

Delaware Township School

Monthly Board of Education Meeting Minutes

September 19, 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 – Mr. Scott Lipson

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

Absent: Mr. Hoffman

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

E. Audience Participation – None

F. Correspondence – Residency enrollment issue.

G. Presentations - Solar Presentation – Adam Taylor

H. Superintendent's Report – Mr. Scott Lipson

1. Student Enrollment (9-13-23) (Exhibit H-1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	44	3	15
Grade 1	36	3	13
Grade 2	52	3	17
Grade 3	46	3	16
Grade 4	29	2	15
Grade 5	42	2	20
Grade 6	39	3	14
Grade 7	45	3	16
Grade 8	43	3	14
Pre School	26	2	13
Tuition Sent	3		
Home Instruction	0		
Self-Contained	2		
TOTAL	407	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

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

4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
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

5. School Opening Update – I’d like to start by saying that it’s great to be sitting here. With the school opening there’s been a positive outlook throughout the building. The administrative team is helping to start year off in such a positive manner. There’s nothing like having the kids and teachers back in the building. We started with professional development for our first two teacher days.
6. Part of my entrance plan is to meet with each board member and look for opportunities to meet with the community.
7. Superintendent Merit Goals – You will review my goals and, if passed, they will go to the Executive County Superintendent. They are aligned with our strategic plan.
8. Student BOE Liaison -
This year we have the 5th grade safety patrol which is a wonderful club. I’d like to give a shout out to Ms. Goss. Mural coming is coming in April and we need ideas by October. We would also love to get a student liaison on the board.

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

Welcome everyone to school year 23-24! – It’s been a great start. MS Back to School Night was last week and the teachers did a great job.

Different Goals and process for them-

District: 3-5 overarching goals focused on student achievement, with the knowledge that many things contribute to achievement. Over the next month in your committees, please collaborate with Mr. Lipson on goals and he will write up the action items. The board holds the superintendent accountable for attaining the goals through the evaluation process.

Merit Goals are contractual. Artifacts and supporting data are collected throughout the year.

Board goals can be training initiatives, self-evaluation or a board retreat.

J. School Business Administrator's Report

1. Summer Projects

Roof – complete

Trees – the playground tree is gone; the large tree in tree line was removed Labor Day weekend, as well as second tree in the tree line/woods area. Also, the millings have been removed.

Dishwasher is being installed this Monday.

Playground-Ben Schaefer (co-op) is coming to determine the needs and parts for our playground repairs. They have subcontracted with Whirl to complete the mulch/railroad tie projects but they are waiting on materials. They will be getting us a date and time for completion.

2. Annual Audit – Mr. Lipson and I had our exit interview last week and I'm happy to report we passed with flying colors. I'd like to give a special thank you to Mrs. Nitti and Mrs. Kania for all they do throughout the year to keep the business office in such great shape. The official audit will be published around January.

K. Approval of the regular session minutes of the August 15, 2023 board meetings.

Motion by Mrs. Harrington, seconded by Mrs. Hornby to approve the August 15, 2023 Regular Meeting Minutes. Discussion followed. Motion passed by unanimous roll call vote (8-0-0).

L. Executive Session

Motion by Mrs. Lyons, seconded by Mr. Pate to into Executive Session at 8:13 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: personnel, 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. Pate, seconded by Mr. Ponzo to go back into Regular Session at 8:52 PM. Motion passed by unanimous roll call vote (8-0-0).

M. Committee Reports and Action

1. Curriculum/Instruction/Technology

Mrs. Hornby reported on the committee meeting.

Motion by Mrs. Hornby, seconded by Mrs. Opdyke to approve items 1.1-1.3. Discussion followed. Motion passed by unanimous roll call vote (8-0-0). Mr. Pate abstained on 1.3.

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

1.2 MOVE to approve the Assessment Calendar (Exhibit 1.2).

1.3 MOVE to approve the revised 2023-2024 Professional Development Plan (Exhibit 1.3)

2. Finance/Facilities

Mrs. Lyons reported on the committee meeting.

