

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

March 13, 2018

6:00 p.m. (Board of Education Conference Room - Open the meeting and enter Executive Session)

7:00 p.m. (Cafeteria Annex - Public Session)

I. CALL TO ORDER

II. FLAG SALUTE

III. OPEN PUBLIC MEETINGS ACT STATEMENT

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advanced notice of, and to attend the meetings of public bodies, at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board of Education has caused notice of this meeting to be published by having the date, time, and place, thereof, posted at the Augusta, Branchville, Lafayette, and Sussex Post Offices, and notice sent to the New Jersey Herald, The Star-Ledger and the Clerk of the Boroughs of Branchville and Sussex and the townships of Frankford, Lafayette, and Wantage.

IV. MISSION STATEMENT

HIGH POINT REGIONAL HIGH SCHOOL, IN PARTNERSHIP WITH STAFF, FAMILY AND COMMUNITY, IS DEDICATED TO THE QUEST FOR INDIVIDUAL EXCELLENCE. BY FOSTERING HIGH STANDARDS OF ACHIEVEMENT, WE PREPARE STUDENTS TO BECOME RESPONSIBLE AND PRODUCTIVE MEMBERS OF A DIVERSE SOCIETY.

V. ROLL CALL

• Deborah Anderson	• Thomas Antcliff	• Wayne Dunn	• William Kehoe	• Karen Kymer
• Todd Miller	• John Notaro	• Kyle Vealey	• Michael Voitcu	
• Scott Ripley, Ed.D.	• Jim Minkewicz		# of Public ____	Quorum Yes No

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VI. EXECUTIVE SESSION

A motion will be made that the High Point Regional High School Board of Education enter Executive Session to **provide an update on personnel, legal and negotiations items** which are exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, Open Public Meetings Act. Any discussions held by the Board which need not remain confidential will be made public when appropriate. Minutes of the Executive Session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session in the Cafeteria Annex at the conclusion of the Executive Session.

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

VII. MOTION TO RETURN TO PUBLIC SESSION

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

VIII. UNFINISHED BUSINESS

IX. APPROVAL OF MINUTES

Meeting Minutes

February 20, 2018

Executive Session Minutes

February 20, 2018

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X. PUBLIC COMMENTS - AGENDA ITEMS ONLY (Name and Address)

In accordance with the Open Public Meeting Act, we will open the public comments (for agenda items only) at this time. Each speaker should state his/her name and address. You will have three (3) minutes to address the Board, which will be timed by the Board President or designee. We will limit this section to no longer than 45 minutes. Please be respectful and mindful that your comments are being recorded.

XI. PRESENTATIONS

Student Council Report

Alisa Posner, Speaker of the House, will update the Board on Student Council activities.

HPEA

Carla Mancuso, Vice President, will update the Board on HPEA items.

Principal's Report

Mr. Jonathan Tallamy will update the Board on high school activities.

Curriculum and Instruction

Mr. Seamus Campbell will present to the Board on matters related to Curriculum and Instruction.

XII. ACTION ITEMS

A. CURRICULUM, INSTRUCTION AND TECHNOLOGY

1. The **Faculty Attendance** rate for February is 94.8%. Attachment A-1
2. The **Student Attendance** rate for February is 92.7%. Attachment A-2.
3. Enclosed is a copy of the **Suspension Report** for the month of February 2018. Attachment A-3.

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4. It is recommended by the Superintendent that the Board of Education approves the **Harassment, Intimidation and Bullying Report** for the period of February 20 through March 13, 2018. Attachment A-4.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

5. It is recommended by the Superintendent that the Board of Education approves the **field trips** as listed on the attached roster. Attachments A-5a (Curricular) and A-5b (Student Activities).

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

6. It is recommended by the Superintendent that the Board of Education approves the **professional development** activities as listed on the attached roster. Attachment A-6

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

7. It is recommended by the Superintendent that the Board of Education approves to allow the Center for Prevention and Counseling provide a **smoking cessation program** for High Point students, beginning the week of March 19 and running for approximately 8 weeks. A High Point staff member will be present for the sessions and there will be no charge to the district for the service.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

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B. PERSONNEL

1. It is recommended by the Superintendent that the Board of Education approves the **sixth period assignments** listed below, effective February 21 through April 9, 2018, or until such time that the permanent employee is able to return from a NJ Family leave of absence. *Time sheets must be submitted for payment.*

Period	Course	Faculty Member
1	Personal Finance	Brian Feuer
3	Entrepreneurship	Brian Emma
5	Intro to Business	Chris Dexter
6	Accounting	Gary Dutko
8	Personal Finance	Justine Riegel

