

FAIR HAVEN BOARD OF EDUCATION

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

2015-16 BOARD OF EDUCATION GOALS

- Goal 1: Develop and present a comprehensive facilities referendum question.
- Goal 2: Develop a Strategic Plan by continuing to identify and plan for our district's short and long term.
- Goal 3: Continue to improve community relations, visibility and communication.

2015-16 DISTRICT GOALS

- Goal 1: Expand our commitment to the collection and analysis of data to foster meaningful actionable feedback to students, along with an ongoing informative communication with parents/guardians.
- Goal 2: A continued cultivation and sustainment of opportunities for technology integration to enhance student engagement, data collection, improved instruction and authentic student work.
- Goal 3: Expand the articulation and professional collaboration with the Rumson Elementary and Rumson-Fair Haven Regional High School districts to sustain a culture of sharing and learning among all stakeholders.
- Goal 4: Design strategies to create and expand learning opportunities and experiences for all children as part of our efforts to improve student wellness.
- Goal 5: Continue to promote an environment of trust, respect and service to our school community.

NOTICE OF February 22, 2016 REGULAR MEETING

The next Regular Meeting of the Fair Haven Board of Education will be held on Wednesday, March 23, 2016 at 7:00 P.M. in the Knollwood Library-Media Center (L-MC) on Hance Road.

AGENDA

I. Call to Order by the President

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, 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:

<input checked="" type="checkbox"/> Mr. Bernstein	<input checked="" type="checkbox"/> Mrs. Brasch	<input checked="" type="checkbox"/> Mrs. Buckley
<input checked="" type="checkbox"/> Mrs. Coleman	<input checked="" type="checkbox"/> Mrs. Halcrow arr. 7:03PM	<input checked="" type="checkbox"/> Mrs. Jakob
<input checked="" type="checkbox"/> Mr. Padula	<input checked="" type="checkbox"/> Mrs. Saad arr. 7:06 PM	

Absent:

<input checked="" type="checkbox"/> Mr. Ribon	<input checked="" type="checkbox"/> Mr. Spector
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Others Present:

<input checked="" type="checkbox"/> Val Petrone, Business Admin./BOE Secretary	
<input checked="" type="checkbox"/> Cheryl Cuddihy, Principal	<input checked="" type="checkbox"/> Amy Romano, Principal
<input checked="" type="checkbox"/> Kathy Elgrim, Supervisor	<input checked="" type="checkbox"/> Scott Kiewe, Director
<input checked="" type="checkbox"/> Pat Young, Coordinator	

V. Adjournment to Closed Session

RESOLUTION by Mrs. Brasch seconded by Mr. Bernstein and carried on unanimous roll call vote to adjourn to closed session, prior to the end of this session, for the purpose of discussing negotiations and real estate. 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 one hour. Action may be taken at the conclusion of the closed session.

VI. Mission Statement

The mission of the Fair Haven School District, a small caring community that values education, is to provide students with a broad academic foundation based on the New Jersey and Common Core State Standards, to nurture their talents and abilities, and to inspire them to become life-long learners.

VII. Recognition of Visitors –

Miss Ohe and several of her students presented an initiative on kindness, Project “Choose Kind”. A signed journal was raffled off and **Liam Tice, 5th** grade, won.

VIII. Consideration of Minutes

MOTION by Mr. Bernstein, seconded by Mrs. Coleman and carried on voice vote to accept the minutes of the January 27, 2016 Regular Meeting.

MOTION by Mr. Bernstein, seconded by Mrs. Coleman and carried on voice vote to accept the executive session minutes of January 20, 2016

IX. Superintendent's Report

A. Enrollment	SICKLES	KNOLLWOOD		
Pre-K	28	4	108	
K	79	5	110	
1	99	6	138	
2	115	7	120	
3	109	8	110	
	430	586		Total: 1016

B. Fire Drills

Sickles 2/15, 12:15 P.M.
Knollwood 2/02, 1:00 P.M.

C. Security Drills

Sickles Bomb Threat Drill, 2/22, 12:45 P.M.
Knollwood Evacuation Drill, 2/22, 1:13 P.M.

D. Harassment Intimidation and Bullying Report

MOTION by Mrs. Brasch, seconded by Mrs. Coleman and carried on voice vote to accept the Harassment, Intimidation and Bullying Report from January 2016 with Mr. Bernstein abstaining.

