

# HIGH POINT REGIONAL HIGH SCHOOL

SUSSEX, NEW JERSEY 07461

## ANNUAL REORGANIZATION MEETING and BOARD OF EDUCATION REGULAR MEETING AGENDA

May 2, 2011

6:30 p.m.

**I. CALL TO ORDER by the Board Secretary**

**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 Sunday Herald, 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**

**VI. EXECUTIVE SESSION**

A motion will be made that the High Point Regional High School Board of Education enter Executive Session to discuss items regarding Personnel 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 at the conclusion of the Executive Session. Action may be taken.

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**VII. INDUCTION AND ADMINISTRATION OF OATH OF OFFICE to the re-elected and elected Board Members (N.J.S.A:18A17.11) - Please rise, recite the oath of office and sign as indicated in the presence of the Board Secretary.**

**Frankford – Charlie Rolon Jr.  
Sussex – Pamela J. Flynn  
Wantage – Paul H. Derin**

**VIII. RESULTS OF APRIL 27, 2011, SCHOOL ELECTION**

2011-2012 BUDGET		
	YES	NO
Branchville		
Frankford		
Lafayette		
Sussex		
Wantage		
Total	1,702	1,114

**IX. ELECTION OF OFFICERS - Nominating Committee**

1. Nomination/Recommendation \_\_\_\_\_ that \_\_\_\_\_ be named as President of the High Point Regional High School Board of Education. **(ACTION)**
2. Nomination/Recommendation \_\_\_\_\_ that \_\_\_\_\_ be named as Vice President of the High Point Regional High School Board of Education. **(ACTION)**
3. It is recommended that the Board appoint Linda A. Alvarez as Secretary of the Board of Education effective through June 30, 2012. **(ACTION)**
4. It is recommended that the Board appoint Michelle La Starza as Treasurer of School Moneys effective July 1, 2011 - June 30, 2012. **(ACTION)**

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**X. APPOINTMENTS**

1. It is recommended that the Board appoint \_\_\_\_\_ as Delegate to the New Jersey School Boards Association. **(ACTION)**
2. It is recommended that the Board appoint \_\_\_\_\_ as Alternate Delegate to the New Jersey School Boards Association. **(ACTION)**
3. It is recommended that the Board appoint \_\_\_\_\_ as Delegate to the Sussex County School Boards Association. **(ACTION)**
4. It is recommended that the Board appoint \_\_\_\_\_ as Alternate Delegate to the Sussex County School Boards Association. **(ACTION)**
5. It is recommended that the Board appoint \_\_\_\_\_ as Representative to the Sussex County Educational Services Commission. **(ACTION)**
6. It is recommended that the Board maintains its committee structure as follows: **(ACTION)**
  - Building and Grounds
  - Finance and Insurance
  - Negotiations
  - Personnel and Policies
  - Transportation
  - Regional Planning

Appointments currently assigned in Items 1 through 6 will continue to serve until new appointments are made at a later date.

7. Whereas, Open Public Meetings Act, Chapter 231, P.L. 1975 requires certain public bodies to comply with the provisions of Section 1 of said act: **(ACTION)**

It is now therefore resolved that the Board schedule its regular monthly meetings on the third Monday of the month at 7:00 P.M. (unless otherwise noted) in the High Point Regional High School Cafeteria Annex, 299 Pidgeon Hill Road, Sussex, New Jersey as listed: **(ACTION)**

May 16, 2011  
June 20, 2011  
July 18, 2011  
August 15, 2011  
September 19, 2011

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October 17, 2011 (Reg. & Public Hearing - Violence & Vandalism)  
November 21, 2011  
December 19, 2011  
January 23, 2012  
February 27, 2012  
March 26, 2012 \* (Reg. & Public Hearing on School Budget)  
April 16, 2012 (Regular meeting)  
May 7, 2012 (Tentative date for Annual Reorganization meeting)

Scheduled work sessions or Special Meetings (none scheduled at this time), along with regular meetings, are open to the public.

