

Delmar Board of Education



July 23, 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 6:32pm. Board members in attendance were Farrah D. Morelli, Vice-President, Raymond T. Vincent, and William D. Mills.

The following administrators were present:

Charity H. Phillips, Superintendent  
Ada C. Puzzo, Chief Operating Officer  
Lisa R. Morris, Supervisor of Curriculum, Instruction, and Assessment  
Matthew T. Marine, High School Assistant Principal

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

Public attendee was Jeffrey Sprouse.

William D. Mills was sworn in for a 5 year term by the Board President, Shawn Brittingham.

FY' 20 Board Organization was tabled.

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

**ADD:**                **Business Item 9.5**

Cafeteria Reports May & June 2019

**REMOVE:**            **Business Item 10.2**

- h. Ashley Jester – Para-Professional
- s. Melanie Theofiles – Para-Professional

**ADD:**                **Business Item 10.2**

- u. Emily Ritchey – Secondary Guidance Counselor, effective August 20, 2019
- v. Melanie Theofiles – Letter of Resignation effective August 19, 2019
- w. Ashley Jester – Letter of Resignation effective August 19, 2019
- x. Sandra Covington – 2019-2020 Varsity Volleyball Paid Assistant Coach
- y. Jared Rittenhouse – 2019-2020 Varsity Soccer Paid Assistant Coach

z. Joshua Wells – Para-Professional

A motion to approve the July 23, 2019 amended agenda was made by Farrah Morelli, seconded by Raymond Vincent and carried unanimously.

The June 18, 2019 Regular and Executive Meeting Minutes were tabled.

A motion to approve the July 9, 2019 special meeting minutes and executive meeting minutes was made by Raymond Vincent, seconded by Farrah Morelli and carried with a 3-Yes [Morelli, Brittingham, Vincent] 1-abstain [Mills] vote.

Dr. Puzzo discussed the Statement of Budgetary Activity for FY'19. Revenue and Expenditure reports were discussed through June 30, 2019. Overall, budgets ended the year on target. May and June 2019 cafeteria reports were presented showing a substantial increase in net worth compared to May and June 2018. Dr. Puzzo will work with Wendy Shores to discuss possible equipment upgrades needed in the cafeteria. FY'18-'19 Federal and State Matrix as of June 30, 2019 was presented. Overall Dr. Puzzo is very pleased with the FY' 19 school year and budgets.

A motion to approve Business Item 9 Statement of Budgetary Activity was made by Farrah Morelli, seconded by Raymond Vincent and carried unanimously.

A motion to approve Business Item 10.1 Use of Facility Request, Junior Class Quarter Auction, January 27, 2020, 5:00pm was made by Farrah Morelli, seconded by Raymond Vincent and carried unanimously.

A motion to approve Business Item 10.2 Personnel a. - z. (removing h. and s.) was made by Farrah Morelli, seconded by Raymond Vincent and carried unanimously.

- a. Grady McGrew – Letter of Resignation effective August 22, 2019
- b. Michelle Pohorely – Letter of Resignation effective August 22, 2019
- c. Faith Higbee – 2019-2020 High School Social Studies PLC Leader
- d. Laura Basch - Para-Professional
- e. Robin Cox - Para-Professional
- f. Geoffrey Ernst - Para-Professional
- g. Kelly Grubb - Para-Professional
- ~~h. Ashley Jester – Para-Professional~~
- i. Jordan Johnson - Para-Professional
- j. Odell Jones - Para-Professional
- k. Angel King - Para-Professional
- l. Maria Kostis - Para-Professional
- m. Mary Lyons - Para-Professional
- n. Michelle Niblett - Para-Professional
- o. Rochell Peoples - Para-Professional
- p. Shawn Phillips - Para-Professional
- q. Sierra Schultheis - Para-Professional
- r. Terri Sensenig - Para-Professional
- ~~s. Melanie Theofiles – Para-Professional~~
- t. Antwon Trimball - Para-Professional
- u. Emily Ritchey – Secondary Guidance Counselor, effective August 20, 2019
- v. Melanie Theofiles – Letter of Resignation effective August 19, 2019
- w. Ashley Jester – Letter of Resignation effective August 19, 2019
- x. Sandra Covington – 2019-2020 Varsity Volleyball Paid Assistant Coach
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A motion to approve Business Item 10.3 School Choice Good Cause 2019-2020, Cameron Morris – Grade 7 was made by Farrah Morelli, seconded by Raymond Vincent and carried unanimously.

