

HIGH POINT REGIONAL HIGH SCHOOL

SUSSEX, NEW JERSEY 07461

BOARD OF EDUCATION REORGANIZATION AND SPECIAL MEETING AGENDA

January 3, 2023

6:00 p.m.

*This meeting will open with the Oath of Office being administered to the newly elected
Board Members*

I. CALL TO ORDER

Mr. James Minkewicz, Board Secretary, will call the meeting to order.

II. FLAG SALUTE

III. OPEN PUBLIC MEETINGS ACT STATEMENT

The New Jersey Open Public Meetings Law was enacted to ensure 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 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. FINAL ELECTION RESULTS

Mr. Minkewicz will report the Official Election Results as per County Wide Report November 8, 2022:

Wantage Township:	Allison Orsi	2,626 Votes
	Tina Palecek	2,915 Votes
	Elisabeth Schuman	2,541 Votes

VI. ADMINISTERING OATH OF OFFICE

Mr. Minkewicz will administer oaths of office to the following:

Allison Orsi
Tina Palecek
Elisabeth Schuman

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VII. ELECTION OF OFFICERS

1. Mr. Minkewicz will open the floor for nominations for President.

Nomination that _____ be named as President of the High Point Regional High School Board of Education.

Mr. Minkewicz will call for any other nominations for President. If there are none then a motion to close the nominations is requested.

Roll Call Vote for President

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

Mr. Minkewicz will declare that _____ is President of the High Point Regional School Board of Education and turn the meeting over to the President.

2. Nomination that _____ be named as Vice President of the High Point Regional High School Board of Education.

The President will call for any other nominations for Vice President. If there are none then a motion to close the nominations is requested.

Roll Call Vote for Vice President

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

The President will declare that _____ is named Vice President of the High Point Regional High School Board of Education.

VIII. ROLL CALL

Mr. Joseph Conforth	Lafayette	Whose Term expires 12/31/2024
Mr. Joseph Corazza	Frankford	Whose Term expires 12/31/2023
Mr. Wayne Dunn	Wantage	Whose Term expires 12/31/2023
Ms. Jill Ireland	Branchville	Whose Term expires 12/31/2024
Mr. Richard Klein	Sussex	Whose Term expires 12/31/2023
Ms. Allison Orsi	Wantage	Whose Term expires 12/31/2025
Ms. Tina Palecek	Wantage	Whose Term expires 12/31/2025
Ms. Elisabeth Schuman	Wantage	Whose Term expires 12/31/2025
Ms. Gayle Tidona	Frankford	Whose Term expires 12/31/2024

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IX. EXECUTIVE SESSION

If necessary, a motion will be made to have the High Point Regional High School Board of Education enter Executive Session to **provide an update on legal items** which are exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, Open Public Meetings Act. Any discussions held by the Board which need not remain confidential will be made public when appropriate. Minutes of the Executive Session will not be disclosed until the need for confidentiality no longer exists. It is anticipated that no action will be taken and Executive Session will last no longer than 20 minutes. The Board will then reconvene in public session.

X. MOTION TO RETURN TO PUBLIC SESSION

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

XI. 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.

XII. APPOINTMENTS

1. It is recommended that the Board appoints _____
as Delegate to the New Jersey School Boards Association.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

2. It is recommended that the Board appoints _____
as Alternate Delegate to the New Jersey School Boards Association.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

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3. It is recommended that the Board appoints _____
as Delegate to the Sussex County School Boards Association.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

4. It is recommended that the Board appoints _____
as Alternate Delegate to the Sussex County School Boards Association.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

5. It is recommended that the Board appoints _____ as
Representative to the Sussex County Educational Services Commission.

