

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF NOVEMBER 22, 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, Mr. Tate Hoffman, Mrs. Lisa Thompson, and Mrs. Linda Ubry

Absent: Mrs. Stephanie Dunn, Mrs. Molly Esserman, and Mrs. Kathy Roethel

Also Present: Dr. Richard Wiener, Superintendent; and Mr. Ray Krov, Interim Business Administrator. There were 8 visitors.

E. Audience Participation – Agenda Items

There were no comments from the public at this time.

F. Correspondence:

- Kathy Roethel – Resignation from the Board of Education.
- Delaware Township Education Association – Negotiations meeting.

Board members accepted, with regret, the resignation of Mrs. Roethel and thanked her for the years of dedicated service that she provided to Delaware Township School.

G. Presentations – Mrs. Patricia Pillon, Supervisor of Curriculum

1. Club Offerings – Brochure Overview. Mrs. Pillon distributed a brochure explaining the co-curricular club opportunities available to students.
2. Standards Based Assessment Update. Mrs. Pillon discussed the Standards Based Report Cards for grades 1-3. A brochure explaining each assessment standard was prepared to help parents understand the new grading system.
3. Fulbright Distinguished Awards in Teaching Program. Art teacher Angela Mikula presented her Fulbright Distinguished Awards in Teaching Program application and sabbatical proposal to create and document teaching lessons that can reduce student anxiety levels. She was assisted in the presentation by former DTS art teacher and Fulbright award recipient Ken Vieth.

Board members discussed the presentations.

H. Superintendent’s Report – Dr. Richard Wiener

1. Student Enrollment (11-15-16) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
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		
TOTAL	390	24	16.1

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
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

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September 2016	0	0
October 2016	1	0
TOTAL FOR SCHOOL YEAR 2016-2017	1	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September 2016	0	0
October 2016	2 (previously reported)	1
TOTAL FOR SCHOOL YEAR 2016-2017	2	1

HIB Report

Moved by Mr. Bruhl, seconded by Mrs. Thompson, the final October 2016 HIB report was approved by unanimous vote of 6-0.

Dr. Wiener reported that the DPAC presentation of the school play was excellent. He also noted that the State has deemed Delaware Township School a high performing District, which permits the filing of a QSAC Equivalency Application for an expedited County DOE review.

I. President’s Report – Mrs. Linda Ubry

1. Administrative Stability and Reorganization. The District is under administrative cost pressure due to declining enrollment and, as a result, is working with a very lean administrative model.
2. BoE Reorganization. Two new Board members will be sworn in at the January 3, 2017 organization meeting. The Board will need to advertise for the vacant seat and select a candidate from applicants submitting a letter of interest and resume.

J. Interim School Business Administrator’s Report – Mr. Ray Krov

1. HCSBA Meeting, November 30, 2016: School Funding: The Good –The Bad –The Confusing
2. State Public Contracts Audit – November 1, 2016
3. Official Election Results:

Linda Ubry	1,415 votes
David Cooper, Jr.	1,301 votes
Catherine Pouria	write- in
4. Delaware Township Education Association: Request for an initial negotiations meeting on November 29, 2016 at 7:00 p.m.

K. Minutes

Moved by Mrs. Brown, seconded by Mr. Bruhl, the regular session minutes of the October 25, 2016 board meeting was approved by a vote of 5-0-1, with Mrs. Ubry abstaining.

L. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mr. Hoffman reported that the committee met on November 8, 2016. A sabbatical presentation was made by art teacher Angela Mikula. The committee discussed the class/field trip list, science curriculum, K-2 literacy program, and the addition of flag football to recreational sports. A proposed G&T field trip was not recommended due to cost.

Curriculum/Instruction/Technology motions # 1.1 – 1.3 were moved by Mr. Hoffman, seconded by Mr. Bruhl, and passed by unanimous roll call vote of 6-0.

- 1.1 MOVE to approve the following field trips for the 2016-2017 school year.
(Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Service Project Donation	12/7/16	6-8 Investigate Students	Ringoes NJ

1.2 MOVE to approve the submission of the New Jersey Department of Education Equivalency Application, pursuant to N.J.A.C.6A:5 to the Hunterdon County Education Department for submission to the State of New Jersey. (Exhibit 1.2)

1.3 MOVE to approve the revised 2016-2017 Field Trip List, with the exception of the Gifted & Talented program trip (the last item on the exhibit). (Exhibit 1.3)

2. Finance/Facilities

Mr. Bruhl reviewed the minutes from the Finance & Facilities Committee meeting held on November 14, 2016.

