

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF APRIL 28, 2020  
This Meeting Was Held Via Virtual Conferencing Platform**

**A. Call to Order** – Mrs. Catherine Pouria, President, called the meeting to order at 7:00 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, Mrs. Pouria.

**Absent:** none

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

**E. Executive Session**

Motion by Mrs. Devlin, seconded by Mrs. Burns to go into Executive Session at 7:01 pm.  
Motion passed by unanimous roll call vote.

WHEREAS Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975 authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy of or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act, now therefore be it

RESOLVED that the Board of Education of Delaware Township School now adjourns from public session to reconvene in Executive Session for the purpose of discussing the following: negotiations, and be it further

RESOLVED that the Board will more specifically discuss (to be stated at the meeting); and be it further

RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board's consideration of the subject matter be closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or negotiations of the

Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Motion by Mrs. Hornby, seconded by Mrs. Burns to come out of Executive Session at 7:07 pm. Motion passed by unanimous roll call vote.

**F. 2020-2021 Public Budget Hearing**

**Opening Remarks**

Dr. Richard Wiener, Superintendent

Mrs. Catherine Pouria, Board President

**Presentation of Budget**

Dr. Richard Wiener, Superintendent

Mrs. Susan Joyce, Business Administrator/Board Secretary

Mrs. Mary Lyons, chair of the Finance / Facilities Committee.

**Public Comments and Questions on the 2020-2021 Budget**

Mrs. Stahl asked whether the construction projects would be completed this summer.

Mr. Herman ask for clarification that the overall tax rate would be going down by 1%.

**Board of Education Comments and Questions on the 2020-2021 Budget**

The board discussed adding an additional Capital Reserve withdrawal to the 2020-2021 budget in the amount of the \$1,087,000 as follows:

Interior stairwell doors in 1950's wing	\$125,000
Upgrade student toilets 1970's wing	\$450,000
Roof replacement at 1950's wing	\$512,000

**Approval of 2020-2021 Budget**

Motion by Mrs. Lyons, seconded by Mrs. Hornby to approve the 2020-2021 school year budget. Discussion followed. Motion passed by unanimous roll call vote 9-0-0.

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following budget for the 2020-2021 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	\$ 1,414,412	Other Revenue	\$ 180,000
		Interest on Reserves	\$ 12,250
		State Aid	\$ 1,043,652
		Maintenance Reserve *	\$ 50,000
		Capital Reserve **	\$ 1,362,000
Special Revenue Fund	\$ 125,285	Grant Entitlements	\$ 125,285
Repayment of Debt	<u>\$ 605,209</u>	Transfer from Capital Rsv to Debt Svc	\$ 275,000
		Local Tax Levy – Debt Svc Pymt	<u>\$ 330,209</u>
Total Expenditures:		Total Revenues:	<u>\$11,921,001</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 and \$1,087,000 fund LRFP capital projects.

#### **Approval of Tax Levy Payment Schedule for the 2020-2021 Budget Year**

Motion by Mrs. Lyons, seconded by Mrs. Hornby to approve the tax levy payment schedule for the 2020-2021 Budget Year. Discussion followed. Motion passed by unanimous roll call vote 9-0-0.

Due Date	Amount Gen Fund	Amount Debt Svc	Total
July 15, 2020	\$1,403,289.00	\$55,039.00	\$1,458,328.00
September 15, 2020	\$1,403,284.00	\$55,034.00	\$1,458,318.00
November 15, 2020	\$1,403,284.00	\$55,034.00	\$1,458,318.00
January 15, 2021	\$1,403,284.00	\$55,034.00	\$1,458,318.00
March 15, 2021	\$1,403,284.00	\$55,034.00	\$1,458,318.00
May 15, 2021	\$1,403,284.00	\$55,034.00	\$1,458,318.00
<b>TOTAL TAX LEVY:</b>	<b>\$8,419,709.00</b>	<b>\$330,209.00</b>	<b>\$8,749,918.00</b>

**This concludes the Public Hearing on the 2020-2021 School District Budget.**

## **G. Audience Participation – Agenda Items**

Delaware Township School graduate, Lauren Bruhl, answered questions from the board regarding the rain garden she will be installing at the school with Mrs. Kathy Klink.

The board discussed the traditional honoring of the retirees, teacher of the year and paraprofessional of the year at the May board meeting. PiE would like to send flowers to their houses and asked the board if they would like to participate in some way.

Susan Joyce read an email from Mr. Tim Drew thanking and commending the staff on their Distance Learning efforts and achievements.

