

# Agenda

Delaware Valley Regional High School  
Board of Education

Regular Meeting of: October 16, 2023 – 7:00 pm

<b>Board of Education:</b>	<b>Title:</b>	<b>Municipality:</b>
<b>Board Members:</b>	<b>President</b> <b>Vice President</b> <b>Members</b>	<b>Melaine Campbell - Holland Township</b> <b>JoAnne Oldenburg- Kingwood Township</b> <b>Deborah Culberson - Alexandria Township</b> <b>Jonathan DeLisle - Alexandria Township</b> <b>Amy Elphick - Frenchtown Borough</b> <b>Anna Gaspari - Kingwood Township</b> <b>Ellen Gordon-Obal - Milford Borough</b> <b>Timothy McGuire - Holland Township</b> <b>Frank Simini, III- Holland Township</b>
<b>Administration:</b>	<b>Superintendent</b> <b>Board Secretary</b>	<b>Scott McKinney</b> <b>Teresa O'Brien</b>

## Sunshine Notice:

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate and electronic notice of this meeting was provided through the public notice on January 12, 2023 by:

- Emailing to the Hunterdon County Democrat and the Express Times
- Posting on the District Website and the main bulletin board in the District Office
- Filing via email 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. Presentations

- 2.1 Student Recognition:

**Student of the Month: Mr. Kays, Principal**  
Eleanor Lyons

### **Athletes of the Month:**

Football: Jeffrey Bate, Coach Ben Ibach

Girls Soccer: Katelyn Moschberger, Coach Dave Kirschenmann

**The Arts Students of the Month:**  
Makenzie Weber, presented by TJ Hayden

**3. Administrative/Staff Presentation and Reports**

Management Reports:

3.1 Principal’s Report - Michael Kays, Principal

3.2 Annual HIB/Violence and Vandalism Report - Michael Kays, Principal

**4. Public Comment - Bylaw No. 0167 “Public Participation in Board Meetings”**

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

**5. Board Goals and Evaluation Calendar**

2023/2024 District Goals

1. To promote student achievement and growth through the adoption of a five-year District Strategic Plan that focuses and aligns the work of the district and the development of action plans and initiatives developed to achieve established goals.
2. To articulate, share, and align curricular and instructional planning through collaboration with Alexandria, Frenchtown, Holland, Kingwood, and Milford (Pre K-5) School Districts.
3. To develop instructional practices that maximize instructional time, enhance student engagement and active participation, and prepare students for success after graduation.

**2023/2024 Calendar for Board/CSA Evaluation:**

- Goals publicly affirmed by the Board \_\_\_\_\_ August 28
- Action Plans presented to the Board \_\_\_\_\_ September 25
- Updates given on progress \_\_\_\_\_ Monthly
- CSA completes self-evaluation
- Goals/Indicators of success shared with BOE \_\_\_\_\_ April 29
- Board completes BOE self-evaluation \_\_\_\_\_ April 29
- Board completes Goals & Leadership Evaluation \_\_\_\_\_ May 6
- Both forms returned to FSR or Board President \_\_\_\_\_ May 6
- Analysis completed by FSR \_\_\_\_\_ May 13
- Draft CSA Summary Report completed for BOE discussion \_\_\_\_\_ May 20
- Final CSA Summary Report completed by Board President \_\_\_\_\_ June 17
- Report given to CSA \_\_\_\_\_ June 17
- Summary Conference (must be completed by June 30) \_\_\_\_\_ June 24
- Final report to public on Board Goals \_\_\_\_\_ June 24

**6. Superintendent - Scott McKinney**

Informational Items:

- a. Report of the Student Representatives
- b. Update on District Goals
- c. Update on Strategic Planning Process

