

Agenda

Delaware Valley Regional High School
Board of Education

Regular Meeting of: March 18, 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
Kadence Melamud

Athletes of the Month:

Unified Sports: Charles Bentley, Coach Dan Casserly
Lydia Soos, Coach Dan Casserly
Girls Wrestling: Annabelle Toye, Coach Justin Bagley

The Arts Students of the Month:

Aidan O’Connell, presented by Mr. Clint Ambs

2.2 Delphi & Lit Mag Awards Recognition, **Mr. Michael Kays**

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

HIB Report Period ending March 13, 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 13	3	3	3	3	N/A
Mar 14 – April 19					
April 20 – May 17					
May 18 – June 26					
TOTAL	10	9			

Short-term Suspension Report: March 13, 2024

Case #	Violation of Student Code of Conduct	Level of Infraction	Date/s of Infraction	Terms of Suspension/dates	Clearance Required
2024-32	HIB	Level 3	2/7/2024	ISS: 2/22, 2/23 & 2/26	Re-entry meeting 2/26/24
2024-33	HIB	Level 3	2/7/2024	ISS: 2/22, 2/23 & 2/26	Re-entry meeting 2/27/24
2024-34	HIB	Level 3	2/27/2024	ISS: 2/28, 2/29 & 3/1	Re-entry meeting 3/4/24
2024-35	HIB	Level 3	2/26/2024	OSS: 2/28, 2/29, 3/1, 3/4, & 3/5	Re-entry meeting 3/6/24
2024-36	Smoking/Possession of Tobacco/Vape Products	Level 4	3/7/2024	OSS: 3/8 ISS: 3/11, 3/12	Re-entry meeting 3/13/24

Action Items:

6.1 Motion to approve the [revised 2023/2024 School Calendar](#).

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

Informational Items:

- Next Regular Board of Education Meeting - April 29, 2024 (Public Hearing on the 2024/2025 Budget)
- April Bill List Review - William Prouty
- Personal and Financial Disclosure Forms due April 30, 2024

Action Item:

8. Minutes

8.1 Motion to approve the following meeting minutes:

February 26, 2024 - Meeting Minutes
 February 26, 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
Special Olympics	Lawrenceville, NJ	March 2024

10.2 **Food Service Consolidation Agreement**

Whereas, the Delaware Valley Regional High School Board of Education, the Frenchtown Board of Education, and the Milford Board of Education, hereinafter referred to as “School Food Authorities”, participate in the Child Nutrition Programs sponsored by the United States Department of Agriculture, and

Whereas, the School Food Authorities have determined that it is beneficial both operationally and financially for all districts to continue to consolidate the food service operations in the 2024/2025 school year, and

Whereas, the School Food Authorities have also determined that Milford Board of Education and Frenchtown Board of Education will transfer and relinquish its authority, duties, and obligations associated with the programs to Delaware Valley Regional High School, and

Whereas, the Delaware Valley Regional High School Board of Education agrees to be the Sponsor School Food Authority and accepts authority, duty, and obligation for Frenchtown Board of Education and Milford Board of Education as it relates to the School Nutrition Programs,

Now Therefore Be It Resolved, that the Delaware Valley Regional High School Board of Education approves the Agreement for School Food Authorities Consolidation of School Nutrition Programs effective July 1, 2024.

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

District	Destination	Route No.	Route Cost
Hunterdon County ESC	Calais School	1500	\$69,404.40
	Celebrate the Children	1803	\$89,465.40

