

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

**February 21, 2023 – 7:00 pm**

**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, Mr. Panzo, Mr. Pate,  
Mrs. Opdyke, Ms. Stahl, Mrs. Pouria

**Absent:** Mrs. Lyons

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

**E. Executive Session – None**

**F. Audience Participation – Agenda Items**

SEPAG Ms. Squashic, Mr. Aiello, Ms. Vecchinone. Requested a liaison for their group. There are currently 12-13 members including Mr. Lipson and Ms. Racile. The group's purpose is so that people aware of concerns of the group and some of the great things they have going on.

Mrs. Harrington volunteered to be involved and be the liaison. Ms. Stahl volunteered to be an alternate.

**G. Correspondence**

Mrs. Pouria read the correspondence from SEPAG.

## H. Presentations

Anthony Gianfocarò –Architect

Presented information about the roof bids, showing the differences in roof types and a price comparison. His recommendation is Base Bid A and alternate One A, a built-up roof.

Link it mid-year update – Mr. Lipson will give a more formal presentation next month. PD & PLC start at topic or data point where staff looks at the results and analyze it.

Mr. Lipson answered Board questions about intervention.

Auditor was in – thanked the business office staff – auditor commended Mrs. Nitti and Mrs. Kania.

## I. Superintendent's Report – Dr. Richard Wiener

### 1. Student Enrollment Student Enrollment 2-14-23 - (Exhibit H.1)

GRADE	ENROLLMENT	SECTIONS	AVERAGE CLASS SIZE
Kindergarten	40	3	13
Grade 1	51	3	17
Grade 2	49	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	49	3	16
Pre School	25	2	13
Tuition Sent	4		
Home Instruction	0		
Self-Contained	4		
TOTAL	416	27	15

## 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 members	*Fire Panel M12M015
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
1/19/23	9:10am	5 minutes	Lockdown	43 & rainy	413 students & 75 staff members	
2/2/23	2:35pm	7 minutes	Fire Drill	37 & sunny	413 students & 75 staff members	*Fire Panel M97M029

## 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	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>

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4. HIB Incidents –

MONTH OF	INCIDENTS REPORTED	NUMBER CLASSIFIED AS HIB
September	0	0
October	0	0
November	0	0
December	1	0
January	1	1
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>2</b>	<b>1</b>

5. NJDOE QSAC monitoring site visit update.

The team did a great job working with collaboratively with the county office the county office in QSAC. The county BA is waiting on the final audit report to complete her review.

Mrs. Pouria commended everyone on their work.

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

1. 23-24 committee budget needs  
Finance and Facilities is working on the budget committees and committees should communicate their needs.
2. Thank you administrative team-QSAC and audit  
Thank you Dr. Wiener and Mrs. Joyce and Business Office for a great audit. There were no recommendations for the first time since she's been on the board.
3. Future planning  
Mrs. Pillon is retiring; Mrs. Pouria asked Mr. Lipson for recommendations. Dr. Wiener spoke about this too. Mr. Hoffman and Mrs. Pouria are having a leadership meeting with Dr. Wiener.

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

1. Audit Presentation

Auditors presented to the Finance Committee the ACFR (formal audit report). It will be ready in March. Thank you Mrs. Nitti and Mrs. Kania for all the support they give the business office. They should be very proud of the job they do.

2. Mr. Gianforcaro made his recommendation to the board.

**L. Approval of the regular session minutes of the January 17, 2023 board meeting.**

Motion by Mr. Pate, seconded by Ms. Stahl to approve the January 17, 2023 board meeting minutes. Discussion followed. Motion passed by roll call vote (7-0-1). Mr. Ponzo abstained.

**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 1.1-1.4. Discussion followed. (8-0-0).

1.1 MOVE to accept the HIB incidents per I.4 of the Superintendent's Report.

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

ACTIVITY	DATE	GRADE LEVEL	LOCATION
Red Mill Museum Village	May 5, 2023	5 <sup>th</sup> Grade	Clinton, NJ
Investigate Meeting with Polytech Students	April 3, 2023	6 <sup>th</sup> Grade	Flemington, NJ
Franklin Institute	March 24, 2023	4 <sup>th</sup> Grade	Philadelphia, PA

1.3 MOVE to approve the 2023 Spring Sports Schedules for Softball and Baseball. (Exhibit 1.3)

1.4 MOVE to approve the New Jersey Department of Education Equivalency Application. (Exhibit 1.4)

2. **Finance/Facilities** – Mrs. Stahl reported on the committee meeting.