Finance/Facilities motions # 2.1 – 2.15 were moved by Mr. Bruhl, seconded by Mrs. Devlin, and passed by unanimous roll call vote of 6-0.

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

2.3 MOVE to approve District invoices presented for payment in the amount of \$762,773.98, as follows: (Exhibit 2.3)

October 15 to October 31, 2016	\$407,440.83
November 1 to November 15, 2016	\$355,333.15

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

October 28, 2016	-	\$253,801.53
November 15, 2016	-	\$242,780.23

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTS PiE	Jessica O’Leary	Holiday Plant Sale	12/2/16	All Day	Elementary Science Room
DTS PiE	Jessica Yarrow	DPAC Play	Various - retroactive	Various	Cafeteria, Gym, Performing Arts
Girl Scouts	Stacy Grady	Meeting	11/15/16 - retroactive	7:00 PM	Media Center

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2.6 MOVE to approve the use of facilities request by the Township of Delaware to place a temporary ice skating rink on the softball field during the 2016-2017 winter season.*

*The Township will be responsible for all work associated with the ice rink, including erecting, filling, maintenance, clearing snow, and draining.

2.7 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
Marilyn Ballard	Stem Workshop	12/16/16	R M	\$149.00 .31 per mile
Kathleen Racile	Bullying Law Update	1/17/17	R M	\$150.00 .31 per mile
Alison Hoffner	Co Teaching	11/30/16	R M	\$249.00 .31 per mile
Nadina LaBouliere	Co Teaching	11/30/16	R M	\$249.00 .31 per mile

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

2.8 MOVE to approve the following Pre School Tuition Contracts for the 2016-2017 school year:

Student ID Number	Amount
4055790837	\$6,000.00
3770681041	\$3,000.00
8980728603	\$6,000.00
6452899824	\$3,000.00
8536950065	\$4,633.00
5665547113	\$3,000.00
1210805031	\$3,000.00
5687604528	\$3,000.00
6820843056	\$6,000.00
8970032136	\$3,000.00
5102993098	\$3,000.00
8700117850	\$6,000.00
6943273201	\$6,000.00
4101818446	\$3,000.00
4263032012	\$3,000.00
8329909850	\$3,000.00
9710797511	\$6,000.00
5382526581	\$4,500.00

- 2.9 MOVE to accept the Rural Education Achievement Program (REAP) Grant in the amount of \$34,117.00 for the 2016-2017 school year.
- 2.10 MOVE to approve the Business Services Agreement with the New Hanover Township Board of Education, at a fee of \$48,000.00, for the sharing of the Delaware Township Board of Education Superintendent for the 2016-2017 school year. (Exhibit 2.10)
- 2.11 **WHEREAS** the New Jersey Administrative Code 6A; 23A-5.s(a) 4 provides that, “Professional services contracts are issued in a deliberate and efficient manner such as through a request for proposals (RFP) based on cost and other specified factors or *other comparable process* that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement”; and

WHEREAS the Delaware Township Board of Education has employed a deliberative process that considered the cost of such services and other relevant factors and;

WHEREAS the Delaware Township Board of Education is satisfied that the fees being charged for such professional services are fair and competitive; therefore **BE IT RESOLVED** that the Delaware Township Board of Education hereby makes the following appointments for the 2016-2017 school year:

NAME OF PROFESSIONAL	SERVICE PROVIDED	CONTRACT AMOUNT
Oxford Consulting Services	Speech Therapy	\$105.00 per hour*

*Complete fee schedule is on file in the business office.

- 2.12 MOVE to approve participation in the Hunterdon Prevention Resources Child Assault Prevention (CAP) Grant Program, as listed below:

Elementary CAP	\$1,416.00
Teen CAP	\$ 573.00
Total Program	\$1,989.00
Grant Award	\$1,392.00
District Responsibility	\$ 597.00

- 2.13 MOVE to approve the following resolution:

WHEREAS, Ray Krov, Interim School Business Administrator/Board Secretary possesses a qualified agent (QPA) certification; and

WHEREAS, N.J.S.A. 18A:18A:-3 (b) permits school districts that employ a qualified purchasing agent to establish a bid threshold of \$40,000.00;

NOW, THEREFORE BE IT RESOLVED that the Delaware Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000.00 for the 2016-2017 school year, and further authorizes Ray Krov to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed, in the aggregate, the bid threshold amount of \$40,000.00, effective July 1, 2016.

