

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF JUNE 20, 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: Mrs. Kristen Devlin, Mr. Hoffman, Mrs. Cathy Pouria, Mr. Wintermute, and Mrs. Linda Ubry; Mr. Cooper arrived at 7:34pm.  
Absent: Mrs. Brown, Mrs. Dunn and Mrs. Thompson.  
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Interim Business Administrator.

**Audience Participation** - None

**E. Presentations** –

Mrs. Racile and Ms. Quinn updated the board regarding the 2016-17 Service Learning pilot program. This year was a huge success. Looking forward to the 2017-18 school year, a new model will be launched, building on the pilot program.

Ms. Terranova gave a Student Council update. They had a successful year which included programs, fundraising and leadership training and awards. Student Council is looking to fill leadership positions for the 2017-2018 school year.

The Board interviewed Ms. Anne May as a candidate to fill a Board vacancy. There were no other candidates.

**Motion** by Mrs. Devlin, seconded by Mr. Wintermute, to appoint Anne May as a board member. Discussion followed. Motion approved by unanimous roll call vote 6-0-0.

**G. Correspondence** – None.

**H. Superintendent's Report – Dr. Richard Wiener**

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

<b>GRADE</b>	<b>ENROLLMENT</b>	<b>SECTIONS</b>	<b>AVERAGE CLASS SIZE</b>
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		
<b>TOTAL</b>	<b>387</b>	<b>24</b>	<b>15.9</b>

**2. Evacuation Drills –**

<b>TYPE OF DRILL</b>	<b>DATE</b>	<b>TIME</b>
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 –**

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

4. **Motion** by Mrs. Dunn, seconded by Mrs. Devlin, to approve the Harassment, Intimidation and Bullying Report for the month of June 2017, as listed below.

Motion passed by unanimous roll call vote 6-0-0.

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
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>2</b>	<b>1</b>

5. Dr. Wiener provided an update regarding Kindergarten Screening and the Washington DC trip. The students had a great experience and were extremely well behaved.

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

Mrs. Ubry asked to postpone the Chief School Administrator Evaluation and discussed the Board of Education Self Evaluation.

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

Mrs. Joyce updated the Board on the summer projects.

**K. Minutes**

MOVED by Mr. Cooper, seconded by Mr. Wintermute, to approve the May 23, 2017 regular and closed session minutes. Motion passed by roll call vote 5-1-0.

John Perone, Technology Specialist, introduced the kick-off of paperless board meetings which started this meeting.

**N. Committee Reports**

**1. Curriculum/Instruction/Technology**

Mr. Hoffman informed the Board that the committee did not meet.

Moved by Mr. Hoffman, seconded by Mrs. Pouria, to approve Item 1.1. Mr. Cooper commented that he likes seeing that teacher plan their field trips in advance as asked about the ratio of students:teachers. Motion passed by unanimous roll call vote 6-0-0.

- 1.1 MOVE to approve the following field trips for the 2017-2018 school year.  
(Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Bull's Island	6/24/17	Open	1 bus requested
Meadow Trail Walking Trip	TBD	Middle School	Sergeantsville
March on Litter	10/14/17	Grades 4 to 8	3 buses requested Delaware Township
Walking Tour of Sergeantsville	10/6/17	2	Sergeantsville
Mercer Museum	11/14/17	2	Doylestown PA
Adventure Aquarium	4/12/18	2	Camden NJ
Milkweed Patch	9/21/17	K and 3	Stockton NJ
UPenn Museum	12/8/17	6	Philadelphia PA
NJASC Fall Conference	10/10/17	Officers	Ewing NJ
Constitution Center	10/26/17	8	Philadelphia PA
Wescott Preserve	10/27/17	3	Rosemont NJ
Solebury Orchard	10/6/17	K	New Hope PA
Grounds for Sculpture	10/27/17	4	Hamilton NJ
Morris Museum	12/7/17	1	Morristown NJ

## 2. Finance/Facilities

Mr. Wintermute gave an overview of the Finance/Facilities committee meeting.