Motion by Ms. Stahl, seconded by Mr. Pate to approve items 2.1-2.11. Discussion followed (8-0-0).

2.1 MOVE that the financial reports of the Business Administrator/Board Secretary and the Reconciler for the month end January 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(b). (Exhibit 2.1)

2.2 MOVE to approve the attached line account transfers for January 2023. (Exhibit 2.2)

2.3 MOVE to approve district invoices presented for payment for the second January 2023 bills list in the amount of \$206,509.17 and the February 2023 bills list in the amount of \$175,976.21. (Exhibit 2.3)

2.4 MOVE to approve the following payroll amounts:

January 30, 2023	-	\$272,187.59
February 15, 2023	-	\$270,697.93

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
Kathleen Racile	Using the Patterns of Strengths & Weaknesses (PSW) Model to Identify Specific Learning Disabilities (SLD) and Other Learning Problems	March 3, 2023 March 10, 2023	R M	\$140.00 Webinar
Kathleen Racile	Addressing the Heart of the IEP	April 28, 2023	R M	\$125 .47
Noelle Laurita	Assessment , Eligibility and Dismissal in Schools	February 1- 13, 2023	R M	\$199.00 Online

Jill Kirchberger	The Bes Award Winning Young Adult Books of the Last Decade	March 30, 2023	R M	\$279.00 Online
Tara Hendricks	TEACCH Autism Program	March 20, 21, 22, 23, 24, 2023	R M	\$540 Online
Lucinda Fisher	Secrets of Ancient Egypt New Discoveries An Evening with Dr. Zahi Hawass	June 7, 2023	R M	\$179 .47
Victoria Hardy	Secrets of Ancient Egypt New Discoveries An Evening with Dr. Zahi Hawass	June 7, 2023	R M	\$179 .47
Meeta Verma	Safe & Healthy School Environment	March 1, 2023	R M	\$125 Zoom
Jeff Munsey	NJSBGA 25 <sup>th</sup> Annual Conference Expo	March 19, 20, 21 & 22, 2023	R	\$325

\*(R) registration, (M) mileage

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

GROUP	APPLICANT	ACTIVITY	DATE	TIME	LOCATION
DTAA	Jessica HB Roethel	Board Meeting	February 1, 2023	7:00 PM to 9:00 PM	Library
Girl Scout	Julie Botero	International Festival	March 5, 2023	12:00 PM to 3:00 PM	Cafeteria

## 2.7 MOVE to approve the Health and Safety Evaluation of School Building Checklist Statement of Assurance School Year 2022-23. (Exhibit 2.7)

## 2.8 MOVE to approve Garden State AAC Specialist, LLC (contract on file in Board Office).

## 2.9 MOVE to approve Lake Drive Program Itinerant Services for student ID#37646 (contract on file in Board of Education Office).

## 2.10 MOVE to approve AME Inc. Maintenance Agreement (contract on file in Board of Education Office).

## 2.11 MOVE to award the roof renovations project to Strober-Wright Roofing Inc., 5 Kari Drive, Units C2 & C3, Lambertville, NJ 08530 for the Base Bid A and Alternate #1A in the amount of \$1,068,000.

**3. Personnel/Policy – Mr. Ponzo reported on the committee meeting.**

Motion by Mr. Ponzo, seconded by Mrs. Harrington to approve items 3.1-3.3 and 3.5. Discussion followed. Item 3.4 was tabled. Motion passed by unanimous roll call vote (8-0-0).

