

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

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:00 p.m.
- 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. JoAnn Brown, Mr. David Cooper, Mrs. Kristen Devlin, Mr. Tate Hoffman, Mrs. Cathy Pouria, Mr. Wintermute and Mrs. Linda Ubry.  
Absent: Mrs. Stephanie Dunn  
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Interim Business Administrator. There was 1 visitor.
- E. Presentation** –  
  
Along with Mrs. Hardy, Student Council Officers, Megan Eastman, Catherine Peacock and Maya Fetzer, attended the Board Meeting. They gave a presentation regarding Student Council activities and accomplishments for the school year.
- F. Audience Participation – Agenda Items**  
  
There were no comments from the public at this time.
- G. Correspondence** –  
  
A letter was received from a citizen regarding athletics.
- H. Presentation** –  
  
Mrs. Kathleen Racile, Supervisor, presented EVVRS and HIP-ITP Reports.

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

**1. Student Enrollment (1-15-17) - (Exhibit J.1)**

<b>GRADE</b>	<b>ENROLLMENT</b>	<b>SECTIONS</b>	<b>AVERAGE CLASS SIZE</b>
Kindergarten	40	3	13.3
Grade 1	36	2	18.0
Grade 2	43	3	14.3
Grade 3	36	2	18.0
Grade 4	36	2	18.0
Grade 5	44	3	14.7
Grade 6	44	3	14.7
Grade 7	40	2	20.0
Grade 8	42	2	21.0
Pre School	25	2	12.5
Tuition Sent	4		
<b>TOTAL</b>	<b>390</b>	<b>24</b>	<b>16.1</b>

**2. Evacuation Drills –**

<b>TYPE OF DRILL</b>	<b>DATE</b>	<b>TIME</b>
Fire Drill	7/29/16	10:45 am
Security Drill (Evacuation Non Fire)	7/29/16	2:45 pm
Security Drill (Shelter in Place)	8/17/16	1:35 pm
Fire Drill	8/30/16	1:17 pm
Fire Drill	9/21/16	1:41 pm
Security Drill (Lockout)	9/29/16	2:37 pm
Fire Drill	10/11/16	8:55 am
Security Drill (Lockdown)	10/25/16	9:50 am
Fire Drill	11/30/16	9:30 am
Security Drill (Evacuation)	11/18/16	1:44 pm
Fire Drill	12/9/16	12:47 pm
Security Drill (Shelter in Place)	12/22/16	2:18 pm

**3. Suspensions –**

<b>MONTH OF</b>	<b>IN SCHOOL</b>	<b>OUT OF SCHOOL</b>
September 2016	0	0
October 2016	2	0
November 2016	0	0
December 2016	0	0
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>2</b>	<b>0</b>

**4. Moved by Mrs. Brown, seconded by Mr. Hoffman to approve the Harassment, Intimidation and Bullying Report for the month of January 2017, as listed below. Motion passed by unanimous roll call vote 7-0-0.**

**HIB Incidents**

<b>MONTH OF</b>	<b>INCIDENTS REPORTED</b>	<b>NUMBER CLASSIFIED AS HIB</b>
September 2016	0	0
October 2016	2	1
November 2016	0	0
December 2016	0	0
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>2</b>	<b>1</b>

5. 2017-2018 Budget Update Overview
6. Eagle Scout Report

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

1. Administrative Shared Services
2. 2017-2018 Budget – Mr. Cooper requested to have budget savings initiatives (needs vs. wants) and customary/usual/routine expenses challenged for efficiency/savings reported.

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

1. 2017-2018 Budget Calendar Update
2. Facilities Update

**L. Minutes**

**MOVED by Mr. Cooper, seconded by Mrs. Devlin, to approve the January 24, 2017 regular and executive minutes with the noted changes to the executive session minutes. Motion passed by roll call vote 7-0-0.**

**M. Moved by Mr. Cooper, seconded by Mr. Hoffman, to approve of changes to the Delaware Township Board of Education Meeting Schedule. Motion passed by roll call vote 7-0-0. (Exhibit L.)**

**N. Committee Reports and Action**

**1. Curriculum/Instruction/Technology**

Mr. Hoffman reported the highlights of the CIT committee meeting.

**Oath of Allegiance**

Oath of Allegiance to New Board Member – Mrs. Joyce administered the Oath of Allegiance to newly appointed Board of Education member, Mrs. Lisa Thompson.

**Moved by Mr. Hoffman, seconded by Mrs. Thompson, to approve items 1.1 – 1.3, except the field trip to Six Flags Great Adventure which will be considered at the March 14<sup>th</sup> upon receipt of additional information. Motion passed by unanimous roll call vote 8-0-0.**

1.1 Field trips for the 2016-2017 school year. (Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Creativity Co-Op	4/4/17	Grade 6 G&T students	Flemington NJ
Six Flags Great Adventure	5/24/17	Student Council Officers	Jackson NJ
<u>Somerset County Education Center</u>	<u>4/20/17</u>	<u>6</u>	<u>Basking Ridge NJ</u>
Holocaust Experience Program	5/3/17	8	Branchburg NJ

1.2 Harassment, Intimidation or Bullying Investigations, Trainings and Programs Report for the period of July 1, 2016 through December 31, 2016. (Exhibit 1.2)

1.3 MOVE to approve the Electronic Violence and Vandalism Report (EVVRS) for school year 2016-2017 Period 1. (Exhibit 1.3)

**Item 1.4 was removed for consideration at the March 14<sup>th</sup> meeting.**

1.4 MOVE to approve the 2017-2018 School Calendar. (Exhibit 1.4)

## 2. Finance/Facilities

Mrs. Devlin reported the highlights of the Finance/Facilities committee meeting.

