

Delaware Township School Monthly Board of Education Meeting and Public Hearing

April 24, 2024 – 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. Roll Call

E. Student Liaison Report

F. Presentations – DTS Science Olympiad Team and Student Safety Patrol

G. Presentations - 2024-2025 Public Budget Hearing – 7:00 pm

Opening Remarks

Mr. Scott Lipson, Superintendent

Mrs. Catherine Pouria, Board President

Public Hearing - Presentation of Budget

Mr. Scott Lipson, Superintendent

Mrs. Susan Joyce, Business Administrator/Board Secretary

Public Comments and Questions on the 2024-2025 Budget

Board of Education Comments and Questions on the 2024-2025 Budget

RESOLUTION TO ADOPT THE BUDGET

Delaware Township Board of Education

Adoption of the Budget for School Year 2024-2025

BE IT RESOLVED that the budget be approved for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2024-2025 Total Expenditures	10,636,653	572,000	221,838	11,430,491
Less: Anticipated Revenues	<u>1,522,443</u>	<u>572,000</u>	<u>146,838</u>	<u>2,241,281</u>
Taxes to be Raised	9,114,210	0	75,000	9,189,210

Maximum Travel

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT RESOLVED that the Board of Education includes in the budget a maximum travel expenditure in the amount of \$15,000.00 for the 2024-2025 school year. The maximum travel expenditure amount for the 2023-2024 is \$15,000.00, of which, \$343.77 has been spent and \$00.00 is encumbered to date.

Travel and Related Expense Reimbursement

-

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$15,000 for all staff and board members for the 2024-2025 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

Capital Reserve

Capital Reserve Account Withdrawal: \$71,413

BE IT RESOLVED that the Board of Education includes in the budget a capital reserve withdrawal in the amount of \$71,413 for:

- Bond Principal \$ 180,000
- Bond Interest \$ 41,838

Banked CAP

Motion to approve the Heath benefit adjustment for the 2024-2025 School Year:

WHEREAS, N.J.A.C. 6A:23A-11.2(c) allows a district to request an adjustment to the tax levy for increases in insurance, and

WHEREAS, the district realized an increase of about 6.5% which generated a health care adjustment in the amount of \$57,844, and

WHEREAS, the unused portion of the insurance adjustment \$57,844 will become banked cap for the ensuing four year period, and

April 24, 2024

NOW THEREFORE BE IT RESOLVED, that the Delaware Township Board of Education requests to defer the insurance adjustment in the 2024-2025 budget in the amount of \$57,844 to banked cap for future use.

H. Audience Participation – Agenda Items

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.

Statement Prior to General Public Comment

Pursuant to Board Policy No. 9322, this meeting is open to the public, and a time has been set aside for community members to comment on any matter of interest to the District. The Board may, or may not, respond to issues raised by members of the public at the time they are raised, but will provide a response when and if appropriate.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking, whether they be community members, Board members, Board employees or students. Please note that the Board will not respond to comments regarding students or Board employees in light of the statutory privacy rights of those individuals. The Board discourages comments about its students and employees and will not be held responsible for such comments. Moreover, members of the public who choose to speak during public session should be aware that they may be held personally liable for any statements that they make, which become part of the public record.

Finally, the Board will not comment on or respond to any matter raised unless it can confirm that the matter has first been brought to the attention of the appropriate school personnel in an attempt to resolve the issue.

I. Correspondence –

J. Superintendent's Report – Mr. Scott Lipson

1. Student Enrollment (4-15-24) - (Exhibit J-1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	45	3	15
Grade 1	37	3	13
Grade 2	51	3	17
Grade 3	48	3	16
Grade 4	29	2	15
Grade 5	41	2	20
Grade 6	40	3	14
Grade 7	45	3	16
Grade 8	42	3	14
Pre School	28	2	13
Tuition Sent	4		
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	52 & sunny	407 students	

