

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

- A. **Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:34 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, Mrs. Dunn, Mr. Hoffman, Mrs. May, Mrs. Cathy Pouria, Mr. Wintermute, and Mrs. Linda Ubry.  
Absent: Mrs. Dunn.  
Also Present: Dr. Richard Wiener, Superintendent; and Mrs. Susan Joyce, Business Administrator.
- E. **Audience Participation** – None.
- F. **Correspondence** - Mrs. Ubry received a letter requesting that board speak in a manner that projects their voices so that the audience can clearly hear what is being said.
- G. **Presentations**
1. Mr. Perone gave a presentation on the Future Ready Schools Initiative and answered board member questions.
  2. Mrs. Pillon discussed and explained Online Curriculum Accessibility. Discussion followed.
  3. Mrs. Pillon presented the 2016-2017 Testing Report.

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

1. Student Enrollment (10-15-17) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	38	3	12.7
Grade 1	43	3	14.3
Grade 2	36	2	18.0
Grade 3	41	3	13.7
Grade 4	38	2	19.0
Grade 5	35	2	17.5
Grade 6	47	3	15.7
Grade 7	47	2	23.5
Grade 8	41	2	20.5
Pre School	19		
Tuition Sent	3		
<b>TOTAL</b>	<b>388</b>	<b>22</b>	<b>16.6</b>

2. Evacuation Drills –

TYPE OF DRILL	DATE	TIME
Fire Drill	8/3/17	10:15 am
Security Drill (Lockout)	8/31/17	12:54 pm
Security Drill (Lockdown)	9/19/17	2:16 pm
Security Drill (Shelter in Place)	9/27/17	10:15 am
Fire Drill	9/28/17	10:00 am

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
<b>TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE</b>	<b>0</b>	<b>0</b>

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	1
<b>TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE</b>	<b>1</b>	<b>1</b>

5. QSAC Monitoring – Delaware Township School was designated as highly performing. There will be a new School Performance Report.

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

1. To complete the Board of Education Self Evaluation, board members can login online through the NJSBA website.
2. Regarding shared services, suggestions should be sent to Dr. Wiener. A best scenario would be to share with a district in close proximity and similar size to Delaware Township. The Personnel/Policy committee will discuss areas that could be shared due to declining enrollment.

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

1. Masonry Project Update – Over the summer the courtyard was completed. Material delivery delayed the start of the project, and scheduling work around the school day has pushed off the completion date, but the architect expects the project to be done before Christmas.
2. A large hornet’s nest in a tree near the playground side parking lot has been removed.

K. Moved by Mrs. Devlin, seconded by Mrs. Pouria, to approve of the regular and closed session minutes of the meeting of the July 27, 2017 meeting. Motion passed by roll call vote (5-2-0). Mr. Cooper and Mr. Hoffman abstained.

Moved by Mr. Wintermute, seconded by Mrs. Devlin, to approve of the regular and closed session minutes of the meeting of the September 26, 2017 meeting. Motion passed by roll call vote (7-1-0). Mr. Cooper abstained.

L. **Committee Reports and Action**

**Curriculum/Instruction/Technology** – Mr. Hoffman reported on the CIT committee meeting. There were questions regarding the Spanish replacement.

Moved by Mr. Hoffman, seconded by Mrs. Pouria to approve 1.1-1.4. Discussion followed regarding the vague information shared about HIB reports; more information was requested, but it was explained that some details cannot be shared. Motion passed by unanimous roll call vote.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Creativity Challenge	11/3/17	4 & 5 – G&T Students	Flemington NJ
Museum of Arch & Anthropology	1/12/18	7	Philadelphia PA
Preschool Volunteer Trip	12/7/17	6 to 8 G&T Students	Ringoes NJ
Science Olympiad	2/23/18	5	West Amwell NJ
RVCC Planetarium	3/20/18	1	Branchburg NJ
Philadelphia Zoo	6/1/18	1	Philadelphia

- 1.2 MOVE to approve the submission of the Quality School Accountability Continuum (QSAC) Statement of Assurances (SOA) for the 2017-2018 school year to the New Jersey State Department of Education. (Exhibit 1.2)

- 1.3 MOVE to approve the following revised curricula (on file in the Curriculum Coordinator’s office):

World Language

Physical Education

- 1.4 MOVE to approve the girls and boys basketball schedules for the 2017-2018 season. (Exhibit 1.4)
- 1.5 *MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (Exhibit 1.5) Tabled due to questions about having enough but not too much information, paperwork and the process being followed.*

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

Moved by Mrs. Devlin, seconded by Mr. Wintermute to approved items 2.1-2.11. Discussion followed. Motion passed by unanimous roll call vote.

