

Delmar Board of Education



August 21, 2018  
Meeting Minutes

The regularly scheduled meeting of the Delmar Board of Education was held on the above date at the Delmar School District. The meeting was called to order by Shawn B. Brittingham, President, at 6:32pm. Board members in attendance were Farrah D. Morelli, Vice-President, Jason R. Coco, Thomas K. Elliott and Raymond T. Vincent.

The following administrators were present:

Charity H. Phillips, Superintendent  
Ada C. Puzzo, Chief Operating Officer  
Michael E. Bleile, High School Principal  
Andrew R. O'Neal, Middle School Principal

The meeting commenced with the reciting of the Pledge of Allegiance.

Public attendees included: Richard Bailey, Ellis Hammond, Edward Hastings and Donna Nesbitt.

FY' 19 Board Organization was discussed and voted on with a motion to approve Agenda Item 3 by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

Officers:

- 3.1 Executive Secretary: Charity H. Phillips
- 3.2 Recording Secretary: A. Nicole Mezick
- 3.3 Board President: Shawn B. Brittingham
- 3.4 Board Vice-President: Farrah D. Morelli

Working Committees:

Contractual Negotiations Committee:	Thomas K. Elliott, Jason R. Coco
Administrator Interview Committee:	Farrah D. Morelli, Jason R. Coco
Teacher of the Year Committee:	Farrah D. Morelli
Liaison for the Wicomico County Board of Education:	Farrah D. Morelli

A motion to amend the agenda as stated was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

**ADD:** Business Item 8.5 Statement of Budgetary Activity - FY'18 Cafeteria Reports

**ADD:** Business Item 9.3 Personnel

I. **Amanda Desmond – STEM Teacher, effective August 22, 2018**

- m. Lauren Webster – Secondary Science Teacher, effective August 22, 2018, pending satisfactory criminal background check
- n. Sabrina Bruce – Child Nutrition Worker/Administrative Assistant, effective August 29, 2018
- o. Cathy Schrey – Child Nutrition Worker, effective August 29, 2018
- p. Denise Luckenbaugh – Child Nutrition Worker, effective August 29, 2018, pending satisfactory criminal background check
- q. Ashley Bennett - Secondary Math Teacher, effective August 22, 2018
- r. Ashley Phillips – Secondary Math Teacher, effective August 22, 2018
- s. Ryan Craft – Para-Professional, Resignation effective August 24, 2018
- t. Brian Cass – 2018-2019 High School Fine Arts PLC Leader
- u. Mary Pierce-Cass – 2018-2019 High School Color Guard/Band Volunteer pending satisfactory criminal background check
- v. Melanie Theofiles – Media Center Para-Professional, effective August 22, 2018, pending satisfactory criminal background check
- w. Darwin Manges – Secondary Special Education Teacher, effective August 22, 2018, pending satisfactory background check
- x. Lindsay Jones – 2018-2019 Varsity/JV Field Hockey Volunteer Coach

**ADD:** Business Item 9.10 School Choice Good Cause

- a. Kenny Cay – Grade 9
- b. Alexis Mosley – Grade 9
- c. Leah Riggleman – Grade 8
- d. Gavin Causey – Grade 6
- e. Alexa Clowes – Grade 5

A motion to approve the August 21, 2018 amended agenda was made by Farrah Morelli, seconded by Jason Coco and carried unanimously.

A motion to approve the July 17, 2018 regular meeting minutes and executive meeting minutes was made by Farrah Morelli, seconded by Raymond Vincent and carried with a 3-Yes [Morelli, Brittingham, Vincent] 2-abstain [Coco, Elliott] vote.