Motion by Mr. Lyons, seconded by Mr. Pate to approve items 2.1-2.11. 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 and the Treasurer of School Monies for the month ended June, July and August 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 (c) 3 and 4. (Exhibit 2.1)
- 2.2 MOVE to approve the attached line account transfers for July and August 2023. (Exhibit 2.2)
- 2.3 MOVE to approve District invoices presented for payment for: second August 2023 bills list in the amount \$293,659.64 and September 2023 bills list in the amount of \$354,418.97. (Exhibit 2.3)
- 2.4 MOVE to approve the following payroll amounts:
- August 30, 2023 - \$103,271.72
September 15, 2023 - \$269,122.39
- 2.5 MOVE to approve the following field trips for the 2023-2024 school year. (Exhibit 2.5)

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Swackhamer Farm	September 15, 2023	K/3 rd Grade	Stockton, NJ
Walking Tour Sergeantsville	September 29, 2023	5 th Grade G&T	Sergeantsville, NJ

- 2.6A 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
Kelly Leary	Public WRS Introductory Course	9/19,20,21/23	R M	\$710 Virtual
Scott Lipson	Superintendent Roundtable Retreat	10/4/23 & 10/5/23	R M	\$224
Sheri Laman	NJ Association for Gifted Children	10/10/23	R M	\$20
Cathy Pouria Susan Joyce Scott Lipson	New Jersey School Boards Workshop	10/23-26/23	R M	\$550/pp
Noel Laurita	School Based SLP's Language Processing Disorder	11/20/23	R M	\$279Virtual

- 2.6B 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
Scott Lipson	AI Chat GPT for Administrators	10/17/23	R M	\$115

- 2.7A MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.7)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Kindergarten Daisy Troop	Debra Lubitz	Daisy Troop	Wednesday 1-2 times/month (starting 9/13/23)	3:20 PM-4:30 PM	MS Science or Art Room
Girl Scout	Julie Botero	Girl Scout Meetings	9/11/23	6:00 PM-8:00 PM	Performing Arts Room
Major Taylor Mid-Atlantic	William Baugh	Rest stop for bicycling event	9/23/23	10:30 AM – 3:30 PM	MS Parking Lot Corner on the Grass
Girl Scouts	Elizabeth Hermoso	Girl Scout Meetings	Various Dates	3:20 PM-4:30 PM	Science Room or Art Room
PIE	Debra Lubitz	Assembly (Liberty Science Center)	10/18/23	9:30 AM-11:30 AM	Gymnasium
DT Recreation Commission	Jes Stahl	Adult and Teen Co- Ed Recreation	Various Dates	Various Evening Times	Gym and Cafeteria
Girl Scout Troop 80250	Tara Civitillo	Girl Scout Meetings	Various Dates	3:20 PM – 5:00 PM	Art Room

- 2.7B MOVE to approve the following Use of Facilities/Buses. (Exhibit 2.7B)

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
Girl Scout	Jamie Clarke	Girl Scout Meetings	2 nd and 4 th Friday of each month	3:20 PM – 4:45 PM	MS Art Room

- 2.8 MOVE to approve the Special Education Tuition Contract Agreement for RSY/ESY for student ID#2614307124 with the Clinton Glen Gardner Public School District (contract on file in the board office).
- 2.9 MOVE to approve the ARP IDEA Grant:
ARP IDEA Basic Total of \$15,514
ARP IDEA Preschool Total of \$1,324
- 2.10 MOVE to approve submission of NJ High Impact Tutoring Grant application, in the amount of \$28,000.
- 2.11 MOVE to approve settlement for student ID#28569 and attached Resolution (settlement on file in board of education office).

3. Personnel/Policy

Mr. Ponzo reported on the committee meeting.

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve items 3.1-3.6.
Discussion followed. Motion passed by unanimous roll call vote (8-0-0).

3.1 MOVE to approve the following chart for additional summer hours for the school year 2023-2024:

EMPLOYEE	POSITION	ADDITIONAL HOURS
Bernie Benda, Sheri Laman, Stacey Weiss, Stephanie Joyce, Jessica Yarrow, Stella Maltese, Lucy Fisher	Teacher Meetings	12.25 hours @CBA rate
Kathy Racile Julie Kertzman	LDTC Psychologist	53 additional shared hours @hourly rate
Noelle Laurita	Speech Pathologist	25.5 hours @hourly rate
Sheri Laman	Curriculum	8 hours @CBA
Nancy Crimmel	Wilson Instruction	7 hours @CBA rate
Caitlin Lally	Guidance Counselor	8 hours @CBA rate

3.2 MOVE to approve Ms. Micki Wechsler, Hunterdon County ESC, as Child Study Team LDTC, as needed, for the 2023-24 school year.

