

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF JANUARY 28, 2020**

A. Call to Order – Mrs. Linda Ubry, 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, Mr. Hoffman, Mrs. Hornby, Mrs. Lyons, Mrs. May, Mr. Ponzio, Mrs. Pouria.

Absent: none

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

E. Audience Participation – none

F. Oaths

Mrs. Stephanie Dunn was sworn in as a board member for her term ending December 31, 2022.

G. Correspondence - None

H. Presentations - None

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (1-15-20) - (Exhibit I.1)

1. Kindergarten	28	2	14.0
Grade 1	37	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	39	2	20.50
Grade 7	33	2	17
Grade 8	46	3	15.67
Pre School	27	2	13.5
Tuition Sent	5		
Home Instruction	0		
Self-Contained	2		
TOTAL	376	23	16

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

3. Suspensions –

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

5. Dr. Wiener talked to the board about the successful January 13, 2020 County Midyear Budget Review.

6. Dr. Wiener also talked about the upcoming budget process and NJSBA planning.

J. President's Report – Mrs. Pouria

1. Mrs. Pouria reported that we are trying to schedule our Strategic Planning and BOE retreat.
2. Preparations for the 2020-21 Budget have begun.
3. Everyone Counts theme came out
4. Negotiations Committee consists of Mrs. Pouria, Mrs. Devlin, Mrs. Hornby & Mrs. Dunn. We are working with the Association to schedule the Ground Rules meeting.

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

1. Mrs. Joyce reported that our QSAC Health & Safety Facilities inspection is complete and we did outstanding. The County BA was impressed with both Mr. Munsey and our facility. She suggested we even host training for other Facility Managers.
2. Mrs. Joyce talked about the 2018-2019 Audit and the auditor's presentation at the Finance/Facilities Committee meeting. The district is in great fiscal shape.
3. Budget Calendar
 - February 25, Governor's address
 - February 27, State Aid figures released
 - March 17, approve the 2020-2021 tentative budget
 - April 28, public hearing and adopt the 2020-2021 final budget

- L.** Motion by Mrs. Lyons, seconded by Mrs. Burns to approve the regular session minutes of the December 17, 2019 and regular and executive session minutes of the January 2, 2020 board meetings. Discussion followed. Motion passed.
December 17 minutes 7-0-2 (Dunn & Ponzo abstained)
January 2 minutes 7-0-2 (Devlin & Dunn abstained)

M. Committee Reports and Action

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

Motion by Mr. Hoffman, seconded by Mrs. May to approve items 1.1 – 1.3.
Discussion followed. Motion passed by unanimous roll call vote.

- 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.
(Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Trout Stocking	5/1/20	6	Sunnyside Picnic Area Annandale, NJ
Holocaust Experience	3/31/20	8	RVCC Branchburg, NJ
Grounds for Sculpture	6/4/20	4	Hamilton Township, NJ
NJ State Museum	5/1/20	4	Trenton, NJ
Locktown Stone Church	5/29/20	3	Flemington, NJ
Waterway Clean Up (Delaware Township Clean Communities)	4/18/20	All Grade Levels	Stockton, NJ
Sugar Maple Jersey Farm	5/14/20	Kindergarten	Stockton, NJ

- 1.3 MOVE to approve the Spring Sports Schedules for Softball and Baseball.
(Exhibit 1.3)

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

Motion by Mrs. Lyons, seconded by Mrs. Hornby to approve items 2.1 – 2.13.
Discussion followed. Motion passed by unanimous roll call vote.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended December 31, 2019 to be accepted and placed on file. The Board of Education, after review of the Board Secretary and Reconciler'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 December, 2019. (Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for second December bills list in the amount of \$44,615.37 and January 1, 2020 through January 28, 2020 bills list in the amount of \$771,448.12. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

December 19, 2019	-	\$254,534.02
January 15, 2020	-	\$294,130.03

- 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
Nadina LaBouliere	Intervention Strategies for Struggling Learners in Mathematics grades 6-9	2/3/20	R M	\$205 .35 per mile
Cynthia Terranova	Annual NJ Health, Physical Education, Recreation & Dance Convention	2/24,25,26/20	R M	\$200 .35 per mile
Laura Hornby	Ready, Set, Bargain	1/24/20	R M	\$149 .35 per mile

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
N/A					

- 2.7 Move to approve DTS PiE Faculty Grants for Lily Yeh: Transformative Art for \$1500 and Music in the Park for \$1500.
- 2.8 Move to accept a donation from Girl Scout Troop#81295, 2nd place winners of the 2019 Save the Water Challenge. Troop#81295 is donating \$1000 for supplies, garden beds, children's picnic table, bench and an 8'x8'x8' gazebo to the school, a total value of \$10,000.
- 2.9 MOVE to accept the June 30, 2019 Comprehensive Annual Financial Report (CAFR) with 2 audit recommendations, and to acknowledge that the Delaware Township Board of Education has reviewed the 2018-2019 audit report as required by N.J.S.A.18A:23-5.