8. It is recommended that the Board approve the Code of Ethics for School Board, Robert's Rules of Order, and Parliamentary Procedures for all meetings as follows: **(ACTION)**

**CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

School Ethics Act, Chapter 178, Public Law 2001

**18a:12-24.1 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS -  
INCLUDING DISCUSSION**

A school Board Member shall abide by the following Code of Ethics for School Board Members:

- a. *I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.*
- b. *I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.*
- c. *I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.*
- d. *I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.*
- e. *I will recognize that authority rests with the board of education and will make not personal promises nor take any private action that may compromise the board.*
- f. *I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for personal gain or for the gain of friends.*
- g. *I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all*

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*other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.*

- h. I will vote to appoint the best qualified personnel available after consideration of the recommendations of the chief administrative officer.*
  - i. I will support and protect school personnel in proper performance of their duties.*
  - j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.*
9. It is recommended that the Board appoint the firm of Schwartz, Simon, Edelstein & Celso as Board Attorney effective July 1, 2011 - June 30, 2012. **(ACTION)**
  10. It is recommended that the Board appoint the firm of Adams Stern Gutierrez & Lattiboudere, LLC as Special Council effective July 1, 2011 - June 30, 2012. **(ACTION)**
  11. It is recommended that the Board appoint Denise Autotte, M.D. as school physician effective July 1, 2011 - June 30, 2012. **(ACTION)**
  12. It is recommended that the Board appoint Dr. Glen Bradish and Andover Orthopaedic Surgery & Sports Medicine as attending physician at home football games effective for the 2011-2012 school year. **(ACTION)**

## XI. DESIGNATIONS

1. It is recommended that the Board designate the New Jersey Herald and the Sunday Herald as the official newspaper. **(ACTION)**
2. It is recommended that the Board designate the Morville Agency as the Agent of Record for the Board's general liability provider which includes the student community service coverage for the 2011-2012 school year. **(ACTION)**
3. It is recommended that the Board designate Bollinger Insurance as the Board's student insurance provider which includes the student community service coverage for the 2011-2012 school year. **(ACTION)**
4. It is recommended that the Board designate Sussex Bank, Lakeland Bank, U.S. Bank, The Bank of New York and NJ Cash Management Fund as the official depositories. **(ACTION)**

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5. It is recommended that the Board designate Brown and Brown Benefit Advisors, Inc. as insurance broker of record for employee benefits. **(ACTION)**
6. It is recommended that the Board designate Harold E. Pellow and Associates as engineer of record. **(ACTION)**
7. It is recommended that the Board designate HQW Architects of Newton, NJ as architects of record for the 2011-2012 school year. **(ACTION)**
8. It is recommended that the Board designate the Director of Guidance as the 504 Compliance Officer for the 2011-2012 school year. **(ACTION)**
9. It is recommended that the Board appoint the School Security and Attendance Officer as Attendance Officer for the 2011-2012 school year. **(ACTION)**
10. It is recommended that the Board approve the following members of the affirmative action team for the 2011-2012 school year:  
Chair           Rosalie Haller, Director of Special Education  
Members       Donna Lembo, Director of Guidance  
                  Scott Ripley, Asst. Prin./Dir. of Curriculum
11. It is recommended that the Board approve the Principal's Petty Cash Fund for \$500 and the Superintendent's Petty Cash Fund for \$150. Individual warrants eligible for reimbursement may not exceed \$75 per receipt. Sales tax will not be approved for reimbursement. **(ACTION)**
12. It is recommended that the Board approve the fee schedule for photocopies as follows: **(ACTION)**
  - Letter or smaller \$0.05 per page;
  - Legal or larger \$0.07 per page;
  - Electronic no charge;
  - CD/DVD actual cost.
  - Delivery/postage service fees additional based on delivery type.
13. It is recommended that the Board approve a \$3.00 transcript fee for alumni requests. **(ACTION)**

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14. It is recommended that the Board approve the following list of Board accounts and their signatories: **(ACTION)**

<b>Account No.</b>	<b>Name</b>	<b># of Signatures Required</b>	<b>Authorized Signatures</b>
	H.P.R.H.S. School Store	2	Coordinator Vice Principal Board Secretary
	H.P.R.H.S. General Fund	3	Board President Treasurer Board Secretary Superintendent
	H.P.R.H.S Agency Account	1	Treasurer Board Secretary
	H.P.R.H.S. Cafeteria Fund	2	Board Secretary Board Treasurer
	H.P.R.H.S. Adult School	2	Coordinator Board Secretary Superintendent
	H.P.R.H.S. Salary Account Net Pay	1	Treasurer Board Secretary
	H.P.R.H.S. SUI Account	1	Treasurer Board Secretary
	H.P.R.H.S. Petty Cash	2	Principal Assistant Principal
	Student Activities	2	Principal Assistant Principals Board Secretary
	H.P.R.H.S. Athletic Account	2	Athletic Director Vice Principal Board Secretary
	H.P.R.H.S. Capital Reserve	2	Business Administrator Treasurer