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

NAME	POSITION	SALARY	DATES
Katherine Cortina	Paraprofessional	Part-time .62 FTE Step 1 Annually Salary \$15,524.80 Pro-rated Salary \$8,538.64	January 16, 2023 through June 30, 2023
Karen Stillufsen	Substitute Teacher	\$125/day	2022-23 School Year
Alexandra Bokach	Substitute Teacher	\$125/day	2022-23 School Year
Judith Stewart	Winter Concert Chaperone	Per CBA	December 15, 2022
Judith Stewart	Para Student Support for Activity	Per CBA	2022-23 School Year
Judith Stewart	Bus Aide – PM only	\$26.52/per hour	2022-23 School Year
Jacalyn Plummer	Substitute Bus Aide – PM only	\$26.52/per hour	2022-23 School Year
Mark Deneka	Student Council Chaperone PIE Bingo Night	Per CBA	January 27, 2023
Lucinda Fisher Lisa Aron Reath Mast Daniel Chojnowski Jennifer Griffith	Student Council Activity Night Chaperones	Per CBA	February 3, 2023
Laura Bond	Resource Room Teacher Long Term Sub	1.0 FTE B Step 1 Annual Salary \$55,860.00 Pro-rated Salary \$24,019.80	February 21, through June 30, 2023

- 3.2 MOVE to approve the following policy updates, per the recommendation of the Superintendent. (Exhibits 3.2A, 3.2B, 3.2C, 3.2D)

POLICY	NUMBER	REVISION ONLY	READING
School Meal Program Arrears	3542.2	X	
Wellness and Nutrition	3542.1	X	
Tenure	4110		1st
Support for Breastfeeding Mothers	5134		1st

- 3.3 MOVE to accept the Letter of Intent to Retire from Patricia Pillon, Supervisor, June 30, 2023. (Exhibit 3.3)



3.4 MOVE to approve the 2023-24 School Calendar (Exhibit 3.4).

3.5 MOVE to rescind policy 5141.11 Vaccination and Testing.

**M. Additional Business**

Dr. Wiener – thank you to Mrs. Pillon for your years of service and for working with our teachers and curriculum committee and for your work with QSAC.

Mrs. Pouria agrees - Mrs. Pillon works very hard and is an asset to DTS.

**N. Audience Participation**

Ms. Squashic asked about Just Words Intervention Program. Mr. Lipson discussed this in response. Mrs. Pouria will send it to CIT. Mrs. Hornby – send to Mrs. Pillon for bigger picture of what this could grow into. Mr. Hoffman said this is a supplemental program.

**O. Board Representatives Liaison Reports**

1. Recreation – still looking for teen liaison; alternate members nominated; July 5-21, 2023 is summer rec in conjunction with summer academy; egg hunt is next event.
2. PiE – Ice skating at Flemington Ice Arena on February 26, 2023 at 2:30 PM. Admission is free and skate rentals are \$10; enrichment is up and running and kids are having a blast; March 6<sup>th</sup> is PIE's next assembly by the Vital Dance Crew. They showcase high energy choreography while conveying a positive message of respect, responsibility and setting life goals; March 8<sup>th</sup> is the next PIE meeting at 7:00PM in the PAR; Spring spirit wear will be coming in March.
3. Township – Special meeting; hired township administrator; meeting tonight; ordinance to exceed municipal budget; flood plan maps; appointments
4. ESC - None
5. Planning Board – grant for open space data base of all public accessible lands in Delaware Township.
6. HCSBA – meeting last month; communication based meeting; March meeting “unsung heroes” awards.
7. NJSBA Legislature -none
8. Community Relations – no meeting for the winter; no update; readers are happy.
9. HCRHS – online scheduling 2023-24 on going; Cinderella March 2, 3, 4, 2023; orchestra concert March 16, 2023.
10. DTAA – spring registration open; field work at Dilts; winter clinic has been successful.
11. Green Team – Stef Fox, Bulls Island Naturalist is asking the student body to participate in the annual “Tow Path Trek” – March 18, 2023.

**P. Executive Session**

Motion by Mr. Ponzo, seconded by Ms. Stahl to go into executive session at 8:49 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: negotiations 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. Ponzo, seconded by Mrs. Harrington to go back to regular board meeting at 9:30 PM. Motion passed by unanimous roll call vote (8-0-0).

**Q. Adjourn – 9:31 PM**

Motion by Mrs. Harrington, seconded by Mrs. Hornby to adjourn at 8:02 PM. Motion passed by unanimous voice vote.

Respectfully Submitted,

February 21, 2023

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Susan M. Joyce  
Business Administrator/Board Secretary

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Catherine Pouria  
President