- 2.10 MOVE to approve the Corrective Action Plan for the June 30, 2019 Comprehensive Annual Financial Report (CAFR), with 2 audit recommendations. (Exhibit 2.10)
- 2.11 Move to approve the bond sale referendum. (Exhibit 2.11)
- 2.12 Move to change the April board meeting from Tuesday, April 21st to Tuesday, April 28th at 7:00 PM.
- 2.13 MOVE to dissolve the superintendent share with New Hanover effective April 30, 2020.

3. **Personnel/Policy** - Mrs. Hornby reported on the committee meeting minutes and the Communication Counts! Committee meeting minutes.

Motion by Mrs. Hornby, seconded by Mrs. Devlin to approve items 3.1-3.2.
Discussion followed. Motion passed by unanimous roll call vote.

- 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
Jessica Rountree	Substitute teacher	\$100	2019-20 school year
Heather Van Fleet	Substitute teacher	\$100	2019-20 school year
Alexandra Aiello	part-time special education teacher	Pro-rated salary \$21,037.50 B+45/M Step 1 (pending transcripts)	February 1, 2020 thru June 30, 2020
Zachary Ubry	Part time custodian not to exceed 29 hours per week	Pro-rated salary \$10,189.60	February 1, 2020 thru June 30, 2020

- 3.2 MOVE to approve the following faculty members for Movement on the Guide, effective February 1, 2020 through June 30, 2020, per the recommendation of the Superintendent.

TEACHER	ANNUAL SALARY
Maria Stella Maltese – Pre School Teacher	B+30 Step 5 = \$29,470 (prorated) \$58940 (annual)

N. Additional Business - none

O. Audience Participation –

Mrs. Stahl reported on the Science Fair survey. They will be moving forward and planning the event.

Brian Sulewski, the Delaware Township Recreation Commission Chairperson, asked whether there any possibility the district could host the summer rec program given the summer construction. They are very flexible and open to different options. Mrs. Joyce and Dr. Wiener, along with the entire board, are very supportive of the program and will talk to the architect about possible arrangements.

Lisa Panella talked to the board about Hunterdon Central cancelling the 8th Grade Parent Program of Studies evening. She is extremely disappointed and talked their board about it as well. She would like to know how the district supports preparing our students and parents for the transition to the high school and asked if we could host a program. She also pointed out that we have a page on our website for information but nothing has been posted. Dr. Wiener will talk to our transition team and thanked her for the valuable information.

Joe Florek requested that the level of G&T programming be discussed at the upcoming Strategic Planning Sessions. He also commented that HIB is so often underreported and asked how we handle Code of Conduct violations. Dr. Wiener replied that we are having someone come to a board meeting to report our on HIB / Coordinator / Specialist.

Concern was expressed by Mrs. Devlin that G&T is meeting during lunch and recess. Mrs. Brunje echoed that concern and also asked about fluctuations in student enrollment and requested reasons that families are leaving the district. Dr. Wiener said that the information is on the transfer cards, should the parents wish to share it and asked Mrs. Pouria whether this should be brought to a committee for review. Mrs. Hornby stressed how important it is that we protect people's privacy in such matters.

P. Board Representatives Liaison Reports

1. Recreation – They discussed the events for the year and set their next meeting.
2. PiE – Spring enrichment is being planned and will begin in March. Sign-ups will be online.
3. Township - The new liaisons to the school are Mr. Herman and Mr. Vocke.
4. ESC – The next meeting is in February.
5. Planning Board - none
6. HCSBA – none
7. NJSBA Legislature – School Security Audit bill was signed; there will be required pre-suspension and pre-expulsion meetings to identify behavioral & health difficulties; security training for substitutes will be required beginning 2020-21; STEM teacher loan redemption for 25% of eligible expenses up to \$5,000 are available.

8. Community Relations – They are meeting in March; Mrs. Pilon has been writing for the Bridge.
9. HCRHS – Class registration for Fall 2020 begins in February; there was a Fostering Resilience in Children seminar.
10. DTAA – Spring sports registration will open March 1st; FOD and the new scoreboard dedications are being planned; the Apps & Taps fundraiser is coming soon; basketball is going well.
11. Shade Tree Commission – There was a presentation to the 2nd graders.

Q. Executive Session - none

R. Adjourn

Motion by Mrs. May, seconded by Mr. Hoffman to adjourn the meeting at 8:47 pm.

Respectfully Submitted,

Susan M. Joyce
Board Secretary

Date Approved

Cathy Pouria, President