

# Agenda

Delaware Valley Regional High School  
Board of Education

Regular Meeting of: February 26, 2024 – 7:00 pm

Board of Education:	Title:	Municipality:
Board Members:	President Vice President Members	Ellen Gordon-Obal - Milford Borough Frank Simini, III- Holland Township Melaine Campbell - Holland Township Deborah Culberson - Alexandria Township Tanya Drake - Kingwood Township Thomas Loughlin - Frenchtown Borough Timothy McGuire - Holland Township JoAnne Oldenburg- Kingwood Township William Prouty - Alexandria Township
Administration:	Superintendent Board Secretary	Scott McKinney Teresa O'Brien

## 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 11, 2024 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**  
Taylor Negrin

**Athletes of the Month:**  
Girls Basketball: Keira White, Coach Benjamin Ibach

Wrestling: Jaden Perez, Coach Andy Fitz

**The Arts Students of the Month:**

Jocelyn Denne, presented by Ms. Heather Fleischman

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

Management Reports:

3.1 Principal’s 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.

**Updated 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 13
Both forms returned to FSR or Board President	_____	May 13
Analysis completed by FSR	_____	May 20
Draft CSA Summary Report completed for BOE discussion	_____	June 10
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
- d. Submission of Student Safety Data System (SSDS), Period 1 (September 1-December 31, 2023) *Twice per year, the CSA presents to the district board of education a summary of violence, vandalism, substance abuse, and harassment, intimidation and bullying (HIB) incidents submitted on the Department’s incident reporting system. (N.J.A.C. 6A:16-5.3)*

*HIB Report Period ending February 21, 2024:*

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 20	0	0	0	N/A	N/A
Nov 21 – Dec 14	3	2	2	2	N/A
Dec 15 – Jan 24	1	1	1	1	N/A
Jan 25 – Feb 21	0	0	0	N/A	N/A
Feb 22 – Mar 15					
Mar 16 – April 19					
April 20 – May 17					
May 18 – June 26					
<b>TOTAL</b>	<b>7</b>	<b>6</b>			

Short-term Suspension Report: February 21, 2024

Case #	Violation of Student Code of Conduct	Level of Infraction	Date/s of Infraction	Terms of Suspension/dates	Clearance Required
2024-28	Smoking/Possession of Tobacco/Vape Products	Level 4	1/29/24	OSS: 1/30 ISS: 1/31 & 2/1	Re-entry meeting 2/2/24
2024-29	Fighting	Level 3	1/31/24	OSS: 2/1, 2/6 & 2/7 ISS: 2/2, 2/5	Re-entry meeting 2/8/24
2024-30	Fighting	Level 3	1/31/24	OSS: 2/1, 2/2 & 2/5 ISS: 2/6, 2/7	Re-entry meeting 2/8/24
2024-31	Smoking/Possession of Tobacco/Vape Products Substance Abuse Violation	Level 4	2/14/24	OSS: 2/15, 2/20, 2/21 ISS: 2/22, 2/23	Re-entry meeting 2/26/24

Action Items:

6.1 Motion to affirm the HIB Reports submitted January 29, 2024.

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

Informational Items:

- Next Regular Board of Education Meeting - March 18, 2024 7:00pm
- March Bill List Review - JoAnne Oldenburg

Action Item:

**8. Minutes**

8.1 Motion to approve the following meeting minutes:

- January 29, 2024 - Meeting Minutes
- January 29, 2024 - Executive Meeting Minutes

**9. Board Liaison Reports**

- Hunterdon County School Boards Association Representative - Bill Prouty
- Hunterdon County ESC Board Representative - Tom Loughlin
- Hunterdon County Vocational Advisory Board - Frank Simini
- Legislative Chairperson - Deb Culberson

**10. Operations Committee - William Prouty, Chairperson  
Ellen Gordon, Timothy McGuire, Frank Siminii**

Informational Items:

Action Items:

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

Organization/Department	Destination	Date
Habitat for Humanity Club	Washington, NJ	March 2024
Industrial Arts and Music	Nazareth, PA	April 2024

- 10.2 Motion to approve athletic trips in conjunction with the spring athletic schedule 3A.

- 10.3 Motion to approve the disposal of the following vehicles via govdeals.com:

Vehicle	Year	Chassis	Cap	VIN	Reason
134	2008	Ford	16	1FDWE35P26DA72799	End of Life

- 11. **Finance Committee** - Frank Simini, Chairperson  
Ellen Gordon, Thomas Loughlin, JoAnne Oldenburg

Informational Items:

Minutes - February 5, 2024

Minutes - February 12, 2024

Action Items:

- 11.1 Motion to approve the February 26, 2024 bill list as follows:

Bill List	Amount
General Fund 10	1,583,987.97
Special Revenue Fund 20	4,688.19
Technology Fund 61	12,157.38
Transportation Consortium Fund 62	303,463.42
Administrative Shared Services Fund 63	8,359.52
<b>Total</b>	<b>\$1,912,656.48</b>
Cafeteria (January)	\$ 38,746.81

- 11.2 Motion to approve line item transfers dated January 1, 2024 through January 31, 2024 in the amount of \$52,478.62.