Richard Bailey gave a construction update:

- Corrado Construction has completed courtyard drainage repairs
- Collins Mechanical has completed duct installation on new RTU's
- New volume control dampers will be completed once change order is approved
- Installation of duct covers has started
- All work on RTU's will be completed by 8/31/2018
- Credit to delete specified downspout boots and use downspout boots to match existing
- Courtyard #1 had downspouts in the wall that were not connected resulting in a change order for material and labor to install downspout pipe and fittings
- Change order to install a shut off valve to new RTU's

A motion to approve Business Item 9.2 Use of Facility Request was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

- a. Christmas Shopper's Fair – December 15, 2018 – 10:00am – 4:00pm – No Charge
- b. Delmar Youth Field Hockey – Monday's, September 10 – October 22, 2018 - \$200

A motion to approve Business Item 9.4 Field Trip Request was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

- a. Delmar FFA Chapter Officer Leadership Training, October 3-4, 2018 Cape Henlopen State Park
- b. Delmar FFA National FFA Convention, October 23–28, 2018 Indianapolis, IN

Amy Wilbur and Hunter Townsend, Delmar graduates, will be meeting Delmar FFA at the National Convention to receive their American Degrees.

A motion to enter into executive session at 6:53pm was made by Farrah Morelli, seconded by Jason Coco and carried unanimously.

A motion to enter back into regular session at 7:55pm was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to approve Business Item Personnel 9.1 Construction was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

- a. **Change Order A1-09 Revised for Corrado Construction** **9,295.00**  
Credit to delete specified downspout boots and use downspout boots to match existing
- b. **Change Order A1-10 for Corrado Construction** **\$7,418.64**  
Material and labor to install additional downspout pipe and fittings in Courtyard #1. Additional downspouts hidden in wall were discovered during excavation.
- c. **Change Order A9-12 for Collins Mechanical** **\$5,433.17**  
Provide control dampers in duct at 3 new RTU's in lieu of volume damper shown on prints
- d. **Change Order A9-13 for Collins Mechanical** **\$490.00**  
Replace 2" valve on Geo Thermo System that supplies new RTU's on roof. When valve was shut off to replace unit it leaked. We decided to replace it now to eliminate problems in the future.

Business Item 9.3 Personnel a. – x. was made by Thomas Elliott, seconded by Farrah Morelli and carried with a 4-Yes [Morelli, Brittingham, Vincent, Elliott] 1-abstain [Coco] vote.

- a. Antwon Trimbball – Varsity, JV, Middle School Football Paid Assistant Coach
- b. William Mills – Middle School Science Teacher, Retirement effective September 1, 2018
- c. August Bradley – Cross Country Assistant Coach, Resignation effective August 13, 2018
- d. Morgan Rush – Health/PE Teacher, Resignation effective June 30, 2018
- e. Andrea Fischer – Middle School Math Teacher, Resignation effective August 9, 2018
- f. Kayla Riepen – High School Music Teacher, High School Band Director, High School Chorus Director, Fine Arts PLC Leader, Resignation effective August 10, 2018

- g. Sheila Harrington – Paid Leave of Absence retroactive August 1, 2018, continuous/intermittent pending status (please note paid is in reference to applying accrued sick and vacation until leave is exhausted)
- h. Lisa Elliott – Secondary Special Education Teacher, Resignation effective August 3, 2018
- i. Brian Cass – High School Band Director 2018-2019
- j. Brian Cass – High School Chorus Director 2018-2019
- k. Jamie Ehrler, Secondary Science Teacher, pending satisfactory criminal background check, effective August 22, 2018
- l. Amanda Desmond – STEM Teacher, effective August 22, 2018
- m. Lauren Webster – Secondary Science Teacher, effective August 22, 2018, pending satisfactory criminal background check
- n. Sabrina Bruce – Child Nutrition Worker/Administrative Assistant, effective August 29, 2018
- o. Cathy Schrey – Child Nutrition Worker, effective August 29, 2018
- p. Denise Luckenbaugh – Child Nutrition Worker, effective August 29, 2018, pending satisfactory criminal background check
- q. Ashley Bennett - Secondary Math Teacher, effective August 22, 2018
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- x. Lindsay Jones – 2018-2019 Varsity/JV Field Hockey Volunteer Coach