Susan Joyce read an email from Danielle HartDorn who inquired about providing three sections of third grade for the 2020-2021 school year.

Mrs. Wheatley thanked the board, on behalf of the association, for coming to a negotiations agreement.

Mr. Herman commended the board on approving a budget with a tax decrease – the township and county both approved flat budgets. He thanked the board for their assistance in distributing the township letter. He also reported that the sidewalk is about 70% complete. Finally, as a parent, he thanked the board, faculty and staff for a job well done during this unique time.

## **H. Correspondence - None**

## **I. Presentations - None**

## **J. Superintendent's Report – Dr. Richard Wiener**

### **1. Student Enrollment (4-15-20) - (Exhibit I.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
Fire	3/3/20	10:010 AM

## 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	0	0
March	0	0
<b>TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE</b>	<b>0</b>	<b>1</b>

## 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
March	0	0
<b>TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE</b>	<b>1</b>	<b>1</b>

- Dr. Wiener said that the DTS Remote Learning next steps are to have a team evaluate the instruction our special education population is receiving.  
Schools are waiting for the NJ Governor school closure mandate update.  
Dr. Wiener also requested the board support the proposal to place signs on the lawns of each Eighth grade graduate - 'Proud DTS Graduate'.

**K. President's Report – Mrs. Catherine Pouria**

1. Mrs. Pouria commended the district on Distance Learning during the school closure.
2. Strategic Planning with our NJSBA representative, Gwen Thorton, is postponed until a later time.
3. Mrs. Pouria spoke about the Superintendent Evaluation and that board members need to complete the review.
5. NJSBA Resources

**L. School Business Administrator's Report – Mrs. Susan Joyce**

1. Mrs. Joyce gave a Summer 2020 Referendum Projects Update. Two projects have started and the contractors are aware that if school reopens, they will need to clean up and leave the facility safe for students. The last bid will be awarded at the May board meeting to an electric contractor we are using for another project.

**M. Motion by Mrs. Devlin, seconded by Mrs. May to approve of the regular minutes of the March 17, 2020 board meeting. Motion passed by unanimous roll call vote 9-0-0.**

**N. Committee Reports and Action**

1. **Curriculum/Instruction/Technology** – Mr. Hoffman reported on the committee meeting.

Motion by Mrs. Burns, seconded by Mrs. May to approve item 1.2. Motion passed by unanimous roll call vote 9-0-0.

- 1.1 MOVE to approve the following field trips for the 2020-2021 school year.  
N/A

ACTIVITY	DATE	GRADE LEVEL	LOCATION

- 1.2 MOVE to accept the HIB incidents per I.4 of the Superintendent's Report.  
(Exhibit 1.2)

2. **Finance/Facilities** – Mrs. Lyons reported on the committee meeting.

Motion by Mrs. May, seconded by Mr. Ponzio to approve items 2.1 – 2.9.  
Discussion followed. Motion passed by unanimous roll call vote 9-0-0.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary for the month ended March, 2020 and the Treasurer of School Monies for the months ended February and March, 2020 be accepted and placed on file. The Board of Education, after review of the Board Secretary and Treasurer's 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 March, 2020. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for March 13, 2020 through March 31, 2020 in the amount of \$548,728.47 and April 1 through April 17, 2020 in the amount of \$290,524.27 (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- March 31, 2020            -            \$263,303.51  
April 9, 2020             -            \$252,726.11
- 2.5 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.5)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
*The National Psoriasis Foundation	Randy Beranek	Team NPF Cycle Event	May 30, 2020	6:00 AM to 6:00 PM	MS Parking Lot

\*If the Governor still has guidelines on social distancing, they must be followed as set forth by the state.

- 2.6 MOVE to approve the 2020-2023 MOA between Delaware Township Board of Education and the Delaware Township Education Association (Exhibit 2.6).
- 2.7 Move to approve Hunterdon County Educational Services Commission Resolution for Participation in Coordinated Transportation for the 2020-21 school year (contract on file in Board of Education Office).
- 2.8 Move to approve BKC, CPAs, PC contract for professional accounting and auditing for the 2020-21 school year (contract on file in Board of Education Office).
- 2.9 Move to approve RESOLUTION 2020-02, Opposing Delay in Transmission of Property Tax Revenue to School Districts (Exhibit 2.9)

3. **Personnel/Policy** – Mrs. Hornby reported on the committee meeting.

Motion by Mrs. Hornby, seconded by Mr. Hoffman to approved items 3.1-3.11.  
Discussion followed.

