

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF AUGUST 22, 2017**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:04 pm.
- 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. Cooper, Mrs. Kristen Devlin (arrived at 7:09 pm), Mrs. Dunn, Mr. Hoffman, Mrs. May, Mrs. Cathy Pouria, Mr. Wintermute, and Mrs. Linda Ubry.  
Absent: Mrs. Thompson.  
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.
- E. Audience Participation** – Mr. Komarek and Ms. Scialla expressed their concerns and displeasure regarding the proposed share with Frenchtown School District and the negative impact it would have on their programs. Ms. Wheatley read a statement on behalf of the Association supporting Mr. Komarek and Ms. Scialla.
- F. Correspondence** – There was none.
- G. Presentations** –  
Mrs. Racile presented the annual Anti-Bullying Bill of Rights Act and the Violence and Vandalism Reports. She also spoke about an online parent training program offered by S.A.I.F, our insurance group. The district is looking into requiring frequent volunteers to be trained. Mrs. Racile was also happy to share that the district received a Certificate of Appreciation from the Delaware Township Police Department.  
  
Ms. Quinn reported that the Climate Committee was also talking about the training program and asked whether there was a board policy or procedure covering this. If there is a sample policy then Dr. Wiener will bring it to the Personnel/Policy committee for discussion.

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

### 1. Student Enrollment (8-15-17) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	37	2	18.5
Grade 1	42	3	14.0
Grade 2	33	2	16.5
Grade 3	42	3	14.0
Grade 4	34	2	17.0
Grade 5	35	2	17.5
Grade 6	44	3	14.7
Grade 7	44	2	22.0
Grade 8	40	2	20.0
Pre School	20	2	10.0
Home Instruction	0		
Tuition Sent	3		
<b>TOTAL</b>	<b>374</b>	<b>23</b>	<b>16.1</b>

### 2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	6/12/17	12:17 pm
Security Drill (Evacuation Non Fire)	6/15/17	1:35 pm
Fire Drill	7/20/17	10:00 am
Security Drill (Lockout)	7/31/17	10:24 am

### 3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
June 2017	0	0
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>6</b>	<b>0</b>

### 4. HIB Incidents

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
June 2017	1	0
<b>TOTAL FOR SCHOOL YEAR 2016-2017</b>	<b>6</b>	<b>1</b>

5. Dr. Wiener talked about the Shared Services Opportunity with Frenchtown.
6. Kindergarten and Preschool Enrollment indicate that there is a possibility that there may need to be section adjustments.
7. 2017-2018 District Areas of Concentration/Merit Goals were addressed.

## I. President's Report – Mrs. Linda Ubry

1. There was a Frenchtown Shared Services discussion in Finance Committee.
2. Discussion about the Chief School Administrator Evaluation took place.

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

1. Mrs. Joyce gave the Board an update on summer projects.
2. The 2016-17 school audit will be taking place the week of September 11<sup>th</sup>.
3. Discussion about the loss of Adjustment Aid.

**K. Minutes**

**MOVED by Mr. Cooper, seconded by Mr. Hoffman, to approve the June 20, 2017 regular and closed session minutes and the July 27, 2017 special meeting minutes.**

**June motion passed by unanimous roll call vote 8-0-0.**

**July motion passed by roll call vote 5-0-3 (Cooper, Hoffman & May abstained).**

**L. Committee Reports and Action**

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

MOTION by Mr. Hoffman, seconded by Mrs. Pouria, to approve items 1.1-1.8. Motion passed by unanimous roll call vote 8-0-0.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Teacher Workshop	9/5/17	All Teachers	Hunterdon Central – Bus Only
Escape Room	12/1/17	Grade 5 G&T	Bridgewater NJ

1.2 MOVE to approve the Fall Athletic Schedules for Field Hockey, Cross Country, Soccer and Volleyball. (Exhibit 1.2)

1.3 MOVE to approve the 2017-2018 Mentoring Plan. (Exhibit 1.3)

1.4 MOVE to approve the 2017-2018 Professional Development Plan. (Exhibit 1.4)

1.5 MOVE to approve the submission of the 2016-2017 School Self-Assessment for Determining Grades under the Anti Bullying Bill of Rights Act. (Exhibit 1.5)

1.6 MOVE to approve the District Report of Violence and Vandalism for the 2016-2017 school year – Period 2. (Exhibit 1.6)

