

**Delaware Township School  
Board of Education  
Meeting Minutes of August 18, 2020 – 7:00 pm  
Audience Participated Via a Virtual Conferencing Platform**

**A. Call to Order** – Mrs. Catherine Pouria, President

**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 and Mrs. Pouria.

**Absent:** none

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

**E. Audience Participation – Agenda Items**

None.

**F. Correspondence** - Ms. Lauren Bruhl thanked the board and various donors for their support of the Wildcat Rain Garden project. She also gave a photo presentation on the creation of and finished garden. Dr. Wiener and board members thanked Lauren for the beautiful garden.

**G. Presentations** - Mrs. Racile gave the six-month SSDS (School Safety Data System) Presentation.

**H. Superintendent's Report** – Dr. Richard Wiener

1. Student Enrollment (8-15-20)

|              |    |   |      |
|--------------|----|---|------|
| Kindergarten | 47 | 3 | 15   |
| Grade 1      | 27 | 2 | 13.5 |

|                  |            |           |           |
|------------------|------------|-----------|-----------|
| Grade 2          | 38         | 3         | 12.5      |
| Grade 3          | 38         | 3         | 12.5      |
| Grade 4          | 41         | 3         | 13.5      |
| Grade 5          | 37         | 3         | 12.5      |
| Grade 6          | 45         | 3         | 15        |
| Grade 7          | 38         | 3         | 12.5      |
| Grade 8          | 34         | 2         | 11.5      |
| Pre School       | 23         | 2         | 11.5      |
| Tuition Sent     | 3          |           |           |
| Home Instruction | 0          |           |           |
| Self-Contained   | 3          |           |           |
| <b>TOTAL</b>     | <b>374</b> | <b>27</b> | <b>13</b> |

## 2. Evacuation Drills –

| <b>TYPE OF DRILL</b>                | <b>DATE</b> | <b>TIME</b>                    |
|-------------------------------------|-------------|--------------------------------|
| 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 –

| <b>MONTH OF</b>                                | <b>IN SCHOOL</b> | <b>OUT OF SCHOOL</b> |
|--|------------------|----------------------|
| September                                      | 0                | 0                    |
| October  | 0                | 1                    |
| November                                       | 0                | 0                    |
| December                                       | 0                | 0                    |
| January  | 0                | 0                    |
| February                                       | 0                | 0                    |
| March  | 0                | 0                    |
| April  | 0                | 0                    |
| May  | 0                | 0                    |
| June   | 0                | 0                    |
| July   | 0                | 0                    |
| August   | 0                | 0                    |
| <b>TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE</b> | <b>0</b>         | <b>1</b>             |

## 4. HIB Incidents –

| <b>MONTH OF</b> | <b>INCIDENTS REPORTED</b> | <b>NUMBER CLASSIFIED AS HIB</b> |
|-----------------|---------------------------|---------------------------------|
| September       | 0                         | 0                               |

|  |          |          |
|--|----------|----------|
| October  | 0        | 0        |
| November                                       | 0        | 0        |
| December                                       | 0        | 0        |
| January  | 0        | 0        |
| February                                       | 1        | 1        |
| March  | 0        | 0        |
| April  | 0        | 0        |
| May  | 0        | 0        |
| June   | 0        | 0        |
| July   | 0        | 0        |
| August   | 0        | 0        |
| <b>TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE</b> | <b>1</b> | <b>1</b> |

5. Dr. Wiener presented the School Reopening/Restart Plan Update. He thanked all of the contributors for their time and input.

Mrs. Pouria thanked everyone involved in the process, stating this is all new to everyone. The board and administration feels it is important to open school for the community and students. We are in a good place to open and Hunterdon County overall is in a good position to start school as well.

Many audience members who had questions regarding the plan, instruction and details about the opening of school including, but not limited to, Valerie Wheatley, Kyla Glassner, Kristen Iturbides, Liz Hermoso, Christina Sulewski, Robert Miller, and Jess Stahl. Several board members participated in the conversation.

