

HIGH POINT REGIONAL HIGH SCHOOL

SUSSEX, NEW JERSEY 07461

PUBLIC HEARING ON PROPOSED BUDGET and BOARD OF EDUCATION REGULAR MEETING AGENDA

March 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

February 28, 2011 Regular Meeting Minutes
February 28, 2011 Executive Meeting Minutes

VI. PUBLIC COMMENTS - AGENDA ITEMS ONLY

VII. PRESENTATIONS

2011-2011 Budget

Mrs. Linda Alvarez will facilitate a Public Hearing on the 2011-2012 School Budget with public comments.

PUBLIC HEARING ON PROPOSED BUDGET and BOARD OF EDUCATION MEETING AGENDA

March 28, 2011

Page 2

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.

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.

VII. UNFINISHED BUSINESS

- Board Meeting dates for April and May.

IX. ACTION ITEMS

A. CURRICULUM AND INSTRUCTION

1. The Faculty Attendance rate for February 2011 was 94.2%. Attachment A-1
2. The Student Attendance rate for February 2011 was 94.5%. Attachment A-2
3. Enclosed is a copy of the suspension report for the month of February 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)**

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 3

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)
8. It is recommended that the Board of Education grant approval to the Special Education department, facilitated by Mr. William Percey, to bring the Special Olympics *Get Into Our Game* program to High Point this spring. Ms. Kelly and Ms. Smith have volunteered to assist in the planning of this project. Mr. Percey with Ms. Haller's assistance will supervise the team. **(ACTION)**
9. It is recommended that the Board of Education approve for submission to the Sussex County Department of Education the High Point Regional High School Professional Development Plan 2011 - 2012. (Attachment 8) **(ACTION)**.

B. PERSONNEL

The **Personnel and Policies Committee** will meet at **6:30 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 rescind the resolution of February 28, 2011, accepting the resignation of Mrs. Jill Katterman and re-instate Mrs. Katterman as a part-time Media Aide, effective March 8, 2011. **(ACTION)**
2. It is recommended that the Board of Education approve the submission of a County Substitute Certificate Applications for the following individuals to the Sussex County Department of Education for issuance of a County Substitute Certificates: **(ACTION)**
Robert Texel
Rachel Weinrich
3. It is recommended that the Board of Education approve the appointment of the following substitute teachers for the remainder of the 2010-2011 school year. **(ACTION)**
Robert Texel (pending receipt of certification)
Rachel Weinrich (pending receipt of certification)

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 4

4. It is recommended that the Board of Education approve the appointment of Andrew Retz as a volunteer non-paid hall monitor, as available, for the remainder of the 2010-2011 school year. **(ACTION)**

5. It is recommended that the Board of Education withhold the increment from teaching staff member ID 368 for conduct unbecoming. **(ACTION)**

6. It is recommended that the Board of Education approve a reduction in force affecting the following employees/positions, due to program adjustments, financial and enrollment constraints, and as reflected in the 2011-2012 School Budget. **(ACTION)**

Status	Employee #	Position	Notes
Tenured	116	Teacher of Home Economics	
	863	Teacher of Health & PE	
	681	Teacher of Health & PE	
		Teacher of Language Arts	
	825	Teacher of World Languages	
	617	Teacher of Social Studies	Full to Part-time
	531	Teacher of World Languages	Full to Part-time
Non Tenured Non Renewal	1076	Part-time Teacher of Language Arts	
	1077	Teacher of Mathematics	
	941	Teacher of Technology Ed	
Other Positions not in 2011-2012 Budget		Learning Disabilities Teacher – Consultant	
		Teacher of Special Education	
		Teacher of Science	

7. It is recommended that the Board of Education amend the resolution of December 20, 2010, approving a Maternity/Child Care and Federal/New Jersey Family and Medical Leave request from Employee 681, to reflect an end date of June 30, 2011. **(ACTION)**

8. It is recommended that the Board of Education amend the resolution of September 20, 2010, approving the appointment of Student ID 10540 in the Main Office as a student learner in the cooperative work study program effective for the 2010-2011 school year to reflect an end date of March 17, 2011. **(ACTION)**

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA**

March 28, 2011

Page 5

C. EXTRA CURRICULAR

1. It is recommended that the Board of Education approve the appointment of Brad Wilber as a substitute replacement Head Girls Track Coach, Step 5, \$7,559, prorated based on start date of assignment, for the remainder of the 2010-2011 school year. **(ACTION)**
2. It is recommended that the Board of Education approve Mr. Erik Carlson and Mr. Thomas Ryan as volunteer assistant golf coaches for the quasi entity High Point Golf Club (HPGC) for the 2010-2011 school year. 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. **(ACTION)**

