

**Delaware Township School  
Monthly Board of Education Meeting  
December 21, 2021 – 7:00 pm**

**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:** Burns, Harrington, Hornby, Lyons, May, Opdyke, Ponzo, Pouria  
**Absent:** Hoffman  
**Also Present:** Dr. Richard Wiener, Superintendent and  
Mrs. Susan Joyce, Business Administrator / Board Secretary

**E. Audience Participation – Agenda Items None**

**F. Correspondence - None**

**G. Presentations**

**1. None**

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

**1. Student Enrollment Student Enrollment (11-11-21) - (Exhibit H.1)**

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	48	3	15
Grade 1	49	3	16
Grade 2	23	2	13
Grade 3	38	3	13
Grade 4	38	2	18
Grade 5	44	3	14

Grade 6	37	3	13
Grade 7	46	3	15
Grade 8	40	3	13
Pre School	25	2	12
Tuition Sent	3		
Home Instruction	0		
Self-Contained	5		
TOTAL	396	27	13

## 2. Evacuation Drills

### 2021-2022 School Year Fire Drill/Security/Evacuation Report

**District:** Delaware Township

**Superintendent:** Dr. Rich Wiener

**School:** Delaware Township School

**Phone #:** 609-397-3179

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
7/21/21	9:32am	5 minutes	Hold	77 & Sunny	60 students; 15 staff	ESY & Summer School students/staff present.
7/21/21	9:40am	7 minutes	Fire Drill	77 & Sunny	60 students; 15 staff	*Main Fire Panel
8/11/21	11:22am	12 minutes	Fire Drill	92 & Sunny	17 staff	*Elementary Hall near boys' bathroom. The alarm went off due to renovations in the bathroom.
8/16/21	1:30pm	5 minutes	Shelter in Place	84 & Sunny	22 staff	*Just staff in the building
9/13/21	9:35am	5 minutes	Fire Drill	71 & sunny	70 staff & 390 students	*Fire Panel M97M028
9/20/21	2:31pm	5 minutes	Lockdown	69 & Sunny	70 staff & 390 students	
10/14/21	2:05pm	10 minutes	Fire Drill	75 & sunny	70 staff, 10 parents & 390 students	*Fire Panel M12M015
10/22/21	12:05pm	5 minutes	Shelter in Place	65 & sunny	70 staff & 390 students	
11/11/21	11:00am	5 minutes	Fire Drill	57 & sunny	70 staff & 390 students	*Fire Panel M12M015
11/30/21	2:00pm	5 minutes	Active Shooter	38 & cloudy	70 staff & 390 students	

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12/8/21	2:00pm	30 minutes	Table Top Discussion	39 & Sunny	4 staff members	*Reviewed drill protocols & need for school-based security committee
12/16/21	12:50pm	5 minutes	Fire Drill	59 & sunny	70 staff & 390 students	*Fire Panel M15M033

Fire and security drills are being practiced in accordance with NJ Department of Education School Preparedness and Emergency Planning guidance.

### 3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
<b>TOTAL FOR SCHOOL YEAR 2021-2022 TO DATE</b>	<b>0</b>	<b>0</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	0	0
March	0	0
April	0	0
May	0	0
June	0	0
<b>TOTAL FOR SCHOOL YEAR 2021-2022 TO DATE</b>	<b>0</b>	<b>0</b>

### 5. Educator of the Year 2021-22

Dr. Wiener congratulated Sherry Marlatt, Teacher of the Year and Meeta Verma, Educational Services Professional of the Year.

NJDOH is advocating to reduce quarantining and the Governor will be piloting test to stay programs.

NJSBA Strategic Plan next steps will be to take what Gwen Thornton sends us, look at the areas and develop action plans. We will aim to approve the plan in March.

Dr. Wiener also thanked Mr. Lipson and the Delaware Township Police Department for their immediate response and visibility to the high profile school tragedies in the nation. Mr. Lipson was available to Dr. Wiener and disseminated important information, as needed.

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

A lot has changed since last month. PCR tests are free from the state and Rapid Tests on a national level. Mrs. Pouria also reported the current COVID numbers. She also thanked the administration for all they've done to keep the students safe.