6. 2020-2021 School Calendar (Exhibit 3.11) Dr. Wiener thanked Mrs. Wheatley, the faculty, nurse, staff and board for working together to open the school. Dr. Wiener explained that the original

calendar was approved before the governor required the Virtual Academy. He asked for patience so that we can enhance all instruction, both live and virtual. The new revised calendar provides

time for additional teacher training. There was also a discussion about September board meeting dates and the need for ample parent notification of any significant school day changes.

The public discussion continued regarding virtual learning and general questions about the school day.

#### **I. President's Report – Mrs. Catherine Pouria**

1. School Reopening – Mrs. Pouria said that the presentation covered the reopening topics. She said that a lot of thought has gone into the well-being of the students and staff. Mrs. Pouria also stated that her children will be attending school.

2. Goals – Mrs. Pouria said that the goals for the 2020-2021 year include the reopening of school, the virtual academy, blue ribbon school status, the referendum projects status and the sustainable schools program.

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

1. Referendum/Summer Projects Update – Mrs. Joyce gave an update on the projects and said that we are looking good for the opening of school.

**K. Approval of the regular and executive session minutes of the June 16, 2020 board meeting.**

Motion by Mrs. Devlin, seconded by Mrs. Hornby to approve the June 16, 2020 regular and executive session minutes. Discussion followed. Motion passed by voice vote. (Lyons abstained)

Motion by Mrs. Devlin, seconded by Mrs. Lyons to approve the **Delaware Township School Restart Plan** as endorsed by the Hunterdon County Department of Education. Discussion followed. Motion passed by unanimous roll call vote (9-0-0).

**L. Committee Reports and Action**

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

Motion by Mr. Hoffman, seconded by Mr. Ponzo to approve 1.1 – 1.8. Discussion followed. Motion passed by unanimous roll call vote (9-0-0).

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (NA)
- 1.2 MOVE to approve the Fall Athletic Schedules for Field Hockey, Cross Country, Volleyball and Soccer. (Exhibit 1.2)
- 1.3 MOVE to approve the Student Safety Data System Final Report for Period 2. (Exhibit 1.3)
- 1.4 MOVE to approve the Mentoring Plan for the 2020-2021 school year. (Exhibit 1.4 on file in Board of Education Office)
- 1.5 MOVE to approve the Professional Development Plan for the 2020-2021 school year. (Exhibit 1.5 on file in Board of Education Office)
- 1.6 MOVE to approve the 2020-21 Teacher Evaluation Plan. (Exhibit 1.6 on file in Board of Education Office)

- 1.7 MOVE to approve the 2020-21 Upgraded DTS Textbook list. (Exhibit 1.7 on file in Board of Education Office)
- 1.8 MOVE to approve the 2020-21 DTS Curriculum Renewal Cycle 3-year plan. (Exhibit 1.8 on file in Board of Education Office)

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

Motion by Mrs. Lyons, seconded by Mrs. Hornby to approve 2.1 – 2.20.  
Discussion followed. Motion passed by unanimous roll call vote.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Treasurer of School Monies for the month ended June 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 line account transfers for June 2020. (Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for June 18-29 in the amount of \$612,961.07, June 30, 2020 in the amount of \$158,805.16, July, 2020 in the amount of \$463,418.01 and August 1-14, 2020, in the amount of \$532,328.53. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

|                   |             |
|-------------------|-------------|
| June 30, 2020 -   | \$10,128.19 |
| July 15, 2020 -   | \$67,988.34 |
| July 30, 2020 –   | \$50,578.96 |
| August 15, 2020 - | \$48,028.12 |

- 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<br>(see below) | MAXIMUM AMOUNT     |
|-------------|---|--------|------------------------|--------------------|
| Moira GaNun | Distance Learning Maximize Student Success Online Using Innovative Google and Ed Tech Tools (Grade K-6) | 7/7/20 | R<br>M                 | \$279.00<br>online |

|                             |  |         |        |                    |
|-----------------------------|--|---------|--------|--------------------|
| Nicole Bivona/ Stacey Weiss | Distance Learning in Kindergarten Online Seminar | 7/30/20 | R<br>M | \$279.00<br>online |
|-----------------------------|--|---------|--------|--------------------|

