

DELRAN TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD AGENDA

December 21, 2020

Delran High School Cafeteria

District Goals:

Student Achievement: Decrease achievement gaps between all student demographic subgroups in the area of literacy and math as evidenced through benchmark assessment and all data sources.

College and Career Preparedness: Support environments that prepare all students for college and career competencies through the development and expansion of programming in the areas of literacy, arts and industrial arts as well as science technology, engineering and mathematics (STEM).

Student Integration: Increase opportunities for special education and English language learner programs in the least restrictive environment (LRE) through the enhanced use of differentiated instruction in all settings.

Community Engagement: Prioritize timely collaboration with parents through frequent and ongoing communication that provides information on coursework, assessment, homework, projects, school/classroom events and other school related information.

Finance and Operation: Develop a cost effective operating budget that promotes educational programming, district infrastructure, facilities maintenance and grant funding procurement.

Regular Public Meeting - 7:30 p.m.:

00. **Opening Statement by the President:**

In compliance with the Open Public Meeting Law, the Delran Township Board of Education has caused notice of this meeting, including the time, date, and location, to be (a) submitted for publication to the Burlington County Times and the Courier Post; and (b) posted at the Delran Township Municipal Building, Board Office and all School bulletin boards at least 48 hours in advance of this meeting.

01. **Pledge of Allegiance**

02. **Roll Call**

<u>Board of Education Member</u>	<u>Present</u>	<u>Absent</u>
Mrs. Anderson		
Mr. Chierici		
Mrs. Flanagan		
Mrs. Melvin		
Mr. Oberg		
Mrs. Rafanello		

Mrs. Wachter		
Mr. Biluck		
Mr. Kitley		

07. Old Business: COVID-19 District Update

08. New Business: Academic Plans: January 19, 2021 Return
 Reorganization Agenda Review
 2021 Board meeting date review
 2021 Self-Assessment

09. Committee Reports:

Curriculum:

Business Operations:

Community Engagement:

Policy:

10. **Approval of Minutes:** December 7, 2020 Work Session [Reference F-2]
 December 7, 2020 Work Session Executive Session

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

11. **Superintendent's Report - Information:**

Dr. Brotschul will report.

A. *Enrollment Report*

B. *Vacancy Report*

C. *Correspondence*

ROLL CALL:

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
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Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

12. **Agenda Questions: Public**

13. **Policy**

Mr. Oberg will report.

Motion to approve all items by way of consent vote in Section 13, Policy.

A. *It is recommended that the Board of Education approve the first reading of the following policies and regulations:*

1620	Administrative Employment Contracts
2451	Adult High School
2464	Gifted and Talented Students
5330.05	Seizure Action Plan
R5330.05	Seizure Action Plan
6440	Cooperative Purchasing
6470.01	Electronic Funds Transfer and Claimant Certification
R6470.01	Electronic Funds Transfer and Claimant Certification
7440	School District Security
R7440	School District Security
7450	Property Inventory
8420	Emergency and Crisis Situations
8561	Procurement Procedures for School Nutrition Programs

ROLL CALL:

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			

Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

14. **Business and Operations**
Mrs. Rafanello will report.

Motion to approve all items by way of consent vote in Section 14, Business and Operations.

- A. *It is recommended that the Board of Education accept the Business Administrator’s certification that the total of encumbrances and expenditures for each line item account do not exceed the line item appropriations in accordance with 6A:23A-16-10(c) 3, for the months of September 2020 and October 2020. [Reference F-3].*
- B. *It is recommended that the Board of Education certify, after review of the school business administrator’s Monthly Reconciliation Report and upon consultation with the appropriate school district officials, shall certify that no fund has been overexpended and sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year in accordance with 6A:23A – 16-10(c) 4, for the months of September 2020 and October 2020. [Reference F-4]*
- C. *It is recommended that the Board of Education approve the transfer of funds in the amount of \$161,850 (October 1, 2020 through October 31, 2020) according to the schedule available in the Office of the Board Secretary. [Reference F-5]*
- D. *It is recommended that the Board of Education approve payment of bills in the amount of \$1,958,531.79 (November 17, 2020 through December 21, 2020). [Reference F-6]*
- E. *It is recommended that the Board of Education approve the cafeteria report for the months of October 2020 and November 2020 . [Reference F-7]*
- F. *It is recommended that the Board of Education approve the FY22 Budget Calendar:*

Date	Activity
9/1/20 to 11/25/20	School/Department Budget Creation
TBA	Work Session: 2020-2021 Budget Projection Public Presentation / Review of 2019-2020
TBA	Public Presentation of 2019-2020 Audit
12/15/20 to 12/23/20	Department/School Budget Presentations with District Administration
1/5/21	Business Operations Committee Update
1/5/21	Work Session: Public Budget Administrative Update
2/1/21	Business Operations Committee Update
2/1/21	Work Session: Budget Discussion Public Presentation
TBA February	Governor's Budget Address
TBA February	State Aid Notice to District
3/1/21	Business Operations Committee Update
3/1/21	Work Session: Budget discussion