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

2. It is recommended by the Superintendent that the Board of Education approves to **extend** the previously granted **NJ FLA** to Employee 1075 through April 4, 2018, or the last of spring break in April, whichever is first.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

3. It is recommended by the Superintendent that the Board of Education approves the individual listed below as a **substitute teacher** for the remainder of the 2017-2018 school year:
Lauren Driscoll

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

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4. It is recommended by the Superintendent that the Board of Education approves allocating the **job responsibilities** listed in Attachment B-1, formerly allocated to the Assistant Principal for Guidance and Student Services, be allocated to Jon Tallamy, Erik Carlson and Seamus Campbell for the remainder of the 2017-2018 school year, effective January 2, 2018, with a total stipend of \$18,000 to be allocated evenly (\$6,000) to each of the three formerly named administrators. (Attachment B-1)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

C. EXTRA CURRICULAR

1. It is recommended by the Superintendent that the Board of Education accepts with regret the resignations of the following individuals:

Brian Bird Assistant Football Coach
Brad Wilbur Assistant Football Coach

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

D. POLICY

There are no Policy items at this time.

E. NEGOTIATIONS

Mr. Vealey, Negotiations Committee Chairperson, will update the Board of the status of Negotiations.

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F. BUILDING AND GROUNDS

There are no Building and Grounds items.

G. FINANCE

1. It is recommended that the Board accept the **Report of the Board Secretary/Business Administrator** for the month of February 2018. (Attachment G-1)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

2. It is recommended that the Board accept the **Report of the Treasurer** for the month of February 2018. (Attachment G-2)

We hereby certify, pursuant to N.J.A.C. 6A:23-2.11 (c)3, that as of the date of the Board Secretary's Monthly Financial Reports, no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

3. It is recommended that the Board approves the **Report of Transfers and the Minimum Expense Transfer Report** for the month of February 2018. (Attachment G-3a & G-3b)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

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4. It is recommended that the Board approve for payment the attached schedule of **audited bills**, dated February 21, 2018. (Attachment G-4)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

5. It is recommended that the Board accept the Agency Account, Adult Education, Athletic Account, Cafeteria Account, Principal Petty Cash, School Store and Student **Accounts for February 2018**. (Attachment G-5)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

6. It is recommended that the Board approve the **Adoption of the Tentative School Budget** for the 2018-2019 school year as follows:

Adoption of Tentative Budget 2018-2019 BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year and authorize to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	Gen Fund	Special Revenue	Debt Service	Total
Total Expenditures	\$23,417,328	\$ 283,931	N/A	\$23,701,259
Less Anticipated Revenues	\$8,470,879	\$ 283,931	N/A	\$ 8,754,810
Less Capital Reserve	\$300,000	N/A	N/A	\$ 300,000
Less Maintenance Reserve	\$300,000	N/A	N/A	\$ 300,000
Taxes to be Raised	\$14,346,449	N/A	N/A	\$14,346,449

BE IT RESOLVED that the High Point Regional High School Board of Education approves the levy of General Fund Taxes for the 2018-19 Tentative School Budget to be \$14,346,449

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Capital Reserve Account Withdrawal

BE IT RESOLVED that the High Point Regional High School Board of Education requests to approve the capital reserve withdrawal for the 2018-19 Tentative School Budget in the amount of \$300,000 for the following projects at High Point Regional High School, as contained in the Amended Long Range Facility Plan:

Two Science Rooms and Auxiliary Gym Renovations

Maintenance Reserve Account Withdrawal

BE IT RESOLVED that the High Point Regional High School Board of Education approves the maintenance reserve withdrawal for the 2018-19 Tentative School Budget in the amount of \$300,000 for the following maintenance at High Point Regional High School:

Two Science Rooms and Auxiliary Gym Renovations

Travel and Related Expense Reimbursement 2018-2019

WHEREAS, the High Point Regional High School Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the High Point Regional High School Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the High Point Regional High School Board of Education to be necessary and unavoidable as noted on the approved High Point Regional High School Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the High Point Regional High School Board of Education approve all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved High Point Regional

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High School Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the High Point Regional High School Board of Education approve travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$75,000 for all staff and board members.