1.7 MOVE to approve the updated 3 Year Curriculum Review Cycle. (Exhibit 1.7)

1.8 MOVE to approve the HIB report.

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

**MOTION by Mrs. Devlin, seconded by Mr. Wintermute, to approve items 2.1-2.11.  
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 ended June 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 June 2017 and July 2017. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment for June 1, 2017 to June 29, 2017, in the amount of \$873,032.63; June 30, 2017 in the amount of \$49,770.75 and July 1, 2017 to July 31, 2017 in the amount of \$216,691.08 (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

June 15, 2017	-	\$271,652.77
June 19, 2017	-	\$254,512.53
June 30, 2017	-	\$ 14,050.56
July 15, 2017	-	\$ 43,449.85
July 30, 2017	-	\$ 45,998.22
August 15, 2017	-	\$ 56,545.39

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Cynthia Pontecorvo	Meetings	9/28/17; 11/16/17; 1/4/18; 1/18/18; 4/19/18	6:00 pm to 8:30 pm	Performing Arts Room

- 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
Pat Pillon Kathleen O'Brien	Data Visualization/Future Ready	8/17/17 – retro	M	.31 per mile
Caitlin Lally	Foundations Training	9/28/17	R	\$125.00
Josette Gifford	Foundations Training	9/28/17	R M	\$125.00 .31 per mile
Eileen Quinn	Counseling Fall Conference	9/29/17	R M	\$99.00 .31 per mile

- 2.7 MOVE to approve the 2017-2018 bus stops and routes and to authorize the JTC Transportation Director to make any necessary route adjustments requested by DTS after the opening of school to accommodate student needs. (on file in the board office). Discussion followed.
- 2.8 MOVE to approve contract with Simplex Grinnell LP to provide services from July 1, 2017 to June 30, 2018 (retroactive), in the amount of \$4,898.00. (on file in the board office). Discussion followed.
- 2.9 MOVE to approve the following tuition and related transportation contracts for the following special education students during the 2017-2018 school year, with related services as required in their Individual Education Plans: (on file in the board office)

STUDENT ID NUMBER	SCHOOL	TRANSPORTATION	ESY	ESTIMATED TUITION COST
5784186883	Mercer Co. Spec. Serv. School	Y	Y	\$102,060.00
6742417302	Center School	Y	Y	Not to exceed \$45,000

- 2.10 MOVE to approve a Joint Transportation Agreement for the 2017-18 school year between the Hunterdon Central Regional High School District (Host) and the Delaware Township School District (Joiner) as follows: (on file in the board office)

ROUTE #	COST
HCD2	\$35,244.95
HCD3	\$35,244.95
HCD5	\$35,244.95
HCD6	\$35,244.95
HCD1 IR	\$35,244.95
HCD4 IR	\$35,244.95
HCD7 IR	\$35,244.95
HCD8 IR	\$35,244.95

Total Cost: \$281,959.60

- 2.11 MOVE to approve a Shared Services Agreement with South Hunterdon Regional Board of Education to provide World Language services for the 2017-2018 school year. (on file in the board office) Discussion followed.

**Motion by Mrs. Devlin, seconded by Mr. Wintermute, to approve item 2.12. Discussion followed. Motion failed by roll call vote 0-7-1 (Cooper abstained).**

- 2.12 MOVE to approve 2 Shared Services Agreements with Frenchtown Elementary School to provide Music Instruction and Band Instruction for the 2017-2018 school year. (Exhibit 2.12)

3. **Personnel/Policy** – Mrs. Ubry reported on the P/P committee meeting.

