

**DELAWARE VALLEY REGIONAL HIGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**Annual Organization Meeting – January 03, 2022**

**TIME and PLACE:** The annual organization meeting was held on January 03, 2022 by the Board of Education of the Delaware Valley Regional High School District, Hunterdon County.

**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 public notice on November 18, 2021 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.

**CALL TO ORDER:** The meeting was called to order at 7:00 p.m. by Teresa O'Brien, Business Administrator/Board Secretary.

Teresa O'Brien, Business Administrator/Board Secretary led the Board in the Pledge of Allegiance.

**ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION**

Mrs. O'Brien administered the Oath of Office to Newly Elected Board Members – Melaine Campbell, Deborah Culberson, Anna Gaspari, and JoAnne Oldenburg

**ROLL CALL**

<b>Present:</b>	Gerard Bowers	Melaine Campbell
	Deborah Culberson	Jonathan DeLisle
	Amy Elphick	Anna Gaspari
	Ellen Gordon-Obal	JoAnne Oldenburg
	George Tavernite	

**ALSO PRESENT:** Stacey Cherry, Esq.

**ALSO PRESENT:** Approximately 23 students, staff and members of the community in attendance.

**DISTRICT ADMINISTRATORS**

**Present:** Teresa O'Brien, Business Administrator/Board Secretary  
Daria Wasserbach, Superintendent

Mrs. O'Brien called for nominations for the Office of Board President.

**Action 22-218**

**Appoint Board President**

A nomination for Ellen Gordon-Obal for President was made by Bowers, seconded by Tavernite.

A nomination for Melaine Campbell for President was made by Oldenburg, seconded by Gaspari.

Nominations were closed for Board President by Bowers, seconded by Gordon. On voice vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.

Mrs. O'Brien called for a vote for Ellen Gordon-Obal for Board President

*BE IT RESOLVED that the Board of Education appoints Ellen Gordon-Obal for Board President. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, Melaine Campbell, Deborah Culberson, Anna Gaspari, JoAnne Oldenburg .*

Newly elected President Gordon-Obal assumed the Chair.

President Gordon-Obal called for nominations for the Office of Board Vice President.

**Action 22-219**                      **Appoint Board Vice President**

A nomination for Jonathan DeLisle for Vice President was made by Elphick, seconded by Bowers.

A nomination for Melaine Campbell for Vice President was made by Oldenburg, seconded by Gaspari.

Nominations were closed for Board Vice President by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.

Ms. Gordon-Obal called for a vote for Jonathan DeLisle for Board Vice-President.

*BE IT RESOLVED that the Board of Education appoints Jonathan DeLisle as Board Vice President. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, Melaine Campbell, Deborah Culberson, Anna Gaspari, JoAnne Oldenburg.*

**Moment of Silence**

Ms. Gordon-Obal called for a moment of silence for student Liam Newman.

**Action 22-220**                      **Establish Committees**

*BE IT RESOLVED that the Board of Education established the following committees:*

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

*Operations Committee: Meets 2<sup>nd</sup> Wednesday of the month – 6:00 p.m.*

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

*Finance Committee: Meets night of the Board meeting – Monday, 5:45 p.m.*

*Negotiations Committee: Meets as required.*

*Policy Committee: Meets as required.*

*Moved by Bowers, seconded by DeLisle. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

### **Action 22-221**

### **2022 Delegates/Representatives**

*BE IT RESOLVED that the Board of Education approved the following 2022 delegates/representatives from the Board of Education:*

*Hunterdon County ESC Representative: ..... Gerard Bowers  
New Jersey School Boards Association Delegate/Alternate: ..... Melaine Campbell/Amy Elphick  
Hunterdon County Vocational Advisory Board: ..... JoAnne Oldenburg  
Legislative Chairperson: ..... Jonathan DeLisle*

*Moved by Gordon, seconded by DeLisle. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

### **Action 22-222**

### **2022 Board Appointments**

*BE IT RESOLVED that the Board of Education approved the following 2022 appointments/re-appointments:*