Items 3.1-3.6; 3.8-3.11 passed by unanimous roll call vote 9-0-0

Item 3.7 passed by roll call vote 7-2-0 (Dunn, May)

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2019-2020 or 2020-2021 school years, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Aidan McKnight Timothy Leonard Joseph Franklin Patrick Lyons	Summer Custodians	\$11.00 per hour \$10.75 per hour \$10.75 per hour \$10.50 per hour	May 2020 to September 2020
Patrick Lyons	Substitute Custodian	\$12.50 per hour	May 2020 to June 2020
Jessica Molesky	Home Instruction	\$45.14 per hour	2019-20 school year retro to March, 2020

- 3.2 MOVE to approve the attached list of tenured staff members for the 2020-2021 school year, per the recommendation of the Superintendent. (Exhibit 3.2)

- 3.3 MOVE to approve the attached list of non-tenured staff members for the 2020-2021 school year, per the recommendation of the Superintendent. (Exhibit 3.3)

- 3.4 MOVE to approve the attached list of paraprofessionals and secretaries for the 2020-2021 school year, per the recommendation of the Superintendent. (Exhibit 3.4)

- 3.5 MOVE to approve the following chart of summer hours for the school year 2020-2021:

EMPLOYEE	POSITION	MAXIMUM LENGTH OF TIME	SALARY
Mary Holuta	Child Study Secretary	Up to 4 days @ 4 hours day = 16 hours	Hourly Rate
Meeta Verma	Nurse	Up to 5 days @ 5 hours day = 25 hours	Per CBA
Teaching Staff – TBD	Curriculum as needed	Up to 50 hours total	Per CBA
Chelsea Davis and Marianne DeFronzo	Social Worker LDTC/Coordinator	Up to a total of 10 hours as needed	Hourly Rate



- 3.6 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000 and a Quotation threshold of \$6,000, effective July 1, 2020 to June 30, 2021, per the recommendation of the Superintendent.
- 3.7 MOVE to approve employment contract with Kathleen Racile, Supervisor, for the 2020-2021 school year, effective July 1, 2020 through June 30, 2021, as presented, and as recommended by the Superintendent. (Exhibit 3.7)
- 3.8 MOVE to approve employment contract with Patricia Pillon, Supervisor, for the 2020-2021 school year, effective July 1, 2020 through June 30, 2021, as presented, and as recommended by the Superintendent. (Exhibit 3.8)
- 3.9 MOVE to approve employment contract with Susan Joyce, Business Administrator/Board Secretary, for the 2020-2021 school year, effective July 1, 2020 through June 30, 2021, as presented, pending Executive County Superintendent approval, and as recommended by the Superintendent. (Exhibit 3.9)
- 3.10 MOVE to approve employment contract with Dr. Richard Wiener, Superintendent, effective July 1, 2020 through June 30, 2025, as presented, pending Executive County Superintendent approval. (Exhibit 3.10)
- 3.11 MOVE to approve the attached list of support staff members for the 2020-2021 school year, per the recommendation of the Superintendent. (Exhibit 3.11)

**O. Additional Business**

**P. Audience Participation**

**Q. Board Representatives Liaison Reports**

- 1. Recreation – The fishing derby and yard sale are postponed to a future date. Summer Rec is waiting on the State decision.
- 2. PiE – They are giving gift cards to teachers for Teacher’s Appreciation Week. PiE asked if the board would join them. They asked if lawn signs could be purchased if there is no promotion dance or graduation.
- 3. Township – Mayor Herman reported earlier.
- 4. ESC – no meeting
- 5. Planning Board – no meeting
- 6. HCSBA – no meeting

7. NJSBA Legislature – Municipalities have the option to delay tax payments. Delaware Township has not decided to do this. NJ is receiving \$69m in CARES money. A Furlough Proposal is coming this week that would allow local government to furlough certain employs with regard to job sharing benefits being paid for by the Federal Government.
8. Community Relations – no meeting
9. HCRHS – AP exams are being modified; SAT's may not be required for current juniors; it's a challenge for current juniors to look at colleges for next year.
10. DTAA – possible at home training for athletes; late season possible?

Dr. Wiener said that our attorney, Stephen Fogarty, shared a Preparedness Plan with us that will be reviewed by the Policy/Personnel Committee.

**R. Adjourn**

Motion by Mr. Ponzo, seconded by Mrs. Lyons to adjourn the meeting at 9:21 pm.  
Motion passed by unanimous voice vote 9-0-0.

Respectfully Submitted,

Susan M. Joyce  
Board Secretary

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Date Approved

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Cathy Pouria, President