11.3 Motion to acknowledge receipt of the monthly certification of the Board Secretary for January 2024, and after review of the Board Secretary’s and January 2024 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).

11.4 Motion to approve the following financial reports:

Account	Date
Game Officials Account	January 2024
Petty Cash Account	January 2024
Scholarship Account	January 2024
Cafeteria Account	January 2024

11.5 Motion to authorize the business administrator to use competitive contracting for the procurement of a Food Service Management Company in accordance with N.J.S.A. 18A:18A-4.1-4.5.

11.6 Motion to approve the following resolution requesting a waiver of requirements for the Special Education Medicaid Initiative (SEMI) Program

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025; and

WHEREAS the Delaware Valley Regional High School Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students 2024-2025 budget year;

NOW THEREFORE BE IT RESOLVED that the Delaware Valley Regional High School Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2024-2025 school year.

11.7 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/	Program Title/	Date(s)	Cost	Mileage/	Lodging	Meals
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BOE Member	Location			Tolls	Total	Total
<b>Tara Civitillo</b>	TCNJ Career Fair Ewing, NJ	3/6	\$0.00	\$26.23/ TBD	N/A	N/A
<b>Margaret Esposito</b>	NJCTE 2024 Spring Conference Madison, NJ	3/14	\$100.00	\$39.01/ TBD	N/A	N/A
<b>Stacy Grady</b>	TCNJ Career Fair Ewing, NJ	3/6	\$0.00	\$26.23/ TBD	N/A	N/A
<b>Karen Kilduff</b>	Purchasing Whippany, NJ	3/21	\$175.00	\$41.55	N/A	N/A
<b>Lance Jacobs</b>	Skyland Athletic Directors Meeting Flemington, NJ	3/20, 4/9, 5/15 & 6/6	\$0.00	\$48.52	N/A	N/A
<b>Lance Jacobs</b>	Skyland Athletic Directors Meeting Bridgewater, NJ	4/29	\$0.00	\$26.22	N/A	N/A
<b>Michael Kays</b>	School Climate and Anti Bully Conference Atlantic City, NJ	5/21 - 5/22	\$299.00	\$110.92/ \$15.00	\$92.00	\$103.50
<b>Ashley Miranda</b>	Fairleigh Dickinson University Counselor Luncheon Florham Park, NJ	3/28	\$0.00	\$39.20	N/A	N/A
<b>Teresa O'Brien</b>	Purchasing Whippany, NJ	3/21	\$125.00	\$40.89	N/A	N/A
<b>Arnold Stang</b>	Purchasing Whippany, NJ	3/21	\$175.00	\$41.55	N/A	N/A

- 12. Negotiations Committee -** Ellen Gordon, Chairperson  
Deborah Culberson, Thomas Loughlin, William Prouty

Informational Items:

Action Items:

- 13. Personnel Committee -** Timothy McGuire, Chairperson  
Ellen Gordon, JoAnne Oldenburg, William Prouty

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.
- 13.1 Motion to accept the letter of **resignation for Richard Kurtz**, Special Education Teacher, with regret, effective February 2, 2024.
  - 13.2 Motion to accept the letter of **resignation for Daniel Brokaw**, Science Teacher, with regret, effective April 19, 2024.
  - 13.3 Motion to accept the letter of **resignation for Jan Wieronski**, Bus Driver, with regret, effective February 2, 2024.
  - 13.4 Motion to accept the letter of **resignation for Amanda Ryan**, Bus Driver, with regret, effective February 12, 2024.
  - 13.5 Motion to approve the **transfer of assignment** from February 20, 2024 through June 30, 2024 for the following positions:
    - William Lowe from Security Assistant to Special Education Teacher
    - Patrick LaFevre from Instructional Aide to Security Assistant
  - 13.6 Motion to approve the 2023/2024 employment contract for **William Lowe**, as Leave Replacement Special Education Teacher, 1.0 FTE, at a daily rate of \$335, effective on or about February 20, 2024 through June 30, 2024.
  - 13.7 Motion to approve the 2023/2024 employment contract of **Patrick LaFevre**, Security Assistant, 1.0 FTE, 8 hours a day, at a rate of \$23.56/hr., at a salary of \$35,245, effective on or about February 20, 2024 through June 30, 2024.
  - 13.8 Motion to approve the **Disability Leave of Absence** for employee #4625, beginning February 13, 2024, to on or about May 14, 2024.
  - 13.9 Motion to approve 2 days without pay for Employee ID 3646 on March 21 and March 22, 2024.
  - 13.10 Motion to approve 1 day without pay for Employee ID 4349 on May 15, 2024.
  - 13.11 Motion to approve the following teachers at \$40 per hour to provide tutoring classes up to 6 hours total per week, time to be shared between teachers available, beginning January 2024 through June 2024 to be paid with Title I funds.

