

SOMERSET COUNTY VOCATIONAL BOARD OF EDUCATION
14 Vogt Drive
Bridgewater, New Jersey 08807

Reorganization Meeting
November 1, 2023
5:00 p.m.

The New Jersey Statutes Annotated 18A stated under 18A:54-18 that the County Vocational Boards of Education shall organize annually on November 1st by the election of a President and Vice President, unless November 1st shall fall on a Sunday, in which case the Board shall organize the following day. The law was amended in 1970 and became effective December 3, 1970, by adding the following: If the organization meeting cannot take place on the day hereinabove provided for by reason of a lack of a quorum or for any other reason, said meeting shall be held within three days thereafter.

Ms. Sipple called the meeting to order at 5:00 p.m. with the following board members present:

Gregory Lalevee, President
Ayanna Taylor, absent
Adam Beder
Matthew Loper
Roger Jinks, Executive County Superintendent

Also Present:

Robert Presuto, Superintendent of Schools
Raelene Sipple, Business Administrator/Board Secretary
Lisa Fittipaldi, Board Attorney
Douglas Singleterry, Somerset County Commissioner Liaison, absent
Others: Andrew Coslit

Swear in Board of Education Member, Matthew Loper

- Ms. Fittipaldi swore in Matthew Loper as a Board of Education member. Mr. Loper was appointed by the Somerset County Commissioners at their September 26, 2023 meeting with a term expiration date of October 27, 2026.

Adequate notice of this meeting was given in accordance with the requirement of the New Jersey Open Public Meeting Act, Ch. 231, P.L. 1975 and published in *The Courier News* on January 5, 2023.

Pledge of Allegiance

Code of Ethics

- Each board of education member has received and read a copy of the Code of Ethics.

A. Board of Education President

Raelene Sipple asked for nominations for the position of President.

On motion by Mr. Jinks, seconded by Mr. Lalevee, Mr. Lalevee was nominated for the position of President.

Are there any other nominations? No

A roll call vote for Mr. Lalevee as President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

B. Board of Education Vice President

Mr. Lalevee assumed the President’s chair and called for nominations for the position of Vice President.

On motion by Mr. Lalevee, seconded by Mr. Beder, Mr. Beder was nominated for the position of Vice President

Are there any other nominations? No

A roll call vote for Mr. Beder as Vice President was taken.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

C. Secretary to the Board of Education

On motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, the Board of Education appointed Raelene Sipple to serve as Secretary to the Board of Education until the reorganization meeting to be held in November 2024.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

D. Employment of Full-Time Personnel – 2023-24 School Year

On motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, the Board of Education appointed Mr. Stephen Philip to the position of Career and Technical Education/Workforce Development Coordinator (UPC# VOC-HS-ASST-FL-01) at a salary of \$63,310.00* (credential/degree stipend added to base) (prorated) Step 10/D, effective, November 1, 2023. (11-000-252-100-16-0000)

*Based upon 2022-23 support staff salary guide.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	abstain	

On motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, agenda items E through Q as follows:

E. Legal Services

The Board of Education appointed DiFrancesco, Bateman, Kunzman, Davis, Lehrer and Flaum to provide legal services as per their proposal and fee of \$195 per hour not to exceed \$76,000 until June 30, 2024.

F. Architectural Services

The Board of Education appointed USA Architects, Planners + Interior Designers, P.A. to provide architectural services as per their proposal and fee schedule not to exceed \$50,000 until June 2024.

G. Health and Medical Services

The Board of Education appointed Jersey Irish Medical d/b/a AFC Urgent Care to provide health and medical services as per their proposal and fee schedule not to exceed \$17,000 until June 30, 2024.

H. Board of Education Meeting Dates - 2024

The Board of Education approved the following regular meeting dates of the Somerset County Vocational Board of Education:

- January 22, 2024
- February 26, 2024
- March 25, 2024
- April 22, 2024
- May 20, 2024
- June 24, 2024
- July 22, 2024
- August 26, 2024
- September 23, 2024
- October 28, 2024
- November 1, 2024 (Reorganization Meeting)
- November 25, 2024
- December 16, 2024

Time: 5:00 p.m.