**Motion by Mrs. Dunn, seconded by Mr. Cooper, to approve items 3.1-3.7 with the noted change of Lucille Fisher being approved as full-time. 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 2017-2018 school year, pending fingerprint clearance, if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Dorothy Bodine & Carol Gruchacz	Bus Driver	\$4.00 per hour adjustment	7/1/17 to 6/30/18 - retro
Lucille Fisher	Teacher – retro	\$4,430.00	1/15/17 to 6/30/17
Meredith Schwartz	Teacher – retro	\$2,534.00	1/15/17 to 6/30/17
Maria Stella Maltese	REVISED - Teacher - .77% Paraprofessional - .23%	To be determined by the CBA	2017-2018 school year
Bernie Benda; Nicole Bivona; Raymond Braun; Ellen McShane; Cynthia Terranova; Val Wheatley; Stephanie Joyce; Mark Deneka; Nancy O'Connor; Kathleen Ferry	Home Instructors	To be determined by the CBA	As needed during the 2017-2018 school year
Karen Tomson	Paraprofessional – Part Time	To be determined by the CBA	2017-2018 school year
Tracey Kell	Paraprofessional – Part Time	To be determined by the CBA	2017-2018 school year
Lucille Fisher	Teacher – Full Time	To be determined by the CBA	2017-2018 school year
Caitlyn Murphy	Substitute Teacher	\$100.00 per day	2017-2018 school year
Jean Domurat	Substitute Teacher	\$100.00 per day	2017-2018 school year
Sandra Russo	Substitute Teacher	\$100.00 per day	2017-2018 school year

- 3.2 MOVE to approve the attached list of substitute teachers, nurses, custodians and main office secretaries, per the recommendation of the Superintendent. (Exhibit 3.2)

- 3.3 MOVE to approve, pursuant to N.J.A.C. 6A:23A-3.1 10-12, the 2017-2018 Superintendent merit goal criteria for submission to the Hunterdon County Executive Superintendent for approval, per the recommendation of the Personnel/Policy Committee. (Exhibit 3.3)

- 3.4 MOVE to approve request for temporary medical leave of absence for employee #65522005. Leave will begin on September 1, 2017 and continue to November 30, 2017, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employees eligible leave under the Federal Family and Medical Leave Act.
- 3.5 MOVE to approve request for temporary medical leave of absence for employee #39557913. Leave will begin on September 1, 2017 and continue to March 5, 2018, per the recommendation of the Superintendent. All days taken under this requested leave, paid or unpaid, shall count towards the employees eligible leave under the Federal Family and Medical Leave Act.
- 3.6 MOVE to approve Movement on the Guide for Bernadetta Benda to M+30, effective September 1, 2017 through June 30, 2018, per the recommendation of the Superintendent. Step and salary to be determined following the conclusion of negotiations.
- 3.7 MOVE to accept with regret the letter of resignation from Pamela Kelly, effective August 31, 2017, and a sick day payment as follows, per the recommendation of the Superintendent. (Exhibit 3.7)

94 sick days divided by 3 = 31.3 days x \$95.00 per day = \$2,973.50

**M. Additional Business – None.**

**N. Audience Participation – Mrs. Klink spoke on the following topics:**

- Transportation for Walk-on-Litter by HCRHS
- The Bird Club, how she can be involved
- School Meadow Trail, needs guidance, has a volunteer surveyor, possible volunteer students

Discussion by the Board followed.

**O. Board Representatives Liaison Reports**

1. Recreation – Great Crate Race was a success. Mrs. Harrington did a great job as the director of the Summer Rec program. The committee is sponsoring a Pine Creek miniature golf event and a Block Party.
2. PiE – Volunteerism is down and their main fundraising events are struggling. They are considering asking for a flat donation rather than holding fundraisers.
3. Township
4. ESC – Renewed contracts, reappointed President & Vice President, they have new members and are taking over North/Voorhees transportation. They received a HERO grant from Lowes. They voted to sell the West Amwell property.
5. Planning Board – There was one application submitted and the Open Space Committee met.
6. HCSBA
7. NJSBA Legislature

8. Community Relations
9. HCRHS – The newly appointed Superintendent is making site visits to sending districts. Dr. Wiener gave him a tour of Delaware Township today. He is looking forward to ream building between the sending districts.
10. DTAA – Soccer registration is open.

**P. Executive Session**

**Motion by Mr. Cooper, seconded by Mrs. Dunn, to go into Executive Session at 8:43pm. No Further action will be taken. Motion passed by 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: personnel, and be it further

RESOLVED that the Board will more specifically discuss personnel; 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 Mr. Cooper, seconded by Mrs. Dunn to enter public session at 8:59pm. Motion passed by unanimous voice vote 8-0-0.**

**Q. Adjourn**

**Moved by Mr. Cooper, seconded by Mrs. Dunn to adjourn at 9:00pm. Motion passed by unanimous voice vote 8-0-0.**



Respectfully submitted,

Susan M. Joyce  
Business Administrator/Board Secretary

September 26, 2017  
Date Approved

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