

**Delaware Valley Regional High School District
Board of Education**

Annual Organization Meeting – January 03, 2024

Time and Place: The annual organization meeting was held on January 03, 2024 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 16, 2023 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 – Tanya Drake, Thomas Loughlin and William Prouty

Roll Call

Present:	Melaine Campbell	Deborah Culberson
	Tanya Drake	Ellen Gordon
	Thomas Loughlin	Timothy McGuire
	JoAnne Oldenburg	William Prouty
	Frank Simini III	

District Administrators

Present: Scott McKinney, Superintendent
Teresa O’Brien, Business Administrator/Board Secretary

Also Present: Robert Lorfink, Esq.

Also Present: Approximately 17 students, staff and members of the community in attendance.

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

Action 24-183

Appoint Board President

A nomination for Ellen Gordon for President was made by Simini, seconded by Prouty.

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

Nominations were closed for Board President by Prouty, seconded by Drake. On voice vote, resolution was Adopted as follows: ayes, 9; nays, 0.

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

Be It Resolved that the Board of Education appoints Ellen Gordon for Board President. On roll call vote, resolution was Adopted as follows: ayes, 5; nays, Melaine Campbell, Deborah Culberson, Timothy McGuire, JoAnne Oldenburg.

Newly elected President Gordon assumed the Chair.

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

Action 24-184 Motion to Appoint Board Vice President

A nomination for Timothy McGuire for Vice President was made by Campbell, seconded by Oldenburg.

A nomination for Frank Simini for Vice President was made by Prouty, seconded by Drake.

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

President Gordon called for a vote for Timothy McGuire for Board Vice-President.

Be It Resolved that the Board of Education made a motion to appoint Timothy McGuire as Board Vice President. On roll call vote, resolution Did Not Carry as follows: ayes, 4; nays, Tanya Drake, Ellen Gordon, Thomas Loughlin, William Prouty, Frank Simini.

President Gordon called for a vote for Frank Simini for Board Vice-President.

Be It Resolved that the Board of Education made a motion to appoint Frank Simini as Board Vice President. On roll call vote, resolution was Adopted as follows: ayes, 5; nays, Melaine Campbell, Deborah Culberson, Timothy McGuire, JoAnne Oldenburg.

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.

Action 24-185 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, 5:30 pm*
- Operations Committee: Meets two (2) weeks prior to Board meeting – Monday 6:15 pm*
- Education/Student Affairs Committee: Meets one (1) week prior to the Board meeting – Monday, 6:15 pm*
- Finance Committee: Meets two (2) weeks prior to Board meeting – Monday 5:30 pm*
- Negotiations Committee: Meets as required.*
- Policy Committee: Meets two (2) weeks prior to Board meeting – Tuesday 5:00 pm*

Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0

Action 24-186 2024 Delegates/Representatives

Be It Resolved that the Board of Education approved the following 2024 delegates/representatives from the Board of Education:

- Hunterdon County ESC Representative: Tom Loughlin*
- Hunterdon County School Boards Association/Alternate: Bill Prouty, Tanya Drake*
- New Jersey School Boards Association Delegate/Alternate: Ellen Gordon, Frank Simini*
- Hunterdon County Vocational Advisory Board/Alt: Frank Simini, Tom Loughlin*
- Legislative Chairperson: Deborah Culberson*

Moved by Loughlin, seconded by Drake. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0

Action 24-187 2024 Board Appointments

Be It Resolved that the Board of Education approved the following 2024 appointments/re-appointments:

- 504 OfficerSandra Morisie*
- Accounting Software System CDK Systems*
- Affirmative Action Officer Fogarty & Hara*
- AHERA ConsultantRK Environmental*
- Anti-Bullying Specialist Scott Woodland*
- Anti-Bullying SpecialistHeather Eckhert*
- Anti-Bullying SpecialistStephanie Vorilas*
- Anti-Bullying SpecialistAmanda Matlee*
- Architect of RecordGianforcaro Architects, Engineers and Planners*
- Asbestos Management Officer Arnold Stang*
- Attendance Officer Michelle Fisher/Carol Puha*
- Bond Counsel Wilentz, Goldman & Spitzer*
- Board SecretaryTeresa O’Brien*
- Chemical Hygiene OfficerStacy Grady*
- Civil Rights CoordinatorMichael Kays*
- Drinking Water Compliance ManagerMcGowan Well Water Management*
- Financial Advisory Services Phoenix Advisors, LLC*
- Health Insurance Broker Brown & Brown*
- HIB CoordinatorSandra Morisie*
- Homeless Liaison Kristina Sterbenc*
- Home Instruction CoordinatorSandra Morisie*
- I&RS CoordinatorKristina Sterbenc*
- Indoor Air Quality DesigneeArnold Stang*

