

Delaware Township School Monthly Board of Education Minutes

June 12, 2018 – 7:30 pm

Prior to the start of the meeting the Archery Club made a presentation about their activities and experiences this past school year.

A. **Call to Order** – Mrs. Linda Ubry, President

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. Dunn, Mr. Hoffman, Mrs. Lyons, Mrs. Pouria, Mrs. Ubry.

Absent: Mr. Cooper, Mrs. Devlin, Mrs. May, Ms. Spock

Also Present: Dr. Richard Wiener, Superintendent; Mrs. Susan Joyce, Business Administrator.

E. **Audience Participation – Agenda Items**

Ms. Kathy Klink recognized the efforts of the 15 eighth grade students who helped clean up Meadow Trail. The indigenous plants and trees that were planted are flourishing, and the trail looks great.

F. **Correspondence** - Mrs. Ubry read a letter from the Delaware Township Environmental Commission. The letter thanked the students who worked enthusiastically to help plant between 60 and 80 trees on the Meadow Trail. Those students being recognized are:

David Cooper, Ben Nemeth, Bradley Emmons, Elias Simpkins,
Johnathan Milesnick, Austin Panella, Nate Worley, Nick Paulsen, Wyatt Jaeger,
Shawn Pittenger, Dylan Franklin, Jacob Prassl, Gail Thompson, Keegan Holles,
and Edward Zanetti.

G. Presentations -

1. Girls Applied Science Club - Mrs. Pillon, Supervisor, praised the club.
2. Student Safety Data System – Mrs. Racile, Supervisor, informed the board that she is required to report to the board semi-annually. The current report is for the period July 1, 2017 thru December 31, 2017. Mrs. Racile is going to coordinate an HIB training for the board that will take place this summer.

H. Superintendent’s Report – Dr. Richard Wiener

1. Student Enrollment (6-10-18) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	37	3	12.3
Grade 1	44	3	14.7
Grade 2	35	2	17.5
Grade 3	42	3	14.0
Grade 4	39	2	19.5
Grade 5	35	2	17.5
Grade 6	49	3	16.3
Grade 7	47	2	23.5
Grade 8	43	2	21.5
Pre School	22		
Tuition Sent	3		
TOTAL	396	22	17.4

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
Fire Drill	10/11/17	8:57 am
Security Drill (Lockout)	10/31/17	9:34 am
Security Drill (Evacuation off site)	11/2/17	2:00 pm
Fire Drill	11/21/17	2:24 pm
Fire Drill	12/19/17	9:50 am
Security Drill (Lockdown)	12/21/17	9:32 am
Fire Drill	1/11/18	1:30 pm
Security Drill (Shelter in Place)	1/30/18	10:47 am
Fire Drill	2/15/18	10:13 am
Security Drill (Lockdown)	2/16/18	10:24; 10:53; 11:22 am
Fire Drill	3/27/18	1:40 pm
Security (Hold/Shelter)	3/28/18	12:36 pm
Fire Drill	4/26/18	10:55 am
Security Drill (Lockout)	4/30/18	1:21 pm
Security Drill (Evacuation)	5/21/18	1:28 pm
Fire Drill	5/29/18	2:30 pm
Bus Evacuation	5/24/18	8:45 am – Exhibit H.2

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	0	0
January	1	1
February	0	1
March	0	0
April	0	0
May	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	1	2

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	1
October	0	0
November	0	0
December	0	0
January	0	0
February	1	1
March	0	0
April	0	0
May	0	0
TOTAL FOR SCHOOL YEAR 2017-2018 TO DATE	2	2

5. Hershey Trip – Mrs. Racile discussed the issues associated with the Hershey trip, specifically with transportation. She issued a letter of complaint to the bus company and was asked by the board to follow-up with Hershey.

Washington DC Trip – Mrs. Racile shared highlights of the trip with the board, including some hurdles that were handled effectively and professionally. The students enjoyed the trip, and she was proud of their behavior.

6. Kindergarten Screening - There are currently 3 sections of Kindergarten, each with 13-14 students. It is a facility challenge to accommodate 2 sections of Pre-school when there are 3 sections of Kindergarten. There are only four classrooms with the required bathroom. There is a science classroom that could be converted to a pre-school classroom, and the Board was interested in having administration/facilities personnel look into doing that. A parent in the audience also spoke about possible Pre-K solutions.