3/6/21	Budget Retreat: Public Budget Public Presentation
3/15/21	Regular Public Meeting: Tentative Budget Hearing
3/19/21	Tentative Budget due to Burlington County Office of Education
4/5/21	Work Session: Follow up Budget Discussion as Necessary
TBA	Final FY22 Budget Adoption Hearing

G. *It is recommended that the Board of Education approve the service agreements listed below for the 2020-2021 year:*

	Vendor Name	Service Description	Annual Amount	Term
1	County of Burlington	Cooperative Pricing System #4-BUCCP	Service Fee Based	1/1/21-12/31/25
2	Schneider Electric	Energy Star Certification/High School	\$1,500.00	

H. *It is recommended that the Board of Education accept the School Health Insurance Fund (SHIF) dividend in the amount of \$189,838.00 to be retained within Fund and available at District's request.*

I. *It is recommended that the Board of Education approve the submission of Alyssa's Law Compliance/School Security Grant application in the amount of \$167,493.00.*

J. *It is recommended that the Board of Education approve submittal of the M-1 and the Comprehensive Maintenance Plan to the County Office of Education.*

K. *It is recommended that the Board of Education approve to accept an anonymous donation in the amount of \$5,000 to be directed to the area of science, technology, engineering and math (STEM) programming.*

L. *It is recommended that the Board of Education approve to accept a donation from Lockheed Martin in the amount of \$130 on behalf of Allan Croly.*

M. *It is recommended that the Board of Education approve 2020-2021 Addendum 1 between the Delran Township Board of Education and First Student.*

N. *It is recommended that the Board of Education approve the additional CARES Emergency Relief funds and to amend the grant in the amount of \$38,173.*

O. *It is recommended that the Board of Education approve to rescind Motion 14F on October 12, 2020 Board of Education Meeting Agenda (Sidebar 03).*

P. *It is recommended that the Board of Education approve Sidebar 04 between the Delran Board of Education and the Delran Athletic Association regarding Winter Sports for Season II.*

Q. *It is recommended that the Board of Education approve Sidebar 05 between the Delran Board of Education and the Delran Athletic Association regarding Winter Sports for Season II-A.*

R. *It is recommended that the Board of Education approve Sidebar 06 between the Delran Board of Education and the Delran Athletic Association regarding Winter Sports for Season III.*

ROLL CALL:

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

15. **Curriculum**
Mrs. Wachter will report.

Motion to approve all items by way of consent vote in Section 15, Curriculum.

- A. *It is recommended that the Board of Education approve 2 Delran High School students to attend the 2021 Hugh O'Brian Youth Leadership Seminar to be held at Kean University, Union, NJ from June 11, 2021 to June 13, 2021. Cost to the Board of Education is \$645.00.*
- B. *It recommended that the Board of Education approve the tuition contract in the amount of \$10,738.06 for displaced student 250352, regular education grade 8 for the 2020-2021 school year to attend Willingboro School District.*
- C. *It is recommended that the Board of Education approve Home Instruction services for the 2020-2021 School Year for the following student:*

School	Student #	Recommended By	Date
DHS	220446	Case Manager	12/07/2020 - 02/07/2021

- D. *It is recommended that the Board of Education approve the 2020-2021 tuition rate for students attending Burlington County Institute of Technology. The cost is \$3,517.00 per student for a total of student count of 29. The total cost for tuition is \$ 101,993.00.*
- E. *It is recommended that the Board of Education approve the Out-of-District tuition for the 2020-2021 school year for the following student:*

<u>Location</u>	<u>Student ID#</u>	<u>Tuition</u>	<u>1:1 Aide</u>	<u>Total Cost</u>	<u># of days Enrolled</u>	<u>Transportation</u>
BCAHS	210082	\$25,704.00	\$0.00	\$25,704.00	180	TBD

ROLL CALL:

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
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Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

16. **Personnel**

Mr. Chierici will report.

Motion to approve all items by way of consent vote in Section 16, Personnel.

All new personnel are recommended to the Delran Township Board of Education pending successful criminal history record check and child abuse/sexual misconduct review pursuant to N.J.S.A. 18A:6-7.1 and -7.6 et seq.

