

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF JANUARY 24, 2017**

- A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:00 p.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. JoAnn Brown, Mr. David Cooper, Mrs. Kristen Devlin, Mr. Tate Hoffman, Mrs. Cathy Pouria and Mrs. Linda Ubry.
Absent: Mrs. Stephanie Dunn,
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Interim Business Administrator. There was 1 visitor.
- E. Board Candidate Interviews** – The Board interviewed Mr. Michael Wintermute to fill a vacancy on the Board of Education.

MOVED by Mrs. Brown, seconded by Mrs. Devlin to appoint Mr. Michael Wintermute and Mrs. Lisa Thompson to the Board of Education. Motion passed by roll call vote 6-0-0.
- F. Oath of Allegiance to New Board Members** - Mrs. Joyce administered the Oath of Allegiance to Mrs. Linda Ubry and Mr. Michael Wintermute.
- G. Audience Participation – Agenda Items**

There were no comments from the public at this time.
- H. Correspondence –**

A letter was received from student, Caroline May, requesting a Middle School Play. The Board discussed the request. The administration supports the idea and PiE is researching the possibility. Mrs. Joyce was asked to obtain the cost of the fall production and to be kept informed of any developments.

I. **Presentations - None**

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

1. Student Enrollment (1-15-17) - (Exhibit J.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	40	3	13.3
Grade 1	36	2	18.0
Grade 2	43	3	14.3
Grade 3	36	2	18.0
Grade 4	36	2	18.0
Grade 5	44	3	14.7
Grade 6	44	3	14.7
Grade 7	40	2	20.0
Grade 8	42	2	21.0
Pre School	25	2	12.5
Tuition Sent	4		
TOTAL	390	24	16.1

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

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
TOTAL FOR SCHOOL YEAR 2016-2017	2	0

4. **Moved by Mrs. Brown, seconded by Mr. Hoffman to approve the Harassment, Intimidation and Bullying Report for the month of November, 2016, 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
TOTAL FOR SCHOOL YEAR 2016-2017	2	1

5. 2017-2018 School Calendar draft was presented.
6. NJ DOE PARCC Update
7. New Jersey School Board Recognition Month – January 2017. Dr. Wiener thanked the board for their time and commitment to Delaware Township School.

K. President’s Report – Mrs. Linda Ubry

1. Strategic Plan/District Goals are being reviewed in committee.
2. Board of Education Communication
3. Committee assignment for the new board members are Mr. Wintermute on Finance/Facilities and Mrs. Thompson on Curriculum/Instruction/Technology.

L. Interim School Business Administrator’s Report – Mrs. Susan Joyce

1. 2017-2018 Budget Process is underway.
2. Ethics Disclosures, reminder to complete.
3. The results of the second round of lead testing have been received. All except one location produced negative results well below the state requirement. The custodial sink is the only location that failed. The State requires that remedial action be taken. The most cost effective solution is to remove and cap off the sink. This will happen on Wednesday, January 25th.

M. Minutes

MOVED by Mrs. Brown, seconded by Mrs. Pouria, to approve the December 13, 2016 and January 3, 2017 regular and executive minutes. Motion for the December minutes passed by roll call vote 3-0-3 (Mr. Cooper, Mrs. Pouria & Mr. Wintermute abstained). Motion for the January minutes passed by roll call vote 4-0-2 (Mrs. Devlin and Mr. Wintermute abstained).

N. Board Committees

MOVED by Mr. Hoffman, seconded by Mrs. Pouria to approve the following committee appointments for calendar year 2017. Motion by a unanimous roll call vote of 6-0-0.

