

REGULAR MEETING MINUTES – September 13, 2017

The Regular Meeting of the Delanco Board of Education was held on September 13, 2017 in the M. Joan Pearson School cafeteria, Delanco Township, Burlington County, New Jersey. President, Mr. Phil Jenkins called the meeting to order at 7:33 p.m.

A moment of silence was observed. The flag was saluted.

On roll call, the following members were present: Mr. Kenneth Adams, Mrs. Rose Gonteski, Mr. Paul Hamlin, Mr. Eric Hoffman, Mr. Phil Jenkins, Mrs. Karamanoogian, Mr. Harry Litwack, Mr. Lohr and Mrs. Cindy Wagstaff

Also present were Mr. Joseph Mersinger, Superintendent/Principal; Mr. James M. Heiser, CPA, School Business Administrator/Board Secretary; Mr. Louis Conti, Principal; Mr. Daniel Hamlin, Riverside High School Representative; one PTO Representative; two DTEA members; two Township Representatives; and four residents.

The Business Administrator/Board Secretary read the following statement:

PUBLIC NOTICE of this meeting pursuant to the Open Public Meetings Act has been given as follows: by posting on the official bulletin boards at the M. Joan Pearson School, the Walnut Street School, and the Board of Education Office on September 1, 2017; by advertising in the Burlington County Times and the Courier Post on January 12, 2017 and by sending a notice on September 1, 2017; and by filing written notice with the Clerk of Delanco Township on September 1, 2017.

Approval of Minutes of August 16, 2017 Regular & Executive Session Meetings

Motion: Mrs. Wagstaff Second: Mr. Litwack Vote: 9 ayes, 0 nays

Accept Reports of Secretary and Treasurer for July 2017 which are in agreement

Motion: Mr. Adams Second: Mr. Hamlin Vote: 9 ayes, 0 nays

Liaison Reports

Riverside High School Student Representative Report

Mr. Daniel Hamlin reported on the activities at Riverside High School which included a Welcome Day tour and an introduction to the Riverside High School sports teams.

Delanco PTO

PTO President, Mrs. Cathryn Plum provided information about the following upcoming events and activities: Save Around coupon book sale, PTO membership drive, Fall Gifts and Things fundraiser, Back to School Bingo/Sundae Night, Box Tops for Education drive, and the Holiday Auction. She reported that the balance of all PTO accounts is \$2,593.91.

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DYSA

Mr. Mike Templeton announced that soccer would begin this Saturday.

Recreation

Mrs. Marlene Jass announced the backpack giveaway was a great success and thanked all those involved.

Welcome Visitors - Public Comment on Agenda Items

Two residents inquired about what the District is doing to prevent bullying from occurring.

Mr. Steven Lohr requested that Item G under the Superintendent's Report section be moved as a separate action item.

Superintendent's Report - Mr. Mersinger

A motion was requested to approve the following:

- A. Superintendent's Reports submitted by Joseph Mersinger
- B. Principal's Monthly Report submitted by Louis Conti
- C. Pupil Welfare
 - a. HIB and Suspensions - N/A
 - b. Enrollment Report
 - c. Report on Kindergarten registration - 42 students
- D. HIB (Harassment, Intimidation, and Bullying) Self-Assessments for Walnut Street Middle School and M. Joan Pearson Elementary School for 2016-2017
- E. Date for the public hearing on the annual Violence and Vandalism Report to be October 11, 2017 at 7:30 PM
- F. Superintendent Evaluation for 2016-2017

Motion: Mr. Adams

Second: Mrs. Gonteski

Vote: 9 ayes, 0 nays

- G. District Goals for 2017-2018

Motion: Mr. Adams

Second: Mr. Hoffman

Vote: 8 ayes, 1 nay (Mr. Lohr)

Mr. Lohr commented that he believes the Superintendent Evaluation should be handed out to Board members and reviewed. Mr. Lohr stated that he didn't feel a rubric was necessary.

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Special Education Report

- A. No report at this time.

