

Delaware Township School Monthly Board of Education Meeting

March 22, 2022 – 7:00 pm

A. **Call to Order** – Mrs. Catherine Pouria, President

B. **Open Public Meeting Act Statement**

C. **Flag Salute**

D. **Present:** Mrs. Hoffman, Mrs. Harrington, Mrs. Hornby, Mrs. Lyons, Mrs. May, Mrs. Opdyke, Mr. Ponzo, Ms. Stahl and Mrs. Pouria.

Absent: None.

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

E. **Audience Participation – Agenda Items**

Mrs. Brunje inquired about the requirements of a public meeting and whether Delaware Township has the ability to record meetings.

Mrs. Hornby asked if this was an agenda item.

Mrs. Brunje talked about Robert's Rules of Orders, zoom Bombing and about our ability to control these items with our Technology Specialist.

F. **Correspondence** - None.

G. **Presentations** – None.

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

1. Student Enrollment (3-10-22) - (Exhibit H.1)

2. GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	48	3	15
Grade 1	49	3	16
Grade 2	25	2	13
Grade 3	39	3	13
Grade 4	38	2	18
Grade 5	45	3	14
Grade 6	38	3	13

March 22, 2022

Grade 7	45	3	15
Grade 8	41	3	13
Pre School	27	2	12
Tuition Sent	3		
Home Instruction	1		
Self-Contained	4		
TOTAL	403	27	14

2. Evacuation Drills –

2021-2022 School Year Fire Drill/Security/Evacuation Report

District: Delaware Township

Superintendent: Dr. Rich Wiener

School: Delaware Township School

Phone #: 609-397-3179

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
7/21/21	9:32am	5 minutes	Hold	77 & Sunny	60 students; 15 staff	ESY & Summer School students/staff present.
7/21/21	9:40am	7 minutes	Fire Drill	77 & Sunny	60 students; 15 staff	*Main Fire Panel
8/11/21	11:22am	12 minutes	Fire Drill	92 & Sunny	17 staff	*Elementary Hall near boys' bathroom. The alarm went off due to renovations in the bathroom.
8/16/21	1:30pm	5 minutes	Shelter in Place	84 & Sunny	22 staff	*Just staff in the building
9/13/21	9:35am	5 minutes	Fire Drill	71 & sunny	70 staff & 390 students	*Fire Panel M97M028
9/20/21	2:31pm	5 minutes	Lockdown	69 & Sunny	70 staff & 390 students	
10/14/21	2:05pm	10 minutes	Fire Drill	75 & sunny	70 staff, 10 parents & 390 students	*Fire Panel M12M015
Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
10/22/21	12:05pm	5 minutes	Shelter in Place	65 & sunny	70 staff & 390 students	
11/11/21	11:00am	5 minutes	Fire Drill	57 & sunny	70 staff & 390 students	*Fire Panel M12M015
11/30/21	2:00pm	5 minutes	Active Shooter	38 & cloudy	70 staff & 390 students	
12/8/21	2:00pm	30 minutes	Table Top Discussion	39 & Sunny	4 staff members	*Reviewed drill protocols & need for school-based security committee
12/16/21	12:50pm	5 minutes	Fire Drill	59 & sunny	70 staff & 390 students	*Fire Panel M15M033
1/13/22	8:50am	5 minutes	Fire Drill	34 & sunny	70 staff & 390 students	*Fire Panel M13M007
1/31/22	9:35am	5 minutes	Bomb Threat	15 & sunny	70 staff & 390 students	
2/10/22	2:03pm	5 minutes	Fire Drill	53 & sunny	70 staff & 400 students	*Main Fire Panel

March 22, 2022

2/28/22	10:45am	5 minutes	Lockdown	31 & sunny	70 staff & 400 students	
3/7/22	2:15pm	5 minutes	Fire Drill	75 & sunny	70 staff & 400 students	*Fire Panel M13M009

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	0
TOTAL FOR SCHOOL YEAR 2021-2022 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
January	0	0
February	1	1
March	0	0
TOTAL FOR SCHOOL YEAR 2021-2022 TO DATE	1	1

5. Finance has been working on the 22-23 budget and tax levy. It will have the updated state aid and existing staff.
6. Policy and Personnel has been working on the 22-23 calendar which is being voted on after Spring Break. The attorney came to the committee meeting. He talked about the 'duty to care' mandate which we will be following if we follow the State mandates.

