

**HIGH POINT REGIONAL HIGH SCHOOL
SUSSEX, NEW JERSEY 07461
BOARD OF EDUCATION EXECUTIVE SESSION
AGENDA**

**February 28, 2011
6:30 p.m.**

I EXECUTIVE SESSION

The High Point Regional High School Board of Education will enter into an Executive Session at 6:30 p.m. 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.

**HIGH POINT REGIONAL HIGH SCHOOL
SUSSEX, NEW JERSEY 07461
BOARD OF EDUCATION REGULAR MEETING
AGENDA**

**February 28, 2011
7:00 p.m.**

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, 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 APPROVAL OF MINUTES

January 17, 2011 Regular Meeting Minutes
January 17, 2011 Executive Meeting Minutes
January 17, 2011 Retreat and Self-Evaluation Meeting Minutes

VI PUBLIC COMMENTS - AGENDA ITEMS ONLY

VII PRESENTATIONS

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.

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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.

VIII UNFINISHED BUSINESS

1. It is recommended that the Board approve the Board of Education Goals for the 2010-2011 school year. (Attachment VIII-1)

IX ACTION ITEMS

A. CURRICULUM AND INSTRUCTION

1. The Faculty Attendance rate for January 2011 was 96.4%. Attachment A-1
2. The Student Attendance rate for January 2011 was 96.8%. Attachment A-2
3. Enclosed is a copy of the suspension report for the month of January 2011. Attachment A-3
4. It is recommended that the Board of Education approve the field trips as listed in Attachment A-4. **(ACTION)**
5. It is recommended that the Board of Education approve the staff professional development workshops as listed in Attachment A-5. **(ACTION)**
6. It is recommended that the Board of Education approve the revised 2010-2011 school year calendar. (Attachment A-6) **(ACTION)**
7. It is recommended that the Board of Education approve the revised 2011-2012 school year calendar. (Attachment A-7) **(ACTION)**
8. It is recommended that the Board of Education approve the 2012-2013 school year calendar. (Attachment A-8) **(ACTION)**

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B. PERSONNEL

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 submission of the following County Substitute Certificate Application to the Sussex County Department of Education for issuance/renewal of a County Substitute Certificate: **(ACTION)**
Leonard Wolff
2. It is recommended that the Board of Education approve the following Substitute Teachers for the remainder of the 2010-2011 school year: **(ACTION)**
Jason DeMaria Leonard Wolff
3. It is recommended that the Board of Education approve the appointment of Joan Smith as SLE teacher for the third and fourth marking periods of the 2010-2011 school year, pending receipt of all required paperwork at the Sussex County Office of Education. **(ACTION)**
4. It is recommended that the Board of Education approve the appointment of a sixth period assignment to Lisa Premock effective for the second semester of the 2010-2011 school year: Payment will be in accordance with the existing HPEA agreement stating that these individuals are entitled to a prorated amount of 18% of BA Step 1 (\$47,785) or \$8,601.30 (prorated 1/2 = \$4,300.65). **(ACTION)**
5. It is recommended that the Board of Education approve the appointment of Janet Witt as the Job Coach for the SLE program for the 2010-2011 school year at the annual rate of \$500. **(ACTION)**
6. It is recommended that the Board of Education amend the appointment of Kate Kelly to reflect full-time employment, with benefits, effective March 1, 2011 through the remainder of the 2010-2011 school year, at MA Step10 on the 2010-2011 Salary Guide, \$73,594, prorated, combining support to the Alternate School program with her current responsibilities. The salary difference, including benefits, will be funded by ARRA IDEA grant money. **(ACTION)**

