

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF FEBRUARY 25, 2020**

A. Call to Order – Mrs. Cathy Pouria, President called the meeting to order at 7:01 pm.

B. Open Public Meeting Act Statement

Welcome to a meeting of the Delaware Township School Board of Education. Please be advised that this and all meetings of the Board are open to the public and media, consistent with the Open Public Meetings Act (Chapter 231, P.L. 1975) and that advance notice required therein has been provided. Meeting notice was also posted in the entrance hallway of Delaware Township School; sent to the Trenton Times and the Hunterdon County Democrat newspapers; posted on the school website and sent to the Clerk of Delaware Township. The public will have the opportunity to be heard as shown on the Agenda.

C. Flag Salute

D. Roll Call

Present: Mrs. Burns, Mrs. Devlin, Mrs. Dunn; Mr. Hoffman, Mrs. Hornby, Mrs. Lyons, Mrs. May, Mr. Ponzo (arrived 7:03 pm), Mrs. Pouria.

Absent: none

Also Present: Dr. Richard Wiener, Superintendent;
Mrs. Susan Joyce, Business Administrator

E. Audience Participation

Alexis Kaelin emailed Mrs. Joyce her public comments. Mrs. Kaelin asked the board about their position on grading. She feels that students and families are stressed and overwhelmed and adopting a pass/fail would help relieve the burden.

F. Correspondence - Lauren Bruhl wrote a letter to the board asking for their support to build a Wildcat Rain Garden.

G. Presentations - None

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (3-13-20) - (Exhibit H.1)

| | | | |
|--------------|----|---|-------|
| Kindergarten | 29 | 2 | 14.0 |
| Grade 1 | 38 | 3 | 12 |
| Grade 2 | 38 | 2 | 19.50 |
| Grade 3 | 41 | 3 | 14 |
| Grade 4 | 36 | 2 | 18 |
| Grade 5 | 44 | 2 | 22 |
| Grade 6 | 38 | 2 | 20.50 |

| | | | |
|------------------|------------|-----------|--------------|
| Grade 7 | 32 | 2 | 17 |
| Grade 8 | 46 | 3 | 15.67 |
| Pre School | 29 | 2 | 13.5 |
| Tuition Sent | 5 | | |
| Home Instruction | 1 | | |
| Self-Contained | 2 | | |
| TOTAL | 379 | 23 | 14.91 |

2. Evacuation Drills –

| TYPE OF DRILL | DATE | TIME |
|-------------------------------------|-------------|--------------------------------|
| Fire Drill | 9/17/19 | 10:45 AM |
| Security Drill (Lockout) | 9/16/19 | 2:10 PM |
| Security (Evacuation) | 10/15/19 | 2:15 PM |
| Fire Drill | 10/28/19 | 1:52 PM |
| Fire Drill | 11/15/19 | 12:10 PM |
| Medical Distribution (faculty only) | 11/18/19 | 3:20 PM |
| Security (lockdown) | 11/26/19 | 2:20 PM |
| Security (Hold) | 12/19/19 | 10:09 AM |
| Fire Drill | 12/20/19 | 9:07 AM |
| Security (lockout) | 1/31/20 | 10:57 AM |
| Fire | 1/15/20 | 12:46 PM (during passing time) |
| Fire | 2/24/20 | 1:57 PM |
| Security (Hold) | 2/28/20 | 12:50 PM |

3. Suspensions –

| MONTH OF | IN SCHOOL | OUT OF SCHOOL |
|--|------------------|----------------------|
| September | 0 | 0 |
| October | 0 | 1 |
| November | 0 | 0 |
| December | 0 | 0 |
| January | 0 | 0 |
| February | | |
| TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE | 0 | 1 |

4. HIB Incidents –

| MONTH OF | INCIDENTS REPORTED | NUMBER CLASSIFIED AS HIB |
|--|---------------------------|---------------------------------|
| September | 0 | 0 |
| October | 0 | 0 |
| November | 0 | 0 |
| December | 0 | 0 |
| January | 0 | 0 |
| February | 1 | 1 |
| TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE | 1 | 1 |