Moved by Mr. Wintermute, seconded by Mrs. Devlin, to approve items 2.1-2.18. Discussion followed. Mrs. Devlin asked about the East Amwell tuition which was explained that is was for ESY. A comment was made about Men's Basketball use of the Gym and Cafeteria. Motion passed by unanimous roll call vote 6-0-0.

- 2.1 MOVE to approve the attached line account transfers for May 2017. (Exhibit 2.1)
- 2.2 MOVE to approve District invoices presented for payment for May 1, 2017 to May 31, 2017, in the amount of \$766,615.02. (Exhibit 2.2)
- 2.3 MOVE to approve the following payroll amounts:
- |              |   |              |
|--------------|---|--------------|
| May 15, 2017 | - | \$256,683.66 |
| May 30, 2017 | - | \$271,652.77 |
- 2.4 MOVE to approve the attached list from the Technology Specialist of equipment to be disposed. (Exhibit 2.4)
- 2.5 MOVE to approve the Future Ready Schools NJ (FRS-NJ) Resolution. (Exhibit 2.5)

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
N/A	Austin Jarboe	Parking Lot for Wedding Guests	Saturday 8/26/17	5:00 to 11:00 pm	Parking Lot
DT Rec Commission	Jodi McKinney	Various – see attached	Various	Various	Various
The Salvation Army	Adam Boynton	Ride for the Red Shield Charity Motorcycle run	6/17/17	10:30 am-12:30 pm	Parking Lot

2.7 MOVE to approve the eighth grade Rita’s Ice fundraiser during the lunches and also at the Art Festival (retro).

2.8 MOVE to approve the following IDEA allocations for the 2017-2018 school year:

Preschool \$ 6,131.00  
Basic \$84,242.00

2.9 MOVE to approve SSP to submit the Masonry Repair Project to the Department of Education for schematic and final approval and to amend the existing Five Year Long Range Facility Plan (LRFP) to add the additional facility project as outlined on the attached LRFP Amendment Request Form. (Exhibit 2.9)

2.10 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 O’Brien	Maker Series	7/11/17	R	\$75.00
Jeffrey Munsey	Whole School Sustainability	7/31-8/2/2017		\$266

2.11 MOVE to approve the following tuition contracts:

STUDENT ID	SCHOOL	DATES	TUITION AMOUNT
6742417302	The Center School	7/3/17 – 6/30/18	\$65,332
9152900844	East Amwell Township BOE	6/26 – 8/4/2017	\$3,500
9152900844	East Amwell Township BOE	9/6/2017-6/30/2018	\$23,000

2.12 MOVE to approve the donation of \$400 to the Eighth Grade Promotion Dance.

- 2.13 MOVE to approve the following resolution for monies to be placed into a **Capital Reserve** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statues authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Capital Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$1,000,000.00 may be available for such purpose of transfer.

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.14 MOVE to approve the following resolution for monies to be placed into a **Maintenance Reserve** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statues authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Maintenance Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$250,000.00 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.15 MOVE to approve the following resolution for monies to be placed into an ***Emergency Reserve*** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Emergency Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$50,000.00 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.16 MOVE to award the Food Service Management Company contract to Maschio's Food Services, Inc. for the 2017-2018 school year. The Local Education Agency shall pay Maschio's an annual management fee in the amount of \$7,942. Maschio's guarantees a not cost or breakeven food service operation, including the management fee.

- 2.17 MOVE to approve lunch prices for the 2017-2018 school year:

Student Lunch \$2.85

Adult Lunch \$3.60

- 2.18 MOVE to approve the following resolution:

Pursuant to P.L. 2015, Chapter 47 the Delaware Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been and will be in full compliance with all state and federal statutes and regulations: in particular N.J.S.A. 18A:18, et. Seq., N.J.A.C. Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200. List of contracts is on file in the business office.

**3. Personnel/Policy**

Dr. Wiener presented the highlights of the Personnel/Policy committee meeting.

