

Delaware Township School

Monthly Board of Education Meeting and Public Hearing Minutes

April 25, 2023 – 7:00 pm

OUR MISSION STATEMENT

The mission of the Delaware Township School District is to prepare each student to become a productive, responsible member of society, able to adapt and change, by providing an environment that:

Creates a foundation for a self-motivated lifelong learner by providing relevant innovative, comprehensive curricula that reflect the New Jersey Student Learning Standards;

Focuses on individual needs and promotes individual excellence by encouraging and enhancing the intellectual and social development of each student.

This environment will be realized through an active and responsive partnership that includes the students, faculty, parents, community and staff.

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. Call Present: Mrs. Harrington, Mrs. Hornby, Mrs. Lyons, Mr. Ponzo, Mr. Pate,
Mrs. Opdyke, Ms. Stahl, Mrs. Pouria

Absent: Mr. Hoffman

Also present: Dr. Wiener, Superintendent and Mrs. Susan Joyce, Business
Administrator/Board Secretary.

E. Presentations

- Science Olympiad -The student presented their project for the Science Olympiad.

- Julie Luster-Roell – Discussed PIE’s proposal to paint a mural inside the school.

2023-2024 Public Budget Hearing – 7:00 pm

Opening Remarks

Dr. Richard Wiener, Superintendent

Mrs. Catherine Pouria, Board President

Presentation of Budget

Dr. Richard Wiener, Superintendent

Mrs. Susan Joyce, Business Administrator/Board Secretary

Public Comments and Questions on the 2023-2024 Budget

Board of Education Comments and Questions on the 2023-2024 Budget

RESOLUTION TO ADOPT THE BUDGET

Motion by Mrs. Harrington, seconded by Mr. Ponzio to approve the 2023-24 Budget. Discussion followed. Motion passed by unanimous roll call vote (8-0-0).

Delaware Township Board of Education

Adoption of the Budget for School Year 2023-2024

BE IT RESOLVED that the budget be approved for the 2023-2024 school year using the 2023-2024 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>
2023-2024 Total Expenditures	11,826,405	396,089	1,564,388	13,786,882
Less: Anticipated Revenues	<u>2,890,905</u>	<u>396,089</u>	<u>1,564,388</u>	<u>4,851,382</u>
Taxes to be Raised	8,935,500	0	0	8,935,500

And, said budget was advertised in the Hunterdon County Democrat, The Trenton Times and The Star Ledger in accordance with the form suggested by the New Jersey Department of Education and according to law;

AND a public hearing on the budget for the 2023-2024 school year is being held at Delaware Township School today, Tuesday, April 25, 2023 at 7:00 pm.

ADJUSTMENT OPTION

Adjustment for Enrollment: \$609,856

BE IT RESOLVED that the Board of Education is not including in the budget the adjustment for enrollment in the amount of \$609,856. The amount will be banked.

MAXIMUM TRAVEL

April 25, 2023

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the budget a maximum travel expenditure in the amount of \$15,000.00 for the 2023-2024 school year. The maximum travel expenditure amount for the 2022-2023 is \$15,000.00, of which, \$242.68 has been spent and \$00.00 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$15,000 for all staff and board members for the 2023-2023 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

CAPITAL RESERVE

Capital Reserve Account Withdrawal: \$1,020,675

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$1,020,675 for:

- Bond Principal \$ 170,000

April 25, 2023

- Bond Interest \$ 44,388
- BAN Principal \$1,350,000

Tax Table 2023-2024

July 15, 2023	\$1,489,250
September 15, 2023	\$1,489,250
November 15, 2023	\$1,489,250
January 15, 2024	\$1,489,250
March 15, 2024	\$1,489,250
May 15, 2024	<u>\$1,489,250</u>
	\$8,935,500

F. Audience Participation – Agenda Items

The opportunity for public comment on questions will be provided at every regular meeting of the Board of Education and will appear on the agenda as Audience Participation. Two will appear on each agenda; one near the beginning for questions or comments on agenda items, and one near the end for general comments or questions.

Audience participation will be a maximum of thirty minutes in length unless there are unusual circumstances. Those appearing at audience participation will be allowed three minutes to speak and no one will be allowed to speak twice at the same participation session until all those wishing to speak have had their turn.

The Board may or may not respond to the speakers at the time of their appearance.

