

**Delaware Township School
Monthly Board of Education Meeting
February 15, 2022 – 7:00 pm**

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

B. Open Public Meeting Act Statement

C. Flag Salute

D. Roll Call

Present: Mrs. Hoffman, Mrs. Harrington, Mrs. Hornby, Mrs. May,
Mrs. Opdyke, Mr. Ponzo, Ms. Stahl and Mrs. Pouria.

Absent: Mrs. Lyons

Also Present: Dr. Richard Wiener, Superintendent;
Mrs. Susan M. Joyce, Business Administrator/Board Secretary.

E. Audience Participation – Agenda Items None

F. Correspondence - None

G. Presentations - Mr. Lipson presented the School Self-Assessment Determining Grades Under the Anti-Bullying Bill of Rights Act Report for July 2020 – June 2021.

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (2-8-22) - (Exhibit I.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	48	3	15
Grade 1	48	3	16
Grade 2	24	2	13
Grade 3	40	3	13
Grade 4	39	2	18
Grade 5	45	3	14
Grade 6	38	3	13
Grade 7	46	3	15
Grade 8	40	3	13
Pre School	26	2	12
Tuition Sent	3		
Home Instruction	1		
Self-Contained	4		
TOTAL	402	27	14

2. Evacuation Drills –

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

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
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	
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
1/13/22	8:50am	5 minutes	Fire Drill	34 & sunny	70 staff & 390 students	*Fire Panel M13M007
1/31/22	9:35am	5 minutes	Bomb Threat	15 & sunny	70 staff & 390 students	
2/10/22	2:03pm	5 minutes	Fire Drill	53 & sunny	70 staff & 400 students	*Main Fire Panel

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

2. 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
TOTAL FOR SCHOOL YEAR 2021-2022 TO DATE	0	0

3. 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
TOTAL FOR SCHOOL YEAR 2021-2022 TO DATE	0	0

5. Safe Restart Committee Update – Mr. Lipson, Chairperson,
Mask Mandate Lifted March 7, 2022

J. President's Report – Mrs. Catherine Pouria

1. Mrs. Pouria reminded the board that masks will be optional at DTS when the state mandate is lifted, per the previously board-approved plan, no approval is necessary. Approval is a parental decision.
2. She said that modifying close contact exclusion protocols will prioritize keeping Healthy students in school and that students will not be required to stay home but will be notified.
3. Mrs. Pouria reminded the committees to share any budget needs with the F/F committee.

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

1. Summer 2022 Projects
2. 2022-2023 Budget Update

L. Motion by Mrs. Hornby, seconded by Mrs. Harrington to approve the regular session minutes of the January 18, 2022 board meeting. Discussion followed. Motion passed 7-0-1 (Ponzo abstained).

Cathy Pouria moved a Proclamation of dedication of service by Mr. Archie Fagan and appointed him an honoree staff member. The board expressed their appreciation and admiration for everything he has done for our school for many years. Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

M. Committee Reports and Action

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

Motion by Mrs. May, seconded by Ms. Stahl to approve items 1.1 – 1.4.
Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

3.1 MOVE to accept the HIB incidents per I.4 of the Superintendent's Report.

1.2 MOVE to approve the School Self –Assessment Determining Grades
Under the Anti-Bullying Bill of Rights Act Report for July 2020-June 2021.

- 1.3 MOVE to approve the following field trips for the 2021-2022 school year.
(Exhibit 1.3)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Trout Stocking	5/13/2022	6 th grade	Sunnyside Picnic Area 47 Kiceniuk Road Annandale, NJ
Grounds for Sculpture	6/2/22	4 th grade	80 Sculpture Way Hamilton, NJ
RVCC Planetarium	5/4/22	5 th grade	118 Lamington Road Branchburg, NJ

- 1.4 MOVE to approve the Spring Sports Schedules for Softball and Baseball.
(Exhibit 1.4)

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

Motion by Mrs. Opdyke, seconded by Mrs. Hornby 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 months ended December 2021 and January 2022 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 2022.
(Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for second January 2022 \$192,040.01 bills list. February 2022 in the amount of \$232,516.54. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

January 28, 2022	-	\$264,842.46
February 15, 2022	-	\$266,664.21

- 2.5 MOVE to approve revised Delaware Township School Emergency and Crisis Management Plans. (Exhibit 2.5)

- 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
Philip Muratore	(NJMEA) NJ Music Educators Association Conference	February 24-26, 2022	R M	\$180
Caitlin Lally	A Trauma Informed Approach in the Schools Webinar	March 7, 2022	R M	\$75 Webinar
Kathleen Racile	(NJALC) New Jersey Association of Learning Consultants Spring Conference	April 8, 2022	R M	\$100 Webinar
Jill Kirchberger	100 Great Children's Books to use with Marketplace Activities Webinar	March 10, 2022	R M	\$279 Webinar
Lucy Fisher	(NJALC) New Jersey Association of Learning Consultants Spring Conference	April 8, 2022	R M	\$130 Webinar
Jennifer Crilly	Wilson Foundations Level K- Webinar	February 9, 2022	R M	\$300 Webinar