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7. It is recommended that the Board of Education accept, with regret, the resignation of Jill Kattermann as part-time media aide, effective March 4, 2011. **(ACTION)**
8. It is recommended that the Board of Education reinstate Employee 368, pending completion of further administrative investigation, effective March 3, 2011. **(ACTION)**
9. It is recommended that the Board of Education conclude its employment with Employee 910, under the notice provision of the employment contract, effective March 1, 2011. **(ACTION)**
10. It is recommended that the Board of Education approve the appointment of Aimee Stormes as a Long-Term replacement substitute Teacher of Health and Physical Education, effective on or about May 9, 2011, thru the remainder of the 2010-2011 school year, at BA Step 1 on the 2010-2011 Salary Guide, \$47,785, prorated. **(ACTION)**
11. It is recommended that the Board of Education approve the appointment of Bryan Mate as a Long-Term replacement substitute Teacher of Mathematics, effective February 1, 2011, thru the remainder of the 2010-2011 school year, at BA Step 1 on the 2010-2011 Salary Guide, \$47,785 prorated. **(ACTION)**
12. It is recommended that the Board of Education amend the agenda item from the November 15, 2010, meeting to reflect an **end date of March 2, 2011: (ACTION)**

Staff Member	Period	Course
Chris Dugan	Period 2	Algebra 2 CPB
Justine Riegel	Period 3	Algebra 2 CP B
Beth Walton	Period 5	Math Lab
Gene Emering	Period 7	Innovative Learning
Anna Empirio	Period 8	Algebra 2 CPB

13. It is recommended that the Board of Education approve Gail Cerutti as a mentor for new hire provisional teacher, Bryan Mate, and approve payroll deductions totaling \$275 for Mentoring Fees. **(ACTION)**

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14. It is recommended that the Board of Education abolish the position of Supervisor of Instruction effective July 1, 2011. **(ACTION)**
15. It is recommended that the Board of Education approve an extended medical leave of absence, without pay, to Employee 1035, Custodian, effective January 26, 2011 through March 31, 2011, or upon his physician's release to return to work. **(ACTION)**
16. It is recommended that the Board of Education approve the appointment of Jeffrey Jacobus as part-time seasonal custodian / groundskeeper, at the hourly rate of \$15.00, with no additional benefits, effective March 1, 2011. **(ACTION)**

C. EXTRA CURRICULAR

1. It is recommended that the Board of Education accept the resignation of Brian Emma as Head Soccer Coach effective immediately. **(ACTION)**
2. It is recommended that the Board of Education approve the appointment of Aimee Stormes as Assistant Softball Coach for the 2010-2011 school year at Step 1 on the Extra Curricular Salary Guide, \$3,889. **(ACTION)**
3. It is recommended that the Board of Education approve the formation of the quasi entity High Point Golf Club (HPGC) for the 2010-2011 school year, pending final review by administration. This team will be overseen by the Athletic Director and will be supported solely by its members at no cost to the Board of Education. Mr. Seamus Campbell will coach the team. **(ACTION)**
4. It is recommended that the Board of Education approve the formation and funding of the Students Against Being Bullied (S.A.B.B.) club. **(ACTION)**

2010-2011 School Year	\$360.00
2011-2012 School Year	<u>\$1,080.00</u>
Total Request for Phone Lines	\$1,440.00

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D. POLICY

1. It is recommended that the Board of Education approve the first reading of the following revised Policies: Attachment D-1
(ACTION)
 - Policy 1530 Equal Employment Opportunities
 - Policy 1550 Affirmative Action Program for Employment and Contract Practices
 - Policy 2260 Affirmative Action Program for School and Classroom Practices
 - Policy 2415.01 Academic Standards, Academic Assessments and Accountability
 - Policy 3431.1 Family Leave (Teaching Staff)
 - Policy 3431.3 New Jersey's Family Leave Insurance Program (Teaching Staff)
 - Policy 3146 Conduct of Reduction in Force
 - Policy 4431,1 Family Leave (Support Staff)
 - Policy 4431.3 New Jersey's Family Leave Insurance Program (Support Staff)
 - Policy 6360 Political Contributions
 - Policy 6362 Contributions to Board Members and Contract Awards
 - Policy 8420 Emergency and Crisis Situations
 - Policy 8740 Bonding
2. It is recommended that the Board of Education approve the second reading of new Policy 5468 Virtual Instruction. Attachment D-2
(ACTION)
3. It is recommended that the Board of Education approve the first reading of the following new policies: Attachment D-3 **(ACTION)**
 - Policy 2431.3 Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
 - Policy 2431.4 Concussion Testing and Return-to-Play
4. It is recommended that the Board of Education re-adopt Policy 1140 Administrative Internships as Policy 1621 Administrative Internships Attachment D-4 **(ACTION)**

E. NEGOTIATIONS

Mr. Thomas Case will update the Board of Education as to the status of Negotiations.