And to advertise said tentative budget in the **New Jersey Herald** in accordance with the form suggested by the State Department of Education and according to law.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

7. **RESOLUTION - APPROVAL TO PROCEED WITH TWO SCIENCE ROOMS AND AUXILIARY GYM RENOVATIONS AT HIGH POINT REGIONAL HIGH SCHOOL**

WHEREAS, the Board of Education of High Point Regional HS in the County of Sussex, New Jersey (the "Board"), desires to proceed with school facilities projects consisting generally of: Two Science Rooms and Auxiliary Gym Renovations

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF HIGH POINT REGIONAL HS IN THE COUNTY OF SUSSEX, STATE OF NEW JERSEY, as follows: Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Sussex County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated "Other Capital and Maintenance" and the Board is not seeking state funding. Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Projects. Section 3. The School Administration and such other

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officers and agents of the Board as are necessary, including the Board Attorney and Architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution; including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project. Section 4. This resolution shall take effect immediately.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

H. TRANSPORTATION

1. It is recommended by the Superintendent that the Board approves the following Joint Transportation Agreement for School Related Activities to share a bus for an FBLA trip for the 2017 – 2018 School Year:

Host – High Point Regional High School

Joiner – Vernon Township Board of Education

Start Date	End Date	ID #	Destination	Basis of Agreement	Joiner Per Bus Cost	Aide Cost
3/7/18	3/9/18	Q-38	Harrah's Waterfront Conv. Ctr, Atlantic City	One 54 pass bus for High Point and Vernon's FBLA Teams on 3/7/18 & one on 3/9/18	\$367.50	N/A

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

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2. It is recommended by the Superintendent that the Board approves the following Joint Transportation Agreement for School Related Activities for the 2017 – 2018 School Year:

Host – High Point Regional High School

Joiner – Sparta Township Board of Education

Start Date	End Date	ID #	Destination	Basis of Agreement	Joiner Per Bus Cost	Aide Cost
1/24/18	1/24/18	A-119	Oakwood Lanes	One 54 pass school bus for High Point's & Sparta's Bowling Teams to be shared on 1/24/18	\$209.77	N/A

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

3. It is recommended that the Board approves the following Quoted Contracts for athletic trips for the 2017 – 2018 School Year:

Havens Bus Service

M/C #TQ-04

Athletic Trips

ID #	Destination	Depart/ Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-44	Vernon High School	2:45 pm/ 7:00 pm	Two 54-pass school buses for High Point's Track team on 4/9/18	\$299.00	Per Hour	\$60.00
Q-45	Newton High School	2:45 pm/ 7:00 pm	Two 54-pass school buses for High Point's Track team on 4/30/18	\$299.00	Per Hour	\$60.00
Q-46	Wallkill Valley HS	2:00 pm/ 8:00 pm	Two 54-pass school buses for High Point's Track team on 5/8/18 and two on 5/9/18	\$299.00	Per Hour	\$60.00

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Stocker Bus Company

Q-47

Athletic Trip

ID #	Destination	Depart/ Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-47	Union HS, Union	2:15 pm/ 8:00 pm	One 54 pass school bus for High Point's Girls Varsity Basketball on 3/8/18	\$415.00	Per Hour	\$55.00

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

I. LEGAL

There are no Legal items at this time.

XIII. CORRESPONDENCE

XIV. MISCELLANEOUS

1. Be it resolved, that the High Point Regional High School Board of Education believes in the efficient, effective and fiscally responsible functioning of our school district; we believe that the safety and security of our children is our foremost priority; we believe that with diminishing resources, it is necessary for us to work to reduce costs and to reduce our collective tax burden; we also believe in the articulation of our school districts so as to ensure our children are fully prepared for career and college success. We believe that by sharing resources we can achieve these collective goals for the well-being of our children, our families, our community and our tax base.

With respect to the safety and security of our children, we believe that our responsibility, our obligation and our prerogative, is to share our resources with our largest sending district -- Sussex/Wantage. We believe that both our districts will benefit from sharing our mutually limited resources so as to benefit our constituents; we believe that is properly and appropriately achieved through sharing the following human resources: Director of Safety and Security, School Resource Officers and Superintendent.

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The High Point Regional High School Board of Education offers this resolution in good faith and for the well-being of our community. The Board hereby authorizes the Superintendent, Business Administrator, and Board Attorney to review this goal and advise the Board as to how such shared services can be achieved.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Wayne Dunn	· William Kehoe	· Karen Kymer
· Todd Miller	· John Notaro	· Kyle Vealey	· Michael Voitcu	

XV. PUBLIC COMMENTS (Name and Address)

XVI. NON COMMITTEE BOARD MEMBER REPORTS/COMMENTS

XVII. ADJOURNMENT

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

SDR:pem
3/9/18