

**Delaware Township School**  
**Monthly Board of Education Meeting Minutes**  
**March 14, 2023 – 7:00 pm**

**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, Mr. Hoffman, Mrs. Hornby, Mr. Ponzo, Mr. Pate, Mrs. Opdyke, Ms. Stahl, Mrs. Pouria, Mrs. Lyons

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

**E. Audience Participation – Agenda Items**

Mrs. Wheatley thanked Dr. Wiener for his years of service at DTS and for all he has done for our school.

**F. Correspondence** – None

**G. Presentations** – Mr. Lipson gave an overview of Link it and he reviewed our scores and how teachers can use the information.

March 14, 2023

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

### 1. Student Enrollment Student Enrollment 3-10-23 - (Exhibit H.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		
<b>TOTAL</b>	<b>416</b>	<b>27</b>	<b>15</b>

### 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	
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	

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
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. 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
<b>TOTAL FOR SCHOOL YEAR 2022-2023 TO DATE</b>	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	0	0
April	0	0
May	0	0
June	0	0
<b>TOTAL FOR SCHOOL YEAR 2022-2023 TO DATE</b>	2	1

5. 2023-24 Budget Update – Thank you Mrs. Joyce and the finance committee. Mrs. Joyce worked hard to present a budget that supports these positions (New Supervisor of Special Services and new teacher) while staying within the 2% tax levy cap and with relatively flat state aid.

6. Dr. Wiener discussed the DTS Calendar for the 2023-24 School Year.

**I. President's Report – Mrs. Catherine Pouria**

It is very sad that Dr. Wiener is retiring, but the bright side is the board will be involved with hiring a new superintendent, which is exciting. Dr. Wiener started forty-two years ago as a high school math teacher and it is fitting that we're accepting his retirement on Pi Day. He is with us until September and he will continue to be a trusted advisor.

It's the board's responsibility to find his replacement. I had a meeting with Dr. Wiener and Mr. Hoffman to discuss the district's future and how to best support DTS staff and students. We have several options moving forward.

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

1. Budget Update – Dr. Wiener and Mrs. Lyons are talking about the budget this evening. The budget is due to the county office by March 20, 2023 and we will be presenting the final budget for approval at our April 25, 2023 meeting.

**K. Approval of the regular session minutes of the February 21, 2023 board meeting and executive session minutes of the February 21, 2023.**

Motion by Mrs. Opdyke, seconded by Mrs. Harrington to approve the regular session minutes of the February 21, 2023 board meeting and executive session minutes of the February 21, 2023. Discussion followed. Motion passed by roll call vote (8-0-1). Mrs. Lyons abstained.

**L. Committee Reports and Action**

1. **Curriculum/Instruction/Technology** - Mrs. Hornby reported on the committee meeting.

Motion by Mrs. Hornby, seconded by Mrs. Hoffman to approve items 1.1-1.3. Discussion followed. Motion passed by unanimous roll call vote (9-0-0).

There was a discussion about a board policy regarding home schooled students participating in school activities/events.

- 1.1 MOVE to accept the HIB incidents per H.1 of the Superintendent's Report.

1.2 MOVE to approve the following field trips for the 2022-2023 school year.

ACTIVITY	DATE	GRADE LEVEL	LOCATION
8 <sup>th</sup> Grade Trip	June 1 & 2, 2023	8 <sup>th</sup> Grade	Washington, DC

1.3 MOVE to approve the 8<sup>th</sup> Grade Dance on June 15, 2023.

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

Motion by Mrs. Lyons, seconded by Ms. Stahl to approve items 2.2-2.9. Tabled  
2.1. 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 month ended February 2023 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 2023. (Exhibit 2.2)

2.3 MOVE to approve District invoices presented for payment for second February 2023 bills list in the amount of \$371,148.29 and March 2023 bills list in the amount of \$57,005.81. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

February 28, 2023 - \$266,563.68

- 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
Lucinda Fisher	Ready, Set, Reset: Addressing the Heart of the IEP	April 28, 2023	R M	\$165

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTS PIE	Dawn MacDonald	DTS PIE Family Color Run	May 20, 2023	8:00 AM – 12:00 PM	Parking Lot
			May 21, 2023	8:00 AM – 12:00 PM	Parking Lot
DTS PIE	Julie Luster-Roell	DTS PIE Book Bingo	March 31, 2023	6:00 PM – 8:00 PM	Cafeteria
DTS PIE	Emy Drew	SK8/4 Life Assembly	May 3, 2023	2:00 PM	Gym or Outdoor

- 2.7 Motion to approve SDA Mechanical Services, Inc. Inspection Service Contract for March 1, 2023 through February 29, 2024. (Contract on file in Board of Education Office).

- 2.8 Move to approve ROD Grant Resolution.

The Delaware Township Board of Education authorizes Gianforcaro Architects, Engineers and Planners to submit the application for ROD Grant funding for the following projects:

Delaware Township Elementary School

- HVAC Renovations
- Playground Upgrades
- Window Replacement

The Delaware Township Board of Education approves any and all changes to the Long-Range Facility Plan for the purpose of submitting the ROD Grant applications.