5. Dr. Wiener discussed the DTS Preparedness Plan.

6. Dr. Wiener review his Goals Attainment Report.

7. Dr. Wiener was proud to report that DTS was designated as a High Performance district through NJ QSAC. He thanked the team and staff for their hard work and dedication to making DTS shine. (Exhibit H-7)

I. President's Report – Mrs. Catherine Pouria

1. Mrs. Pouria spoke about the district's Coronavirus Preparedness.
2. Mrs. Pouria also reported that the teaching staff was well prepared to deliver Virtual Learning and things were going well.
3. Mrs. Pouria thanked DTS administration and staff for a job well done during QSAC.
4. She said that Mrs. Joyce and the committee spent a lot of time on the budget and it is very fiscally sound.

J. School Business Administrator's Report – Mrs. Susan Joyce

1. Mrs. Joyce reported that she and the Finance /Facilities Committee have been working on the 2020-2021 budget over the past couple of committee meetings. We stayed at the 2% CAP. Funds from Capital Reserve were used to offset the current debt.
2. We will be awarding the Oil Tank Replacements and Toilet Facilities construction contracts on April 1st. The last bid for the Generator will be awarded in at the April 28th board meeting.

- K.** Motion by Mrs. Hornby, seconded by Mrs. Devlin to approval of the regular and executive session minutes of the February 25, 2020 board meeting. Discussion followed. Motion passed by unanimous roll call vote.

L. Committee Reports and Action

Motion by Mr. Hoffman, seconded by Mrs. Lyons to approve items 1 – Curriculum/Instruction/Technology, 2 – Finance/Facilities and 3 – Personnel/Policy. Discussion followed. Motion passed by unanimous roll call vote.

1. Curriculum/Instruction/Technology

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (N/A)
- 1.2 MOVE to approve the following field trips for the 2019-2020 school year. N/A
- 1.3. Motion to accept DTS Preparedness Plan.
- 1.4 Motion to accept Goals Attainment Report.

- 1.5 Motion to accept DTS NJ QSAC Destination High Performance.

2. Finance/Facilities

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the months ended February, 2020 be accepted and placed on file. The Board of Education, after review of the Board Secretary and monthly financial report and consultations with the Board Secretary, hereby certifies that no major account has been over-expended in violation of N.J.A.C.6A:23A-16.10(b). (Exhibit 2.1)
- 2.2 MOVE to approve the attached line account transfers for February, 2020. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for March 1, 2020 through March 12, 2020, in the amount of \$296,206.48. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- | | | |
|-------------------|---|--------------|
| February 28, 2020 | - | \$270,328.06 |
| March 13, 2020 | - | \$261,679.75 |
- 2.5 MOVE to approve the following travel expenditures for staff members to attend professional development conferences/workshops. This travel is deemed educationally necessary and fiscally prudent and all travel expenditures shall be directly related to and with the scope of the staff member's current responsibilities and the district's professional development plan.

| ATTENDEE | WORKSHOP/CONFERENCE | DATES | INCLUDE (see below) | MAXIMUM AMOUNT |
|-------------|-----------------------------|---------|------------------------|----------------------|
| John Perone | NJSBA Technology Conference | 3/13/20 | R M | \$99 .35 per mile |

- 2.6 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.6)

| GROUP | APPLICANT | ACTIVITY | DATE | TIME | LOCATION |
|---------|---------------|--|--------|-------------------|----------------------|
| DTS PIE | Rebecca Burns | 3 rd Grade Author in Residence Public Party | 4/8/20 | 6:30 PM – 8:30 PM | Performing Arts Room |

- 2.7 MOVE to approve Hunterdon Central Regional High School BOE and Delaware Township School BOE Shared Services Agreement for Transportation. Contract on file in Board of Education Office.

