

**DELAWARE TOWNSHIP SCHOOL
BOARD OF EDUCATION
MEETING MINUTES OF October 22, 2019**

A. Call to Order – Mrs. Cathy Pouria, Vice President called the meeting to order at 7:30 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, Mr. Cooper, Mr. Hoffman, Mrs. Hornby,
Mrs. Lyons, Mrs. May, Mrs. Pouria.

Absent: Mrs. Devlin, Mrs. Ubry.

Also Present: Dr. Wiener, Superintendent and Mrs. Joyce, Board Secretary

E. Audience Participation – Agenda Items – Sections N and O were moved to the beginning of the agenda to allow for an extended audience participation.

Members of the audience including Mrs. Cooper, Mr. & Mrs. Gorman, Mrs. Smith, Mr. Swingle, Mr. & Mrs. Brunje, Mr. Florek, Mrs. Andresen, Mr. Garofolo, as well as several Board members, spoke during public session and asked questions.

Parents brought the following concerns to the board:

1. An incident that occurred the week previous.

- Parents expressed concern over the email sent regarding the incident as being insufficient to answer their questions as far as what had happened, the response to the events, and the protocols in place to ensure the safety of students.
- Parents were frustrated at the delay of information from the school.
- Parents and administrators requested a procedure summary in response to a threat.

Mrs. Racile provided the following response:

- i. Administration, counsellor/psychologist are informed.
- ii. A decision is made whether to call 911.

- iii. An assessment by qualified professionals is performed. A determination is made by those professionals as to whether the student is a threat to him/herself or others
- iv. A decision is made by the Crisis Management Team whether or not he/she can return to school. The Crisis Management Team is made up of:

School administrator	Kathleen Racile
School nurse	Meeta Verma
School psychologist/school counselor	Kathryn Wilk
School social worker	Chelsea Davis
HBH counselor, as appropriate	Judi Pason
School resource officer, as appropriate	Ptl. Paul Murphy
Teacher, as appropriate	various
- v. If the student is found to be able to return to school, the crisis team meets to recommend a re-entry plan.

- Parents expressed concern over a long term recurrence of student code of conduct violations.
- Parents asked that issues be looked at as a whole, not in isolation
- Parents would like to be informed of issues that happen at school
- Parents would like to know who is available to counsel students affected by or a witness to the incident
- Parents wanted to know if they would be informed as to general parameters of any re-entry plan so that they could alleviate their childrens' concerns

2. Timely Communication and response from administrators:

- Parents are requesting communication and accountability.
- A parent suggested that if there is an ongoing issue with administrative communication, maybe an outside organization should be brought in to provide oversight of the administration and other employees.
- People from outside of the school should be able to provide help for students.
- Parents want to know what they should do now.
- NJSBA (New Jersey School Board Association) is going to be facilitating an open forum with parents, administration and community members that is scheduled for January. Five areas of concern will be addressed. The community was implored to come and participate.
- Right now the issues that have been raised will be sent to the Policy/Personnel committee for action. Concern was expressed by a parent that January was too late and requested something be done now.
- Members of the audience expressed additional concerns about school communication. They were asked what form of communication they would like. Since many people do not have time to check their email someone requested that a text go out notifying parents that an important message has been emailed.

- The question was asked: How should we (the board and administration) provide thorough and complete communication?
- Communication stems from administration and their reaction.
- There was a suggestion to set up a committee to address communication concerns.
- Some felt that there should be a response to parents within 24-48 hours of reaching out, be it via phone call or email.
- Does the school have a policy addressing communication? What is it?
- A board member asked, why do we need a policy for communication? It is common decency to respond.
- Another board member said that a policy would give specific expectations and consequences. The same board member said that she has only received one email from a community member throughout her entire tenure on the board and expressed concern that parent frustrations on specific topics could not or should not be addressed at a public meeting.
- Parents were advised to go to administration if there is not satisfaction at the lower level. If there is no satisfaction at the administrative level, then the board should be contacted. If the board doesn't know about problems, they cannot do anything about them.
- There is a chain of command that needs to be followed before it rises to the board level in order for board members to be helpful.
- Feedback should be provided to the board and parents should receive feedback in return. If this doesn't happen, then parents should come to the board again.
- One board member suggested that there should be a report at the November meeting about what has been done to act on the concerns.
- Another board member suggested that communication concerns should be reviewed by the Climate Committee since this an already existing committee.
- Another felt that this should be addressed by a committee dedicated to this issue rather than blending it with other committees as the problem seems to be poor communication in general. It was suggested that the committee or focus group include members of the public. The superintendent recommended participation by three board members.
- A suggestion was made that to start the process as soon as possible, the overall communication issue should be brought to the Personnel/Policy committee to look at the existing policy and also the root causes of the problems. Could it be an overburdened administration? Do we need more administration? Is outside oversight needed?
- Three bullet points should be made to address these concerns and how to make improvements by the November meeting with the possible creation of a specific communications committee thereafter.

