

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF SEPTEMBER 25, 2018**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:04 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: Mrs. Kristen Devlin, Mr. Tate Hoffman, Mrs. Anne May, Mrs. Cathy Pouria and Mrs. Linda Ubry.
Absent: Mr. David Cooper, Mrs. Stephanie Dunn, and Mrs. Mary Lyons.
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.
- E. Audience Participation** – None.
- F. Correspondence** – None.
- G. Presentations** – Mrs. Pillon presented the PARCC District Testing Report and answered questions from board members.
- H. Superintendent’s Report** – Dr. Richard Wiener

1. Student Enrollment (9-15-18) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	36	3	12.0
Grade 1	37	3	12.3
Grade 2	44	3	14.7
Grade 3	37	2	18.5
Grade 4	41	3	13.7
Grade 5	39	2	19.5
Grade 6	32	2	18.0
Grade 7	44	3	14.7
Grade 8	49	3	16.3
Pre School	19		

Tuition Sent	3		
TOTAL	381	24	15.0

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill		
Security Drill (Lockout)		

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

4. Opening of School – Dr. Wiener reported that it was a smooth school opening. This year the fewest number of transportation issues came to his level. There were no surprises with enrollment; the projected number of classes and class sizes were accurate. There is an anticipated increase in preschool enrollment next year that will likely require a second section.

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

1. Board of Education Self Evaluation – Mrs. Ubry asked the board to go on to the NJSBA website and complete the board self-evaluation.
2. Board of Education Vacancy – There has been no interest in filling the Board of Education vacancy. If there is anyone you think may be interested, please talk to them about considering the position.

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

1. Architect Search Update – RFP’s were sent to six firms, there were four submissions and, after review by the Finance Committee, it was narrowed down to two candidates. Those firms are scheduled for interviews on October 15, 2018. The main criteria used was that the firm is not too big and has experience with small districts. References were also checked.

K. Moved by Mrs. Devlin, seconded by Mr. Hoffman to approve the regular session minutes of the August 29, 2018 board meeting. Discussion followed. Motion was passed 4-0-1 (Pouria abstained because she was absent for the Aug 29 meeting).

L. Moved by Mrs. Devlin, seconded by Mrs. May to approve a change of date for the October Board of Education meeting. The meeting will be moved from Tuesday, October 23rd to Tuesday, October 30, 2018 at 7:30 pm in the Performing Arts Room. Discussion followed. Motion passed by unanimous voice vote.

M. Committee Reports and Action

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

On motion by Mr. Hoffman, seconded by Mrs. Devlin, the board voted to pass 1.1 and 1.3. Discussion followed. Motion passed by unanimous roll call vote. 5-0-0

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

1.2	Tabled pending presentation by Supervisor.
-----	--

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 1.2)

- 1.3 MOVE to approve the following field trips for the 2018-2019 school year. (Exhibit 1.3)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Grounds for Sculpture	11/2/18	4	Hamilton NJ
Locktown Church	5/23/19	3	Flemington NJ
American Museum of Natural History	May 2019	7	New York City
Trout Stocking	5/31/19	6	Annandale NJ

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

Motion by Mrs. Pouria, seconded by Mrs. Devlin to approve 2.1-2.11. Discussion followed. Motion passed by unanimous roll call vote. 5-0-0

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month3s ended July 2018 & August 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 June 2018, July 2018 and August 2018. (Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for August 1, 2018 through August 31, 2018. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

August 30, 2018	-	\$56,581.27
September 15, 2018	-	\$240,960.28

2.5 MOVE to accept the CAP Grant, as follows:

K-6 Program	NJ CAP GRANT AWARD \$1,227.00	DISTRICT RESPONSIBILITY \$526.00
Teen CAP Program	NJ CAP GRANT AWARD \$401.00	DISTRICT RESPONSIBILITY \$172.00
TOTAL DISTRICT RESPONSIBILITY		\$698.00

