

Delmar Board of Education



July 11, 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 6:33pm. 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

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

Public attendees included: Richard Bailey, Dave Helsdon, Don Zook, Wendy Shores, Emily McMullen, Rob Hull and Jamie Hull.

Thomas K. Elliott was sworn in for a 5 year term by the Board President, Shawn Brittingham.

FY' 18 Board Organization was discussed and voted on with a motion to approve Agenda Item 4 by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Officers:

- 4.1 Executive Secretary: Charity H. Phillips
- 4.2 Recording Secretary: A. Nicole Mezick
- 4.3 Board President: Shawn B. Brittingham
- 4.4 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 10.1 Construction Change Order Approval Items:**

a. **Change Order A1-02 for Corrado Construction - \$5,447.00**

At the request of the Contractor, CM and Engineer the Town of Delmar performed a second review of the meter pit and determined it can be reduced in size resulting in a credit of **-\$5,447.00**

b. **Change Order A9-04 for Collins Mechanical, Inc. \$132,144.38**

The ductwork transitions on three Roof Top Units need to be reconfigured to accommodate the thickness of the new roof. All the insulation on the existing duct has deteriorated and needs to be replaced also. This proposal is to reconfigure the duct on the (3) Roof Top Units, remove the existing insulation and re-insulate all existing duct. Any damage to the existing duct is unknown so removal and replacement of damaged duct will be performed on a time and material basis. \*\*Due to condensation issues it is the installer's recommendation that this work NOT be performed during the heat of summer\*\*

c. **Change Order A9-05 for Collins Mechanical, Inc. \$141,190.50**

Furnish material and labor to replace damaged geothermal vault per attached proposal. This proposal also includes cleaning strainers one time. Any future cleaning will be performed on a time and material basis.

**Grand Total** \$267,887.88

**Add Business Item 10.2 Personnel**

- a. Hiring Reinstatement of Employee #371666
- b. Hiring Reinstatement of Employee #371136 as Secondary Integrated Studies Teacher
- c. Hiring Reinstatement of Employee #371721

A motion to approve the July 11, 2017 amended agenda was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

A motion to approve the June 20, 2017 regular and executive session meeting minutes was made by Farrah Morelli, seconded by Raymond Vincent and carried with a 3-Yes [Morelli, Coco, Vincent] 2-abstain [Brittingham, Elliott] vote.

Statement of Budgetary Activity was tabled.

Dave Helsdon of Richard Y. Johnson & Son gave a construction update:

- School Building
  - Painting/EFIS repair is underway
  - Railing materials are due in the week of 7/10/2017
  - Roofers are finishing up (with exception of the roof where the HVAC is being re-worked)
- Field House
  - Preparatory site work is complete
  - Footings have been dug and poured
  - Three course foundations are complete
  - Under floor utilities are installed
  - Concrete floor is in place
  - Compactions and concrete testing is current
  - Exterior door frames are set
  - Exterior CMU wall are at 75%
  - Plumbing and electrical rough-ins are underway

- All inspections are current
- Items of discussion
  - Layout of lockers in field house

Mr. Bailey reviewed change order requests listed under Business Item 10.1 on the May 10, 2017 amended agenda.

**a. Change Order A1-02 for Corrado Construction - \$5,447.00**

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**\*\*Due to condensation issues it is the installer's recommendation that this work NOT be performed during the heat of summer\*\***

**c. Change Order A9-05 for Collins Mechanical, Inc. \$141,190.50**

Furnish material and labor to replace damaged geothermal vault per attached proposal. This proposal also includes cleaning strainers one time. Any future cleaning will be performed on a time and material basis.

Mr. Vincent asked for clarification between the original proposal and the current proposal for change order A9-04. Mr. Bailey explained that the original proposal was for the roof top units to be raised. The second proposal was reconfiguring the duct work. The second proposal came in significantly lower than the first. Mr. Vincent was concerned with the cost and requested to discuss in further detail.

Mr. Bailey requested a verbal approval for duct transitions on the roof for approximately \$25, 000.

The board agreed to discuss in further detail.

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 enter back into regular session at 8:14pm was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

Dr. Puzzo presented a budget overview and proposed FY'18 tax rates. A comparison of FY'16 and FY'17 budgeted expenditures showed a negative balance of **(\$107,819)** as of June 30, 2016 and a remaining balance of \$122,692 as of June 30, 2017. The impact on Delmar from the state budget cuts will have a negative **(\$4,340)** reduction in Division II Energy Unit Value and a negative **(\$212,792)** reduction in school operations. Options to help off-set this deficit would be cutting district budgets and/or "trading-in" unfilled positions. Dr. Puzzo explained that a new budget baseline will have to be established. The district has no control over state revenue so the focus will be on local revenue and local expenditures. Dr. Puzzo was concerned about past budgets and how revenues were expended. Goals for the future are to only budget 98% of the current revenue instead of 100% and only budget up to 85% of discretionary funds on local payroll expense. Options

to help balance the FY'18 budget include: to not bring the back all of the staff, cut operation budgets, exercise the ability to set a match tax for Extra Time and Match and use to offset cuts, increase tuition tax revenue and use of offset cuts.

Dr. Puzzo proposed FY'18 Tax Rate Changes as follows:

Description:	FY'17 Rate:	FY'18 Rate:	Difference:
Debt Service	\$0.6500	\$0.6100	-\$0.0400
Minor Cap	\$0.1363	\$0.0463	-\$0.0900
Extra Time Match	\$0.0000	\$0.0780	\$0.0780
Math Match	\$0.0000	\$0.0720	\$0.0720
Tuition	\$1.4450	\$1.5050	\$0.0600
<b>Net Tax Rate Change:</b>			<b>\$0.0800</b>

With the proposed FY'18 Tax Rate Change the average homeowner will see an increase of \$9.60/year (\$0.80/month).

