

MINUTES

FAIR HAVEN BOARD OF EDUCATION

224 Hance Road · Fair Haven NJ 07704 · 732-747-2294 · <http://www.fairhaven.edu>

2018-2019 Board of Education Goals

- Goal 1:** Continue with professional development to achieve Master Board Certification
- Goal 2:** Improve communication and partnerships between the community, families, students, and Board of Education through the development of a Communication Plan for the Fair Haven School District
- Goal 3:** Refine the three committee structure for the Board to include uniformity of agendas, minutes, and monitoring of District and Board goals
- Goal 4:** In order to gain a better understanding of District policies, each Board committee will review the policies pertinent to its area of responsibility and make recommendations for changes if and when necessary.

2018-2019 District Goals

- Goal 1:** Continue to foster and develop staff mastery of newly adopted curricula to ensure sound instructional practice and improved student outcomes for all learners.
- Goal 2:** Further increase the capacity of administration to provide meaningful feedback to teaching staff through the use of the Charlotte Danielson teacher evaluation model.
- Goal 3:** Implement the newly designed New Jersey Principal Evaluation for Professional Learning evaluation tool for all administrators to increase the effectiveness of district leadership to positively impact student outcomes.
- Goal 4:** Enhance instructional outcomes to support all learners through the expansion of programmatic offerings within various instructional models, including Response To Intervention as well as instructional programs and supports for advanced and gifted students.
- Goal 5:** Build upon expanded articulation and collaboration opportunities with the Rumson Elementary and Rumson Fair-Haven Regional High School districts to sustain a culture of sharing and learning among all stakeholders with an emphasis on exploring shared services, health & wellness, and academic improvement.

NOTICE OF REGULAR MEETING

The Regular Meeting of the Fair Haven Board of Education was held on Wednesday, December 19, 2018 at 7:00 P.M. in the Knollwood Library-Media Center (L-MC) on Hance Road.

AGENDA

- I. Call to Order by the President at 7:02 PM
- II. Statement of Compliance

I hereby announce pursuant to Section 5 of the Open Public Meetings Act, that adequate notice of the meeting has been provided by posting of the Agenda in the Municipal Building, the Asbury Park Press, The Hub, and Two River Times, and filing of the Agenda with the Municipal Clerk at least 48 hours prior to the date of the Meeting.

- III. Pledge of Allegiance

- IV. Roll Call

Present:

[x] Mrs. Buckley	[x] Mrs. Coar	[x] Mrs. Coleman
[x] Mrs. D'Angelo	[x] Mrs. Jakub	[x] Mrs. Lang
[x] Mr. Menzer	[] Mr. Padula arrived 7:25pm	[x] Mrs. Saad

Others Present:

[x] Sean McNeil, Superintendent [x] David Joye, Business Admin/BOE Secretary

V. Mission Statement

The mission of the Fair Haven School District is to provide a strong academic foundation and to educate, challenge, and inspire students to reach their full potential.

VI. Recognition of Visitors

VII. Consideration of Minutes

MOTION by Mrs. Lang, seconded by Mrs. Jakub and carried on voice vote to accept the minutes of the November 27, 2018 Regular Meeting.

VIII. Superintendent's Report

A. Enrollment	SICKLES	KNOLLWOOD	
Pre-K	31	4	113
K	72	5	120
1	90	6	116
2	99	7	109
3	108	8	109
	400	567	Total: 967

B. Fire Drills

Sickles 12/18, 2:00 PM
Knollwood 12/17, 10:00 AM

C. Security Drills

Sickles 12/3, 10:00 AM Lockdown
Knollwood 11/30, 1:00 PM Non Fire Evacuation & Relocation
12/5, 8:15 AM, Lockdown w/Fire

D. Harassment Intimidation and Bullying Report – Tabled item

MOTION to accept the Harassment, Intimidation and Bullying Report from December 2018.