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Account No.	Name	# of Signatures Required	Authorized Signatures
	Scholarship Clearing	2	Board Secretary Principal Vice Principal
	H.P.R.H.S. Construction Account	2	Board Secretary Board Treasurer Board President
	H.P.R.H.S. Vending Account	1	Board Secretary Board Treasurer
Lease/Purchase Accounts			
	State of New Jersey Cash Management Fund		
	Bank of New York		

15. It is recommended that the Board approve the textbooks which meet the curriculum needs of High Point Regional High School. **(ACTION)**
  
16. It is recommended that the Board approve the curriculum for all courses as noted in the Course of Study booklet for 2011-2012. **(ACTION)**
  
17. It is recommended that the Board authorize Linda A. Alvarez, School Business Administrator/Board Secretary as: **(ACTION)**
  - Custodian of Board of Education Records for OPRA compliance;
  - Chief Financial Officer and Investment Officer with approved depositories;
  - Public Agency Compliance Officer (PACO in purchasing compliance);
  - Qualified Purchasing Agent - quote threshold \$5,400, transportation contract threshold \$17,200, all other bids threshold \$36,000.
  - Maintain appropriate bonding as required by State statutes;
  - Make telephone, wire, and electronic transactions of board funds;
  - Invest Board funds at the most advantageous rate in compliance with all state laws and regulations.
  
18. It is recommended that the Board authorize the School Business Administrator/Board Secretary, in consultation and agreement with the Superintendent, to process line item transfers in compliance with required approvals per S1701 and A3680 between Board meetings. **(ACTION)**

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19. It is recommended that the Board approve the Supervisor of Building and Grounds as the Safety Compliance Officer, IPM Coordinator, AHERA, Air Quality Designee, Chemical Hygiene Officer and the Right to Know Officer for the 2011-2012 school year. **(ACTION)**
20. It is recommended that the Board approve the following tax shelter annuity companies for the 2011-2012 school year: **(ACTION)**  
Equitable  
Lincoln Planning, Inc.  
Putnam Funds  
T.Rowe Price
21. It is recommended that the Board approve the following Annual Tuition Rates for the 2011-2012 school year: **(ACTION)**
- |                       |           |
|-----------------------|-----------|
| 9-12                  | 17,671.00 |
| LLD                   | 27,000.00 |
| Cognitive Mild        | 32,000.00 |
| MD                    | 65,000.00 |
| Alternative Education | 25,000.00 |
22. It is recommended that the Board approve the chart of accounts for the budgetary process and authorize the Superintendent of Schools and the School Business Administrator to implement the 2011-2012 school budget pursuant to applicable local and state policies and regulations. **(ACTION)**
23. It is recommended that the Board approve the bylaws and policies printed and codified in the comprehensive document entitled "Bylaws and Policies of the High Point Regional High School Board of Education." **(ACTION)**
24. It is recommended that the Board approve the High Point Regional High School Crisis Management Plan. **(ACTION)**
25. It is recommended that the Board approve all job descriptions, handbooks, and other legislative or regulatory action of the Board hereby continued in force through June 30, 2012, subject to revisions as recommended by the Superintendent. **(ACTION)**
26. It is recommended that the Board recognize the following bargaining units and contractual agreements: **(ACTION)**  
High Point Education Association  
High Point Administrators Association

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27. It is recommended that the Board authorize the Board President or designee act as Board Secretary when appropriate. **(ACTION)**
28. It is recommended that the Board authorize use of a signature stamp for the Board President, Treasurer and Board Secretary. **(ACTION)**
29. It is recommended that the Board approve the appropriate bonding of the School Business Administrator (\$200,000) and the Treasurer of School Monies (\$100,000) as required by statute. **(ACTION)**
30. It is recommended that the Board approve the following resolution, School Alliance Fund Commissioner: **(ACTION)**

WHEREAS, The High Point Regional High School Board of Education, hereafter referred to as the "Educational Facility" is a member of the School Alliance Insurance Fund; and

WHEREAS, the School Alliance Fund requires a Fund Commissioner be appointed for each "Educational Facility";

BE IT RESOLVED that the High Point Regional High School Board of Education appoints the Business Administrator/Board Secretary as the Fund Commissioner;

BE IT FURTHER RESOLVED that the "Educational Facility's" Fund Commissioner is authorized and directed to execute such documents as are required by the Funds' bylaws.

