

Delaware Township School Monthly Board of Education Meeting

April 30, 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, Mrs. Devlin, Mrs. Hoffman, Mrs. Hornby, Mrs. Lyons, Mrs. May, Mrs. Pouria, Mrs. Ubry.

Absent: Mr. Cooper

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

2019-2020 PUBLIC BUDGET HEARING

Opening Remarks

Dr. Wiener and Mrs. Ubry opened the budget hearing.

Presentation of the Budget

Mrs. Susan Joyce presented the proposed 2019-2020 budget to the Board and public. Using a PowerPoint presentation she explained the budget from revenues to expenditures to taxes to educational needs.

Public Comments and Questions on the 2019-2020 Budget

Board of Education Comments and Questions on the 2019-2020 Budget

Discussion followed.

Approval of 2019-2020 Budget

Motion by Mrs. May, seconded by Mrs. Lyons to approve the 2019-2020 school year budget and tax levy schedule. Motion passed by unanimous roll call vote. 8-0-0

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following budget for the 2019-2020 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 New Jersey Student Learning 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	\$ 9,489,541	Budgeted Fund Balance	\$ 86,952
Capital Outlay	\$ 627,412	Local Tax Levy - General Fund*	\$ 8,254,617
		Other Revenue	\$ 73,000
		Interest on Reserves	\$ 19,750
		State Aid	\$ 1,087,634
		Maintenance Reserve **	\$ 20,000
		Capital Reserve ***	\$ 575,000
Special Revenue Fund	\$ 121,000	Grant Entitlements	\$ 121,000
Repayment of Debt	\$ <u>551,800</u>	Local Tax Levy - Debt Svc Pymt	\$ <u>551,800</u>
Total Expenditures:	\$ <u>10,789,753</u>	Total Revenues:	\$ <u>10,789,753</u>

*Includes Banked Cap of \$100,000. The need will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time.

** Maintenance Reserve of \$20,000 to fund maintenance needs.

*** Capital Reserve of \$575,000 to fund LRFP projects.

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 2019-2020 Budget Year

MOVE 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, 2019 to June 30, 2020:

Due Date	Amount
July 15, 2019	\$1,467,737.00
September 15, 2019	\$1,467,736.00
November 15, 2019	\$1,467,736.00
January 15, 2020	\$1,467,736.00

March 15, 2020	\$1,467,736.00
May 15, 2020	\$1,467,736.00
TOTAL TAX LEVY:	\$8,806,417.00

This concludes the Public Hearing on the 2019-2020 School District Budget.

Audience Participation – Agenda Items None.

F. Correspondence - None

G. Presentations - None

H. Superintendent’s Report – Dr. Richard Wiener

1. Student Enrollment (3-15-19) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	35	3	11.7
Grade 1	35	3	11.7
Grade 2	42	3	14.0
Grade 3	35	2	17.5
Grade 4	41	3	13.7
Grade 5	38	2	19.0
Grade 6	32	2	16.0
Grade 7	44	3	14.7
Grade 8	50	3	16.7
Pre School	19		
Tuition Sent	3		
TOTAL	374	24	14.7

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
Fire Drill	2/5/19	11:55 am
Security Drill (Lockout)	2/28/19	2:41 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
February	0	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
February	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	0	0

5. Dr. Wiener thanked the board and public for their fiscal and educational budget support.
6. Our calendar has been as closely aligned with Hunterdon Central's.
7. Chief Cane will be coming in to meet with Board Members, Administrators and other staff members to discuss security and Class 3 Officers.

I. President's Report – Mrs. Linda Ubry

1. There may be state legislation regarding a mandate to place Class 3 Officers in schools. We are meeting with Chief Cane specifically about having an armed officer in school.
2. There will be a special meeting on May 14th with an NJSBA representative to discuss the superintendent evaluation and other board related items.
3. The May 28th meeting is being rescheduled for May 21st for the purpose of awarding bid for summer projects.
4. The teacher and support staff of the year reception will be held at 7:00 pm, prior to the May 21st board meeting.
5. She believes that shared services with East Amwell would be a good fit. It would be a good idea to hold a joint board meeting to discuss different scenarios.

