

Delmar Board of Education



June 20, 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 Farrah D. Morelli, Vice-President, at 7:02pm. Board members in attendance were, Jason R. Coco 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: Ellis Hammond, Jay Green, Teresa Addlesberger and Donna Nesbitt.

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

- 8.1 Construction Update: **Change Order Approval Items**
 - a. **Change Order A5-02 for Salisbury Door and Hardware Inc. \$650.00** Provide one wood door for opening A102/1.

Table Business Item 8.8 1-36

A motion to approve the June 20, 2017 amended agenda was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

A motion to approve the May 10, 2017 regular and executive meeting minutes was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

Dr. Puzzo reviewed the April 30, 2017 financial reports. Revenue and Expenditures are all within budget. The cafeteria report showed a loss. Teresa Addlesberger clarified that 17 operating days or more will typically show a profit. Due to the loss of serving days because of spring break the cafeteria showed a loss in the month of April. Dr. Puzzo reviewed the May 31, 2017 financial reports. Indirect cost are behind but were received in June. Final departmental budgets and expenditures will be discussed in detail at the July board meeting. All tax revenue has been received for FY 2017. The cafeteria showed a profit for May 2017.

A motion to approve the Business Item 5 1-6, Statement of Budgetary Activity, was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

Mr. Jay Green requested that the board consider naming the Delmar football field in honor of David Hearn and the Delmar hockey field in honor of Linda Budd. Mrs. Morelli stated that the request will be discussed in more detail and thanked Mr. Green for his input.

Mr. Ellis Hammond gave a construction update. Change Order A5-02 is to provide one wood door for opening A102-1. The new metal door will be re-purposed and used in the Locker Room facility. This summer hand rails will be installed throughout the school.

A motion to approve Business Item 8.1 Construction Change Order Approval A5-02 for Salisbury Door and Hardware Inc. for \$650.00 to provide one wood door for opening A102/1 was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

Teresa Addlesberger requested to use the facility for a Christmas Shopper's Fair on December 10, 2017. Money raised from the fundraiser is used for a donation to the American Legion for the Wildcat Wellness Pantry. Mrs. Addlesberger and Mrs. Selby received a Governor's Youth Service Award for their efforts in running the Wildcat Wellness Pantry this year.

A motion to approve Business Item 8.4 a-b was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

- a. Christmas Shopper's Fair, Wildcat Culinary Club, December 10, 2017 – no charge
- b. Class of 2019 Quarter Auction, October 18, 2017 – no charge

A motion to approve Business Item 8.5 Field Trip Request a-c was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

- a. FFA Eastern Regionals September 14-17, 2017, Springfield, MA
- b. Chapter Officer Leadership Training, September 20-21, 2017, Cape Henlopen
- c. National FFA Convention, October 24-29, 2017, Indianapolis, IN

Teresa Addlesberger, Director of Food Service, discussed the USDA mandated District Wellness Policy and the Food Services Financial Policy. In summary, Mrs. Addlesberger explained the Food Services Financial Policy states that a student will never be denied food because of their lack of ability to pay. Should the student carry a negative balance the negative balance will roll over year to year as long as the child is a student until their senior year. There is an obligation to pay the debt prior to graduation. She also discussed the District Comprehensive Wellness Policy. The District Wellness Committee will meet 3-4 times per year to discuss food and nutrition, activity in the classrooms, education, and staff wellness. At this time, the Delmar School District can apply to be a "Bronze Level" US Healthier School. The hope in the next 2 years is to apply to be a "Silver Level" US Healthier School.

A motion to approve Business Item 8.6, District Wellness Policy: Coordinated School Health Program (ADFA formerly JDWP) was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

A motion to approve Business Item 8.7, Food Services Financial Policy Payment Procedure (EFD) was made Jason Coco, seconded by Raymond Vincent and carried unanimously.

A motion to approve Business Item 8.3 Delmar Board of Education Monthly Meeting Dates (revised) was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

A motion to enter into executive session at 7:37pm was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

A motion to enter back into regular session at 8:25pm was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

A motion to approve Business Item 8.2 Personnel was made by Jason Coco, seconded by Raymond Vincent and carried unanimously.

- a. J. Wade Bristow – FMLA May 4, 2017 - August 4, 2017
- b. Kristen Jones – FMLA approximately September 18, 2017 – December 8, 2017

Communications were received and the board members reviewed “Letter RFVJ, III.”

Charity Phillips reported on:

- Summer Hours and Guidance Registration has been posted on the website and Facebook.
- Mrs. Phillips commended Andy O’Neal, Ilah Preston, Lauren Sharkey, Carol Kline, and Sheila Harrington for all their efforts in a successful 2017 commencement program
- A special thank you to Billie Fox and Kristen Jones for leading the hospitality committee this year
- Awards assemblies that took place in May were a success
- The Class of 2017 was awarded over \$1.2 million dollars at the Senior Awards in May
- Mrs. Phillips acknowledged Lori Smith for securing the Salisbury University Higher Ed Partnership Grant
- Thank you to Nina Waldman for her donation of an Apple Laptop Cart for the High School Science Department
- Summer 2017 Newsletter

Lisa Morris reported on:

- Congratulated the 2018 District Teacher of the Year – Carol Kline
- Reviewed Assessment Data

Andy O’Neal reported on:

- Approximately 700 walk-throughs between middle and high school in FY 2017
- 76 positive behavior referrals in the high school this year
- Congratulations to the all of the spring sports teams on a successful season
 - Golf – 3rd place Henlopen State Tournament
 - Girls Soccer made DIAA playoffs
 - Baseball made DIAA playoffs
 - Softball made DIAA finals
- Graduation was a success

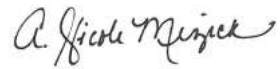
Mr. Vincent congratulated the administration and staff on another successful school year. Delmar is a special place and we are blessed to be here.

Mr. Coco commended everyone on a job well done at graduation but asked that the sound system be adjusted next year so those on the stage could hear.

Mrs. Morelli thanked the teachers and staff for a great year and congratulated the FFA members on going to Nationals!

A motion to adjourn at 8:32pm was made by Raymond Vincent, seconded by Jason Coco and carried unanimously.

Respectfully submitted,



A. Nicole Mezick
Recording Secretary



Charity H. Phillips
Executive Secretary