

**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, 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. Executive Session

Motion by Mrs. Lyons, seconded by Mrs. May to go into Executive Session at 7:01 pm.
Motion passed by unanimous voice vote.

Mr. Ponzo arrived at 7:03 pm.

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: contracts, and be it further

RESOLVED that the Board will more specifically discuss the health benefits contract; 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 personnel 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. Devlin, seconded by Mrs. Hornby to exit Executive Session at 7:44 pm.
Motion passed by unanimous voice vote.

F. Audience Participation – Agenda Items

Mrs. Jennifer Brunje questioned why NJSBA still has not been in to one of the board meetings when, in October, the board was going to ask our representative to come to a board meeting. She asked when this would be scheduled. Mrs. Pouria responded that their first availability is our April board meeting.

Mrs. Brunje also asked how to get to the DTS curriculum on the website and was instructed by Mrs. Hornby how to do so. Finally, she inquired as to whether board policy requiring a 24-48 hour response by staff and administrators has been addressed. Again, Mrs. Hornby responded and explained that no changes to the policy were necessary.

The Board may or may not respond to the speakers at the time of their appearance.

G. Correspondence – Mrs. Pouria read a letter from the Delaware Township School Environmental Congress.

H. Presentations

Mrs. Racile made the required Period 1 Report to the board on the Student Safety Data System. (Exhibit G)

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (2-15-19) - (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	37	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	28	2	13.5
Tuition Sent	5		
Home Instruction	1		
Self-Contained	2		
TOTAL	381	23	15

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)

3. Suspensions –

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

5. QSAC Update – The County Office requested additional documentation that was provided by administration. We are waiting on our official results and are hoping for an update by Friday.

6. 2020-2021 Draft School Calendar – The Personnel/Policy Committee fast-tracked the draft calendar due to the potential impact on the 2021 spring break. The committee is recommending approval tonight so that the information can be shared with families.

J. President's Report

Mrs. Pouria gave a Strategic Plan Update. Our NJSBA representative, Gwen Thornton, will be at the April board meeting to review and begin the Strategic Plan planning process with the board.

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

Mrs. Joyce gave a 2020-2021 Budget Update. The Governor is giving his budget address tonight and state aide figures will be released on Thursday. The Finance/Facilities Committee met last week and reviewed the budget. There are two meetings scheduled before the March Board Meeting to continue working on the 202-2021 budget.

- L. Motion by Mrs. May, seconded by Mrs. Lyons to approval of the regular session minutes of the January 22, 2019 board meeting. Discussion followed. Motion passed by unanimous roll call vote 9-0-0.

M. Committee Reports and Action

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

Motion by Mr. Hoffman, seconded by Mrs. May to approve items 1.1-1.3, tabling Medieval Times field trip under 1.2. 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.
(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
Medieval Times	5/15/20	7th	Lyndhurst, NJ
Raritan Valley Community College	5/27/20	5th	Branchburg, NJ
Litter Clean-Up	3/21/20	Various	Towpath Rt. 29 Stockton, NJ
Science Olympiad Competition	3/5/20	5th	SHRHS Lambertville, NJ
The Met	2/13/20	7 th	New York, NY

- 1.3 Move to approve the distribution of the following surveys to students, parents and faculty:
School Climate (grades 3-8)
Wellness (grades 1-8)

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

Motion by Mrs. Lyons, seconded by Mrs. Burns to approve items 2.1-2.8.
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 and the Reconciler for the months ended January, 2020 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 January, 2020. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for February 19, 2020 in the amount of \$323,343.77. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

January 30, 2020	-	\$265,707.78
February 14, 2020	-	\$257,725.64
- 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
April Ambio	NJALC Spring Conference	May 1, 2020	R M	\$130 .35
Jeff Munsey	2020 NJSBGA Conference	March 23, 24, 25, 2020	R	\$450
Kathryn Wilk	The ABC's of HIB: New Rules, Evolving Challenges and Next Steps	February 14, 2020 (webinar)	R	\$140
Chelsea Davis	The ABC's of HIB: New Rules, Evolving Challenges and Next Steps	February 14, 2020 (webinar)	R	\$140
Meeta Verma	New Jersey State School	March 28, 2020	R	\$199

	Nurses Association		M	.35
Valerie Wheatley Diana Cotter Laura Ferrante	Schoolwide Workshop (Readers Workshop)	March 27, 2020	R M	\$238 (for three teachers) .35

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Princeton Free Wheelers (PFW)	Peter B. Harnett	Bicycle Rides	Saturday, June 20, 2020	Various	DTS Parking Lot

2.7 Move to approve Resolution to Participate in Sustainable Jersey for Schools (Exhibit 2.7)

2.8 Move to approve resolutions awarding construction bids.

PROJECT	CONTRACTOR	AWARD
Control Upgrades	AME Inc. 1275 Bloomfield Avenue Building 2 Suite 17B Fairfield, NJ 07004	Base Bid in the Amount \$249,000.00
Electric Upgrades	J. Tufaro & Sons Electrical Contractors 369 Bellis Road Bloomsbury, NJ 08804	Base Bid in the Amount of \$193,700.00
HVAC Upgrades	Iron Mountain Mechanical 132 Mt. Pleasant Road Columbia, NJ 07832	Base Bid , Alternate#1 and Alternate #2 in the Amount of \$681,958.00

3. **Personnel/Policy** – Mrs. Hornby reported on the Personal/Policy committee meeting then the Communication Counts! meeting.