	Voorhees HS	1806	\$67,685.80
	Warren Glen	1820	\$62,521.20
	Aide	1820	\$18,865.80
	East Amwell School	1822	\$51,881.40
	Aide	1822	\$13,852.80
	Somerset County Vo Tech	D1829	\$42,391.80
	Pillar Elementary School	2015	\$89,272.80
	Aide	2015	\$21,600.00
	Hunterdon Central Regional High	2106	\$57,103.20
	Hunterdon Prep	2110	\$55,722.60
	Somerset County Vo Tech	2111	\$66,200.40
	The Center School	2304	\$48,841.20
	Clinton Township Middle School	CM05	\$31,820.40
	Clinton Township Middle School	CM06	\$31,818.60
	Patrick McGaerhan School	CP03	\$31,820.40
	Patrick McGaerhan School	CP09	\$35,757.00
	Hunterdon Central High School	Q2434	\$21,600.00
	North Hunterdon Regional HS	Q2440	\$ 525.00
Total			\$908,150.20

11. Finance Committee -

Frank Simini, Chairperson

Ellen Gordon, Thomas Loughlin, JoAnne Oldenburg

Informational Items:

Minutes - March 04, 2024

Minutes - March 13, 2024

Action Items:

11.1 Adoption of the Tentative Budget for School Year 2024-2025

Whereas, the Superintendent recommends to the Delaware Valley Regional High School Board of Education, to adopt the district's tentative 2024-2025 budget; and

Whereas, upon the adoption of the district's tentative 2024-2025 budget, administration will provide to the New Jersey Department of Education the district's tentative 2024-2025 budget and supporting documentation as required by the Commissioner of Education to the Executive County Superintendent of Schools for their review and approval; and

Whereas, the district's tentative 2024-2025 budget was prepared to be consistent with the New Jersey Quality Single Accountability Continuum (NJQSAC) focusing on quality performance indicators in all five areas of school district effectiveness; Operations Management, Instruction and Program, Fiscal Management, Personnel and Governance; and

Whereas, the district's tentative 2024-2025 budget was prepared consistent with the district's Finance Policy 6220 addressing budget preparation, with primary consideration given to educational priorities identified by the Superintendent of Schools; and

Whereas, the district's tentative 2024-2025 budget is designed to carry out the educational plan in a thorough and efficient manner, to maintain school district facilities, and to honor continuing obligations of the district; and

Whereas, the district's tentative 2024-2025 budget evolved primarily from the needs of the schools as expressed by the Principal, the Director of Curriculum, the Information Technology Manager, the Supervisor of Building & Grounds, the Department Supervisors, the School Business Administrator and the Superintendent of Schools, and is compatible with the District's Strategic Plan; and

Whereas, the tentative 2024-2025 budget was constructed consistent with the School Funding Reform Act of 2008, under which a district could apply for some tax levy adjustments to cover extraordinary conditions such as, for health benefit cost increase above two (2) percent; an enrollment adjustment, and banked cap, the results which could increase local taxes above the two (2) percent cap; and

Whereas, the tentative 2024-2025 budget includes the adjustment for increased costs of health benefits in the amount of \$111,907, and the additional funds will be used to pay for the additional increases in health benefit premiums; and

Whereas, the tentative 2024-2025 budget does not include the use of the enrollment adjustment to offset the various costs associated with the increased of students to the district due to not being eligible; and

Whereas, the tentative 2024-2025 budget includes the use of previously banked cap in the amount of \$56,672, which will leave \$220,951 to be available for future budget years; and

Whereas, the following diagram provides a breakdown of the 2024-2025 budget by fund:

FUND	BUDGET	LOCAL TAX LEVY
General Fund	\$20,290,575	\$17,363,538
Special Revenue Fund	\$201,000	\$0
Total Base Budget	\$20,491,575	\$17,363,538

Now, Therefore Be It Resolved, upon the recommendation of the Superintendent, that the Delaware Valley Regional High School Board of Education approves the tentative budget for the 2024-2025 school year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6; and

Be It Further Resolved, the Delaware Valley Regional High School Board of Education affixes/determines that the amount of money necessary to be appropriated for the use of the public schools for the 2024-2025 school year shall be submitted at \$20,290.575 in the General Fund and the General Fund local tax levy shall be submitted at \$17,363,538 apportioned as follows:

Alexandria Township (33.1001394%):

Alexandria Township General Fund Tax Levy..... \$5,747,355

Frenchtown Borough (7.6721347%):