- 2.6 MOVE to approve the following Pre School Tuition Contracts for the 2020-2021 school year:

| STUDENT ID NUMBER     | AMOUNT     |
|-----------------------|------------|
| <a href="#">34491</a> | \$6,750.00 |
| On file               | \$6,750.00 |
| <a href="#">34492</a> | \$6,750.00 |
| <a href="#">34493</a> | \$6,750.00 |
| <a href="#">34494</a> | \$6,750.00 |
| <a href="#">34495</a> | \$6,750.00 |
| <a href="#">34496</a> | \$6,750.00 |
| On file               | \$6,750.00 |
| <a href="#">34497</a> | \$6,750.00 |
| <a href="#">35498</a> | \$6,750.00 |
| On file               | \$6,750.00 |
| <a href="#">35499</a> | \$6,750.00 |
| <a href="#">34500</a> | \$6,750.00 |
| <a href="#">34501</a> | \$6,750.00 |
| <a href="#">34502</a> | \$6,750.00 |
| <a href="#">34503</a> | \$6,750.00 |
| <a href="#">35504</a> | \$6,750.00 |
| <a href="#">35506</a> | \$5,062.50 |
| <a href="#">34505</a> | \$6,750.00 |
| <a href="#">34432</a> | \$6,750.00 |
| <a href="#">34416</a> | \$5,062.50 |
| <a href="#">34433</a> | \$6,750.00 |
| <a href="#">34429</a> | \$6,750.00 |
| <a href="#">34464</a> | \$6,750.00 |
| <a href="#">34461</a> | \$6,750.00 |
| <a href="#">33419</a> | \$6,750.00 |

- 2.7 MOVE to approve the following Use of Facilities/Buses.

| GROUP | APPLICANT | ACTIVITY | DATE | TIME | LOCATION |
|-------|-----------|----------|------|------|----------|
|       |           |          |      |      |          |

- 2.8 MOVE to approve the 2020-2021 bus stops and routes and to authorize the JTC Transportation Director to make the necessary route adjustments requested by DTS after the opening of school to accommodate student needs. (on file in the board office)
- 2.9 MOVE to approve a Joint Transportation Agreement/Shared Services Agreement for the 2020-2021 school year between the Hunterdon Central Regional High School District (Host) and the Delaware Township School District (Joiner) as follows: (on file in the board office)

| ROUTE # | COST        |
|---------|-------------|
| HCD2    | \$38,919.33 |
| HCD3    | \$38,919.33 |

|                    |                     |
|--------------------|---------------------|
| HCD6               | \$38,919.33         |
| HCD1 Krapf         | \$38,919.33         |
| HCD4 Krapf         | \$38,919.33         |
| HCD7 Krapf         | \$38,919.33         |
| HCD8 Krapf         | \$38,919.33         |
| <b>Total Cost:</b> | <b>\$272,435.31</b> |

- 2.10 MOVE to approve lunch prices for 2020-21 School Year:  
Student Lunch \$3.00  
Adults Lunch \$3.70
- 2.11 MOVE to approve Marlana Loden, Speech Pathologist to provide evaluations from July 6, 2020 to August 31, 2020 at the rate of \$88.00 per hour.
- 2.12 MOVE to approve Integrity Consulting Agreement (contract on file in Board of Education Office).
- 2.13 MOVE to approve SDA Mechanical Inspection Maintenance Service Contract (contract on file in the Board of Education Office).
- 2.14 MOVE to approve the following tuition and related transportation contract for the following special education students during the 2020-2021 school year, with related services as required in their Individual Education Plans: (on file in the board office)

| STUDENT ID NUMBER     | SCHOOL            | TRANSPORTATION | ESY | ESTIMATED TUITION COST |
|-----------------------|-------------------|----------------|-----|------------------------|
| <a href="#">25227</a> | The Center School | Y              | Y   | \$79,130.00            |
| 5784186883            | Lakeview School   | Y              | Y   | \$107,053.80           |
| <a href="#">30356</a> | The Laurel School | Y              | N   | \$42,000.00            |

