

Delaware Township School Monthly Board of Education Meeting

October 30, 2018 – 7:30 pm

- 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: Mr. David Cooper, Mrs. Kristen Devlin, Mrs. Stephanie Dunn, Mrs. Mary Lyons, Mr. Tate Hoffman, Mrs. Anne May, Mrs. Cathy Pouria and Mrs. Linda Ubry.
Absent: None
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.
- E. Board Member Interview** - The board interviewed Mr. Joseph Ponzo and Ms. Laura Hornby to fill the board vacancy left by Ms. Stephanie Spock who recently resigned. Both candidates were asked a series of questions by board members. They were also given an opportunity to explain why they would like to be on the board and what they could bring to the board. The candidates were able to ask questions of the board as well. Upon public deliberation a vote was taken.
Mr. Cooper – Ponzo
Mrs. Devlin – Ponzo
Mrs. Dunn – Ponzo
Mr. Hoffman – Hornby
Mrs. Lyons – Hornby
Mrs. May – Hornby
Mrs. Pouria – Hornby
Mrs. Ubry – Hornby

F. On motion by Mrs. Lyons, seconded by Mrs. May to appoint Mrs. Laura Hornby, effective immediately, as a member of the Board of Education. Motion passed 7-0-1 (Mr. Cooper abstained).

G. **Correspondence** – None.

H. **Presentations** –

- Mr. Perone gave the board a technology update which included the Future Ready initiative.
- Supervisor, Mrs. Racile, gave a report on the School Self-Assessment which is required bi-annually. She also spoke about the School Safety Summit and the security drill that took place at the school with state, county and local officials.
- Mrs. Quinn, Guidance Counsellor, provided a summary of her programs and needs.

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

1. Student Enrollment (10-15-18) - (Exhibit I.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	35	3	11.7
Grade 1	36	3	12.0
Grade 2	43	3	14.3
Grade 3	37	2	18.5
Grade 4	41	3	13.7
Grade 5	38	2	19.0
Grade 6	32	2	18.0
Grade 7	42	3	14.0
Grade 8	50	3	16.7
Pre School	19		
Tuition Sent	3		
TOTAL	376	24	15.0

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Security Drill (Lockout)	9/13/18	2:12 pm
Fire Drill	9/21/18	9:52 am

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	0	0

5. New QSAC Training – Dr. Wiener and Mrs. Pilon attended a QSAC training session. Delaware Township will be undergoing a QSAC review next year. Mrs. Bruder from the county office will be coming in to talk about it.

J. President’s Report – Mrs. Linda Ubry

1. NJSBA Workshop Summary – Mrs. Ubry spoke about her attendance at the NJSBA Workshop, the many training sessions and what she took away from this experience.
2. CSA Evaluation – She spoke about the CSA evaluation in more detail. Mr. Hoffman suggested that the CSA evaluation committee should send a representative to each committee.

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

1. New Jersey School Boards Association Workshop – Mrs. Joyce talked about the various training opportunities she was able to take advantage of. There were many things she took away from the workshop.

L. Approval of the regular session minutes of the September 25, 2018 board meeting.
Motion by Mrs. Devlin, seconded by Mrs. May to approved the September 25, 2018 regular session minutes. Discussion followed. Motion passed by roll call vote 8-0-1 (Hornby abstained).

M. Committee Reports and Action

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

On motion by Mr. Hoffman, seconded by Mrs. Pouria to approve items 1.1-1.6. Discussion followed. Mrs. Devlin expressed her concern that our students are lacking the necessary preparation for Honors Algebra. She doesn’t feel the students are adequately prepared. Dr. Wiener requested an assessment from the head of the math department. Motion passed by unanimous roll call vote.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent’s Report. (N/A)

- 1.2 MOVE to approve the following field trips for the 2016-2017 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Raritan Valley College	5/3/19	1	Branchburg NJ
Zoo	6/5/19	1	Philadelphia PA
Earth Day Movie	4/29/19	5	Doylestown PA
RVCC Planetarium	5/22/19	5	Branchburg NJ
The Met	1/23/19	7	New York City
Day of Music	11/20/18	7 & 8 Music Students	HCRHS

- 1.3 MOVE to approve the Nursing Services Plan for 2018-2019 school year. (Exhibit 1.3)

- 1.4 MOVE to approve the girls and boys basketball schedules for the 2018-2019 school year. (Exhibit 1.4)
- 1.5 MOVE to approve the School for Self-Assessment Determining Grades Under the Anti-Bullying Bill of Rights Act Report, as presented by Mrs. Racile, Supervisor. (Exhibit 1.5)
- 1.6 MOVE to approve the distribution of a School Climate Survey to students in Grades 3 to 8; teachers; and parents.

2. **Finance/Facilities** – Mrs. Pouria reported on the Finance/Facilities meeting.

Motion by Mrs. Pouria, seconded by Mrs. Lyons to approve items 2.1-2.12.

Discussion followed. Motions passed by roll call vote:

Item 2.9 no by Mrs. Dunn

Item 2.12 abstention by Mrs. Lyons

Items 2.1-2.12 abstention by Mrs. Hornby

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended September 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 the attached line account transfers for September 2018. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for September 1, 2018 through September 30, 2018. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

September 28, 2018	-	\$250,540.96
October 15, 2018	-	\$260,867.47
- 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
Meeta Verma	School Emergency Triage Training	10/8/18 - retro	R	\$125.00
Meeta Verma	Safe Coalition	10/26/18 – retro	R	\$65.00
Eileen Quinn	Counselors Meeting Mindfulness	11/2/18 10/8/18 - retro	M	.31 per mile
Caitlin Lally	Counselors Meeting	11/2/18	R M	\$20.00 .31 per mile
John Perone	NJECC Meeting	10/19/18 - retro	M	.31 per mile
Lucille Fisher	Disruptive Behaviors	12/14/18	R	\$129.00

2.6 MOVE to approve a Joint Transportation Agreement for the 2018-2019 school year with Hunterdon County Educational Services Commission, for transportation of student #6742417302, in the amount of \$15,523.20. (Contract is on file in the board office.)