<i>Insurance Agent of Record.....</i>	<i>Brown & Brown</i>
<i>Integrated Pest Management (IPM) Coordinator.....</i>	<i>Arnold Stang</i>
<i>IPM Program Consultant.....</i>	<i>Viking Pest Services</i>
<i>Lead Testing Program Manager.....</i>	<i>Arnold Stang</i>
<i>Official Newspapers.....</i>	<i>Hunterdon County Democrat</i>
<i>.....</i>	<i>Express Times, Star Ledger</i>
<i>Payroll Services.....</i>	<i>R&L Payroll Services, Inc.</i>
<i>Personnel Software System.....</i>	<i>CDK Systems</i>
<i>Policy Service Provider.....</i>	<i>Strauss Esmay</i>
<i>Public Agency Compliance Officer.....</i>	<i>Teresa O'Brien</i>
<i>Public Records Custodian.....</i>	<i>Teresa O'Brien</i>
<i>Qualified Purchasing Agent.....</i>	<i>Teresa O'Brien</i>
<i>Right-to-Know Training and Compliance.....</i>	<i>RK Occupational & Environmental, Inc.</i>
<i>Right to Know Officer.....</i>	<i>Arnold Stang</i>
<i>Safety Team Coordinator.....</i>	<i>Michael Kays</i>
<i>School Attorney.....</i>	<i>Fogarty & Hara</i>
<i>School Auditor.....</i>	<i>BKC, CPAs, PC</i>
<i>School Physician.....</i>	<i>St. Luke's Health Network</i>
<i>Sports Physician.....</i>	<i>Dr. Nicholas Avallone</i>
<i>School Safety Specialist.....</i>	<i>Ariel Gilbert</i>
<i>Security Monitoring Services.....</i>	<i>Sonitrol Security Systems</i>
<i>Substance Awareness Coordinator.....</i>	<i>Heather Eckhardt</i>
<i>Treasurer of School Monies.....</i>	<i>Raelene Sipple</i>
<i>Water Testing.....</i>	<i>Agra Environmental Laboratory Services</i>

Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-188 2024 Board Meeting Dates

Be It Resolved that the Board of Education approved the following 2024 Board Meeting dates:

- January 29, 2024**
- February 26, 2024*
- March 18, 2024**
- April 29, 2024*
- May 13, 2024**
- June 10, 2024* Special Meeting*
- June 24, 2024*
- August 26, 2024*
- September 23, 2024*
- October 28, 2024*
- November 25, 2024*
- December 16, 2024**

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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-189 Petty Cash Account

Be It Resolved that the Board of Education established the 2024 Petty Cash Account in the amount of \$1,000 with a maximum reimbursement of \$100 to any individual on any one occasion. Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-190 2024 Account Signatures

Be It Resolved that the Board of Education authorized the following signatures on the 2024 accounts maintained by the Board of Education:

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

Scholarship Funds:

<i>Virginia Butkowski</i>	<i>Leo Rest</i>
<i>Deborah Llabres</i>	<i>Math Scholarship</i>
<i>Joey Karabin - Athletic</i>	<i>Breiner - Holtmeier</i>

- 10) Summer Pay Account - Citizens Bank (2 signatures required)
Board Secretary and Treasurer of School Monies*

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

Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-191 Depository of Record

Be It Resolved that Citizens 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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-192 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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-193 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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-194 Curriculum/Textbooks/Instructional Materials

Be It Resolved that the Board of Education approved the existing curriculum and textbooks. Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-195 NJ Minimum Chart of Accounts

Be It Resolved that the Board of Education approved the New Jersey minimum chart of accounts. Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-196 Pupil Records

Be It Resolved that the Board of Education authorized certified school personnel to collect and maintain pupil records in accordance with the Family Educational Rights and Privacy Act as required by N.J.A.C. 6A:32-7.1 et seq and Board Policy and Regulation 8330 Student Records. Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-197 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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-198**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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-199**Bid/Quote Thresholds**

Be It Resolved that the Board of Education approved the following resolution authorizing bid/quote thresholds:

Whereas, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has set the bid threshold amount for school districts with a Qualified Purchasing Agent at \$44,000, effective July 1, 2020, 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 the same which authorizes her to issue contracts up to \$44,000 without soliciting competitive bids.

Moved by Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-200 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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-201 403(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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-202 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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

Action 24-203

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 Prouty, seconded by Simini. On roll call vote, resolution was Adopted as follows: ayes, 9; nays, 0.

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

- Claire Wargaski of Holland Township stated that she did not hear that parents would be supported in President Gordon’s acceptance speech. She is hopeful that the school will work with the parents in all aspects and the board will be fiscally responsible.

Adjournment

Be It Resolved that the Board of Education adjourned the meeting at 7:30 p.m. Moved by Prouty, seconded by Loughlin. On roll call vote, resolution was Adopted as follows: ayes 9; nays, 0.

Respectfully submitted,

Teresa O’Brien, Business Administrator/Board Secretary

Ellen Gordon, Board President