*(R) registration, (M) mileage

- 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	Various (see attached)	February through June 2022	Various (see attached)	Gym or Cafeteria

- 2.8 MOVE to approve the Health and Safety Evaluation of School Building Checklist Statement of Assurance School Year 2021-22. (Exhibit 2.8)
- 2.9 MOVE to approve the purchase of bleachers through the ESCNJ Cooperative Pricing System 65MCESCCPS (bid# 21/21-59) in the amount of \$81,278.

3. **Personnel/Policy** – Mr. Ponzo reported on the committee meeting.

Motion by Mrs. Ponzo, seconded by Mrs. Harrington to approve items 3.1 – 3.7.
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 2021-2022 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Victoria Szeplaki	Paraprofessional	Step 1 .73 FTE Annual Salary \$17,768.20 Pro-rated Salary \$8,981.73	Revised start date January 31, 2022 through June 30, 2022
Substitute Nurse's Incentive	Substitute Nurse	\$165 per day/after 20 days	Retro February 1, 2022 through June 30, 2022
Megan Sweet	Substitute Teacher	\$105/day	2021-22 School Year

- 3.2 MOVE to accept the Letter of Intent to Retire from Lisa Bennett, Middle School Social Studies & Language Arts Teacher, June 30, 2022. (Exhibit 3.2)

- 3.3 MOVE to accept the Letter of Intent to Retire from Cynthia Weil, Third Grade Teacher, June 30, 2022. (Exhibit 3.3)

- 3.4 MOVE to accept the Letter of Intent to Retire from Marilyn Blair, Fifth Grade Teacher, June 30, 2022. (Exhibit 3.4)

- 3.5 MOVE to approve the following Mentors/Peer Advisors for the 2021-2022 school year, per the terms of the Collective Bargaining Agreement, per the recommendation of the Superintendent.

STAFF MEMBER	MENTOR/PEER ADVISOR	FEE
Dean Breithoff	Robert Mead	\$550.00

- 3.6 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.6)

POLICY	NUMBER	REVISION ONLY	READING
School Nutrition Programs Code of Conduct for Procurement	327		1st
School Nutrition Programs Procurement Procedures for School Food Authorities	326		1st

- 3.7 Motion to approve for all DTS 12-month employees' remaining vacation days to be split 50% paid and 50% carried over to the 2022-23 school year due to COVID challenges, effective June 30, 2022.

M. Additional Business

Cathy asked if anyone had any thoughts on the quarantine policy. Jes asked for clarification. Laura inquired as to what percentage of the student population was over the last month. Dr. Wiener talked about free test kits for staff. It was decided that the board would purchase them. He continued that we are contacting the attorney to attend the P/P committee meeting. Cathy said that the metric was outdated and if we're going to mask optional we need to keep other mitigation strategies and use a metric that works for DTS. The metric was created the summer of 2020 and hasn't changed. More testing means it will be very difficult to get to green. Hospitalizations and deaths should be used as part of the metric. As a Federal mandate, the word is that the transportation mandate is not being lifted.

Mrs. Pouria recognized the retirees and that we are losing many years of experience. A warm congratulations was wished to all who are retiring.

N. Audience Participation

Mrs. Wheatley wished the three special retirees well and had kind words about each of them.

Mrs. Jennifer Brunje spoke to the board about bullying and code of conduct concerns; the board's self-assessment; retention; returning parental inquiries; and OPRA.

O. Board Representatives Liaison Reports

1. Recreation – Summer Rec will be held July 5 – 22; there will be a nurse in the building; Facebook; bowling; Earth Day; tennis program; Easter Egg hunt.
2. PiE – there is a new officer; Enrichment starts on March 22; there will be a K-5 STEAM Program.
3. Township – An ordinance was passed on Hamp Road to reduce the speed to 25 mph; they passed two resolutions to run fiber optics in the township.
4. ESC - none
5. Planning Board - none
6. HCSBA – They held a virtual meeting. Topics included how county schools are dealing with Covid and how many hats administrators are wearing.

7. NJSBA Legislature - none
8. Community Relations – not meeting
9. HCRHS – On January 31st they will go to two lunch periods; 8th grade registration is happening; back to school night will be held; the spring production, Les Misérables, will be held in March.
10. DTAA – spring sports will start in early April; the Township is inquiring about 5k funding; the softball field was redone; there will be a Dilt's fundraiser.

P. Executive Session – none

P. Adjourn

Motion by Mrs. Hornby, seconded by Mrs. Harrington to adjourn at 8:42 pm.
Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Business Administrator/Board Secretary

Catherine Pouria
Board President