**Motion by Mrs. Devlin, seconded by Mr. Wintermute, to approve items 2.1 - 2.6. Motion passed by unanimous roll call vote 8-0-0.**

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended January 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 January 2017. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment in the amount of \$1,225,494.41, for the period January 1 to January 31, 2017. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:

January 13, 2017 - \$249,619.43  
 January 30, 2017 - \$253,233.37

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 Education Conference	3/2 and 3/3/17	R M O	\$195.00 .31 per mile \$80.00 (tolls & parking)
Angela Mikula	Hunterdon Art Roundtable	2/13/17 - retro	R	\$45.00
Jill Kirchberger	Winner Workshop	5/10/17	R	\$209.00
Pamela Kelly	NJCEC Conference	3/13/17	R M	\$125.00 .31 per mile
Eileen Quinn	Spring Counselor Conference	3/31/17	R M	\$35.00 .31 per mile
Cynthia Terranova	Lifesavers, Inc.	2/14/17 - retro	R M	\$65.00 .31 per mile

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

2.6 MOVE to approve a Tuition Contract with Readington Township Public Schools for the 2016-2017 school year, for student #7116413763, in the amount of \$15,720.00.

### 3. Personnel/Policy

Mrs. Brown presented the highlights of the Personnel/Policy committee meeting.

**Motion by Mrs. Brown, seconded by Mr. Cooper, to approve items 3.1 - 3.3.**

**Discussion followed. Motion passed by unanimous roll call vote 8-0-0.**

3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2016-2017 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Tammie Grimm	Substitute	\$100.00 per day	2016-2017
Tracy Kell	Substitute	\$100.00 per day	2016-2017
Sarah Carlon	Substitute	\$100.00 per day	2016-2017

- 3.2 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.2)

POLICY	NUMBER	REVISION ONLY	READING
Foster Care and Educational Stability	5118.2		Second

- 3.3 MOVE to approve the following board representative liaison appointments for calendar year 2017.

Committee	Representative	Alternate
Recreation	Stephanie Dunn	Linda Ubry
Partners in Education (PIE)	JoAnn Brown	Catherine Pouria
Township	Tate Hoffman	David Cooper
Educational Service Commission (ESC)	Linda Ubry	Stephanie Dunn
Planning Board	David Cooper	Tate Hoffman
Hunterdon County School Board Association	Kristen Devlin	
New Jersey School Board Association Legislature	Stephanie Dunn	
Community Relations	Stephanie Dunn	Linda Ubry
Hunterdon Central Regional High School (HCRHS)	David Cooper	Linda Ubry
Delaware Township Athletic Association (DTAA)	Kristen Devlin	Tate Hoffman

**O. Additional Business – None**

**P. Audience Participation**

There were no comments from the public at this time.

**Q. Board Representatives Liaison Reports**

1. Recreation – Met on Feb 6<sup>th</sup>; they are looking for input on community activities; requested DTS facilitate a survey.
2. PIE – Plans for the spring fundraiser are underway; DPAC middle school play is being investigated for next year; Enrichment has 174 students enrolled in 13 classes; next meeting is March 15<sup>th</sup>.
3. Township – Met January 30<sup>th</sup>; passed an NJC resolution for the school trail; pursuing a sidewalk grant.
4. ESC – Met on Feb 7<sup>th</sup>; approved a DTS transportation route; announced that Hoffman’s Crossing is available to all district for planned activities.
5. Planning Board – Met on Feb 7<sup>th</sup>; discussed sidewalk issues; there were no new applications.
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS – Met on Jan 21<sup>st</sup> for an Executive only meeting and on Jan 27<sup>th</sup> for a Regular Board meeting.
10. DTAA – the Beef & Beer fundraiser on Feb 24<sup>th</sup> was a success; basketball regular season is over & playoffs are beginning; spring registration for soccer, baseball & softball will be closing soon; for the first time, DTAA will be offering a scholarship to a current DTS senior.

Mr. Hoffman was dismissed for Executive Session due to a conflict.

**R. Executive Session**

**Motion by Mr. Cooper, seconded by Mrs. Pouria, the board voted to go into Executive Session at 8:48 p.m. Motion passed by unanimous voice vote 7-0-0.**

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 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.

**Motion by Mrs. Brown, seconded by Mrs. Pouria, the board voted to exit Executive Session at 8:57 p.m. Motion passed by unanimous voice vote 7-0-0.**

**S. Adjourn**

**Moved by Mrs. Devlin, seconded by Mr. Wintermute, the board voted to adjourn at 8:58 p.m. Motion passed by unanimous voice vote 8-0-0.**

Respectfully submitted,

Susan M. Joyce  
Interim Business Administrator/Board Secretary

\_\_\_\_\_  
Date Approved

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Linda Ubry, President