31. It is recommended that the Board of Education recognize the following quasi entities: **(ACTION)**
  - High Point Regional High School Wildcat Booster Club
  - High Point Golf Club (HPGC)
  - High Point Bowling Club
  - High Point Ice Hockey Club (subject to application completion)
32. It is recommended that the Board of Education recognize the High Point Regional High School Educational Foundation. **(ACTION)**

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33. It is recommended that the Board approve the following Resolution Authorizing Contracts with Approved State Contract Vendors for Boards of Education Pursuant to N.J.S.A.18A:18A-10a for the 2011-2012 school year as follows: **(ACTION)**

**WHEREAS**, the High Point Regional High School Board of Education, pursuant to N.J.S.A.18A:18A-10a and N.J.A.C. 5:34-7.29 (c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

**WHEREAS**, the High Point Regional High School Board of Education, has the need on a timely basis to purchase goods or services utilizing State contracts; and

**WHEREAS**, the High Point Regional High School Board of Education, intends to enter into contracts with the Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

**RESOLVED**, that the High Point Regional High School Board of Education School Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

**RESOLVED**, that the duration of the contracts between the High Point Regional High School Board of Education and the Referenced State Contract Vendor shall be for the 2011-2012 school year.

34. It is recommended that the Board approve the Agreement between the High Point Regional High School and J and B Occupational Therapy, LLC who will provide occupational, physical and speech therapy as referred by the High Point Regional High School Child Study Team for the 2011–2012 school year. **(ACTION)**
35. It is recommended that the Board approve the Agreement between the High Point Regional High School and Mary Ellen Difilly who will provide occupational and physical therapy as referred by the High Point Regional High School Child Study Team for the 2011–2012 school year at the rate of \$85. per hour. **(ACTION)**

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36. It is recommended that the Board approve an agreement between High Point Regional High School and Middlesex Regional Educational Services Commission for a cooperative pricing system for the 2011-2012 school year. **(ACTION)**

37. It is recommended that the Board approve High Point Regional High School's enrollment as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA, for the 2011-2012 school year. **(ACTION)**

"The Board of Education of School District No. 37-2165, County of Sussex, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3, et. seq.) herewith enrolls High Point Regional High School as a member of the New Jersey Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA."

This resolution is to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. *Pursuant to N.J.S.A. 18A:11.3, in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by, the Constitution Bylaws and Rules and Regulations of the NJSIAA.*

38. It is recommended that the Board of Education approve the collection and maintenance of student records according to 6A:32-7.3. **(ACTION)**

39. It is recommended that the Board of Education approve the Agreement with the New Jersey State Policy for discretionary Police Services, continuing the relationship between the school district and the New Jersey State Police for the 2011-2012 school year. **(ACTION)**

40. It is recommended that the Board of Education approve the Agreement with the Sussex County Sheriff's Office for Discretionary Police Services, continuing the relationship between the school district and the Sussex County Sheriff's Office, for the 2011-2012 school year. **(ACTION)**

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41. It is recommended that the Board of Education approve the following substitute pay rates for the 2011-2012 school year: **(ACTION)**
- |  |   |
|--|---|
| Substitute Aide                        | \$10.00/hour  |
| Substitute Bus Driver                  | \$20.00/hour  |
| Substitute Custodian                   | \$10.00/hour- \$11.00 per hour<br>after 40 days within one school<br>year |
| Substitute Secretary                   | \$10.00/hour  |
| Substitute Nurse                       | \$20.00/hour  |
| Substitute Security Guard/Hall Monitor | \$12.00/hour  |
| Special Events Security Guard          | \$18.00/hour  |
| Substitute Teacher                     | \$75.00/day - \$90.00/ day after 40<br>days within one school year        |
42. It is recommended that the Board approve the High Point Regional High School Food Service Biosecurity Management Plan developed in cooperation with Maschio's Food Services, Inc., High Point Regional High School and the High Point Regional High School Board of Education. **(ACTION)**
43. It is recommended that the Board approve the following resolution: **(ACTION)**
- WHEREAS, the SCHOOL BOARD OF HIGH POINT REGIONAL HIGH SCHOOL, SUSSEX COUNTY, NJ, (Board) approve the renewal of the Agreement with National Purchasing Cooperative (the "Cooperative" operating as "National BuyBoard", a program created for the benefit of school districts and other governmental entities nationwide.