A motion to approve Business Item 10.1 a. and c. and a verbal approval for change order to Collins Mechanical for duct work transitions for \$25,000 was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

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**c. Change Order A9-05 for Collins Mechanical, Inc. \$141,190.50**

Furnish material and labor to replace damaged geothermal vault per attached proposal. This proposal also includes cleaning strainers one time. Any future cleaning will be performed on a time and material basis.

A motion to approve Business Item 10.2 Personnel was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

- a. Hiring Reinstatement of Employee #371666
- b. Hiring Reinstatement of Employee #371136 as Secondary Integrated Studies Teacher
- c. Hiring Reinstatement of Employee #371721

A motion to approve Business Item 10.3 FY'18 Tax Rates was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Description:	FY'18 Tax Rates:
Operating Cost	\$1.8710
Operating Capitation	\$10.00
Debt Service	\$0.6100
Debt Service Capitation	\$3.00
Tuition	\$1.5050
Technology Math	\$0.0394
Minor Cap Match	\$0.0463
Extra Time Match	\$0.0780
Math Match	\$0.0720

A motion to approve Business Item 10.4 Community Carol Sing, December 10, 2017, 4:00-5:00pm was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

A motion to approve Business Item 10.5 (1 – 6) Fall 2017 Varsity Head Coach positions was made by Farrah Morelli, seconded by Thomas Elliott and carried unanimously.

1. David Hearn – Varsity Football
2. Jodi Hollamon – Varsity Field Hockey
3. Cortney Kline – Varsity Volleyball
4. Darian Brown – Varsity Cheerleading
5. Duel Ballard – Varsity Cross Country
6. Gavin Townsend – Varsity Boys Soccer

A motion to approve Business Item 10.5 (9 – 12) Fall 2017 Junior Varsity Head Coach positions was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

9. Jonathan Layton – Junior Varsity Football
10. Michelle Niblett – Junior Varsity Field Hockey
11. Maria Kostis – Junior Varsity Volleyball
12. Dale Edmondson – Junior Varsity Cheerleading

A motion to approve Business Item 10.5 (13 – 16) Fall 2017 Middle School Head Coach positions was made by Farrah Morelli, seconded by Jason Coco and carried with a 4-yes [Brittingham, Morelli, Coco, Vincent] and 1-abstain [Elliott] vote.

13. Odell Jones – Middle School Football
14. Christine Maloney – Middle School Field Hockey
15. Jessica Elliott – Middle School Volleyball
16. Amy Livingston – Middle School Cheerleading

A motion to approve Business Item 10.5 (17 – 28) Fall 2017 Paid Assistant Coach positions was made by Thomas Elliott, seconded by Jason Coco and carried with a 4-yes [Brittingham, Morelli, Coco, Elliott] and 1-abstain [Vincent] vote.

17. Michael Dorsey – Paid Assistant Varsity Football
18. Robert Ellis – Paid Assistant Varsity Football
19. Alan Preston – Paid Assistant Varsity, JV, and Middle School Football
20. Antwon Trimbball – Paid Assistant Varsity, JV, and Middle School Football
21. Tim Kline – Paid Assistant Varsity and Junior Varsity Football
22. Erin Keenan – Paid Assistant Varsity Field Hockey
23. Jami Citrano – Paid Assistant Junior Varsity Field Hockey
24. Sandy Covington – Paid Assistant Varsity Volleyball
25. Nicole Mezick – Cheer Advisor and Paid Assistant Junior Varsity Cheerleading
26. Courtney Melvin – Paid Assistant Junior Varsity Cheerleading
27. Lynn DeFelice – Paid Assistant Middle School Cheerleading
28. August Cave – Paid Assistant Varsity Cross Country

A motion to approve Business Item 10.5 (29 – 36) Fall 2017 Volunteer Coach positions was made by Jason Coco, seconded by Farrah Morelli and carried unanimously.

29. Elton "J.R." Harmon – Volunteer Varsity Football
30. Robert Cox – Volunteer Varsity and Middle School Football
31. Jay Heater – Volunteer Middle School Football

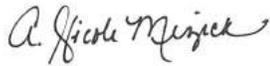
32. Kevin Trader Jr – Volunteer Middle School Football
33. Cameron Kemp – Volunteer Varsity Football
34. Morgan Rush – Volunteer Middle School Field Hockey
35. Mackenzie Kowalski – Volunteer Middle School Field Hockey
36. Alexandria Phippin – Volunteer Varsity Cheerleading

Mr. Elliott asked for an explanation about the white stickers placed in the 2016-2017 yearbook. Mrs. Phillips responded stating that inappropriate comments were missed being edited by Yearbook Faculty Advisor/Staff Editor. Mr. O’Neal contacted the publisher and the only option was to apply stickers provided by Jostens to cover the comments.

Mrs. Morelli requested that someone follow up with the agriculture department to see if there is a need for fans to be running in the greenhouse in the summer. Dr. Puzzo and Mrs. Phillips agreed to contact the agriculture department and confirm.

A motion to adjourn at 8:58pm was made by Raymond Vincent, seconded by Thomas Elliott and carried unanimously.

Respectfully submitted,



A. Nicole Mezick  
Recording Secretary



Charity H. Phillips  
Executive Secretary