

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - 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, 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	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	
· Scott Ripley, Ed.D.	· Jim Minkewicz		# of Public ___	Quorum Yes No

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 legal, personnel & negotiations items which are exempt from public participation pursuant to

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BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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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. It is not anticipated that any action will be taken.

(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

Regular Meeting Minutes -	December 17, 2019
Executive Session Minutes -	December 17, 2019
Reorganization Meeting Minutes -	January 6, 2020
Executive Session Minutes -	January 6, 2020

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

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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

Jonathan Cohrs, Speaker of the House, will update the Board on the activities of the Student Council.

HPEA

Ms. Carla Mancuso, HPEA President, will update the Board of Education on HPEA items.

Principal's Report/Athletics

Mr. Jon Tallamy will update the Board of Education on items pertaining to the high school.

- Recognize and present to the Board of Education the High Point Regional High School Governor's Educator of the Year Program recipients:
 - Mrs. Mimi Fenlon, Educational Service Professional of the Year
 - Mrs. Kirstin Sabo, Governor's Educator of the Year

Curriculum and Instruction

Mr. Campbell will update the Board on items pertaining to Curriculum and Instruction.

XII. BOARD OBJECTIVES

Review Board Goals and discuss progress:

1. Review and update Board of Education Bylaws to ensure greater transparency and operations.
2. During the 2020 calendar year, and over the next several years, the High Point Regional High School Board of Education shall

HIGH POINT REGIONAL HIGH SCHOOL

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BOARD OF EDUCATION REGULAR MEETING

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January 20, 2020

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complete four credits per year, for a total of sixteen in four years, so as to earn Board Certification from New Jersey School Boards Association.

XIII. OTHER BUSINESS

XIV. ACTION ITEMS

A. CURRICULUM, INSTRUCTION AND TECHNOLOGY

1. The **Faculty Attendance** rate for December is 95.5 %. (Attachment A-1)
2. The **Student Attendance** rate for December is 94.1%. (Attachment A-2)
3. Enclosed in a copy of the **Suspension Report** for November and December. (Attachment A-3.a & A-3.b)
4. It is recommended by the Superintendent that the Board of Education approves the **Harassment, Intimidation and Bullying Report** for the period of December 17, 2019 through January 20, 2020. (Attachment A-4)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

5. It is recommended by the Superintendent that the Board of Education approves the **curricular and co-curricular field trips** as listed on the attached rosters. (Attachment A-5a and A-5b)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

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· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

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	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

7. It is recommended by the Superintendent that the Board of Education approves the **revised 2019-2020 School Calendar** which shows the addition of an emergency snow closing on December 17 and a tentative last day of June 18. (Attachment A-7)

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

8. It is recommended by the Superintendent that the Board of Education approves the **2020-2021 Program of Study**. (Attachment A-8 Link)

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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B. PERSONNEL

1. It is recommended by the Superintendent that the Board of Education accepts, with regret, the **retirement** notification of **Denise Wilson**, Special Education Teacher, effective July 1, 2020.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

2. It is recommended by the Superintendent that the Board of Education accepts, with regret, the **retirement** notification of **Margaret Havens**, Learning Disabilities Teacher Consultant, effective July 1, 2020.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

3. It is recommended by the Superintendent that the Board of Education approves **Rose Wolthoff** as a **Student Teacher** through William Paterson University, to complete her clinical field experience, for the remainder of the 2019-2020 School Year. Mr. James Aslanian will serve as Ms. Wolthoff's cooperating teacher.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

4. It is recommended by the Superintendent that the Board of Education approves **Riley Melone** as a **Substitute Teacher** for the remainder of the 2019-2020 School Year, pending receipt of all necessary paperwork.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	·Dr. William Kehoe
·Spencer Arnold	·Patricia Nugent	·LeeAnn Smith	· Gayle Tidona	

5. It is recommended by the Superintendent that the Board of Education approves the following **sixth period** assignments, beginning January 27, 2020 until such time as the new teacher arrives. Time sheets must be submitted for payment.