April 24, 2024

Date of Drill	Time of Drill	Duration of Drill	Type of Drill	Weather Conditions	Participants of Drill	Pull Station/Notes
			Drill		& 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
1/29/24	3:00pm	5 min	Fire Drill	40 & cloudy	407 students & 75 staff	Fire Panel m12m022
1/31/24	10:35am	6 min	Active Shooter Drill	40 & cloudy	407 students & 75 staff	
2/22/24	2:15pm	5 min	Fire Drill	50 & cloudy	409 students & 75 staff	Fire Panel m13m009
2/26/24	2:35pm	7 min	Evacuation Drill	57 & sunny	409 students & 75 staff	
3/14/24	10:55am	5 min	Fire Drill	58 & sunny	409 students & 75 staff	Fire Panel m13m007
3/27/24	12:15pm	5 min	Evacuation Drill	48 & cloudy	409 students & 75 staff	
4/10/24	3:00pm	5 min	Bomb Threat drill	65 & sunny	409 students & 75 staff	
4/15/24	8:45am	15 min	Bus Evacuation Drill	65 & sunny	409 students & 75 staff	All students participated in this drill.

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	1.5	0
March	0	1
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2023-2024 TO DATE	1.5	1

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	1	1
March	0	0
April	0	0
May	0	0
June	0	0
TOTAL FOR SCHOOL YEAR 2023-2024 TO DATE	3	1

5. Sustainable Jersey Grant Awards Ceremony
Teen Art Festival
Preschool Expansion Update

K. President's Report – Mrs. Catherine Pouria

School Performance Report
Curriculum Review-Board Homework for May
NJSBA Workshop October 21st-24th

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

1. Summer 2024 Projects Update

M. Approval of the regular session minutes of the March 19, 2024 board meeting.

N. Committee Reports and Action

1. **Curriculum/Instruction/Technology**

- 1.1 MOVE to approve the following dates for Summer Academy: Monday July 6, 2024 to Friday July 26, 2024 8:00 AM-10:00 AM and ESY: Monday July 8, 2024-Thursday, August 8, 2024 9:00 AM-1:00 PM.

2. **Finance/Facilities**

- 2.1 MOVE that the financial reports of the Business Administrator/Board Secretary for the month ended March 2024 and the Treasurer of School Monies for the month ending March 2024 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(b). (Exhibit 2.1)
 - 2.2 MOVE to approve the attached line account transfers for March 2024. (Exhibit 2.2)
 - 2.3 MOVE to approve District invoices presented for payment for 2nd March 2024 bills list in the amount of \$478,516.15 and April Bills List in the amount of \$183,712.49. (Exhibit 2.3)
 - 2.4 MOVE to approve the following payroll amounts:

March 28, 2024	-	\$276,080.71
April 15, 2024	-	\$262,980.25

- 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
Valerie Wheatley	First Aid Training CPR/AED Training	4/15/24 4/19/24	R	\$50.00
			R	\$60.00
			M	
			M	
Tracey Wolf	CPR/First Aid Training	6/1/24	R M	\$60.00
Lovella Wambold Stella Maltese Dana Golis	Heartsaver CPR AED Training	5/1/24	R M	\$60.00/each
Kelly Leary Andrea Gristina	Advanced Thinking Through Writing K-2	6/11/24-6/12/24	R	\$840.00/each (Zoom)
			M	
	Advanced Thinking Writing Series 10	4/8/24 5/6/24 6/3/24	R	\$1,050.00/each (Zoom)
			M	

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTAA Baseball & Softball	Jenna Vecchione	Baseball and softball practice/games	April 20, 2024-June 16, 2024 (Saturday & Sunday)	10:00 AM- 12:00 PM	Baseball and softball fields and the gym
			April 11, 2024-June 14, 2024 (Tuesday/Thursday/Friday)	5:30 PM- 7:00 PM	
PIE	Julie Luster- Roell	Additional meeting date	June 5, 2024	6:30 PM- 9:00 PM	PAR

- 2.7 MOVE to approve School Bus Emergency Evacuation Drill on April 15, 2024. (Exhibit 2.7)
- 2.8 MOVE to approve rescheduling the June 18, 2024 board of education meeting to June 25, 2024.
- 2.9 Move to approve Hunterdon County Educational Services Commission Resolution for Participation in Coordinated Transportation for the 2024-25 school year (contract on file in board of education office).

