

Delmar Board of Education



February 20, 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, Thomas K. Elliott and Jason R. Coco.

The following administrators were present:

Charity H. Phillips, Superintendent
Ada C. Puzzo, Chief Operating Officer
Lisa R. Morris, Supervisor of Curriculum, Instruction and Assessment
Andrew R. O'Neal, Middle & High School Principal

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

Public attendees included: Angela Davis, Ellis Hammond, Richard Bailey, Sean Maloney, Donna Nesbitt, Beverly Wilson, Kyra Webb, and Savannah Brown.

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

ADD: Business Item 8.1 Construction

- d. **Change Order A6-01 for Corrado Construction** **\$69,766.00**
Provide material and labor to perform structural repairs and drainage improvements in court yard across from Room 900 per BMG's plan C-201 dated 1/26/18.
- e. **Change Order A9-11 for Collins Mechanical, Inc.** **\$2,607.00**
Provide material and labor to install metal flashing and seals at bottom of 12 roof top units where there is evidence of water leaks.
- f. **Change Order A7-03 for J. a. Argetakis Contracting, Inc.** **-\$447.50**
Deduct for **-\$447.50** for fence repaired by Corrado

ADD: Business Item 8.2 Use of Facility Request

- e. **Go Kidz After School Program**

ADD: Business Item 8.5 Spring Coaches

- z. **Geoffrey Ernst – Junior Varsity Softball Head Coach**
- aa. **Brooks Morris – Middle School Softball Head Coach**

ADD: Business Item 8.6 **Good Cause School Choice – Clarissa Stijntjes**

A motion to approve the February 20, 2018 amended agenda was made by Farrah Morelli, seconded by Jason Coco and carried unanimously.

A motion to approve the January 16, 2018 regular meeting minutes and executive meeting minutes was made by Farrah Morelli, seconded by Thomas Elliott and carried with a 3-yes [Morelli, Brittingham, Elliott] 1-abstain [Coco] vote.

Dr. Puzzo reviewed the Statement of Budgetary Activity which included FY 2018 revenue and expenditures as of January 31, 2018. Minor formatting changes were made to the reports as requested by the Citizen Oversight Budgetary Committee. A column was added for anticipated revenue and total expenditures. The discretionary expenditure report now has columns with a budget breakdown per department, percentage obligated and remaining balance. The December tax deposit was included in the January report.

Dr. Puzzo reviewed the FY' 17 annual cafeteria financial statement and could not balance between FSF reports and the financial statement. After months of review, small errors were found and corrected and the FY'17 cafeteria budget is balanced.

A motion to approve Business Item 7 (1-5) Statement of Budgetary Activity and FY'17 Cafeteria Reports was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 8.4 Field Trip Request for Delmar FFA State Convention, Delaware State University, March 8-9, 2018 (corrected dates) was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

A motion to enter into executive session at 6:48pm was made by Jason Coco, seconded by Farrah Morelli and carried unanimously.

A motion to enter back into regular session at 7:42pm was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

A motion to approve Business Item 8.1 Construction was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

- a. **Change Order A4-02 for C. T. A. Roofing & Waterproofing, Inc. \$2,198.00**
Additional material and labor to flash roof curbs at new RTU's above gym

- b. **Change Order A9-10 for Collins Mechanical \$261,612.50**
Provide all labor and materials needed for complete HVAC installation as shown on drawings M-001, M-002, M-101 dated 12/1/17 by RMF engineering.
 - 1. Remove and dispose of the existing ductwork, insulation and 3 RTU's
 - 2. Provide and install 3 new Trane RTU's with curb adaptors as shown and specified
 - 3. Provide and install new ductwork and insulation as shown and specified
 - 4. Provide work that is required
 - 5. Provide EFIS work that is required
 - 6. Prevailing Wage
 - 7. Water piping for geo units
 - 8. Insulation

9. Lift

Add temporary heat if required, will be provided on a T & M basis.