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

6. It is recommended that the Board declares its committee structure as follows:

Buildings/Grounds
Curriculum
Finance & Insurance
Personnel and Policies
Transportation and Athletics
Security (IT) and Health (As Needed)
Negotiations (As Needed)
Public Relations (As Needed)
Long Term Planning (As Needed)

(ACTION) Motion by _____, seconded by _____

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Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

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, our proposed meeting schedule is as follows:

January 24, 2023
 February 28, 2023
 **March ~~28~~ 14, 2023
 April 25, 2023 (**Public Hearing on Budget**)
 *May 16, 2023
 June 27, 2023
 July 25, 2023
 August 22, 2023
 September 26, 2023
 October 24, 2023 (Public Hearing on SSDS)
 November 28, 2023
 *December 19, 2023
 January 2, 2024 (Reorganization and Special Mtg. *Open in the Cafeteria Annex*)
 *Third Tuesday in May and December
 ****Second Tuesday in March**

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

8. It is recommended that the Board approves the Code of Ethics for School Board, Robert’s Rules of Order, and Parliamentary Procedures for all meetings as follows:

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:

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- 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 no 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 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 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.*

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

9. It is recommended that the Board designates the New Jersey Herald and the Sunday Herald as the official newspapers.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

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Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

10. It is recommended that the Board designates Provident Bank as the official depository.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

11. It is recommended that the Board approves 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) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

12. It is recommended that the Board approves the fee schedule for photocopies as follows:

- 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.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

13. It is recommended that the Board approves a \$3.00 transcript fee for alumni requests.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

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Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

14. It is recommended that the Board approves the following list of Board accounts and their signatories:

Name	# of Signatures Required	Authorized Signatures
H.P.R.H.S. School Store	2	Coordinator Assistant Principal Board Secretary Superintendent
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 Superintendent
H.P.R.H.S. Athletic Account	2	Principal Athletic Director Assistant Principal Superintendent
H.P.R.H.S. Adult School	2	Director of Curr. & Inst. 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 Board Secretary
Student Activities	2	Principal Assistant Principal Board Secretary
Scholarship Clearing	2	Board Secretary Principal Assistant Principal
H.P.R.H.S. Construction Account	2	Board Secretary Board Treasurer Board President

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(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

15. It is recommended that the Board authorizes the use of a signature stamp for the Board President, Treasurer and Board Secretary.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

16. It is recommended that the Board authorizes the School Business Administrator/Board Secretary as:

- 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);
- Purchasing Agent - quote threshold \$17,500, transportation contract threshold \$17,500, all other bids threshold \$44,000;
- 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.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

17. It is recommended that the Board authorizes 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 through December 31, 2023.

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(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

18. It is recommended that the Board authorizes the School Business Administrator/Board Secretary, in consultation and agreement with the Superintendent, to process payment of bills between Board Meetings in accordance with 18A:19-4.1, through December 31, 2023.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

19. It is recommended that the Board approves all Bylaws, Policies and Regulations be hereby continued in force through December 31, 2023, subject to revisions as recommended by the Superintendent.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

20. It is recommended that the Board approves all Job Descriptions, subject to revisions as recommended by the Superintendent, through December 31, 2023.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

21. It is recommended that the Board recognizes the following bargaining units and contractual agreements:

High Point Education Association
High Point Administrators Association

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(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

22. It is recommended that the Board authorizes the Board President or designee to act as Board Secretary as appropriate.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

23. It is recommended that the Board approves the appropriate bonding of the School Business Administrator (\$290,000) and the Treasurer of School Monies (\$290,000) as required by statute.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

24. It is recommended that the Board approves the following resolution, for School Alliance Fund Commissioner effective for the 2022/2023 school year:

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 to 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.

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(ACTION) Motion by _____, seconded by _____
DISCUSSION

				Roll Call Vote
Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

25. It is recommended that the Board approves the following Resolution Authorizing Contracts with approved State Contract Vendors for Boards of Education Pursuant to N.J.S.A.18A:18A-10a effective January 1, 2023, through December 31, 2023 as follows:

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 effective January 1, 2023, through December 31, 2023.

(ACTION) Motion by _____, seconded by _____
DISCUSSION

				Roll Call Vote
Joseph Conforth	Joseph Corazza	Wayne Dunn	Jill Ireland	Richard Klein
Allison Orsi	Tina Palecek	Elisabeth Schuman	Gayle Tidona	

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XIII. PUBLIC COMMENTS

XIV. OTHER BUSINESS

XV. ADJOURNMENT

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ p.m.

SDR:lk
12/29/22