

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF June 16, 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. May, Mr. Ponzo, and Mrs. Pouria.

Absent: Mrs. Lyons

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

- E. Executive Session**

Motion by Mrs. Hornby, seconded by Mrs. Devlin to go into Executive Session at 7:03 pm. Motion passed by unanimous roll call vote.

Mrs. Joyce 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

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: personnel, 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 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.

Mrs. Joyce was invited into Executive Session.

Motion by Mrs. Burns, seconded by Mrs. May to exit Executive Session at 7:21 pm.
Motion passed by unanimous roll call vote.

F. Audience Participation – Agenda Items

None.

G. Correspondence - A letter from Mayor Herman was read commending the school on its’ graduation celebration and all of its’ efforts during these difficult times.

H. Presentations - None

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (6-15-20) - (Exhibit H.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
April	0	0
May	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
February	1	1
March	0	0
April	0	0
May	0	0
TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE	1	1

5. Dr. Wiener reported:

The promotion ceremony was a huge success and people are asking whether we can do it again next year.

The teacher Wave Goodbye that was held along the road in front of the school for all families to enjoy was a big hit. There was a nice turnout for the event.

A DTS Remote Learning survey is being prepared by Mrs. Racile and Mr. Perone and will be sent to families.

September reopening guidelines are being prepared by the NJDOE. We are hearing that there will be flexibility for districts to create a plan that fits their specific needs. Areas of consideration include transportation, facilities and health office. We are exploring creative ideas to meet all safety guidelines and checklists, including having accommodations for those families who are uncomfortable returning. Consideration is being given to having three options 1) full-time attendance 2) a hybrid program 3) remote learning. The State has promised to distribute information to districts by the end of the week in draft form.

Kathy Racile reported:

Promotion went really well thanks to Mrs. Moore and the committee. It was a team effort. ESY is still being looked at as the state continues to release changes. There are several challenges which must be overcome, including facilities, and these challenges are going to be evaluated by the Child Study Team. The School Climate Survey has been sent out.

On behalf of the eighth grade parents, Mrs. Gillespie gave a big thank you for the graduation ceremony. She said that it was perfect and both the students and parents were very happy.

Mrs. Racile thanked the parents for their help.

Mrs. Devlin thanked the teachers who delivered the signs to all of the eight grade students' homes. The students were both surprised and excited to see them.

Mrs. Panella also commented everyone on how fun and organized graduation was. She also thanked the many staff members who have been so supportive of the eighth grade parents as they planned the student celebration.

Dr. Wiener expressed his appreciation for the work the association and board negotiations team put into settling the 2021-2023 contract prior to June 30th.

Mrs. Wheatley echoed Dr. Wiener's sentiments and thanked everyone for their hard work. She said it was a great end to the year.

J. President's Report – Mrs. Catherine Pouria

1. Mrs. Pouria discussed District Goals being set by the board committees.
2. She gave an update on the school Distance Learning wrap-up and the ongoing 2020-21 planning.
3. Mrs. Pouria thanked the DTS staff, students, and families for all of their hard work and wished everyone a great summer!

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

1. Mrs. Joyce gave the board a construction update on the bathroom, HVAC, generator, electrical upgrade and oil tank projects. As of now, everything is ahead of schedule with the exception of the electric upgrade project which is being held up by JCP&L.
2. Ms. Lauren Bruhl provided a status report on the rain garden. She has received many donations and is ready to start creating the garden.

L. Motion by Mrs. Hornby seconded by Mrs. Burns to approve the regular and closed session minutes of the May 26, 2020 board meeting. Discussion followed. Motion passed by roll call vote. (8-0-0)

M. Committee Reports and Action

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

Motion by Mr. Hoffman, seconded by Mrs. May to approve items 1.1 – 1.3. 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 2020-2021 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
National Constitution Center	10/30/20	8	Philadelphia, PA

- 1.3 MOVE to approve the 2020-2021 Final School Calendar (Exhibit 1.3).

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

Motion by Mrs. Hornby, seconded by Mrs. Dunn to approve items 2.1 – 2.16.
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 Treasurer of School Monies for the months ended January, February, March and May 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 May 2020. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for May 28, 2020 in the amount of \$260,784.41 and June 1-10, 2020 in the amount of \$212,749.06 (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:

May 29, 2020	-	\$263,312.71
June 15, 2020	-	\$289,286.73
June 16, 2020	-	\$250,555.73
- 2.5 MOVE to approve a refund to preschool families, due to COVID-19 pandemic school closure, in the amount of \$1,350, for tuition paid for the months of April, May and June 2020.

