

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

Reorganization Meeting
November 3, 2025
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
Adam Beder, Vice President
Matthew Loper
Lily Wong
Roger Jinks, Executive County Superintendent

Also Present:

Robert Presuto, Superintendent of Schools, absent
Raelene Sipple, Business Administrator/Board Secretary
Elizabeth Graner, Somerset County Commissioner Liaison, absent

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 12, 2025.

Pledge of Allegiance

Remarks from the Public - Please understand that our public forums are not structured as question and answer sessions, but offered as opportunities to share your thoughts with the Board. In instances where the Board feels that there is a misunderstanding or inaccuracy, the Board President or Superintendent may address the comment. There may be times when a member of the public makes a comment or asks a question about personnel or hiring decisions. New Jersey Statutes do not permit the Board to discuss personnel issues in Public Session.

- None

Code of Ethics

- Each board of education member 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. Loper, seconded by Ms. Wong and on roll call vote, the Board of Education appointed Mr. Gregory Lalevee as President until the next reorganization meeting to be held in November 2026.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	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 Ms. Wong and on roll call vote, the Board of Education appointed Mr. Adam Beder as Vice President until the reorganization meeting to be held in November 2026.

<u>Ro Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

C. Secretary to the Board of Education

On motion by Mr. Beder, seconded by Ms. Wong 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 2026.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

On motion by Mr. Beder, seconded by Ms. Wong and on roll call vote, agenda items D through M as follows:

D. Board of Education Meeting Dates - 2026

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

- January 26, 2026
- February 23, 2026
- March 23, 2026
- April 27, 2026
- May 18, 2026
- June 22, 2026
- July 27, 2026
- August 24, 2026
- September 28, 2026
- October 26, 2026
- November 2, 2026 (Reorganization Meeting)
- November 23, 2026
- December 21, 2026

Time: 5:00 p.m.
 Place: Somerset County Vocational & Technical Schools
 14 Vogt Drive, Bridgewater, New Jersey

E. 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

F. 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

G. Official Newspapers

The Board of Education authorized the *Courier News* as the official newspapers circulating in Somerset County. All legal advertisements requesting bids, etc. may be placed in the *Courier News*.

H. 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*.

I. Board Policies and Regulations

The Board of Education adopted the policies and regulations of the Somerset County Vocational Board of Education.

J. Purchasing Manual

The Board of Education adopted the Purchasing Manual of the Somerset County Vocational Board of Education

K. Job Descriptions

The Board of Education adopted the job descriptions of the Somerset County Vocational Board of Education.

- L. 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.
- M. Curriculum, Textbooks and State Mandated Programs – 2025-26 SY
The Board of Education approved the curriculum, textbooks and state mandated programs and services for the 2025-26 school year as they appear on Addendum #1.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

On motion by Mr. Beder, seconded by Mr. Loper and on roll call vote, agenda items N through R as follows:

- N. IRS Code Section 125 Plan
The Board of Education adopted IRS Code Section 125 Plan (document effective August 4, 2022) as required by law.
- O. 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.
- P. 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.
- Q. Somerset County Joint Insurance Fund Membership – 2024-2026
The Board of Education renewed membership in the Somerset County Joint Insurance Fund for year three (3) of a three (3) year period, beginning January 1, 2024 and ending December 31, 2026.
- R. Southern Skyland Regional Health Insurance Fund – Indemnity and Trust Agreement - 2026-2028
The Board of Education entered into an indemnity and trust agreement with Southern Skyland Regional Health Insurance fund for year one (1) of a three (3) year period, beginning January 1, 2026 and ending December 31, 2028.

<u>Roll Call</u>	<u>Yes</u>	<u>No</u>
Mr. Lalevee	X	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

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

- S. Commissioner and Alternate Commissioner to the Somerset County Joint Insurance Fund
The Board of Education appointed Raelene Sipple as commissioner and Adam Beder as alternate commissioner to the Somerset County Joint Insurance Fund until the reorganization meeting to be held in November 2026.

- T. Commissioner and Alternate Commissioner to the Southern Skyland Regional Health Insurance Fund
The Board of Education appointed Adam Beder as commissioner and Raelene Sipple as alternate commissioner to the Southern Skyland Regional Health Insurance Fund until the reorganization meeting to be held in November 2026.
- U. Voting Member of the New Jersey Schools Boards Association
The Board of Education appointed Lily Wong as a voting member of the New Jersey School Boards Association until the reorganization meeting to be held in November 2026.
- V. Board of School Estimate
The Board of Education appointed Gregory Lalevee and Adam Beder as members of the Board of School Estimate until the reorganization meeting to be held in November 2026.
- W. Somerset County Educational Services Commission Representative Assembly
The Board of Education appointed Gregory Lalevee as representative and Matthew Loper as alternate representative of the Somerset County Educational Services Commission Representative Assembly until the reorganization meeting to be held in November 2026.
- X. 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	
Mr. Beder	X	
Mr. Loper	X	
Ms. Wong	X	
Mr. Jinks	X	

Public Comment

- None

President’s Update

- Mr. Lalevee stated it was an exciting year. In addition, he stated that a Strategic Plan was developed. Mr. Lalevee read the Mission Statement.

Adjournment

On motion by Mr. Jinks, seconded by Ms. Wong and passed, the meeting adjourned at 5:07 p.m.

Raelene Sipple
Business Administrator