Teacher	Course	Period
Paul Cardinal	CADD 1/2	5
Ben Kappler	CADD 3/4	6
Kevin Fenlon	Maker Lab CP-A	1

(Payment for these sixth period assignments will be made on a per diem basis, based on 18% of BA Step 1 on the 2019-2020 Teacher Salary Guide.)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	·Dr. William Kehoe
·Spencer Arnold	·Patricia Nugent	·LeeAnn Smith	· Gayle Tidona	

6. It is recommended by the Superintendent that the Board of Education approves the **revised** job description listed below:

B-10 Administrative Asst. to Business Administrator Attachment B-1

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

C. EXTRA-CURRICULAR

- There are no items at this time.

D. POLICY

- There are no items at this time.

E. NEGOTIATIONS

- There are no items at this time.

F. BUILDINGS & GROUNDS

1. It is recommended that the Board of Education approves a Staff vs. Student **Project Graduation** basketball tournament **fundraiser**, to be held on February 7, 2020, at 7:00pm in the main gym.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

G. FINANCE

1. It is recommended that the Board of Education **accepts the Report of the Board Secretary/Business Administrator** for the month of December 2019. (Attachment G-1)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

2. It is recommended that the Board of Education **accepts the Report of the Treasurer** for the month of December 2019. (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	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

3. It is recommended that the Board approves the **Report of Transfers and the Minimum Expense Transfer Report** for the month of December 2019. (Attachment G-3a and G-3b)

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

4. It is recommended that the Board of Education approves for **payment** the attached schedule of audited bills, dated January 20, 2020. (Attachment G-4)

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

5. It is recommended that the Board of Education accepts the **Adult Education, Agency Account, Athletic Account, Cafeteria Account, Principal Petty Cash, and School Store Account** for the month of December 2019. (Attachment G-5)

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

6. It is recommended that the Board accepts, approves and places on file the **Comprehensive Annual Financial Report (Audit)** and **Corrective Action Plan (CAP)** for the fiscal year ending June 30, 2019. The Comprehensive Annual Financial Report included in the financial section stated there was one corrective recommendation as follows: "6. The District take better care with reporting students to the DOE for the Application for State School Aid." The corrective action plan is as follows: Work papers for on-roll, resident low income and resident LEP low-income will be reviewed to ensure that the totals match the DOE reported ASSA Data. (Attachment G-6)

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

H. TRANSPORTATION

1. It is recommended by the Superintendent that the Board of Education approves the following Parental Contract with the parent of Student ID #4502988293 for the 2019 – 2020 School Year to attend the MCST Academy for Environmental Sciences at JTHS:

Route #	Destination	Start Date	End Date	Per Diem	# of days	Route Cost
PC1920-3	Jefferson Twp High School	1/2/20	6/30/20	\$22.18	113	\$2,506.34

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

2. It is recommended by the Superintendent that the Board approves the following Joint Transportation Agreement for the 2019 – 2020 School Year for the transportation of Student ID #4502988293 to attend the MCST Academy for Environmental Sciences at JTHS:

Host – High Point Regional High School

Joiner – Wallkill Valley Regional High School

Total Joiner Cost - \$22.18 x 113 = \$2,506.34

Route #	Destination	Start Date	End Date	# of Host Students	# of Joiner Students	Route Cost
PC1920-3	Jefferson Twp High School	1/2/20	6/30/20	0	1	\$2,506.34

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

3. It is recommended by the Superintendent that the Board approves the following Joint Transportation Agreement for the 2019 – 2020 School Year for the shared transportation costs for the swim team as follows:

Host – High Point Regional High School

Joiner – Wallkill Valley Regional High School

Route #	Destination	Start Date	End Date	# of Host Students	# of Joiner Students	Joiner Cost
HPWV-1	Kittatinny Regional HS	11/27/19	11/27/19	20	20	\$100.98
HPWV-2	Blair Academy	1/11/20	1/11/20	20	20	\$139.90