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1. It is recommended that the Board of Education approve the Settlement Agreement reached on January 13, 2011, between High Point Regional Board of Education and the High Point Regional Department Supervisors. **(ACTION)** Attachment E-1

F. BUILDING AND GROUNDS

Mr. Rowan will provide an overview of Building and Grounds committee items.

G. FINANCE AND INSURANCE

Mr. Hoffmann will provide an overview of the Finance and Insurance committee items.

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

We hereby certify, pursuant to N.J.A.C. 6A:23A-16.10 (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:23A-16.10 (c)4.

3. It is recommended that the Board approve the Report of transfers for the month of January 2011. (Attachment G-3) **(ACTION)**
4. It is recommended that the Board approve for payment the attached schedule of audited bills, dated February 28, 2011. (Attachment G-4) **(ACTION)**
5. It is recommended that the Board accept the Student Account, Athletic Account, School Store and Cafeteria Account reconciliations for January 2011. (Attachment G-5) **(ACTION)**

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6. It is recommended that the Board authorizes HQW Architects to advertize bids for the ROD Grant windows and doors project. **(ACTION)**
7. It is recommended that the Board authorize an agreement with Taylor Publishing for the printing of the 2011 Obelisk at the cost of \$50,796. All costs to be paid by the sale of the yearbooks and at no cost to the Board of Education. **(ACTION)**
8. It is recommended that the Board approve a tuition adjustment to Youth Consultant Services in the amount of \$6,207. The State audit of 2009-2010 reflected an undercharge of tuition expense due from the sending districts during that school year which has resulted in this charge. **(ACTION)**
9. It is recommended that the Board approve the following Resolution, Waiver of Requirements in the Special Education Medicaid Initiative (SEMI) Program: **(ACTION)**

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2011-12, and

WHEREAS, the High Point Regional Board of Education desires to apply for this waiver due to the fact that we project having fewer than 37 Medicaid eligible classified students and participation in SEMI would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement in the amount of \$17,037.94 for the 2011-12 budget year.

NOW THEREFORE BE IT RESOLVED, that the High Point Regional High School Board of Education hereby authorizes the Chief School Administrator to submit to the Sussex County Superintendent of Schools an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2011-12 school year.

10. It is recommended that the Board acknowledge the withdrawal of the Frankford Township Board of Education from the Joint Transportation Agreement, effective July 1, 2011. **(ACTION)**

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11. It is recommended that the Board authorizes and directs Honeywell Building Solutions of Morristown, New Jersey (ESCO) to begin and complete the necessary requirements to develop a comprehensive energy/operational savings plan for the district in accordance with P.L. 2009, c. 4 Energy Savings Improvement Program (ESIP). **(ACTION)**
12. It is recommended that the Board approve the disposal or sale of the attached machines in the industrial technology department. (Attachment G-6) **(ACTION)**
13. It is recommended that the Board approve the appropriation of the auction income in the amount not determined at this time to go toward the registration cost and purchase of VEX products needed for a competition of the TSA club. **(ACTION)**
14. It is recommended that the Board, upon recommendation of the Superintendent and School Business Administrator, approve the following resolution: **(ACTION)**

BE IT RESOLVED to approve the tentative 2011-2012 school district budget for voter approval as follows:

	Budget	Local Tax Levy
General Fund	\$22,554,039.00	\$15,867,029.00
Debt Service Fund	\$192,694.00	\$192,694.00
TOTAL Base Budget	<u>\$22,746,733.00</u>	<u>\$16,059,723.00</u>

The High Point Regional High School Board of Education has proposed programs and services in this budget in addition to the Core Curriculum Content Standards adopted by the State Board of Education.

Pursuant to N.J.A.C. 6A:23A-8.1 (c), the budget as adopted for the 2011-2012 school year shall be provided for public inspection on the district's internet site, and will be made available in print in a "user friendly" summary format within 48 hours after the public hearing on the budget.

