

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF JULY 30, 2019**

A. Call to Order – Mrs. Linda Ubry, President call the meeting to order at 7:30 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. Devlin, Mrs. Hornby, Mrs. Lyons, Mrs. May, Mrs. Pouria, Mrs. Ubry

Absent: Mrs. Burns, Mr. Cooper, Mr. Hoffman

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

E. Audience Participation – Agenda Items - None

F. Correspondence - None

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. The HIB involved two students and a protected class. This was investigated and followed up.
- b. The pre-QSAC meeting went well and he commended Pat. We are hoping to set up a meeting with the new County PA to have a pre-QSAC meeting for Finance and Governance.

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

- 1. Mrs. Ubry commended Mrs. Munsey and Mr. Gianforcaro, Architect for their outstanding work on the summer projects. They have been working very hard and it is all coming along very nicely.
- 2. At this point we should be fine tuning our goals. We should be working on school climate, communication, marketing the school and administrative stability

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

- 1. As Mrs. Ubry referenced, the summer projects are moving along on schedule.
- 2. Mrs. Lyons discussed administrative details that go along with a referendum

K. Motion by Mrs. Ubry, seconded by Mrs. May to approve the regular and closed session minutes of the June 18, 2019 board meeting, with changes. Discussion followed. Motion passed by voice vote 4-0-2 (Devlin & Lyons abstained)

L. **Committee Reports and Action**

1. **Curriculum/Instruction/Technology** - Mrs. May reported on the committee meeting

Motion by Mrs. May, seconded by Mrs. Pouria to approve items 1.1 - 1.11
Discussion followed. Motion passed by unanimous roll call vote.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (Exhibit 1.1)
- 1.2 MOVE to approve the following field trips for the 2019-2020 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Red Mill Museum	4/24/20	2	Clinton NJ
U of P Archaeology & Anthropology	12/5/19	6	Philadelphia PA
National Constitution Center	11/1/19	8	Philadelphia PA

- 1.3 MOVE to approve the Mentoring Plan for the 2019-2020 school year. (Exhibit 1.3)

- 1.4 MOVE to approve the Professional Development Plan for the 2019-2020 school year. (Exhibit 1.4)
- 1.5 MOVE to approve the revised Educator Evaluation System. (Exhibit 1.5)
- 1.6 MOVE to approve the updated 3 Year Curriculum Cycle. (Exhibit 1.6)
- 1.7 MOVE to authorize the Affirmative Action Team to conduct the Needs Assessment and develop the Comprehensive Equity Plan.
- 1.8 MOVE to approve the submission of the proposed Comprehensive Equity Plan. (Exhibit 1.8)
- 1.9 MOVE to approve Delaware Township Schools Approved Textbooks (for 2019-2020). (Exhibit 1.9)
- 1.10 Move to approve changes in the curriculum guide:
Additions to the curriculum template for all subjects:
 - *Technology Integration*
 - *Career Exploration*
 - *Benchmark Assessments*

In the following curriculum: (Labeled as P.Cert. for Published on website, and certified)

 - *Art*
 - *Music*
 - *Technology*
 - *Language Arts*
 - *Math K-5*
 - *Science*
 - *Social Studies excluding Grade 7*
 - *Health*
 - *World Language- change K-2 to Cultural Immersion*
 - *Technology*
- 1.11 Move to approve Establish a Special Education Program or Service. (Exhibit 1.11)

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

Motion by Mrs. Lyons, seconded by Mrs. Pouria to approve items 2.1 – 2.18. 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 month ended June 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 line account transfers for July 2019. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment for June 1-30, 2019, in the amount of \$479,134.98 and July 1-30, 2019, in the amount of \$617,211.62. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

June 19, 2019	-	\$239,935.73
June 30, 2019	-	\$ 26,535.49
July 15, 2019	-	\$ 46,360.41
July 30, 2019	-	\$ 50,996.64

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Del Twn Rec Comm	Jodi McKinney	Crate Race	6/29/19 – retro	10:00 am to 12:00 pm	Parking Lot
Del Twn Rec Comm	Jodi McKinney	Adult & Teen Recreation	10/1- to end of school year	7:00 pm to 10:00 pm	Gym or Cafeteria

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
Angela Mikula	Art Educators of NJ	10/5 to 10/7/19	R M	\$185.00 .31 per mile

2.7 **WHEREAS** the New Jersey Administrative Code 6A; 23A-5.s(a) 4 provides that, “Professional services contracts are issued in a deliberate and efficient manner such as through a request for proposals (RFP) based on cost and other specified factors or *other comparable process* that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement”; and
WHEREAS the Delaware Township Board of Education has employed a deliberative process that considered the cost of such services and other relevant factors and;

WHEREAS the Delaware Township Board of Education is satisfied that the fees being charged for such professional services are fair and competitive; therefore

BE IT RESOLVED that the Delaware Township Board of Education hereby makes the following appointments:

NAME OF PROFESSIONAL	SERVICE PROVIDED	CONTRACT AMOUNT
Comegno Law Group, PC	Legal	\$180.00 per hour