Mrs. Pouria and Dr. Wiener thanked Joe Komarek for everything he has done for the students and music program at Delaware Township School. His retirement will be accepted with deep regret.

Motion by Mrs. Hornby, seconded by Mrs. Lyons to approve items 3.1-3.3.
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
Wendy Dejneka	Learning Lab	\$45.14 per hour	2019-20 School Year Retro
Trisha Berry	Substitute Teacher	\$100 per day	2019-20 School Year
Michael Hesington	.5 Long Term PE/Coverage Substitute	B Step 1 .5 FTE Actual salary \$26,387.50 Pro-rated salary \$13193.75	February 1 – June 30, 2020
Laura Richardson	Part Time Spanish Teacher	B+45/M Step 10 .51 FTE Adjusted Salary \$34,366.35	September 1, 2019 through June 30, 2020
Alexander Aiello	B+45/M Step 3	Adjusted Salary \$44,463.75 Adjusted Pro-rated salary \$22,231.90	February 1, 2020 through June 30, 2020

3.2 MOVE to accept the Letter of Intent to Retire from Joseph Komarek, Instrumental Music Teacher, June 30, 2020. (Exhibit 3.2)

3.3 MOVE to approve the 2020-2021 draft school calendar. (Exhibit 3.3)

M. Additional Business

Mrs. Pouria reported that Mayor Charles Herman indicated that the Township Committee would be interested in collaborating with the school on a community wide mental health/suicide program.

Mrs. Dunn suggested holding all board of education meetings at 7:00 pm, unless otherwise necessary.

Motion by Mrs. Dunn, seconded by Mrs. Burns to hold all board of education meetings at 7:00 pm and to hold a special board meeting on Wednesday, April 1, 2020 at 8:15 am for the purpose of awarding construction bids. Discussion followed. Motion passed by unanimous roll call vote 9-0-0.

N. Audience Participation

Joe Florek inquired about the bid process and it was explained by Mrs. Joyce.

Lisa Panella asked whether parents are able to attend the 8th grade presentation on Friday and Mrs. Racile responded that they can.

Dr. Wiener reported that he brought Mrs. Panella's concerns regarding the cancellation of an Eighth grade parents' meeting to Hunterdon Central and it was duly noted.

Jennifer Brunje expressed her thanks and appreciation for the time spent on the communications committee. She asked whether we have further investigated the reasons students have left the school. Mrs. Brunje also expressed her concern that NJSBA isn't coming until April when there was a discussion about it in October. She repeated concerns that she expressed in previous meetings about the lack of communication and student safety. Mrs. Dunn encouraged her to continue her

inquiries. Mrs. Brunje was asked to send specific concerns to Mrs. Pouria and Dr. Wiener.

Joe Florek supported what Mrs. Brunje said. He also felt that the topic of HIB versus Code of Conduct need to be addressed.

O. Board Representatives Liaison Reports

1. Recreation – Summer Rec will be held the weeks of June 22nd and 29th.
2. PiE – Enrichment on-line registration went well. Volunteers are needed in all areas of PiE, DTAA and Rec Commission. They are asking the school community to support the promotion dance, Maria Rosa dinner fundraiser
3. Township – A change was suggested for the 8th grade essay contest.
4. ESC – The provide a large array of services.
5. Planning Board - none
6. HCSBA – There is an Unsung Hero recognition program that Mrs. Racile does as well.
7. NJSBA Legislature – The Governor’s budget address is today. There is school lunch bill that moved forward which provides Reduced Lunch students with free lunch. There is also an ongoing Joint Health Insurance Program discussion.
8. Community Relations - There is a Senior Meeting pizza party on March 4th.
9. HCRHS - Class registration is going on. The school’s response to teen suicide has been adding a Class 3 Officer and additional services for students.
10. DTAA – Apps & Taps fundraiser is next month and spring sports registration is open until Monday.

P. Executive Session

Motion by Mrs. Lyons, seconded by Mrs. Burns to enter into Executive Session at 9:21 pm. Motion passed by unanimous voice vote.

Mr. Hoffman was excused from Executive Session.

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

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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. Devlin, seconded by Mrs. May to exit executive session at 9:38 pm.
Motion passed by unanimous voice vote.

Q. Adjourn

Motion by Mr. Ponzo, seconded by Mrs. Dunn to adjourn at 9:39 pm. Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Board Secretary

Date Approved

Cathy Pouria, President