2.8 Approval of 2020-2021 Budget

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following budget for the 2019-2020 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

| <u>Appropriations</u> | | <u>Revenue</u> | |
|---|-------------------|-------------------------------------|-------------------|
| General Current Expense | \$ 9,776,095 | Budgeted Fund Balance | \$ 122,896 |
| | | Local Tax Levy – General Fund | \$ 8,419,709 |
| Capital Outlay | \$ 327,412 | Other Revenue | \$ 180,000 |
| | | Interest on Reserves | \$ 12,250 |
| | | State Aid | \$ 1,043,652 |
| | | Maintenance Reserve * | \$ 50,000 |
| | | Capital Reserve ** | \$ 275,000 |
| Special Revenue Fund | \$ 125,285 | Grant Entitlements | \$ 125,285 |
| Repayment of Debt | <u>\$ 605,209</u> | Local Tax Levy – Debt Svc Pymt | <u>\$ 605,209</u> |
| Total Expenditures: <u>\$10,834,001</u> | | Total Revenues: <u>\$10,834,001</u> | |

* Maintenance Reserve of \$50,000 to fund maintenance needs, pursuant to N.J.A.C. 6A:23A-14.2(d).

**Capital Reserve of \$275,000 to fund Debt Service.

- 2.9 Move to approve BE IT RESOLVED that the Delaware Township Board of Education establish a district-wide maximum for travel expenditures of \$15,000.00 for the 2020-2021 school year. The Business Administrator/Board Secretary shall track and record all travel expenditures to ensure that the maximum amount is not exceeded, pursuant to N.J.A.C. 6A:23A-7.3.
- 2.10 Move to approve BE IT RESOLVED that the Delaware Township Board of Education use Maintenance Reserve funds in the amount of \$50,000 for the 2020-2021 school year budget. Use of these funds will provide sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.
- 2.11 MOVE to approve the resolution to participate in the School Employees Health Benefit Plan (Exhibit 2.11).

- 2.12 MOVE to approve the resolution to Change Medical, Prescription and Dental Carriers (Exhibit 2.12).
- 2.13 Move to approve fund 30 transfer resolution. WHEREAS, NJSA 18A:24-54 permits a Board of Education to transfer the proceeds of a capital project when the project is completed, and such funds are no longer necessary for the original purpose or any other authorized purpose; and

WHEREAS, the aforementioned statute authorizes the Board of Education to determine whether to apply such funds to either the general fund or the debt service fund of the district; and

WHEREAS, the Delaware Township Board of Education has determined that \$17,593.35 is available for such transfer;

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer to the debt service fund consistent with all applicable laws and regulations.

- 2.14 Motion to approve SDA Mechanical Services, Inc. "Inspection Service Contract" for March 1, 2020 through February 28, 2021. (Contract on file in Board of Education Office).

3. Personnel/Policy

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2019-2020 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

| NAME | POSITION | SALARY | DATES |
|---|---|--|---------------------|
| Joseph Komarek; Gina Scialla; Cynthia Terranova; Jessica Yarrow; Kelvyn Ramirez; Stephanie Joyce, Mark Deneka, Mike Hesington | Hershey Park Chaperones | Per CBA | 5/22/20 |
| Alison Rizzo | Substitute Teacher (pending paperwork) | \$100 per day | 2019-20 School Year |
| Elizabeth Hermoso | Substitute Teacher (pending paperwork) | \$100 per day | 2019-20 School Year |
| Abigail Gooding | Substitute Teacher (pending paperwork) | \$100 per day | 2019-20 School Year |
| Andrea Faller | Substitute Nurse Substitute Teacher (pending paperwork) | \$130 per day (retro 3/11/20) \$100 per day | 2019-20 School Year |

- 3.2 MOVE to approve the School District and Superintendent Merit Goals Attainment Report, as presented by the Superintendent. (Exhibit 3.2)

M. Additional Business

N. Audience Participation - None

O. Board Representatives Liaison Reports - None

1. Recreation
2. PiE
3. Township
4. ESC
5. Planning Board
6. HCSBA
7. NJSBA Legislature
8. Community Relations
9. HCRHS
10. DTAA

Q. Adjourn

Motion by Mrs. Burns, seconded by Mrs. Lyons to adjourn the meeting at 7:41pm.

Respectfully Submitted,

Susan M. Joyce
Board Secretary

Date Approved

Cathy Pouria, President