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Cindy Pontecorvo	Parent Meeting	10/4/18 – retro	7:00 to 8:30 pm	PAR
Daisy Troop 80830	Jennifer Garafolo	Meetings	Various	3:15 to 4:30 pm	Room 118
DTAA	Jessica O’Leary	Basketball	11/13 to 3/25/18	Various	Gym & Cafeteria
DTS PiE	Emy Drew	Book Club Assembly	10/31/18	9:00 am	Performing Arts Room

2.8 MOVE to approve a reimbursement to Marilyn Blair in the amount of \$6,198.93, per 18A:66-6.1, for 50% of the lump sum cost to purchase 24 months of teacher pension service for the period beginning July 1, 2000 and ending June 30, 2002.

2.9 MOVE to accept a grant in the amount of \$700.00 from Partners in Education (PiE) to fund a parent presentation of ‘Ryan’s Story’.

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

On Wednesday, September 26, 2018, Supervisor Kathleen Racile oversaw the school bus emergency evacuation drill for bus routes 7; 20; 28; 38; 731; 732; 733; and 734. The drills were held at approximately 8:50 am.

2.11 MOVE to approve Shared Services Agreement between the Delaware Township School and the Township of Delaware to share certain services. (Exhibit 2.11)

2.12 MOVE to approve Gianforcaro Architects, Engineers, Planners as the Architect of Record, effective November 1, 2018. (Contract is on file in business office.)

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

Motion by Mrs. Dunn, seconded by Mrs. Devlin to approve items 3.1-3.4. Discussion followed. Motion passed by roll call vote:

Mrs. Cooper abstained on item 3.4.

Mrs. Hornby abstained on items 3.1-3.4.

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
Sheri Oshins	Substitute	\$100.00 per day	2018-2019 school year
Marianne DeFronzo	LDTC/Supervisor	Per Diem Rate of Pay	October 29, 30, 31, 2018
Kimberly Mazzucco	Builder’s Club/Maker Space Advisor	\$44.08 per hour/per contract	2018-2019 school year
Kim Goss	Special Education	B+45/M – Step 5 - .42 = \$1,482.00 pro-rated and retroactive B+45/M – Step 5 – 1.0 = \$50,128.00 pro-rated	10/15/18 to 10/31/18 11/1/18 to 6/30/19
Diana Cotter	Special Education	B – Step 1 – 1.0 = \$41,136.00 pro-rated	11/1/18 to 6/30/19
Chelsea Davis	School Social Worker	B+45/M – Step 3 - .6 = \$29,266.00	11/1/18 to 6/30/19
Kathleen O’Brien	Digital Literacy Journal Club Advisor	\$44.08 per hour/per contract	2018-2019 school year

3.2 MOVE to approve Carissa Hettman, student at Fairleigh Dickinson University, to do a Quest Field Experience with Mrs. Ferry, for a total of 5 days during the month of January 2019, per the recommendation of the Superintendent.

3.3 MOVE to accept with regret, the Letter of Resignation from Karen Fania, Special Education Teacher, effective November 8, 2018. Ms. Fania will be paid for unused sick days as follows (final total to be determined), per the recommendation of the Superintendent. (Exhibit 3.3)

$$40.5 \text{ days divided by } 3 = 13.5 \times \$95.00 = \$1,283.00$$

3.4 MOVE to approve employee #55607667 be reinstated to position from suspension with pay pending completion of investigation effective October 12, 2018, per the recommendation of the Superintendent. (Exhibit 3.4)

N. Additional Business

O. Audience Participation - several parents expressed concerns regarding a recent school incident.

- Mrs. Panella Expressed her concerns regarding communication and protocol. She also asked whether we were following attorney advice.
- Mr. & Mrs. Bokach were not satisfied with school communication and were also upset that when their child stayed out of class, they were not informed.
- Charlie Herman was there to speak on behalf of several concerned parents. Was counselling made available? Parents needed more notice so that they would know how to prepare their kids. He stated that when he did contact Dr. Wiener and Mrs. Racile they were very helpful.
- Mrs. Panella asked whether only 8th grade parents received emails.

Dr. Wiener and Mrs. Racile responded as much as they could, given the situation and legal sensitivity.

P. Board Representatives Liaison Reports – given the length of the meeting, liaison reports would not be given with a few exceptions.

1. Recreation
2. PiE – would like to paint positive messages in the bathrooms
3. Township
4. ESC
5. Planning Board
6. HCSBA
7. NJSBA Legislature
8. Community Relations
9. HCRHS
10. DTAA – a new softball field is being built

Mrs. Ubry expressed her condolences, on behalf of the board, on the passing of Mrs. Winnie Dalgewicz. Mrs. Dalgewicz was a long-time teacher at Delaware Township School.

P. Executive Session – None.

Q. Adjourn

Motion by Mr. Hoffman, seconded by Mrs. May to adjourn at 10:20pm. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

November 27, 2018
Date Approved

Linda Ubry, President