Frenchtown Borough General Fund Tax Levy.....\$1,332,154

Holland Township (30.226724%):

Holland Township General Fund Tax Levy \$5,247,378

Kingwood Township (24.1325464%):

Kingwood Township General Fund Tax Levy..... \$4,190,264

Milford Borough (4.8745071%):

Milford Borough General Fund Tax Levy..... \$846,387

Total General Fund Tax Levy.....\$17,363,538

Be It Further Resolved, to advertise said tentative budget in the Hunterdon Democrat in accordance with the form suggested by the New Jersey Department of Education and according to the law; and

Be It Further Resolved, a public hearing on the budget for the 2024-2025 school year will be held at the Delaware Valley Regional High School cafeteria, located at 19 Senator Stout Road, Frenchtown, NJ on April 29, 2024, at 7:00 PM; and

Be It Further Resolved, included in budget line 600, *Budgeted Fund Balance-Operating*, is \$569,480; and

Be It Further Resolved, included in the budget line 620, *Withdrawal from Capital Reserve – for Local Share* in the amount of \$914,850 for the purpose of HVAC Upgrades for State Project # 1050-040-23-R502/SDA Grant #G5-6516; and

Be It Further Resolved, included in the budget line 630, *Withdrawal from Maintenance Reserve* in the amount of \$46,000 for the purpose of supporting various maintenance expenses needed to maintain the facility to meet health and safety requirements; and

Be It Further Resolved, that pursuant to N.J.A.C. 6A:23A:5.2(a), the maximum general fund travel allowance for 2024-2025 shall be established at \$50,000, and the maximum regular business travel amount shall not exceed \$1,500 per employee; and

Be It Further Resolved, that the Superintendent of Schools shall hereby forward to the Commissioner of Education the budget statement, budget statement certification, form A4F (Certification and Report of School Taxes, 2024-2025 school year), supporting documentation, as required by statute and code and make any necessary adjustments to the budget in order to receive approval from the County Offices in order to advertise for the public hearing relating to the 2024-2025 budget.

11.4 Motion to approve the March 18, 2024 bill list as follows:

Bill List	Amount
General Fund 10	1,897,199.18
Special Revenue Fund 20	8,416.73
Technology Fund 61	38,716.38
Transportation Consortium Fund 62	403,555.54
Administrative Shared Services Fund 63	11,341.05
Total	\$2,359,228.88
Cafeteria (February)	\$ 39,689.24

- 11.5 Motion to approve line item transfers dated February 1, 2024, through February 29, 202, in the amount of \$925.00.
- 11.6 Motion to acknowledge receipt of the monthly certification of the Board Secretary for February 2024, and after review of the Board Secretary’s and February 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).
- 11.7 Motion to approve the following financial reports:

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

- 11.8 Motion to approve the Group Voluntary Benefits Program with Brown and Brown Benefit Metro as follows:

BE IT RESOLVED that per the recommendation of its group insurance broker-of-record, Brown & Brown Metro, that Delaware Valley Regional High School Board of Education hereby resolves, effective July 1, 2024, the following:

1. Utilize Nationwide Pet Insurance for group voluntary pet insurance benefits at the proposed rates
2. Designate Brown & Brown Metro, as the Board’s broker-of-record for the aforementioned group voluntary benefits programs at the commission levels indicated in the proposals. Brown & Brown Metro is authorized to act on behalf of the Board in all matters related to this program.

- 11.9 Motion to accept a donation from Harbor Freight of \$200 towards a 6 ft. x 8 ft. garden greenhouse for the special education program.
- 11.10 Motion to accept the New Jersey National School Lunch Program Equipment Assistance Grant in the amount of \$16,440.89 and to authorize the Business Administrator to sign the grant agreement.
- 11.11 Motion to approve the submission of the Teacher Climate and Culture Innovation Grant to the New Jersey Department of Education in the amount of \$75,000.