Mrs. Laura Hornby would like to encourage safe storage of home weapons and look into providing free fire locks. She would like to discuss this with the DTSPD and Town Council.

Mrs. Pouria thanked Mrs. Rebecca Burns for her years of service on the board.

Mr. Ponzo asked about required NJSBA training.

Motion by Mrs. Hornby, seconded by Mr. Ponzo to approve the following resolution.

**Move to approve the following Resolution**

Whereas, excluding healthy students from in-person classroom instruction and activities comes with costs to learning and mental health.

Whereas, the current NJDOH contact tracing and quarantine guidelines have resulted in the exclusion of numerous healthy students from classrooms.

Whereas, our data to date has indicated the costs of excluding healthy school based close contacts do not outweigh the benefits.

Therefore, be it resolved that the Delaware Township Board of Education requests modification to the NJDOH guidelines that would keep healthy students in school. Be it further resolved that the board supports and promotes any action taken by our county superintendents to advocate for the same.

This resolution shall be transmitted to the offices of the Governor, Commissioner of Health, Delaware Township's state and local representatives and the NJSBA.

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

1. Mrs. Joyce talked about the training requirements for the Board Members.
2. The Roof Replacement/Solar Projects have been discussed at our committee meeting.
3. Election Results (Official) were reported.

3x3 Year Term	Mary K. Lyons	954	Elected
	Tate Hoffman	766	Elected
	Jessica Stahl	889	Elected

**K. Approval of the regular session minutes of the November 16, 2021 board meeting.**  
Motion by Mrs. Burns, seconded by Mrs. Lyons to approve the November 16, 2021 minutes. Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

**L. Committee Reports and Action**

1. **Curriculum/Instruction/Technology** - Mrs. May reported on the committee meeting.

Motion by Mrs. May, seconded by Mr. Ponzo to approve items 1.1 – 1.2.  
Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

- 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 2021-2022 school year.  
(Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
RVCC Planetarium	03/30/22	1 <sup>st</sup>	Branchburg, NJ

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

Motion by Mrs. Lyons, seconded by Mrs. Opdyke to approve items 2.1 – 2.9.  
Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended November 2021. 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 November 2021. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for the second November bills list in the amount of \$95,264.55 and December bills list in the amount of \$264,167.73. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

November 30, 2021	-	\$262,933.37
December 15, 2021	-	\$277,500.67
December 23, 2021	-	\$262,059.11

- 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
Lucinda Fisher	Online Acadience Reading	December 10, 2021	R M	\$275
Andrea Gristina	Online Acadience Reading	December 10, 2021	R M	\$275
Ann Weinoffer	Foundations Level 3 Online Workshop	December 14, 2021	RM	\$300

\*(R) registration, (M) mileage

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scout SU86	Virginia Lucas	Girl Scout	Various dates on	3:15 PM -4:30 PM	Middle School

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		Meetings	Tuesday		Art Room
PIE	Kyla Glassner	Bash the Trash Assembly	December 20, 2021	9:00 AM – 11:00 AM	Gym or PAR

2.7 MOVE to approve and accept the 2021-2022 REAP (Rural Education Achievement Program) Grant funds in the amount of \$39,983.00.

2.8 MOVE to approve the Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program:

RESOLVED that the Delaware Township School Board of Education approves the filing of a waiver to accept the Delaware Township School District's participation in the Special Education Medicaid Initiative (SEMI) due to that the district projects an enrollment of less than 40 Medicaid eligible students.

2.9 MOVE to approve and accept the 2021-2022 CAP (Child Assault Prevention) Grant funds in the amount of \$1313.

3. Finance/Facilities – Mr. Ponzo reported on the committee meeting.

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve Items 3.0 – 3.6.  
Discussion followed.

Items 3.0 – 3.5 passed by unanimous roll call vote.

Item 3.6 passed 6-0-2 (Lyons & May abstained).

