

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF APRIL 25, 2017**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:30 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, JoAnn Brown, Lisa Thompson and Mrs. Linda Ubry.
Absent: Mr. Tate Hoffman
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Interim Business Administrator.
- E. Presentation – Next Gen Science Presentation / Overview**
Mrs. Pilon, along with Dan Chojnowski, Rob Mead and support from the science teachers, gave a presentation / overview of the integration of Next Gen Science and STEM into our programs.
- G. 2017-2018 Public Budget Hearing**
Opening Remarks were made by Dr. Wiener and Linda Ubry followed by the **Presentation of Budget** by Dr. Wiener and Susan Joyce.
- Overview of budget goals and challenges.
 - Cost savings initiatives
 - Expense summary
 - Overview of program spending
 - Revenue summary
 - Local Tax Levy

Public Comments and Questions on the 2017-2018 Budget

A group of parents were there to ask about whether there were funds budgeted to maintain a second section pre-school program. They had questions and expressed their interest in continuing the second section of pre-school. There was conversation between the parents and board members. Dr. Wiener assured that there would be an investigation and consideration given to the matter.

Board of Education Comments and Questions on the 2017-2018 Budget

Mrs. Dunn asked if there was flexibility in the budget to support a second section of pre-school. It was explained that the budget is a living document that is subject to change throughout the year based on needs.

Mr. Cooper asked for additional information and an explanation of shared services and cost savings initiatives. He encouraged the administration to continue to pursue cost savings opportunities.

Approval of 2017-2018 Budget

MOVED by Mrs. Thompson, seconded by Mr. Wintermute, the board voted to approve the budget resolution as listed below. Motion passed by roll call vote, 7 -0-1 (Mr. Cooper voted nay).

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following 2017-2018 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for final approval. The 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.

<u>Appropriations</u>		<u>Revenue</u>	
General Current Expense	\$ 9,143,330	Budgeted Fund Balance	\$ 60,552
Capital Outlay *	\$ 42,912	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
Special Revenue Fund	\$ 120,300	Grant Entitlements	\$ 120,300
Repayment of Debt	\$ <u>551,375</u>	Local Tax Levy - Debt Service	\$ <u>551,375</u>
Total Expenditures:	\$ <u>9,857,917</u>	Total Revenues:	\$ <u>9,857,917</u>

* 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.

Approval of Tax Levy Payment Schedule for the 2017-2018 Budget Year

MOVED BY Mrs. Thompson, seconded by Mr. Wintermute, that the Board of Education approve the following tax levy payment schedule to be presented to the Township of Delaware for the period July 1, 2017 to June 30, 2018 as listed below. Motion passed by unanimous roll call vote, 7-0-0.

Due Date	Amount
July 15, 2017	\$1,390,582.00
September 15, 2017	\$1,390,584.00
November 15, 2017	\$1,390,584.00
January 15, 2018	\$1,390,584.00
March 15, 2018	\$1,390.584.00
May 15, 2018	\$1,390.584.00
TOTAL TAX LEVY:	\$8,343,502.00

THIS CONCLUDES THE PUBLIC HEARING ON THE 2017-2018 SCHOOL DISTRICT BUDGET.

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 Mrs. Devlin, seconded by Mr. Cooper to approve the Harassment, Intimidation and Bullying Report for the month of March, 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. District Goals Update

6. Budget Update

I. President's Report – Mrs. Linda Ubry

Mrs. Ubry reported on the Chief School Administrator Evaluation and the May Board of Education reception.

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

Mrs. Joyce reported on the ongoing security project; phase one is nearly complete. There is a continued relationship with the local police department regarding needs and recommendations.

Mr. Perone gave an overview and answered questions from the audience & board about the security system. He will be in touch with Officer Grey, of the local police department, for their recommendations. He will also follow up on the process for acceptable remote security camera system access, developing a log of such access and the retention policy of recordings. This will also be sent to the Finance/Facilities Committee to follow up and be reported back to the board.

