

**DELAWARE TOWNSHIP SCHOOL  
BOARD OF EDUCATION  
MEETING MINUTES OF DECEMBER 17, 2019**

**A. Call to Order** – Mrs. Linda Ubry, President called the meeting to order at 7:31 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, Mrs. Pouria, Mrs. Ubry.

**Absent:** Mr. Cooper

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

7:35 pm the board recessed to recognize Mrs. Linda Ubry, out-going 15 term board member and president. The board reconvened at 8:04 pm.

**E. Audience Participation** – None

**F. Correspondence** - Mrs. Loretta Szypanski sent a thank you note for inviting the seniors to the luncheon program at the school last month. Dr. Wiener sent a thank you to the community for getting the vote out in support of the referendum.

**G. Presentations** -

**Technology Update** – Mr. Perone, Technology Specialist presented to the board an update on the school-wide technology initiatives.

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

**1. Student Enrollment (12-10-19) - (Exhibit H.1)**

1. Kindergarten	28	2	14.0
Grade 1	37	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	40	2	20.50
Grade 7	33	2	17
Grade 8	47	3	15.67
Pre School	27	2	13.5
Tuition Sent	4		
Home Instruction	1		
Self-Contained	2		
<b>TOTAL</b>	<b>378</b>	<b>23</b>	<b>15</b>

**2. Evacuation Drills –**

<b>TYPE OF DRILL</b>	<b>DATE</b>	<b>TIME</b>
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

**3. Suspensions –**

<b>MONTH OF</b>	<b>IN SCHOOL</b>	<b>OUT OF SCHOOL</b>
September	0	0
October	0	1
November	0	0
<b>TOTAL FOR SCHOOL YEAR 2019-2020 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
<b>TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE</b>	<b>0</b>	<b>0</b>

5. Dr. Wiener talked about the District/Merit Goals.

6. He reported on the upcoming Mid-Year Budget Review that will take place next month. Both he and Mrs. Joyce have been preparing for it.

7. Dr. Wiener recognized Mrs. Ubry for her 15 years of service and dedication to the school and community of Delaware Township.

8. Dr. Wiener also thanked Mr. Joe Komarek and Mrs. Gina Scialla for the wonderful job they did with the winter concert.

Vice President, Mrs. Cathy Pouria, took a moment to thank Linda as well.

**I. President's Report – Mrs. Linda Ubry**

1. Mrs. Ubry talked about the intended Strategic Planning 2020.
2. Reflections as BOE member for 15 years – Mrs. Ubry reflected on the experiences she had as a board member and expressed her thanks and gratitude to the board, school, community and students.

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

1. Mrs. Joyce reviewed the training requirements for Board Members
2. She reported the referendum results.
3. Mrs. Joyce also thanked Mrs. Ubry for time on the board.

**K. Motion by Mrs. Lyons, seconded by Mrs. Pouria to approve the regular session minutes from the November 12, 2019 and November 26, 2019 board meetings. Discussion followed.**

November 12 minutes passed by unanimous roll call vote 8-0-0

November 26 minutes passed by roll call vote 7-0-1

Mr. Florek asked why we don't have any HIB's to report. Mr. Belmos asked how an incident becomes a HIB. Dr. Wiener explained the process.

**L. 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.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report. (N/A)

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

Motion by Mrs. Lyons, seconded by Mrs. Devlin to approve items 2.1-2.5; 2.7-2.9. Discussion followed. Motion passed by unanimous roll call vote.

Motion by Mrs. May, seconded by Mrs. Lyons to approve item 2.6. Discussion followed. Mrs. Devlin asked what position the DTS police are taking on this. Motion passed by roll call vote. 7-1-0 (Hornby voted no).

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended November 2019 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 November 2019. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for the second November bills list in the amount of \$150.00 and December bills list in the amount of \$271,122.02.(Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- November 27, 2019 - \$254,531.58  
December 13, 2019 - \$290,743.90
- 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
Lisa Bennett	Disciplinary Literacy, Reading, Writing, Thinking in SS	1/13/20	R M	\$99 .35
Lisa Bennett, Vicky Hardy, Ellen McShane, Sheri Laman	Schoolwide Read/Write Workshop Training (in-house)	12/11/19		\$2,000.00 ESEA Title II Grant Teacher Training
Caitlin Lally	Treating Traumatic Stress in Kids	1/31/20	R M	\$249.99 .35

\*(R) registration, (M) mileage

- 2.6 MOVE to create the Class 3 Officer Position, not to exceed \$30 per hour.
- 2.7 MOVE to approve and accept the 2019-2020 REAP (Rural Education Achievement Program) Grant funds in the amount of \$34,400.00. (Exhibit 2.7)

- 2.8 MOVE to approve the Waiver of Requirements for Special Education Medicaid Initiative (SEMI) Program:

RESOLVED that the Delaware Township School Board of Education approves the filing of a waiver to except the Delaware Township School District's participation in the Special Education Medicaid Initiative (SEMI) due to that the district projects an enrollment of less than 40 Medicaid eligible students.