I. President's Report – Mrs. Catherine Pouria

1. We met with Fogarty in Policy and Personnel. Staff vaccine/testing is still mask optional.
2. Rich and Scott and getting to work on things other than Covid.
2. The Board is checking-in on Board goals and Strategic Planning.

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

1. Mrs. Joyce gave a Budget Update.
2. She explained the changes in the Budget Calendar.
3. Electrical Work is being updated in the gym and near the Sustainability Garden.

K. Motion by Mrs. Hornby, seconded by Ms. Stahl to approval of the regular session minutes of the February 15, 2022 board meeting. Discussion followed. Motion passed by roll call vote.

L. Committee Reports and Action

1. **Curriculum/Instruction/Technology** – Mrs. May reported on the committee meeting.

Motion by Mrs. May, seconded by Mr. Hoffman to approve item 1.1. Discussion followed. Mrs. May thanked the Administrators and teachers for providing a solid foundation for her daughter Caroline. She was accepted to her first choice college! Motion passed by unanimous roll call vote. 9-0-0.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report.

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

Motion by Mrs. Lyons, seconded by Mrs. Opdyke to approve items 2.1 – 2.13. Discussion followed. Motion passed by unanimous roll call vote. 9-0-0.

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the months ended February 2022 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 February 2022. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for second February 2022 bills list in the amount of \$72,124.79 and March 2022 bills list in the amount of \$228,267.01. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

February 28, 2022	-	\$263,740.05
March 15, 2021	-	\$254,817.08

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
Andrea Gristina	WRS Advanced Strategies for MSL Group	April 5, 6, 7, 2022	R M	\$625.00 Webinar
Andrea Gristina	Just Words LTR Tutoring Associations	March 24, 2022	R M	\$300 Webinar
Michelle Small	Foundations Level 2 Wilson Academy/AIM Institute	May 5, 2022	R M	\$295.00 Webinar

2.6 MOVE to approve the following Use of Facilities.

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
PIE	Kyla Glassner	Jump Rope Assembly	March 10, 2022	9:00 AM to 11:30 AM	Gym
Girl Scouts	Julie Botero	Girl Scout Meeting	TBD	3:15 PM to 4:30 PM	Art Room
Girl Scouts	Cynthia Pontecorvo	Girl Scout Meeting	March 24, 2022	7:00 PM	PAR

2.7 Motion to approve SDA Mechanical Services, Inc. Inspection Service Contract for March 1, 2022 through February 28, 2023. (Contract on file in Board of Education Office).

2.8 Move to approve resolutions awarding construction contracts.

PROJECT	CONTRACTOR	AWARD
BLEACHERS	Nickerson Corporation 11 Moffitt Blvd. Bay Shore, NY	Base Amount of \$81,278.00

ELECTRICAL	Kusant Electric Inc. 65 Sandy Ridge Road Stockton, NJ	Base Amount of \$4,870.00
------------	---	------------------------------

2.9 MOVE to accept the June 30, 2021 Comprehensive Annual Financial Report (CAFR) with 1 audit recommendation, and to acknowledge that the Delaware Township Board of Education has reviewed the 2020-2021 audit report as required by N.J.S.A.18A:23-5.

2.10 MOVE to approve the Corrective Action Plan for the June 30, 2021 Comprehensive Annual Financial Report (CAFR), with 1 audit recommendation. (Exhibit 2.10)

2.11 Approval of 2022-2023 Budget

Delaware Township Board of Education				
Adoption of the Tentative Budget for School Year 2022-2023				
BE IT RESOLVED that the tentative budget be approved for the 2022-2023 school year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A. 18A:7F-5 and 18A:7F-6.				
	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2022-2023 Total Expenditures	10,208,709	239,487	211,656	10,659,852
Less: Anticipated Revenues	<u>1,448,844</u>	<u>239,487</u>	<u>201,656</u>	<u>1,889,987</u>
Taxes to Be Raised	<u>8,759,865</u>	<u>0</u>	<u>10,000</u>	<u>8,769,865</u>
And, to advertise said tentative budget in the Hunterdon County Democrat in accordance with the form suggested by the New Jersey Department of Education and according to the law;				
AND a public hearing on the budget for the 2022-2023 school year will be held at the Delaware Township School on Tuesday, April 26, 2022 at 7:00 PM				
<u>Capital Reserve</u>				
<u>Capital Reserve Account Withdrawal \$201,656</u>				
BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$201,656				
<u>Maintenance Reserve</u>				
<u>Maintenance Reserve Account Withdrawal \$50,000</u>				
BE IT RESOLVED that the Board of Education includes in a budget a maintenance reserve withdrawal in the amount of \$50,000 for the purpose of offsetting maintenance expenses and projects.				