E. School Community Update

- EIRC Community Survey – a link to share the community survey from EIRC, as part of our Strategic Planning process should be available to the community later this week. The link will be emailed to parents in our district, as well as posted on our district website. Hard copies of the survey will be made available for our community members, who prefer to complete by hand, at our town library and Borough Hall, as well as dropped off to our senior citizens group representative for dissemination at their March monthly meeting.
- Update on Strategic Plan – Dr. Ivory from EIRC has indicated that the community survey is typically left open for one month. With that timeline in mind, the writing portion of the plan, the final piece of the process, will begin in April, after we return from spring break. Our goal is to have the strategic plan completed and shared with the community in May.
- Kudos and thank you to Ms. Marino, Ms. Chayette and Ms. Hauge and their students for their tremendous performance at last week's tri-district concert. It is great to see the product that comes to fruition as a result of just a few hours of collaboration and practice among our three tri-districts. Bravo!
- Reminder: Our Knollwood 6th through 8th grade Drama Club performance will be this Thursday evening. I hope that our Board and community members can attend for a wonderful performance the students and advisors have in store for us.
- Ptl. Bill Lagrotteria and Acting Chief McGovern expressed their sincerest thanks to the district and the Board for allowing them use of both of our school buildings on February 8th and 9th to conduct police training. They welcomed approximately 25 officers from 5 departments and had two great training sessions. They appreciate the support and collaboration between the school district and law enforcement.

1) Staff Attendance Data – January 2016

EMPLOYEE CATEGORY	Amount of Staff	Total Possible Days	Total Absences	Attendance Percentage
Administrators	8	147	2	98.6
Teachers	100	1797	56.5	96.9
Aides	27	486	14.5	97.0
Secretaries	8	144	11.5	92.0
Custodians	9	189	21	88.9
Coordinators	2	36	0	100
TOTAL	154	2799	105.5	96.2

H. Student Attendance Data – January 2016

GRADE	Amount of Students	Total Possible Days	Total Absences	Attendance Percentage
Pre-Kinder.	28	504	7	98.61
Kindergarten	78	1404	2.5	99.82
First	99	1800	51	97.17
Second	115	2070	35	98.31
Third	108	1962	42.5	97.83
TOTAL	428	7740	138	98.22

Fourth	108	1962	70.5	96.37
Fifth	110	1980	94.5	95.23
Sixth	138	2484	104	95.81
Seventh	120	2160	77	96.44
Eighth	110	1980	98.5	95.03
TOTAL	586	10566	444.5	95.79

I. Update on Schools

Mr. Kiewe gave an update on recent happenings-

- Special Services department IEP season. Transitions have been topic of recent parent meetings. In May 7th graders will travel to Career Center to get an overview to the Vocational Schools.
- PreSchool is rather full with typical developing peers.
- Thanks to the board for visting the various programs

Mrs. Cuddihy gave an update on Sickles School happenings–

- Kindergarten registration is in full swing with a lottery for approx 2-3 morning sessions and 2 afternoon sessions.
- Read Across America video is coming out very soon.
- Washington trip for staff about integration efforts
- Student agency taking charge of their learning

Mrs. Romano gave an update on Knollwood School happenings –

- Hoops for Hearts raised \$17,037.00
- Chalk murals about to be hung. One in the gym and one in office
- Boys BB team won
- Dr. Fico and Mrs. Remmert talk to student about drugs. HS will collaborate with 8th graders.
- Peter Panic will perform on Thursday at 7PM
- Read Across America – Mrs. Data is working on decorations
- March 21 – March Madness
- DOE World Language visit

X. Committee Reports

A. Community Relations/Planning/ Regional Coordination – *Chairperson, Mrs. Halcrow*

▪ **Committee held their monthly meeting on February 15, 2016**

1. Discussed sign removal
2. PTA – asked for donation for the luncheon
3. Bike lanes – between schools

1. Reports

- a. Committee Report
- b. Regional High School Board of Education Meeting(s)
- c. PTA Meeting – No Report –
 - Luncheon April 30, Rendezvous on the River
 - Rumson Country Club Boat House
- d. Education Foundation –
 - Run for the Roses
- e. Booster Club –
 - March 21 , Madness evening
 - March 10, Free Shot – Foul Shot at 6:00 PM, March 7 ticket sales begin
 - May 20, Spring Event at Navou for Knollwood Sports Team

- School Donation – Clothes that weren't sold were donated
- f. Borough Council Meeting –
 - Tiki Haven
- g. Buddy Bench – idea to train students and staff about the philosophy of inclusion. This idea is also being presented to the Borough this evening as well. PTA agreed to fund this.

B. Finance – *Chairperson, Mrs. Saad*

- **Committee held their monthly meeting on February 18, 2016** – Mrs. Saad gave an overview of the budget process. There will be a Budget meeting held March 16 at 6PM in the Knollwood School APR.

Items 1 through 6 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. Coleman seconded by Mr. Bernstein and carried on unanimous roll call vote, to approve Items 1 through 6, excluding 3.

1. Bill Payment

RESOLUTION to approve payment of bills and claims for the month of February in the amount of \$335,570.51, PO 16001358 to NJSIG, abstain.