Teacher	Subject
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Debra Billman	English/History
Britta Koep	English
Kristen Lockett	Math
Cheryl Munley	Math
Diane Romeo	English/History
Carolyn Wolsiefer	Math

13.12 Motion to approve the following teachers at \$40 per hour, not to exceed 5 hours, for SAT Prep classes in February and March 2024 to be paid with Beyond the School Day Grant funds.

Teacher	Subject
Brian Smith	English
Ryan Murphy	Math

13.13 Motion to approve the following Unified Advisors for the 2023/2024 school year, to be paid with Special Olympics Grant funds.

POSITION	APPLICANT	2023/2024 Stipend
Unified Theater	<b>Heather Fleischman</b>	<b>\$ 1,000</b>
Unified Theater	<b>Bessy Kapetanakis</b>	<b>\$ 1,000</b>

13.14 Motion to approve of the following NJSIAA stipends for Wrestling Sectional and State Semifinals.

<b>Wrestling Sectional Finals</b>		
POSITION	APPLICANT	NJSIAA Stipend
Site Manager	<b>Lance Jacobs</b>	\$144.64
Announcer	<b>TJ Hayden</b>	\$ 77.14
Ticket Scanner	<b>Kathy Lovering</b>	\$ 68.14

<b>Wrestling Sectional Finals</b>		
<b>POSITION</b>	<b>APPLICANT</b>	<b>NJSIAA Stipend</b>
Ticket Scanner	<b>Tracy Stephan</b>	\$ 68.14
Scorer/Timer	<b>David Kirschenmann</b>	\$ 77.14
Site Security	<b>Patrick LaFevre</b>	\$ 77.14
Site Security	<b>William Lowe</b>	\$ 77.14

<b>Wrestling State Semifinals</b>		
<b>POSITION</b>	<b>APPLICANT</b>	<b>NJSIAA Stipend</b>
Site Manager	<b>Lance Jacobs</b>	\$179.34
Announcer	<b>TJ Hayden</b>	\$ 98.34
Ticket Scanner	<b>Kathy Lovering</b>	\$ 89.35
Ticket Scanner	<b>Tracy Stephan</b>	\$ 89.35
Scorer/Timer	<b>David Kirschenmann</b>	\$ 98.34
Site Security	<b>Patrick LaFevre</b>	\$ 98.34
Site Security	<b>Carolyn Wolsiefer</b>	\$ 98.34

13.15 Motion to approve the following request for **graduate coursework** for the **2024/2025** school year:

<b>EMPLOYEE</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>CREDITS</b>
<b>Jennifer MacDade</b>	Summer 2024	Contextual Issues in the Development of Curriculum	3
<b>Jennifer MacDade</b>	Summer 2024	Advanced School Leadership: Supervision/Administration	3

13.16 Motion to **rescind** the employment contract of **Co-Curricular Advisor/Coach** for the **2023/2024** school year:

<b>POSITION</b>	<b>APPLICANT</b>	<b>YEARS EXPERIENCE</b>	<b>2023/2024 SALARY</b>
Track, Assistant Coach	<b>Daniel Brokaw</b>	3	\$ 6,055

13.17 Motion to approve the following **Volunteer Co-Curricular Advisor/Coach** for the 2023/2024 school year:

Jon Lyman - Boys Lacrosse

13.18 Motion to approve the following **Substitutes** for the 2023/2024 school year:

Alex Jaloway  
 \*Pending criminal history clearance

13.19 Motion to approve the following **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>
Amanda Ryan	B-1	\$ 30.42

**14. Policy Committee** - Tanya Drake, Chairperson  
 Ellen Gordon, Melaine Campbell, Deborah Culberson

Informational Items:

Action Items:

**15. Education and Student Affairs Committee** - Melaine Campbell, Chairperson  
 Ellen Gordon, Tanya Drake,  
 Thomas Loughlin

Informational Items:

a. **Delaware Valley Regional High School Activities Calendar:**  
Delaware Valley Regional High School:  
 Newsies Musical - Senior Preview - February 29, 5:00 pm - 7:00 pm

Opening Night - March 1, 7:00 pm - 9:00 pm  
March 2nd & 8th, 7:00 pm - 9:00 pm  
March 9th, 2:00 pm - 4:00 pm & 7:00 pm - 9:00 pm

Action Items:

15.1 Motion to approve the following Spanish Textbook:

Course(s): Spanish I-IV Honors

Text: Descubre, ©2022

Blanco and Donley

Vista Higher Learning Publishers

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

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

**17. EXECUTIVE SESSION**

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, February 26, 2024, to discuss: Legal Matter
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 (15) minutes. Action will not 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.

**18. Adjourn**