*504 Officer ..... Sandra Morisie  
Accounting Software System ..... CDK Systems  
Affirmative Action Officer ..... Fogarty & Hara  
AHERA Consultant ..... RK Environmental  
Anti-Bullying Specialists ..... Scott Woodland  
Anti-Bullying Specialists ..... Heather Eckhert  
Anti-Bullying Committee ..... Stephanie Vorilas  
Anti-Bullying Committee ..... Marissa Geary  
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  
Drinking Water Compliance Manager ..... McGowan Well Water Management  
Financial Advisory Services ..... Phoenix Advisors, LLC  
Health Insurance Broker ..... Brown & Brown Metro  
HIB Coordinator ..... Sandra Morisie  
HIB Specialist ..... Scott Woodland  
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 Metro  
Integrated Pest Management (IPM) Coordinator ..... Arnold Stang  
IPM Program Consultant ..... Cavanaugh's Pest Services  
Lead Testing Program Manager ..... Arnold Stang  
Official Newspapers ..... Hunterdon County Democrat*

.....	<i>Express Times, Star Ledger</i>
Payroll Services .....	<i>R&amp;L Payroll Services, Inc.</i>
Personnel Software System.....	<i>CDK Systems</i>
Policy Service Provider .....	<i>Strauss Esmay</i>
Public Agency Compliance Officer.....	<i>Teresa O'Brien</i>
Public Records Custodian.....	<i>Teresa O'Brien</i>
Qualified Purchasing Agent.....	<i>Teresa O'Brien</i>
Right-to-Know Training and Compliance .....	<i>RK Occupational &amp; Environmental, Inc.</i>
Right to Know Officer .....	<i>Arnold Stang</i>
Safety Team Coordinator.....	<i>Broadus Davis</i>
School Attorney.....	<i>Fogarty &amp; Hara</i>
School Auditor .....	<i>BKC, CPAs, PC</i>
School Physician.....	<i>St. Luke's Health Network</i>
Sports Physician.....	<i>Dr. Nicholas Avallone</i>
School Safety Specialist.....	<i>Matt Cirigliano</i>
Security Monitoring Services.....	<i>Sonitrol Security Systems</i>
Treasurer of School Monies.....	<i>Raymond Krov</i>
Water Testing.....	<i>Agra Environmental Laboratory Services</i>

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

#### **Action 22-223**

#### **2022 Board Meeting Dates**

*BE IT RESOLVED that the Board of Education approved the following 2022 Board Meeting dates:*

*January 18, 2022\* (Superintendent Search)*

*January 24, 2022*

*February 28, 2022*

*March 21, 2022\**

*April 25, 2022*

*May 09, 2022\* (Special Meeting)*

*May 23, 2022*

*June 27, 2022*

*August 22, 2022*

*September 26, 2022*

*October 24, 2022*

*November 28, 2022*

*December 19, 2022\**

*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**

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

#### **Action 22-224**

#### **Table Agenda Items #B13 and #B.14**

*BE IT RESOLVED that the Board of Education made a motion to table Agenda Items #B.13 and #B.14. Moved by Campbell, seconded by Oldenburg. On roll call vote, resolution DID NOT CARRY as follows: ayes, 4; nays, Gerard Bowers, Jonathan DeLisle, Amy Elphick, Ellen Gordon, George Tavernite.*

**Action 22-225**

**Petty Cash Account**

*BE IT RESOLVED that the Board of Education established the 2022 Petty Cash Account in the amount of \$1,000 with a maximum reimbursement of \$100 to any individual on any one occasion. Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-226**

**2022 Account Signatures**

*BE IT RESOLVED that the Board of Education authorized the following signatures on the 2022 accounts maintained by the Board of Education:*

- 1) General Account - Investors Bank (3 signatures required)  
Board President, Board Secretary and Treasurer of School Monies*
- 2) Cafeteria Account – Investors Bank (3 signatures required)  
Board President, Board Secretary and Treasurer of School Monies*
- 3) Payroll Account - Investors Bank (2 signatures required)  
Board Secretary and Treasurer of School Monies*
- 4) Payroll Agency Account - Investors Bank (2 signatures required)  
Board Secretary and Treasurer of School Monies*
- 5) Unemployment Trust Account – Investors Bank (2 signatures required)  
Board Secretary and Treasurer of School Monies*
- 6) Petty Cash Account - Investors Bank (2 signatures required)  
Board Secretary and Superintendent*
- 7) Student Activities Account - Investors Bank (2 signatures required)  
Board Secretary and Principal*
- 8) Game Officials Account – Investors Bank (2 signatures required)  
Athletic Director, Athletic Business Manager and Board Secretary*
- 9) Scholarship Account - Investors 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 - Investors Bank (2 signatures required)*