*HIB Report Period ending October 11, 2023:*

Month/Year	# of Incidents Reported	# Identified as HIB	Remediation	Discipline & Remediation	Appealed (Y/N)
June 26 – Aug. 23	0	0	N/A	N/A	N/A
Aug 24 – Sept 20	0	0	N/A	N/A	N/A
Sept 21 – Oct 11	3	3	3	3	N/A
Oct 12 – Nov 16					
Nov 17 – Dec 14					
Dec 15 – Jan 18					
Jan 19 – Feb 22					
Feb 23 – Mar 15					
Mar 16 – April 19					
April 20 – May 17					
May 18 – June 26					
TOTAL	3	3			

Short-term Suspension Report: October 11, 2023

Case #	Violation of Student Code of Conduct	Level of Infraction	Date/s of Infraction	Terms of Suspension/dates	Clearance Required
2023-09	HIB	Level 3	9/22/2023	ISS: 9/25, 9/26 & 9/27	Re-entry meeting 9/28
2023-10	Smoking/Possession of Tobacco/Vape Products Substance Abuse Violation	Level 4	9/25/2023	OSS: 9/25, 9/26, 9/27, 9/28 & 9/29	Re-entry meeting 9/29
2023-11	HIB	Level 3	9/28/2023	ISS: 9/28, 10/2 & 10/3	Re-entry meeting 10/4
2023-12	HIB	Level 3	9/28/2023	ISS: 9/28, 10/2 & 10/3	Re-entry meeting 10/4
2023-13	Substance Abuse Violation and Weapon	Level 4	10/10/2023	OSS: 10/11, 10/12, 10/13, 10/16 & 10/17	Re-entry meeting 10/17

Action Items:

- 6.1 Motion to approve the Nursing Service Plan for the 2023/2024 school year.
- 6.2 Motion to approve the 2022/2023 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act and to authorize submission to the NJ Department of Education.

**7. School Business Administrator/Board Secretary - Teresa O'Brien**

Informational Items:

- Special Meeting - October 20, 2023 7:00pm
- Next Regular Board of Education Meeting - November 27, 2023
- November Bill List Review - Deborah Culberson
- Annual Election - Tuesday, November 7th

Action Items:

- 7.1 Motion to establish the Annual Reorganization Meeting for Wednesday, January 3, 2024 at 7:00 pm.
- 7.2 Motion to approve participation in a regionalization study in partnership with Holland Township Board of Education.

**8. Minutes**

- 8.1 Motion to approve the following meeting minutes:

September 25, 2023 - Meeting Minutes

9. **Operations Committee** - Frank Simini, Chairperson  
 Melaine Campbell, Jonathan DeLisle, Anna Gaspari

Informational Items:

Action Items:

- 9.1 Motion to approve the following 2023/2024 field trips in accordance with N.J.A.C. 6A:23A-5.8 (c):

<b>Organization/Department</b>	<b>Destination</b>	<b>Date</b>
Cheering	Bethlehem, PA	April 2024
Industrials Art/Tech	New Hope, PA	October 2023
Music/Dance - Choral	Lawrenceville, NJ Flemington, NJ TBD TBD	November 2023 December 2023 February 2024 May 2024
Model UN	Somerset, NJ	October 2023
World Language	Ewing, NJ	November 2023
Leadership Summit	Trenton, NJ	November 2023
English	Morristown, NJ Hillsborough, NJ Philadelphia, PA Philadelphia, PA	February 2024 February 2024 March 2024 April 2024
Special Education	Long Valley, NJ Washington, NJ Bridgewater, NJ TBD Flemington, NJ East Rutherford, NJ Allentown, NJ	October 2023 November 2023 December 2023 January 2024 February 2024 March 2024 April 2024 May 2024
Engineering/Architecture	Port Murray, NJ	December 2023
Fine & Performing Arts	New Hope, PA Milburn, NJ Flemington, NJ New York, NY	April 2024 June 2024 April 2024 December 2023

- 9.2 Motion to approve the following 2023/2024 Overnight Field Trips in accordance with Board Policy No. 2340 and N.J.A.C. 6A:23A-5.8 (c):