- c. **Change Order A10-04 for Nickle Electrical Companies \$14,947.00**
Disconnect and reconnect 3 RTU's. This change order proposal is to disconnect power and make safe 3 RTU's for replacement. The existing disconnects will be removed and stored for re-use. The conduit and cable will be pulled back and the breaker locked out. Once the new units are set, Nickle will reinstall or extend the whips to the disconnects and terminate at the unit. This pricing includes lighting protection on the 3 new units. Fire Alarm is not included.
- d. **Change Order A6-01 for Corrado Construction \$69,766.00**
Provide material and labor to perform structural repairs and drainage improvements in court yard across from Room 900 per BMG's plan C-201 dated 1/26/18.
- e. **Change Order A9-11 for Collins Mechanical, Inc. \$2,607.00**
Provide material and labor to install metal flashing and seals at bottom of 12 roof top units where there is evidence of water leaks.
- f. **Change Order A7-03 for J. a. Argetakis Contracting, Inc. -\$447.50**
Deduct for -\$447.50 for fence repaired by Corrado

Ms. Angela Davis expressed to the board her desire to start an after school program at Delmar Middle & Senior High School. The program would offer help with homework and arts and crafts after school. The purpose of this program is to prevent kids from being home alone or getting in trouble after school. Mr. Brittingham requested Mrs. Davis provide more information including proof of insurance, volunteer information, and budget. Mrs. Phillips will provide a list of additional questions for Mrs. Davis. Business Item 8.2 e. Go Kidz After School Program was tabled.

A motion to approve Business Item 8.2 Use of Facility request was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

- a. Delmar Little League Opening Day Parade – April 14, 2018 – No charge
- b. Sussex County Food Service Employee Training – February 22 & 27, 2018 – No charge
- c. Bryan & Brittingham Dinner, Wildcat Culinary Club – March 26, 2018 – No charge
- d. Kiwanis Club Easter Egg Hunt and Sunrise Service – March 24 & April 1, 2018 – No charge

A motion to approve Business Item 8.3 Personnel was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

- a. Maria Malaby – FMLA approximately March 14, 2018 – June 6, 2018
- b. Lisa Adams – Child Nutrition Worker (6-hours/day) effective February 21, 2018
- c. Sabrina Bruce – Child Nutrition Worker (6-hours/day) effective February 21, 2018
- d. Rescind January 16, 2018 Business Item 8.3 Personnel: Charles Wilkins – Night Custodian effective January 31, 2018 (pending satisfactory criminal background check)
- e. Correction to William Mills Military Leave – February 9, 2018 and March 2, 2018

A motion to approve Business Item 8.5 Spring Coaching was made by Thomas Elliott, seconded by Farrah Morelli and carried with a 3-yes [Morelli, Brittingham, Elliott] 1-abstain [Coco] vote.

Spring 2018 Varsity Head Coach Positions

- a. David Hearn – Varsity Baseball Head Coach

- b. Todd Cushman – Varsity Lacrosse Head Coach
- c. Wayne Massey – Varsity Softball Head Coach
- d. Ryan Walls – Varsity Girls Soccer Head Coach
- e. Beverly Wilson – Varsity Golf Head Coach

Spring 2018 Junior Varsity Head Coach Positions

- f. Antwon Trimbball – Junior Varsity Baseball Head Coach
- g. Duel Ballard – Junior Varsity Lacrosse Head Coach
- h. Maria Kostis – Junior Varsity Girls Soccer Head Coach

Spring 2018 Middle School Head Coach Positions

- i. Odell Jones – Middle School Baseball Head Coach
- j. Morgan Rush – Middle School Girls Soccer Head Coach

Spring 2018 Paid Assistant Coach Positions

- k. Jordan Johnson – Varsity Baseball Paid Assistant Coach
- l. Shawn Phillips – Varsity Baseball Paid Assistant Coach
- m. Kevin “KJ” Trader – Varsity/Junior Varsity Paid Assistant Coach
- n. Robert Nichols – Varsity Baseball Paid Assistant Coach
- o. Bradley Sensenig – Varsity Lacrosse Paid Assistant Coach
- p. David Webster – Varsity Softball Paid Assistant Coach

Spring 2018 Volunteer Coaches

- q. Mel Householder – Varsity Baseball Volunteer Coach
- r. Roger Waters – Varsity/Junior Varsity Baseball Volunteer Coach
- s. William Hearn – Middle School Baseball Volunteer Coach
- t. Shaun Lloyd – Varsity Lacrosse Volunteer Coach
- u. Devin Phillips – Varsity/Junior Varsity Lacrosse Volunteer Coach
- v. Ronald Wilcosz – Varsity/Junior Varsity Softball Volunteer Coach
- w. Lauren Webster – Varsity/Junior Varsity Softball Volunteer Coach
- x. Michelle Niblett – Varsity/Junior Varsity/MS Softball Volunteer Coach
- y. Jodi Hollamon – Middle School Softball Volunteer Coach

- z. Geoffrey Ernst – Junior Varsity Softball Head Coach
- aa. Brooks Morris – Middle School Softball Head Coach

A motion to deny Business Item 8.6 Good Cause School Choice – Clarissa Stijntjes was made by Jason Coco, seconded by Farrah Morelli and carried unanimously.