E. School Community Update – none.

F. Staff Attendance Data – November 2018

EMPLOYEE CATEGORY	Amount of Staff	Total Possible Days	Total Absences	Attendance Percentage
Administrators	7	126	3.5	97.2
Teachers	105	1877	55.0	97.1
Aides	23	412	18.5	95.5
Secretaries	8	144	2	98.6
Custodians	10	189	8	95.8
Coordinators	3	54	1	98.1
TOTAL	156	2802	88	96.9

G. Student Attendance Data – November 2018

GRADE	Amount of Students	Total Possible Days	Total Absences	Attendance Percentage
Pre-Kinder.	30	558	51	90.9
Kindergarten	72	1296	82	93.7
First	90	1638	84	94.9
Second	101	1818	110	93.9
Third	108	1944	96	95.1
TOTAL	401	7254	423	94.2

Fourth	115	2070	162	92.2
Fifth	120	2178	105	95.3
Sixth	115	2070	82	96.0
Seventh	109	1962	71	96.4
Eighth	108	1944	88	95.4
TOTAL	567	10224	508	95.0

H. Update on Schools – none.

I. Community Organization Reports

1. Regional High School Board of Education Meeting(s) – none.
2. PTA – Cookie exchange coming up for Teacher Appreciation day.
3. Education Foundation – none.
4. Booster Club – Mrs. Lucci
Most successful Spirit Wear we have had in three (3) years. Merchandise was changed up a little. Large and tall available. Donations coming in for new score board. Evening event changed to Knights of Columbus from Nauvoo. Multi-Sport speaker coming in. Bracelets available -kwboosterclub@gmail.com
5. Footlights – none.
6. Borough Council Meeting – none.

IX. Committee Reports

A. Finance/Operations – *Chairperson, Mrs. Saad*

The Committee held their monthly meeting on 12/17/19. Mrs Saad reported the following highlights.

- QSAC review- self-evaluation for fiscal went well.
- The district’s annual mid-year review coming up with the Executive County Superintendent.
- A hot water tank on a boiler at Sickles needed repair
- The district is looking to add an online tool to collect payments such as that used at RFH.
- An engineering company has been engaged to come up with plans to revamp the parking lot at Sportsman’s Field.
- Allergy Policy was discussed.
- Our annual audit is in the final stages of completion. No findings.....
- Our finance committee is going to hold a joint meeting with the other finance committee’s in the Peninsula to discuss joint concerns.
- Accomplishments this year:
 - Hiring of new BA
 - Shared Services agreement with RFH for B&G Supervisor resulted in immediate cost savings.
 - Implementation of School Dude capital assets management system allows for accurate tracking of assets, including anticipated repairs and replacements. Proactive maintenance/replacement has been proven to be more cost-effective than reactive maintenance/replacement.
 - Continuation of zero-based budget approach ensures all expenditures are made to support of our strategic plan.
 - In progress work to streamline/automate various systems, such as payroll, to improve efficiency.

▪ **Committee held their monthly meeting on 12/17/19**

Items 1 through 8 under Finance on the Meeting Agenda will be considered as a consent agenda. Any Board Member may request that any item be removed from the Consent Agenda and voted on separately.

RESOLUTION by Mrs. Saad seconded by Mrs. D’Angelo and carried on roll call vote to approve Items 1 through 8.

1. Bill Payment

RESOLUTION to approve payment of bills and claims for the month of February in the amount of \$460,213.84.

2. Transfer of Funds

RESOLUTION to approve the action of the Superintendent and Business Administrator in transfer of funds from the following overappropriated accounts to underappropriated accounts to address deficits in the latter accounts:

Account Number From	Description	Amount	Account Number To	Description
11-000-219-104-050-01-0	SUMMER WORK CST	449.00	11-000-219-500-000-01-B	PROF SEMINAR FEES
11-000-221-600-000-00-C	SUPPLIES & MATERIALS	400.00	11-000-221-500-000-01-C	PROF SEMINAR FEES
11-000-230-590-000-04-0	PROF SEMINAR FEES	4,000.00	11-000-230-890-000-01-0	PROF ORGAN FEES/SUPT OFC
11-000-230-895-000-00-0	BOE DUE & FEES	1,000.00	11-000-230-890-000-01-0	PROF ORGAN FEES/SUPT OFC

3. Monthly Certification of Board Secretary's /Treasurer's Reports

Be it Resolved that the financial reports of the Secretary to the Board of Education and the Report of the Treasurer of School Monies dated November 2018, which are in agreement, be accepted and submitted and attached to and made part of the minutes of this meeting.