Statement Prior to General Public Comment

Pursuant to Board Policy No. 9322, this meeting is open to the public, and a time has been set aside for community members to comment on any matter of interest to the District. The Board may, or may not, respond to issues raised by members of the public at the time they are raised, but will provide a response when and if appropriate.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking, whether they be community members, Board members, Board employees or students. Please note that the Board will not respond to comments regarding students or Board employees in light of the statutory privacy rights of those individuals. The Board discourages comments about its students and employees and will not be held responsible for such comments. Moreover, members of the public who choose to speak during public session should be aware that they may be held personally liable for any statements that they make, which become part of the public record.

Finally, the Board will not comment on or respond to any matter raised unless it can confirm that the matter has first been brought to the attention of the appropriate school personnel in an attempt to resolve the issue.

G. Correspondence – Community Member Letter
 NJSBA – Dr. Wiener commented.
 Mrs. Pouria said the administration wears many hats.

H. Presentations – DTS Science Olympiad Team

I. Superintendent's Report – Dr. Richard Wiener

1. Student Enrollment (4-10-23) - (Exhibit I-1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	40	3	13
Grade 1	51	3	17
Grade 2	49	3	16
Grade 3	27	2	14
Grade 4	39	3	13
Grade 5	41	2	21
Grade 6	45	3	15
Grade 7	42	3	14
Grade 8	49	3	16
Pre School	25	2	13
Tuition Sent	4		
Home Instruction	0		
Self-Contained	4		
TOTAL	416	27	15

2. Evacuation Drills –

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
7/15/22	11:15am	5 minutes	Fire Drill	81 & sunny	150 students & 20 staff members	*Fire Panel M12M015 **Summer Recreation Camp
9/9/22	9:15am	5 minutes	Shelter in Place	80 & sunny	407 students & 75 staff members	*Paramedics called for student injury.
9/9/22	2:45pm	5 minutes	Fire Drill	80 & sunny	407 students & 75 staff members	*Fire Panel 13M007
9/30/22	9:15am	7 minutes	Lockdown	52 & cloudy	410 students & 75 staff members	

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
10/7/22	8:30am	25 minutes	Bus Evacuation	57 & sunny	410 students	*All students took part in this drill.
10/20/22	10:30am	5 minutes	Fire Drill	46 & sunny	413 students & 75 staff members	*Fire Panel M12M016
10/27/22	1:45pm	5 minutes	Evacuation Drill	63 & sunny	413 students & 75 staff members	
11/22/22	2:30pm	5 minutes	Active Shooter Drill	52 & sunny	413 students & 75 staff members	
11/30/22	8:55am	5 minutes	Fire Drill	41 & rainy	413 students & 75 staff members	*Fire Panel M12M015
12/19/22	1:45pm	5 minutes	TableTop	40 & sunny	4 office staff	Reviewed procedures for drills
12/21/22	8:55am	5 minutes	Fire Drill	27 & sunny	413 students & 75 staff members	*Fire Panel M14M012
1/19/23	9:10am	5 minutes	Lockdown	43 & rainy	413 students & 75 staff members	
2/2/23	2:35pm	7 minutes	Fire Drill	37 & sunny	413 students & 75 staff members	*Fire Panel M97M029
2/24/23	1:50pm	5 minutes	Fire Drill	43 & sunny	412 students & 75 staff members	*Fire Panel M97M028
2/28/23	11:08am	5 minutes	Shelter in Place	34 & cloudy	412 students & 75 staff members	
3/23/23	10:25am	5 minutes	Fire Drill	49 & cloudy	412 students & 75 staff members	*Fire Panel M11M023

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
3/31/23	12:55pm	5 minutes	Bomb Threat	54 & cloudy	412 students & 75 staff members	
4/19/23	8:30am	25 minutes	Bus Evacuation	57 & sunny	Bus students	
4/21/23	9:30am	5 min	Fire Drill	57 & sunny	412 students & 75 staff members	*Fire Panel M115M032
4/28/23	10:00am	20 min	Tabletop			*Review of Bomb Threat Training office staff attended

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	1	0
March	0	0
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2022-2023 TO DATE	1	0

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	0	0
December	1	0
January	1	1
February	0	0
March	2	1
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2022-2023 TO DATE	4	2

5. **2023-24 Budget Highlights/Updates**

Thank you to Finance and Facilities and Business Office on building the budget.
Thank you to the coaches of the Science Olympiad Team; I'm proud of our students.
Earth Day Celebration is one of our crown jewels. It was a perfect day.