I. President's Report – Mrs. Linda Ubry

1. CSA Evaluation/BOE Self Evaluation is currently underway.
2. Health Benefits Recap will be reviewed by Mrs. Joyce.

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

1. Summer Projects that are ready to start July 1st include the Pre-K playground, Phase II of the LED project and the front sidewalk replacement project, as well as smaller facility and custodial projects.
2. School Board Elections – There are 3, three year terms on the ballot this year. Today the State released new requirements for school elections. Those changes were shared.
3. The health benefits transition went very well administratively. Any concerns from the staff were heard by the business office and communicated to the broker. The answers were provided in a timely manner.

K. Motion by Mrs. Lyons, seconded by Mrs. Pouria to approve the revisions to the previously approved March 27, 2018 minutes and corrections to the April 24, 2018 regular and closed session board meeting minutes.

Motion passed, March 24, 2018 4-0-1 (Mr. Hoffman abstained)

Motion passed, April 24, 2018 4-0-1 (Mrs. Dunn abstained).

L. Committee Reports and Action

1. **Curriculum/Instruction/Technology –** Mr. Hoffman reported that there was no committee meeting in June. There was discussion regarding related items. Mrs. Ubry inquired about the ‘branding’ that was being developed by CIT. Mr. Hoffman replied that Ms. Spock had more information on this, and Mrs. Dunn informed the board that the bio’s for the website were ready.

Motion by Mr. Hoffman, seconded by Mrs. Lyons to approve items 1.1-1.3. Discussion followed. Motion passed by unanimous roll call vote 5-0-0.

- 1.1 MOVE to approve the following field trips for the 2018-2019 school year. (Exhibit 1.1)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Walking Tour of Sergeantsville	10/5/18	2	Sergeantsville
March on Litter	10/13/18	3-8	Delaware Township
The Red Mill	11/13/18	2	Clinton NJ
Adventure Aquarium	3/29/18	2	Camden NJ

- 1.2 MOVE to accept the HIB incidents per H.4 of the Superintendent’s Report. (N/A)

- 1.3 MOVE to approve the Student Safety Data System (formally EVVRS) Data Report for Period 1 – July 1 to December 31, 2017. (Exhibit 1.3)

2. **Finance/Facilities –** Mrs. Pouria reported on the Finance/Facilities Committee meeting.

Motion by Mrs. Lyons, seconded by Mrs. Pouria to approve items 2.1-2.13.
 Discussion followed. Motion passed by unanimous roll call vote 5-0-0.

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended May 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 May 2018. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment for May 1, 2018 through May 31, 2018. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

May 30, 2018 - \$250,508.97

2.5 MOVE to approve the disposal/recycling of the attached list of electronic devices, per the recommendation of the Technology Specialist and restraint seats, per the recommendation of the Business Administrator. (Exhibit 2.5)

2.6 **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
Machio’s Food Services, Inc.	Food Services	\$8,180.00 – Management Fee

Atlas Elevator	Elevator Service	\$175.00 per month
PaySchools	Point of Service Cafeteria	\$1,593.00
Scientific Water Conditioning Co.	Water Guard Service Program	\$2,625.00 – Annual
Therapeutic Intervention	Occupational Therapy	School Based - \$91.50 per hour Home Based - \$105.00 per visit Evaluations - \$375.00 each

* Copies of Contracts on File in the Business Office

- 2.7 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
Kathleen Racile	Code of Conduct Program	7/31 to 8/3/18	R M	\$405.00 .31 per mile
Patricia Pillon	NJASCD Fall Conference	10/18 & 10/19/18	R M	\$292.00 .31 per mile

- 2.8 MOVE to create a scholarship bank account, in honor of Beth Wallace, which will be funded by community and business donations. The scholarship will be awarded to a graduating eighth grader, chosen by school staff, based on criteria established by the donors. (Exhibit 2.8)

- 2.9 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.9)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
National Psoriasis Foundation	Randy Beranek	Team Event	6/15 and 6/16/18	After 4:00 on Friday and 6:00 am to 6:00 pm on Saturday	Parking Lot

- 2.10 MOVE to approve The Center School contract for student # 6742417302, per the terms and conditions of the contract.

- 2.11 MOVE to approve the following resolution for monies to be placed into a **Capital Reserve** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Capital Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$1,000,000.00 may be available for such purpose of transfer.