* Copy of Contract on File in the Business Office

- 2.8 MOVE to approve a Parental Transportation Contract Agreement for the 2019-2020 school year with parents of Student #5784186883 for the transportation of one student to the Lakeview School, as follows:

ROUTE #	EST. # of DAYS	COST PER DAY	EST. TOTAL COST
JM1920	180	\$126.40	\$22,752.00

*Copy of Contract on File in Business Office

- 2.9 MOVE to approve the Settlement Agreements and release for student #9321992668 (Wilson) and student #30356 (Laurel School). (copy on file in the Board office)

- 2.10 MOVE to approve contract with Cristin Roach to provide Wilson Training over the summer to student #9321992668 for a total of 60 hours at the hourly rate of \$70.00. (copy on file in the Board office)

- 2.11 MOVE to approve the following ESEA Grants for the 2019-2020 school year:

Title I A	-	\$15,704.00	
Title II A	-	\$ 5,156.00	
Title III	-	\$ 737.00	(Consortium)
Title IV Part B	-	\$10,000.00	

- 2.12 MOVE to approve the following tuition and related transportation contract for the following special education students during the 2018-2019 (retroactive) 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
6552371848	Stepping Stone School	N	N	\$3,509.80

- 2.13 MOVE to approve the following tuition and related transportation contract for the following special education students during the 2019-2020 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
6552371848	Stepping Stone School	N	Y	\$56,630.70
5784186883	Lakeview School	N	Y	\$105,976.50

- 2.14 MOVE to approve the FY 2018 Certification of Implementation (COI).
- 2.15 MOVE to approve lunch prices for 2019-20 School Year:
Student Lunch \$3.00
Adults Lunch \$3.70
- 2.16 Move to approve Hunterdon Healthcare 2019-20 School Based Youth Services Affiliation Agreement.
- 2.17 MOVE to approve the Lead Testing Program Statement of Assurance for the 2018-2019 school year. (Exhibit 2.17)
- 2.18 MOVE to approve Substitute School Nurse Service Agreement between Delaware Township School District Board of Education and Hunterdon Medical Center. * Copy of Contract on File in the Business Office

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

Motion by Mrs. Ubry, seconded by Mrs. May to approve items 3.1 – 3.4. Discussion followed. 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 2019-2020 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Margaret Stewart	Substitute Teacher	\$100.00 per day	2019-2020 school year
Lisa Aron	Substitute Teacher	\$100.00 per day	2019-2020 school year
Gail McGuire	Substitute Teacher	\$100.00 per day	2019-2020 school year
Kristin Bergquist	Substitute Teacher	\$100.00 per day	2019-2020 school year
Ellen McShane	Substitute ESY Teacher	\$45.14 per hour	Summer 2019
Judith Stewart	ESY Paraprofessional	Total of 50 hours @ \$15.00/hour	Jul 8 through August 9, 2019
Marianne DeFronzo	CST Coordinator	60 hours total @ \$72.57 per hour	Summer 2019

- 3.2 MOVE to approve Movement on the Guide for Cynthia Terranova, Health/Physical Education Teacher, effective September 1, 2019, to M+60 – Step 17 - \$88,475.00 annual salary, per the recommendation of the Superintendent.
- 3.3 MOVE to approve the following sick/vacation day payment for retiree. This calculation could be adjusted pending usage of sick/vacation days prior to retirement date.

Staff Member	Formula	Total Payment
Mary Robinson	191 sick days divided by 2 = 95.5 days x \$95.00 per day 3.5 vacation days @ \$294.75 per diem	\$9,072.50 \$1,031.63

- 3.4 MOVE to accept the resignation of Thomas Scott Savage, custodian, effective retroactively to July 23, 2019, per the recommendation of the Superintendent. (Exhibit 3.4)

M. Additional Business - none

N. Audience Participation - none

O. Board Representatives Liaison Reports

1. Recreation – There were fewer racers than in years past. Summer Rec went very well. There are Boy Scout and Girl Scout projects happening at Dilts Park. Fireworks on
2. Sept 7, Community Block Party on Oct 5
3. PiE – no meeting
4. Township – The sidewalk project is still in the works.
5. ESC – They had their reorganization meeting and the same officers are in place.
6. Planning Board - none
7. HCSBA - none
8. NJSBA Legislature – Sexual abuse awareness, by Murphy, Health/Pys Ed to teach with certifications: Child Abuse Hotline must be prominently displayed, posters forthcoming; Superintendent Salary Caps have been removed.
9. Community Relations - none
10. HCRHS – They cancelled their July & August meetings; looking for a Raritan Township Representative on the board. Sports try-outs start on September 2.
11. DTAA – soccer registration ends Sept 6.

P. Executive Session - none

Q. Adjourn

Motion made by Mrs. Devlin, seconded by Mrs. May to adjourn at 8:48pm. Motion passed by unanimous voice vote.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

August 27, 2019
Date Approved

Linda Ubry, President