

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF NOVEMBER 28, 2017**

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

Audience Participation

Valerie Wheatley, DTEA President, read a statement to the board, on behalf of the association, encouraging a negotiations settlement and requesting staff input on policy and other matters.

Mrs. Harrington addressed the board, on behalf of the pre-school parents, expressing their concerns about class enrollment, classroom size, and other program related matters. Other parents spoke about similar concerns. Dr. Wiener assured the parents that the board and administration are aware of the situation and are currently working on solutions.

- 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. Cooper, Mrs. Devlin, Mrs. Dunn, Mr. Hoffman, Mrs. May,
Mrs. Pouria, and Mrs. Linda Ubry.

Absent: Mr. Wintermute.

Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.

- E. **Audience Participation** – None.

- F. **Correspondence** - None.

- G. **Presentations**

Mrs. Racile reviewed the new HIB updates with the board.

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

1. Student Enrollment (11-15-17) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	38	3	12.7
Grade 1	43	3	14.3
Grade 2	36	2	18.0
Grade 3	41	3	13.7
Grade 4	39	2	19.5
Grade 5	35	2	17.5
Grade 6	47	3	15.7
Grade 7	47	2	23.5
Grade 8	41	2	20.5
Pre School	21		
Tuition Sent	4		
TOTAL	392	22	16.7

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	8/3/17	10:15 am
Security Drill (Lockout)	8/31/17	12:54 pm
Security Drill (Lockdown)	9/19/17	2:16 pm
Security Drill (Shelter in Place)	9/27/17	10:15 am
Fire Drill	9/28/17	10:00 am
Fire Drill	10/11/17	8:57 am
Security Drill (Lockout)	10/31/17	9:34 am

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	1
October	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	1	1

5. Pre-School Update was addressed during audience participation.

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

1. Board of Education Self Evaluation – reminder to complete it online.
2. 2018 Board of Education Reorganization Meeting will be held on January 3, 2018.

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

1. Official Election Results

1 Year Unexpired Term	Anne May	94*
	Mary Lyons	61
3 Year Term	Kristen Devlin	683*
	Anne May	606*
	Stephanie Spock	578*
	J. Michael Wintermute	533
	Tate Hoffman	458
	Write-In	20

2. Facilities Vision – Going green initiatives, efficiencies, reassess building maintenance & upgrades, HVAC investigation, and LRFP update. Mr. Munsey has been able to make many repairs to equipment that was once thought to be in need of replacement which has allowed us to save money and redirect our attention to other matters.

3. Advertise for New Board Member to be appointed to the 1-year unexpired term.

Motion by Mrs. Devlin, seconded by Mr. Cooper to approve advertising for the vacant board seat. Motion passed by unanimous roll call vote 7-0-0.

K. Moved by Mr. Cooper, seconded by Mrs. May, to approve of the regular and closed session minutes of the meeting of the October 24, 2017 meeting. Motion passed by roll call vote (5-2-0). Mrs. Dunn and Mrs. May abstained.

L. **Committee Reports and Action**

Curriculum/Instruction/Technology – Mrs. Pouria reported on the CIT committee meeting. Mr. Hoffman thanked Mrs. Pillon and the teachers for their curriculum work; it is a difficult and time consuming task.

Moved by Ms. Pouria, seconded by Mrs. May to approve 1.1-1.2. Discussion regarding the Trout Stocking trip followed. The BOE saw value in the trout stocking trip and only took issue with the length of time at the venue versus the longer commuting time, and the BOE took discussion and urges that field trips maximize time and experience at the venue and in general, such time should be greater in duration than the commute to said venue. Motion passed by unanimous roll call vote.

- 1.1 MOVE to approve the following field trips for the 2017-2018 school year.
(Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Day of Music	11/21/17 – retro	Band & Chorus (7 & 8)	Flemington NJ
Crystal Cave	3/9/18	7	Kutztown PA
Planetarium	3/28/18	8	Branchburg NJ
Trout Stocking	4/13/18	6	Clinton NJ
Sandy Hook	6/1/18	7	Sea Bright NJ
Winter Conference	1/10/18	Student Council	Ewing NJ

- 1.2 MOVE to accept the September and October HIB incidents per H.4 of the Superintendent’s Report.
(Exhibit 1.2)

Finance/Facilities – Mrs. Ubry reported on the Finance/Facilities committee meeting.

Moved by Mrs. Devlin, seconded by Mrs. Pouria to approved items 2.1-2.10. Mrs. Joyce explained S.A.I.F. to the board. Discussion on the ice rink followed, and it was decided to vote separately on that item separately.

Motion on items 2.1-2.10, except the Delaware Rec Commission request for facilities in 2.5, passed by unanimous roll call vote.

Motion on item 2.5 Delaware Rec Commission request for facilities (ice rink) failed on roll call vote 3-0-4 (yes-Hoffman, Pouria, Ubry / no-Cooper, Devlin, Dunn, May).