Curriculum Committee Report

The committee chairperson made a motion to approve the following:

- A. Board of Education and staff travel per the attached exhibit
- B. The creation of an Ad Hoc Social Studies Committee, for the purpose of developing and implementing a Delanco History Unit for Grade 5 students, consisting of the following district staff members:
 - Melissa Barbara
 - Carleen Dickinson
 - Kimberly Minimi
 - Thomas Shields
 - John Stockton

Motion: Mrs. Wagstaff Second: Mr. Lohr Vote: 9 ayes, 0 nays

Mr. Mersinger stated that he is proud of the History Unit.

Mr. Lohr stated he believes this creates a sense of school pride and community pride.

Finance Report

The committee chairperson made a motion to approve the following:

- A. Necessary line item transfers for July 2017
- B. Necessary line item transfers for June 2017, additional due to closing adjustments
- C. Monthly line account certification for July 2017
- D. Payment of bills in the amount of \$217,526.97; and electronic funds transfers totalling \$41,315.95
- E. Special education tuition contract for the 2017-18 school year with Hampton Academy for one student to attend the Extended School Year program for the period 7/10/17-7/31/17 at the rate of \$1,900 per student
- F. Special education tuition contract for the 2017-18 school year with Kingsway Learning Center Elementary Program for one student to attend the program for the period 7/10/17-6/30/18 at the rate of \$60,528.30 per student

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- G. Nursing Services contract with Bayada Home Health Care, Inc. for one student with special needs at an hourly rate of \$55 for an RN and \$45 for an LPN
- H. Nursing Services contract with Preferred Home Health Care & Nursing Services for one out-of-district student with special needs at an hourly rate of \$55 for an RN and \$45 for an LPN

Motion: Mr. Adams

Second: Mr. Hamlin

Vote: 9 ayes, 0 nays

Lunchroom Report

- A. No report at this time.

Riverside Liaison Report

Mrs. Gonteski reported that Riverside Board of Education's school year started off well and also gave the back to school night date to the public and the board of education. Mrs. Gonteski also added that Riverside now has 11 college credit courses including Accounting.

Operations and Facilities Committee Report

The committee chairperson made a motion to approve the following:

- A. Report on maintenance updates
- B. Application for Dual Use of Educational Space for the 2017-18 school year - M. Joan Pearson Elementary School - Room A-7 as attached

Motion: Mr. Litwack

Second: Mr. Adams

Vote: 9 ayes, 0 nays

Policy Committee Report

The committee chairperson made a motion to enter and adopt on second reading the following bylaws, policies, and regulations:

Bylaw 0000.02	Introduction
Policy and Reg. 1240	Evaluation of the Superintendent
Policy and Reg. 1510	Americans with Disabilities Act
Policy 1511	Board of Education Website Accessibility
Policy 2320	Independent Study Programs (Abolished)
Policy 2415.06	Unsafe School Choice Option
Policy 2415.30	Title I - Educational Stability
Policy and Reg. 2418	Section 504 of the Rehabilitation Act
Policy and Reg. 2460	Special Education
Regulation 2460.1	Special Education
Regulation 2460.8	Special Education

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Regulation 2460.9	Special Education
Regulation 2460.15	Special Education
Regulation 2460.16	Special Education
Policy 2464	Gifted and Talented Students
Policy 2467	Surrogate Parents and Foster Parents
Policy 2622	Student Assessment
Policy and Reg. 3126	District Mentoring Program
Policy and Reg. 3160	Physical Examination
Policy and Reg. 3221	Evaluation of Teachers
Policy and Reg. 3222	Evaluation of Teaching Staff Members
Policy and Reg. 3223	Evaluation of Administrators
Policy and Reg. 3224	Evaluation of Principals
Policy and Reg. 3240	Professional Development
Policy and Reg. 4160	Physical Examination
Policy and Reg. 5116	Education of Homeless Children
Policy and Reg. 5610	Suspension
Policy 5620	Expulsion
Policy and Reg. 7424	Bed Bugs
Policy and Reg. 8330	Student Records
Policy 8350	Records Retention
Policy 8505	Local Wellness
Policy 8550	Unpaid Meal Charges

Motion: Mr. Hamlin

**Second: Mrs.
Karamanoogian**

Vote: 9 ayes, 0 nays

Personnel Committee Report

The committee chairperson made a motion to approve the following:

