

Delmar Board of Education



January 17, 2017  
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 6:30 pm. 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  
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: Don Zook, Dave Helsdon, Richard Bailey, Ellis Hammond, Mike Rittenhouse, Steve Ellis, Jared Rittenhouse, and Delmar Field Hockey Players and Coaches.

A motion to enter into executive session at 6:31pm was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

A motion to enter back into regular session at 7:10pm was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to amend the agenda and include the following items was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

8.1 Personnel:

- c. William Mills – Military Leave January 19-20, 2017

8.2 Coaching:

- l. Antwon Trimball – Junior Varsity Baseball Head Coach
- m. Morgan Rush – Junior Varsity Girls Soccer Head Coach
- n. Lauren Webster – Varsity Softball Volunteer Coach

8.7 School Choice Applications 2017-2018

Approved:

- a. Isaac Angell – Grade 5
- b. Van Collins – Grade 5
- c. William Davis – Grade 5
- d. Greyson Dunn – Grade 5

- e. Brad Elliott Jr – Grade 5
- f. Brayden McMullen – Grade 5
- g. Hanna Walls – Grade 5
- h. Madelyn Whaley – Grade 5
- i. Brianna Pacheco-Quillen – Grade 6
- j. Sage McMullen – Grade 7
- k. Sydney Price – Grade 7
- l. Stella Pogwist – Grade 7
- m. Camber Walker – Grade 7
- n. Lilly Waters – Grade 7
- o. Gage Wintermoyer – Grade 7
- p. Jordi Ellis – Grade 9
- q. Owen Pogwist – Grade 9
- r. Mason Washburn – Grade 9
- s. Luke Waters – Grade 9
- t. Caitlyn Bartholomew – Sacer – Grade 10
- u. Faith Brobst – Grade 10
- v. Samantha Leonard – Grade 11
- w. Taylor Price – Grade 11
- x. Angelo Castillo – Grade 12
- y. Unit'l Joseph – Grade 12

Not Approved:

- z. Lukas Alexis – Grade 5
- aa. Jhenna Alexis – Grade 6
- bb. Amayah Alexis – Grade 7
- cc. Jacob Gray – Grade 8
- dd. Yusef Kallam I – Grade 9
- ee. Briana Wallace – Grade 9

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

A motion to approve the December 14, 2016 Regular Meeting Minutes was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Dr. Puzzo highlighted that the expense and revenue reports were based on the preliminary budget. Once the final budget is approved the updated budgets will be reported next month. The balance of state funds will be received once reports are submitted to the Department of Education at the end of the month. Major capital improvements show the balance of construction funds to be spent this fiscal year. Dr. Puzzo requested the Board of Education table the Department Expenditure and Cafeteria Report until February's meeting. It was also noted that November's tax deposit was made in January 2017.

A motion to approve the Statement of Budgetary Activity and table Department Expenditures and Cafeteria report was made by Farrah Morelli, seconded by Jason Coco and carried unanimously.

The Delmar Board of Education presented the Delmar Field Hockey team with a trophy honoring them as the 2016 DIAA State Field Hockey Champions!

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

1. Personnel

- a. Judy Hearn – Retirement effective July 1, 2017
- b. Robert Breasure – Leave of Absence retroactively effective September 22, 2016 through January 4, 2017
- c. William Mills – Military Leave January 19-20, 2017

A motion to approve Business Item 8.2 Coaching a. - b. and d. - n. as stated and listed below was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

Spring 2017 Positions

- a. David Hearn – Varsity Baseball Head Coach
- b. Michelle Niblett – Varsity Softball Head Coach
- d. Todd Cushman – Varsity Lacrosse Head Coach
- e. David Webster – Junior Varsity Softball Head Coach
- f. Christine Maloney – Middle School Soccer Head Coach
- g. Ted Taylor – Middle School Softball Head Coach
- h. Shawn Phillips – Varsity Baseball Paid Assistant Coach
- i. Jordan Johnson – Varsity Baseball Paid Assistant Coach
- j. Odell Jones – Varsity/Junior Varsity Baseball Paid Assistant Coach
- k. Wayne Massey – Varsity Softball Paid Assistant Coach
- l. Antwon Trimball – Junior Varsity Baseball Head Coach
- m. Morgan Rush – Junior Varsity Girls Soccer Head Coach
- n. Lauren Webster – Varsity Softball Volunteer Coach