## **REGULAR MEETING**

### **I. APPROVAL OF MINUTES**

March 21, 2011 - Regular Meeting  
March 21, 2011 - Executive Session  
April 18, 2011 - Regular Meeting  
April 18, 2011 - Executive Session

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**II. PUBLIC COMMENTS - AGENDA ITEMS ONLY**

**III. PRESENTATIONS**

**Governor's Teacher Recognition Recipient and Teacher of the Year**

It is my pleasure to announce that **Mr. David Ruppert** has been chosen as High Point Regional's recipient of the Governor's Teacher Award and **Ms. Lisa Hodgins** as High Point's Teacher of the Year. Congratulations to both individuals.

**HPEA Report**

Mrs. Debbie Anderson, HPEA President, will update the Board on HPEA items.

**Student Council**

Rebecca VanHorn, Speaker of the House, will update the Board on Student Council activities.

**Principal's Report**

Mr. Greg Youngman will update the Board of Education on high school activities.

- Mrs. Madelaine Travaille and the Science Research Club will report on their trip to GE Healthcare where they were trained to work the Protein Purification systems.

**Curriculum and Instruction**

Mr. Scott Ripley, Director of Curriculum, will update the Board of Education on curriculum items.

**Athletics**

Mr. Gib Carter will inform the Board of Education on items relating to athletics.

**IV. BUSINESS ITEMS**

**V. ACTION ITEMS**

**A. CURRICULUM AND INSTRUCTION**

1. The Faculty Attendance rate for March 2011 was 94.7%.  
(Attachment A-1)
2. The Student Attendance rate for March 2011 was 95.5%.  
(Attachment A-2)

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3. Enclosed is a copy of the suspension report for the month of March 2011. (Attachment A-3)
4. It is recommended that the Board of Education approve the student field trips as listed in Attachment A-4. **(ACTION)**
5. It is recommended that the Board of Education approve the workshops for staff members as listed in Attachment A-5. **(ACTION)**
6. It is recommended that the Board of Education approve Tuesday, June 21, 2011, as the official date of graduation for the High Point Regional High School Class of 2011. **(ACTION)**

**B. PERSONNEL**

The **Personnel and Policies Committee** will meet at **6:00 p.m.** The Superintendent will make recommendations to the Personnel and Policies Committee on the following:

1. It is recommended that the Board of Education approve the staff members for the 2011–2012 school year as listed in Attachment B-1. **(ACTION)**
2. It is recommended that the Board of Education grant approval to Jill Retz, Teacher of Mathematics, for an extension of her child care leave of absence through Friday, November 25, 2011. **(ACTION)**
3. It is recommended that the Board of Education approve the following Home Instruction tutors for the 2011-2012 school year: **(ACTION)**  
Bradley Batastini  
Steve Schindler
3. It is recommended that the Board approve the following list of 2011 summer Custodial Candidates:

<b>Name</b>	<b>Step</b>	<b>Remuneration</b>
Ben Kozlowski	A-3	\$9.50
Kimberly Crowell	A-6	\$10.25
Nick Osterhouse	A-1	\$9.00
Chris Coursen	A-1	\$9.00

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Steven Bayconich	A-4	\$9.75
Nick Bayconich	A-4	\$9.75
Tyler Kristiansen	A-1	\$9.00
Tyler Gonnoud	S-1	\$8.00
Katherine McCole	A-1	\$9.00
Brandon Ritter	A-1	\$9.00
Natasha Antanaitis	S-1	\$8.00
Sean Marks	A-3	\$9.50

**ALTERNATES**

Brittany Strick	S-2	\$8.25
Brandon Dykstra	S-1	\$8.00
Alex Gilmore	S-1	\$8.00
Marcus Gomez	S-1	\$8.00
Robert Selkow	A-1	\$9.00
Bradley Thrift	A-1	\$9.00
Cody Riker	A-1	\$9.00
Justin Smisko	A-1	\$9.00
Maria Perry	A-1	\$9.00
Tara Gunderman	A-3	\$9.50

**C. EXTRA CURRICULAR**

1. It is recommended that the Board of Education grant permission to Seamus Campbell, Chris Dexter and Bill Percey to host the non-affiliated High Point Hoops Basketball Camp which will run as follows: **(ACTION)**

June 27 – 30, 2011 from 9:00 a.m. through 12:00 noon

July 11 – 14, 2011 from 9:00 a.m. through 12:00 noon

July 18 – 21, 2011 from 9:00 a.m. through 12:00 noon

The camp will be self-supporting and will charge \$60 - \$85 per student with an assessment of appropriate non-affiliated facilities use fees.