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

Mrs. Joyce discussed the details of the proposed summer projects. Those include a new fire control panel, HVAC controls, vestibule/security, wall repair and the slate roof. The projects have already gone out to bid. The pre-bid walk thru will be on April 30th and the bid openings on May 17th. Interest suggests that we should receive 2-3 bids per project. The recommended bids will be presented to the board for consideration at the May 21st meeting.

K. Approval of the regular session minutes of the March 19, 2019 board meeting.

Motion by Mrs. May, seconded by Mrs. Pouria to approve the March 19, 2018 regular session board meeting minutes. Discussion followed. Motion passed by unanimous roll call vote (8-0-0).

L. Committee Reports and Action

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

Motion by Mr. Hoffman, seconded by Mrs. Hornby to approve items 1.1-1.2. Discussion followed. Motion passed by unanimous roll call vote. (8-0-0)

- 1.1 MOVE to approve the following field trips for the 2018-2019 school year. (Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Field Day	5/31/19	Pre K	Mine Brook Park – Flemington NJ

- 1.2 MOVE to accept the HIB incidents per I.4 of the Superintendent’s Report. (Exhibit 1.2)

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

Motion by Mrs. Lyons, seconded by Mrs. Pouria to approve 2.1-2.12. Discussion followed. 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 month ended March 2019 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 2019. (Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for March 20, 2019 through March 29, 2019 and April 1 through April 30, 2019 (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

March 29, 2019	-	\$253,468.14
April 15, 2019	-	\$248,510.18

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Delaware Rec Comm	Jodi McKinney	Great Crate Race	7/4/19	6:30 am to 12:00 pm	Parking Lot
DTS PiE	Julie Luster-Roell	Craft Night	5/3/19	6:00 pm to 9:00 pm	Cafeteria
National Psoriasis Foundation	Bette Drake	Cycle Fundraiser	5/10/19 5/11/19	After 4:00 pm 6:00 am to 6:00 pm	Parking Lot
Delaware Rec Comm	Judith Allen	Basketball Tournament	5/11/19	11:30 am to 2:00 pm	Gym

2.6 MOVE to designate the State of New Jersey Cash Management Fund as a legal depository as of May 1, 2019 and designate the authorized signors, Susan M. Joyce BA/BS; Linda Ubry, BOE President; Dr. Richard Wiener, Superintendent and Joseph Schneider, Reconciler and the authorized local bank, PNC Bank Capital Reserve Account 80-3487-4909 for the Delaware Township Board of Education.

2.7 MOVE to approve the Affiliation Agreement with Hunterdon Medical Center to provide School Based Youth Services for the remainder of the 2018-2019 school year. (Exhibit 2.7 on file in business office)

2.8 MOVE to approve a fundraiser by the Student Council to sell carnations at the Spring Concert on May 16, 2019.

2.9 MOVE to approve the following date changes and additions for Board of Education meetings:

May 14, 2019 7:00 pm Special Board Meeting –
New Jersey School Boards Presentation

May 21, 2019 7:00 pm Regular Board of Education Meeting –
Change of Date from May 28, 2019

2.10 MOVE to approve payment to three non-union employees in the sum of five hundred dollars (\$500) each as a result of the Board's switch from the SEHBP to Horizon. Said employees had to change from Aetna HMO to the Direct Access Plan in order to maintain in-network coverage.

ID Number 14347017

ID Number 59490680

ID Number 37272739

2.11 MOVE to approve Provident Bank as a legal depository effective July 1, 2019.

2.12 MOVE to approve the disposal of gymnastics mats.

Executive Session

Motion by Mrs. Devlin, seconded by Mrs. Hornby to enter executive session at 7:55pm for the purpose of personnel and legal discussion. Motion passed unanimous roll call 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: personnel & legal matter, and be it further

RESOLVED that the Board will more specifically discuss a motion on the agenda under Personnel / Policy; 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.