A motion to deny Business Item 8.2 c. Chase Humphrey, Varsity Girls Soccer Head Coach, was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 8.3 a. Delmar Little League Sign-Ups, February 4, 11, 18, 2017 at no charge and to deny 8.3 b. 3C-USA Church Service, Sundays, February 5 – March 19, 2017 was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

Mr. Dave Helsdon of Richard Y. Johnson & Son, Inc., gave a construction update.

- All 10 contracts have been signed by contractors and the school district and have been distributed
- District is processing contract documents for issue of state purchase order for each contract
- Contractor submittal process is underway
- RYJ has obtained county and Town of Delmar building permits. No cost for county permits. Waiting on review fee cost from Delmar Building Code
- RYJ has had two progress meetings to discuss logistics and scheduling of the different areas of construction with the contractors
- Roof replacement will be the 1<sup>st</sup> order of business pending favorable weather conditions and school testing schedule
- Demolition scheduled to start January 23 in areas that will not disrupt students
- RYJ received architectural, MEP and structural drawings from BMG today to the athletic building. Civil drawings and specifications to be completed soon. RYJ will start the pricing phase of the building but will need completed documents to finalize pricing

- Criminal background checks are being received for all contractors. Badges are to be worn and a log book will be kept in the construction trailer.

Dr. Puzzo discussed the FY'17 Delmar School District Final Budget. The preliminary budget was based on a projection of units. Once the unit count was confirmed Delmar School District dropped 3 units. Certain state funds are unit driven. Those funds include: Division II AOC, Division II AOC Vocational, Division II Energy, Division III Equalization, Technology Block Grant, and Sustainment Funds. Due to a decrease in units the funds have decreased approximately \$63,000, reflecting the difference from the preliminary budget and final budget. Projections for state salaries increased approximately \$12,000, which will be covered by state funds. The increase in the debt service tax receipts is approximately \$70,000, due to an adjustment in the projected carryover from last year. Those funds can only be used to pay down bonds. The projected E-Rate carryover funds were also adjusted by approximately \$20,000, reflecting the difference from the preliminary and final budget. E-Rate funds are restrictive and can only be used for approved technology projects. Discretionary Revenue Budget references the changes made in the Final Revenue Budget. Expense budgets did not change with the exception of local salaries.

A motion to approve Business Item 8.5 Approval of FY'17 Final Budget was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Dr. Puzzo explained the financial position report process. The purpose of the report is to show that the district has enough money to cover one month's local payroll. Delmar School District is in compliance.

A motion to approve Business Item 8.6 February 1, 2017 Financial Position Report was made by Jason Coco, seconded by Farrah Morelli and carried unanimously.

A motion to approve/not approve Business Item 8.7 School Choice Applications 2017-2018 as stated and listed below was made by Thomas Elliott, seconded by Farrah Morelli and carried with a 4-Yes [Coco, Elliott, Morelli, Vincent] 1-abstain [Brittingham] vote.

Approved applicants are as follows:

- a. Isaac Angell – Grade 5
- b. Van Collins – Grade 5
- c. William Davis – Grade 5
- d. Greyson Dunn – Grade 5
- e. Brad Elliott Jr – Grade 5
- f. Brayden McMullen – Grade 5
- g. Hanna Walls – Grade 5
- h. Madelyn Whaley – Grade 5
- i. Brianna Pacheco-Quillen – Grade 6
- j. Sage McMullen – Grade 7
- k. Sydney Price – Grade 7
- l. Stella Pogwist – Grade 7
- m. Camber Walker – Grade 7
- n. Lilly Waters – Grade 7
- o. Gage Wintermoyer – Grade 7
- p. Jordi Ellis – Grade 9
- q. Owen Pogwist – Grade 9
- r. Mason Washburn – Grade 9
- s. Luke Waters – Grade 9
- t. Caitlyn Bartholomew – Sacer – Grade 10
- u. Faith Brobst – Grade 10