Place: Somerset County Vocational & Technical Schools, 14 Vogt Drive, Bridgewater, New Jersey

I. Banking Institution

The Board of Education approved Fulton Bank as the banking institution to hold the following accounts:

Operating	Account #000011199
Payroll	Account #0092755868
Agency	Account #019311
Cafeteria	Account #011253
Scholarship	Account #210100656
Student Activity	Account #000061043
Flexible Spending Account	Account #1101035189
Summer Savings	Account #1101036028
Foundation	Account #1101343390
HS Credit Card Account	Account #0095483861

J. Check Signature Authorization

The Board of Education authorized the following to sign all checks and pay all bills from these accounts when properly audited:

Operating #000011199	Board of Education President Superintendent Business Administrator
Payroll #0092755868	Superintendent
Agency #019311	Superintendent
Cafeteria #011253	Superintendent Business Administrator
Scholarship #210100656	Superintendent Business Administrator
Student Activity #000061043	Superintendent Business Administrator
Flexible Spending #1101035189	Superintendent
Summer Savings #1101036028	Business Administrator Bookkeeper/Accountant (Payroll)
Foundation	Superintendent Business Administrator

- K. Official Newspapers
The Board of Education authorized the *Courier News* and *The Star Ledger* as the official newspapers circulating in Somerset County. All legal advertisements requesting bids, etc. may be placed in the *Courier News* or *The Star Ledger*.
- L. Rules of Order
The Board of Education approved that the meetings of the Somerset County Vocational Board of Education be governed by our “Rules of Order” supplemented by *Robert’s Rules of Order*. In the event of a conflict, our rules would take precedence over those of *Robert’s Rules of Order*.
- M. Board Policies and Regulations
The Board of Education adopted the policies and regulations of the Somerset County Vocational Board of Education.
- N. Purchasing Manual
The Board of Education adopted the Purchasing Manual of the Somerset County Vocational Board of Education.
- O. Job Descriptions
The Board of Education adopted the job descriptions of the Somerset County Vocational Board of Education.
- P. Guide for Standard Operating Procedures and Internal Controls
The Board of Education adopted the Guide for Standard Operating Procedures and Internal Controls of the Somerset County Vocational Board of Education.
- Q. Curriculum, Textbooks and State Mandated Programs – 2023-24 SY
The Board of Education approved the curriculum, textbooks and state mandated programs and services for the 2023-24 school year as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

- R. Broker of Record for Employee Medical, Dental and Vision Benefit Plans
On motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, the Board of Education tabled the appointment of health insurance brokerage services for employee medical, dental and vision benefit plans. Pursuant to N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b) the award of this contract is without the receipt of formal bids as an Extraordinary Unspecifiable Service and is in compliance with law.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

On motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, agenda items S through W as follows:

- S. IRS Code Section 125 Plan
The Board of Education adopted IRS Code Section 125 Plan (document effective August 4, 2022) as required by law.
- T. Section 457(b) Deferred Compensation Plan
The Board of Education adopted Section 457(b) Deferred Compensation Plan (document revised July 1, 2023) as required by law.

U. Section 403(b) Tax Shelter Annuity

The Board of Education adopted Section 403(b) Tax Shelter Annuity (document revised July 1, 2023 as required by law.

V. Somerset County Joint Insurance Fund Membership – 2024-2026

The Board of Education renewed membership in the Somerset County Joint Insurance Fund for year one (1) of a three (3) year period, beginning January 1, 2024 and ending December 31, 2026.

W. Southern Skyland Regional Health Insurance Fund – Indemnity and Trust Agreement - 2023-2025

The Board of Education entered into an indemnity and trust agreement with Southern Skyland Regional Health Insurance fund for year two (2) of a three (3) year period, beginning January 1, 2023 and ending December 31, 2025.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

On motion by Mr. Jinks, seconded by Mr. Beder and on roll call vote, agenda items X through CC as follows:

X. Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund

The Board of Education appointed Ms. Sipple as commissioner and Mr. Beder as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2024.

Y. Commissioner and Alternate Commissioner to the Southern Skyland Regional Health Insurance Fund

The Board of Education appointed Mr. Beder as commissioner and Ms. Sipple as alternate commissioner to the Southern Skyland Regional Health Insurance Fund until the reorganization meeting to be held in November 2024.

Z. Voting Member of the New Jersey Schools Boards Association

The Board of Education appointed Mr. Lalevee as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2024.

AA. Board of School Estimate

The Board of Education appointed Mr. Lalevee and Mr. Beder as members of the Board of School Estimate until the reorganization meeting to be held in November 2024.

BB. Somerset County Educational Services Commission Representative Assembly

The Board of Education appointed Dr. Taylor as representative and Mr. Lalevee as alternate representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2024.

CC. Organizational Chart

The Board of Education approved the district’s Organizational Chart as it appears on Addendum #2.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Dr. Taylor	absent	
Mr. Beder	X	
Mr. Loper	X	
Mr. Jinks	X	

Public Comment

- None

President's Update

- Mr. Lavee thanked the members of the Board of Education for reelecting him as President.

Adjournment

On motion by Mr. Beder, seconded by Mr. Loper and passed, the meeting adjourned at 5:11 p.m.

Raelene Sipple
Business Administrator/Board Secretary