- 2.10 MOVE to approve the contract with Savage Speech Services LLC for 2023-24 school year (contract on file in board of education office).
- 2.11 MOVE to approve the Three Year Preschool Operational Plan and Enrollment Projections in the amount of \$597,550.00 for the 2024-2025 school year. (Exhibit 2.11).
- 2.12 MOVE to approve the Parental Transportation Contract Agreement for the 2023-2024 school year with parents of Student #2772722732 for the transportation of one student to the Holland Township School District, as follows:

ROUTE #	EST. # of DAYS	COST PER DAY	EST. TOTAL COST
KF23-24	Prorated	\$123.75	Prorated

*Copy of Contract on File in Business Office

- 2.13 MOVE to approve the Tuition Contract Agreement for the 2023-24 school with Holland Township Board of Education for student #2772722732. School year Program cost is \$22,272.00 prorated for 28 days \$3464.44 (Copy of Contract on File in Business Office).
- 2.14 MOVE to approve the Preschool Education Aid (PEA) carry over funds for 2024-25.

3. Personnel/Policy

- 3.1 MOVE to approve the following candidates for the positions, contractual salaries and starting dates indicated for the 2023-2024 or 2024-2025 school years, pending paperwork and fingerprint clearance if necessary, per the recommendation of the Superintendent.

NAME	POSITION	SALARY	DATES
Kaitlin Kellar Emily Kostelansky	Substitute Teacher	\$125/Day	23-24 School Year
Dana Golis Lisa Aron Kathleen Veith	Bus Aide	\$27.40/hour	23-24 School Year
Kathleen Veith	Club Aide	\$27.40/hour	23-24 School Year
Britain Moore Gina Scialla Phil Muratore	Washington, DC	Per CBA	June 6 & 7, 2024
Katie Hooven	Substitute Nurse	\$165/Day	23-24 School Year
Scott Lipson Valerie Wheatley	Washington, DC	Administrator	June 6 & 7, 2024
Gina Scialla Phil Muratore	Dorney Park	Per CBA	May 24, 2024

Lucinda Fischer Angie Mikula Michelle Small Mark Deneka Valerie Wheatley			
Laura Richardson	Spanish Teacher	Revised Teacher Contract FTE .83 Annual Salary \$66,400.00 Pro-rated salary \$53,152.00	April 8 through June 30, 2024
Lucinda Fisher Nancy Crimmel	Home Instruction	Per CBA	23-24 School Year
Lucinda Fisher Lisa Aron Reath Mast Stephanie Joyce Mark Deneka	Ice Cream Social Chaperone	Per CBA	April 19, 2024

- 3.2 MOVE to approve the attached list of tenured staff members for the 2024-2025 school year, per the recommendation of the Superintendent. (Exhibit 3.2)
- 3.3 MOVE to approve the attached list of non-tenured staff members for the 2024-2025 school year, per the recommendation of the Superintendent. (Exhibit 3.3)
- 3.4 MOVE to approve the attached list of full-time paraprofessionals and secretaries for the 2024-2025 school year, per the recommendation of the Superintendent. (Exhibit 3.4)
- 3.5 MOVE to approve Susan Joyce as Business Administrator/Board Secretary and as Quality Purchasing Agent with a bid threshold of \$40,000 and a Quotation threshold of \$6,000, effective July 1, 2024 to June 30, 2025 per the recommendation of the Superintendent.
- 3.6 MOVE to approve hourly rate of \$18.00/hour for substitute custodians effective May 1, 2024.
- 3.7 MOVE to approve Ashley Carosella as a student teacher for 2024-25 school year.
- 3.8 MOVE to authorize Mary Lyons to vote on behalf of the Delaware Township Board of Education at the NJSBA annual Delegate Assembly.

O. Additional Business

P. Audience Participation

April 24, 2024

Q. Board Representatives Liaison Reports

1. Recreation
2. PiE
3. Township
4. ESC
5. Planning Board
6. HCSBA
7. NJSBA Legislature
8. Community Relations
9. HCRHS
10. DTAA
11. SEPAG

R. Executive Session

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.

S. Adjourn

The Board of Education has the right to change, add to, or delete items listed on this Agenda.