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.12 MOVE to approve the following resolution for monies to be placed into a **Maintenance Reserve** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Maintenance Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$250,000.00 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.13 MOVE to approve the following resolution for monies to be placed into an **Emergency Reserve** account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statues authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Emergency Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, \$50,000.00 may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

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

Motion by Mrs. Dunn, seconded by Mrs. Pouria to approve items 3.1-3.4.

Discussion followed.

Item 3.1 passed by roll call vote 4-1-0 (Mrs. Ubry abstained)

Items 3.2-3.4 passed by unanimous roll call vote 5-0-0.

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2017-2018 or 2018-2019 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Joseph Schneider	Reconciler	\$6,000.00	2018-2019 school year
Lucille Fisher	Learning Lab Advisor	Per CBA	2018-2019 school year
Victoria Hardy	ESY LD Class Teacher	62.5 hours – hourly rate per CBA	7/9/18 to 8/10/18
Britian Moore; Ray Braun; Lucinda Fisher; Rob Mead; Mark Deneka; Stephanie Joyce	Grade 8 Dance Chaperone	\$43.05 per hour – 4 hours each	6/19/19
Catherine McDonnell	Leave Replacement Art Teacher	\$592.56 Additional hours needed for Art Festival	May 2018
Wendy Dejneka; Reath Mast and Bernie Benda	Spring Concert Chaperones	\$43.06 per hour – 2 hours each	5/17/18 - retro
Kimberly Mazzucco	Middle School Mathematics	Step 2 – B – Full Time - \$52,220.00	9/1/18 to 6/30/19
Zachary Ubry Maggie Huffman Rachael Huffman Rolf Hoffmann	Summer Custodians	\$11.00 per hour \$10.50 per hour \$10.50 per hour \$10.50 per hour	Summer 2018

Aidan MacKnight		\$10.50 per hour	
Carol Gruchacz	Custodian/Bus Driver	\$35,823.08 – revised	2018-2019 school year
Morgan Miller	Teacher .66FTE	\$13,036.32 - revised	3/1/18 to 6/30/18

3.2 MOVE to approve the following sick day payment for retiree, per the recommendation of the Superintendent.

STAFF MEMBER	FORMULA	TOTAL PAYMENT
Raymond Braun	405 sick days – 1 day for every 2 = 202.5 @ \$95.00 per day	\$9,500.00 (maximum per CBA)

3.3 MOVE to approve the following Movements on the Guide, per the recommendation of the Superintendent.

STAFF MEMBER	SALARY	DATES
Cynthia Terranova	Step 16 - M+45 - \$82,810.00 annual	2018-2019 school year
Caitlin Lally	Step 9 – B+45/M – \$64,680.00 annual	retro to 2/1/18

3.4 Move to approve the FMLA request for unpaid leave by employee #60423415 from September 1, 2018 – October 1, 2018. (Exhibit 3.4)

M. Additional Business - none

N. Audience Participation - none

O. Board Representatives Liaison Reports

1. Recreation – The Great Crate Race is on July 4th. The 30th Anniversary celebration is on June 30th at Dilt’s Park at 6pm. There will be fireworks.
2. PiE – The Fine Arts Festival was a huge success.
3. Township – The sidewalk project is moving along. The fireworks for the Great Crate Race celebration were approved, as well as responsible tailgating beginning at 5pm. Specs for large road fall projects are ready, and the STEAM camp is going to coincide with Summer Rec camp.
4. ESC – The reorganization meeting was held on June 5th. Marie Gorey, Superintendent and Corrine Steinmetz, Business Administrator, were reappointed. Officers were also reappointed; they are looking for new representatives from Califon and East Amwell.
5. Planning Board - none
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS - none
10. DTAA – Seasons are over, and the end of year celebration will be held on Saturday, June 16th.

P. Executive Session – Mrs. Joyce was excused for Executive Session at 8:50pm.

Motion by Mrs. Dunn, seconded by Mrs. Pouria to go into Executive Session at 8:51pm

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.

Motion by Mr. Hoffman, seconded by Mrs. Lyons to return to Regular Session at 9:04 pm.

Q. Adjourn

Motion by Mrs. Dunn, seconded by Mrs. Lyons to adjourn at 9:05 pm.

Respectfully submitted,

Susan M. Joyce, Business Administrator

August 29, 2018
Date Approved

Linda Ubry, President