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15. It is recommended that the High Point Regional High School Board approve the following resolution regarding non-employee activities, meals and refreshments; N.J.A.C. 6A:23A-5.8 provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such expense reimbursement for the 2011-2012 school year: **(ACTION)**

NOW, THEREFORE, BE IT RESOLVED that the High Point Regional High School Board of Education hereby establishes the school district's non-employee activities, meals and refreshments maximum for the 2011-12 school year at the amount not to exceed \$5,000.00.

16. It is recommended that the High Point Regional High School Board approve the following resolution regarding Travel and Related Expenses; N.J.A.C. 6A:23B-1.2 (b) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such expense reimbursement for the 2011-2012 school year: **(ACTION)**

NOW, THEREFORE, BE IT RESOLVED that the High Point Regional High School Board of Education hereby establishes the school district's Travel and Related Expenses maximum for the 2011-12 school year at the amount not to exceed \$100,000 and; the maximum amount for 2010-2011 is \$100,000 and the amount spent as of February 28, 2011, is \$4,448.97, and;

BE IT FURTHER RESOLVED that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

17. It is recommended that the High Point Regional High School Board approve the following resolution regarding Public Relations Expenses; N.J.A.C. 6A:23A-9.3(c)14, and each type of professional services, provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such expense reimbursement for the 2011-2012 school year and will notify the Board of Education if it becomes necessary to exceed the maximum: **(ACTION)**

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NOW, THEREFORE, BE IT RESOLVED that the High Point Regional High School Board of Education hereby establishes the school district's Public Relations Services and Purchased Professional Services maximum for the 2011-12 school year at the amount not to exceed \$83,875.

H. TRANSPORTATION

1. It is recommended that the Board approve the following correction of a Joint Agreement from the October meeting: **(ACTION)**

Host - High Point
Joiner - Wallkill

Route	School	Per Diem	# of days	Total for Year
HPS-805	Allegro	\$57.22	180	\$10,299.60
HPS-33	Chancellor Academy	\$175.00	180	\$31,500.00
E-013	ECLC	\$47.37	180	\$8,526.60
HPS-73	Elks CP	\$191.12	180	\$34,401.60
HPS-74	Jefferson	\$185.06	186	\$34,421.16
HPS-802	Lakeland Andover	\$148.86	180	\$26,794.80
HPS-803	Sage	\$124.38	180	\$22,388.40
E-025	Shepherd Academy	\$79.50	180	\$14,310.00
PC-111B	Northern Hills Academy (Special Children's)	\$67.17	180	\$12,090.60
E-0616	Willow Glen	\$56.47	180	\$10,164.60
Route	School	Per Student	# of students / # of Host	Total for Year
HT-1	Sussex Tech	\$837.23	4 32.5	\$3,348.92
HT-2	Sussex Tech	\$692.63	2 39.5	\$1,385.26
HT-3	Sussex Tech	\$667.09	4 47	\$2,668.36
HT-4	Sussex Tech & Veritas	\$696.80	44 0	\$30,659.20
HT-5	Sussex Tech & Veritas	\$549.65	46 0	\$25,283.90
VT-4	Sussex Tech	\$790.75	2 0	\$ 790.75
VT-7	Sussex Tech	\$1,683.41	4 0	\$8,287.56
VT-8	Sussex Tech	\$540.27	5 0	\$2,701.35
HP-1	Pope John	\$883.86	1 35	\$883.86
HP-3	Pope John	\$710.57	32 0	\$22,738.24
HP-4	Pope John	\$824.58	38 0.5	\$31,334.04

2. It is recommended that the Board Approve the following Quoted Contracts for the 2010 - 2011 School Year: **(ACTION)**

Berkshire Transportation
Route HSQ-1107
Destination - Shepherd Academy to 84 Main St., Ogdensburg

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One way home at 12:00 noon
Route will begin on Monday, Jan. 31, 2011
Route Cost = \$58.00 pd
Adjustment cost = \$2.25 per mile
It is expected to run for no more than 97 days which would be a total of \$5,626.00

Ted Dunn, Inc.
Multi Contract # QFT101103
Routes Q-14, Q-16, Q-17, Q-19

Route Q-14

One 54 passenger school bus to Mercer County Comm. College on Jan. 6, 2011. Trip departed High Point at 6:00 AM, pick up at 4:00 PM (with a stop for dinner) and an expected arrival at High Point at 7:00 PM. This trip is for the FBLA. The trip cost is \$795.00 with a +/- of \$60 an hour.