Be it further resolved that pursuant to NJAC 6A:23A-16.10(c)4 that after a review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been overexpended and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

4. District Taxes

RESOLUTION to request the Borough Administrator to transfer \$2,500,000 in tax levy due to the Board of Education account in January 2019.

5. Travel Reimbursement

RESOLUTION to approve the following travel and expense reimbursements as per policy number 9250. The items listed below are educationally necessary, fiscally prudent, directly related to and within the scope of the employee's current responsibilities and in compliance with State travel reimbursement guidelines.

DATE	EMPLOYEE	ACTIVITY	REG/EXP. COST	LOCATION	R/T Miles/ Max. Amt.
Webinar	A. Cernero	Helping Anxious Children & Families	\$199	N/A	N/A
1/9/19	A. Cernero	Lifelines Training	N/A	Oceanport, NJ	N/A
2/4/19			N/A	W. Long Branch, NJ	N/A
1/31/19 – 2/01/19	C. Romano	Techspo 2019	\$450	Atlantic City, NJ	124
	P. Young		\$450 Rm \$112.95		155
2/06/18	A. Cernero	Section 5504 in NJ – Update	\$199	Edison, NJ	50
2/25/19	N. Bryant	Autism NJ Transition Conference	\$129	Iselin, NJ	52
2/25-26/19	D. Ranahan	NJ AHPERD Annual Convention	\$125	Long Branch, NJ	14
2/25/19 to 3/01/19	C. Romano	PowerSchool EDGE	\$1,900	Lake Buena Vista, Florida	Airfare/hotel/meals: \$3,386.88

6. Tuition Student

Resolution to approve the contract with Spectrum 360 for student S050 for the 2018-2019 school year, retroactive to September 1, 2018 at a rate of \$92,749.83.

7. Settlement Agreement

RESOLUTION to approve the settlement agreement for student S050 as per the attached.

8. Donation

RESOLUTION for the Fair Haven Board of Education to graciously accept a donation in the amount of \$5,000 from the Beaty Family Foundation.

B. Education & Curriculum – *Chairperson, Mrs. Jakub*

The Committee held their monthly meeting on 12/12/18. Mrs Jakub reported the following highlights.

- Physical Education and Art Curriculum updated. Just a few more to go.
- Self-assessment for curriculum and instruction completed. We are in good standing for QSAC.
- Academic Calendar is out for 19-20.
- Allergy Policy was discussed.
- Accomplishments this year:
 - Fully constituted admin
 - Fully compliant curriculum
 - All district and BOE goals met
 - #1 QSAC dependability score 2 years in a row
 - Creation of multiple pathways in curriculum
 - Tri-district articulation
 - Creation of recess clubs (both principals LOVE and say it helps eliminate disciplinary issues)
 - Development of report card (with letter grades)
 - Development of 3 benchmark window testing system
 - Student engagement
 - RTI resources

Items 1 through 4 under Education on the Meeting Agenda will be considered as a consent agenda. Any Board Member may request that any item be removed from the Consent Agenda and voted on separately.

RESOLUTION by Mrs. Coar seconded by Mrs. Buckley and carried on roll call vote to approve Items 1 through 4.

1. Academic Calendar

MOTION to approve the 2019-2020 Academic Calendar.

2. QSAC District Performance Review

MOTION to approve the submission of the 2018-2019 QSAC DPR's.

3. Curriculum

MOTION to adopt the following curricula:

Updated Art Curriculum – Kindergarten to Grade 3

Updated Physical Education Curriculum – Kindergarten to Grade 8

4. School Based Fundraiser

MOTION to approve the Kids Heart Challenge Fundraiser (formerly Jump Rope for Heart and Hoops for Heart) to be held at Sickles and Knollwood Schools during January-February 2019

C. Human Resources - *Chairperson, Mrs. D'Angelo*

The Committee held their monthly meeting on 12/12/18. Mrs D'Angelo reported the following highlights.

- Looking at extracurriculars and how peninsula districts handle these.

- Allergy policy was discussed.
- Board members use of social networks policy discussed.
- Accomplishments in HR this year:
 - Fully constituted admin including the hiring of a new BA, a Curriculum Director and new Sickles Principal
 - A new shared services agreement with RFH for Bldgs & Grounds (will hopefully lead to many more successful agreements in the future).