- The issue of the school sign was discussed at the last meeting and was brought up again. The sign should display not only board meeting dates but times. It should be a source of information for the community. What has been done since the last meeting? Board members informed the audience that the concern went to committee and action was taken.
- Someone felt that communication stems from administration and their reaction.

3. Issues with parent/administration interaction:

- A parent said that she has followed the process to have her concerns addressed and has had no resolution. She was scoffed at by administration and also hung up on. What is she to do now? She would like someone to reach out to her.
- Retaliation is a concern for parents and children.
- Parents feel intimidated coming to teachers and administration for help.
- A committee should be created to investigate concerns about parent problems with staff and administration.
- How do parents handle issues that are not being resolved? Parents were advised that they need to go through the process and if there still is no resolution, email the board members.
- Only one parent should need to express these concerns, not a large number of parents, to have problems addressed.
- The Board President and Vice President are kept informed about issues in the school. When that information goes out to the entire board is up to the board president.
- Parents are requesting communication and accountability from the board.
- A parent suggested that if there is an ongoing issue with administration maybe an outside organization should be brought in to provide oversight of the administration and other employees. People from outside of the school should be able to provide help for students.

4. Bullying

- A parent pulled his two children from this school and two years later he is hearing that the same problems are occurring.
- That same parent read an excerpt from an email he received a while ago with which he was dissatisfied. It was from an administrator who was speaking on the topic of bullying in kindergarten.

F. Correspondence - Mrs. Ganun read a thank you card from Winnie Dalgewicz's family thanking everyone for the touching dedication of the Mindfulness Garden to Winnie and for including the family in the ceremony.

G. Presentations -

1. Referendum presentation – Mrs. Pouria, Mrs. Joyce and Mrs. Lyons gave a short presentation on the upcoming referendum.
2. Mrs. Pillon, Supervisor, presented the State Testing Reports.

3. Mrs. Racile, Supervisor, reported the School for Self-Assessment, Determining Grades Under the Anti-Bullying Bill of Rights Act Report.

H. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (10-15-19) - (Exhibit I.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	28	2	14.0
Grade 1	37	3	12
Grade 2	39	2	19.50
Grade 3	42	3	14
Grade 4	36	2	18
Grade 5	44	2	22
Grade 6	41	2	20.50
Grade 7	34	2	17
Grade 8	47	3	15.67
Pre School	27	2	13.5
Tuition Sent	5		
Home Instruction	1		
Self-Contained	2		
TOTAL	383	23	15.0

2. Evacuation Drills – September

TYPE OF DRILL	DATE	TIME
Security Drill (Lockout)	9/16/19	2:10 PM
Fire Drill	9/17/19	10:45 AM

3. Suspensions –

MONTH OF	IN SCHOOL	OUT OF SCHOOL
September	0	0
TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE	0	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
TOTAL FOR SCHOOL YEAR 2019-2020 TO DATE	0	0

5. QSAC Monitoring Update

6. 2019-20 DTS Goals were provided to the board. (Exhibit I-6)

7. Mrs. Ubry, Mrs. Pouria and Dr. Wiener met with Gwen Thornton, our NJSBA Field Service Representative, to plan an open forum with parents, administration, teachers and community members. Mrs. Thornton will facilitate this event. Mrs. Pouria will be talking about this in her report.

I. President's Report – Mrs. Pouria

1. The Mindfulness Dedication was a thoughtful gesture to two very deserving women,

Winnie Dalgewicz and Pat Klemchalk.