K. Minutes

MOVED by Mr. Cooper, seconded by Mr. Wintermute, to approve the March 20, 2017 regular and executive minutes. Mr. Cooper noted two changes, his statement regarding the optics of having a morning budget meeting and the fire concerns during the power outage, needed to be added to 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

Mrs. Pouria reported the highlight of the Curriculum/Instruction/Technology meeting.

Mrs. Dunn, Mr. Cooper and members of the Board of Education asked Mrs. Pillon about the use of Oncourse for curriculum and whether the curriculum was complete and available for board member and committee review. Her response was yes, the curriculum is complete; it is in the process of being converted from a paper version to an electronic. She will have samples available for review. The transition is expected to be complete by next spring, but additional clerical help would speed up the process. Sharing curriculum with other local districts is something that is always being explored.

Moved by Mrs. Pouria, seconded by Mrs. Thompson to approve item 1.1, Mr. Cooper requesting that each trip be voted on separately. Discussion followed.

Service Project field trip motion passed by unanimous roll call vote 8-0-0.

Discussion on the CSI Enrichment Day was primarily around the trip being approved retroactively. Motion failed by roll call vote 2-0-6 (Brown, Cooper, Devlin, Dunn, Thomspen & Wintermute voting nay).

1.1 Field trips for the 2016-2017 school year. (Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Service Project	5/19/17	8 th G&T	Ringoes NJ
CSI Enrichment Day	4/7/17 - retro	7 th G&T	High Bridge NJ

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 - 2.9.
Motion passed by unanimous roll call vote 8-0-0.**

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the months ending February 2017 and March 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 March 2017. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment in the amount of \$767,370.34, for the period March 1, 2017 to March 31, 2017. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:

March 15, 2017	-	\$245,925.19
March 30, 2017	-	\$250,904.00
- 2.5 MOVE to approve Professional Education Services, Inc. to provide educational instruction services for student #4757837863, per the terms and conditions of the contract.
- 2.6 MOVE to approve a Resolution for Participation in Coordinated Transportation with Educational Services Commission of New Jersey for the 2017-2018 school year. (Exhibit 2.6)

- 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
Susan Joyce	Procurement Workshop	4/19/17 – retro	R M F	\$50.00 .31 per mile \$12.00
Sheri Laman	G&T Conference	3/17/17 – retro	R	\$159.00
Andrea Gristina	Wilson Training	5/16; 5/17 & 5/18/17	R	\$450.00
Nadina LaBouliere	Wilson Training	5/16; 5/17 & 5/18/17	R	\$450.00
Judith Latham	Wilson Training	5/16; 5/17 & 5/18/17	R	\$450.00

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

- 2.8 MOVE to approve Simplex Grinnell to provide Alarm Monitoring from March 17, 2017 to February 22, 2018, per the terms and conditions of the contract.

- 2.9 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.9)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTRC	Jodi McKinney	Summer Rec Program	M – F 7/10 to 7/28/17	8:30 am to 12:30 pm	Various facilities
DTAA	Jessica O'Leary	Softball/Baseball	3/20 to 6/10/17	5:30 pm & Saturdays	Fields

3. Personnel/Policy

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

Motion by Mrs. Brown, seconded by Mr. Cooper, to approve items 3.1 - 3.10. Discussion followed. Policies 6145 and 6145.1/6145.2 are being pulled and send back to committee. Motion passed by unanimous roll call vote 7-0-0.