- 2.15 MOVE to approve a Parental Transportation Contract Agreement for the 2020-2021 school year with parents of Student #5784186883 for the transportation of one student to the Lakeview School, as follows:

| ROUTE # | EST. # of DAYS | COST PER DAY | EST. TOTAL COST |
|---------|----------------|--------------|-----------------|
| JM20-21 | 180            | \$126.40     | \$22,752.00     |

\*Copy of Contract on File in Business Office

- 2.16 MOVE to approve Lake Drive Program Itinerant Services for student ID#27438 (contract on file in Board of Education Office).
- 2.18 MOVE to approve 2020-21 Hunterdon County School Based Youth Services Affiliation Agreement (contract on file in Board of Education Office).
- 2.19 MOVE to approve \$15,345 for Digital Divide grant.

2.20 MOVE to approve \$10,000 transfer from general fund to cafeteria fund.

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

Motion by Mrs. Hornby, seconded by Mrs. Devlin to approve items 3.1 – 3.9 and 3.11. Discussion followed. The board would like to add a special meeting on September 29, 2020 to discuss the meeting calendar/half v full days. This will be added as item 3.12. Motion passed by unanimous roll call vote (9-0-0))

Motion by Mrs. Hornby, seconded by Mrs. Burns to approve item 3.10. Discussion followed. Motion passed by roll call vote 7-2-0 (Dunn, Lyons).

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

| NAME  | POSITION                | SALARY                                 | DATES                |
|---|-------------------------|--|----------------------|
| Caitlin Lally   | School Counselor/SEL    | up to 8 summer hours @ CBA rate        | July and August 2020 |
| Kathryn Wilk  | Psychologist            | up to 5 summer hours @ hourly rate     | July and August 2020 |
| Ellen McShane-5<br>Vicky Hardy-5<br>Lisa Bennett-5<br>Sheri Laman-5<br>Brian Smith- 5<br>Cynthia Terranova-10 | curriculum summer hours | @ CBA rate                             | July and August 2020 |
| Jamie Buchanan-Clarke   | Substitute              | \$100/day                              | 2020-21 School Year  |
| Danielle Sullivan   | Substitute              | \$100/day                              | 2020-21 School Year  |
| Elizabeth Hermoso   | Substitute              | \$100/day                              | 2020-21 School Year  |
| Jacalyn Plummer   | Paraprofessional        | 4.5 additional summer/hours @ \$25 per | July and August 2020 |

3.2 MOVE to approve the attached list of substitute teachers and nurses for the 2020-2021 school year, per the recommendation of the Superintendent. (Exhibit 3.2)

3.3 MOVE to approve the following faculty members for Movement on the Guide, effective September 1, 2020 through June 30, 2021, per the recommendation of the Superintendent.

| TEACHER                           | ANNUAL SALARY             |
|-----------------------------------|---------------------------|
| Marianne DeFronzo, CST Supervisor | Step 20 – M+45 - \$96,270 |
| Bernadette Benda, Elementary      | Step 17 – M+60 - \$89,720 |
| Lucinda Fisher, Resource Room     | Step 6 – M+30 - \$68,045  |
| Jennifer Ricardo, Elementary      | Step 7 – B+15 - \$59,540  |



|                                     |                           |
|-------------------------------------|---------------------------|
| Josette Gifford, Elementary         | Step 14 – M+45 - \$80,060 |
| Caitlin Lally, School Counselor/SEL | Step 13 – M+30 - \$75,825 |

- 3.4 School Year, July 20, 2020 – August 14, 2020 school, per the recommendation of the Superintendent.

