

# **Delaware Township School Monthly Board of Education Meeting Minutes**

**October 17, 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, Mr. Hoffman, Mrs. Hornby, Mrs. Lyons, Mr. Pate, Mr. Ponzo, Mrs. Opdyke, Ms. Stahl, Mrs. Pouria

**Absent:** None.

**Also Present:** Mr. Scott Lipson, Superintendent and Mrs. Susan Joyce, Business Administrator/Board Secretary

**E. Audience Participation – Agenda Items**

**F. Correspondence - None**

**G. Presentations - Mrs. Wheatly and Mrs. Guenther presented our State Testing Report.**

## H. Superintendent's Report – Mr. Scott Lipson

### 1. Student Enrollment (10-12-23) (Exhibit H-1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	45	3	15
Grade 1	36	3	13
Grade 2	52	3	17
Grade 3	47	3	16
Grade 4	29	2	15
Grade 5	42	2	20
Grade 6	40	3	14
Grade 7	45	3	16
Grade 8	42	3	14
Pre School	26	2	13
Tuition Sent	5		
Home Instruction	0		
Self-Contained	2		
TOTAL	411	27	14

### 2. Evacuation Drills –

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
7/18/23	11:05am	10 min	Fire Drill	83 & sunny	175 students & 26 staff	Fire Panel m97m027 *Summer Recreation
7/27/23	8:40am	5 min	Shelter in Place	90 & sunny	20 students & 20 staff	*Summer Academy
9/8/23	9:30am	5 min	Fire Drill	87 & sunny	407 students & 75 staff	Fire Panel m12m025
9/27/23	8:45am	15 min	Bus Evacuation Drill	54 & sunny	407 students & 75 staff	All students participated in this drill.
9/27/23	11:00am	7 min	Lockdown drill	60 & sunny	407 students & 75 staff	
10/3/23	11:00am	15 min	Fire Drill	72 & sunny	407 students & 75 staff	Fire Panel m12m025

Thank you, Mrs. Guenther and Mrs. Wheatley, they did a really nice job yesterday. These are the reasons we have drills. It didn't impact us. I'd like to thank the staff and Officer Toy for all their help. It was a group effort and it went as well as it could have.

### 3. Suspensions –

<b>MONTH OF</b>	<b>IN SCHOOL</b>	<b>OUT OF SCHOOL</b>
September	0	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
<b>TOTAL FOR SCHOOL YEAR 2023-2024 TO DATE</b>	0	0

### 4. HIB Incidents –

<b>MONTH OF</b>	<b>INCIDENTS REPORTED</b>	<b>NUMBER CLASSIFIED AS HIB</b>
September	1	0
October	0	0
November	0	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
<b>TOTAL FOR SCHOOL YEAR 2023-2024 TO DATE</b>	1	0

### 5. District Goals – Our data drives our teaching and our teaching drives our instruction.

Preschool Expansion – Over the next five years we have to show proof we are reaching 90% of our Preschool Universe. As of now we do not have the grant yet but we have an additional chance and are close to reaching that goal. The next deadline to submit everything is by mid-November.

Superintendent Retreat – Mr. Lipson attended his first superintendent retreat. It was wonderful. Couldn't ask for a better group of administrators to work with. Mr. Lipson talked about his mentorship program and the new superintendent academy.

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

1. Administrative Transition Updates - Mr. Lipson has been making the rounds to establish himself as our educational leader. Mrs. Thornton, NJSBA has been asked to come in December for board wide transition workshop.
2. Board goals are for our board process and procedures. One suggestion is for each board member to participate in NJSBA professional development in an area they're interested in, and report what they learned back to the board.
2. October-Principal Recognition Month - Thank you, Mr. Lipson, and the other administrators.

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

1. Board Member Training - It's that time of year where everyone needs to start thinking about the training that has to be completed by December 31, 2023. If you don't know where you stand, I have a list of the who and what trainings need to be done.
2. Comprehensive Maintenance Plan (CMP) - Mrs. Lyons will be talking about my next two items so I'm just going to mention that in committee we worked on the CMP which needs to be approved tonight.
3. Capital Reserve Bank – I sent out an RFP looking for a better interest rate for our Capital Reserve funds and it was awarded to PNC bank who offered a rate of 4.5%

**K. Approval of the regular session and executive session minutes of the September 19, 2023 board meeting.**

Motion by Mrs. Hornby, seconded by Mrs. Harrington to approve the September 19, 2023 Regular and Executive Meeting Minutes. Discussion followed. Motion passed by unanimous roll call vote (9-0-0).