3.3 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, pending transcript review, per the recommendation of the Superintendent.

Name	Position	Salary	Date
Tina Synder	Resource Room Teacher	B+15, Step 6 \$63,705.00 (revised)	2023-24 School Year
Megan Sweet	Para	Step 1 \$15,999.10	2023-24 School Year
Marian Anderson	Substitute Teacher	\$125/per day	2023-24 School Year
Olena Brophy	Substitute Teacher	\$125/per day	2023-24 School Year
Zach Ubry	Sub Custodian	\$14.25/hour	2023-24 School Year
Marilyn Blair	Substitute Teacher	\$125/per day	2023-24 School Year
Lisa Bennett	Substitute Teacher	\$125/per day	2023-24 School Year
Rachel Rosen	Substitute Teacher	\$125/per day	2023-24 School Year

3.3B 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, pending transcript review, per the recommendation of the Superintendent.

Name	Position	Salary	Date
Katherine Cortina	Paraprofessional	Part Time Para Step 2 FT .85 Revised Annual Salary \$21,847.17	2023-24 School Year

- 3.4 MOVE to approve, pursuant to N.J.A.C-6A:23A-3.1 10-12 the 2023-2024 Superintendent merit goal criteria for submission to the Hunterdon County Executive Superintendent for approval, per recommendation of the Personnel/Policy Committee. (Exhibit 3.4)
- 3.5 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibits 3.5)

POLICY	NUMBER	REVISION ONLY	READING
Vandalism/Violence	5131.5	X	

- 3.6 MOVE to revise Lego Robotics Club Advisor from Mark Deneka to Rob Mead.

N. Additional Business - None

O. Audience Participation - None

P. Board Representatives Liaison Reports

1. Recreation-Fireworks were well attended; block party October 7th, Oct 14th March on Litter.
2. PiE-
This Year... so far!
 Back to School Faculty/Staff Luncheon
 Chalk the Walk
Coming Soon!
 Assembly on **October 18th** Liberty Science Center will be coming and doing a fun assembly for the students.
 Fall Spirit Wear - keep an eye out in the next few weeks for some cozy fall gear.
Fall Festival
 The Fall Festival is **Saturday, September 23rd 1:30-4:30 pm**. Rain Date is **September 24th**. There will be music, games, scarecrow making, face/pumpkin painting and so much more. If you are planning on participating in the scarecrow making, you do need to bring your own clothes. They need volunteers still so please see the sign up
Book Fair
 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. They need volunteers to help make this year's book fair successful.
Holiday Shoppe
 The Holiday Shoppe this year is **Dec 4-Dec 6th**. The kids all love picking out their own gifts to purchase. We need volunteers to help run the holiday Shoppe this year. Please sign up!
 Muralist Project- There will be a google sheet coming out in the future for feedback for ideas for the mural...more on that to come!
3. Township-Diane Ramage is the acting clerk. Severns Way road work is starting.
4. ESC-Busing was the primary discussion.
5. Planning Board-There is a possible grant for emergency/safe routes; the Friends of Delaware Township might contribute.
6. HCSBA-First meeting is next week. They will be discussing advocacy issues facing school boards.
7. NJSBA Legislature-NJSBA revision of policies in response to new laws.
8. Community Relations-Mr. Lipson and Mrs. Pouria will be attending the senior meeting on Oct 4th.

9. HCRHS-Back to school nights are coming up; they are looking for a new Director of Transportation.
10. DTAA-Saturday baseball/soccer/softball games will be held.
11. SEPAG -Meeting with SEPAG and Mrs. Guenther will take place on September 21st.

Mr. Lipson reported that this year is the St. Baldrick's 10-year anniversary; this is the last year Mrs. GaNun will be part of it (last DTS one too).

Q. Adjourn – 9:31 PM

Motion by Mr. Ponzo, seconded by Mr. Pate to adjourn at 9:31 PM. Motion passed by unanimous voice vote.

Respectfully Submitted,

Susan M. Joyce
Business Administrator/Board Secretary

Catherine Pouria
President