The board exited Executive Session at 8:41 pm.

3. **Personnel/Policy** – Mrs. Devlin gave a report on the committee meeting.

Motion by Mrs. Devlin, seconded by Mrs. Hornby to approved items 3. – 3.7. Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

- 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
Gina Scialla	Spring Drama Club	Not to exceed 7 hours @ contracted hourly rate of pay	March 2019 - retro

Diana Cotter	After School Tutor	Not to exceed 20 hours @ contracted hourly rate of pay	March to May 2019
Britian Moore, Diana Cotter, Mark Deneka	Washington DC Chaperones	Per CBA	May 30 & 31, 2019
Diane Dembeski	Substitute	\$100.00 per day	2018-2019 school year

- 3.2 MOVE to approve the attached list of tenured staff members for the 2019-2020 school year, per the recommendation of the Superintendent. (Exhibit 3.2)
- 3.3 MOVE to approve the attached list of non-tenured staff members for the 2019-2020 school year, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve the attached list of paraprofessionals and secretaries for the 2019-2020 school year, per the recommendation of the Superintendent. (Exhibit 3.4)
- 3.5 MOVE to approve the following chart of summer hours for the school year 2019-2020:

EMPLOYEE	POSITION	MAXIMUM LENGTH OF TIME	SALARY
Mary Holuta	Child Study Secretary	Up to 4 days @ 4 hours day = 16 hours	Hourly Rate
Meeta Verma	Nurse	Up to 5 days @ 5 hours day = 25 hours	Per CBA
Teaching Staff – TBD	Curriculum as needed	Up to 50 hours total	Per CBA
Chelsea Davis and Marianne DeFronzo	Social Worker LDTC/Coordinator	Up to a total of 10 hours as needed	Hourly Rate

- 3.6 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000 and a Quotation threshold of \$6,000, effective July 1, 2019 to June 30, 2020, per the recommendation of the Superintendent.
- 3.7 MOVE to approve the 2019-2020 School Calendar. (Exhibit 3.7)

M. Additional Business – None.

N. Audience Participation – None.

O. Board Representatives Liaison Reports

- 1. Recreation – A local boy scout is submitting a proposal to put in a bocce ball court at Dilts Park; the Township will be putting in more stringent hiring standards for summer rec employment.
- 2. PiE – Safe Harbor completed its project helping students put inspirational messages in the bathrooms; Mrs. Mikula is helping with school projects; craft night is May 3rd, teacher appreciation week is next week and bakers are needed for ‘You Take the Cake’.

3. Township – Road work will begin at the end of June, trails at Dilts will be worked on, there is a six month extension on the sidewalk project, there are two DTMUA openings, discussion about the summer rec hiring procedures
4. ESC – Regular meeting on April 2nd, West Amwell campus will no longer be active, Hoffman’s Crossing will be utilized more.
5. Planning Board - None
6. HCSBA – Dr. Falkenstein spoke to the group about social and emotional learning. He said that it is not tied to just one program. Instead teachers should be trained for mindfulness. The next meeting will be a joint meeting with Somerset.
7. NJSBA Legislature – There is discussion about mandating that all students carry an identification card with them when they are off school premises, for example when on field trips. Governor Sweeny is flying the idea to blend TPAF with other state employee benefit plans.
8. Community Relations – Pat Pillon will be contact the township about have a school section in the Bridge. She will contribute pieces about school accomplishments and achievements.
9. HCRHS – Upcoming school shows. Spring sports are in full swing. An acting principal has been appointed.
10. DTAA – spring sports seasons are operating successfully. The Apps and Taps event was the most successful they’ve had.

Q. Adjourn

Motion by Mrs. May, seconded by Mrs. Burns to adjourn at 9:01 pm.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

May 21, 2019
Date Approved

Linda Ubry, President