- A. Revision to the contract of Lindsey Jarzyk, School Counselor at Walnut Street Middle School, to 3.5 days per week, or a total of 129 days per year, at a rate of \$50,275 (MA Step 1), prorated to \$35,192.50, or 70% of the base salary, effective September 1, 2017.
- B. Revision of summer work hours for 2017 for Denise Cotten, Secretary at M. Joan Pearson Elementary School, from 210 hours to 224 hours - at rate per contract.
- C. Revision of summer work hours for 2017 for Brenda Thomas, Secretary at Walnut Street Middle School, from 105 hours to 114 hours - at rate per contract.
- D. Resignation of Marquita Ward, Ex-Care Supervisor, effective September 8, 2017, after 8 years of service to the district.
- E. Appointment of Tammara Best as the Interim Ex-Care Supervisor at a rate of \$20 per hour, to provide supervisory support to Ex-Care between the hours of 3:00

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pm and 6:00 pm -- periodically and as needed -- concurrent with her duties as a custodian at M. Joan Pearson Elementary School, effective September 11, 2017 until a permanent Ex-Care Supervisor can be hired. (Note: The amount of time spent assisting Ex-Care will be logged on a payroll time sheet).

- F. Hiring of the following part-time instructional aides (4.75 hours per day) at M. Joan Pearson Elementary School at a rate of \$10 per hour, effective September 1, 2017, pending a background check:
- Patti Biehn
 - Christine Caliguire
 - Gabrielle Morton
 - Rebecca Ramos
 - Liz Rottinger
 - Jennifer Ward
 - Gaye Williams
- G. Hiring of Kelsey Harry as an Ex-Care staff member at a rate of \$10 per hour, effective September 1, 2017, pending a background check.
- H. Leave of Absence for Susan Bryski, School Bus Driver, effective September 1, 2017, with an anticipated return to work date of October 2017.
- I. Leave of Absence for Elizabeth Jones, Instructional Aide at Walnut Street Middle School, effective September 1, 2017, with an anticipated return to work date of January 2018.
- J. Resignation of the following staff members, effective August 2017, with years or months of service to the district indicated:
- Nika Corbett, Instructional Aide - 1 year
 - Stacy Lieberum, Instructional Aide - 3 years
 - Christine Talbot, ESL Teacher - 6 months
- K. Substitute List revisions as attached

**Motion: Mrs.
Karamanoogian**

Second: Mr. Hamlin

**Roll Call Vote: 9 ayes, 0
nays**

Old Business

- A. Board Self-Evaluation for 2016-2017

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New Business

- A. NJSBA Workshop will be held October 23 through October 26, 2017. Lodging deadline is September 22, 2017. Lodging refund deadline is October 17, 2017.

Distributions

None

Public Comment on Non-Agenda Items

One resident inquired how the District communicates regularly with the community and with parents. Mr. Mersinger informed the resident of the various channels of communication established in the District.

Executive Session

At 9:05 p.m. Mr. Jenkins read the following statement:

WHEREAS, N.J.S.A. 10:4-12 allows for a public body to go into executive session during a public meeting, and

WHEREAS, the Board of Education of the Delanco School District has deemed it necessary to go into executive session to discuss certain matters which are exempted from the public, and

WHEREAS, the special meeting of this Board of Education will reconvene at the conclusion of executive session at approximately 9:30 p.m. this evening

NOW, THEREFORE, Be it resolved, That the Board of Education of the Delanco School District will go into executive session for the following reason as outlined in N.J.S.A. 10:4-12:

- A. Negotiations Update
- B. Superintendent Merit Goal for 2017-2018

Motion: Mrs. Wagstaff Second: Mr. Litwack Vote: 9 ayes, 0 nays

The Board returned to public session at 9:45 p.m.

Superintendent's Report - Mr. Mersinger (continued)

A motion is requested to approve the following:

- A. Superintendent Merit Goal for 2017-2018

**Motion: Mr. Lohr Second: Mr. Adams Vote: 8 ayes, 1 abstention
(Mr. Litwack)**

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Adjournment

On a motion by Mrs. Karamanoogian, seconded by Mrs. Gonteski and carried by unanimous vote, the meeting was adjourned at 9:45 p.m.

Respectfully submitted,

James M. Heiser, CPA
Board Secretary