<b>Organization/Department</b>	<b>Destination</b>	<b>Date</b>
Music/Dance	Garden City, NY	02/02/2024 - 02/04/2024
Music/Dance	Williamsburg, VA	04/05/2024 - 04/07/2024
Model UN	Washington, DC	02/15/2024 - 02/18/2024

- 9.3 Motion to approve the 2023/2024 ESY Joint Transportation Agreements as indicated below. Delaware Valley Regional High School shall serve as the Lead Educational Authority and Host District:

Educational Authority and Host District:

<b>District</b>	<b>Destination</b>	<b>Route No.</b>	<b>Route Cost</b>
<b>Hunterdon County ESC</b>	Calais School	1500	\$11,567.40
	Celebrate the Children	1803	\$11,431.69
	Warren Glen	1820	\$10,420.20
	East Amwell School	1822	\$ 6,917.52
	Aide	1822	\$ 1,847.04
	Pillar Elementary School	2015	\$14,878.80
	Aide	2015	\$ 3,600.00
	Hunterdon Prep	2110	\$ 9,517.20
	Midland School	s2405	\$ 7,470.00
	Aide	s2405	\$ 2,250.00
	Voorhees High School	s2404	\$ 6,300.00
	Aide	s2404	\$ 1,200.00
<b>Total</b>			<b>\$87,399.85</b>

9.4 Motion to approve the following resolution approving the 2024/2025 Comprehensive Maintenance Plan:

WHEREAS the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public-school facilities, and

WHEREAS the required maintenance activities as listed in the attached document for the various school facilities of the Delaware Valley Regional High School District are consistent with these requirements, and

WHEREAS all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

THEREFORE, BE IT RESOLVED that the Delaware Valley Regional High School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Delaware Valley Regional High School District in compliance with Department of Education requirements.

9.5 Motion to approve the following resolution approving the 2024/2025 School Maintenance Budget Worksheet (Form M-1):

BE IT RESOLVED that the Board of Education approves the Delaware Valley Regional High School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Executive Superintendent.

9.6 Motion to approve the following resolution for the 2023-2024 Shared Services Agreement with **Hunterdon County Vocational School District** for **Data Management Services**:

Whereas, the Hunterdon County Vocational School District (hereinafter referred to as “HCVSD”) has received a proposal from Delaware Valley Regional High School District Board of Education (hereinafter referred to as “DVRHS”) to provide subcontracted Data Management Services; and

Whereas, DVRHS and HCVSD desire to enter into a joint agreement wherein DVRHS will provide the said Data Management services; and

Whereas, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes public entities to enter into a contract with each other to subcontract any service which one of the parties to the agreement is empowered to render within its own jurisdiction including services incidental to the primary purposes of any of the participating entities; and

Whereas, DVRHS and HCVSD are by definition local units under the said law; and DVRHS is empowered by law to provide Data Management services; and

Whereas, the provision of Data Management services by DVRHS is economically advantageous to HCVSD;

Whereas, the Parties have agreed upon and wish to memorialize the terms and conditions of this Agreement;

Now Therefore Be It Resolved, that the Delaware Valley Regional High School District Board of Education hereby agrees to enter into the Shared Services Agreement with the Hunterdon County Vocational School District for the 2023-2024 school year effective September 1, 2023 at a prorated cost of \$12,750 and agrees to be bound by the terms and conditions thereof.

Be It Further Resolved, that the Delaware Valley Regional High School District Board of Education hereby authorizes the Board President and Board Secretary/Business Administrator to execute the Shared Services Agreement and any other documents necessary to effectuate same.

- 9.7 Motion to accept a donation from Hanover Supply Co. in the amount of \$331.06 for a sink donated as part of the E101 Kitchen renovation for the Special Education Department.