D. POLICY

1. It is recommended that the Board of Education approve the second reading of the following new policies: Attachment D-1 **(ACTION)**
Policy 2431.3 Practice and Pre-Season Heat-Acclimation for Interscholastic Athletics
Policy 2431.4 Concussion Testing and Return-to-Play
3. It is recommended that the Board of Education approve the first reading of the following new policies: Attachment D-2
Policy 1140 Affirmative Action Program
Policy 5561 Use of Physical Restraint
4. It is recommended that the Board of Education approve the first reading of the following revised policies: (Attachment D-3)
Policy 1230 Superintendent's Duties
Policy 1522 School-level Planning
Policy 1523 Comprehensive Equity Plan
Policy 2415.04 Title I - District-Wide Parental Involvement
Policy 2440 Summer Session

E. NEGOTIATIONS

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

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 6

F. BUILDING AND GROUNDS

Mr. Rowan will provide an overview of Building and Grounds committee meeting held on March 21, 2011.

1. It is recommended that the Board award the proposed improvements to the Baseball/Field Hockey Field for the High Point Regional High School Board of Education to _____, for the total cost of \$_____ which represents the lowest responsive quote received on March 17, 2011, by the Board's Engineer, Harold E. Pellow & Associates Inc. of Augusta, New Jersey. **(ACTION)**
2. It is recommended that the Board accept the proposal and approve Harold E. Pellow & Associates Inc. of Augusta, New Jersey to perform the Professional Engineering Services to prepare construction documents for the repairs for the tennis courts at High Point Regional High School at the estimated cost of \$5,000 according to the work requirements included in the proposal. **(ACTION)**
3. It is recommended that the Board accept the proposal and approve Harold E. Pellow & Associates Inc. of Augusta, New Jersey to perform the Professional Engineering Services to prepare construction documents for the repairs for the running track at High Point Regional High School at the estimated cost of \$3,000 according to the work requirements included in the proposal. **(ACTION)**

G. FINANCE AND INSURANCE

Mr. Hoffmann will provide an overview of the Finance and Insurance committee meetings held on March 18 and March 24, 2011.

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

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 7

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 February 2011. (Attachment G-3) **(ACTION)**
 4. It is recommended that the Board approve for payment the attached schedule of audited bills, dated March 28, 2011. (Attachment G-4) **(ACTION)**
 5. It is recommended that the Board accept the Student Account, Athletic Account, School Store, Vending, Construction, and Cafeteria Account reconciliations for February 2011. (Attachment G-5) **(ACTION)**
 6. It is recommended that the Board of Education approve the NCLB Title I Pre Amendment Request for Reallocation of SES funds for High Point Regional High School for the FY11 grant program year in the amount of \$7,055 according to the guidelines of the amended grant application. **(ACTION)**
 7. It is recommended that the Board of Education approve the following amended resolution approved at the February 28, 2011 public meeting for the tentative budget for the 2010-2011 school year as follows: **(ACTION)**

	Expenditures		Revenue
General Fund	\$22,438,583	Withdrawal Capital Reserve	\$600,000
Capital Outlay	\$741,500	General Fund Tax Levy	\$15,849,073
		Tuition	\$94,000
		Interest on Capital Reserve	\$500
		Misc Revenue	\$100,000
		State Aid	\$6,271,435
		Extraordinary Aid	\$100,000
Special Revenue	\$240,000	Special Revenue	\$240,000
		Ed Jobs Grant	\$165,075
		Debt Service Aid	\$0
Debt Repayment	\$192,694	Debt Service Tax Levy	\$192,694
Total	\$23,612,777.00	Total	\$23,612,777.00

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 8

8. It is recommended that the Board, upon recommendation of the Superintendent and School Business Administrator, approve the following resolution: **(ACTION)**

BE IT RESOLVED that the Board of Education of High Point Regional High School hereby adopts the following budget for voter approval for the 2011-2012 school year:

	Expenditures		Revenue
General Fund	\$22,474,583	Withdrawal Capital Reserve	\$600,000
Capital Outlay	\$741,500	General Fund Tax Levy	\$15,849,073
	0	Tuition	\$130,000
	0	Interest on Capital Reserve	\$500
	0	Misc Revenue	\$100,000
	0	State Aid	\$6,271,435
	0	Extraordinary Aid	\$100,000
Special Revenue	\$225,000	Special Revenue	\$225,000
	0	Ed Jobs Grant	\$165,075
	0	Debt Service Aid	\$0
Debt Repayment	\$192,694	Debt Service Tax Levy	\$192,694
Total	\$23,633,777.00	Total	\$23,633,777.00

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

9. It is recommended that the High Point Regional High School Board of Education 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 \$10,000.00.

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 9

10. 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 2011-2012 proposed budget sets the maximum business travel amount of \$1,500 per person;

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.

11. 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)**

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.