- 11.13 Motion to approve a contract with Hunterdon County ESC for the 2023-2024 school year to provide educational services on an as needed basis in accordance with the attached rate sheet.
- 11.12 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
Chris Belding	Concrete Training Certification Montgomeryville, PA	4/5 & 4/6	\$500.00	\$61.66	N/A	N/A
Nanette Elder	Transition Coordinators Network of NJ Meeting Holmdel, NJ	5/15	\$0.00	\$57.15	N/A	N/A
Scott McKinney	NJASA-NJAPSA Spring Leadership Conference Atlantic City, NJ	5/15-5/17	\$0.00	\$110.92/ \$32.00	\$241.26	\$172.05
Steven Sylvester	Concrete Training Certification Montgomeryville, PA	4/5 & 4/6	\$500.00	\$61.66	N/A	N/A
Stephanie Vorilas	School Safety Speaker Series Burlington, NJ	3/15	\$0.00	\$50.29	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 **retirement** for Susan Coles, Social Studies Teacher, with regret, effective July 1, 2024.
- 13.2 Motion to approve the 2023/2024 employment contract for **Tara Civitillo**, as Director of Curriculum, 1.0 FTE, at a salary of \$138,000, prorated, beginning April 15, 2024, to June 30, 2024.
- 13.3 Motion to approve the 2023/2024 employment contract for **Sean Johnson**, as Leave Replacement Science Teacher, 1.0 FTE, at BS, Step 1, at a salary of \$56,720, prorated, beginning April 15, 2024 to June 30, 2024.
- 13.4 Motion to approve **Ryan Murphy**, Math Teacher, to teach an extra assignment, beginning April 8, 2024, and ending on or about June 14, 2024, due to schedule change at a stipend of \$5,430, prorated.
- 13.5 Motion to approve **Andy Fitz**, Math Teacher, to teach an extra assignment, beginning April 8, 2024, and ending on or about June 14, 2024, due to schedule change at a stipend of \$5,430, prorated.
- 13.6 Motion to approve the following **Volunteer Co-Curricular Advisor/Coach** for the 2023/2024 school year:

Daniel Brokaw - Baseball
 Andy Fitz - Golf
 Tom Weaver - Lacrosse

- 13.7 Motion to approve the 2023/2024 employment contract for the following **School Bus Aides** for the 2023/2024 school year. Salary paid for by the Transportation Jointure/Pending criminal history clearance.

Name	Rate
Melody Simon	\$ 16.79

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

Informational Items:

Policy Committee Meeting Minutes - March 5, 2024

Action Items:

- 14.1 Motion to **approve** the first reading of the following policies and regulations:

[P 1530](#)

Equal Employment Opportunities

R 1530	Equal Employment Opportunity Complaint Procedure
P 1550	Equal Employment/Anti-Discrimination Practices
R 1550	Equal Employment/Anti-Discrimination Practices
P 2260	Equity in School and Classroom Practices
R 2260	Equity in School and Classroom Practices Complaint Procedure
P 2411	Guidance Counseling

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:

- Senior Class Parent Meeting, March 19th, 6:00 pm
- Winter Varsity Sports Awards, March 20th, 6:00 pm
- March Wellness Series, March 21st, 6:30 pm
- District Arts Festival, March 26th, 5:00 pm - 8:00 pm
- Coffee with the Counselors - College & Career Planning, March 28th, 8:00 am - 10:00 am
- School Closed for Spring Break, March 29th through April 5th
- Job Fair, April 17th, 5:30 pm - 7:30 pm
- Early Dismissal for Students, April 19th

Action Items:

15.1 Motion to approve the following Science Textbook:
 New Course: Explorations in Science
 Text: Conceptual Integrated Science, 3e, ©2020
 Authors: Hewitt et al
 Publisher: Savvas

15.2 Motion to establish a \$50 Senior Parking Fee for the 2024/2025 school year. All proceeds shall be used to offset budgetary graduation expenses.

15.3 Motion to approve the disposal of 70 marching band raincoats.

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 fifteen (15) minutes. Action may 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