2. It is recommended that the Board of Education accept, with regret, the resignation of the following individuals effective for the 2011-2012 school year: **(ACTION)**

Karen Kozlowski	International Club Advisor
Rena Mills-Little	Class Advisor
Heather Gonzalez	Key Club Advisor

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3. It is recommended that the Board of Education grant permission to form the Student Book Club. Ms. Eileen Fenlon has volunteered as advisor to the club and there will be no cost to the Board of Education. **(ACTION)**

**D. POLICY**

1. It is recommended that the Board of Education approve the first reading of the following revised policies: **(ACTION)** Attachment D-1
  - Policy 2461 Special Education/Receiving Schools
  - Policy 6150 Tuition Income
  - Policy 6220 Budget Preparation
  - Policy 6311 Contracts for goods or Services Funded by Federal Grants
  - Policy 6820 Financial Reports
2. It is recommended that the Board of Education approve the second reading of the following new policies: **(ACTION)** Attachment D-2
  - Policy 1140 Affirmative Action Program
  - Policy 5561 Use of Physical Restraint

**E. NEGOTIATIONS**

There are no items at this time.

**F. BUILDING AND GROUNDS**

1. The High Point Regional High School Board of Education conducted a public bid opening on April 7, 2011 at 10:00 am prevailing time for the replacement of windows and doors in the original high school building. The Board awarded the contract for the DOE Project #2165-030-09-1001 and SDA Project #2165-030-09-OZNS under Grant Agreement #G5-3572 and now requires the services of an architect to provide the professional services.

It is recommended that the Board approve HQW Architects LLC of Newton New Jersey to complete the identified services for the

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board for the lump sum fee not to exceed \$34,500 billed monthly at a percentage complete schedule of \$8,200 per month with additional services invoiced at the per hour rate stated in the agreement ranging from \$65 for clerical services not to exceed \$150 per hour for Principal partner and with prior approval of the board and subject to 18A:18A.5a(1) without public bidding and now therefore award a contract to HQW Architects LLC and authorizes the Business Administrator to sign the contract on behalf of the Board. **(ACTION)**

2. It is recommended that the Board accept an incentive rebate check in the amount of \$3,080 for the energy efficiency project that was recently completed at High Point. The check covers the full incentive rebate for this project. **(ACTION)**
3. It is recommended that the Board accept the proposal and approve the Agreement between the High Point Regional High School and AERO Environmental Services, Inc. for the full hazardous product inventory, preparation of the 2008 NJDOHSS Workplace Survey 2011 update and the complete Central File update in the amount of \$4,150. **(ACTION)**

**G. FINANCE AND INSURANCE**

1. It is recommended that the Board accept the Report of the Board Secretary/Business Administrator for the month of March 2011. (Attachment G-1) **(ACTION)**
2. It is recommended that the Board accept the Report of the Treasurer for the month of March 2011. (Attachment G-2) **(ACTION)**

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We hereby certify, pursuant to N.J.A.C. 6A:23-2.11 ©)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).

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3. It is recommended that the Board approve the Report of transfers for the month of April 2011 (Attachment G-3) **(ACTION)**
  4. It is recommended that the Board approve for payment the attached schedule of audited bills dated May 2, 2011. (Attachment G-4) **(ACTION)**
  5. It is recommended that the Board accept the Student Account, Athletic Account, Cafeteria and School Store Account reconciliations for March 2011. (Attachment G-5) **(ACTION)**
  6. It is recommended, pursuant to N.J.S.A. 18A:18A-4.5(b), and 18A:11-1, the Board hereby approved renewal of the current contract with Maschio's Food Services, Inc. The contract will be awarded on a flat management fee basis. High Point Regional High School Board of Education shall pay Maschio's Food Services, Inc. an annual management fee in the amount of \$15,540. This management fee shall be payable in 10 monthly installments of \$1,545 per month commencing on September 1, 2011 and ending on June 30, 2012. Maschio's Food Services, Inc. guarantees a return to High Point Regional High School Board of Education in the amount of \$55,654. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio's Food Services, Inc. shall be responsible for any shortfall. **(ACTION)**