- 2.6 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
Kimberly Fanelli	Teach Your Heart Out Conference (virtual)	7/13/20	R	\$60
		7/14/20	M	n/a
Stela Maltese	Teach Your Heart Out Conference (virtual)	7/13/20	R	\$60
		7/14/20	M	n/a

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Delaware Township Recreation Commission	Judith Allen	Adult and Teen Recreation	September to June	Various	Gym and Cafeteria

- 2.8 MOVE to approve the following resolution for monies to be placed into a Capital Reserve account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Capital Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, **\$1,000,000.00** may be available for such purpose of transfer.

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.9 MOVE to approve the following resolution for monies to be placed into a Maintenance Reserve account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Maintenance Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, **\$500,000.00** may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.10 MOVE to approve the following resolution for monies to be placed into an Emergency Reserve account:

WHEREAS, N.J.S.A. 18A:21-2 and N.J.S.A. 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated current revenue or unexpected appropriations into reserve accounts during the month of June by resolution, and

WHEREAS, the Delaware Township Board of Education wishes to deposit anticipated current year surplus into a Current Expense Emergency Reserve account at year end, and

WHEREAS, the Delaware Township Board of Education has determined that an amount, not to exceed, **\$50,000.00** may be available for such purpose of transfer,

NOW THEREFORE BE IT RESOLVED by the Delaware Township Board of Education that it hereby authorized the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- 2.11 **Move** to approve the updated May 2020 Long Range Facilities Plan (LRFP) (Exhibit 2.11).
- 2.12 **Move** to approve Maschios \$8,338.84 FSMC Fee for 2020-2021 (contract on file in Board of Education Office).
- 2.13 **MOVE** to approve transferring referendum funds interest to the general fund.
- 2.14 **MOVE** to approve the new Public School Bid Threshold;

WHEREAS, Susan Joyce, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a QPA from \$40,000 to \$44,000 and without QPA from \$29,000 to \$32,000 effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Delaware Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 and \$32,000 respectively for the Board of Education, and further authorizes Susan Joyce, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

- 2.15 **MOVE** to transfer \$17,593.35 from Fund 30 to Capital Reserve Fund.
- 2.16 **MOVE** to approve the settlement agreement and release between Delaware Township Board of Education for student #30356.

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

Motion by Mrs. Hornby, seconded by Mrs. Devlin to approve items 3.1 – 3.2.
Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

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
Joseph Schneider	Reconciler	\$6,353.04	2020-21 School Year
Jacalyn Plummer	Paraprofessional	\$25 per hour up to 20 summer hours	June 17 through July 31, 2020
Leigh Ford	Office Staff/Aide	\$14 per hour up to 20 summer hours	July and August 2020
Caitlin Lally	School Counselor/SEL	Up to 8 summer hours	July and August 2020
Kathryn Wilk	Psychologist	Up to 5 summer hours	July and August 2020

3.2 Move to approve the attached Agreement Between the Delaware Township Education Association and Delaware Township Board of Education 2020-2023 resolution (forthcoming).

N. Additional Business

O. Audience Participation

Sandy Kusant first shared that the teachers did an amazing job. She asked whether there was additional training or tools that would help support virtual learning. Her experience was that her son struggled with the remote learning platform and there were ways to improve teaching methods to better reach all students.

Mr. Hoffman said that this was being discussed and Dr. Wiener shared that professional development is being explored that would meet the needs of all students. There are many challenges that the district is trying to overcome.

Mrs. Racile reported that the School Climate Survey has gone out and the Remote Learning Survey will be sent soon. She also shared that faculty meetings were held throughout the time of remote learning.

Mrs. Burns asked whether the survey could be posted on the website and Mrs. Racile said that she could do that.

P. Board Representatives Liaison Reports

1. Recreation – The activities being planned include a virtual scavenger hunt, fireworks on September 12th and a potential drive-in movie theater. The baseball fields are being prepped for summer.
2. PiE – The author in residence program was held virtually for the third grade. The author will revisit in September. Those assemblies scheduled for this past spring that were already paid for are trying to be rescheduled.
3. Township – Progress has been made on the sidewalk, the Township Building is closed but staff is working, the Township is hoping for an in-person meeting in early August and roadwork has been delayed.
4. ESC - none
5. Planning Board - none
6. HCSBA - none
7. NJSBA Legislature - none
8. Community Relations - none
9. HCRHS – The last day of school is Thursday, June 18th, the school is planning a virtual graduation for the 19th and they are looking into holding outdoor graduations.
10. DTAA – The Apps and Taps fundraiser is hoping to be rescheduled in October, pending guidance.

Q. Adjourn

Motion by Mrs. Burns, seconded by Mr. Ponzo to adjourn the meeting at 9:52 pm.
Motion passed by unanimous voice vote 8-0-0.

Respectfully Submitted,

Susan M. Joyce
Board Secretary

Date Approved

Cathy Pouria, President