A motion to approve Business Item 9.5 2018-2019 Student Discipline Matrix and Handbook was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 9.6 Dress Code Policy JFCA noting that students are to continue to wear belts, socks can be any color as long as they are not disruptive to the educational environment and a 3<sup>rd</sup> level of disciplinary action as stated on the policy was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 9.7 ACAP Policy IM was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Dr. Puzzo discussed the FY'19 Preliminary Budget. Local revenues were adjusted due to tax rate changes that were approved by the board of education in June. Adjustments included: a decrease in revenue for debt service, an increase in revenue for tuition and an increase in revenue for minor cap. Carryover funds and indirect cost revenue will be transferred to local construction and vehicle replacement reserves since those funds are not stable recurring revenue. Dr. Puzzo recommended transferring indirect cost carryover funds to a new curriculum replacement reserve. Expenditures are similar to last year. The only adjustments needed will be for salary step increases (and the expense budgets relative to the revenues that were adjusted). In conclusion, the FY'19 budget is balanced.

Expenditures are similar to last year. The only adjustments needed would be for step increases. In conclusion, the FY'19 budget is balanced.

Dr. Puzzo discussed the August 31, 2018 Financial Position Report. State monies were front loaded in July. The projection shows that Delmar has enough money to cover payroll through October 15, 2018.

A motion to approve Business Item 9.8 FY' 19 Preliminary Budget was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 9.9 August 31, 2018 Financial Position Report was made by Farrah Morelli, seconded by Jason Coco and carried unanimously.

Dr. Puzzo discussed the Statement of Budgetary Activity as of 7/31/2018. Tax collections/comparison does not match the revenue page. The tax page shows the month we earned the money, revenue page shows the month we received the money. Dr. Puzzo would like to have both numbers match moving forward.

A motion to approve Business Item 8, 1-4, Statement of Budgetary Activity was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 9.10 School Choice Good Cause as stated was made by Farrah Morelli, seconded by Jason Coco and carried unanimously.

- a. Kenny Cay – Grade 9 - NO
- b. Alexis Mosley – Grade 9 - YES
- c. Leah Riggleman – Grade 8 - NO
- d. Gavin Causey – Grade 6 - NO
- e. Alexa Clowes – Grade 5 - YES

Charity Phillips reported on:

- Mrs. Phillips welcomed all the new teachers and thanked Mrs. Lori Smith and Mrs. Valerie O'Day for running the New Teacher Mentoring Program and the local businesses for donating food and gifts for all of the new staff.
- Mrs. Phillips welcomed new and returning staff back to school!
- A special thank you to the entire administrative team for a great summer planning for the upcoming school year.
- AP accomplishments were celebrated by Mrs. Phillips, Mr. Marine and Mr. Bleile visiting the homes of students who passed the AP tests. A 5 year record high was met with 37 students passing AP tests. Parents and students were surprised and excited over the new initiative.
- Delmar Foundation for Education board met to review and award mini-grant applications.
- Thank you to the community for their continued support of the annual Foundation for Delmar Education Gala. Mark your calendars for March 9, 2019. The theme is Mardi Gras!
- Congratulations to the 8<sup>th</sup> grade Mathematics department for 3<sup>rd</sup> place in the state for SBAC.
- Congratulations to SAT Reading and SAT Math for placing 5<sup>th</sup> and 8<sup>th</sup> place in the state.

Mr. Bleile thanked all of the coaches and their staff for a great start to the 2018-2019 athletic season.

Mr. Vincent thanked Mr. Bleile for his service and welcomed him to his new role.

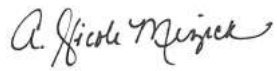
Mr. Elliott echoed Mr. Vincent and thanked everyone for doing a wonderful job getting the school year up and running.

Mrs. Morelli welcomed the new staff and wished departing staff the best of luck.

Mr. Brittingham believes in the administrative team and wished everyone the best!

A motion to adjourn at 8:20pm was made by Raymond Vincent, seconded by Jason Coco and carried unanimously.

Respectfully submitted,



A. Nicole Mezick  
Recording Secretary



Charity H. Phillips  
Executive Secretary