**Extended School Year 2020**

Delaware Township School

| <b>Program</b>   | <b>Service</b>            | <b>Hours</b>                  | <b>Name</b>                                      |
|------------------|---------------------------|-------------------------------|--|
| Preschool        | Special education teacher | 7/20/20 – 8/14/20<br>15 hours | Jenn Ricardo                                     |
|                  | Paraprofessional          | 7/20/20 – 8/14/20<br>7 hours  | Tracey Wolf                                      |
| MD               | Special education teacher | 7/20/20 – 8/14/20<br>21 hours | April Ambio                                      |
| Elementary LD    | Special education teacher | 7/20/20 – 8/14/20<br>12 hours | Lucy Fisher                                      |
| Middle School LD | Special education teacher | 7/20/20 – 8/14/20<br>12 hours | Vicky Hardy                                      |
| Speech           |                           | 7/20/20 – 8/14/20<br>32 hours | Sue Warren                                       |
| OT               |                           | 7/20/20 – 8/14/20<br>5 hours  | Children's Therapy                               |
| PT               |                           | 7/20/20 – 8/14/20<br>3 hours  | Therapeutic Intervention, Inc.                   |
| BCBA             |                           | 7/20/20 – 8/14/20<br>2 hours  | Limitless Behavioral Services and Consulting LLC |

- 3.5 MOVE to approve Judy Stewart, Step 2 B \$54,465 Preschool Teacher.
- 3.6 MOVE to accept the resignation of Alexandra Aiello.
- 3.7 MOVE to approve the Supervisor 1 Job Description (Exhibit 3.7)
- 3.8 MOVE to approve the Cafeteria Aide/Playground Aide/Main Office Assistant Job Description. (Exhibit 3.8)
- 3.9 MOVE to approve additional hours for CST due to the school building closure from March through July 2020, the child study team needs to make up required testing per NJAC 6A:14 in order to stay in compliance with special education law. These hours are in addition to their usual summer work hours already approved.

**Additional CST Summer Hours (2020)**

|                                | Meetings | Evaluations | Total additional hours |
|--------------------------------|----------|-------------|------------------------|
| LDTC<br>Marianne DeFronzo      | 2        | 8           | 45                     |
| School Psych<br>Kathryn Wilk   | 0        | 8           | 15                     |
| Social Worker<br>Chelsea Davis | 8        | 8           | 15                     |
| Speech<br>Sue Warren           | 2        | 11          | 50                     |
| Secretary<br>Mary Holuta       |          |             | 10                     |

- 3.10 MOVE to approve Class III Officer at \$25 per hour from September 8, 2020 to November 30, 2020.
- 3.11 MOVE to approve the 2020-21 School Calendar. (Exhibit 3.11)
- 3.12 MOVE to approve holding a Special Board of Education Meeting on Tuesday, September 29, 2020.

**M. Additional Business-** None.

**N. Audience Participation-** Mrs. Lamoso, Mrs. Wheatley, Mrs. Glassner and Mrs. Wolf asked questions about substitute teacher/nurse availability and the schedule.

**O. Board Representatives Liaison Reports**

1. Recreation – A virtual scavenger hunt for historical places in the township is being planned. Fireworks are scheduled for September 12<sup>th</sup>.
2. PiE – They are ordering masks for every student.
3. Township – None.
4. ESC – None.
5. Planning Board – None.
6. HCSBA – no meeting since May.
7. NJSBA Legislature – The plan for the Governors ‘Digital Divide’ is happening and plans are in the works for delaying physical exams for athletes.
8. Community Relations – None.
9. HCRHS – They are splitting the high school into two groups and holding A/B in-person half days for group one on Monday and Tuesday and for group two on

Thursday and Friday. On Wednesdays, school will be closed and will be an all virtual full day for the entire student body, rotating A/B days weekly. Whenever students are not in class, on campus, they will be learning virtually. There has been discussion about how to distribute Chromebooks to freshmen.

10. DTAA – Some softball is playing, there will be clinics & scrimmages held within DTAA and soccer is undecided.

**Q. Adjourn**

Motion by Mrs. Devlin, seconded by Mr. Ponzo to adjourn the meeting at 9:19 pm. Motion passed by unanimous roll call vote (9-0-0).

Respectfully Submitted,

Susan M. Joyce  
Board Secretary

---

Date Approved

---

Cathy Pouria, President