Curriculum/Instruction/Technology		Finance/Facilities		Personnel/Policy	
Chair	Tate Hoffman	Chair	Kristen Devlin	Chair	JoAnn Brown
Member	Catherine Pouria	Member	Linda Ubry	Member	David Cooper
Member	Lisa Thompson	Member	Michael Wintermute	Member	Stephanie Dunn
Meeting Date		Meeting Date		Meeting Date	

2. Board representative liaison appointments for calendar year 2017 will be approved in February.

Committee	Representative	Alternate
Recreation	Stephanie Dunn	Linda Ubry
Partners in Education (PIE)	JoAnn Brown	Catherine Pouria
Township	Tate Hoffman	David Cooper
Educational Service Commission (ESC)	Linda Ubry	Stephanie Dunn
Planning Board	David Cooper	Tate Hoffman
Hunterdon County School Board Association	Kristen Devlin	
New Jersey School Board Association Legislature	Stephanie Dunn	
Community Relations	Stephanie Dunn	Linda Ubry
Hunterdon Central Regional High School (HCRHS)	David Cooper	Linda Ubry
Delaware Township Athletic Association (DTAA)	Kristen Devlin	Tate Hoffman

O. Committee Reports and Action

Mr. Hoffman reported the highlights of the CIT meeting minutes (see attached).

1. Curriculum/Instruction/Technology

Moved by Mr. Hoffman, seconded by Mrs. Pouria to approve items 1.1 – 1.2. Motion passed by unanimous roll call vote 7-0-0.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Science Olympiad	2/24/17	5	West Amwell NJ
RVCC Planetarium	5/25/17	5	Branchburg NJ
Locktown Stone Church	5/26/17	3	Flemington NJ
Music in the Park	5/26/17	M.S. Band/Chorus	Hershey PA
Philadelphia Zoo	6/2/17	1	Philadelphia PA
Disney Nature Movie	4/21/17	5	Doylestown PA
Sandy Hook Field Study	6/2/17	7	Atlantic Highland NJ
RVCC Astronomy	3/24/17	8	Branchburg NJ
Crystal Cave	3/10/17	7	Kutztown PA

1.2 Elementary and Secondary Education Act (ESEA) Accountability Action Plan – 2015 Participation Rate. (Exhibit 1.2)

2. Finance/Facilities

Mrs. Devlin reported the highlights of the Finance/Facilities meeting (minutes attached).

Moved by Mrs. Devlin, seconded by Mrs. Brown, to approve items 2.1-2.7. Motion passed by unanimous roll call vote 7-0-0.

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended December 2016 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 December 2016. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment in the amount of \$755,773.69, as follows: (Exhibit 2.3)

December 1 to December 31, 2016 \$755,773.69

2.4 MOVE to approve the following payroll amounts, included in District Invoice totals above:

December 15, 2016 - \$266,999.88
December 23, 2016 - \$246,115.36

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
Pamela Kelly	Dyslexia	2/27/17	R M	\$199.99 .31 per mile
Josette Gifford	High Impact Writing Strategies	2/9/17	R M	\$245.00 .31 per mile
Susan Warren	Improving Executive Function	2/9/17	R	\$199.99

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

2.6 MOVE to accept a donation to the Delaware Township Environmental Congress, in the amount of \$225.00 by volunteers Maria Ferello, Sarah Ferello and Garrett Knappe, for their October participation in the March on Litter as funded by the Clean Communities State Grant. (Funds were deposited into the Student Activities Account for use in Environmental Congress activities.)

- 2.7 MOVE to approve the Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program:

RESOLVED that the Delaware Township School District Board of Education approves the filing of a waiver to except the Delaware Township School District's participation in the Special Education Medicaid Initiative (SEMI) due to the fact that the district projects an enrollment of less than 40 Medicaid eligible students.

Executive Session

Moved by Mrs. Devlin, seconded by Mr. Hoffman, the following resolution to enter executive session to discuss a sabbatical request. Following executive session, action will be taken. Motion passed by a unanimous voice vote of 7-0:

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, negotiations, and litigation; and be it further

RESOLVED that the Board will more specifically discuss personnel matters regarding the Business Administrator/Board Secretary position; 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 is 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 adjourned to Executive Session at 8:12 p.m.

The Board returned from Executive Session at 8:26 p.m.

3. **Personnel/Policy**

Mrs. Brown reported the highlights of the Personnel/Policy committee meeting (minutes attached).

Moved by Mrs. Brown, seconded by Mrs. Devlin, to approve items 3.1-3.2. Discussion followed.