2. With the help of the New Jersey School Boards Association, the Board is organizing a Strategic Planning initiative. Five areas that will shape the direction of the school will be discussed, each by a subcommittee. One of the topic will be mental health/wellness. The initiative will take place over several sessions throughout the year. Mrs. Pouria urged the community to participate in this important event. An open invitation will be sent when details are available.

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

1. Mrs. Joyce reported on the pre-QSAC Facility Walk Through she and Mr. Munsey had with the County Business Administrator. The County BA reported that there were no deficiencies. But did make some comments and suggestions for us to consider. She was impressed by the condition of our facility.
2. Mrs. Joyce commented on the upcoming Referendum.

K. Approval of the regular session minutes of the September 24, 2019 board meeting.

Motion by Mrs. May, seconded by Mrs. Hornby to approve the September 24, 2019 board minutes. Discussion followed. Motion passed by unanimous voice vote. 7-0-0

L. Committee Reports and Action – Mr. Hoffman reported on the committee meeting

Motion by Mr. Hoffman, seconded by Mrs. May to approve items 1.1 – 1.6. Discussion followed.

Items 1.1 & 1.3-1.6. Motion passed by unanimous roll call vote. 7-0-0

Item 1.2 passed by roll call vote 6-0-1 (Cooper abstained)

1. Curriculum/Instruction/Technology

- 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 2019-2020 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Solebury Orchards	10/4/19 (RETRO)	Kindergarten	New Hope, PA
Franklin Institute	3/6/20	Fourth	Philadelphia, PA
Philadelphia Zoo	6/2/20	First	Philadelphia, PA
Raritan Valley College	5/1/20	First	Somerville, NJ
HCRHS Choral Festival	1/21/20	Sixth to Eighth	Flemington, NJ

- 1.3 MOVE to approve the Nursing Services Plan for 2019-2020 school year. (Exhibit 1.3)
- 1.4 MOVE to approve the girls and boys basketball schedules for the 2019-2020 school year. (Exhibit 1.4)

- 1.5 Move to approve the District Performance Review as required for QSAC.
- 1.6 MOVE to approve HIB Self-Assessment for July 2018-June 2019. The School Self-Assessment Determining Grades Under the Anti-Bullying Bill of Rights Act Report, as presented by Mrs. Racile, Supervisor. (Exhibit 1.5)

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

Motion by Mrs. Lyons, seconded by Mr. Cooper to approve items 2.1 – 2.14.
 Discussion followed. Motion revised to read: approve items 2.1-2.6 & 2.8-2.14, item 2.7 to be tabled. Motion passed by unanimous roll call vote. 7-0-0

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended, September, 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 September (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for October 1, 2019 through October 22, 2019 in the amount of \$524,963.96. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
 - September 30, 2019 - \$262,770.77
 - October 15, 2019 - \$266,980.26
- 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
Moira GaNun	Bureau of Education Workshop	11/25/19	R M	\$279 .35 per mile
Cynthia Weil	Bureau of Education Workshop	11/25/19	R M	\$279 .35 per mile
Pat Pillon	Clinton Township Public School	11/1/19	R	\$99

			M	.35 per mile
Kim Goss	Wilson Level I Certification	Various dates during school year	R	\$2,300
Andrea Gristina	Making the Best of Google Classroom	11/25/19	R M	\$279 .35 per mile

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
PIE	Paula Hall	Book Fair	10/16-18/19	Various times	Library
Girl Scouts	Diane Dembeski	Box Donation Assembly	11/5/19	12:50-3:00 pm	Cafeteria
Girl Scouts	Julie Botero	Meetings	1 st Friday of every month	3:10-4:30 pm	Elementary Art Room
DTAA	Jessica H.B. Roethel	DTAA	Various dates	Various times	Gym and Cafeteria
PIE	Emy Drews/Kyla Glassner	Music Technology With Brent Daniels	11/14/19	Two shows 9:00 AM and 10:00 AM	Gym
PIE	Emy Drews/Kyla Glassner	Laugh A Lot Poetry	1/10/20	Two shows 9:00 AM and 10:00 AM	Performing Arts Room

~~2.7 MOVE to approve related services for student ID #3367877304 per settlement agreement. (Copy on file in Board Office) Motion tabled. Awaiting additional information, specifically the cost and cap on the related services.~~

2.8 MOVE to approve 2019-20 Transportation Jointure Contract for Choice Students between South Hunterdon Regional High School District and Delaware Township School Board of Education. (Contract on file in the Board Office)

2.9 MOVE to approve the following School Bus Emergency Evacuation Drill Statement, as stipulated by 6A:27-11.2

On, Wednesday, September 25, 2019 Supervisor Kathleen Racile oversaw the school bus emergency evacuation drill for bus routes 18, 36, 45, 731, 732, 733 and 734. The drills were held at approximately 8:50 am.

