

Delmar Board of Education



July 26, 2016  
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 7:10 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  
Jeanette R. Steele, Former 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: Jan Jestice, Ellis Hammond, Rachel Farris, Mike Bleile, Christy Parsons, and Dorie Simpler.

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

ADD: Agenda Item 3:

**Board Organization (July 2016 – June 2017)**

1. Appointment of Executive Secretary
2. Appointment of Recording Secretary
3. Election of Board President
4. Election of Board Vice-President
5. Approval of FY'17 Board Organization
6. Approval of FY'17 Board of Education Meeting Dates

9.1 Personnel:

- a. B. Janelle "Jan" Jestice – Chief Operating Officer effective August 15, 2016
- b. Jessica Elliott – Middle School Volleyball Head Coach

9.3 Use of Facility Request:

- b. Delmar Youth Field Hockey – August 2016 – October 2016

9.5 Construction: Becker Morgan Submission of Renovations to Delmar Middle School & Senior High School to State Facilities Department

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

FY' 17 Board Organization was discussed and voted on with a motion to approve Agenda Item 3 by Jason Coco, seconded by Thomas Elliott and carried unanimously.

Officers:

- 3.1 Executive Secretary: Charity H. Phillips
- 3.2 Recording Secretary: A. Nicole Mezick
- 3.3 Board President: Shawn B. Brittingham
- 3.4 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 approve Agenda Item 3.6 FY' 17 Board of Education Meeting Dates was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to approve the agenda was made by Thomas Elliot, seconded by Jason Coco and carried unanimously.

A motion to approve the June 14, 2016 Special Meeting Minutes was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

A motion to approve the June 21, 2016 Meeting Minutes was made by Thomas Elliott, seconded by Farrah Morelli and carried with a 3-Yes [Brittingham, Morelli, Vincent] 2-abstain [Coco, Elliott] vote.

A motion to approve the July 12, 2016 Special Meeting Minutes was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

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

A motion to approve Business Item 9.2 Use of Facility, Delmar Pop Warner Football Games & Practices August 2016-November 2016 was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously with a fee of \$1350.00. This was approved with the condition that all Pop Warner parents, coaches and guests park in the front parking lots of the school building and refrain from drop-off or parking in the North Athletic Parking Lot.

A motion to approve Business Item 9.2 Delmar Youth Field Hockey practices August 2016 – October 2016 was made by Farrah Morelli, seconded by Jason Coco and carried unanimously. This was approved with the condition that all Delmar Youth Field Hockey parents, coaches and guests park in the front parking lots of the school building and refrain from drop-off or parking in the North Athletic Parking Lot.

Mrs. Steele discussed the FY' 17 Preliminary Budget. The FY' 17 total budget is a 1.7% increase from last year with a 1% discretionary revenue decrease. Mrs. Steele, Mrs. Phillips and Mrs. Morris reviewed the budget extensively to find ways to decrease expenses in order to give a 1% salary raise. In order to do so, the discretionary curriculum budgets were decreased by 13% and discretionary athletic budgets were also decreased. The 1% salary increase was included in the FY' 17 budget. Two bus cameras were also included in this year's budget. The plan is to request bus contractors split the cost of the cameras with the district.

A motion to approve Business Item 9.3 FY' 17 Preliminary Budget was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

Mr. Ellis Hammond of Becker Morgan Group requested the board review Bid Package 1 and approve submission to the state on Friday, July 29, 2016. Review will take approximately 30-60 days. Bid Package 2 (Athletic Field House) is anticipated to be submitted in 2-3 weeks. Once Bid Package 1 is approved the board will need to give formal approval to advertise for bids for 3 weeks. Formal advertisement for bid process will need to be placed on the state website. Open public bid will take place at Delmar Middle & Senior High School followed by a pre-bid meeting. Once bids are received Richard Y. Johnson will review the bids and request the low bidder come in for scope reviews. A recommendation of contracts to be signed will then be presented to the board and a schedule will be set to begin construction.

A motion to approve Business Item 9.5 Becker Morgan's submission of Renovations to Delmar Middle & Senior High School to the State Facilities Department on Friday, July 29, 2016 was made by Thomas Elliott, seconded by Farrah Morelli and carried unanimously.

