

Delaware Township School
Monthly Board of Education Meeting Minutes
January 23, 2024 – 7:00 pm
(rescheduled from January 16, 2024 due to weather)

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. Roll Call - Mrs. Harrington, Mr. Hoffman (virtual), Mrs. Hornby, Mrs. Lyons, Mr. Pate, Mr. Ponzo, Mrs. Opdyke, Ms. Stahl (virtual), Mrs. Pouria

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

E. Audience Participation – None

F. Correspondence – Mrs. Pouria read an email from Mrs. Hornby regarding Saturday's Girl Scout (Troop #80400) event thanking the Board of Education, staff and administration.

G. Student Liaison Report – Andrew Fusi, Student Council President reported:

The Snowflake Dance semiformal was a success.

Spirit week was great.

The K-8 author read to the school and talked about the process of writing a story and answered questions.

The winter concert was a success and the dance academy performed.

Mr. Lipson thanked Mr. Fusi.

H. Presentations - Mrs. Wheatley did a presentation on the curriculum review process.

I. Superintendent's Report – Mr. Scott Lipson

1. Student Enrollment Student Enrollment (1-8-24) - (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	48	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	412	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
10/16/23	12:15pm	1 hour	Shelter in Place	65 & sunny	407 students & 75 staff	*Due to fire next door to school
11/14/23	2:35pm	7 min	Active Shooter Drill	52 & sunny	407 students & 75 staff	
11/14/23	4:00pm	2 min	Test of notification system	52 & sunny	staff & parents	Text, email & phone call were sent to all staff & our parent community
11/17/23	2:00pm	5 min	Fire Drill	67 & sunny	407 students & 75 staff	Fire Panel m13m009
12/19/23	12:05pm	5 min	Lockdown	40 & cloudy	407 students & 75 staff	
12/20/23	10:20am	7 min	Fire Drill	36 & sunny	407 students & 75 staff	Fire Panel m13m006

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
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2023-2024 TO DATE	0	0

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4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	1	0
October	0	0
November	1	0
December	0	0
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2023-2024 TO DATE	2	0

5. **Preschool Expansion -Update** We are thrilled to get this \$341,826 this year. We need to reapply annually. Preschool parents don't have to pay tuition. We are now a PS-8 district. Mr. Lipson gave thanks to Mrs. Wheatley, Mrs. Pillon, Mrs. Guenther and especially Mrs. Wheatley. Thank you, Mrs. Joyce, Mrs. Nitti and Mrs. Kania. It is a huge win for our budget and our families. FAQ will be going out. We have neighboring districts who received this in the fall. We have to continue to expand over the next five years and what this will look like. Thank you, Mrs. Wheatley, Mr. Lipson, Mrs. Guenther, Mrs. Joyce for all your work on the preschool grants.

School Board Recognition Month –

Thank you Board so much for all that you do for us.

2023-24 District Goals - Midyear Update –

RT1 and Tiered interventions
Policies, Procedures and Finance
Student Centered

J. President's Report – Mrs. Catherine Pouria

Thank you to Mrs. Wheatley, Mrs. Guenther, Mrs. Joyce and Mr. Lipson for their hard work and great job on submitting an application for the preschool expansion funding that was successful! Wonderful news for our school.

Online Superintendent Evaluation and Board Self Evaluation – We should move to the NJSBA online evaluation, which will be new for us. Mr. Hoffman and I discussed this in our executive meeting with Mr. Lipson. Information will be sent out. The Superintendent evaluation ties into accountability for our district goals which help drive the direction of our school.

We should also try to do the board self-evaluation to help us in creating board goals. It's recommended to complete this yearly.

NJSBA Delegate – We haven't had a delegate in a while but we should. It's not required, but it's in our bylaws. Mrs. Lyons volunteered.

Upcoming presentations and board's role – Mrs. Pouria asked Mr. Lipson and Mrs. Wheatley to report on Link It data mid-year, after testing. Encouraged the board to ask questions.

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

1. Budget Calendar
August – December – informal discussions (summer academy, field trips, student supply lists, green team support, etc.)
January – expense budget planning and wish list items.
February – expense budget planning.
March – revenue budget planning.
2. 2022-23 Audit – Give a special thanks to Mrs. Nitti and Mrs. Kania. Mrs. Pouria congratulated Mrs. Joyce on a successful audit with no recommendations.

