

Delaware Township School Monthly Board of Education Meeting

February 26, 2019 – 7:00 pm

A. Call to Order – Mrs. Linda Ubry, President

B. Open Public Meeting Act 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

D. Roll Call

Present: Mrs. Burns, Mr. Cooper, Mrs. Devlin, Mrs. Hoffman, Mrs. Hornby, Mrs. May, Mrs. Pouria, Mrs. Ubry.

Absent: Mrs. Lyons.

Also Present: Dr. Richard Wiener, Superintendent; Mrs. Susan Joyce, Business Administrator.

E. Audience Participation – Agenda Items

Mr. Burns, father of two children in the district, came to the board with concerns regarding the emergency early dismissal on February 25th. He was specifically concerned with the logistics and how it was handled. The inability to locate his children on the buses and the assistance of staff members was erratic, at best. He understands the challenges and would ask that moving forward a better system be implemented, especially for such emergency situations.

F. Correspondence - None

G. Presentations - None.

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (2-15-19) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	36	3	12.0
Grade 1	36	3	12.0
Grade 2	43	3	14.3
Grade 3	35	2	17.5
Grade 4	41	3	13.7
Grade 5	38	2	19.0
Grade 6	32	2	18.0
Grade 7	44	3	14.7
Grade 8	50	3	16.7
Pre School	19		
Tuition Sent	3		
TOTAL	377	24	14.8

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Security Drill (Lockout)	9/13/18	2:12 pm
Fire Drill	9/21/18	9:52 am
Fire Drill	10/17/18	2:07 pm
Security Drill (Lockdown) – DoE Observation	10/29/18	10:10 am
Fire Drill	11/19/18	12:07 pm
Security Drill (Partial Evacuation)	11/29/18	11:39 am
Fire Drill	12/3/19	1:21 pm
Security Drill (Hold in Place)	12/20/18	10:28 am
Security Drill (Lockdown)	1/10/19	2:33 pm
Fire Drill	1/28/19	12:40 pm

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	0	0
January	1	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	1	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	0	0

4. Dr. Wiener discussed the school calendar update

I. President’s Report – Mrs. Linda Ubry

Mrs. Ubry talked about the Superintendent evaluation and the 2019-20 budget.

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

1. 2019-2020 Budget Update – State Aid figures will be released shortly and we are expecting a cut in Adjustment Aid.
2. 2017-2018 Audit Report – The auditors presented the audit to the Finance/Facilities Committee. They reported that we had a great audit, are fiscally stable and in overall good shape. The only suggestion made was to change banks for one that has better information for our financial reports.

K. Approval of the regular session minutes of the January 22, 2019 board meeting.

Motion by Mrs. Hornby, seconded by Mrs. Pouria to approve the February 26, 2018 regular session board meeting minutes. Discussion followed. Motion passed by roll call vote 5-0-3 (Cooper, Devlin, Hoffman).

L. Committee Reports and Action

1. **Curriculum/Instruction/Technology** – Tate reported on the committee meeting.

On motion by Mr. Hoffman, seconded by Mrs. Pouria to approve items 1.1-1.3. Discussion followed. Motion passed by unanimous roll call vote.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent’s Report. (N/A)
- 1.2 MOVE to approve the following field trips for the 2018-2019 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
RVCC Holocaust Experience	5/14/19	8	Branchburg NJ

- 1.3 MOVE to approve the Spring Sports Schedules for Softball and Baseball. (Exhibit 1.3)

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

Motion by Mrs. Pouria, seconded by Mrs. Lyons to approve items 2.1-2.10 and 2.12. Discussion followed. Motions passed by unanimous call vote:

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the months ended January 2019 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 December 2018. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for January 22, 2019 to January 31, 2019 and February 1, 2019 to February 28, 2019. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- | | | |
|-------------------|---|--------------|
| January 30, 2019 | - | \$258,443.24 |
| February 15, 2019 | - | \$249,165.92 |
- 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
John Perone	Technology Conference	3/9/19	R	\$99.00
Meeta Verma	NJSSNA Spring Conference	3/29/19	R M	\$255.00 .31 per mile

- 2.6 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.6)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DT Clean Communities	Kathleen Klink	Clean Up – Bulls Island	3/16/19	8:30 to 10:30 am	Use of DTS Bus
DTAA	David Cooper	Baseball	1 day per week for month of March	8:00 to 9:00 pm	Gym
Boys Scouts Pack 61	Michael Cirilincione	Meetings	2 nd Tuesday of Month	6:30 to 7:45 pm	Classroom
DT Rec Comm.	Judith Allen	Basketball	3/30/18	12:00 to 3:00 pm	Gym & Cafe

- 2.7 MOVE to Accept the Audit, June 30, 2018 Comprehensive Annual Financial Report (CAFR) with 1 audit recommendation, and to acknowledge that the Delaware Township Board of Education has reviewed the 2017-2018 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, 2018 Comprehensive Annual Financial Report (CAFR), with 1 audit recommendation. (Exhibit 2.8)
- 2.9 MOVE to approve the contract with SDA Mechanical Services, Inc., for Inspection Maintenance Service on equipment, in the amount of \$9,356.00, effective March 1, 2019 to February 28, 2020. (Contract is on file in the board office.)
- 2.10 MOVE to approve the student volunteers to ride the school bus to away Softball games for the 2019 season.
- ~~2.11 MOVE to approve a Guess the Number fundraiser for Student Council to be conducted during the month of March, 2019. Motion tabled.~~
- 2.12 MOVE to approve the submission of the LRFPA amendment, 2019 Upgrades to Plan, by Gianforcaro Architects, Engineers & Planners. (Exhibit 2.12)

3. **Personnel/Policy** - Mrs. Devlin reported on the committee meeting.

Motion by Mrs. Devlin, seconded by Mrs. Hornby to approve items 3.1-3.4. 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
Andrea Gristina	Wilson Instructor	\$44.05 per hour	November 2018 to June 2019 - retro
John Perone & Bernie Benda	Star Wars Chaperone	\$44.05 per hour – 2.5 hours	1/25/19 - retro
Jean Domurat	Home Instructor	\$44.05 per hour	2018-2019 school year

- 3.2 MOVE to accept the letter of resignation from Daniel Kwasnik, custodian, effective January 29, 2019, per the recommendation of the Superintendent.
- 3.3 MOVE to approve the paid Maternity Leave request for Employee #92932987, part time paraprofessional, beginning April 1, 2019 until all

sick days are exhausted, then unpaid FMLA/Maternity leave through June 30, 2019 with an expected return date of September 1, 2019, per the recommendation of the Superintendent.

- 3.4 MOVE to retroactively approve the request for unpaid leave for Employee #68164722, full time teacher, beginning February 11, 2019 through February 15, 2019, for a total of 3 days, per the recommendation of the Superintendent.

M. Additional Business – None.

N. Audience Participation – None.

O. Board Representatives Liaison Reports

1. Recreation – None.
2. PiE – Donating to 8th grade promotion dance, paying for assembly/writer, taking about fee/fundraisers.
3. Township - None
4. ESC – Regular meeting. Have a seat to fill.
5. Planning Board - None
6. HCSBA - None
7. NJSBA Legislature - None
8. Community Relations
9. HCRHS – Play, upcoming freshman orientation mtgs & registration.
10. DTAA – Soccer, baseball & softball starting soon. Apps & Taps fundraiser.

Q. Adjourn

Motion by Mrs. Pouria, seconded by Mrs. Hornby to adjourn at 8:43pm.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

March 19, 2019
Date Approved

Linda Ubry, President