*Board Secretary and Treasurer of School Monies**11) FSA Account – Investors Bank**Board Secretary and Treasurer of School Monies*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-227****Depository of Record**

*BE IT RESOLVED that Investors 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.*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-228****School Funds Investor**

*BE IT RESOLVED that the Board of Education designated School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241 Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-229****Policies/By-Laws/Administrative Procedures**

*BE IT RESOLVED that the Board of Education approved the existing policies, by-laws, and administrative procedures of the Delaware Valley Regional High School Board of Education. Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, Melaine Campbell, Deborah Culberson, Anna Gaspari, JoAnne Oldenburg.*

**Action 22-230****Curriculum/Textbooks/Instructional Materials**

*BE IT RESOLVED that the Board of Education approved the existing curriculum and textbooks and instructional materials Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 5; nays, Melaine Campbell, Deborah Culberson, Anna Gaspari, JoAnne Oldenburg.*

**Action 22-231****NJ Minimum Chart of Accounts**

*BE IT RESOLVED that the Board of Education approved the New Jersey minimum chart of accounts. Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-232****Pupil Records**

*BE IT RESOLVED that the Board of Education authorized 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.*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

### **Reading of School Board Code of Ethics – Board President**

Pursuant to the 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.

#### **Action 22-233**

#### **Transfer Authorization**

*BE IT RESOLVED that the Board of Education authorized 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. Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

#### **Action 22-234**

#### **Warrants Authorization**

*BE IT RESOLVED that the Board of Education authorized 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. Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

#### **Action 22-235**

#### **Bid/Quote Thresholds**

*BE IT RESOLVED that the Board of Education approved 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 \$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 same which authorizes her to issue contracts up to \$44,000 without soliciting competitive bids.*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

#### **Action 22-236**

#### **State Contract Purchases**

*BE IT RESOLVED that the Board of Education approved 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.*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-237****403(b) & 457(b) Plan Providers and Third Party Administrator**

*BE IT RESOLVED that the Board of Education approved 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*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-238****Cooperative Purchasing Agreements**

*BE IT RESOLVED that the Board of Education approved 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*

*Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**Action 22-239****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. Moved by Bowers, seconded by Elphick. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**REGULAR BUSINESS****Informational Items:**

- Mrs. Wasserbach reported that a Harassment, Intimidation and Bullying Investigation was conducted since the last board meeting. The results concluded that a HIB incident did take place and disciplinary action has been issued.

**Action 22-240****Annual Regular Business Travel Limit per Employee**

*BE IT RESOLVED that the Board of Education approved an agreement with Fogarty & Hara for board attorney legal services for the period January 3, 2022 through the next reorganizational meeting at the following rates:*

<i>Partner</i>	<i>\$175/hr</i>
<i>Associate</i>	<i>\$155/hr</i>

*Moved by Elphick, seconded by Bowers. On roll call vote, resolution was ADOPTED as follows: ayes, 9; nays, 0.*

**PUBLIC COMMENT - Bylaw No. 0167 "Public Participation at Board Meetings"**

- Ann Marie Austin thanked Miss Campbell for representing the community.

- Clair Wargaski of Holland Township welcomed the new board members and stated that she hoped that everyone can work together. She also stated that the decision to provide remote instruction to healthy students that are quarantining should not be at the discretion of the teacher.

### **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, January 3, 2022 to discuss: Personnel Matters related to the Superintendent Search and Student Matters
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 may be taken upon returning to open session.

The board returned to open session at 8:00 p.m. on motion by DeLisle, seconded by Tavernite. Motion carried by unanimous voice vote.

### **POST-EXECUTIVE SESSION**

#### **Action 22-241**

#### **January 18, 2022 Meeting Start Time**

*BE IT RESOLVED that the Board of Education reestablished the start time for the January 18, 2022 meeting to 6:30 p.m. Moved by Elphick, seconded by Tavernite. On roll call vote, resolution was ADOPTED as follows: ayes 9; nays, 0.*

### **ADJOURNMENT**

*BE IT RESOLVED that the Board of Education adjourned the meeting at 8:03 p.m. Moved by Tavernite, seconded by DeLisle. On roll call vote, resolution was ADOPTED as follows: ayes 9; nays, 0.*

*Respectfully submitted,*



*Teresa O'Brien, Business Administrator/Board Secretary*



*Ellen Gordon-Obal, Board President*