**10. Finance Committee -**

Deb Culberson, Chairperson  
Melaine Campbell, Amy Elphick, JoAnne Oldenburg

Informational Items:

Action Items:

- 10.1 Motion to approve the October 16, 2023 bill list as follows:

Bill List	Amount
General Fund 10	1,557,668.02
Special Revenue Fund 20	22,510.44
Technology Fund 61	11,574.04
Transportation Consortium Fund 62	283,443.58
Administrative Shared Services Fund 63	8,803.66
<b>Total</b>	<b>\$1,883,999.74</b>
Cafeteria (September)	\$ 9,119.91

- 10.2 Motion to approve line item transfers dated September 1, 2023 through September 30, 2023 in the amount of \$25,504.13.

- 10.3 Motion to acknowledge receipt of the monthly certification of the Board Secretary for September 2023, and after review of the Board Secretary's and September 2023 Treasurer's Reports, certify no major account or fund has been over-expended in violation of N.J.A.C.6A:23A-16.10(c) 3 and 4 and that sufficient funds are available to meet the District's financial obligation for the remainder of the fiscal year and that no budgetary line-item account has been exceeded

pursuant to N.J.S.A. 18A:22-8.1, and that no line-item account has encumbrances and expenditure, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A23-2.11(a).

10.4 Motion to approve the following financial reports:

Account	Date
Game Officials Account	September 2023
Petty Cash Account	September 2023
Scholarship Account	September 2023
Cafeteria Account	September 2023

10.5 Motion to accept reimbursement from the NJ Spill Compensation fund for the installation of a Resin Point of Entry Treatment System for the well in the amount of \$47,959.78.

10.6 Motion to approve the following requests for employee/board member travel in accordance with the School District Accountability Act and Board of Education Policy. Only overnight stays are eligible for meal reimbursement. Mileage, meals, and lodging reimbursements shall be in accordance with NJ Statute, Code, and NJ Department of Treasury Guidelines. OMB Mileage Reimbursement Rate: \$0.47

Employee/ BOE Member	Program Title/ Location	Date(s)	Cost	Mileage/ Tolls	Lodging Total	Meals Total
<b>Amanda Matlee</b>	Skills for Psychological Recovery Piscataway, NJ	10/24	\$0.00	\$32.90	N/A	N/A
<b>Ashley Miranda</b>	Arcadia University School Counselor Workshop Glenside, PA	12/1	\$0.00	\$39.85	N/A	N/A
<b>Michael Kays</b>	Raritan Valley CC Branchburg, NJ	11/3	\$0.00	\$21.06	N/A	N/A
<b>Teresa O'Brien</b>	HWASBO meeting Allamuchy, NJ	11/22	\$0.00	\$31.02	N/A	N/A
<b>Teresa O'Brien</b>	SDA Grant Process & NJQSAC Whippany, NJ	11/14	\$125.00	\$40.89	N/A	N/A
<b>Carla Abert</b>	HWASBO meeting Allamuchy, NJ	11/22	\$0.00	\$31.02	N/A	N/A
<b>Kristin Henderson</b>	HESAA School Counselor Workshop	11/2	\$0.00	\$55.27	N/A	N/A

	Mt. Laurel Township, NJ					
<b>Margaret Esposito</b>	Winter Poetry & Pose Getaway Galloway, NJ	01/12 - 01/15	\$535.00	\$387.28/ Tolls TBD	N/A	N/A
<b>Britta Koep</b>	ATC's Annual Educators Seminar Warminster, PA	11/15	\$0.00	\$28.67	N/A	N/A

**11. Negotiations Committee -** Ellen Gordon, Chairperson  
Melaine Campbell, Anna Gaspari, Frank Simini

Informational Items:

Action Items:

**12. Personnel Committee -** Jon DeLisle, Chairperson  
Melaine Campbell, Anna Gaspari, Ellen Gordon

Informational Items:

Action Items:

- It is noted that all staff appointments are at the recommendation of the Superintendent of Schools and that all salaries are prorated to the effective date of employment.

12.1 Motion to amend the 2023/2024 employment contract for **Yvonne Magala**, Data Collection Specialist, 1.0 FTE, at a salary of \$68,288 (pro-rated), to include shared service agreement with Hunterdon County Vocational School District effective September 1, 2023.