A motion to enter into executive session at 7:51pm was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to enter back into regular session at 8:45pm was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

A motion to approve Business Item 9.1 Personnel a-q was made by Jason Coco, seconded by Thomas Elliott and carried unanimously.

- a. Valerie O'Day – 2016-2017 Co-Lead Teacher Mentor
- b. Caitlyn Short - Letter of Resignation effective July 19, 2016
- c. Laura Basch - Para-Professional
- d. Tammy Elliott - Para-Professional
- e. Kelly Grubb - Para-Professional
- f. Jordan Johnson - Para-Professional
- g. Odell Jones - Para-Professional
- h. Angel King - Para-Professional
- i. Brenda McCauley - Para-Professional
- j. Michelle Niblett - Para-Professional
- k. Rochell Peoples - Para-Professional
- l. Amber Tamosaitis - Para-Professional
- m. Robin Cox - Para-Professional
- n. Ryan Craft - Para-Professional
- o. Mary Lyons - Para-Professional
- p. Antwon Trimball - Para-Professional
- q. B. Janelle "Jan" Jestice – Chief Operating Officer effective August 15, 2016

A motion to approve Business Item 9.1 Personnel r. Jessica Elliott – Middle School Volleyball Head Coach was made by Jason Coco, seconded by Farrah Morelli and carried with a 4-yes [Brittingham, Morelli, Coco, Vincent] 1-abstain [Elliott] vote.

A motion to approve Business Item 9.4 Vacation Policy GCBE was made by Thomas Elliott, seconded by Jason Coco and carried unanimously.

Mrs. Morris asked that the 2016-2017 Student Discipline Matrix Handbook be reviewed and placed as a Business Item on the August 16, 2016 agenda for final approval.

The R. Jacob's letter was review by the Board of Education.

Mrs. Phillips reported on:

- Congratulations to Delmar's new Chief Operating Officer Jan Jestice.
- Commended the entire administrative team in their contributions toward last week's strategic planning for the 2016-2017 school year.
- Administration will be attending State Climate & School Discipline Training on July 27, 2016.
- Mrs. Phillips and Mrs. Morris attended College Board Training Monday, July 25, 2016. High School accountability information will be released in August which will include cut scores for SAT.
- State SBAC Smarter Balanced Test Scores were released. Mrs. Phillips commended High School Science for being 1<sup>st</sup> in the state, 8<sup>th</sup> grade Science for being 4<sup>th</sup> in the state, and 8<sup>th</sup> grade Math for being 2<sup>nd</sup> in the state in students meeting or exceeding the Common Core Standards.
- Thanked Mrs. Addlesberger for her collaboration in updating the Food Service Handbook to improve the efficiency and performance of cafeteria operations.
- Thanked the Town of Delmar and the Delmar Mayors for including the Delmar School District's fall event updates in the Town Newsletter.

Mrs. Morris reported on:

- Reviewed 2015-2016 SBAC Test Results

Mr. O'Neal reported on:

- Welcomed Mr. Bleile and Mrs. Parsons to the administrative team.
- Mr. Heslen is working on Digital Discipline with Ed Handbook.
- Suicide Prevention Committee will be created this year.

Mrs. Parsons and Mr. Bleile thanked the Board of Education for the opportunity to be a part of the administrative team.

Mr. Vincent commended Mr. O'Neal for serving as the Middle & Senior High School Principal for the upcoming school year. Welcomed Mr. Bleile, Mrs. Parsons, and Mrs. Jestice to the team!

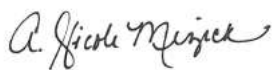
Mr. Elliott and Mr. Coco echoed what Mr. Vincent said and welcomed everyone aboard!

Mrs. Morelli commended the FFA for their hard work at the Delaware State Fair competing in the hot weather and giving a tremendous effort representing Delmar. Welcome to the new administrative team!

Mr. Brittingham is excited for a great team and a great year to come!

A motion to adjourn at 8:59 pm was made by Raymond Vincent, seconded by Farrah Morelli and carried unanimously.

Respectfully submitted,



A. Nicole Mezick  
Recording Secretary



Charity H. Phillips  
Executive Secretary