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

12. It is recommended that the Board approve the following tuition contract between High Point Regional High School (sending) and the following district and related information: **(ACTION)**

	DISTRICT	STUDENT	TIME FRAME	TUITION COST
1	The Craig School Mountain Lakes NJ	30265	Sept 6, 2011 to June 15, 2012	\$39,530 per year Plus: Speech Group \$95/hr Individual \$120/hr with district approval OT as required
	The Craig School Mountain Lakes NJ	30265	July 5, 2011 to July 29, 2011	\$3,145.00

H. TRANSPORTATION

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

Legacy Tours
Route Q-23

Legacy Tours transported DECA to and from Cherry Hill, NJ. The trip departed from High Point on 3/9/11 at 10:00 AM. Pick up was scheduled on 3/11/11 at 11:15 AM to be back to High Point at 3:30 PM. The cost for this trip was \$1400.00 total.

First Student, Lafayette
Multi Contract #110105
Route Q-24

First Student, Lafayette transported the Academic Team to Jefferson High School on March 7, 8, 9, 10 & 11, 2011. They departed at 2:35 PM and returned at 5:00 PM. The per diem cost for these trips was \$179.00 with a +/- of \$55.00 per hour. Total for the 5 days would be \$895.00.

Route Q-26

First Student, Lafayette will transport the Academic Team to Delaware Valley High School, PA on April 5, 7, 12, 13, & 15, 2011 at a per diem cost of \$179.00 with a +/- of \$55.00 per hour. They are expected to depart High Point at 2:35 PM and return by 5:00 PM. The total for the 5 days would be \$895.00.

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA**

March 28, 2011

Page 11

Havens Bus Service, Inc.

Route Q-25

Havens will transport the Literature Class to Brookdale Community College in Lincroft, NJ on May 12, 2011. They are expected to depart High Point at 6:45 AM and return at 2:30 PM. The cost for this trip is \$485.00 +/- \$60.00 per hour.

FSZ Transportation

Route HSQ-1108

Windsor School

FSZ will transport 3 Sussex Wantage students to and from Windsor School starting on March 16, 2011 at a cost of \$176.00 pd for the route and \$55.00 pd for the aide. The total per diem cost will be \$231.00. This will run till the end of the year for a maximum of 75 days which would equal \$17,325.00.

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

Host - Sussex Wantage

Joiner - High Point Regional

Route - SW-JG

Sussex Wantage will transport one High Point student to and from High Point at a per diem rate of \$70. Transportation started on March 2, 2011 and is expected to last for 8 weeks. The maximum number of days to be transported will be 70 days (to the end of the year) which would equal \$4,900.00.

Host - High Point

Joiner - Sussex Wantage

Route - HPSW-FT

High Point will transport Sussex Wantage students to various locations on various days at a per diem rate of \$70.00. The maximum number of trips will be 10 which would equal \$700.00.

Host - High Point

Joiner - Sussex Wantage

Route HSQ-1108

High Point will transport 3 Sussex Wantage students to and from Windsor School starting on March 16, 2011 at a cost of \$176.00 pd for the route and \$55.00 pd for the aide. The per diem cost will be \$231.00. This will run till the end of the year for a maximum of 75

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA
March 28, 2011**

Page 12

days which would equal \$17,325.00.

Host – Passaic County Educational Commission

Joiner – High Point Regional High School

Route – 4012

Destination – Calais School

Contractor – Lenoir’s Transportation

Passaic County will transport one (1) High Point student to Calais School from January 3, 2011 through June of 2011. The estimated cost will be \$8,788.01 plus a surcharge of \$703.04.

3. It is recommended that the Board of Education approve the purchase of one 54-passenger school vehicle and awards the purchase to Truck King International Bus Sales as the lowest responsive bidder based on bids opened March 22, 2011, for a 2011 IC Bus LLC Model PB105. **(ACTION)**

Cost of Vehicle	\$81,495
Less Trade-In	<u>(16,500)</u>
Total Cost of Vehicle	<u>\$64,995</u>

I. LITIGATION/LEGAL

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

X. CORRESPONDENCE

- The Sussex County Office of Education granted High Point Regional High School’s request to seek a waiver regarding the Special Education Medicaid Initiative. Attachment X-1
- Mr. Richard Zeoli, Freeholder Director, County of Sussex Board of Chosen Freeholders, acknowledged receipt of the list of questions/considerations with regard to the Sussex County Technical School budget and has requested that the Technical School be prepared to respond at the Board of School Estimate meeting scheduled for March 23. Attachment X-2
- The Township of Wantage, Land Use Board, notified High Point Regional High School, as one of the property owners within 200 feet of Block 117, Lot 38.01 located in Wantage Township, of a public hearing. Attachment X-3

XI. MISCELLANEOUS

XII. PUBLIC COMMENTS

**PUBLIC HEARING ON PROPOSED BUDGET and
BOARD OF EDUCATION MEETING AGENDA**

March 28, 2011

Page 13

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.

XIV. ADJOURNMENT

JWH:pem
March 28, 2011