

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF DECEMBER 13, 2016**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30 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. Thomas Bruhl, Mrs. Kristen Devlin, Mrs. Stephanie Dunn, Mrs. Molly Esserman, Mr. Tate Hoffman, Mrs. Lisa Thompson, and Mrs. Linda Ubry.  
Absent: None  
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Interim Business Administrator. There were 8 visitors.
- E. Audience Participation – Agenda Items**  
There were no comments from the public at this time.
- F. Correspondence:**
- Letter of Resignation from the Board of Education from Thomas Bruhl
- MOVED by Mrs. Ubry, seconded by Mrs. Thompson to accept, with regret, the resignation of Thomas Bruhl from the Delaware Township School Board of Education, effective January 4, 2017 (Exhibit F.1) was approved by unanimous roll call vote 8-0.**
- Dr. Wiener summarized thank you letters that are going to Mrs. Esserman, Mrs. Thompson and Mr. Bruhl for their years of dedicated service on the Board.
- G. Presentations**
- Service Learning – Ms. Quinn, Demetrius Apostolis, Jack Herman and Emma Nagy presented on the new service learning program. Program highlights, including the 10 recommended hours of service, were presented to the board.

- 2015-2016 School Audit – Mr. Richard Barre presented the June 30, 2016 Audit Summary to the board. There were no audit recommendations. Dr. Wiener and Mrs. Ubry thanked Mr. Barre for his 10+ years of service to the district.

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

- NJ Achieve Data update was presented.
- Safe drinking water test results were presented. All drinking water outlets have tested negative while some non-drinking water outlets tested above the state limit. A letter will be going to the staff and community on Wednesday. Mrs. Joyce will be providing further details later in the meeting.

**1. Student Enrollment (12-15-16) - (Exhibit H.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

**3. Suspensions –**

<b>MONTH OF</b>	<b>IN SCHOOL</b>	<b>OUT OF SCHOOL</b>
September 2016	0	0
October 2016	1	0
November 2016	1	0
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>2</b>	<b>0</b>

4.

HIB Incidents

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

**MOVED by Mrs. Esserman, seconded by Mrs. Dunn, the Harassment, Intimidation and Bullying Report for the month of November 2016 was approved by unanimous roll call vote 8-0.**

5. District/Merit Goals Update – The Personnel committee had the opportunity to review the binder prior to it being sent to the county office for review & approval.

6. Introduction of Mrs. Joyce, Interim Business Administrator

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

1. Superintendent Merit Goals – Mrs. Ubry gave an update on the documentation notebook, salary cap and noted the importance of being on top of this process.
2. The January Board of Education Reorganization will be held on Tuesday the 3<sup>rd</sup>. There are two new board members being sworn in. Mrs. Ubry also thanked Mrs. Roethel, Mrs. Thompson, Mrs. Essesman and Mr. Bruhl for their service to the district and stressed how much they will be missed. There is also an advertisement out to fill the two vacancies left by the resignations of Mrs. Roethel and Mr. Bruhl.

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

1. Draft of Proposed Board Meeting Dates for 2017 and School Year 2016-2017 (attached) which includes meeting dates from January 2017 through June 2018 was presented. It will be on the January 3, 2016 Reorganization Meeting agenda.
2. June 30, 2016 Audit Report was presented by Mr. Barre. The district is in excellent financial condition.
3. The state mandated water testing included one hundred sixteen (116) samples district-wide, twenty-two (22) of which were drinking outlets. The twenty (22) included fourteen (14) drinking fountains and the following locations: five (5) kitchen, one (1) teacher lounge, one (1) teacher break room and one (1) nurse’s office. All drinking outlets tested negative and safe for consumption. There were nine (9) samples taken that tested above the acceptable state levels for drinking outlets including, four (4) outlets in science room 132, one (1) in science room 133, one (1) eye wash station in the science prep room, one (1) in the elementary art room 303, one (1) custodial closet and one (1) test nozzle on the main feed.

**K. Minutes**

**MOVED by Mr. Bruhl, second by Mrs. Brown the November 22, 2016 minutes were approved by roll call vote 6-0-2, Mrs. Dunn & Mrs. Esserman abstained.**

**L. Committee Reports and Action**

**1. Curriculum/Instruction/Technology**

Mr. Hoffman reported that the committee met and discussed:

- Foundations is being piloted in Kindergarten.
- There were thirteen (13) school choice applications for three (3) seats, and a lottery was held.
- Teacher of the year nominations.
- Instructional Rounds to visit classes.
- K-5 science texts, on-going.
- PiE provided funding for 30 Google Expedition devices.
- There have been an unusually high number of cracked screens on the new Surface 3 student devices.
- Mrs. Racile attended a security workshop, and our plan needs to be updated.

**2. Finance/Facilities**

**MOVED by Mr. Bruhl, second by Mrs. Thompson Finance / Facilities items 2.1 – 2.14 were approved by roll call vote 8-0.**

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended November 2016 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 November 2016. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment in the amount of \$454,005.75, as follows: (Exhibit 2.3)

November 16 to November 30, 2016	\$454,005.75
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2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:

- 2.5 MOVE to approve a Shared Services Agreement with the South Hunterdon Regional Board of Education, at a fee of \$6,300.00, for the sharing of the Delaware Township Board of Education World Language teacher for the 2016-2017 school year. (Exhibit 2.5)
- 2.6 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.6)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTS PiE	Tracy Wright	Author in Residence	1/11 & 1/25/17 2/8, 2/22, 3/8/17	9:00 to 10:45 am 9:00 to 9:45 am	Performing Arts Room
Daisy Girl Scout Troop	Virginia Lucas	Meetings	12/14/16; 1/11; 2/8; 3/8; 4/5; 5/10; 6/7/17	3:15 to 4:15 pm	Room 119