Mrs. Devlin inquired about Policy 5111 and suggested striking ‘H’ from the policy. She also discussed the focus of Policy 5141 on a specific medical condition and questioned why the policy was not more inclusive of other conditions.

Moved by Mrs. Brown, seconded by Mrs. Devlin to approve items 3.1-3.2, striking ‘H’ from Policy 5111. Motion passed by a unanimous roll call vote of 7-0.

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
Karen Tomson	Paraprofessional – Part Time	Step 1 - 46% - \$5,529.00 (pro-rated and retroactive)	1/15/17 to 6/30/17
Charles Huffman	Custodian – Part Time	29 hours per week - \$9,505.00 (pro-rated)	2/1/17 to 6/30/17
Lucinda Fisher	Drama Coach	\$43.05 per hour	2016-2017 school year
Lucinda Fisher	Paraprofessional REVISED Teacher REVISED	Step 3 – 9% - \$1,106.00 Step 2 – B+45/M - 36% - \$11,567.00 (pro-rated and retroactive)	1/15/17 to 6/30/17
Maria Maltese	Teacher	Movement on Guide – Step 2 - B+15 - 50% (teacher) = \$13,080.00 (pro-rated)	2/1/17 to 6/30/17
Daniel Kwasnik	Custodian	Adjustment from \$15,537.50 to \$16,014.00	1/1/17 to 6/30/17 - retro

3.2 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.2)

POLICY	NUMBER	REVISION ONLY	READING
Foster Care and Educational Stability	5118.2		First
Admission	5111	X	
Conduct and Discipline	5131	X	
Violence and Vandalism	5131.5	X	
Married and Pregnant Students	5134	X	
Health	5141	X	
Missing, Abused and Neglected Children	5141.4	X	

Moved by Mrs. Brown, seconded by Mr. Cooper, to approve the sabbatical leave, per contract guidelines, as requested by Angela Mikula. Motion failed by a unanimous roll call vote of 0-7 with the strong recommendation of Mr. Hoffman and Mrs. Pouria that Ms. Mikula continue to pursue other options.

P. Additional Business - none

Q. Audience Participation - none

R. Board Representatives Liaison Reports

1. Recreation – Mr. Brian Selweski is the new chair, Mrs. Judy Allen has joined the rec commission, camp dates will be submitted to the board for approval, and Meagan was once again appointed the director for camp. The question was asked to the board about Township responsibility for the ice rink, especially given that there is standing water in the rink. Mrs. Joyce reported that there is an SOP in place, and the township has provided the district with a Certificate of Insurance, specifically naming coverage at Delaware Township School.
2. PiE – There was no January meeting. They will meet in February.
3. Township – Reorganization was held on January 3rd and Mr. Vocke is the board liaison while Charles Herman was named Mayor and Sam Thompson as Deputy Mayor.
4. ESC – The new VP, replacing Tom Bruhl, is the Lebanon Township representative. There were numerous regular business approvals and discussion on items like the annual audit, joining a multi-county consortium, and the purchase of Hoffman's crossing.
5. Planning Board – The board addressed procedural items. There have been no new applications.
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS – Met on January 23rd. Agenda items included school board recognition month, approving two new clubs, and numerous resignation and new hires.
10. DTAA – The Beef & Beer fundraiser will be held on Feb 24th at 6:30pm; soccer, baseball & softball registration is open; softball & baseball are holding indoor clinics.

S. Executive Session

Moved by Mrs. Brown, seconded by Mr. Cooper, to move the following resolution to enter into executive session to discuss negotiations. Motion passed by a unanimous voice vote 7-0.

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, negotiations, and litigation; 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.

The Board adjourned to Executive Session at 8:47 p.m.

The Board returned from Executive Session at 9:19 p.m.

T. Adjourn

Moved by Mr. Cooper, seconded by Mr. Wintermute, the board voted to adjourn at 9:20 p.m. Motion passed by unanimous voice vote 7-0-0.

Respectfully submitted,

Susan M. Joyce
Interim Business Administrator/Board Secretary

February 23, 2017
Date Approved

Linda Ubry, President