Motion by Mrs. Dunn, seconded by Mr. Cooper, to approve items 3.1 - 3.13.

Discussion followed. Motion passed by unanimous roll call vote 6-0-0.

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 if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Brett Lelie	Substitute	\$100.00 per day	2016-2017 school year

3.2 MOVE to approve the following Extended School Year Positions for the 2017-2018 school year, per the recommendation of the Superintendent.

PROGRAM	POSITION	NAME	HOURS	SALARY
Preschool	Special Education Teacher	Kimberly Fanelli	50	Hourly rate per CBA
	Paraprofessional	Jaclyn Plummer	50	\$15.00 per hour
Elementary	Special Education Teacher	Victoria Hardy	50	Hourly rate per CBA
Substitute	Special Education Teacher	Andrea Gristina	as needed	Hourly rate per CBA
Out of District	Paraprofessional	Tracy Wolf	140	\$15.00 per hour
Substitute	Paraprofessional	Maria Stella Maltese	as needed	\$15.00 per hour

3.3 MOVE to approve the following sick day payment for retiree, per the recommendation of the Superintendent.

STAFF MEMBER	FORMULA	TOTAL PAYMENT
Matthew Baldwin	45 sick days – 1 day for every 2 = 22.5 @ \$95.00 per day	\$2,137.50

3.4 MOVE to approve the attached list of substitute teachers, nurses and custodians for the 2017-2018 school year, per the recommendation of the Superintendent. (Exhibit 3.4)

3.5 MOVE to approve the attached list of revised custodial salaries for the 2017-2018 school year, per the recommendation of the Superintendent. (Exhibit 3.5)

3.6 MOVE to approve the following to chaperone the Grade 8 Promotion Dance on June 14, 2017, 4 hours each @\$43.05 per hour, per the recommendation of the Superintendent:

Raymond Braun	Brian Smith	Britian Moore
Mark Deneka	Stephanie Joyce	Robert Mead



- 3.7 MOVE to approve the following summer custodians, at the rates and dates listed, per the recommendation of the Superintendent.

EMPLOYEE	SALARY	DATES
Brian Smith	\$10.75 per hour	Summer 2017
Zachary Ubry	\$10.75 per hour	Summer 2017
Connor Wheatley	\$11.00 per hour	Summer 2017
Will Taylor	\$10.50 per hour	Summer 2017

**M. Additional Business – None**

**N. Audience Participation**

A parent expressed her concern regarding the bullying program, stating it should be from day one. Mrs. Dunn asked about how it is characterized and whether it was about bringing parents in.

The same parents commented that the morning drop off line needs improved management, and the PiE school-wide programs could be shared with other districts and parents.

Mrs. Devin asked about a tape on Mr. Fagan, World War II veteran. She was informed that there is a YouTube video.

Mrs. Joyce commented that the eighth graduation was on June 16<sup>th</sup>, and Mrs. Racile did a great job.

**O. Board Representatives Liaison Reports**

1. Recreation – None.
2. PiE – Mrs. Ponticorvo, PiE President, said that they wrapped up the year having made \$17,000 at the Fabulous 80's event, spirit wear will be available early in the 2017-18 school year and new officers were sworn in.
3. Township – The township is spending \$1.1 million for a new firetruck, this summer they are addressing needed road repairs, and the budget passed.
4. ESC – No report.
5. Planning Board – No significant news or applications.
6. HCSBA – No report.
7. NJSBA Legislature – No report.
8. Community Relations – No report.
9. HCRHS – Discussed the incoming freshman class.
10. DTAA – All the spring seasons are over and sign-ups will begin soon for the next season.

**P. Executive Session**

None

**Q. Adjourn**

Moved by Mrs. Devlin, seconded by Mr. Cooper, the board voted to adjourn at 9:58p.m. Motion passed by unanimous voice vote 6-0-0.

Respectfully submitted,

Susan M. Joyce  
Business Administrator/Board Secretary

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Linda Ubry, President