The 2018-2019 Delmar School District Calendar, 12-Month Employee Calendar, and Delmar Board of Education Meeting Dates were reviewed and will move to Business Items for board approval at the March 20, 2018 board meeting.

Mrs. Phillips reported on:

- Locker Room Ribbon Cutting Ceremony, March 15th
- February 21, 2018 Consolidation Task Force Meeting, John Dickinson High School, New Castle, DE
- Thanked the Nina Wildman Family and the Delaware Community Foundation for their contribution of a MacBook laptop cart to Todd Lanier in the High School Social Studies Department to support financial literacy in our HS Economics courses

- Please review the 2018 Winter/Spring Newsletter for upcoming events
- Thanked the Secretary of Education, Susan Bunting, for visiting Delmar Middle & Senior High School
- Secretary Bunting visited 9 classrooms and commended Delmar students on their behavior, dress code, and academic performance.
- Secretary Bunting commended the community support and administrative team.

Dr. Puzzo highlighted the administrative review from the Delaware Department of Education School Nutrition Program audit.

“Terri Addlesberger and her staff do an impeccable job of implementing the School Nutrition Program at Delmar School District. Terri and her team were extremely helpful in having all the required documents ready in advance for the reviewer. The entire Delmar Child Nutrition Department was very accommodating during the review. During the review, it was apparent that Terri and her staff have a commitment to excellence. The students at Delmar Jr/Sr. High School are provided with numerous food choices to include hot and cold entrees. The student has access to a self-serve fruit bar as well as the High School students are afforded the opportunity to participate in "Breakfast after the Bell." The nutrition team is constantly exploring new menu ideas and staying current with student food preferences. Delmar is also to be commended for their Breakfast after the Bell program to close the gap of food insecurity.

DDOE is very appreciative of Delmar allowing the reviewer to bring a dietetic intern to participate in the administrative review.

Mrs. Morris reported on:

- Atlas/Performance Task
- Professional Development March 19, 2018 - Nonviolent Crisis Intervention Training
- Aspiring Administrator Program – March 22, 2018
- Testing
 - No testing in February
 - March 12-30 – SBAC CAT Testing
 - April 16-27 – SBAC PT Testing
 - April 10 – School Day PSAT (10th grade)
- Smarter Balance/SAT PRIDE Night February 22, 2018
- Teacher of the Year
 - Student voting and school level TOY selection will take place in March
 - Announcement of School Level TOY – May 15, 2018 Faculty Meeting
 - Announcement of District Level TOY – June End of Year Faculty Luncheon
- Foundation for Education Luck of the Irish Gala – March 10, 2018

Mr. O’Neal reported on:

- Thanked students and staff for a great first half of the school year!
- Thank you to everyone who welcomed Secretary Bunting on February 12th
- Thanks to Mrs. Parsons and Mr. Bleile for leading our staff with CPI training
- Congratulations to the Varsity Girls Basketball Team who is 10-7
- Wrestling finished with a 10-6 record
- Congratulations to Isaac O’Neal for getting his 100th career win on January 25th
- Good luck to Delmar Wrestling as they begin conference and state tournaments
- Thanks to all the parents who attended Parent Conference Night February 7th
- Monday, February 26th – Collage and Career Fair and DMSHS

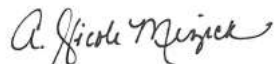
Mr. Elliott thanked the community for their support of the football and field hockey fundraisers.

Mrs. Morelli thanked Mrs. Wilson for stepping up and taking care of the golf program.

Mr. Brittingham asked everyone to keep their thoughts and prayers with those affected by the shooting in Florida.

A motion to adjourn at 8:23pm was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

Respectfully submitted,



A. Nicole Mezick
Recording Secretary



Charity H. Phillips
Executive Secretary