2.10 MOVE to approve MOVE to approve the following Pre School Tuition Contracts for the 2019-2020 school year:

STUDENT ID NUMBER	AMOUNT
4460454495	\$6,750.00
3672238185	\$6,750.00

- 2.11 MOVE to approve the M-1 Annual Maintenance Budget Amount Worksheet and Detailed Actual Expenditures for the Fiscal Year 2020-2021 and approve the Comprehensive Maintenance Plan (CMP). (Exhibit 2.11)
- 2.12 MOVE to approve Bryan Fennelly, MD for the 2019-20 school year.
- 2.13 MOVE to accept the \$1,500 DTS Pie Faculty Grant for the Music in the Park program, applied for by Kimberly Fanelli.
- 2.14 MOVE to accept the \$789.99 DTS Pie Faculty Grant to partially fund the purchase of a Pre-School Sandbox, applied for by Gina Scialla.

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

Motion by Mrs. Hornby, seconded by Mrs. Lyons to approve items 3.1 – 3.2. Discussion followed. An adjustment was made to the original motion to reflect the corrected hourly rate. Dr. Wiener wish Mrs. Rose much happiness in her retirement and how much she would be missed. Motion passed by unanimous roll call vote. 7-0-0

- 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
Jean Domurat	part time paraprofessional pre-school	.62 Step 3 Salary \$13,089.06	10/1/19-6/30/20
Dana Golis	part time paraprofessional	.43 Step 1 Salary \$8884.44	10/1/19-6/30/20
Gail McGuire	part time paraprofessional	.71 Step 2 Salary \$14,829.30	10/1/19-6/30/20
Lucy Fisher, Judy Stewart, Dan Chojnowski, Reath Mast, Sherry Marlatt, Wendy Dejneka, Bernie Benda, Kelvyn Ramirez, and Brian Smith	Dance chaperones – Rotating basis	\$45.14 per hour/3 hours per dance	2019-20 school year
Margaret Huffman	full time custodial position	salary \$33,500	11/1/19 to 6/30/20
Lucy Fisher, Judy Stewart, Dan Chojnowski, Reath Mast, Sherry Marlatt, Wendy Dejneka, Bernie Benda, Kelvyn Ramirez, and Brian Smith	activities night and concerts – rotating basis	\$45.14 per hour/various amount of hours	2019-20 school year
Jackie Plummer and Diana Cotter	Learning Lab	\$45.14 per hour	2019-20 school year
Erin Cronce	Substitute Teacher (pending completion of paperwork)	\$100 per day	2019-20 school year

Sandra Quairoli	Substitute Teacher (pending completion of paperwork)	\$100 per day	2019-20 school year
Raymond Braun	Substitute Teacher (pending completion of paperwork)	\$100 per day	2019-20 school year

3.2 MOVE to accept the Letter of Intent to Retire from Cynthia Rose, Special Education Teacher, effective January 1, 2020. (Exhibit 3.3)

N. Additional Business (moved to earlier in the meeting)

O. Audience Participation (moved to earlier in the meeting)

P. Board Representatives Liaison Reports

1. Recreation - None
2. PiE – The bookfair was a success and there was a good turnout at Family Night. They approved the grant for the sandbox.
3. Township - None
4. ESC - None
5. Planning Board – Nothing of significance.
6. HCSBA – The annual NJSBA workshop is taking place this week.
7. NJSBA Legislature - None
8. Community Relations – The seniors were invited to enjoy the jazz band, artwork and lunch.
9. HCRHS - None
10. DTAA – Basketball registration is open.

Q. Executive Session - None

R. Adjourn

Motion by Mrs. Lyons, seconded by Mrs. May to adjourn at 10:35pm.

Susan M. Joyce
Business Administrator/Board Secretary

October 22, 2019
Date Approved

Linda Ubry, President

