as a Delaware Township Board of Education 457 Governmental Plan provider.
- 2.14 Move to approve Maschio's Trucking, LLC. (Exhibit 2.14)
- 2.15 RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF DELAWARE IN THE COUNTY OF HUNTERDON, NEW JERSEY PROVIDING FOR THE SUBMISSION OF A SPECIAL BALLOT QUESTION TO THE SCHOOL DISTRICT VOTERS AT A SPECIAL SCHOOL DISTRICT ELECTION TO BE HELD ON TUESDAY, DECEMBER 10, 2019) (Exhibit 2.15)

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

Motion by Mrs. Devlin, seconded by Mrs. Lyons to approve item 3.1. 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 2019-2020 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Alexandra Aiello	Substitute Teacher (pending completion of paperwork)	\$100.00 per day	2019-2020 School Year
April Ambio	Teacher	REVISED Salary: Step 11 – B+45/M 1.0 \$68,485.00	2019-2020 School Year
Leigh Ford	Main Office Aide	REVISED from 20 summer hours up to 40 summer hours @ \$13.50 per hour	Summer 2019
Leigh Ford	Main Office Aide	@ \$13.50 per hour as needed	2019-2020 School Year
Susan Warren	Speech/Language	@ \$45.14 per hour 2 hours	Summer 2019
Kelly Gillespie	Substitute Teacher (pending completion of paperwork)	\$100.00 per day	2019-2020 School Year

**N. Additional Business**

Motion by Mrs. Burns, seconded by Mrs. Hornby to approve a special meeting for a referendum presentation on November 12, 2019 at 7:00 PM. No action will be taken. Discussion followed. Motion passed by unanimous roll call vote.

**O. Audience Participation**

Mr. Wilk commented that he noticed the security improvements and is impressed by everything we do. He also asked if we would give the Class 3 Officer some thought and consideration.

**P. Board Representatives Liaison Reports**

1. Recreation – The fireworks were spectacular; the fish derby will be on Sat October 28<sup>th</sup>, 8:00 am at Copeland pond; the plant sale and community day will be held on Saturday October 5<sup>th</sup> on the Sergeantsville Green; the Boy Scouts have been working with the township on their projects at Dilts.
2. PiE – Activities this year will include the book fair, parents night out and skate night. They will also have a 50/50 at the pumpkin fest and are considering asking for a program fee from families to replace their spring fundraiser. The next meeting is October 16<sup>th</sup>.
3. Township – There have been traffic issues with the buses. In the future work should be done when school is not in session. The township passed a resolution making September 29<sup>th</sup> childhood cancer day.
4. ESC - none
5. Planning Board – nothing significant
6. HCSBA – first meeting is October 17<sup>th</sup>.
7. NJSBA Legislature – a Senate bill passed a loan redemption program for STEM teachers and it is expected to pass in the Assembly. They hope it will strengthen the G&T programs. New Jersey is #1 for public school education in the fifty states; they are waiting to see the data to determine what made the difference. The next delegate meeting is November 28<sup>th</sup>.
8. Community Relations – Mrs. Pouria went to the Seniors Meeting and updated them on all school projects. She invited them for lunch & music provided by our school music program. It would be nice to have such events several times a year. We need to make the school more welcoming.
9. HCRHS – PSAT's are October 9<sup>th</sup>, Back-to-school was held, a Knock Out Opiad town hall is being held at the High School on October 9<sup>th</sup>; vaping education is ongoing, there are new bathroom procedures where students must leave school id's when they go in; our 3-5 grade robotics club is pairing with Central students.
10. DTAA – soccer games are starting and fall softball continues their season.

**Q. Adjourn**

Motion made by Mrs. Lyons, seconded by Mrs. Hornby to adjourn at 8:56 pm. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce  
Business Administrator/Board Secretary

October 22, 2019  
Date Approved

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Linda Ubry, President