2.9 MOVE to approve the 2023-2024 Budget Resolution (resolution to follow).

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

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve items 3.1-3.5. Discussion followed. Motion passed: items 3.1-3.4 passed by unanimous roll call vote (9-0-0); item 3.5 passed by roll call vote (8-0-1 Mrs. Pouria abstained).

Mr. Ponzo wished Dr. Wiener well in his retirement.

The Board talked with Mr. Lipson about the need for the new Supervisor of Special Services position.

The Board discussed the calendar including NJEA Convention and half days. It was suggested to survey the community and staff regarding calendar changes. Mrs. Pouria also wished Dr. Wiener the best in his retirement.

Dr. Wiener thanked the Board for everything they do. He would like to share his letter with staff tomorrow.

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2022-2023 school year, pending paperwork and fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Andrea Gristina Lucy Fisher	Just Words (ESSER Grant)	155 hours @ CBA Rate	2022-23 School Year
Angela Mikula	Art	B+45M Step 20 Revised Salary \$96,270.00	2022-23 School Year
Phillip Muratore	Sound for MS Play	5.5 hours @ CBA Rate	March 1, 2, 3, 2023
Kathleen Veith	Part Time Paraprofessional	Step 2 FTE .62 Annual Salary \$15,679.80, Prorated Salary \$5,487.93	March 16, 2023 to June 30, 2023
Lisa Aron	Para Student Support for Activity	\$26.52/per hour	2022-23 School Year

- 3.2 MOVE to approve 2023-24 School Calendar. (Exhibit 3.2)

- 3.3 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibits 3.3A, 3.3B, 3.3C, 3.3D)

POLICY	NUMBER	REVISION ONLY	READING
Tenure	4110		2nd
Support for Breastfeeding Mothers	5134		2nd
Married/Pregnant and Lactating Pupils	5134		2nd
School Meal Program Arrears	3542.2		2nd

- 3.4 MOVE to approve the following job description: Supervisor of Special Services (Exhibit 3.4).

- 3.5 MOVE to accept the Letter of Intent to Retire from Dr. Rich Wiener, Superintendent, September 1, 2023. (Exhibit 3.5)

#### **M. Additional Business**

Move to approve a superintendent search consulting group, HYA or NJSBA.

Motion by Mrs. Opdyke, seconded by Mrs. Lyons to approve NJSBA as the Superintendent consulting group. Discussion followed.

Mrs. Harrington reviewed both proposals in great depth. She compared prices, timelines, etc. HYA has several advantaged over NJSBA.

Mrs. Lyons said that NJSBA has more experience with small school districts than HYA does.

HYA may have a more diverse pool of candidates.

How long is a contract with HYA and NJSBA? Do they continue the search until we find a candidate?

Motion passed by unanimous roll call vote (9-0-0).

#### **N. Audience Participation – None**

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

1. Recreation-Egg Hunt 4/1/23; new calendar posted; summer recreation registration open; kite fest and gear swap coming; now accepting bikes for worthy cause.
2. PiE-4/5/23 next meeting, 4/6/23 assembly; book bingo; 3/31/23 after school enrichment over 139 students enrolled; upcoming teacher appreciation in May.
3. Township-Met last night; going to court regarding storm water regulations; post office going into the fire house.
4. ESC-budget is up 3.7%; all their revenue is fees from programs; transportation and district services; had a garage fire and three buses caught fire.
5. Planning Board-3/7/23 meeting; sidewalk assessment in May or June.
6. HCSBA-Meeting Thursday; Unsung Heroes Awards Presentations.



7. NJSBA Legislature-virtual meeting; Swicken & Jaffer supportive of schools; talked about state budget; legislation update session at spring symposium in April.
8. Community Relations – met in March; couldn't attend meeting; shared with them about Earth Day Celebration; Mrs. Ferry said reading program is going very well.
9. HCRHS-Cinderella production was a huge success; orchestra instrumental concert upcoming; spring sports tryouts start Friday.
10. DTAA-4/22/23 opening day; looking for a baseball coordinator; April soccer is starting.
11. SEPAG-Anyone can join; will meet in April; meeting times vary; on Facebook page.

**P. Executive Session**

Motion by Mr. Ponzo, seconded by Mr. Pate to go into executive session at 9:53 PM.  
Motion passed by unanimous roll call vote (9-0-0).

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 Mr. Ponzo, seconded by Mrs. Harrington to go back to regular board meeting at 10:27 PM. Motion passed by unanimous roll call vote (9-0-0).

**Q. Adjourn – 10:28 PM**

Motion by Mrs. Harrington, seconded by Mr. Ponzo to adjourn at 10:28 PM. Motion passed by unanimous voice vote.

Respectfully Submitted,

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Susan M. Joyce  
Business Administrator/Board Secretary

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Catherine Pouria  
President