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

4. It is recommended that the Board approves the following Quoted Contracts for trips for the 2019 – 2020 School Year:

Stocker Bus Company

Q-14-A

Field Trip

ID #	Destination	Depart/Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-14-A	Museum of Illusions - NYC	7:15 am/ 3:00 pm	Two 54 pass school buses for High Point's Behavioral Science A & Honors Classes on 2/3/2020	\$545.00	Per Hour	\$55.00

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

Stocker Bus Company

Q-17

Activity Trip

ID #	Destination	Depart/Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-17	Kinnelon High School	7:45 am/ 5:00 pm	One 54 pass school bus for High Point's Concert Choir on 1/31/20	\$425.00	Per Hour	\$60.00

Passaic Valley Coach

Q-19

Activity Trip

ID #	Destination	Depart/ Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-19	Various locations in Massachusetts	4/24/20-7:15 am/ 4/26/20-8:30 pm	One 55 pass Coach bus for High Point's Chamber Singers & Jazz Ensemble from 4/24/20 - 4/26/20	\$3,900.00	N/A	

Krapf School Bus

Q-20

Athletic Trip

ID #	Destination	Depart/Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-20	Sparta Lanes	2:35 pm/ 6:40 pm	Two 54 pass school buses for High Point's Bowling Team - One on 1/15/20 & another one on 1/29/2020	\$560.00	Per Hour	\$70.00

Krapf School Bus

Q-21

Activity Trip

ID #	Destination	Depart/Return	Basis of the Bid Per Bus	Cost Per Bus	Basis of Adj	+/- Adj/Hr
Q-20	Sparta Lanes	2:35 pm/ 6:40 pm	Two 54 pass school buses for High Point's Bowling Team - One on 1/15/20 & another one on 1/29/2020	\$560.00	Per Hour	\$70.00

(ACTION) Motion by _____, seconded by _____
DISCUSSION

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

5. It is recommended by the Superintendent that the Board approves the following Quoted Route for the transportation of a special needs student home for the 2019 – 2020 School Year:

Stocker Bus Company
December 10, 2019 - March 6, 2020
From School
HPQ-1903

Route #	School	Per Diem Cost	# of days	+/- Adj Per Mile	Per Diem Aide	Total Per Diem	2019-20 Total Route Cost
HPQ-1903	Mountain Lakes High School to student's residence in Franklin	\$115.00	28	\$2.00	N/A	\$115.00	\$3,220.00

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

· Deborah Anderson	· Thomas Antcliff	· Dr. Joseph Corazza	· Wayne Dunn	· Dr. William Kehoe
· Spencer Arnold	· Patricia Nugent	· LeeAnn Smith	· Gayle Tidona	

I. LONG TERM PLANNING

J. LEGAL

XV. CORRESPONDENCE

XVI. MISCELLANEOUS

- The Board and District would like to acknowledge and thank Mr. Chad Kowal of Petro Mechanics, Inc., for his generous donation to the Bradford Donadio Scholarship Fund, one of High Point Regional High

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

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School's longest running scholarships. Thank you.

XVII. PUBLIC COMMENTS (Name and Address)

XVIII. NON COMMITTEE BOARD MEMBER REPORTS/COMMENTS

XIX. OTHER BUSINESS.

1. For the purpose of public disclosure and in accordance with the Open Public Records Act (OPRA) the High Point Regional High School Board Office has received and responded to the following OPRA requests over the past two months. [The Board will continue to provide this information on a monthly basis]:

Date Rec'd	Date Sent	From	Request	Total Time Required	Legal Fees	Total Dist Cost Est
12/16	12/16	SmartProcure	Purchasing records from 6/26/19 to present	¼ hr	n/a	\$88
01/08	01/14	Stephanie Guida	Any and all communication between HP and Montague regarding the 1/7 district choir practice and 1/23 performance.	1 ½ hrs	n/a	n/a

- Note: Regular OPRA requests require a response within 7 business days

XX. ADJOURNMENT

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

HIGH POINT REGIONAL HIGH SCHOOL

Sussex, New Jersey 07461

BOARD OF EDUCATION REGULAR MEETING

AGENDA

January 20, 2020

6:00 p.m. (Board of Education Conference Room - Enter Executive Session)

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

SDR:lk

1/16/2020