

Delaware Township School Monthly Board of Education Meeting

January 19, 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: Mrs. Burns, Mrs. Dunn, Mrs. Hornby, Mrs. Lyons, Mrs. May,
Mrs. Opdyke, Mr. Ponzio & Mrs. Pouria.

Absent: Mr. Hoffman.

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

E. Audience Participation – Agenda Items

None

F. Correspondence - None

G. Presentations

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (1-15-21) - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	46	3	15
Grade 1	25	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	34	2	17.5
Pre School	16	2	8
Tuition Sent	2		
Home Instruction	0		
Self-Contained	3		
TOTAL	363	27	12.75

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 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
TOTAL FOR SCHOOL YEAR 2020-2021 TO DATE	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	0	0
December	0	0
TOTAL FOR SCHOOL YEAR 2020-2021 TO DATE	0	0

- We will be participating in the January 2021 County Midyear Budget Review virtually. We turned in our Q&A's, which include new Covid and Financial Impact information.
- School Board Recognition Month – Being a board member volunteer has been especially challenging this year. Thank you for all that you have done.

I. President's Report – Mrs. Catherine Pouria

- CIT will be discussing Extracurricular Activities options.
- Susan sent the board a link to the Covid weekly update on the State website. We are still in orange.

3. Budget preparations are being made for next year. If any of the committees have initiatives they would like to put into place for next year, please share your needs with Susan.

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

1. 2019-2020 Audit Presentation - Mrs. Joyce reported that the only thing she has to mention is that our auditors presented to the Finance Committee at our January meeting. They anticipate their reports being ready in the next week. Mrs. Lyons will be talking about this a little more during her report.

K. Motion by Mrs. Burns, seconded by Mr. Ponzo to approve of the regular session minutes of the December 15, 2020 and the reorganization minutes of the January 4, 2021 board meetings. 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 Mrs. Burns to approve item 1.1. Discussion followed. Motion passed by unanimous roll call vote.

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
N/A			

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

Motion by Mrs. Lyons, seconded by Mr. Ponzo to approve items 2.1 - 2.9. Discussion followed. Motion approved by unanimous roll call vote.

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended December 31, 2020 to 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 December, 2020. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment for second December bills list in the amount of \$51,262.44 and January 2021 bills list in the amount of \$66,215.05. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

December 23, 2020	-	\$279,650.64
January 15, 2021	-	\$265,313.56

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
Cynthia Terranova	2021 NJAHPERD Annual Convention-Virtual Event	2/22-23/21	R M	\$99
Susan Joyce	NJASBO Budget Guidelines and Software Review; Best Practices in Budgeting	2/2/21	R M	\$50
	NJASBO Purchasing	3/16/21	R	\$50

December 15, 2020

	Update/Best Practices & NJSTART State Contract Purchasing		M	
Nancy Crimmel	Distance Learning: Successful, Practical Strategies	3/17/21	R M	\$279

*(R) registration, (M) mileage

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
N/A					

2.7 MOVE to approve preschool contract for Student ID: 34525 effective 1/4/21.

2.8 Move to accept a donation of books from a member of the Delaware Township Community valued at \$392.75. (Exhibit 2.8)

2.9 Move to approve SSO Breakfast Contract effective November 30, 2020 through June 30, 2021.

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

Motion by Mrs. Hornby, seconded by Mr. Ponzo to approved items 3.1-3.7.
Discussion followed.

3.1 – 3.5 approved by unanimous roll call vote 8-0-0

3.6 approved by roll call vote 7-1(Burns)-0

3.7 approved 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
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December 15, 2020

Olena Brophy	Substitute	\$100 per day	2020-21 School Year
Tucker Kirchberger	Substitute	\$100 per day	2020-21 School Year
Noelle Laurita	Speech	14 hours at \$53.14 per hour	Retro

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

STAFF MEMBER	FORMULA	TOTAL PAYMENT
Susan Warren	35 sick days – a day for every 2 = 17.5 @ \$95.00 per day	\$1,662.50
Marianne DeFronzo	13.5 sick days – a day for every 2 = 6.75 @ \$95.00 per day	\$641.25

- 3.3 MOVE to approved extend EFMLA Leave for employee #52192853 through January 15, 2021.
- 3.4 MOVE to approve maternity Leave for Employee #60423415, teacher, beginning April 19, 2021 until all sick days are exhausted, then unpaid FMLA/Maternity leave through June 30, 2021 with an expected return date of September 1, 2021, per the recommendation of the Superintendent.
- 3.5 MOVE to approve the following faculty member(s) for Movement on the Guide, effective February 1, 2021 through June 30, 2021, per the recommendation of the Superintendent.

TEACHER	ANNUAL SALARY
Josette Gifford, Elementary	Step 14 – M+60 - \$82,360

- 3.6 MOVE to approve revised 2020-21 School Calendar. (Exhibit 3.6)
- 3.7 MOVE to approve the Federal EPSLA and EFMLA leave extension through March 31, 2021.

L Additional Business – Mrs. Pouria wanted to take a moment to congratulate Tate Hoffman on being named the Educational Support Professional for his school district. He is accepting his award this evening. Mrs. Pouria also wanted to give some words of encouragement to hang in there. She said it's sad to see that the kids are missing out on things but it'll improve and things will get better.

M. Audience Participation

A question was asked about lunch procedures. The district has two options ready to run by the state for review and approval

What problems prompted an administrative restructure. Exploring options and changes was not prompted by problems but rather to better support goals and improve communication. The current structure is cumbersome and we need unification of building leadership.

What is the difference between a Superintendent and Principal? Finalized job descriptions will be posted for people to read. At one time job title changes were made because smaller districts struggled with the administrative cap and strict budgeting guidelines.

Kyla Glassner asked whether it is possible to increase communication regarding grade level absenteeism / quarantines. This would help with increased parent/public awareness.

Liz Hermoso offered to share information that another district reports.

Hunterdon Central reports Covid cases from both in and outside of school.

The board continued to discuss privacy issues and other information sharing options and concerns.

Are there any DTAA Spring program updates? Mr. Ponzo gave his DTAA update. The organization will hold any indoor programs that the school would approve. They are planning a full sports reopening in the spring.

N. Board Representatives Liaison Reports

1. Recreation – They met on January 4th and discussed installing pickleball courts at Dilts, repairing the basketball courts, fixing washed out trails, waiting for cold weather to install the ice rink and plans to build a dog park – these are likely put on hold due to insurance issues.
2. PiE – They met virtually; they are having the Author in Residence Program; spring Enrichment in on hold/postponed/cancelled.
3. Township - None
4. ESC – They are mostly focused on maintaining the right level of staffing; there was a discussion about the West Orange School District bus program; they continue to struggle with the employee services they provide to districts.
5. Planning Board – nothing significant
6. HCSBA – They are meeting Thursday.
7. NJSBA Legislature – The Amistad bill provides the Amistad Commission with separate state line item funding to strengthen support for infused curriculum

throughout the year. Procurement measures for Covid items were also reviewed.

8. Community Relations – no update.
9. HCRHS – The high school is phasing in in-person athletics in line with the screening and transportation guidelines.
10. DTAA – update provided during audience participation.

O. Executive Session

None.

P. Motion by Mrs. Burns, seconded by Mr. Ponzo to adjourn the meeting at 8:40 pm.
Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Business Administrator/Board Secretary

Catherine Pouria
Board President