- L.** Approval of the regular session minutes of the December 21, 2023 and reorganization minutes of the January 2, 2024 board meetings.

Motion by Mrs. Lyons, seconded by Mr. Pate to approve the December 21, 2023 Regular Meeting Minutes. Discussion followed. Motion passed by unanimous roll call vote (8-0-1). Mr. Kafarski abstained.

Motion by Mrs. Lyons, seconded by Mr. Pate to approve the January 2, 2024 Reorganization Meeting Minutes. Discussion followed. Motion passed by unanimous roll call vote (7-0-2). Mrs. Harrington and Mr. Ponzo abstained.

M. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mrs. Harrington, reported on the committee meeting.

Motion by Mrs. Harrington, seconded by Mrs. Lyons to approve items 1.1-1.3. Discussion followed. 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. (NA)

1.2 MOVE to approve the following field trips for the 2023-2024 school year. (Exhibit 1.2)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Music In The Parks	May 24, 2024	6-8 Grades	Allentown, PA

1.3 MOVE to approve the Student Data System Report Period 1 (SSDS). (Exhibit 1.3)

2. Finance/Facilities

Mrs. Lyons, reported on the committee meeting.

Motion by Mrs. Lyons, seconded by Mr. Pate to approve items 2.1-2.8. 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 December 31, 2023 to 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 December, 2023. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for second December 2023 bills list in the amount of \$319,291.95 and January 2024 bills list in the amount of \$85,347.03. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- | | |
|-------------------|--------------|
| December 15, 2023 | \$306,113.18 |
| December 22, 2023 | \$274,513.47 |
| January 12, 2024 | \$269,183.96 |
- 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
Susan Joyce	Human Resource Legal	January 23, 2024	R M	\$125.00
Phil Muratore	NJMEA Music Educators Conference	February 23-24, 2024	R M	\$195.00

*(R) registration, (M) mileage

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
PIE	Danielle HartDorn	DTS PIE Assembly	March 18, 2024	Various	Gymnasium

- 2.7 MOVE to approve Shared Services Agreement between the Delaware Township School District and the Township of Delaware to Share Certain Services (contract on file in Board of Education Office).
- 2.8 MOVE to accept the June 30, 2023 Annual Comprehensive Financial Report (ACFR) and to acknowledge that the Delaware Township Board of Education has reviewed the 2022-2023 audit report as required by N.J.S.A.18A:23-5 and that there are no audit recommendations.

3. Personnel/Policy

Motion by Mr. Kafarski, seconded by Mrs. Harrington to approve items 3.1-3.6. 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
Evelyn Abbatiello Gail McGuire Zach Ubry	Substitute Custodian Office Aide Substitute Custodian	\$15.26/hour \$15.13/hour \$15.13/hour	January 1, 2024-June 30, 2024
Rachel Rosen	Bus Paraprofessional	Per CBA	January 1, 2024-June 30, 2024
Lucinda Fisher Michelle Small Judy Stewart	Winter Concert Chaperone	Per CBA	December 14, 2023
Lucinda Fisher Nadina LaBouliere Tina Snyder Angela Best Stephanie Joyce Mark Deneka	Dance Chaperone	Per CBA	January 12, 2024
Allison Garofalo	2 nd Grade Maternity Leave Replacement	B Step 1 1.0 FTE February 20, 2024 through June 30, 2024 Prorated salary \$25,291.20 Annual Salary \$57,480	2023-24 School Year

- 3.2 MOVE to approve maternity Leave for Employee #73230823, beginning March 18, 2024 until all sick days are exhausted, then unpaid FMLA/Maternity leave through June 30, 2024 with an expected return date of September 1, 2024, per the recommendation of the Superintendent.

