

# **Delaware Township School Monthly Board of Education Meeting**

**April 27, 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, Hoffman, Hornby, Lyons, May, Opdyke, Ponzo and Pouria

**Absent:** Dunn

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

**F. Audience Participation – Agenda Items**

The opportunity for public comment on questions will be provided at every regular meeting of the Board of Education and will appear on the agenda as Audience Participation. Two will appear on each agenda; one near the beginning for questions or comments on agenda items, and one near the end for general comments or questions. Audience participation will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing at audience participation will be allowed three minutes to speak and no one will be allowed to speak twice at the same participation session until all those wishing to speak have had their turn.

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

## **Statement Prior to General Public Comment**

Pursuant to Board Policy No. 9322, this meeting is open to the public, and a time has been set aside for community members to comment on any matter of interest to the District. The Board

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may, or may not, respond to issues raised by members of the public at the time they are raised, but will provide a response when and if appropriate.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking, whether they be community members, Board members, Board employees or students. Please note that the Board will not respond to comments regarding students or Board employees in light of the statutory privacy rights of those individuals. The Board discourages comments about its students and employees and will not be held responsible for such comments. Moreover, members of the public who choose to speak during public session should be aware that they may be held personally liable for any statements that they make, which become part of the public record.

Finally, the Board will not comment on or respond to any matter raised unless it can confirm that the matter has first been brought to the attention of the appropriate school personnel in an attempt to resolve the issue.

**G. 2021-2022 Public Budget Hearing**

**Opening Remarks** were made by Dr. Richard Wiener, Superintendent and Mrs. Catherine Pouria, Board President

**Presentation of Budget** was made by Dr. Richard Wiener, Superintendent, Mrs. Susan Joyce, Business Administrator/Board Secretary and Mrs. Mary Lyons, Finance/Facilities Committee Chair.

The Board of Education and Public had the opportunity for comments and ask questions on the 2021-2022 Budget.

**Approval of 2021-2022 Budget**

Motion by Mrs. Hornby, seconded by Mr. Hoffman to approve the 2021-2022 Budget:

BE IT RESOLVED that the Delaware Township Board of Education hereby adopts the following budget for the 2021-2022 school year and approves it for submission to the Hunterdon County Department of Education Executive County Superintendent for required review and approval. The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

<b><u>Appropriations</u></b>		<b><u>Revenue</u></b>	
General Current Expense	\$ 9,869,458	Budgeted Fund Balance	\$ 148,720
Capital Outlay	\$ 52,412	Local Tax Levy - General Fund	\$ 8,588,103
Special Revenue Fund	\$ 125,636	Other Revenue	\$ 115,000
Repayment of Debt	\$ 254,219	Interest on Reserves	\$ 12,250
		State Aid	\$ 1,007,797
		Maintenance Reserve*	\$ 50,000
		Grant Entitlements	\$ 125,636
		Local Tax Levy - Debt Svc Pymt	\$ 151,190
		Debt Service Aid	\$ 103,029
	<b><u>\$10,301,725</u></b>		<b><u>\$10,301,725</u></b>

\* Maintenance Reserve of \$50,000 to fund maintenance needs, pursuant to N.J.A.C. 6A:23A-14.2(d).

#### **Tax Levy Payment Schedule for the 2021-2022 Budget Year**

<b>Due Date</b>	<b>Amount Gen Fund</b>	<b>Amount Debt Svc</b>	<b>Total</b>
July 15, 2021	\$1,431,350.50	\$25,200.00	\$1,456,550.50
September 15, 2021	\$1,431,350.50	\$25,198.00	\$1,456,548.50
November 15, 2021	\$1,431,350.50	\$25,198.00	\$1,456,548.50
January 15, 2022	\$1,431,350.50	\$25,198.00	\$1,456,548.50
March 15, 2022	\$1,431,350.50	\$25,198.00	\$1,456,548.50
May 15, 2022	\$1,431,350.50	\$25,198.00	\$1,456,548.50
<b>TOTAL TAX LEVY:</b>	<b>\$8,588,103.00</b>	<b>\$151,190.00</b>	<b>\$8,739,293.00</b>

Motion passed by unanimous roll call vote. 8-0-0

**This concludes the Public Hearing on the 2021-2022 School District Budget.**

#### **H. Audience Participation – Agenda Items**

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#### **I. Correspondence - None**