Mr. Jeffrey Sprouse requested a property tax wavier. Due to work limitations from battling a kidney disease he could not pay his county taxes. Mr. Sprouse asked the Board of Education to consider waiving some of the tax cost. Mr. Brittingham requested more detailed information with a breakdown of interest and charges. Upon receipt of that information the board will review the request further.

Mr. Marine presented the 2019-2020 Student Discipline Matrix and Handbook with the following recommended changes:

- Pg. 20 - Medically Excused Absences: All medical notes **MUST** be presented to the school nurse within 30 days of the absence. **Notes found to be altered or forged will be subject to disciplinary action per the code of conduct.**
- Pg. 20 - College Visits: Juniors and Seniors **ONLY**. **Any athletic showcase that is not a Delmar sanctioned sports team event will not be considered a college visit.**
- Pg. 20 - Tardy Policy
  - Added 4<sup>th</sup> Lateness to School - Warning
  - Added 5<sup>th</sup> Lateness to School - Warning
  - Added 6<sup>th</sup> Lateness to School – 2<sup>nd</sup> 30 Minute Office Assigned Detention (Admin Contact Parent/Guardian)
- Pg. 22 – Communication/Electronic Devices: Communication/Electronic devices such as but not limited to mobile/cellular telephones, **smartwatches**, laser pointers, Ipods, MP3 players, portable electronic games and electronic pagers are unnecessary in the school environment.
- Pg. 28 – Dress Code Matrix
  - Added 2<sup>nd</sup> Warning

Mr. Brittingham asked Mr. Marine what the largest violation was in the High School. Mr. Marine said dress code violations were by far the most violations. Students having untucked shirts and not having belts are the largest dress code issues. Mr. Marine believes the only way to alleviate the dress code violations would be to adjust the dress code policy. Some of the issues noted are that uniform shirts do not fit the same in the spring as they did in the fall and therefore students say shirts will not stay tucked. The other issue is students feeling uncomfortable with tucking in shirts due to their size and body shape. Mr. Marine has suggested to the students to wear uniform approved fleece jackets or cardigans to help with those issues. Mr. Vincent and Mr. Brittingham believe the dress code violations and the time consumed handling the referrals needs to be addressed. Mr. Mills inquired about the staff input on these concerns. Mr. Brittingham requested staff input on the possible dress code policy change. This will be discussed again in August.

Charity Phillips reported on:

- Congratulations to the Delmar FFA and their accomplishments at the Delaware State Fair!
- The Administrative team went through RAVE Panic Button training. The State of Delaware purchased for all schools. This is a safety feature to alert specific administration and 911 centers of emergency notifications. The system is geo-coded to specific perimeters of the school campus.
- Charity, Lisa, Mike and Andy have all received DPAS II re-credentials.
- Opportunity Funding - \$81,700 was approved for ELL and low-income funding.
  - Achieve 3000 Literacy Class
- Administration will visit and recognize AP Scholars again this summer.
- 2020 Teacher of the Year Banquet, October 15, 2019, Donna Huston will represent Delmar!
- Principal for a Day will take place the week of October 21-25, 2019.

Lisa Morris reported on:

- 2019 AP Test Scores
  - AP Stats – 16/21 students received passing grades
  - AP US History – 8/14 students received passing grades
  - AP World History – 10/22 students received passing grades (5 of them receiving a 5)

Mr. Mills is extremely thankful for the opportunity to serve on the Delmar Board of Education. He looks forward to serving at such a wonderful school.


Mr. Vincent welcomed Mr. Mills and looks forward to having someone with a classroom teacher perspective.

Mrs. Morelli welcomed Mr. Mills and looks forward to serving with him. She congratulated Delmar FFA on their successful week at the Delaware State Fair! She also welcomed Mrs. Ritchey as the High School Guidance Counselor.

Shawn Brittingham welcomed Mr. Mills and looks forward to serving with him. Mr. Brittingham also thanked Mr. Coco for his 10 years of service.

A motion to adjourn at 7:50pm was made by Raymond Vincent, seconded by William Mills and carried unanimously.

Respectfully submitted,



A. Nicole Mezick  
Recording Secretary



Charity H. Phillips  
Executive Secretary