**L. Committee Reports and Action**

**1. Curriculum/Instruction/Technology**

Mrs. Hornby reported on the committee meeting.

Motion by Mrs. Hornby, seconded by Mr. Hoffman to approve items 1.1-1.5. Discussion followed. Motion passed by unanimous roll call vote (9-0-0). \*1.3 Pending language additions/clarifications.

- 1.1 MOVE to accept the HIB incidents per H.4 of the Superintendent's Report.
- 1.2 MOVE to approve the following field trips for the 2023-2024 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Schaefer Farms	10/19/23	Pre-K	Flemington, NJ
Wescott Preserve	11/3/23	3 <sup>rd</sup> Grade	Sergeantsville, NJ
HCRHC Day of Music	11/21/23	6 <sup>th</sup> -8 <sup>th</sup> Grades	Flemington, NJ
NORWESCAP Preschool	12/11/23	7 <sup>th</sup> Grade G&T	Ringoes, NJ
NJ State House	2/21/24	3 <sup>rd</sup> Grade	Trenton, NJ
RFIS (Reading-Fleming Intermediate School)	3/20/24	5 <sup>th</sup> & 6 <sup>th</sup> G&T	Flemington, NJ
Teen Arts Fest	4/17/24	7 <sup>th</sup> and 8 <sup>th</sup> Grades	Flemington, NJ
The Buck's County Children's Museum	4/19/24	Pre-K	New Hope, PA
NJ State Museum	4/19/24	3 <sup>rd</sup> Grade	Trenton, NJ
RVCC Planetarium	4/24/24	1 <sup>st</sup> Grade	Branchburg, NJ
Turtle Back Zoo	6/5/24	1 <sup>st</sup>	West Orange, NJ
Grounds for Sculpture	6/6/24	4 <sup>th</sup> Grade	Hamilton, NJ
Doyle's Farm	6/24/24	Kindergarten	Neshanic Station, NJ

- 1.3 MOVE to approve the Nursing Services Plan for 2023-2024 school year. (Exhibit 1.3)
- 1.4 MOVE to approve the July 2022-June 2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act. (Exhibit 1.4)
- 1.5 MOVE to approve the 2023-24 District Goals. (Exhibit 1.5)

## 2. Finance/Facilities

Mrs. Lyons reported on the committee meeting.

Motion by Mrs. Lyons, seconded by Ms. Stahl to approve items 2.1-2.16.

Discussion followed. Motion passed by unanimous roll call vote

Items 2.1-2.15 (9-0-0); Motion passed by roll call vote Item 2.16 (8-1-0 Mrs. Pouria voted no on 2.16).

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended September 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(c) 3 and 4. (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 of the second September 2023 bills list in the amount of \$243,074.33 and October 2023 bills list in the amount of \$1,064,508.59. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

September 29, 2023 - \$274,821.62  
October 13, 2023 - \$269,024.05

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
Tara Hendricks	AEP Connections	11/2/23	R M	\$89 virtual
Susan Joyce	NJASBO Academy Purchasing Basics	10/30/23	R	\$50.00
	NJASBO Policy Review and Updates	10/31/23	R	\$125.00
	Facilities SDA/NJQSAC	11/16/23	M	\$125.00
Penni Nitti	NJASBO Administrative Assistants	5/14/24	R M	\$125.00
Janet Kania	NJASBO Payroll Administrators	5/14/24	R M	\$125.00
Scott Lipson	ID 120: AI and Chat GPT for Administrators	10/17/23	R M	\$115.00

