

# Delaware Township School Monthly Board of Education Meeting Minutes

January 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,  
Mrs. Opdyke, Ms. Stahl, Mrs. Pouria

**Absent:** Mr. Ponzio

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

**E. Audience Participation – None**

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.

**F. Correspondence** – Mrs. Pouria read a letter from the 8<sup>th</sup> Grade Graduation Dance Committee asking for a \$500 donation.

**G. Presentations** - None

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

**1. Student Enrollment Student Enrollment 1-10-23 - (Exhibit H.1)**

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	39	3	13
Grade 1	51	3	17
Grade 2	48	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	48	3	16
Pre School	25	2	13
Tuition Sent	4		
Home Instruction	0		
Self-Contained	3		
<b>TOTAL</b>	<b>412</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	*Fire Panel M12M015

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Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
					members	
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

### 3. Suspensions –

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 2022-2023 TO DATE</b>	<b>0</b>	<b>0</b>

### 4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	0	0
December	1	0
January	0	0
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>	<b>1</b>	<b>0</b>

5.
  - QSAC scheduled for February 1, 2023. Mrs. Pillon is the chairperson of our committee.
  - 2022-23 DTS Goals Midyear Update. Goals were sent to committee chair people to review at their February committee meetings and report back. Mrs. Lyons asked about the Strategic Plan update. Ms. Stahl asked about the HIB incident reporting.

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

Mrs. Pouria is happy to be President again and working with Dr. Wiener.

1. '23 Board goals follow-up and weighting recommendations, per the superintendent.

Completed two of our goals.

Focus on student achievement this year in light of Covid.

2. Board self-evaluation

Mrs. Joyce sent link. NJSBA won't compile the information until they have all the responses.

Should take advantage of school boards training opportunities.

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

1. Budget Calendar

- March 14, 2023 Tentative Budget Adoption
- April 25, 2023 Budget Hearing and Adoption

**K. Approval of the regular session minutes of the December 20, 2022 and reorganization minutes of the January 3, 2023 board meetings.**

Motion by Mrs. Hornby, seconded by Ms. Stahl to approve the December 20, 2022 and January 3, 2023 board meeting minutes. Discussion followed. December 20, 2022 motion passed by roll call (7-0-1). Mrs. Opdyke abstained. January 3, 2023 motion passed by unanimous roll call vote (8-0-0).

**L. Committee Reports and Action**

1. Curriculum/Instruction/Technology

Motion by Mrs. Hornby, seconded by Mr. Hoffman to approve items 1.1-1.2. Discussion followed. Motion passed by unanimous roll call vote (8-0-0).

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

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
The MET	March 23, 2023	Seventh	1000 Fifth Avenue New York, NY
Planetarium	March 30, 2023	First	Raritan Valley Community College Branchburg, NJ

## 2. Finance/Facilities

Motion by Mrs. Lyons, seconded by Mr. Pate to approve items 2.1-2.8. Discussion followed (8-0-0). Motion passed by unanimous roll call vote (8-0-0).

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month ended December 31, 2022 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, 2022. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for second December 2022 bills list in the amount of \$39.75 and January 2023 bills list in the amount of \$143,370.30. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- |                   |              |
|-------------------|--------------|
| December 23, 2022 | \$265,100.16 |
| January 13, 2023  | \$258,503.78 |
- 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
Stacy Weiss	Best, Cutting-Edge Strategies for Kindergarten	February 7, 2023	R M	\$279 Virtual
Phil Muratore	NJMEA Music Educators Conference	February 23-24, 2023	R M	\$180
Kathleen Racile	Preparing for Due Process	May 23, 2023	R M	\$100
Julie Kertzman	Preparing for Due Process	May 23, 2023	R M	\$100

\*(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	Julie Luster-Roell	DTS PIE Book Bingo	January 27, 2023	6:00 PM to 8:15 PM	Cafeteria
PIE	Julie Luster-Roell	DTS PIE Paint Nights	May 23, 2023 & May 31, 2023	5:00 PM to 8:00 PM	Cafeteria

2.7 MOVE to approve a \$500 donation to the 8<sup>th</sup> Grade Graduation Dance Committee.

2.8 MOVE to approve the 2023-24 Pre-school Tuition rate at \$6750 per year.

3. Personnel/Policy

Motion by Mrs. Harrington, seconded by Mrs. Opdyke to approve items 3.1-3.3.  
Discussion followed. Motion passed by unanimous roll call vote (8-0-0).

Wish Mr. Goodwin and Mrs. Pierce best of luck.

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

NAME	POSITION	SALARY	DATES
Kathleen Veith	Substitute Teacher	\$125 per day	2022-2023 School Year
Rachel Oddy	Substitute Teacher	\$125 per day	2022-2023 School Year
Caitlin Lally	Basketball Watch/Learning Lab	Per CBA	2022-2023 School Year
Jessica Yarrow	Intervention Teacher	B+45/M Step 20 .92 FTE Annual Salary \$87,556.40 Pro-rated Salary \$52,533.84 (revised)	January 1, through June 30, 2023
Michelle Small	Winter Concert Chaperone	Per CBA	December 15, 2022
Lucinda Fisher	Winter Concert Chaperone	Per CBA	December 15, 2022

- 3.2 MOVE to accept the Letter of Resignation as Paraprofessional from Robert Goodwin effective, January 6, 2022. (Exhibit 3.2)
- 3.3 MOVE to accept the Letter of Resignation as Middle School Special Education Teacher from Cynthia Pierce effective, February 10, 2023. (Exhibit 3.3)

**L. Additional Business**

Mrs. Pouria attended Liam Gillooly's Eagle Scout Ceremony. He is a former student. Congratulations.  
January is school board appreciation month. Thank you to all for your time, dedication and service.

**M. Audience Participation - None**

**N. Board Representatives Liaison Reports**

1. Recreation – January 9, 2023 reorganization looking for a teen liaison age twelve or above. Save the date post cards went out February 4, 2023 for the Chili Bowl & Bingo. Look for a card.
2. PiE – meeting on January 11, 2023. Recently had roller skating night; it was very well attended; January 27, 2023 Book Bingo; after school enrichment form are going out; there will a 50/50 at the Chili Bowl & Bingo Night.
3. Township – Reorganization; Mr. Herman, Mayor, Mr. Bower, Deputy Major; passed shared services resolution; new ordinance introduced.
4. ESC – Contractor at meeting was terminated at a school he was working at; contractor subbed out service; sub was on list of those who couldn't do work for ESC; terminated contractor.
5. Planning Board – Meeting tonight. Apartment across from Post Office not allowed. New development and homes being built.
6. HCSBA – Meeting on Thursday.
7. NJSBA Legislature – Governor signed two pieces of legislation re: carrying of fire arms; requiring information technical instruction.
8. Community Relations – Off for winter; participating in the reading program.
9. HCRHS – Little Women production; Board of Education workshop coming up; staff Professional Development Day; second semester starting soon.
10. DTAA – None

Mrs. Hornby – new broadcast studio had first attempt at livestreaming morning announcements; Mr. Mead is working very hard on this project.  
Next volunteer firehouse breakfast on February 19, 2023 is being hosted by the Girl Scouts.

**O. Executive Session – None**

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**P. Adjourn – 8:02 PM**

Motion by Mrs. Harrington, seconded by Mrs. Hornby to adjourn at 8:02 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