

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF August 27, 2019**

A. Call to Order – Mrs. Linda Ubry, President called the meeting to order at 7:00 pm.

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, Mr. Hoffman (arrived 7:19 pm), Mrs. Hornby, Mrs. Lyons, Mrs. May, Mrs. Ubry

Absent: Mr. Cooper, Mrs. Pouria

Also Present: Dr. Wiener, Superintendent and Mrs. Joyce, Board Secretary

E. Audience Participation – Agenda Items - None

F. Correspondence -

-Mrs. Panella sent an email regarding the bus routes being too long.

-Dr. Wiener stated that the Transportation Review Committee has been reestablished. They will be reviewing times of the first and last stops of each route.

-Drivers will be taking attendance at each stop and noting the times.

-A message will be sent out to parents regarding bus routes.

-An audience member asked whether only certain students are on the bus longer. Has the change been spread out across all students?

-An audience member stated that the Tardy Policy and security procedures contradict each other.

G. Presentations - None

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (7-15-19) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	25	2	12.5
Grade 1	33	3	11.0
Grade 2	35	2	17.5
Grade 3	42	3	14.0
Grade 4	35	2	17.5
Grade 5	40	2	20.0
Grade 6	37	2	18.5
Grade 7	32	2	16.0
Grade 8	43	3	14.3
Pre School	25	2	12.5
Tuition Sent	3		
TOTAL	350	23	14.0

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 pm
Fire Drill	12/3/18	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
Fire Drill	3/14/19	1:49 pm
Security Drill (Lockdown with Fire Drill)	3/26/19	1:57 pm
Security Drill (Lockdown)	4/18/19	AM lunches
Fire Drill	4/29/19	9:37 am
Security Drill (Hold in Place)	5/29/19	2:01 pm
Fire Drill	5/31/19	10:01 am
Security Drill (Evacuation)	6/12/19	10:52 am
Fire Drill	6/17/19	1:50 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
March	0	0
April	1	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	2	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
March	0	0
April	0	0
May	0	0
June	2	1
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	2	1

5. Superintendent’s Report –

- a. In addition to others items, the transportation review committee will be reviewing the starting and ending times of route.
- b. The pre-QSAC meeting with county officials went well and he commended Pat. We are hoping to set up a meeting with the new County BA to have a pre-QSAC meeting for Finance and Governance.
- c. Dr. Wiener commended the office staff for their flexibility moving offices this summer, especially Mrs. Racile and Mrs. Moore.

I. President’s Report – Mrs. Linda Ubry

1. Mrs. Ubry said that the board is looking for added stability in administration.
2. The share with New Hanover will be ending later this year.
3. The organization chart and job descriptions are being reviewed.

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

- a. Mrs. Joyce reported on all of the summer projects, other facility work and the successes of the summer.
- b. Mrs. Lyons will be discussing the referendum in her Finance/Facilities committee report. Mrs. Devlin asked that the board have talking points for the referendum.

K. Motion by Mrs. Lyons, seconded by Mrs. May to table the July 30, 2019 minutes. Discussion followed. Motion passed by unanimous voice vote 5-0-0.

L. Committee Reports and Action

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

Motion by Mr. Hoffman, seconded by Mrs. May to approve items 1.1 - 1.4.
Discussion followed. Motion passed by unanimous roll call vote 5-0-0

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (NA)
- 1.2 MOVE to approve the Fall Athletic Schedules for Field Hockey, Cross Country, Volleyball and Soccer. (Exhibit 1.2)
- 1.3 MOVE to approve the Student Safety Data System Final Report for Period 2. (Exhibit 1.3)
- 1.4 MOVE to change the time of the October 22, 2019 regular Board of Education meeting to 7:00 pm.

2. **Finance/Facilities** – Mrs. Lyons reported on the committee meeting, extensively on the upcoming referendum.

Motion by Mrs. Lyons, seconded by Mrs. Burns to approve items 2.2 – 2.10. Discussion followed. Item 2.1 was pulled from the agenda due to the complexity of changing banks and having to blend two of every account with the PNC and Provident banks. Motion passed by unanimous roll call vote.