- 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, July 2017, August, 2017 and September 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, July 2017, August 2017 and September 2017. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for August 1, 2017 through September 30, 2017. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
  - September 29, 2017 - \$247,219.95
  - October 13, 2017 - \$244,007.18
- 2.5 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.5)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTAA	Kasey Petrucelli	Basketball	11/13/17 to 3/17	M-F 6:00 – 9:00 pm S –8:00 am - 3:00 pm	Gym & Cafeteria
Daisy Troop 80270	Virginia Lucas	Meetings	Various	3:15 to 4:15 PM	Classroom
DT Recreation Committee	Kathleen Klink	Parade & Trunk or Treat	10/29/17 (Sunday) retro	12:00 to 6:00 pm	Parking Lot Only
Girl Scouts	Kimberly Whiteman	Turkey Box	11/7/17	12:15 to 3:00 pm	Cafeteria

- 2.6 MOVE to approve the following School Bus Emergency Evacuation Drill Statement, as stipulated by 6A:27-11.2

On Wednesday, September 27, 2017, Supervisor Kathleen Racile oversaw the school bus emergency evacuation drill for bus routes 7; 20; 28; 38; 731; 732; 733; and 734. The drills were held at approximately 8:50 am.

- 2.7 MOVE to approve The Cost Reimbursement for Food Service Management Services Resolution. (Exhibit 2.7)
- 2.8 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
Angela Mikula	Art Conference	RETRO 10/2 to 10/4/17	R M	\$185.00 .31 per mile
Kathleen Racile	Director's Toolkit	11/3/17	R M	\$149.00 .31 per mile
Kimberly Fanelli	Wilson Training	12/11/17	R	\$350.00
John Perone	Future Ready	11/16/17	M	.31 per mile
Jill Kirchberger	Library Assoc. Winter Workshop	2/22/18	R	\$45.00
Maria Stella Maltese	Wilson Training	12/11/17	R M	\$350.00 .31 per mile
Jessica Yarrow	Intervention & Referral Services	11/16/17	R	\$149.00
Stacy Falkenstein	Intervention & Referral Services	11/16/17	R	\$149.00
Eileen Ventimiglia	Intervention & Referral Services	11/16/17	R M	\$149.00 .31 per mile
Eileen Ventimiglia	School Counselor Association	10/27/17	R M	\$20.00 .31 per mile

- 2.9 MOVE to approve a Joint Transportation Agreement with South Hunterdon Regional High School, as follows:

DATES	HOST	DESTINATION	# STUDENTS	# JOINER STUDENTS	JOINER COST
2017-2018 school year	SHR 3	South Hunterdon Regional High School	53	1	\$397.80

- 2.10 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
7540613165	East Amwell School District	Y	Y	\$23,250 – pro-rated 10/16/17 to 6/30/17

- 2.11 MOVE to approve a contract with PaySchools for the 2017-2018 school year, in the amount of \$1,593.00. (on file in the board office)

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

Moved by Mr. Cooper, seconded by Mrs. Pouria to approve items 3.1-3.4. Motion passed by unanimous roll call vote.

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
Jean Domurat	Paraprofessional – Part Time - .35	\$6,118.40	11/1/17 to 6/30/18
Margaret Huffman	Substitute Custodian	\$12.50/hour	2017-2018 school year
Valerie Wheatley, Lucille Fisher, Cynthia Terranova	Learning Lab Advisor	Per the CBA	2017-2018 school year
Lisa Matteo	Substitute	\$100.00/day	2017-2018 school year
Renee Swillo	Substitute	\$100.00/day	2017-2018 school year
Tammie Grimm	Substitute	\$100.00/day	2017-2018 school year

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

POLICY	NUMBER	REVISION ONLY	READING
School Meal Program Arrears	3542.2		Adoption
Security and Electronic Surveillance	3517		First

3.3 MOVE to approve request for temporary medical leave of absence for employee #66410911. Leave will begin on October 2, 2017 and continue to January 9, 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.

3.4 Move to approve paying employee #39557913 as an FMLA medical leave through December 31, 2017.

M. **Additional Business** – There was a discussion about the success of the Chromebooks vs Surface Pro’s.

N. **Audience Participation** – None.

**O. Board Representatives Liaison Reports**

1. Recreation – There was discussion on trunk or treat, the 30<sup>th</sup> Great Crate Race, and the holiday decorating event.
2. PiE – There was discussion regarding family donations, the recycle/donation bin in the parking lot, they book fair, family night and the directories.
3. Township – There is an opening for the Open Space Coordinator position.
4. ESC – They are up to 400+ members, a grant was received, and the West Amwell facility is closing and they are looking for another.
5. Planning Board – There was one request.
6. HCSBA – There was a STEAM program.
7. NJSBA Legislature – There is an upcoming Assembly Meeting.
8. Community Relations – None.
9. HCRHS – They discussed the auditorium fire and school sports.
10. DTAA – The 12u softball team won a tournament and basketball registration is open.

Mr. Hoffman was dismissed due to conflict at 10:06pm.

**P. Executive Session**

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: negotiations, and be it further

RESOLVED that the Board will more specifically discuss DTEA negotiations; 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 Mrs. Devlin, seconded by Mr. Cooper that the board go into Executive Session at 10:06pm. No action will be taken. Motion passed by unanimous voice vote.

Moved by Mrs. May, seconded by Mrs. Pouria to return to public session at 10:19pm. Motion passed by unanimous voice vote.

Q. **Adjourn**

Motion made by Mrs. May, seconded by Mrs. Pouria to adjourn at 10:20pm.

Respectfully submitted,

Susan M. Joyce  
Business Administrator/Board Secretary

November 28, 2017  
Date Approved

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