- 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 is necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Megan Bokach	Volunteer Coach	NA	2017 Softball Season
Tracy Kell	Paraprofessional	Step 1 - .46 - \$3,016 - pro-rated & retro	4/1/17 to 6/30/17
William Wheatley	Substitute	\$100.00 per day	2016-2017 school year
Joseph Komarek; Gina Scialla; Maggie Butler; Dan Chojnowski; Mark Deneka; Stephanie Joyce; Robert Mead; Pat Klemchalk; Cynthia Terranova	Hershey Park Chaperones	\$103.30 (field trip over 12 hours) per CBA	5/26/17
Ellen McShane; Vicky Hardy; Sheri Laman; Britian Moore; Dan Chojnowski	Washington DC Chaperones	\$206.60 (overnight trip) per CBA	6/1 and 6/2/17

3.2 MOVE to approve the following policy updates, per the recommendation of the Superintendent, except as noted below (Exhibit 3.2)

POLICY	NUMBER	REVISION ONLY	READING
Special Education	6171.4		Second
* Extracurricular Activities	6145		pulled
Media Center/Library	6163.1		Second
Research	6162.5		Second
Child Study Team	6164.4		Second
Home Instruction	6173		Second
*Intramural Competition: Interscholastic Comp.	6145.1/6145.2		pulled
Special Instructional Programs	6171		Second

3.3 MOVE to approve the updated 2016-2017 School Calendar. (Exhibit 3.3)

3.4 MOVE to approve the attached list of tenured staff members for the 2017-2018 school year, per the recommendation of the Superintendent. (Exhibit 3.4)

3.5 MOVE to approve the attached list of non-tenured staff members for the 2017-2018 school year, per the recommendation of the Superintendent. (Exhibit 3.5)

3.6 MOVE to approve the attached list of paraprofessionals and secretaries for the 2017-2018 school year, per the recommendation of the Superintendent. (Exhibit 3.6)

3.7 MOVE to accept, with regret, the letter of Intent to Retire from Matthew Baldwin, middle school teacher, effective July 1, 2017. (Exhibit 3.7)

3.8 MOVE to approve the following chart of summer hours for the school year 2017-2018.

EMPLOYEE	POSITION	MAXIMUM LENGTH OF TIME	SALARY
Mary Holuta	Child Study Secretary	Up to 4 days @ 4 hours day = 16 hours	Hourly Rate
Eileen Quinn	Guidance	Up to 2 days @ 4 hours day = 8 hours	Per CBA
Patricia Klemchalk	Nurse	Up to 5 days @ 3 hours day = 15 hours	Per CBA
Teaching Staff – TBD	Curriculum – as needed	Up to 56 hours total	Per CBA
Susan Whitlock Joanna Strauch	Social Worker Psychologist	Up to a total of 10 hours as needed	Hourly Rate

3.9 MOVE to approve the 2016-2017 School District and Superintendent Merit Goals Assessment, as presented by the Superintendent. (Exhibit 3.9)

3.10 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000.00, effective May 1, 2017, to June 30, 2017, per the recommendation of the Superintendent. (Exhibit 3.10)

Dr. Wiener expressed that Mr. Baldwin brought so much to Delaware Township School and will be greatly missed.

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 the Easter Egg Hunt, the Great Crate Race, Facility request for summer rec, and Pine Creek activity.
2. PiE – Topics of discussion were the Fabulous 80’s fundraiser, Maria Rosa’s dinner fundraiser, teacher appreciation luncheon, You Take the Cake for teachers, the archery club, BB/BS collection box in parking lot earns PiE \$50/month, and the annual teacher-parent volleyball game.
3. Township – No report.
4. ESC – Expanded to Middlesex and Somerset, giving more buying power. They have less out-of-district placements
5. Planning Board – The quarry may be back in use 2020-2021.
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS – The new superintendent was appointed, Jeffrey Moore from Freehold.
10. DTAA – Spring soccer, baseball & softball seasons are underway.

R. Executive Session

Moved by Mrs. Thompson, seconded by Mrs. Devlin, the board voted to move into Executive Session at 10:11p.m. Motion passed by unanimous voice vote. 8-0-0.

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: negotiations; 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.

Moved by Mrs. Brown, seconded by Mrs. Devlin, the board moved to return to public session at 10:21p.m. Motion passed by unanimous voice vote 7-0-0.

S. Adjourn

Moved by Mrs. Dunn, seconded by Mr. Wintermute, the board voted to adjourn at 10:022 p.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