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended October 2017 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 October 2017.
(Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for October 1, 2017 through October 31, 2017. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

October 30, 2017	-	\$252,170.01
November 15, 2017	-	\$249,742.63

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Del. Town. Rec. Comm.	Steven Smotrich	Ice Skating	12/17 to 3/18	not during school time	Field
DTS PiE	Tracy Wright	Author in Residence	1/9, 1/18, 1/23/18 2/6, 2/20, 3/6/18	Periods 1 & 2	PAR

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
Jill Kirchberger	Winners Workshop	5/15/18	R	\$209.00
Eileen Quinn	Yoga and Mindfulness in Classroom	1/18/18	R M	\$199.00 .31 per mile

2.7 MOVE to approve the following Pre School Tuition Contracts for the 2017-2018 school year:

STUDENT ID NUMBER	AMOUNT
4055790837	\$6,600.00
8534937841	\$3,300.00
2522422169	\$6,600.00
5713977238	\$3,300.00
5687604528	\$6,600.00
8876277169	\$6,600.00
4414172433	\$6,600.00
8113882673	\$6,600.00
8970032136	\$6,600.00
9571986137	\$6,600.00
1062669962	\$3,300.00
7587062601	\$6,600.00
5594609845	\$3,300.00
4263032012	\$3,300.00
5382526581	\$4,950.00
9645107878	\$4,950.00

2.8 MOVE to approve the Delaware Township School Board of Education as a member of School Alliance Insurance for a period of three years. (Exhibit 2.8)

2.9 MOVE to approve the following fundraisers for the Eighth Grade dance and Washington, DC trip.

Luigi's Tiramisu (before winter break)
 Maria Rosa's dinners (January/February)
 Rita's Italian Ice (May/June)

- 2.10 MOVE to approve a new 48 month lease with Stewart, effective January 1, 2018. (Exhibit 2.10 - on file in the board office.)

Personnel/Policy – Mr. Cooper reported on the P/P committee meeting.

Dr. Wiener expressed how grateful everyone was to have worked with Mrs. Klemchalk and that she would be a great loss to everyone in the Delaware Township community. He wished her well in her retirement.

Moved by Mrs. Dunn, seconded by Mr. Cooper to approve items 3.1-3.7 as revised. Pamela Drezgo was pulled from 3.1, and policy # 3517 and 4117.42 were pulled from item 3.3. 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 2017-2018 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Morgan Miller	Paraprofessional	\$17,481.00 - full time – Step 1 pro-rated	11/1/17 to 6/30/18
Robert Zagari Jr.	Middle School LA/SS – leave replacement	\$12,345.00 - Step 1 – B – pro-rated and retro	11/1/17 to 1/15/18
Kim Goss	Special Education – part-time	\$9,076.00 - .23 time - Step 4 – B+30 – pro-rated	12/1/17 to 6/30/18
Meeta Verma	School Nurse	\$31,276.00 – full time – Step 8 – B+15 – pro-rated	1/15/18 to 6/30/18
Pamela Drezgo	Art – leave replacement	\$24,710.00 – .8 time Step 1 – B+15 – pro-rated	1/1/18 to 6/30/18
Kristine Doty	Special Education – part-time	\$16,500.00 – .47 time– Step 9 – B+45/M – pro-rated	1/15/18 to 6/30/18

- 3.2 MOVE to approve Caitlin Lally as a graduate level counseling intern with Ms. Quinn for the 2017-2018 school year, per the recommendation of the Superintendent.

- 3.3 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.3)

POLICY	NUMBER	REVISION ONLY	READING
Security and Electronic Surveillance	3517		Adoption
Rice Notice and Nonrenewal	4117.41	X	
Emergencies and Disaster Preparedness	6114	X	
Transportation Safety	3541.33	X	

- 3.4 MOVE to appoint Kathleen Racile, Supervisor as the District’s School Safety Specialist, per the recommendation of the Superintendent.

- 3.5 MOVE to approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials. (Exhibit 3.5)

- 3.6 MOVE to approve the Uniform of Understanding Between Education and Law Enforcement Officials regarding Live Stream Video. (Exhibit 3.6)
- 3.7 MOVE to accept with regret the letter of resignation from Patricia Klemchalk, effective December 1, 2017, and a sick day payment as follows, per the recommendation of the Superintendent. (Exhibit 3.7)

8.5 sick days divided by 3 = 2.83 days x \$95.00 per day = \$268.85

M. **Additional Business** – None.

N. **Audience Participation** – None.

O. **Board Representatives Liaison Reports**

1. Recreation – They met on November 11th. Trunk-or-Treating was cancelled, the holiday decorating contest will take place in early December, they talked about the ice rink, and there was discussion regarding recommendations for summer rec hiring.
2. PiE – They are looking for PiE sponsors and student program fees, the website was updated, Art Fest planning has started, and Ms. Bivona has been working on Spiritwear. The book fair was successful, and there are recycling bins in the parking lot which earn \$200 a month. Other upcoming events include the Holiday Shop and the DPAC play.
3. Township – None.
4. ESC – None
5. Planning Board – No November meeting.
6. HCSBA – None.
7. NJSBA Legislature – None.
8. Community Relations – None.
9. HCRHS – They are holding college presentations.
10. DTAA – Basketball registration is closed, and the season has started.

Mr. Hoffman was dismissed due to conflict at 8:48 pm.

P. **Executive Session**

WHEREAS Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975 authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy of or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act, now therefore be it

RESOLVED that the Board of Education of Delaware Township School now adjourns from public session to reconvene in Executive Session for the purpose of discussing the following: negotiations, and be it further

RESOLVED that the Board will more specifically discuss DTEA negotiations; and be it further

RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board’s consideration of the subject matter be closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the

Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Moved by Mr. Cooper, seconded by Mrs. May that the board go into Executive Session at 8:49pm. No action will be taken. Motion passed by unanimous voice vote.

Moved by Mrs. Devlin, seconded by Mrs. May to return to public session at 8:58pm. Motion passed by unanimous voice vote.

Q. Adjourn

Motion made by Mrs. May, seconded by Mrs. Pouria to adjourn at 8:59pm. Motion passed by unanimous voice vote

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

December 19, 2017
Date Approved

Linda Ubry, President