12.2 Motion to approve horizontal movement across the guide for **Heather Fleischman**, Dance and Special Education Teacher, 1.0 FTE, from BS, Step 7, to BS+15, Step 7, at a salary of \$63,365, effective October 1, 2023.

12.3 Motion to approve **Family Leave of Absence** for employee #3642, beginning on or about January 26, 2024, through on or about February 2, 2024, and beginning on or about May 28, 2024, through on or about June 14, 2024.

12.4 Motion to approve one day without pay for **Employee ID #3363** on November 3, 2023.

- 12.5 Motion to approve the following request for **graduate coursework** for the **2023/2024** school year:

<b>EMPLOYEE</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CREDITS</b>
<b>Sean Lynch</b>	Fall 2023	Advanced Research and Writing	3
<b>Nicole Stoudt</b>	Spring 2024	Corrective Techniques for Teaching the Exceptional Student	3

- 12.6 Motion to approve the following **Volunteer Coach/Advisor** for the 2023/2024 Season:

Phil Hutchins      Baseball

- 12.7 Motion to approve the following 2023/2024 **Substitute/Trip School Bus Drivers** for the 2023/2024 school year. Salary paid for by the Transportation Jointure.

<b>Name</b>	<b>Step</b>	<b>Rate</b>
Tamar Thier	A-0	\$ 29.58

13. **Policy Committee** - Tim McGuire, Chairperson  
Melaine Campbell, Deb Culberson, Frank Simini

Informational Items:

Action Items:

14. **Education and Student Affairs Committee** - JoAnne Oldenburg, Chairperson  
Melaine Campbell, Amy Elphick,  
Tim McGuire

Informational Items:

- a. **Community Activities Calendar:**

Alexandria Township:

Township Committee Meeting (2<sup>nd</sup> Wednesday)

Dumpster Day, Oct. 21st, 8:00 am - 11:00 am

Town-Wide Yard Sale, Oct. 21st, 8:00 am - 3:00 pm

Halloween Fest - Trunk or Treat with Fireworks, Oct. 21st, 5:00 pm - 8:00 pm

Online Tax Sale Auction, Oct. 26th, 8:30 am  
 Dumpster Day, Nov. 18th, 8:00 am - 11:00 am

Holland Township:

Township Committee Meeting (1<sup>st</sup> and 3<sup>rd</sup> Tuesday)  
 Parks & Rec Trunk or Treat, Oct. 21st 3:30 pm - 5:00 pm  
 Halloween Trick or Treat, Oct. 31st, 5:30 pm - 8:00 pm

Kingwood Township:

Township Committee Meeting (1<sup>st</sup> Thursday)  
 Community Day, Sept. 30th, 4:00 pm - 8:00 pm

Frenchtown Borough:

Township Committee Meeting (1<sup>st</sup> Wednesday)

Milford Borough:

Township Committee Meeting (1<sup>st</sup> and 3<sup>rd</sup> Monday)

Delaware Valley Regional High School:

Early Dismissal for Students - Oct. 27th  
 School Closed - NJEA Convention - Nov. 9th & 10th  
 Early Dismissal for Students - Nov. 22nd  
 School Closed - Thanksgiving Recess - Nov. 23rd & 24th

Action Items:

- 15. Public Comment - Bylaw No. 0167 “Public Participation at Board Meetings”**  
 Residents are invited to respectfully share their concerns, comments and suggestions.
- 16. EXECUTIVE SESSION** (if necessary)  
 Resolved by the Board of Education of Delaware Valley Regional High School as per Chapter 231, P. L. 1975:
1. That it is hereby determined that it may be necessary to meet in Executive Session on Monday, October 16, 2023 to discuss:
  2. The matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
  3. The length of the meeting is thought to be approximately thirty (30) minutes. Action will be taken upon returning to open session.

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.

- 17. Adjourn**