

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF MARCH 20, 2017**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 8:30 a.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: Mr. David Cooper, Mrs. Kristen Devlin, Mrs. Stephanie Dunn, Mrs. Cathy Pouria, Mr. Wintermute, Lisa Thompson and Mrs. Linda Ubry.
Absent: Mrs. JoAnn Brown, Mr. Tate Hoffman
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Interim Business Administrator.
- E. Presentation – None**
- F. Audience Participation – Agenda Items**

There were no comments from the public at this time.
- G. Correspondence from the Shade Tree Commission will be covered later in the meeting.**
- H. Superintendent’s Report** – Dr. Richard Wiener

1. Student Enrollment (3-14-17) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	41	3	13.7
Grade 1	36	2	18.0
Grade 2	42	3	14.0
Grade 3	34	2	17.0
Grade 4	36	2	18.0
Grade 5	43	3	14.3
Grade 6	44	3	14.7
Grade 7	40	2	20.0
Grade 8	41	2	21.0
Pre School	25	2	12.5
Home Instruction	1		
Tuition Sent	4		
TOTAL	387	24	15.9

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
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
Fire Drill	1/4/17	2:00 pm
Security Drill (Lockout)	1/30/17	11:43 am
Fire Drill	2/6/17	2:42 pm
Security Drill (Evacuation)	2/24/17	2:00 pm

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September 2016	0	0
October 2016	2	0
November 2016	0	0
December 2016	0	0
January 2017	1	1
February 2017	1	0
TOTAL FOR SCHOOL YEAR 2016-2017	4	1

4. Motion by Mr. Cooper, seconded by Mrs. Devlin 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

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September 2016	0	0
October 2016	2	1
November 2016	0	0
December 2016	0	0
January 2017	0	0
February 2017	0	0
TOTAL FOR SCHOOL YEAR 2016-2017	2	1

5. March 2nd Power Outage – Dr. Wiener reported that staff handled the situation in a calm, professional manner, and at no time were there any safety concerns. A post event meeting was held to review the successes and needed areas of improvement.

6. 2017-2018 Budget Overview – Dr. Wiener gave an overview and answered questions regarding the tentative budget recommended to the board for approval by the Finance/Facilities Committee.

I. President’s Report – Mrs. Linda Ubry

Mrs. Ubry reported on the Finance Committee’s role in developing the budget.

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

2017-2018 Budget Process – Mrs. Joyce explained the budget calendar, process and deadlines. She also answered questions about the proposed 2017-18 tentative budget.

L. Minutes

MOVED by Mrs.Devlin, seconded by Mrs. Pouria, to approve the February 28, 2017 regular and executive minutes. Mr. Cooper noted that his statement regarding the budget needed to be added to the President’s Report in the minutes. Motion passed, with changes, by roll call vote 6-0-1.(Mrs. Dunn Abstained).

N. Committee Reports and Action

1. Curriculum/Instruction/Technology - None

Moved by Mrs. Pouria, seconded by Mrs. Thompson to approve items 1.1-1.2, pulling the Six Flags student council trip for a separate vote. Discussion followed. Motion passed by unanimous roll call vote 7-0-0.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Environmental Walk	4/22/17 – Saturday	Mixed	Delaware Township
Walking Tour	3/28/17	4 th Gifted & Talented	Sergeantsville

- 1.2 MOVE to approve the Spring Athletic Schedules for Baseball and Softball.
(Exhibit 1.2)

The Six Flags field trip request passed by roll call vote 5-2-0 (Mrs. Devlin voting aye, with reservation and Mr. Cooper & Mrs. Dunn voting nay).

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 - 2.4 and 2.6-2.9 (2.5 to be voted on separately). Motion passed by unanimous roll call vote 7-0-0.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended February 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 February 2017.
(Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment in the amount of \$803,388.08, for the period February 1 to February 28, 2017. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:
- | | | |
|-------------------|---|--------------|
| February 15, 2017 | - | \$261,433.33 |
| February 28, 2017 | - | \$253,094.05 |
- 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
Kathleen Racile	Legal One Beyond Gender	6/13/2017	R N	\$150.00 .31 per mile

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

- 2.7 MOVE to approve the service contract with SDA Mechanical for the period March 1, 2017 – February 28, 2020 in the amount of \$8,952.
- 2.8 MOVE to approve the contract with Professional Education Services, Inc. for homebound instruction for one student during his/her stay at High Focus Centers of Lawrenceville, NJ at the rate of \$43.05 per hour.
- 2.9 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.9)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girls on Run	Stella Maltese	Girls on Run	Tuesdays & Thursdays 3/13 to 6/1/17	3:15 to 4:30 pm	Soccer Field & Elem. Science Room

Motion by Mrs. Devlin, seconded by Mr. Wintermute, to approve item 2.5, the 2017-2018 tentative budget . Motion passed by roll call vote 6-1-0 (Mr. Cooper voting nay).

- 2.5 **BE IT RESOLVED** that the Delaware Township Board of Education hereby adopts the following *tentative budget* for the 2017-2018 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Appropriations

General Current Expense \$ 9,143,330
Capital Outlay * \$ 42,912

Special Revenue Fund \$ 120,300

Repayment of Debt \$ 551,375

Total Expenditures: \$ 9,857,917

Revenue

Budgeted Fund Balance \$ 60,552
Local Tax Levy - General Fund \$ 7,792,127
Other Revenue \$ 120,700
Interest on Reserves \$ 695
State Aid \$ 1,187,168
Extra Ordinary Aid \$ 25,000

Grant Entitlements \$ 120,300

Local Tax Levy - Debt Service \$ 551,375

Total Revenues: \$9,857,917

* Includes State Assessment for Debt Service on SDA funding.

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

3. Personnel/Policy

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

Motion by Mrs. Dunn, seconded by Mr. Cooper, to approve items 3.1 - 3.2.

Discussion followed. Motion passed by unanimous roll call vote 7-0-0.

3.1 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.1)

POLICY	NUMBER	REVISION ONLY	READING
Special Education	6171		First
Extracurricular Activities	6145		First
Media Center/Library	6163.1		First
Research	6162.5		First
Child Study Team	6164.4		First
Home Instruction	6173		First
Intramural Competition: Interscholastic Comp.	6145.1/6145.2		First
Special Instructional Programs	6171		First

3.2 MOVE to approve the 2017-2018 School Calendar. (Exhibit 3.2)

O. Additional Business – None

P. Audience Participation

There were no comments from the public at this time.

Q. Board Representatives Liaison Reports

1. Recreation – Topics of discussion were summer recreation program, Easter Egg Hunt, Township-Wide yard sale, the Great Crate Race and the ice rink.
2. PiE - none.
3. Township – They are going through their budget process.
4. ESC – Voted on 2017-18 budget with a 3.2% increase.
5. Planning Board – Met on Feb 7th; discussed sidewalk issues; there were no new applications.
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS – Theatre production was a huge success, a college admission seminar is scheduled for March and the STEM program was discussed.

10. DTAA – the Beef & Beer fundraiser on Feb 24th was a success; spring registration for soccer, baseball & softball is closed.

R. Executive Session - None

S. Adjourn

Moved by Mrs. Thompson, seconded by Mrs. Devlin, the board voted to adjourn at 10:05 a.m. Motion passed by unanimous voice vote 7-0-0.

Respectfully submitted,

Susan M. Joyce
Interim Business Administrator/Board Secretary

Date Approved

Linda Ubry, President