1. **Finance/Facilities**

- 2.1 The financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies are not being presented for approval due to the complexity of changing banks and having to blend two of each of our ten accounts between PNC and Provident banks. This is still within the 60 day requirement notated in the QSAC guidelines, pursuant to NJSA 18A:17-9 and NJAC 6A:23 A-16.10.
- 2.2 MOVE to approve the line account transfers for June 2019 and July 2019. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for August 1, 2019 – August 31, 2019, in the amount of \$267,243.27. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

August 15, 2019 - \$53,797.36

- 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
Patricia Pillon	BrandED Bootcamp	10/30/19	R M	\$149.00 .35 per mile

- 2.6 MOVE to approve the following Pre School Tuition Contracts for the 2019-2020 school year:

STUDENT ID NUMBER	AMOUNT
34417	\$6,750.00
33413	\$6,750.00
33414	\$6,750.00
33361	\$6,750.00
33366	\$6,750.00
33428	\$6,750.00
33415	\$6,750.00
33430	\$6,750.00
33418	\$6,750.00
33364	\$6,750.00
33363	\$6,750.00
33419	\$6,750.00
33362	\$6,750.00
34432	\$6,750.00
33440	\$6,750.00
34416	\$5,062.50
32360	\$5,062.50

- 2.8 MOVE to approve the 2019-2020 bus stops and routes and to authorize the JTC Transportation Director to make the necessary route adjustments requested by DTS after the opening of school to accommodate student needs. (on file in the board office)

- 2.9 MOVE to approve a Joint Transportation Agreement/Shared Services Agreement for the 2019-2020 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	\$37,359.64
HCD3	\$37,359.64
HCD5	\$37,359.64
HCD6	\$37,359.64
HCD1 IR	\$37,359.64
HCD4 IR	\$37,359.64
HCD7 IR	\$37,359.64
HCD8 IR	\$37,359.64

Total Cost: \$298,877.12

3. Personnel/Policy

Dr. Wiener said that he, the board and district are sorry to see Mrs. Robinson resign but wish her well in her retirement.

Motion by Mrs. Devlin, seconded by Mrs. Hornby to approve items 3.1 – 3.4. Discussion followed. Motion passed by unanimous voice vote.

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2019-2020 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Janet Kania	Personnel, Payroll and Benefits Specialist	REVISED to Full Time – 12 months \$ 46,000.00 (annual salary) \$ 38,333.0 (pro-rated salary)	September 1, 2019 to June 30, 2020
	Custodian		
Tracy Kell	Paraprofessional	REVISED – Step 4 - .78 – \$18,491.46 (pro-rated)	September 1, 2019 to June 30, 2020

- 3.2 MOVE to approve the attached list of substitute teachers, nurses, and custodians for the 2019-2020 school year, per the recommendation of the Superintendent. (Exhibit 3.2)

- 3.3 MOVE to approve the following faculty members for Movement on the Guide, effective September 1, 2019 through June 30, 2020, per the recommendation of the Superintendent.

TEACHER	ANNUAL SALARY
Kelvyn Ramirez, Spanish	Step 7 – B+45/M - \$65,385.00
Bernadette Benda, Elementary	Step 16 – M+45 - \$83,440.00
Andrea Gristina, Special Education	Step 7 – B+30 - \$60,835.00

M. Additional Business - none

N. Audience Participation -

- Mrs Burns noticed an increased enrollment since July for the 2nd grade class. She expressed a concern for starting the year with only 2 sections, 19 in each class, as class sizes could increase throughout the year
- Dr. Wiener commented that this was a discussion yesterday between himself and the administrators. They have been talking about enrollment, class size, grade needs, etc. This will be an ongoing discussion. Mrs. Brunje commented on this as well.
- Mrs. Ganun asked about the additional cost and repurposing of the former Business Administrator's office.

O. Board Representatives Liaison Reports

1. Recreation – The fishing derby is on September 28 at Copeland's pond.
2. PiE - none
3. Township - none
4. ESC - none
5. Planning Board - none
6. HCSBA – The next meeting is in October
7. NJSBA Legislature - none
8. Community Relations – Mrs. Ubry reported for Mrs. Pouria. The committee will be scheduling a time to invite the seniors to the school for a Jazz Band concert and lunch. The board is planning to visit community groups. Mrs. Hornby said that the district should be inviting the community into school activities rather than the community having to seek out events. Mrs. May asked what will happen when the Strategic Plan of 2014-2019 expires. Mrs. Ubry will reach out to Gwen Thorton of NJSBAs to come in to talk to the board about the strategic plan, superintendent evaluation and the board self-evaluation.
9. HCRHS – Fall sports are beginning as well as beginning of school year activities.
10. DTAA – Soccer registration is closing the week of September 1st. Fall ball for softball is starting.

P. Executive Session - none

- Mrs. Brunje asked about improving communication within the district and helping to find a solution to answer questions and address issues raised by parents.
- Board meeting regulations and procedures were discussed.
- PARCC scores are in and will be sent to parents in the near future.

Q. Adjourn

Motion made by Mrs. Burns, seconded by Mrs. Devlin to adjourn at 9:27 pm. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

September 24, 2019
Date Approved

Linda Ubry, President