- 3.3 MOVE to approve the following sick day payment for retiree, per the recommendation of the Superintendent

STAFF MEMBER	FORMULA	TOTAL PAYMENT
Moira GaNun	162.5 sick days (1 for 2) = 81.25 @ \$95.00 per day	\$7,718.75

- 3.4 MOVE to approve Memorandum of Agreement with Law Enforcement (on file in the Board of Education Office).
- 3.5 MOVE to approve revision to Article XXV.I., Miscellaneous Provisions, in the 2023-24, 2024-25 and 2025-26 Agreement between the Delaware Township Board of Education and the Delaware Township Education Association (contract on file in the Board of Education Office).
- 3.6 MOVE to approve employment contract with Joseph Crilly, Supervisor of Building and Grounds, for the 2023-24 school year, at the annual salary of \$76,000.00 (prorated salary \$26,600.00 effective February 26, 2024 through June 30, 2024), as presented, and as recommended by the Superintendent.

N. Additional Business – Mrs. Pouria, walk/bike policy was brought up. Go Hunterdon has Grants; no they don't anymore.

O. Audience Participation - None

P. Board Representatives Liaison Reports

1. Recreation

- Chili Bowl and Bingo - Feb 3, 2024 at the Sergeantsville Firehouse. Only 1 spot left for a chili cooker, 80 spots available for attendees. Must register to attend. See website for details.
- Temporary pickleball set purchased by Rec. To be set up on the tennis courts at Dilts when the weather clears up.
- Egg Hunt and Kite Fest will be on March 23rd starting at 11am sharp.
- Residents should have all received the 2024 REC calendar in the mail. Go to the township website for event details and updates.

2. PiE

- PiE hosted a roller-skating event on Sunday, January 14th at the Frenchtown Roller Rink.

DTS Book Bingo - 1/26/24

- Check out an event geared toward students in PK to 5th grade from 6:30 to 8 p.m. in the DTS Cafeteria (bingo starts at 6:45 p.m.)
- No admission cost but a great way to clean out bookshelves as we are looking for gently-used books to be donated; prizes will be the books donated! Drop off your books in a collection box in the school foyer.
- Each child must be accompanied by a supervising adult.
- Snacks will be sold by the DTS Middle School Student Council for a small fee.

Assemblies

- On January 23rd, Sky Dome, a portable, inflatable planetarium, is coming to Delaware Township School to guide students through the stars of the Northern Hemisphere exactly as they appear on the day of the assembly. Students will learn about every planet, Greek mythology characters found in the stars, and witness the night sky in different seasons and from different global perspectives.

3. Township

- Meeting held on 1/8/2024. DPW has been handling storms well, but still in need of people. Remarks by Mayor Waltman and members of the public on life of Tony Szwed. Friday, January 19th - ribbon cutting ceremony for renovated Covered Bridge - 9:00am – rescheduled to spring due to inclement weather. Sergeantsville Fire Company and Stockton Fire Company merging. Township received additional \$50k grant funding for Tier A Stormwater Management Plan. Paving on Lambert and Raven Rock Roads will be finished in the spring. DT Environmental Commission received grant from Sustainable NJ for cataloging public trails in the Township. Schneider property presentation. Flooding in Rosemont continues.

4. ESC

- At its meeting this month, the ESC Board discussed the proposed rates for 2024-2025 for positions working at ESC “clients.” The ESC has 400 employees, very few of which work directly for the ESC. There was a motion to approve recommended stipends for Before and After Care at Spruce Run School which was a temporary assignment until the Bucks County YMCA could receive site approval. There have been other temporary services related to Preschool expansion program for Clinton Township School District. There was discussion of increased stipends and efforts to recruit bus drivers although the Superintendent noted we are all working against each other in trying to recruit bus drivers and it is not sustainable.

5. Planning Board

- The Planning Board was supposed to meet on January 9, but because they don't have a Board Secretary they had to cancel. They will not meet until a Secretary is hired. Nothing to report.

6. HCSBA

- The next county meeting is January 25th at 7pm. It will be a virtual meeting. The topic will be a roundtable discussion on current issues that school boards are facing. NJBSA immediate past-president Irene LeFebvre will be attending. Jesse Young our legislative advocate will also be attending to provide an update and answer questions.

7. NJSBA Legislature - the following summarizes pertinent legislative action:

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8. Community Relations

- The seniors are taking a break from meeting for the winter. Reading program is still running.

