

# HIGH POINT REGIONAL HIGH SCHOOL

SUSSEX, NEW JERSEY 07461

## BOARD OF EDUCATION REORGANIZATION AND SPECIAL MEETING AGENDA

January 2, 2024

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 November 7, 2023 Official Election Results as per County Wide Report November 21, 2023:

Frankford Township:	Nancie Wise	211 Votes
Sussex Borough	Edward Meyer (Declined Position)	31 Votes
Wantage Township:	Wayne Dunn	2,022 Votes

### VI. ADMINISTERING OATH OF OFFICE

Mr. Minkewicz will administer oaths of office to Nancie Wise and Wayne Dunn.

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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 to Close Nominations for President

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

#### Roll Call Vote for President

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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 to Close Nominations for Vice President

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

#### Roll Call Vote for Vice President

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

### VIII. ROLL CALL

Mr. Joseph Conforth  
Mr. Wayne Dunn  
Ms. Jill Ireland

Lafayette  
Wantage  
Branchville

Whose Term expires 12/31/2024  
Whose Term expires 12/31/2026  
Whose Term expires 12/31/2024

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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
Ms. Nancie Wise	Frankford	Whose Term expires 12/31/2026

### 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, personnel & negotiations 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. MOTION TO CLOSE PUBLIC COMMENTS

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

All in favor \_\_\_\_\_ Time: \_\_\_\_\_ pm

### XIII. 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

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Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

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Buildings/Grounds  
Curriculum  
Finance & Insurance  
Personnel and Policies  
Transportation and Athletics  
Negotiations (As Needed)  
Public Relations (As Needed)

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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 23, 2024

February 27, 2024

\*March 19, 2024

\*\*April 30, 2024 (Public Hearing on Budget)

May 28, 2024

June 25, 2024

July 23, 2024

August 27, 2024

September 24, 2024

\*October 15, 2024 (Public Hearing on SSDS)

November 26, 2024

\*December 17, 2024

January 7, 2025 (Reorganization and Special Mtg. *Open in the Cafeteria Annex*)

\*Third Tuesday in October, December and March

\*\*Fifth Tuesday in April

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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:

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### 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 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

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Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

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Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Superintendent Board Secretary Assistant Principal Coordinator
H.P.R.H.S. General Fund	3	Board President Superintendent Board Secretary Treasurer
H.P.R.H.S Agency Account	1	Board Secretary Treasurer
H.P.R.H.S. Cafeteria Fund	2	Superintendent Board Secretary Treasurer
H.P.R.H.S. Athletic Account	2	Superintendent Principal Assistant Principal Athletic Director
H.P.R.H.S. Adult School	2	Superintendent Director of Curr. & Inst. Board Secretary
H.P.R.H.S. Salary Account Net Pay	1	Board Secretary Treasurer
H.P.R.H.S. SUI Account	1	Board Secretary Treasurer
H.P.R.H.S. Petty Cash	2	Board Secretary Principal Assistant Principal



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Student Activities	2	Board Secretary Principal Assistant Principal
Scholarship Clearing	2	Board Secretary Principal Assistant Principal
H.P.R.H.S. Construction Account	2	Board President Board Secretary Treasurer

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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**

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Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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, 2024.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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, 2024.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

19. It is recommended that the Board approves all Bylaws, Policies and Regulations and that they be hereby continued in force through December 31, 2024, subject to revisions as recommended by the Superintendent.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

20. It is recommended that the Board approves all Job Descriptions, subject to revisions as recommended by the Superintendent, through December 31, 2024.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

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Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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

High Point Education Association  
High Point Administrators Association

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

Roll Call Vote

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

24. It is recommended that the Board approves the Summary of Revisions to the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, as outlined in Attachment XIII-1.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

Roll Call Vote

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Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

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, 2024, through December 31, 2024 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, 2024, through December 31, 2024.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

Joseph Conforth	Wayne Dunn	Jill Ireland	Allison Orsi	Tina Palecek
Elisabeth Schuman	Gayle Tidona	Nancie Wise		

**XIV. PUBLIC COMMENTS (Name and Address)**

**XV. MOTION TO CLOSE PUBLIC COMMENTS**

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6:00 p.m.

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

All in favor \_\_\_\_\_ Time: \_\_\_\_\_ pm

### XVI. OTHER BUSINESS

### XVII. ADJOURNMENT

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

All in favor \_\_\_\_\_ Time: \_\_\_\_\_ p.m.

SDR:lk  
12/28/23