Congratulations to Mrs. Pouria who was nominated as the HCSBA President; she is also recognized as a certified Board Member.

On March 29, 2023 I attended a luncheon with Mrs. Lyons and Mrs. Opdyke. To accept the Green Team, grant award in the amount of \$10,000; we received the largest grant.

Global Fest is up next.

J. President's Report – Mrs. Catherine Pouria

1. The superintendent position was posted; and following the process which includes staff and community input.
2. Mr. Lipson and Mrs. Pillon will invite attendees back to review, can add/delete items.
3. Reiterate Dr. Wiener's words thank you.

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

1. Summer 2023 Projects Update - roof, signage and playground.

L. Approval of the regular session minutes of the March 14, 2023 board meeting and executive session minutes of the March 14, 2023.

Motion by Mrs. Hornby, seconded by Ms. Stahl to approve the regular session minutes of the April 25, 2023 board meeting and executive session minutes of the April 25 2023. Discussion followed. Motion passed unanimous by roll call vote (8-0-0).

M. Committee Reports and Action

1. **Curriculum/Instruction/Technology** - Mr. Hoffman reported on the committee meeting. Motion by Mr. Hoffman, seconded by Mrs. Opdyke to approve items 1.1-1.2. Discussion followed. Motion passed by unanimous roll call vote (8-0-0).
 - 1.1 MOVE to approve the following field trips for the 2022-2023 school year (Exhibit 1.1).
 - 1.2 HIB (1 not/1 was) (accept HIB report for the month).

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Pittstown Farm	May 10, 2023	Kindergarten	Pittstown, NJ
Locktown Stone Church	May 25, 2023	3 rd Grade	Sergeantsville, NJ
Grounds for Sculpture	June 5, 2023	4 th Grade	Hamilton, NJ

2. **Finance/Facilities** -Mrs. Lyons reported on the committee meeting.
Motion by Mrs. Lyons, seconded by Ms. Stahl to approve items 2.1-2.9.
Discussion followed. Motion passed by unanimous roll call vote (8-0-0).
- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary for the month ended February and March 2023 and the Treasurer of School Monies for the month ending February and March 2023 be accepted and placed on file. The Board of Education, after review of the Board Secretary and Treasurer'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 March 2023. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for 2nd March 2023 bills list in the amount of \$339,869.95 and April Bills List in the amount of \$138,141.40. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- | | | |
|----------------|---|--------------|
| March 15, 2023 | - | \$258,961.76 |
| March 30, 2023 | - | \$266,495.50 |
| April 6, 2023 | - | \$263,360.27 |
- 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
Caitlin Lally	NJSCA School Counselor Conference	April 21, 2023	R M	\$35.00

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Delaware Township Athletic Association	Rebecca Viola	Softball Practice	April 1, 2023 April 4, 2023 to June 9, 2023	10:00 AM-10:45 AM 5:30 PM-6:30 PM	Softball Field
PIE	Rebecca Burns	Author in Residence Publishing	April 25, 2023	5:30 PM – 8:00 PM	PAR or Media Center
PIE	Julie Luster-Roell	Schoolwide Mural	November, 2023 April, 2024	Various	TBD

2.7 MOVE to approve School Bus Emergency Evacuation Drill on April 19, 2023. (Exhibit 2.7)

2.8 MOVE to approve the AME Inc. Maintenance Agreement April 1, 2022 to March 31, 2023 (contract on file in Board of Education Office).

2.9 MOVE to approve the June 30, 2022 Annual Comprehensive Financial Report (ACFR).

3. **Personnel/Policy** - Mr. Ponzo reported on the committee meeting.

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve items 3.1-3.9. Discussion followed. Motion passed 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 2022-2023 or 2023-2024 school years, pending paperwork and fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Maya Markowicz	Substitute	\$125 per day	2022-23 School Year
Jennifer Holden	Substitute	\$125 per day	2022-23 School Year
Robert Mead	Substitute Custodian	\$14.13 per hour	2022-23 School Year
Jack Fetzer	Part Time Tech Assistant	\$15.25 per hour	2023-24 School Year
Ann Weinoffer and Nancy Crimmel	Just Words (ESSER Grant)	155 hours @ CBA Rate	2022-23 School Year
Evelyn Abbatiello	Summer Custodian	\$14.38 per hour	June 2023 to August 2023
Amelia Mead	Summer Custodian	\$14.13 per hour	June 2023 to August 2023
Britian Moore Jennifer Griffith Valerie Wheatley Meeta Verma Nicole Bivona Gina Scialla	Washington, DC	Per CBA	June 1 & 2, 2023
Scott Lipson	Washington, DC	Administrator	June 1 & 2, 2023