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

Group	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scouts	Cynthia V. Pontecorvo	Leader Meetings	Various	6:00 PM and 7:00 PM	Performing Arts Room
Girl Scouts	Julie Botero	Girl Scout Turkey Box	11/7/23	12:30 PM – 3:30 PM	Cafeteria
DTAA	Eddie Hermoso	Basketball Practices, Clinics & Games	Various	Various	Gym
Delaware Township	Jes Stahl	Trick or Treating	10/31/23	5:00 PM-8:00 PM	Cafeteria (would

Recreation Commission					only use cafeteria if weather is bad)
-----------------------	--	--	--	--	---------------------------------------

- 2.7 MOVE to approve the Safety & Security Plan SOA. (Exhibit 2.7)
- 2.8 MOVE to approve the M-1 Annual Maintenance Budget Amount Worksheet and Detailed Actual Expenditures for the Fiscal Year 2023-2024 and approve the Comprehensive Maintenance Plan (CMP). (Exhibit 2.8)
- 2.9 MOVE to approve IDEA Basic Grant in the amount of \$101,440 and IDEA Preschool Grant in the amount of \$6,745.
- 2.10 MOVE to approve the Boys and Girls 2023-24 Basketball Schedule. (Exhibit 2.10)
- 2.11 MOVE to approve School Bus Emergency Evacuation Drill Report. (Exhibit 2.11)
- 2.12 MOVE to approve PNC Bank as a depository. The Financial Institution is insured by either the SLIC or the FDIC and/or as required by both Federal and State Statutes. Resolution attached. (Exhibit 2.12)
- 2.13 MOVE to approve the following Designation of Signatures:

ACCOUNT	REQUIRED SIGNATURES
Capital Reserve – PNC Bank	2 required – Board Secretary, Superintendent, Board President

- 2.14 MOVE to apply for and accept the Preschool Education Aid (PEA) grant application in the amount of \$445,860 for the 2023-2024 school year.
- 2.15 MOVE to approve and accept the New Jersey Child Assault Prevention Grant (CAP) in the amount of \$770 (contract on file in board of education office).
- 2.16 MOVE to approve 2023-2024 Chapter 27 Emergency Virtual/Remote Plan. (Exhibit 2.16)

### 3. Personnel/Policy

Mr. Ponzo reported on the committee meeting.

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve items 3.1-3.4.  
Discussion followed. Motion passed by unanimous roll call vote (9-0-0).

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2023-2024 school year, pending fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Judy Stewart	Paraprofessional for Clubs	Per the CBA Rate Not to exceed 25 hours	2023-24 School Year
Kathleen Veith	Paraprofessional Sub for Clubs	Per the CBA Rate Not to exceed 10 hours	2023-24 School Year
McKenna Laman	Substitute Teacher	\$125/per day	2023-24 School Year
Tracey Wolf	Paraprofessional/RBT	RBT Stipend Retro \$1607.35	2022-23 School Year

- 3.2 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibit 3.2a and 3.2b)

POLICY	NUMBER	REVISION ONLY	READING	RESCIND
Sports Related Concussion & Head Injury	5141.8	x		
Tuition for Non-resident Students	3240			x

- 3.3 MOVE to approve Gail McGuire as an office substitute for the 2023-24 school year at \$14.25 per hour.
- 3.4 MOVE to approve Biannual Statement of Assurance Regarding the Use of Paraprofessional Staff (on file in the board of Education Office).

### M. Additional Business

Mrs. Harrington, Our ESL families are requesting more bilingual letters coming home from the school/teachers. Mrs. Hornby, can we establish what languages our families are speaking?

