

Agenda

Delaware Valley Regional High School
Board of Education

2024 Annual Reorganization Meeting of the Board: January 3, 2024, 7:00 pm

The Board Secretary will serve as presiding officer pro tempore until such time as the new Board President has been elected and shall turn the conduct of the meeting over to the President immediately upon his/her election.

Sunshine Notice:

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided via public notice on November 16, 2023 by:

- a. Emailing to the Hunterdon County Democrat and Express Times
- b. Posting on the District Website and the main bulletin board in the District Office
- c. Filing with the Clerks of the following Municipalities:
Alexandria Township, Frenchtown Borough, Holland Township, Kingwood Township and Milford Borough

A. Call to Order

A.1 Pledge of Allegiance

B Annual Organization of the Board

B.1 Administration of the Oath of Office to Newly Elected Board Members – Tanya Drake, Thomas Loughlin and William Prouty

B.2 Roll Call

B.3 Open Nomination(s) for Board President

Motion by _____, Second by _____
Nominee: _____

Motion by _____, Second by _____
Nominee: _____

Close Nominations(s) for Board President

Motion by _____, Second by _____

All in favor of _____ for Board President

Roll call vote for _____ for Board President
Roll call vote for _____ for Board President

Newly elected President assumes the Chair.

B.4 Open Nominations(s) for Board Vice-President

Motion by _____, Second by _____
Nominee: _____

Motion by _____, Second by _____
Nominee: _____

Close Nominations(s) for Board Vice-President

Motion by _____, Second by _____

All in favor of _____ for Board Vice-President

Roll call vote for _____ for Board Vice-President

Roll call vote for _____ for Board Vice-President

B.5 Reading of [School Board Code of Ethics](#) – Board President

Pursuant to with N.J.S.A. 12-21 et seq., the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

B.6 Motion to establish the following committees:

Personnel Committee: Meets one (1) week prior to Board meeting – Monday, 5:30 pm

Operations Committee: Meets two (2) weeks prior to Board meeting – Monday 6:15 pm

Education/Student Affairs Committee: Meets one (1) week prior to the Board meeting – Monday, 6:15 pm

Finance Committee: Meets two (2) weeks prior to Board meeting – Monday 5:30 pm

Negotiations Committee: Meets as required.

Policy Committee: Meets two (2) weeks prior to Board meeting – Tuesday 5:00 pm

B.7 Motion to approve the following 2024 delegates/representatives from the Board of Education:

Hunterdon County ESC Representative:

Hunterdon County School Boards Association/Alternate:

New Jersey School Boards Association Delegate/Alternate:

Hunterdon County Vocational Advisory Board/Alt:
Legislative Chairperson:

B.8 Motion to approve the following 2024 appointments/reappointments:

504 Officer	Sandra Morisie
Accounting Software System	CDK Systems
Affirmative Action Officer	Fogarty & Hara
AHERA Consultant	RK Environmental
Anti-Bullying Specialist	Scott Woodland
Anti-Bullying Specialist	Heather Eckhert
Anti-Bullying Specialist	Stephanie Vorilas
Anti-Bullying Specialist	Amanda Matlee
Architect of Record	Gianforcaro Architects, Engineers and Planners
Asbestos Management Officer	Arnold Stang
Attendance Officer	Michelle Fisher/Carol Puha
Bond Counsel	Wilentz, Goldman & Spitzer
Board Secretary	Teresa O'Brien
Chemical Hygiene Officer	Stacy Grady
Civil Rights Coordinator	Michael Kays
Drinking Water Compliance Manager	McGowan Well Water Management
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Brown & Brown
HIB Coordinator	Sandra Morisie
Homeless Liaison	Kristina Sterbenc
Home Instruction Coordinator	Sandra Morisie
I&RS Coordinator	Kristina Sterbenc
Indoor Air Quality Designee	Arnold Stang
Insurance Agent of Record	Brown & Brown
Integrated Pest Management (IPM) Coordinator	Arnold Stang
IPM Program Consultant	Viking Pest Services
Lead Testing Program Manager	Arnold Stang
Official Newspapers	Hunterdon County Democrat Express Times and Star Ledger
Payroll Services	R&L Payroll Services, Inc.
Personnel Software System	CDK Systems
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Teresa O'Brien
Public Records Custodian	Teresa O'Brien
Qualified Purchasing Agent	Teresa O'Brien
Right-to-Know Training and Compliance	RK Occupational & Environmental, Inc.
Right to Know Officer	Arnold Stang
Safety Team Coordinator	Michael Kays
School Attorney	Fogarty & Hara
School Auditor	BKC, CPAs, PC
School Physician	St. Luke's Health Network
Sports Physician	Dr. Nicholas Avallone

School Safety Specialist	Ariel Gilbert
Security Monitoring Services	Sonitrol Security Systems
Substance Awareness Coordinator	Heather Eckhardt
Treasurer of School Monies	Raelene Sipple
Water Testing	Agra Environmental Laboratory Services

B.9 Motion to approve the following 2024 Board Meeting dates:

January 29, 2024*
February 26, 2024
March 18, 2024*
April 29, 2024
May 13, 2024*
June 10, 2024 Special Meeting
June 24, 2024
August 26, 2024
September 23, 2024
October 28, 2024
November 25, 2024
December 16, 2024*

Meetings will be held on the fourth Monday of the month, except where noted*.