- 2.7 MOVE to accept the June 30, 2016 Comprehensive Annual Financial Report (CAFR) with no audit recommendations, and to acknowledge that the Delaware Township Board of Education has reviewed the 2015-2016 audit report as required by N.J.S.A. 18A:23-5. (Exhibit 2.7)
- 2.8 MOVE to approve the Corrective Action Plan for the June 30, 2016 Comprehensive Annual Financial Report (CAFR), with no audit recommendations. (Exhibit 2.8)
- 2.9 Move to approve a Joint Transportation Agreement for the transportation of School Choice Students during the 2016-2017 school year between the Delaware Township School District (host) and the Flemington Raritan School District (Joiner) as follows:

Host District Route #	# Joiner District Students	Cost per Student	Total Joiner Cost
HCD 1	1	\$500.00	\$500.00
HCD 2	4	\$500.00	\$2,000.00
HCD 6	1	\$500.00	\$500.00
HCD 7	1	\$500.00	\$500.00
Total	7		\$3,500.00

- 2.10 Move to approve a Joint Transportation Agreement for the transportation of School Choice Students during the 2016-2017 school year between the Delaware Township School District (host) and the South Hunterdon Regional School District (Joiner) as follows:

Host District Route #	# Joiner District Students	Cost per Student	Total Joiner Cost
HCD 4	3	\$500.00	\$1,500.00
Total	3		\$1,500.00

- 2.11 Move to approve a Joint Transportation Agreement for the transportation of School Choice Students during the 2016-2017 school year between the

Delaware Township School District (host) and the East Amwell School District (Joiner) as follows:

Host District Route #	# Joints District Students	Cost per Student	Total Joiner Cost
HCD 5	1	\$500.00	\$500.00
HCD 6	1	\$500.00	\$500.00
Total	2		\$1,000.00

2.12 MOVE to accept, with gratitude, the Delaware Township School Partners in Education (PiE) Grants, in the amount of \$1,950.00.

2.13 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
Caitlin Lally	Increase Student Motivation	2/15/17	R	\$245.00
Nicole Bivona Stacey Weiss Jennifer Ricardo	Wilson Training	2/7/17	R M	\$350.00 (each) .31 per mile

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

2.14 MOVE to approve the contract with YMCA Camp Bernie for June 5, 2018 in the amount of \$1,800.00, for participation of our Sixth Grade class. (Exhibit 2.14)

### 3. Personnel/Policy

**MOVED by Mrs. Thompson, second by Mr. Bruhl, Personnel/Policy Items 3.1 –3.2 were approved by roll call vote 8-0.**

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
Jeffrey Munsey	Super. Building & Grounds	\$235.00 per diem	Up to 3 days in December
Mark Deneka, Bernie Benda	Concert Chaperone	2 hours each @ \$43.05 per hour	December 15, 2016
Daniel Chojnowski	Courtyard & Garden Club Advisor	\$43.05 per hour	2016-2017 school year
Zachary Ubry	Substitute Custodian	\$12.50 per hour	2016-2017 school year

3.2 MOVE to approve the 2016-2017 School District and Superintendent Merit Goals Mid Year Assessment, as presented by the Superintendent. (Exhibit 3.2)

**M. Additional Business**

**N. Audience Participation**

**O. Board Representatives Liaison Reports**

1. Recreation – Mrs. Dunn reported that the Holiday Decorating Contest winners were picked and that an ice rink is going on the practice soccer field at the school for the winter months.
2. PiE
3. Township
4. ESC –
  - Approved an increase in the hourly rate of bus drivers in W. Orange by \$5.00 per hour
  - Hoffman’s Crossing Campus: (1) Will offer a Summer Camp Program Summer 2017; (2) Approved a Shared Services Agreement with the Newark Leadership Academy (charter school) for a joint program; (3) Will host a ½ mile Marathon Run and Family Fishing Day Campus Festival in June
  - Added 5 new district members to the HCESC Purchasing Cooperative. New total is 415 school districts / municipalities
  - HCESC Exclusive Agent contract with Apple continues to grow - \$17M in sales to date
  - Increased the Technology and Nursing budgets due to new opportunities
  - Approved a motion to expand our Joint Transportation Agreement with 3 districts
  - Mr. Bruhl reported that the ESC is going need a replacement liaison beginning in January. Meetings are held on the first Tuesday of the month at 4:15pm near Hunterdon Care Center.
5. Planning Board
6. HCSBA
7. NJSBA Legislature
8. Community Relations
9. HCRHS – Mrs. Thompson reported that the marking period date was changed to January 27<sup>th</sup>; there are no more snow days left in the calendar; PSAT results are in and there are no National Merit Scholars, keep in mind that NJ requires a perfect score to attain that achievement.
10. DTAA – Mrs. Devlin reported that basketball season has started; softball clinics are underway; the Beef ‘n Beer fundraiser is set for February.

**P. Executive Session**

**MOVED by Mrs. Brown, seconded by Mrs. Devlin, the board voted unanimously to enter executive session at 9:04pm.**

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: personnel, negotiations, and litigation; and be it further

RESOLVED that the Board will more specifically discuss (to be stated at the meeting); 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.

**Q. Adjourn**

There being no further business, on motion by Mrs. Brown, seconded by Mrs. Dunn, and unanimously passed by a vote of 5-0, the meeting was adjourned at 9:21 p.m.

Respectfully submitted,

Susan M. Joyce  
Interim Business Administrator/Board Secretary

January 24, 2017  
Date Approved

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Linda Ubry, President