**J. Presentations** – Mrs. Racile gave a DTS Pandemic Response Team Update.

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

**1. Student Enrollment (4-15-21) - (Exhibit K.1)**

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	45	3	15
Grade 1	23	2	12
Grade 2	39	3	12.6
Grade 3	36	3	12
Grade 4	43	3	14.3
Grade 5	37	3	12
Grade 6	44	3	14.6
Grade 7	38	3	12.6
Grade 8	33	2	17.5
Pre School	19	2	8
Tuition Sent	2		
Home Instruction	0		
Self-Contained	4		
TOTAL	363	27	13

**2. Evacuation Drills –**

TYPE OF DRILL	DATE	TIME
Security Communication Drill (Lockout)	(week of) 9/21-25	various times
Fire Drill	(week of) 9/14-9/18	various times
Evacuation Drill	10/21/20	12:17 PM
Fire Drill	10/6/20	1:00 PM
Fire Drill	11/20/20	8:56 AM
Security (Emergency Notification System)	11/24/20	9:00 AM
Fire	12/14/20	10:00 AM
Security (Hold)	12/22/20	11:25 AM
Fire	1/29/21	9:15 AM
Security (Bomb Threat Review)	1/29/21	12:17 PM
Security (partial evacuation) scheduled, but cancelled due to weather	2/19/21	
Fire	2/25/21	11:10 AM
Hold/Lockdown (Safety Drill)	3/29/21	11:05 AM
Fire (Safety Drill)	3/30/21	12:00 pm

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	1
<b>TOTAL FOR SCHOOL YEAR 2020-2021 TO DATE</b>	<b>0</b>	<b>1</b>

4. HIB Incidents –

<b>MONTH OF</b>	<b>INCIDENTS REPORTED</b>	<b>NUMBER CLASSIFIED AS HIB</b>
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	2	0
<b>TOTAL FOR SCHOOL YEAR 2020-2021 TO DATE</b>	<b>2</b>	<b>0</b>

5. Update- DTS Calendar 2020-21 and 2021-22 – Dr. Wiener thanked everyone for all of their work.

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

1. Mrs. Pouria provided an update on our return to full days and continued collaboration with the administration and DTEA.
2. Principal search committee has started the interview process.
3. Mrs. Pouria reminded the board that they needed to do the superintendent evaluation. This should be started at the committee level.

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

1. Summer 2021 Projects that will be taking place this summer are 3M (security), fire doors, HVAC in the main office, middle school bathrooms, bleachers and flooring replacement.

**N. Motion by Mrs. Hornby, seconded by Mr. Ponzo to approve of the regular minutes of the March 16, 2021 board meeting. Discussion followed. Motion passed by unanimous roll call vote. 8-0-0**

**O. 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 item 1.1. Discussion followed. Motion passed by unanimous roll call vote. 8-0-0

- 1.1 MOVE to approve the following field trips for the 2021-2022 school year.  
N/A

ACTIVITY	DATE	GRADE LEVEL	LOCATION

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

Motion by Mrs. Lyons, seconded by Mrs. Opdyke to approve items 2.1 – 2.8. 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 for the month ended March 2021 and the Treasurer of School Monies for the month ending March 2021 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 attached line account transfers for March 2021. (Exhibit 2.2)

- 2.3 MOVE to approve District invoices presented for payment for 2<sup>nd</sup> March 2021 bills list in the amount of \$255,446.71 and April Bills List in the amount of \$234,407.29. (Exhibit 2.3)

- 2.4 MOVE to approve the following payroll amounts:

March 30, 2021	-	\$275,702.31
April 15, 2021	-	\$273,724.35

- 2.5 MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.5)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
*The National Psoriasis Foundation	Kris Bockmier	Team NPF Cycle Event	May 15, 2021	6:00 AM to 6:00 PM	MS Parking Lot
*DTS Partners in Education	Diana Ramage	Teacher Appreciation Day	May 4, 2021	9:45 AM-1:45 PM or 11:30 AM-3:30 PM	Parking lot by gym or parking lot in front of school

\*If the Governor still has guidelines on social distancing, they must be followed as set forth by the state.

- 2.6 Move to approve Hunterdon County Educational Services Commission Resolution for Participation in Coordinated Transportation for the 2021-22 school year (contract on file in Board of Education Office).
- 2.7 MOVE to approve BKC, CPAs, PC contract for professional accounting and auditing for the 2021-22 school year (contract on file in Board of Education Office).
- 2.8 Move to approve the 2021-22 contract with for Maschio's Food Services (contract on file in Board of Education Office).