TIME AND LOCATION OF MEETING:

7:00 P.M.

Delaware Valley Regional High School Cafeteria
19 Senator Stout Road, Frenchtown, NJ 08825

B.10 Motion to establish the 2024 Petty Cash Account in the amount of \$1,000 with a maximum reimbursement of \$100 to any individual on any one occasion.

B.11 Motion to authorize the following signatures on the 2024 accounts maintained by the Board of Education:

- 1) General Account - Citizens Bank (3 signatures required)
Board President, Board Secretary and Treasurer of School Monies
- 2) Cafeteria Account – Citizens Bank (3 signatures required)
Board President, Board Secretary and Treasurer of School Monies
- 3) Payroll Account - Citizens Bank (2 signatures required)
Board Secretary and Treasurer of School Monies
- 4) Payroll Agency Account - Citizens Bank (2 signatures required)
Board Secretary and Treasurer of School Monies
- 5) Unemployment Trust Account – Citizens Bank (2 signatures requires)
Board Secretary and Treasurer of School Monies

- 6) Petty Cash Account - Citizens Bank (2 signatures required)
Board Secretary and Superintendent
- 7) Student Activities Account - Citizens Bank (2 signatures required)
Board Secretary and Principal
- 8) Game Officials Account – Citizens Bank (2 signatures required)
Athletic Director, Athletic Business Manager and Board Secretary
- 9) Scholarship Account - Citizens Bank (2 signatures required)
Board Secretary and Superintendent

Scholarship Funds:

Virginia Butkowski	Leo Rest
Deborah Llabres	Math Scholarship
Joey Karabin - Athletic	Breiner - Holtmeier

- 10) Summer Pay Account - Citizens Bank (2 signatures required)
Board Secretary and Treasurer of School Monies
- 11) FSA Account – Citizens Bank
Board Secretary and Treasurer of School Monies

B.12 Motion to approve the following resolution designating the depository of record:

BE IT RESOLVED that Citizens Bank be designated as the depository of record for the Delaware Valley Regional High School Board of Education accounts;

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

- B.13 Motion to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.
- B.14 Motion to approve the existing policies, by-laws, and administrative procedures of the Delaware Valley Regional High School Board of Education.
- B.15 Motion to approve the existing curriculum and textbooks.
- B.16 Motion to approve the New Jersey minimum chart of accounts.
- B.17 Motion to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 et seq:
- Personal data identifying each pupil enrolled in the district including pupil's name, address, telephone number, date of birth, name of parent(s)/guardian(s), citizenship,

gender, standardized assessments, grades, attendance, classes attended, grade level completed, and year completed.

- Daily attendance;
- Description of pupil progress, including grade level, according to the evaluation system used by the district;
- History and status of physical health per state regulations;
- Special education records pursuant to relevant rules and laws;
- All other records required by the New Jersey State Board of Education.

B.18 Motion to authorize the Superintendent in conjunction with the Business Administrator/Board Secretary to approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting, pursuant to N.J.S.A. 18A:22-8.1.

B.19 Motion to authorize the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

B.20 Motion to approve the following resolution authorizing bid/quote thresholds:

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has set the bid threshold amount for school districts with a Qualified Purchasing Agent at \$44,000, effective July 1, 2020, and;

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of \$44,000 if they employ a qualified purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% (\$6,600) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW THEREFORE BE IT RESOLVED, that the Delaware Valley Regional High School District Board of Education pursuant to the statutes cited above hereby appoints Teresa

O'Brien, School Business Administrator/Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Delaware Valley Regional High School District, and;

BE IT FURTHER RESOLVED, that Teresa O'Brien is hereby authorized to award contracts on behalf of the Delaware Valley Regional High School District Board of Education that are in the aggregate less than 15% (\$6,600) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Teresa O'Brien is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Teresa O'Brien is hereby authorized as a qualified purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to the same which authorizes her to issue contracts up to \$44,000 without soliciting competitive bids.

B.21 Motion to approve the following resolution authorizing state contract purchases:

WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;

WHEREAS, the Delaware Valley Regional High School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;

WHEREAS, the Delaware Valley Regional High School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the Delaware Valley Regional High School District Board of Education does hereby authorize Teresa O'Brien, the district purchasing agent to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

B.22 Motion to approve the following 403(b) and 457(b) plan providers and to designate PlanConnect as the Tax Sheltered Annuity Third Party Administrator:

AXA Equitable (Pre-tax and Roth)
Lincoln Investments
MetLife
VALIC

B.23 Motion to approve membership in the following Cooperative Purchasing Agreements:

Education Data Services - Supplies, Services and Skilled Trades
Hunterdon County Education Services Commission
Educational Services Commission of New Jersey
Morris County Cooperative Pricing Council

B.24 Annual Regular Business Travel Limit per Employee

Pursuant to the provisions of N.J.A.C. 6A:23A-7.3(b) and board policy, the Board of Education authorizes an annual maximum amount per employee not to exceed \$1,500 for regular business travel only for which prior Board approval is not required.

C. Public Comment - Bylaw No. 0167 “Public Participation at Board Meetings”

Residents are invited to respectfully share their concerns, comments and suggestions.

D. Adjourn

Supporting documentation of a non-confidential nature shall be accessible to the public for inspection at the meeting and is available upon request at the earliest convenience in accordance with the provisions of Public Rights Law N.J.S.A. 47:1A-1 et seq.