

Delaware Township School Monthly Board of Education Meeting

March 19, 2019 – 7:30 pm

Prior to the official start of the meeting the Science Olympiad students shared their experience with the Board. The team of fifth graders was led by Ms. Maltese and Ms. Fisher. The students took first place in the team competition and many of the individual events. Not only did they share their experiences but they demonstrated their events to the board.

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. Burns, Mrs. Devlin, Mrs. Hoffman, Mrs. Hornby, Mrs. Lyons,
Mrs. Pouria, Mrs. Ubry.

Absent: Mr. Cooper, Mrs. May

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

E. Audience Participation – Agenda Items None.

F. Correspondence - None

G. Presentations

Mrs. Pillon talked to the board about the Delaware Township School test scores and rankings. She explained the process and addressed the component of chronic absenteeism. Discussion followed.

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (3-15-19) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	35	3	11.7
Grade 1	35	3	11.7
Grade 2	42	3	14.0
Grade 3	35	2	17.5
Grade 4	41	3	13.7
Grade 5	38	2	19.0
Grade 6	32	2	16.0
Grade 7	44	3	14.7
Grade 8	50	3	16.7
Pre School	19		
Tuition Sent	3		
TOTAL	374	24	14.7

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 am
Fire Drill	12/3/19	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

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
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	1	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
TOTAL FOR SCHOOL YEAR 2018-2019 TO DATE	0	0

5. Goals Attainment Report
6. Dr. Wiener shared with the Board that the middle school play, Café Murder, will be Friday night.
7. Dr. Wiener asked that each committee identify areas of focus for the 2019-2020 school year.

I. President’s Report – Mrs. Linda Ubry

Mrs. Ubry commended the students, teachers and school for their Read Across America efforts.

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

Mrs. Joyce provided an update on the 2019-2020 Tentative Budget that is being presented for consideration later on the agenda.

K. Approval of the regular session minutes of the February 26, 2019 board meeting.

Motion by Mrs. Lyons, seconded by Mrs. Devlin to approve the February 26, 2018 regular session board meeting minutes. Discussion followed. Motion passed by unanimous roll call vote (7-0-0).

L. Committee Reports and Action

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

Motion by Mr. Hoffman, seconded by Mrs. Hornby to approve items 1.1-1.2. Discussion followed. Motion passed by unanimous roll call vote. (7-0-0)

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

1.2 MOVE to approve the following field trip for the 2018-2019 school year.
(Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Walking Tour	4/8/19	4 – G&T	Sergeantsville NJ

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

Motion by Mrs. Lyons, seconded by Mr. Hoffman to approve 2.1-2.8 with changes to 2.8. Discussion followed. Item 2.8 was amended to include \$575,000 in Capital Reserve money. 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 Reconciler for the months ended February 2019 be accepted and placed on file. The Board of Education, after review of the Board Secretary and Reconciler'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 February 2019. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for February 27, 2019 to February 28, 2019 and March 1, 2019 to March 15, 2019. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- | | | |
|-------------------|---|--------------|
| February 28, 2019 | - | \$259,286.31 |
| March 15, 2019 | - | \$251,702.30 |
- 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
Diana Cotter	Defiant Student	3/19/19	R M	\$189.00 .31 per mile

- 2.6 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.6)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTS PiE	Tracy Wright	Author in Residence	3/26/19	6:30 to 8:00 pm	Performing Arts
DT Clean Communities	Kathleen Klink	Waterway Clean Up	4/13/19	8:30 am	Sergeantsville
DTS PiE	Maegan Harrington	Harlem Wizards	4/8/19	6:00 to 9:30 pm	Gym

- 2.7 MOVE to approve a donation of \$400.00 for the Grade 8 promotion dance.