9. HCRHS

- The 11th Grade College Planning Night was on Thursday evening at 6:30 PM. The following was shared last week:
 - A recording is available on [Hunterdon Central Television](#).
 - The program will cover a variety of topics such as creating a college list, understanding the application process, essays, recommendations, and much more. If you have a college-bound student, you are encouraged to attend this program.
 - All juniors will attend a college and career planning session led by counselors between January 17-23.
- HC will be starting a monthly newsletter
- January 18: Back to School Night: An Electives & Excellence Open House. All current HC and 8th grade parents/guardians are welcome to this open house event from 6:30 - 8:30 PM
- January 19: Staff Professional Development Day - No School for Student
- Jan 22, 2024 BOE meeting
- Caine Fowler, Delaware Township's representative on the BOE, was voted president of the BOE

10. DTAA

- Spring sports soccer and baseball registrations are open.
- Information about the new bond plan.

Work Bond Requirements, Effective 2024

Delaware Township Athletic Association (DTAA) is a 100% volunteer-run association. We rely on the work of all of our members to ensure that our sports run as smooth as possible for the youth of our community. Our work bond is established to ensure that all families put in a small amount of time to ensure the operation of our all-volunteer league that benefits our children.

What is the Work Bond?

A work bond is a check made out to DTAA when your child plays Baseball, Softball, and/or Soccer. That payment will not be processed unless the requirements of the work bond are not fulfilled.

How much is the Work Bond?

Starting in 2024, the work bond is \$200. Players will not be rostered until the work bond deposit is received.

How can I satisfy the requirements of the Work Bond?

A family with one child playing a sport must complete 3 hours of volunteer work and a family with multiple children must complete 6 hours of volunteer work. This includes spring field prep, fall field clean-up, working Snack Shack shifts, pre-game and post-game field maintenance and coaching. Board Members and Head Coaches are exempt from the work bond. Assistant Coaches are responsible for half of the hours required (1.5 for a single child or 3 for multiple).

At least 2 of your volunteer hours must come from the completion of a Snack Shack shift.

For purposes of fulfilling bond requirements, you have from January – November 30 of that sport year. It is suggested that Baseball and Softball families complete their bond in the Spring season, and Soccer families complete their bond in the Fall season to balance Snack Shack coverage. A sample list of volunteer opportunities is listed further below.

The bond requirement does not increase for children who play multiple sports (i.e. families of children who play soccer and basketball do not need to pay more than \$200 for the year or complete more than 6 hours).

How will the progress of my Work Bond be tracked?

The current year Work Bond Form is available at any time on the DTAA website. This enables you to start fulfilling your work bond beginning in January of the current sport(s) year. This form must be signed off by a Board Member upon completion of a task. This form must be mailed to PO BOX 107, Sergeantsville, NJ 08557, emailed to DTAAsport@gmail.com, or handed to a Board Member upon completion of volunteer hours. If the hours required are not completed by December 1 of that given year, your payment will be processed. If mailing your form, please ensure you keep a copy for your own records.

What happens if I don't volunteer?

You may choose to authorize payment up front if you do not wish to volunteer. Otherwise, your payment will be processed by December 1 of that sport year if you do not fulfill all of your bond requirements. We will not prorate the bond for partial volunteer hours. This money will be used to pay for field maintenance, equipment and capital improvements.

What are the volunteer opportunities?

Below is a non-exhaustive list of volunteer opportunities. The Vice President/Secretary/Sport Director will announce additional opportunities as they become available.

- Snack Shack shifts (two-hour increments); minimum requirement of one shift to meet bond requirement
- Spring field prep
- Fall field clean-up
- Pre- and Post-game field prep and clean-up
- Weekly field maintenance (as directed by Field Maintenance Coordinator)
- Assistant Coaching
- Basketball games snack table shifts (DTS gym)
- DTAA fundraising events
- Line striping
- Soccer net replacement
- Shed clean-up
- Picture Day / distribution
- Uniform split/distribution
- Side line flags (2 judges/game)

11. SEPAG

- Not much to report. There were sensory walks that were put in over the winter break by Mrs. Guenther and Mrs. Pate. They are planning a march meeting with Mrs. Guenther to follow up on any news for the playground.

Q. Executive Session – None.

R. Adjourn

Motion by Mr. Ponzo, seconded by Mr. Pate to adjourn at 8:39 PM. Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Business Administrator/Board Secretary

Catherine Pouria
President