- 2.14 MOVE to declare the following equipment as surplus property with no value and to authorize the Business Administrator to dispose of the property pursuant to N.J.S.A. 18A:18A-45:

Quantity	Item
50	Student Desks
1	Viper Cleaning Machine

- 2.15 MOVE to rescind the sale of a surplus diesel fuel tank as authorized in Motion 2.12 from September 27, 2016, and authorize the donation of the diesel fuel tank to the Township of Delaware.

3. Personnel/Policy

Mrs. Thompson summarized the items discussed at the November 8, 2016 meeting, which included the recommendations on the SBA/BS, Facilities Manager, and Custodial vacancies, a sabbatical leave request, and 2016-2017 committee goals. The committee also agreed to provide the Board with highlighted policy revisions, as requested. Mrs. Uby introduced new Business Administrator/Board Secretary Susan Joyce.

Personnel/Policy motions # 3.1 – 3.3 were moved by Mrs. Thompson, seconded by Mr. Bruhl, and passed by unanimous roll call vote of 6-0.

- 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	Supervisor of Building and Grounds	\$58,500.00 + \$2,500.00 (CEFM Cert.) (annual)	1/1/17 to 6/30/17
Daniel Kwasnik	Custodian – Full Time (revised)	\$31,075.00 + \$2,500.00 (Boiler’s License) (annual)	1/1/17 to 6/30/17
Louis Maddalena	Substitute Custodian	\$12.50/hour	2016-2017 school year
George Hettman	Substitute Custodian (retroactive)	\$12.50/hour	2016-2017 school year
Pat Kopunek	Substitute Custodian	\$12.50/hour	2016-2017 school year

- 3.2 MOVE to approve Susan Joyce as Interim Business Administrator/Board Secretary and as Qualified Purchasing Agent with a bid threshold of \$40,000.00, effective December 1, 2016, subject to employment contract approval by the Hunterdon County Executive Superintendent of Schools, per the recommendation of the Superintendent. (Exhibit 3.2)
- 3.3 MOVE to approve Ray Krov for School Business Administration Consultant work as needed, not to exceed five (5) days at a rate of \$500.00 per day, from December 1, 2016 through June 30, 2017, per the recommendation of the Superintendent.

M. Additional Business

Dr. Wiener reported that newly elected Board members David Cooper, Jr. and Catherine Pouria attended a brief DTS orientation session today.

N. Audience Participation

There were no comments from the public at this time.

O. Board Representatives Liaison Reports

1. Recreation – Mrs. Ubry felt the Recreation Commission will be pleased with the Board’s approval of the ice skating rink at DTS.
2. PiE – Mrs. Brown reported on the meeting held on November 16th, which focused on upcoming fund raising events, spirit wear apparel with a new logo, book fair results, and the DPAC play.
3. Township – No report.
4. HCESC – Mr. Bruhl reported that a short meeting was held and the 410th member of the purchasing cooperative was added.
5. Planning Board – Mr. Hoffman reported that sidewalks were eliminated from the new Severns Way sub-division.
6. HCSBA – Mrs. Ubry reported that a meeting is scheduled for November 30th.
7. NJSBA Legislature – Mrs. Ubry reported that the Delegate Assembly will meet on December 10th.
8. Community Relations – No report.
9. HCRHS – Mrs Ubry announced that both the Men’s and Women’s varsity soccer teams, and the Women’s volleyball team won the Group IV State championship. Mrs. Thompson reported that the search has started for a new Superintendent and that teacher contract negotiations are in fact finding.
10. DTAA – Mrs. Devlin reported that basketball has started, volleyball clinics were held, and the U 16/18 soccer team was 8-0-1 this season.

R. Adjourn

There being no further business, on motion by Mrs. Brown, seconded by Mr. Bruhl, and unanimously passed by a vote of 6-0, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Ray Krov
Interim Business Administrator/Board Secretary

December 13, 2016
Date Approved

Linda Ubry, President