2.8 **Approval of 2019-2020 Budget**

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following budget for the 2019-2020 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

<u>Appropriations</u>		<u>Revenue</u>	
General Current Expense	\$ 9,521,953	Budgeted Fund Balance	\$ 86,952
Maintenance Reserve	\$ 20,000	Local Tax Levy – General Fund*	\$ 8,254,617
Capital Outlay	\$ 575,000	Other Revenue	\$ 73,000
		Interest on Reserves	\$ 19,750
		State Aid	\$ 1,087,634
		Maintenance Reserve **	\$ 20,000
		Capital Reserve ***	\$ 575,000
Special Revenue Fund	\$ 121,000	Grant Entitlements	\$ 121,000
Repayment of Debt	\$ <u>551,800</u>	Local Tax Levy – Debt Svc Pymt	\$ <u>551,800</u>
Total Expenditures:	\$ <u>10,789,753</u>	Total Revenues:	\$ <u>10,789,753</u>

*Includes Banked Cap of \$100,000

** Maintenance Reserve of \$20,000 to fund maintenance needs.

*** Capital Reserve of \$575,000 to fund LRFP projects.

As per N.J.A.C. 6A:23A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

BE IT RESOLVED that the Delaware Township Board of Education use Banked Cap in the amount of \$100,000 for the 2019-2020 school year budget. Use of these funds will provide sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

BE IT RESOLVED that the Delaware Township Board of Education use Maintenance Reserve funds in the amount of \$20,000 for the 2019-2020 school year budget. Use of these funds will provide sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

3. **Personnel/Policy** – A report was given on the committee meeting.

Motion by Mrs. Devlin, seconded by Mrs. Hornby to approved items 3.1, 3.3-3.5. (Item 3.2 was tabled). 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 2018-2019 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Joseph Komarek; Gina Scialla; Cynthia Terranova; Jessica Yarrow; Kelvyn Ramirez; Kimberly Mazzucco; Lucille Fisher; Stephanie Joyce	Hershey Park Chaperones	Per CBA	5/24/19
George Stoltz	Substitute Custodian	\$12.50 per hour	2018-2019 school year

- ~~3.2 MOVE to approve the School Calendar for school year 2019-2020. (Exhibit 3.2) Motion Tabled~~

- 3.3 MOVE to approve the revised Teacher Job Description. (Exhibit 3.3)

- 3.4 MOVE to retroactively approve the request for unpaid leave for Employee #51927382, full time teacher, April 11, 2019 and April 12, 2019, for a total of 2 days, per the recommendation of the Superintendent.

- 3.5 MOVE to approve the School District and Superintendent Merit Goals Attainment Report, as presented by the Superintendent. (Exhibit 3.5)

M. Additional Business – None.

N. Audience Participation – None.

O. Board Representatives Liaison Reports

1. Recreation – Met last night; Easter Egg Hunt April 20th; Dilts will be open year round; summer rec camp will be held this year but no STEAM camp; the rec commission will have a more stringent hiring process for summer rec; there is a survey in The Bridge on how to spend funds.
2. PiE – There is a meeting tomorrow night; enrichment has been going on the last couple of weeks; there have been issues with inappropriate items being left by the collection bin in the parking lot, this will be posted on Facebook; on March 26th the Author in Residence activity will take place.
3. Township – The Shared Services Agreement will be on their March agenda.
4. ESC – Their budget was approved on March 6th with a 2% increase.
5. Planning Board - None
6. HCSBA – April 1st meeting.
7. NJSBA Legislature - There is legislation on mental health/education; Class 3 SLEOs.
8. Community Relations – meeting next month.

9. HCRHS – Unified Basketball team played last night vs. Del Val; all Central athletes were invited; event was extremely well attended by our students; College Fair; Job Fair.
10. DTAA – spring soccer is starting the weekend after next; softball & baseball starting April 13th; Apps & Taps fundraiser is being held on March 30th; 2nd grade received a holly tree from the Shade Tree Commission.

Q. Adjourn

Motion by Mrs. Burns, seconded by Mrs. Hornby to adjourn at 9:15pm.

Respectfully submitted,

Susan M. Joyce
Business Administrator/Board Secretary

April 30, 2019
Date Approved

Linda Ubry, President