### N. Audience Participation – None



## O. Board Representatives Liaison Reports

1. Recreation – There is a new teen liaison who has lots of ideas. Block party was great. December 2, 2023 Tractor Parade. December 11-15, 2023 holiday decorating event.
2. PiE –  
**October PiE & SPEG Notes**  
**PiE**  
**Book Fair** (October) >>  
<https://www.signupgenius.com/go/10C084EAFA92AA3F85-book2#/>  
The Scholastic Book fair this year is the week of October 23rd-27th. There will also be a family night on Thursday, October 26th from 6-8 pm. The book fair is an exciting experience for the students. They all enjoy coming to pick out books to purchase. We need volunteers to help make this year's book fair successful. Please see the above link to sign up!  
**Holiday Shoppe** (December) >>  
<https://www.signupgenius.com/go/10C084EAFA92AA3F85-volunteer2#/>  
The holiday shoppe this year is Dec 4-Dec 6th. The kids all love picking out their own gifts to purchase. We are in need of volunteers to help run the holiday shoppe this year. Please see the above link to sign up!  
**Fall Spirit Wear** - Orders close on Friday! Please get your orders in!  
**Assemblies**- October 18th Liberty Science Center will be coming and doing a fun assembly for the students.  
**Muralist Project**- There has been some great feedback! Survey is still open for a little bit longer. Maybe talk to your class teacher about filling one out with class ideas!  
**PiE Fundraising**  
Program Fee - please send this in, it is not too late! The form can be found in this month's "Slice of PiE", on the PiE website <https://www.dtspie.com> and also went home via backpacks. This fee helps fund all the fun!  
**October 19th-Parents Night Out** from 5-7 pm at Odd Bird. It will be cash bar & PiE will provide some small snacks  
**November 18th**-4:30-6:30 pm Roller Skating at Frenchtown Roller Rink
3. Township – Ms. Stahl, our new superintendent was introduced to everyone. The Park Planner made a presentation. The Open Space Coordinator position was discussed (it was a preliminary draft).
4. ESC – None
5. Planning Board -  
No significant updates from the Planning Board meeting on October 3rd.  
Talked about the Planning Board in conjunction with the Township Committee to develop nuisance ordinance for lighting and noise. The board secretary Denise Filardo will be stepping down as she is taking a new job.

6. HCSBA -  
Legislative and NJSBA updates  
Suggested NJSBA provide more training on helping board members identify high quality curriculum  
Facilitated discussion on advocacy and challenges facing boards-funding, staffing, other issues  
Discussed sending district roundtable, FRSD and Readington members interested  
Next meeting 12/6
7. NJSBA Legislature – There wasn’t anything that applied to us.
8. Community Relations – Mrs. Pouria, looked into having the senior in the school for a lunch. Mr. Lipson attended and met the seniors. He gave an update on DTS and offered ways they can be involved as community members. They found him “delightful”!
9. HCRHS – Financial Aid night is coming up. Inherit the Wind production. Silver distinction HCRHS was ranked #1, 2<sup>nd</sup> NJ for schools of 2,000 plus students. Hunterdon County Vo-Tech school district has information sessions listed on their website. Any 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> students who are interested in full time academics, the sessions are going on now.
10. DTAA- DTAA is looking for folks to fill spots to work in the snack shack. If interested you can sign up at the DTAA Facebook page.  
[https://www.signupgenius.com/go/30E044FA9AA2DA1F49-dtaa1?useFullSite=true&fbclid=IwAR2d3CaA\\_f2SDTxYJK96aQmyFm-zldiH3-69I7wBzA7Fm6GSuthTFmpKrhU#/](https://www.signupgenius.com/go/30E044FA9AA2DA1F49-dtaa1?useFullSite=true&fbclid=IwAR2d3CaA_f2SDTxYJK96aQmyFm-zldiH3-69I7wBzA7Fm6GSuthTFmpKrhU#/)  
DTAA has several fundraisers going on right now. You can also find more information at the DTAA Facebook share site.  
The spirit store is open but closes on 10-21..link is on Facebook.  
DTAA is offering holiday pictures in the park. Find more information at the Facebook share site.  
Magnets and tumblers are for sale at the snack shack.  
DTAA is also having a cheesecake sale. Orders must be made by the 28th. Find more info on the share site.  
DTAA is working with the township to make sure the fields are properly maintained.
11. SEPAG - Oct 19th - SEPAG presents Meet and Greet with Mrs. Guenther, Special Services Supervisor; 6PM at DTS.

Mrs. Hornby said there is a Girl Scout food drive.

**P. Executive Session - None**

**Q. Adjourn – 8:40 PM**

Motion by Mrs. Harrington, seconded by Mr. Ponzo to adjourn at 8:40 PM. Motion passed by unanimous voice vote.

Respectfully Submitted,

---

Susan M. Joyce  
Business Administrator/Board Secretary

---

Catherine Pouria  
President