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7. It is recommended that the Board grant approval to amend the FY 2011 IDEA Basic Grant application to re-allocate funds from Professional Services and other Purchased Services not to exceed \$15,250 to purchase supplies according to the original grant. **(ACTION)**
8. It is recommended that the Board grant approval to amend the FY 2011 IDEA ARRA Basic Grant application to re-allocate funds from Professional Technical Services not to exceed \$8,415 to purchase supplies according to the original grant. **(ACTION)**
9. It is recommended that the Board grant approval to amend the FY 2011 NCLB Title I Grant application to re-allocate Title I, Part A, Supplemental Education Services funds set aside in the amount of \$7,055 Professional Development Services to purchase supplies and or assistance technology to collect and analyze data to improve student achievement based on approval from the NJDOE dated April 14, 2011. **(ACTION)**
10. It is recommended that the Board grant approval to sell or dispose of the UCS Pole Vaulting Landing Mats. They are approximately ten years old with extensive wearing. **(ACTION)**
11. It is recommended that the Board approve the following resolution excusing Lakeland-Andover and the Willowglen Academy from participation in the State Free and Reduced Lunch Program:

Resolved that the High Point Regional High School Board of Education will not require Lakeland-Andover and the Willowglen Academy to apply for and receive funding from the New Jersey Child Nutrition Program, nor charge students for a reduced and/or paid meal for any classified students from High Point Regional High School in accordance with N.J.A.C. 6A:23-4 (a)ii and iii during the 2011-2012 school year. **(ACTION)**

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**H. TRANSPORTATION**

1. It is recommended that the Board Approve the following Quoted Contracts: **(ACTION)**

FSZ Transportation

Route HSQ-1109

FSZ Transportation will transport two students (one from Hacketstown and one from Great Meadows) to Kittatinny High School and Walkkill High School.

They are to Arrive at Kittatinny HS by 7:15 AM and to Walkkill Valley Reg. HS by 7:35 AM. They will pick up the Kittatinny student at 2:10 PM and the Walkkill student at 2:35 PM. The cost of this route is \$155.00 pd. Walkkill and Kittatinny will each pay \$77.50 per day. This route started on Monday, April 11, 2011 and will continue for the remainder of the school year which is approximately 50 days. The total amount for this contract is not to exceed \$7,750.00.

2. It is recommended that the Board approve the following Joint Agreements: **(ACTION)**

Host – High Point

Joiner – Kittatinny

High Point will transport one Kittatinny student from Hacketstown to Kittatinny HS at a per diem rate of \$77.50 pd for a maximum of 50 days. The cost is not to exceed \$3,875.00 for the remainder of the school year.

Host – High Point

Joiner – Walkkill

High Point will transport one Walkkill student from Great Meadows to Walkkill Valley Reg. HS at a per diem rate of \$77.50 pd for a maximum of 50 days. The cost is not to exceed \$3,875.00 for the remainder of the school year.

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3. It is recommended that the Board approves purchase of one 54-passenger school vehicle and awards the purchase to Truck King International Sales & Service in the amount of \$86,295.00 as the lowest responsive bidder based on bids opened April 29, 2011.  
**(ACTION)**

**I. LITIGATION/LEGAL**

Any open Litigation/Legal items will be discussed during Executive Session.

**VI. CORRESPONDENCE**

1. The Board of Trustees of Chilton Hospital and Foundation expressed its appreciation to High Point and its student for the donation to the Cecelia's Angel Fund. (Attachment VI-1)
2. The National Interscholastic Athletic Administrators Association notified High Point that John. G. Carter has successfully completed the process to claim the title of Certified Athletic Administrator (CAA). (Attachment VI-2)

**VII. MISCELLANEOUS**

1. You are cordially invited to attend the 2011 Scholarship Awards Dinner on May 16, 2011, 6:00 p.m., at Crystal Springs Country Club. Please call Janet Brummell, Secretary to the Principal, if you plan to attend.

**VIII. PUBLIC COMMENTS**

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**IX. EXECUTIVE SESSION**

A motion will be made that the High Point Regional High School Board of Education enter Executive Session to discuss items regarding Kristiansen vs. High Point Regional High School, Anderson vs. High Point Regional High School and a Grievance filed by the HPEA, 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 at the conclusion of the Executive Session. Action may be taken.

**X. ADJOURNMENT**

JWH:pem  
April 28, 2011