Gina Scialla Phil Muratore Jennifer Griffith Lucinda Fischer	Dorney Park	Per CBA	May 19, 2023
Robert Mead Kimberly Mazzucco	8 th Grade Dance Chaperone	Per CBA	June 15, 2023
Dan Chojnowski Britian Moore Reath Mast Judith Stewart	Spring Dance Chaperone	Per CBA	April 21, 2023

- 3.2 MOVE to approve the following job descriptions (Exhibit 3.2).
- 3.3 MOVE to approve the attached list of tenured staff members for the 2023-2024 school year, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve the attached list of non-tenured staff members for the 2023-2024 school year, per the recommendation of the Superintendent. (Exhibit 3.4)
- 3.5 MOVE to approve the attached list of paraprofessionals and secretaries for the 2023-2024 school year, per the recommendation of the Superintendent. (Exhibit 3.5)
- 3.6 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000 and a Quotation threshold of \$6,000, effective July 1, 2023 to June 30, 2024 per the recommendation of the Superintendent.
- 3.7 MOVE to approve FMLA Leave for Employee, #44253466, beginning April 14, 2023 through April 28, 2023, per the recommendation of the Superintendent.
- 3.8 MOVE to approve FMLA Leave for Employee, #96260922, beginning May 8, 2023 through June 30, 2023, per the recommendation of the Superintendent.
- 3.9 MOVE to approve Lucinda Fisher for home instruction for student ID#28569 not to exceed ten hours per week for 2022-23 school year.

N. Additional Business

Board Self Evaluation needs to be completed.
Superintendent Evaluation is due in June.

O. Audience Participation – None

P. Board Representatives Liaison Reports

1. Recreation – last weekend gear swap and kite fest. Ms. Stahl said Yard Sale on May 20, 2023; Patriots game June 17, 2023; July 4, 2023 Great Crate Race; May 20, 2023 Plant Swap.
2. PiE – Author in residence going on –May 8-12, 2023 Teacher Appreciation Week; May 8, 2023 next meeting, May 12, 2023 Plant Sale; assembly; Paint Night sign-ups; Color Run May 20, 2023.
3. Township - None
4. ESC – None, meeting next week.
5. Planning Board - May 2, 2023 meeting.
6. HCSBA – Unsung Hero’s Award Max Harrington. Next meeting Thursday – doing board member awards; County Tech of the Year speaking; Mrs. Pouria nominated as president.
7. NJSBA Legislature - State BOE regulation licensure for educators; discussed NJ student learning standards.
8. Community Relations – Senior readers going so well such, a great program.
9. HCRHS – Budget Presentation on website; Cabaret May 12, 2023; May 5, 2023 prom; Instrumental Concert May 31, 2023.
10. DTAA – Opening day on Saturday; soccer started this weekend; holding tennis clinics; \$500 scholarship on website.
11. SEPAG – no update.

Q. Executive Session

Motion by Mrs. Harrington, seconded by Mrs. Hornby to go into executive session at 8:34 PM. Motion passed by unanimous roll call vote (8-0-0).

WHEREAS Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975 authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public, or where the personal privacy of or guaranteed rights of individuals whose activities or affairs are to be discussed would be clearly in danger of unwarranted invasions and

WHEREAS the matters about to be presented for discussion clearly meet the “circumstances” test of such Act, now therefore be it

RESOLVED that the Board of Education of Delaware Township School now adjourns from public session to reconvene in Executive Session for the purpose of discussing the following: negotiations and be it further

RESOLVED that the Board will more specifically discuss (to be stated at the meeting); and be it further

RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board’s consideration of the subject matter be closed, or that such matter does not adversely affect the rights of prospective, current, or past public officers, or personnel of the

Board, unless such individuals have in writing requested the disclosures of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

Motion by Mrs. Lyons, seconded by Mr. Ponzo to go back into regular session at 9:06 PM. Motion passed by unanimous roll call vote (8-0-0).

R. Adjourn – 10:28 PM

Motion by Mrs. Hornby, seconded by Mr. Pate to adjourn at 9:07 PM. Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Business Administrator/Board Secretary

Catherine Pouria
President