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

Motion by Mrs. Hornby, seconded by Mr. Ponzo, to approve items 3.1 – 3.9.  
Discussion followed 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 or 2021-2022 school years, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Timothy Leonard Joseph Franklin Patrick Lyons Evan Hanson Drew Hanson Shane Culver	Summer Custodians	\$12.50 per hour \$12.50 per hour \$12.50 per hour \$12.50 per hour \$12.50 per hour \$12.00 per hour	June 2021 to September 2021
Carrie Sullivan	2 <sup>nd</sup> Grade Teacher- Maternity Leave Replacement B Step 1 1.0 FTE	Per Diem Rate \$268.58	April 19 <sup>th</sup> through June 30, 2021
Cynthia Rose	Substitute Teacher	\$100/per day	2020-2021 school year
Lauren Bailly	Substitute Nurse	\$140/per day	2020-2021 school year
Allison Rizzo	Paraprofessional Revised Step 1 0.87 FTE Annual Salary \$20,573.76	Pro-rated Salary \$5,143.50	April 12 through June 30, 2021

- 3.2 MOVE to approve the attached list of tenured staff members for the 2021-2022 school year, per the recommendation of the Superintendent. (Exhibit 3.2)
- 3.3 MOVE to approve the attached list of non-tenured staff members for the 2021-2022 school year, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve the attached list of paraprofessionals and secretaries for the 2021-2022 school year, per the recommendation of the Superintendent. (Exhibit 3.4)
- 3.5 MOVE to approve the following chart of summer hours for the school year 2021-2022:

EMPLOYEE	POSITION	MAXIMUM LENGTH OF TIME	SALARY
Mary Holuta	Child Study Secretary	Up to 4 days @ 4 hours day = 16 hours	Hourly Rate
Meeta Verma	Nurse	Up to 5 days @ 5 hours day = 25 hours	Per CBA
Teaching Staff – TBD	Curriculum as needed	Up to 50 hours total	Per CBA
Chelsea Davis and Kathy Racile Dr. Sean Fitzmaurice	Social Worker LDTC School Psychologist	Up to a total of 10 hours as needed	Hourly Rate

- 3.6 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000 and a Quotation threshold of \$6,000, effective July 1, 2021 to June 30, 2022 per the recommendation of the Superintendent.
- 3.7 MOVE to approve the attached list of support staff members for the 2021-2022 school year, per the recommendation of the Superintendent. (Exhibit 3.7)
- 3.8 MOVE to accept the Letter of Intent to Retire from Eileen Quinn, Social Emotional Learning Teacher effective, June 30, 2021. (Exhibit 3.8)
- 3.9 MOVE to approve DTS Calendar 2020-21 and 2021-22. (Exhibit 3.9)

**P. Additional Business - None**

**Q. Audience Participation** - Mrs. Brunje asked whether board meetings were recorded and Mrs. Pouria said that it would be sent to committee to revisit the topic. Mrs. Brunje also asked, as she said she did a couple of months ago, why are people being asked for their home address in order to gain access to the BOE meetings. She also inquired about renovating the sign in front of the school and if the location of the meeting could be added.



**R. Board Representatives Liaison Reports**

1. Recreation - The Bunny drive-by was a huge success. They will be meeting May 3<sup>rd</sup>. The focus will be around the summer rec program. 5/23 is the plant swap at Dilts from 9a-12p. The Yard Sale is coming up on 5/15, rain date 5/16, from 9a-3p.
2. PiE - They provided breakfast for the staff on the first full day of school. The Mother's Day plan sale will be in a couple of weeks. The Author in Residence is almost finished. They will be having a final night to share their stories. For Teacher Appreciate Week PiE will be providing a Food Truck luncheon.
3. Township – 3/8 storm water management
4. ESC - The BA has been appointed as the new Superintendent. There is facility work being done on campus; worked is planned for the summer and they are exploring regional remote learning for next fall.
5. Planning Board - The Locandro property on Sandbrook – Headquarters Road final subdivision has been approved.
6. HCSBA - None. Gwen Thornton will be meeting with us in May.
7. NJSBA Legislature is looking at reciprocity for out-of-state teachers and tenure charges.
8. Community Relations - none
9. HCRHS - They will be holding a musical outside on Stewart Field. Dr. Wiener recognized Jack Fetzer, who is working for us at the meeting as a tech assistant. Jack will be attending Fairfield in the fall with a merit scholarship. Congratulations Jack!
10. DTAA - Opening day this weekend was a success. The new scoreboard was dedicated.

**R. Adjourn**

Motion by Mr. Ponzo, seconded by Mrs. May to adjourn the meeting at 8:38 pm.  
Motion passed by unanimous voice vote. 8-0-0

Respectfully Submitted,

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Susan M. Joyce  
Business Administrator/Board Secretary

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Catherine Pouria  
Board President