3.0 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2021-2022 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Patrick Lyons	Part-time Custodian	.73 FTE Annual Salary \$23,500.00 Pro-rated Salary \$13,708.38	December 1, 2021 to June 30, 2021
Dean Breithoff	Full time PE/Health Teacher	PE/Health Teacher 1.0 FTE B Step 1 Annual Salary \$54,675.00 Pro-rated Salary \$30,071.25	January 16, 2022-June 30, 2022
Nate Moore	Athletic Coordinator	\$288.17/month	January 1, 2022 to June 30, 2022
Grace Nerwinski	Substitute Custodian	Minimum Wage Increase to \$13.00/hour	January 1, 2022

- 3.1 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.1)

POLICY	NUMBER	REVISION ONLY	
Sustainability Policy	5141.01	3501	

- 3.2 MOVE to approve the following sick day payment, per the recommendation of the Superintendent

STAFF MEMBER	FORMULA	TOTAL PAYMENT
Cynthia Terranova	158.5 sick days a day for every 3 = 52.5 @ \$95.00 per day	\$4,987.50

- 3.3 MOVE to approve two TCNJ Art Practicums: Cassidy Bates and Katherine Smith, who are enrolled in the College of New Jersey course AAE 360: Professional Practice in Art Education February-March 2022 with Ms. Mikula. (Agreement on file in Board Office)
- 3.4 MOVE to approve Scott Lipson – Principal/Interim CST Supervisor at a monthly stipend of \$500 from January 1, 2022 to June 30, 2022.
- 3.5 MOVE to accept the Letter of Resignation as Paraprofessional from Allison Rizzo effective, December 31, 2021. (Exhibit 3.5)
- 3.6 MOVE to include the following statements in the Safe Restart Plan:  
DTS will be mask optional unless mandated to by Governor's Executive order and the board does not consider remote instruction equivalent.

#### **M. Additional Business**

Mrs. Hornby thanked Ms. Allison Rizzo for her time at DTS and wished her well.

Mrs. Hornby asked that the board remember its' youngest learners and Mrs. Pouria assured her that the board won't go further than what the state says. Mrs. Lyons is looking for flexibility.



There was a discussion regarding the Strategic Plan and adding 'academic literacy'.

There was also a question regarding the wording in 3.6 and whether the committee intended for 'mask optional' to be there. Mrs. Pouria explained that P/P decided to add back the language so that we can more easily go to this if the EO expires.

**N. Audience Participation –**

Jes Stahl asked if the Code of Conduct outlines what parents should be doing when there are safety issues. Can we remind parents what to do? Also, at what point do we have to notify the nurse for contact tracing? Is it helpful to let the nurse know if we have a vaccinated child. Yes, if the parent is comfortable with it.

**O. Board Representatives Liaison Reports**

1. Recreation – There was no meeting this month but the holiday decorating was a hit.
2. PiE - Fall Spiritwear Sale was a success and all items will be backpacked or picked up this week. Roller Skating Night will be postponed and a date is forthcoming. Assemblies: December 20: Bash the Trash: science based assembly using recycled materials to make music; January 14: Earth Dome: Inflatable Large Earth; K-6 one grade level at time  
Faculty Grant application was awarded for Music in the Park (Hershey Park or Dorney Park) Chorus and Band perform while there.  
Holiday Shoppe ran and all the students had the opportunity to shop for friends and family.  
As always PiE gave out helping hand money to the students that needed it.  
After-school Enrichment planning is underway it will start February 23rd  
Penny Wars- 2 winners one elementary and one middle school money raised will go to the food pantry.
3. Township - None
4. ESC – None
5. Planning Board – No major announcements. A storm water management subcommittee was established.

6. HCSBA – No meeting.
7. NJSBA Legislature – There is a bill moving through the legislature looking at the impact of COVID on learning loss and continuation of services. The assembly education committee is monitoring teachers
8. Community Relations – Meeting in spring.
9. HCRHS – Due to COVID contact tracing, the school is all virtual today and will have half days the next two days.
10. DTAA – There are two openings on the Board, the VP of Fundraising and Softball Director.

**P. Adjourn**

Motion by Mrs. Hornby, seconded by Mr. Ponzo to adjourn the meeting at 8:05 pm. Motion passed by unanimous roll call vote (8-0-0).

Respectfully Submitted,

Susan M. Joyce  
Board Secretary

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Date Approved

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Cathy Pouria, President