The RESOLUTIONS that follow are as a direct result of the recommendation of the Superintendent of Schools:

1. Support Staff

RESOLUTION by Mrs. Buckley seconded by Mr. Menzer and carried on roll call vote to approve the salary of Alex Smerecznik effective December 19, 2018 at \$22 per hour.

D. President's Report

Policy

- a. As per the Fair Haven Board of Education Bylaw 0131, this shall be considered the second reading of the following bylaws and policies, as stated:

0169.02P – Board Member Use of Social Networks

b. Policy Adoption

MOTION by Mrs. Jakub, seconded by Mrs. Lang and carried on voice vote to adopt the above policies and regulations.

X. Business Administrator's Report – none.

XI. Opportunity for Public Comment

To permit the fair and orderly expression of comments we ask that the public:

- Wait to be recognized
- Preface comments with your name and address
- Direct all comments to the presiding officer
- Discuss only concerns that have been previously addressed through proper administrative channels
- Refrain from using any pupil or staff member's name

Mrs. Sullivan, 47 Lake Avenue, had some questions about the allergy policy review process

- Questioned timeline
- Survey to teachers?
- Epipens – she mentioned another school district's practice of having epipens in all class and common spaces within the school and how that compares to ours

Superintendent McNeil responded:

- There are at least 2 reads, 2 months for any policy. This policy review is particularly challenging. New school year would be the most realistic target, if changes are made they would be clearly communicated to the public as part of the welcome back to school communications late summer.
- 3 pillars regarding the survey to staff – 1. birthday celebrations, 2. holiday celebrations, and 3. curriculum based activities involving food. Looking for general input in regard to their comfort level in their ability to keep our students safe under the current policy and protocols with regard to food in the classroom.
- We have epipens for medically necessary students through the nurse’s office.

Mrs. Dickler, 57 Heights Terrace, questioned whether we had input on the policy from Doctors and nurses and if there would be another opportunity for parents to weigh in?

Superintendent McNeil responded:

School Nurses have been consulted each year on the matter of allergies and food in the classroom and were also included in the staff surveyed for input. Mr. McNeil has received communications from concerned parents over the past two and half years on this subject and has personally met with any parents who have requested to do so on the subject during that time. The district also facilitated an open community forum in June 2017 to discuss the nature of life threatening allergies and district policies regarding food in the classroom. Mr. McNeil reported that he found these meetings to be very valuable and at this time feels the district is appropriately informed of the necessary input from parents on the matter, but did not rule out seeking further parental input should he feel the district needs more information prior to making a decision regarding the policy and/or protocols. He stated that the district is acutely aware of the concerns that parents have of the affects beyond just the physical health that could be affected by an allergic event, but also the negative impacts that any potential anxiety and/or feeling ostracized may have on students with allergies under the district’s current practices.

XII. Correspondence

C. Dill
K. Ryan
H. Lombardo

XIII. New Business –

1. Presented Mrs. Jakub with a decorative apple in celebration for her years of service.

Mr. McNeil thanked Mrs Jakub for her years of service and said he will miss her direct style and thoughtfulness. Mrs. Jakub’s raised thoughtfulness to a new level. She represented the district well as a parent with a student in district and without a student in district.

Mrs. Coleman commented on how Mrs. Jakub was a volunteer in the true spirit of volunteerism. She was here when hard decisions were being made and not just when things were easy. She stood her ground, was reliable, fair and always questioning.

XIV. Adjournment to Closed Session

RESOLUTION by Mrs. Jakub seconded by Mrs. D'Angelo and carried on roll call vote to adjourn to closed session prior to the end of this session for the purpose of discussing student matters and personnel matters. Any action of the board, which need not remain confidential, will be made public as soon as possible. This session should not last longer than 90 minutes. Upon return, action may be taken.

XV. Return to Open Session at 9:00 PM

A. Harassment Intimidation and Bullying Report

MOTION by Mrs. Lang, seconded by Mrs. D'Angelo and carried on voice vote to accept the Harassment, Intimidation and Bullying Report from December 2018.

XVI. Adjournment at 9:03PM

MOTION by Mrs. Jakub, seconded by Mrs. Coleman and unanimously carried on voice vote to adjourn at 9:03 PM.