

# Agenda

## DELAWARE VALLEY REGIONAL HIGH SCHOOL BOARD OF EDUCATION

2013 ANNUAL ORGANIZATION OF THE BOARD: JANUARY 7, 2013

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*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 through the annual public notice on December 19, 2012 by:

- a. Faxing 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

### 1. CALL TO ORDER

- 1.1 Pledge of Allegiance
- 1.2 Roll Call Attendance

### 2. ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION

2.1 Administration of the Oath of Office to Newly Elected Board Members – Debora Frank, Sharon Kelly, and Brett Reina

2.2 Open Nomination(s) for Board President. \_\_\_\_\_

Close Nominations(s) for Board President.

Motion to appoint \_\_\_\_\_ as Board President.

*Newly elected President assumes the Chair.*

2.3 Open Nominations(s) for Board Vice-President. \_\_\_\_\_

Close Nominations(s) for Board Vice-President.

Motion to appoint \_\_\_\_\_ as Board Vice-President.

2.4 Motion to establish the following committees, chairs, members, and alternates:

Finance Committee: Meets as required.

Chair: Sharon Kelly

Members: R. Haver, S. Howell, B. Reina

Alternate: E. Gordon

Student Affairs/Public Relations Committee: Meets one (1) week prior to Board meeting – Monday, 6:00 p.m.

Chair: B. Reina

Members: S. Howell, S. Kelly, D. Sousa

Alternate: R. Haver

Curriculum Committee: Meets night of Board meeting – Monday, 5:00 p.m.

Chair: S. Howell

Members: D. Frank, B. Martin, B. Dietze

Alternate: S. Kelly

Facilities/Transportation/Technology Committee: Meets night of Board meeting – Monday, 6:00 p.m.

Chair: R. Haver

Members: B. Martin, D. Sousa, B. Dietze

Alternate: D. Frank

Negotiations Committee: Meets as required.

Chair: E. Gordon

Members: R. Haver, B. Reina

Personnel Committee: Meets one (1) week prior to Board meeting – Monday, 5:00 p.m.

Chair: D. Sousa

Members: D. Frank, E. Gordon, S. Kelly

Alternate: B. Reina

Policy Committee: Meets as required.

Chair: D. Frank

Members: B. Martin, B. Reina, B. Dietze

Alternate: S. Howell

Strategic Planning Committee: Meets night of Board meeting – Monday, 4:15 p.m.

Chair: B. Martin

Members: D. Frank, E. Gordon, S. Kelly

Alternate: D. Sousa

2.5 Motion to approve the following 2013 delegates/representatives from the Board of Education:

Hunterdon County ESC Representative:

B. Martin

Hunterdon County School Boards Association/Alternate:

E. Gordon/B.Reina

New Jersey School Boards Association/Alternate:

S. Howell/D. Sousa

Hunterdon County Polytech Advisory Board/Alt:

R. Haver/B. Dietze

2.6 Motion to approve the following 2013 appointments/re-appointments:

504 Officer .....	Dr. Frank Guenther
Accounting Software System.....	CDK Systems
Affirmative Action Officer .....	Dr. Frank Guenther
AHERA Consultant .....	RK Occupational & Environmental, Inc.
Anti-Bullying Coordinator .....	Dr. Frank Guenther
Anti-Bullying Specialists .....	Dr. Jon Lyman/Scott Woodland
Architect of Record .....	The Spiegle Group/Settembrino Architects
Asbestos Program Manager .....	Matthew O'Brien
Attendance Officer .....	Kendra Gallagher/Carol Puha
Bond Counsel .....	Wilentz, Goldman & Spitzer
Business Administrator/Board Secretary .....	Daria A. Wasserbach
Drinking Water Compliance Manager .....	McGowan LLC
Financial Advisory Services.....	Capital Financial Advisors
Fixed Asset Accounting .....	American Appraisal, Inc
Health Insurance Broker .....	LDP Consulting Group (Brown and Brown)
Insurance Agent of Record .....	Brown & Brown Insurance
Integrated Pest Management (IPM) Coordinator... ..	Matt O'Brien
IPM Program Consultant.....	Cavanaugh's Pest Services
Official Newspapers .....	Hunterdon County Democrat
.....	Star-Ledger, Express Times, Courier-News
Payroll Services .....	R&L Payroll Services, Inc.
Personnel Software System .....	CDK Systems
Public Agency Compliance Officer .....	Daria A. Wasserbach
Qualified Purchasing Agent .....	Daria A. Wasserbach
Right-to-Know Training and Compliance ...	RK Occupational & Environmental, Inc.
Right to Know Custodian .....	Daria A. Wasserbach
School Attorney .....	Fogarty & Hara
School Auditor .....	William Colantano
School Physician .....	DeVal Family Health Center
Sports Physician .....	Dr. Nicholas Avallone
Security Monitoring Services .....	Sonitrol Security Systems
Treasurer of School Monies .....	Raymond Krov
VSWS – Small Water System Operator .....	Matthew O'Brien
Water Testing .....	New Jersey Analytical Laboratories