- 2.9 MOVE to approve Special Education Tuition Contract Agreement for Student ID: 754061316. (Contract on file in Board of Education Office)

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

Motion by Mrs. Devlin, seconded by Mrs. Hornby to approve items 3.1-3.5. 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
Robert Goodwin	Substitute teacher pending paperwork and fingerprinting	\$100 per day	2019-20 School Year
Penni Nitti	Assistant to the Business Administrator	\$46,610.32	Prorated 2019-20 School Year
Diana Cotter	full time special education teacher	B Step 2 FTE 1.0 Revised Salary 1/1/20 – 6/30/20 \$31,665.00	January 1-June 30, 2020
Paraprofessionals	Paraprofessionals	\$15.50/hourly rate	Effective January 1, 2020

- 3.2 MOVE to approve the 2019-2020 School District and Superintendent Merit Goals Mid Year Assessment, as presented by the Superintendent. (Exhibit 3.2)

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

STAFF MEMBER	FORMULA	TOTAL PAYMENT
Cynthia Rose	202.5 sick days – 1 day for every 2 = 101.25 @ \$95.00 per day	\$9,500.00 (maximum per CBA)

- 3.4 MOVE to approve Lucy Fisher to complete Wilson Reading certification practicum (not to exceed 80 hours).

- 3.5 MOVE to approve Kim Goss to complete Wilson Reading certification practicum (not to exceed 80 hours).

Mrs. Hornby reported on the Communication Counts! committee meeting.

Dr. Wiener thanked Mrs. Cindy Rose for her years of service and said that we were accepting her resignation for retirement with regret.

**M. Additional Business - none**

**N. Audience Participation**

Mrs. Brunje commented on the audience participation sections of the August and October 2019 board meeting minutes. She noted there was a lack of detail regarding audience discussion including references to the school sign and untimely responses from the administration. She also said that the sign does not currently include the information she feels is important. A lack of communication gives the appearance to some that the school does not want to share the information. Audience members agreed that meeting information should appear 48 hours prior to the meeting and that the board policy and bylaws should be reviewed regarding some of the public concerns.

The CIT committee and Facilities Supervisor have been addressing the issue of the sign and a ListServ goes out monthly about the meetings.

Mrs. Hornby shared that the Communication Counts! Committee is working hard to improve communication within the school and although things may move slower than some feel is reasonable, the work and time are being invested to make a difference.

There was some question about the requirements of the Sunshine Law that Mrs. Joyce will look into.

As in previous meetings, the topic of administrative responses to parents was brought up. Mrs. Dunn stated that communication needs to be professional, timely and not just two word answers.

Mrs. Hornby assured the audience that concerns are being addressed but if issues continue, the board and administration need to know. Dr. Wiener further commented that those concerns have been heard but it's not just important to talk about these issues. The bigger picture is the trust in communication. Some of the discussion refers back to concerns that have since been addressed.

Mrs. Brunje said that there have been times when she felt uncomfortable and intimidated bringing her concerns forward. Mrs. Ubry explained that there is a process

that should be followed but Mrs. Brunje felt that she still wasn't being heard when she went through the process.

All agreed that improvements have been made but there is still much work to be done in the area of communications. Mrs. Burns shared that the reason she ran for the board was because she is not happy with the status quo and will actively pursue the concerns. Mrs. Dunn believes that an important part of the solution is building trust.

Both Mrs. Brunje and Mr. Florek feel it's important to find out why some parents have pulled their children from the school.

Mr. Florek also agrees with Mrs. Brunje that there is a lack of detail in the minutes. Mr. Florek thanked the board for voting in favor of the Class 3 Officer.

Mr. Drew stated that although some districts may do some things better than DTS, we do much better than most schools. He continued by saying that the district can't be perfect but he has had a positive experience and thanked those present for the great job that's been done.

Mrs. Ubry stressed that the board appreciates feedback and seeing another's perspective. The board hears the public and is trying to make improvements. The board, administration, staff and parents have always been able to work together on issues and will continue to do so.

#### **O. Board Representatives Liaison Reports**

1. Recreation – The old Fisher farm won the annual holiday decorating contest.
2. PiE – The Holiday Shop was last week, science fair surveys are due and planning for the spring enrichment is taking place.
3. Township - none
4. ESC – It was a regular business meeting. Mrs. Ubry talked about the role she played with the ESC and thought it would be a good thing to continue our involvement.
5. Planning Board - none
6. HCSBA - none
7. NJSBA Legislature – There was a bill released that would allow those districts who are losing state aid but fall below the adequacy level to exceed the 2% cap.
8. Community Relations – The senior citizens had their holiday party, a few signed up to be class readers and some attended our holiday concert.
9. HCRHS – Fall banquets are happening, college testing is taking place and there is a bi-literacy certificate program being offered.
10. DTAA – Tim Drew, President of DTAA, thanked the board for their continued support of programs. He said that the facilities are always clean and the staff is ready and welcoming for all events. The spring fundraiser will take place in March.

**P. Adjourn**

Motion by Mrs. Ubry, seconded by Mrs. Pouria to adjourn the meeting at 9:54 pm.

Respectfully Submitted,

Susan M. Joyce  
Board Secretary

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Date Approved

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Cathy Pouria, President