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 within 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
Sheri Laman	Rutgers Gifted Conference	11/30/18	R M	\$189.00 .31 per mile
Andrea Gristina	Wilson Training	Various	R M	\$2,500.00 .31 per mile
Lucinda Fisher	Wilson Training	12/11 to 12/13/18	R M	\$700.00 .31 per mile
Lisa Bennett	Teach Nonfiction Reading	11/15/18	R M	\$119.99 .31 per mile

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Julie Luster-Roell	PIE	Kickball	9/22/18 – retro	11:00 to 4:00 pm	Playground & Fields
Girl Scouts Troop 8486	Diane Dembeski	Meetings	Various – see exhibit	3:10 to 4:30 pm	Elem. Art Room
Girl Scouts Troop 81252	Anne May	Meetings	Various – see exhibit	3:10 to 5:00 pm	P.A.R.
Brownie Troop 80270	Virginia Lucas	Meetings	Various – see exhibit	3:10 to 4:45 pm	Elem. Art Room
Girl Scouts	Cindy Pontecorvo	Meetings	Various – see exhibit	Various	P.A.R.
Girl Scouts Troop 80372	Jamie Clarke	Meetings	2nd and 4 th Fridays	3:10 to 4:45 pm	Elem. Art Room
DTS PIE	Diana Ramage	Book Fair	October 15 to 19	9:00 am to 5:00 pm	Backstage area of gym
Del Twp Rec Committee	Judith Allen	Trunk or Treat	October 28, 2018	12:00 to 6:00 pm	Parking Lot
Del Twp Rec Committee	Judith Allen	Community Day	October 6, 2018 October 7 – rain date	3:00 to 9:00 pm	Parking Lot

2.8 MOVE to approve the following Pre School Tuition Contracts for the 2018-2019 school year:

STUDENT ID NUMBER	AMOUNT
2522422169	\$6,600.00
5713977238	\$6,600.00
4414172433	\$6,600.00
8113882673	\$6,600.00
7587062601	\$6,600.00
9592500757	\$6,600.00
4257810434	\$6,600.00

2633225075	\$6,600.00
5645766874	\$6,600.00
5945127578	\$6,600.00
5948795995	\$4,950.00
9013695789	\$6,600.00
9251135645	\$6,600.00
5660152052	\$6,600.00

- 2.9 MOVE to approve a fundraiser for staff to benefit St. Baldricks, and sponsored by the School Climate Committee, which allows the staff to pay \$1.00 on Fridays to wear jeans.
- 2.10 MOVE to approve a fundraiser for students to benefit St. Baldrick's and Run for Mackenzie for childhood cancer, and sponsored by the Student Council, which allows the students to wear hats during the week of September 24th for \$1.00 per day.
- 2.11 MOVE to approve a Tuition Contract with Mercer County Special Services for Student #5784186883 for the 2018-2019 school year, in the amount of \$95,460.00. (contract on file in the business office).

Personnel/Policy – Mrs. Ubry reported on the Personnel/Policy committee meeting.

Motion by Mrs. Ubry, seconded by Mrs. Pouria to approve 3.1-3.6. 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 2018-2019 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Paige Roell	Substitute Teacher	\$100.00 per day	2018-2019 school year
Renee Swillo	Substitute Teacher - rehire	\$100.00 per day	2018-2019 school year
Joann Vieth	Substitute Teacher – rehire	\$100.00 per day	2018-2019 school year
Danielle Stubbins	Substitute Teacher	\$100.00 per day	2018-2019 school year
Brianna Retsis	Substitute Teacher/Nurse	\$100.00 or \$130.00 per day	2018-2019 school year
Sheri Laman	G/T & Language Arts	Step 10 – B+45/M – .9 \$59,895.00 (pro-rated)	2018-2019 school year
Kimberly Mazzucco	Odyssey of Mind Advisor	\$44.08 per hour	2018-2019 school year
April Ambio	LDTTC – temporary	\$52.60 per hour – as needed (up to 10 hours per week)	September to November 2018
Lucinda Fisher; Stephanie Joyce; Reath Mast; Marilyn Ballard; Bernie Benda; Kelvyn Ramirez; Mark Deneka; Eileen Quinn	Dance Chaperones – rotating basis	\$44.08 per hour/3 hours per dance	9/14; 10/26; 12/14; 2/8; 5/10
Stephanie Joyce; Bernie Benda; Jill Kirchberger; Kelvyn Ramirez; Lucinda Fisher	Activity Night Chaperones – rotating basis	\$44.08 per hour/various amount of hours	12/6; 12/7; 1/18; 4/5; 5/16
Lucinda Fisher	Science Olympiad – Co Advisor	\$44.08 per hour	2018-2019 school year
Daniel Chojnowski	STEM Expo – Co Advisor	\$44.08 per hour	2018-2019 school year