- A. *It is recommended that the Board of Education approve, with regret, the retirement of Wade Smith, Technology Support for the Delran Schools, effective the close of business on February 28, 2021.*
- B. *It is recommended that the Board of Education approve the following returning substitute teacher for the 2020-2021 school year:*

Name	Assignment	Salary
Stewart, Christopher	Substitute Teacher	\$95/day

- C. *It is recommended that the Board of Education approve the following substitute for the 2020-2021 school year:*

<u>Name</u>	<u>Assignment</u>	<u>Effective</u>	<u>Salary</u>
Hewitt, Robert	Substitute Teacher	12/22/20	\$95/day
Jones, Cindy	Substitute General Aide/ Instructional Aide	12/22/20	\$11.00/hour

- D. *It is recommended that the Board of Education approve Brian Stolarick for a Performance Bonus in the amount of \$2,000 for work performed in the area of safety and security as School Security Specialist pursuant to Article XVI in Agreement between Delran Township Board of Education and Delran Principals and Supervisors Association for all projects, staff development and strategic planning leadership in the area of district security and preparedness.*
- E. *It is recommended that the Board of Education approve Christopher Wolf, Physical Education teacher at the Delran Middle School, to assist with the planning and producing 80 hours of athletics video content at the direction of the Superintendent at the rate of \$43.56 per hour during NJSIAA Season II, Season II-A and Season III.*

- F. *It is recommended that the Board of Education approve the following teachers for Professional Development hours not to exceed 8 hours each at \$43.56 per hour funded by Title IIA:*

Jamie Dubuque
 Cara Dunn
 Meghan Jones
 Sharon Kernan
 Phil Palumbo
 Michelle Reasso

- G. *It is recommended that the Board of Education approve the following staff members for NJ Department of Education Student Portfolio coursework as required for graduation:*

Mathematics

Daniel Finkle	\$651.89 (per diem salary) x 1.25 =	\$ 814.86
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English/Language Arts

Mary Nutter	12 hours x \$43.56 =	\$ 522.72
Laura Diamond	12 hours x \$43.56 =	<u>\$ 522.72</u>
		\$1,045.44

Total cost to district		<u>\$1,860.30</u>
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- H. *It is recommended that the Board of Education approve JoAnn Vitale, Payroll Supervisor, for 5 days' compensation for work completed on July 10, 17; August, 7, 14 and 21, 2020 in order to transition to Edmunds Financial Accounting Software from Systems 3000 at her per diem rate of \$215.31.*
- I. *It is recommended that the Board of Education approve Alexandra Mijic-Kukavica, Teacher of French at the Delran High School, for 50 hours of curriculum writing to create modules at the rate of \$43.56 per hour.*
- J. *It is recommended that the Board of Education approve Mary Jo Hutchinson to attend the New Jersey Association for Gifted Children virtual conference on March 19, 2021. Registration is \$94.00 paid for by Title IIA Travel (DHS).*
- K. *It is recommended that the Board of Education approve Mary Jo Hutchinson to attend the virtual learning workshop Gifted Education in New Jersey: The Strengthening Gifted Education Act by FEA on January 12, 2021 cost of \$40.00 paid for by Title IIA.*
- L. *It is recommended that the Board of Education approve Christine Cusack to attend a 15-course webinar on "Small Group Reading Strategies" presented by The Reading Roadmap. Total cost is \$279.00 paid for by Title IIA funds.*
- M. *It is recommended that the Board of Education approve to extend an unpaid leave of absence under the provisions of the Federal Family and Medical Leave Act for Michelle Bradbury, Teacher of Health and Physical Education at the Millbridge Elementary School and Delran Intermediate School, until January 15, 2021. Mrs. Bradbury will return to work on January 18, 2021.*
- N. *It is recommended that the Board of Education approve the following coaching volunteers for the 2020-2021 school year:*

<u>Name</u>	<u>Assignment</u>	<u>Teacher</u>
Bartle, Lindsey	Athletic Trainer	David Caplin
Cahill, Tyler	Athletic Trainer	David Caplin

ROLL CALL:

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

17. **Community Engagement**

Mr. Chierici will report.

Motion to approve all items by way of consent vote in Section 17, Community Engagement.

- A. *It is recommended that the Board of Education approve the Delran High School Winter Athletic Schedule for the 2020-2021 school year.*
- B. *It is recommended that the Board of Education approve Athletic Account Financial Reports for the month of November 2020. [Reference F-8]*

ROLL CALL:

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

41. **Public Comments**

BE IT RESOLVED, pursuant to the Open Public Meetings Act, the Delran Township Board of Education will now meet in closed session to discuss:

Litigation Update
 Superintendent Contract Renewal

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board’s closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session in approximately 60 minutes.

42. **EXECUTIVE SESSION:** BE IT RESOLVED by the Delran Board of Education that, pursuant to the Open Public Meetings Law, it shall (immediately or at the conclusion of this meeting) enter into an Executive Session to discuss matters of personnel, negotiations and litigation and the information discussed can be disclosed to the public only upon formal written request to the Secretary of the Board of Education and it thereafter has been reviewed by the Board of Education at the next Work, Special or Business meeting to determine if the time and circumstances would then be appropriate to disclose the information discussed.

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

43. **Return to the Public Meeting:**
 Recommend Board approval to return to public meeting.

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			

Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			

60. **Adjournment:**

<u>Board of Education Member</u>	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Mrs. Anderson			
Mr. Chierici			
Mrs. Flanagan			
Mrs. Melvin			
Mr. Oberg			
Mrs. Rafanello			
Mrs. Wachter			
Mr. Biluck			
Mr. Kitley			