

Delmar Board of Education



January 15, 2019  
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 6:30pm. Board members in attendance were 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  
Lisa R. Morris, Supervisor of Curriculum, Instruction, and Assessment  
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: Shauneen Giudice, Faith Higbee and Donna Nesbitt.

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

**ADD:** **Business Item 8.4 Personnel**

- d. Shauneen Guidice – Leave of Absence, Second Semester of 2019-2020 Academic Year
- e. Joshua Wells – Temporary Para-Professional, effective January 16, 2019

**ADD:** **Business Item 8.6**

Approval of February 1, 2019 Financial Position Report

**ADD:** **Business Item 8.7**

Use of Facility Request – Christmas Shopper's Fair, Junior Class Fundraiser,  
October 19, 2019 10:00am – 4:00pm,  
Set-up October 18, 2019 5:00pm – 8:00pm

**ADD:** **Items for Presentation and Review 9.1**

Family Leave Policy GCBDC

A motion to approve the January 15, 2019 amended agenda was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to approve the December 12, 2018 regular meeting minutes and executive meeting minutes was made by Thomas Elliott, seconded by Raymond Vincent and carried with a 3-Yes [Brittingham, Vincent, Elliott] 1-abstain [Coco] vote.

Dr. Puzzo discussed the November 30, 2018 and December 31, 2018 Statement of Budgetary Activity reports. Budgets are on target. December's budget reflects preliminary budget amounts due to final budget not being approved in January. Once the final budget is reviewed and approved those budget lines will reflect the approved final budget figures. It was noted that the Tax Collection Comparison Report had column title changes to reflect the difference between the tax collection and deposit date for each month.

A motion to approve Business Item 7 Statement of Budgetary Activity was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

Business Item 8.1 Construction Update: No Change Orders.

Donna Nesbitt discussed the Field Trip Request for Delmar FFA to attend the State Convention in Dover, DE on March 11-12, 2019.

A motion to approve Business Item 8.2 Field Trip Request: Delmar FFA State Convention March 11-12, 2019 was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Shauneen Giudice discussed her request for a leave of absence for the second semester of the 2019-2020 academic year. If approved, Mrs. Giudice will be submitting an application in hopes of being selected for a Fulbright Distinguished Award in teaching semester research program. Mrs. Giudice understands that this leave will be unpaid without benefits and that she is not guaranteed to return to the same position when she returns.

A motion to enter into executive session at 6:56pm was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 8.3 Spring Coaching was made by Thomas Elliott, seconded by Raymond Vincent and carried with a 3-Yes [Brittingham, Vincent, Elliott] 1-abstain [Coco] vote.

**Spring 2019 Varsity Head Coach Positions**

- a. David Hearn – Varsity Baseball Head Coach
- b. Todd Cushman – Varsity Lacrosse Head Coach
- c. Maria Kostis – Varsity Girls Soccer Head Coach
- d. Devan Scott – Varsity Golf Head Coach
- e. Wayne Massey – Varsity Softball Head Coach

**Spring 2019 Junior Varsity Head Coach Positions**

- f. Geoffrey Ernst – Junior Varsity Softball Head Coach
- g. Bethany Parsons – Junior Varsity Girls Soccer Head Coach

**Spring 2019 Middle School Head Coach Positions**

- h. Amy Mitchell – Middle School Softball Head Coach
- i. Odell Jones – Middle School Baseball Head Coach

**Spring 2019 Paid Assistant Coach Positions**

- j. David Webster – Varsity Softball Paid Assistant Coach
- k. Lauren Webster – Varsity Softball Paid Assistant Coach

- l. Shawn Phillips – Varsity Softball Paid Assistant Coach
- m. Jordan Johnson – Varsity Baseball Paid Assistant Coach
- n. Kevin “KJ” Trader – Junior Varsity Baseball Paid Assistant Coach

**Spring 2019 Volunteer Coaches**

- o. Roger Waters – Varsity Baseball Volunteer Coach
- p. William Hearn – Middle School Baseball Volunteer Coach
- q. Ronald Wilkosz – Junior Varsity/Middle School Softball Volunteer Coach
- r. Michelle Niblett – Varsity, Junior Varsity, Middle School Softball Volunteer Coach
- s. Jodi Hollamon – Middle School Softball Volunteer Coach

A motion to approve Business Item 8.4 Personnel was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

**Personnel**

- a. Thomas Nichols – Military Leave:  
January 11, 2019, February 7-8, 2019, March 1, 2019, April 5, 2019, May 2-3, 2019
- b. Daniel Custer – Letter of Retirement effective July 1, 2019
- c. Karen Lewis – Letter of Retirement effective July 1, 2019
- d. Shauneen Guidice – Leave of Absence, Second Semester of 2019-2020 Academic Year
- e. Joshua Wells – Temporary Para-Professional, effective January 16, 2019

Dr. Puzzo discussed the FY19 Final Budget and noted the following major changes between the preliminary and final budgets.

- Local Revenue
  - Increase in Academic Challenge
  - Increase in Food Service
  - Increase in Local Grants
  - Decrease in Choice Net Income
- State Revenue
  - Increase in Minor Cap funds from the state
  - Increase in Safety & Security from grant
  - Increase in Transportation
  - Increase in Competitive State Grants
  - Increase in Division III
- Federal Revenue
  - Increase in competitive federal grants
  - Increase in Title IV
  - Increase in IDEA B
- Expenditures were adjusted to reflect the changes in revenue

All funds have been budgeted and there is a balanced budget. Dr. Puzzo anticipates the biggest challenge for this year’s budget will be increases in HVAC repairs.

Dr. Puzzo also reviewed the February 1, Financial Position Report.

A motion to approve Business Item 8.5 FY’19 Final Budget was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to approve Business Item 8.6 February 1, 2019 Financial Position Report was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 8.7 Use of Facility Request was made by Thomas Elliott, seconded by Jason Coco and carried unanimously at no charge.

Christmas Shopper's Fair, Junior Class Fundraiser,  
October 19, 2019 10:00am – 4:00pm,  
Set-up October 18, 2019 5:00pm – 8:00pm

Items for Presentation and Review: Family Leave Policy GCBDC was reviewed. Charity Phillips noted 12 work weeks of paid leave for the care and bonding of a child or the adoption of a child less than 6 years old.

Charity Phillips reported on:

- Delmar Field Hockey will be recognized at Legislative Hall January 16, 2019
- Happy New Year!

Dr. Puzzo wished everyone a Happy New Year!

Lisa Morris reported on:

- Winter MAP Testing
- January 22 – 25: Mid-Term Exams
- April 1 – 16: SBAC CAT & PT Testing
- Teacher of the Year 2020 Nominations are open January 7 – February 15, 2019

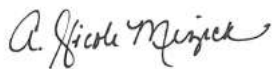
Michael Bleile reported on:

- January 22 – 25: Mid-Term Exams
- Congratulations to the Delmar Field Hockey team for their award and trip to the State House on January 16, 2019
- CTE Assembly for incoming 9<sup>th</sup> graders to discuss the different pathways DHS has to offer
- Happy New Year!

Mr. O'Neal wished everyone a Happy New Year!

A motion to adjourn at 8:22pm was made by Raymond Vincent, seconded by Thomas Elliott and carried unanimously.

Respectfully submitted,



A. Nicole Mezick  
Recording Secretary



Charity H. Phillips  
Executive Secretary