2.7. Motion to approve the following 2013 Board Meeting dates:

- January 28, 2013
- February 25, 2013
- Thursday, March 21, 2013\* (Public Hearing on the 2013/2014 budget)
- April 22, 2013
- May 20, 2013\*
- June 24, 2013
- July 22, 2013
- August 26, 2013
- September 23, 2013
- October 28, 2013
- November 25, 2013

December 16, 2013\*

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 Library  
19 Senator Stout Road, Frenchtown, NJ 08825

- 2.8 Motion to establish the 2013 Miscellaneous Account in the amount of \$1,000 with a maximum reimbursement of \$100 to any individual on any one occasion.
- 2.9 Motion to authorize the following signatures on the 2013 accounts maintained by the Board of Education:
- 1) General Account - TD Bank (3 signatures required)  
Board President, Board Secretary and Treasurer of School Monies
  - 2) Payroll Account - TD Bank (2 signatures required)  
Board Secretary and Treasurer of School Monies
  - 3) Payroll Agency Account - TD Bank (2 signatures required)  
Board Secretary and Treasurer of School Monies
  - 4) Unemployment Trust Account – TD Bank  
Board Secretary and Treasurer of School Monies
  - 5) Miscellaneous Account - TD Bank (2 signatures required)  
Board Secretary and Superintendent
  - 6) Capital Reserve Account - TD Bank (3 signatures required)  
Board President, Board Secretary and Treasurer of School Monies
  - 7) Student Activities Account - TD Bank (2 signatures required)  
Board Secretary and Principal
  - 8) Interscholastic Athletics Account - TD Bank (2 signatures required)  
Athletic Director, Athletic Business Manager and Board Secretary
  - 9) Scholarship Account - TD Bank  
Board Secretary and Superintendent
- Scholarship Funds:
- |                      |                   |
|----------------------|-------------------|
| Virginia Butkowski   | Leo Rest          |
| Alex Yozzo           | Christopher Smith |
| Joy Trauger          | Nancy Lauck       |
| Dr. Martin J. Matula | Inge W. Sabo      |
- 10) Summer Pay Account - TD Bank (2 signatures required)  
Board Secretary and Treasurer of School Monies

11) Maintenance Reserve Account - TD Bank (3 signatures required)  
Board President, Board Secretary and Treasurer of School Monies

2.10 Motion to approve the following resolution designating the depository of record:

BE IT RESOLVED that TD 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.

2.11 Motion to designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.

2.13 Motion to approve the policies, by-laws, and administrative procedures of the Delaware Valley Regional High School Board of Education for the ensuing school year.

2.14 Motion to approve the existing curriculum and textbooks for implementation in the 2012/2013 school year.

2.15 Motion to authorize the Superintendent and Business Administrator to implement the 2012/2013 budget pursuant to local and state policies and regulations.

2.16 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 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.

2.17 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.

2.18 Motion to approve the following resolution establishing the maximum travel allowance:

WHEREAS, Board of Education shall annually in the pre-budget year, establish by resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed in that budget year; and

WHEREAS the resolution shall include the maximum amount established for the pre-budget year and the amount spent to date;

WHEREAS the maximum travel allowance for the 2011/2012 school year was established at \$75,000;

WHEREAS the district-wide travel amount spent/encumbered as of March 31, 2012 is \$29,660;

THEREFORE BE IT RESOLVED that the maximum travel allowance for the 2012/2013 school year shall be established at \$75,000.

BE IT FURTHER RESOLVED that the Board of Education provides that the maximum school district travel expenditure amount shall include all travel in accordance with Policies, Regulations and Bylaws supported by local and State funds.

2.19 Motion to approve the following resolution authorizing bid/quote thresholds:

WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, 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 \$36,000 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% (\$5,400) 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 Daria Wasserbach, 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 Daria Wasserbach 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% (\$5,400) of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Daria Wasserbach 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 Daria Wasserbach is hereby authorized as a qualified purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$36,000 without soliciting competitive bids.

2.20 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 for the 2012/2013 school year 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 Daria Wasserbach, the district purchasing agent to make purchased 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.

**3. ADJOURN**

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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.