2.12 Move to approve BE IT RESOLVED that the Delaware Township Board of Education establish a district-wide maximum for travel expenditures of \$15,000.00 for the **2022-2023** school year. The Business Administrator/Board Secretary shall track and record all travel expenditures to ensure that the maximum amount is not exceeded, pursuant to *N.J.A.C. 6A:23A-7.3*.

2.13 MOVE to approve to participate in ACES electricity and natural gas supply procurement program (copy of contract on file in Board Office).

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

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve items 3.1 – 3.2.
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 2021-2022 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Patricia Hamill	Substitute Teacher	\$105/day	2021-22 School Year

3.2 MOVE to approve 2022-23 School Calendar. (Exhibit 3.2)

M. Additional Business – Mrs. Hornby talked about PiE, the volunteers, staff and administration for having Enrichment. We missed it for two years. PiE worked so hard and put so much effort into making it happen this year. Thank you to everyone involved!

Dr Wiener gave a bus incident update.

N. Audience Participation

Why can't the middle schooler students use the locker room?

Mrs. Brunje asked about administrators during certain school years. She asked whether her family was ever in litigation with the school. She also asked whether any staff member was told not to talk to her due to the litigation. Even if they were in litigation, she asked. why couldn't staff speak to her? She also asked about the number of virtual students and an unanswered OPRA request.

O. Board Representatives Liaison Reports

1. Recreation – The calendar was posted and included items like the egg hunt, yard sale, plant swap, crate race, summer rec, sports equipment swap, kite festival, fireworks, block party, holiday parade and light holiday decorating contest and star gazing event.
2. PiE - Wonderful Past Events STEAM Museum - Thursday February 17th (K-5) Jump Rope Assembly - March 10th (PreK-8) Looking forward to -Spirit Wear Store is open until April 4th the link can be found on the school website Delivery will be by end of April -Enrichment - will begin the week of March 21st (K-8, lots of great classes such as jump rope, drama, improv, paper folding, STEAM, nature themed, cake/cookie decorating and more! 219 Slots Filled!) -PiE will be providing snacks for staff on 3/23 -Bash the Trash Assembly - Friday March 25th (PreK-8) -Earth Day Event - April 14th, (PreK-8) -Mother's Day Plant Sale - Friday May 6th -PiE approved grants for Grant for Music in the Park & 8th Grade Dance Request -Teacher Appreciation Week: May 2nd Take the Cake May 3rd luncheon The third graders are working hard on their author in residence program. If your 3rd graders haven't already told you about it, make sure to ask them. The kids love working with a published author and writing their own books.
3. Township – They are lowering the speed limit at the blinking light to 25 mph. The Township voted against a corn hole tournament.
4. ESC – Did not attend. They introduced their budget.
5. Planning Board – The subdivision is moving forward. It's hard to say whether there will be affordable housing available to young families due to the housing market.
6. HCSBA – There is a meeting Thursday. It will be a leadership meeting for President and Vice President. Anyone can attend.
7. NJSBA Legislature – They will revision the consolidation of school districts; maybe shared services; there have been recent school safety drills; schools are permittee to hire retired staff during COVID; websites should be accessible to persons with disabilities; the Spring Symposium will be virtual.
8. Community Relations – They are planning a spring meeting. The group was invited to our Earth Day.
9. HCRHS – They are working on their calendar; the annual college fair is tonight; cheer and dance were both state winners; DTS graduate played in March Madness again this year, that's an impressive accomplishment.
10. DTAA – corn hole tournament was not approved; spring sports start April 2; they are in need of coaches and volunteers; the baseball infields are being worked on; there has been unauthorized adult soccer every night; field prep signups are available.

P. Executive Session – None.

Q. Adjourn

Motion by Mr. Ponzo, seconded by Mrs. Opdyke to adjourn at 8:02 pm. Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Business Administrator/Board Secretary

Catherine Pouria
Board President