- v. Samantha Leonard – Grade 11
- w. Taylor Price – Grade 11
- x. Angelo Castillo – Grade 12
- y. Unit'l Joseph – Grade 12

Applicants not approved are as follows:

- z. Lukas Alexis – Grade 5
- aa. Jhenna Alexis – Grade 6
- bb. Amayah Alexis – Grade 7
- cc. Jacob Gray – Grade 8
- dd. Yusef Kallam I – Grade 9
- ee. Briana Wallace – Grade 9

Holiday cards were received from multiple school districts and shared with the board.

Mrs. Phillips reported on:

- Thanked the volunteers of the Foundation for Delmar Education for meeting last week and awarding Delmar Elementary, Middle School, and High School recipients with \$8532 in grant money for spring teacher projects
- Foundation for Delmar Education Annual Gala, March 11, 2017 “Denim & Diamonds”
  - Andy O’Neal - Live Auctioneer
  - Black Diamond Catering
  - Bo Dickerson Band
  - Tickets available from Lisa Morris at the Delmar School District
- School Safety Crisis Response Team Meeting was held on January 12, 2017 with a great network of people and discussion was made on how to improve comprehensive safety and security in our facility.
- Commended Mike Bleile and Andy O’Neal for holding a Suicide Prevention Committee Meeting on January 4, 2017
- FY’ 18 Strategic Planning to begin January 23, 2017
- College & Career Readiness Conference January 24, 2017
- Legislative Hall visit with Delmar Field Hockey on January 26, 2017

Dr. Puzzo thanked the Board for the opportunity to be part of the Delmar School District and thanked everyone for being so welcoming.

Mrs. Morris reported on:

- Mid-Terms January 17 – January 20, 2017
- Winter MAP Testing
- Professional Development
- RTI Status Middle School and High School
- Guidance Department meeting with students to link Kahn Academy to College Board
- February 23, 2017 – 8<sup>th</sup> Grade NAEP Testing
- March 6, 2017 – 17<sup>th</sup> Spring MAP Testing
- March 29, 2017 – April 13<sup>th</sup> SBAC CAT Testing
- April 5, 2017 – School Day PSAT (all 10<sup>th</sup> graders) 9<sup>th</sup>/12<sup>th</sup> graders administratively excused
- April 5, 2017 – School Day SAT (all 11<sup>th</sup> graders)
- Teacher of the Year 2018 Nominations January 20<sup>th</sup> – February 10<sup>th</sup>
- February 16, 2017 – FASFA Night

- February 23, 2017 - Smarter Balance/SAT Night
- March 23, 2017 – Wilmington University & AP Night

Mr. O’Neal reported on:

- Cognos Behavior Summary Report
- McRel Walkthrough Status
- Great job to MS/HS Chorus and Band students on their band concerts in December
- Delmar Field Hockey team will be honored on January 26<sup>th</sup> at Legislative Hall for their State Championship win over Tower Hill
- Positive Behavior Referrals – 24
- Winter Sports Teams
- February 13, 2017 College & Career Fair for Grades 7-12

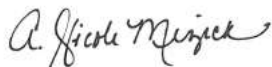
Mr. Vincent commended the administrative team for overcoming turn over the past few years. Mr. Vincent thoroughly enjoyed Dr. Puzzo’s financial report and the depth in which it was covered. He thanked Mr. O’Neal for taking on the joint principal position. Job well done!

Mr. Elliott hopes the team that is in place stays around. Great job!

Mr. Shawn Brittingham thanked the teachers and administrative team for all of their continued efforts this school year.

A motion to adjourn at 8:13pm was made by Raymond Vincent, seconded by Thomas Elliott and carried unanimously.

Respectfully submitted,



A. Nicole Mezick  
Recording Secretary



Charity H. Phillips  
Executive Secretary