Route Q-16

One 54-passenger school bus to GE Healthcare in Piscataway on March 22, 2011. Trip is to depart High Point at 7:30 AM, pick up at 3:30 PM with an estimated return to High Point at 5:30 PM. This trip is for the Science Research Club. The trip cost is \$600 with a +/- \$60 an hour.

Route Q-17

One 54-passenger school bus to Mount Olive High School on January 14, 2011. Trip departed High Point at 7:45 AM, pick up at 4:00 PM with an estimated return to High Point at 5:00 PM. This trip is for the Area Band. The trip cost is \$550.00 with a +/- \$60 per hour.

Route Q-19

One 54-passenger school bus to Jackson Memorial High School on January 31, 2011. This trip departed High Point at 1:00 PM. This trip is for the Wrestling Team. The price of this trip is \$485.00 for the first 8 hours with a +/- of \$60 an hour.

Havens Bus Service, Inc.

Route Q-20

One 54-passenger school bus for the Wrestling Team to go to Rutgers Cliffe Avenue Gym on January 14, 2011. The trip departed High Point at 2:30 PM. The cost of the trip is \$375.00 for the first 7 hours with a +/- of \$55.00.

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First Student, Lafayette

Route Q-13

One 54-passenger school bus for the Ice Hockey Team to go to Pershing Field Ice Arena in Jersey City on December 13, 2010. The trip departed High Point at 6:15 PM, pick up at 10:30 PM with an estimated return to High Point at 12:00 midnight. The cost of the trip is \$349.00 with a +/- \$49.00 an hour.

First Student, Newton

Multi Contract # QFT101104

Routes # Q-15, Q-18

Route Q-15

One 54-passenger school bus for the Science Olympiad to go to Union County Community College on Jan. 11, 2011. The trip departed at 7:40 AM, pick up at 4:30 PM with an estimated arrival at High Point at 7:00 PM. The cost of this trip is \$649.00.

Route Q-18

One 54-passenger school bus for the Science Research Club to go to the GE Healthcare in Piscataway on June 2, 2011. The trip is to depart High Point at 11:00 AM, pick up at 5:30 PM with an estimated arrival at High Point at 8:30 PM. The cost of this trip is \$539.00 and will be paid by the Science Research Club budget.

Aristocrat Coach

Route Q-12

One 55-passenger coach bus will transport the Science Department (Biology) to Cape Cod, Massachusetts on May 6, 2011 - departing High Point at 6:00 AM. The coach bus is needed during the entire trip to transport to various places. They will depart Cape Cod on May 8 at 1:00 PM to get back to High Point at 9:00 PM. The cost for this trip is \$3,750.00. There is no cost to the Board of Education other than substitute coverage.

Easton Coach

Route Q-21

One 47-passenger Coach Bus will transport the Chamber Singers to Chantilly, VA on May 13, 2011. They will depart High Point at 7:30 AM. This coach will be used to transport the students to Washington DC and to various local destinations during their stay. The Coach Bus will depart for home at 3:30 PM on May 15, 2011

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with an expected arrival at High Point at 8:30 PM on May 15, 2011. The cost for this trip is \$3,450.00 plus driver's room and \$50 DC permit. Total = \$3,500 plus room for the driver. The Board of Education will cover these costs through the Extra Curricular budget.

3. It is recommended that the Board of Education authorize the Business Office and Transportation to advertise for bid to purchase one 54-passenger and one 7/9-passenger commuter vehicles. **(ACTION)**

X CORRESPONDENCE

XI MISCELLANEOUS

XII PUBLIC COMMENTS

XIII 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 and Negotiations 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.

IVX ADJOURNMENT

JWH:pem
2/24/11