Lucinda Fisher; Nicole Bivona; Bernie Benda; Eileen Quinn	Home Instructor	\$44.08 per hour	2018-2019 school year
Diana Cotter	Learning Lab	\$44.08 per hour	2018-2019 school year
Jennifer Gorman	Paraprofessional	Step 1 .50 \$10,157.00 (pro-rated)	October 1, 2018 – June 30, 2019
Jean Domurat	Paraprofessional	Step 2 .58 \$11,912.00 (pro-rated)	October 1 – June 30, 2048

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

POLICY	NUMBER	REVISION ONLY	READING
Harassment, Intimidation and Bullying	5131.1		2 nd
Suspected Gang Activity	5615		2 nd

3.3 MOVE to accept, with regret, the Letter of Intent to Retire from Nancy O'Connor, paraprofessional, effective retroactive to September 17, 2018. Mrs. O'Connor will receive the following sick day payment, per the recommendation of the Superintendent:

51.50 – 1 for every 2 days = 25.75 @ \$95.00 per day = \$2,446.25

3.4 MOVE to approve Movement on the Guide for Brian Smith, Physical Education Teacher, effective retroactive to September 1, 2018, to B+30 – Step 18 - \$79,850.00 annual salary, per the recommendation of the Superintendent.

3.5 MOVE to approve Andrea Gristina, Special Education Teacher, to work with one student as a requirement for completing the Level 1 Wilson Reading System Certification, per the recommendation of the Superintendent.

3.6 MOVE to approve the following Mentors/Peer Advisors for the 2018-2019 school year, per the terms of the Collective Bargaining Agreement, per the recommendation of the Superintendent.

STAFF MEMBER	MENTOR/PEER ADVISOR	FEE
Kimberly Mazzucco	Robert Mead – Mentor	\$500.00
Diana Cotter	Nadina LaBouliere – Mentor	\$500.00 – pro-rated
Kelvyn Ramirez	Laura Richardson – Peer Advisor	\$250.00

M. Additional Business – None

N. Audience Participation – None

O. Board Representatives Liaison Reports

1. Recreation – There will be a block party on October 6th in the Village Green. Trunk or Treat will be held again.
2. PiE – They approved their budget and are considering asking for a \$75 per student donation in place of holding an end-of-year fundraiser. They have also started planning their school year activities including ShopRite gift cards, Book Fair, weekend kickball, DPAC Play being planned for the fall - maybe October, Mom’s night out on October 11th from 6-8pm and a pumpkin fest on October 20th. The next PiE meeting will be held October 17th.
3. Township – None
4. ESC - None
5. Planning Board – None
6. HCSBA – None
7. NJSBA Legislature - None
8. Community Relations – None
9. HCRHS – There is a new format for Back-To-School night, and it will be held for the entire school on the same night. PSAT’s are coming up on October 13th.
10. DTAA – Soccer season and Fall Ball (softball) seasons are underway.

P. Executive Session – None.

Q. Adjourn

Motion by Mr. Hoffman, seconded by Mrs. May to adjourn at 9:12pm. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

October 30, 2018
Date Approved

Linda Ubry, President