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:

Amount	to	from
\$ 150	11-000-219-104-00-0 salaries CST	11-000-219-500-01-B Prof seminar
\$ 275	11-000-223-500-02-D trvl reimbursement	11-000-240-500-02-S trvl reimbursement
\$ 500	11-000-262-100-01-0 sly custodians	11-000-262-420-02-0 tech brk/fix sly
\$ 20,000	11-213-100-101-00-0 sly resource room	11-000-270-513-01-0 priv school T/F joint
\$ 30,000	11-000-221-176-00-0 math/lit	11-000-270-515-00-0 trans spec ed
\$ 4,775	11-000-291-241-00-0 PERS annual obligation	11-000-291-250-00-0 unemploymnt comp
\$ 9,225	11-000-291-270-04 -0 tuition reimburse	11-000-291-270-05-0 attendance comp
\$ 7,500	11-130-100-101-01-0 sly grd 6-8	11-130-100-101-02-0 sly sub Tchr 6-8
\$2,084	11-000-216-100-00-0 sly related srvc	11-150-100-101-00-0 home instruction

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 February, 2016, 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. 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	COST	LOCATION	MILES
3/01/16	S. Homyak M. Schiano	Poetry! Writing Poetry and Immersing Kids in Literary Techniques and Language	\$80	Teachers College Columbia Univ. New York, NY	\$55 max per day
3/14/16	N. Green	55th Annual Spring Institute School Social Workers: Addressing Barriers to Learning	\$125	Iselin, NJ	51
3/14 & 15/16	K. Keator	PowerSchool Users Group-NJ	\$250 \$109/hotel	Atlantic City, NJ	166
3/15/16	A. Dooley A. Langa	Socratic Seminar Intermediate Level 2 Workshop: Fundamentals Plus Assessment & Academic Writing	\$215 \$215	Philadelphia, PA	N/A 170
3/16/16	S. Kiewe	MCADSE – ABA Educational Program- Children with Autism	-	Spring Lake, NJ	N/A
3/21/16	A. Romano	LEGAL ONE: Hot Issues in School Law	\$150	Monroe Twp, NJ	47
4/1-4, 2016	N. Ribon	Association for Supervision & Curriculum Development (ASCD) Annual Conference & Exhibit Show	\$289/reg. \$507/hotel \$242/MIE \$213/air	Atlanta, GA	N/A
4/19/16	A. Russoniello	Bringing the Classics (Novels and Drama) Alive with Adolescents Through Debate, Drama, and Film: Raising the Level Literary Analysis, Writing About Reading and Engagement	\$80	Teachers College Columbia Univ. New York, NY	\$55 max per day
5/05/16	J. Halloran R. Raibick C. Russo	Festival to Support Spring Units of Study	\$80 each	Teachers Coll. Columbia Univ. New York, NY	\$55 max per day
6/8, 9, 10/ 2016	V. Petrone	Annual NJASBO Conference	\$150 \$250/hotel	Atlantic City, NJ	156

5. Withdrawal of Funds from Maintenance Reserve

WHEREAS the Fair Haven Board of Education has determined the need to do facility maintenance work at the Knollwood School to replace a Roof Top Unit (RTU) that is not serviceable; and

WHEREAS, this project was not contemplated nor included in the current operating budget for the 2015/16 school year; and

WHEREAS, the Fair Haven Board of Education has funds in its maintenance reserve account to support and fully pay for this project without the need to raise taxpayer funds or to request state support; and

WHEREAS, pursuant to NJAC: 23A:14.2 (d) a district board of education, as appropriate, may by RESOLUTION withdraw such funds from the Maintenance Reserve Account and appropriate into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility.

NOW THEREFORE BE IT RESOLVED to hereby authorize the withdrawal of funds in the amount of \$53,500 from Board of Education's Maintenance Reserve Fund and have such funds placed in the appropriate account lines within its current operating budget to fully fund the project as described above.

6. SEMI Waiver Request – Special Education Medicaid Initiative

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 2016-2017; and

WHEREAS, the Fair Haven Board of Education desires to apply for this waiver due to the fact that PCG projects Fair Haven as having fewer than 40 Medicaid eligible classified students in the 2016-2017 school year; (estimate is 6)

NOW THEREFORE BE IT RESOLVED that the Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Monmouth an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2016-2017 school year.

C. Education – *Chairperson, Mrs. Coleman*▪ **Committee held their monthly meeting on February 17, 2016**

- PARCC SCORES talking points:
 - Not yet 1 to 1
 - Digital literacy
 - Parents night, possibility to explain
 - Presentation at Board meetings to learn more
 - Special Ed Tours
 - P/T instructional coach added

1. Field Trips

RESOLUTION by Mrs. Coleman seconded by Mr. Bernstein and carried on unanimous roll call vote, to approve the following field trips:

Date	Teacher(s)	Grade	Destination	Cost
3/02/16	Campanella	ABA	Big Apple Circus, Bridgewater, NJ	Tickets: \$300 Bus: \$295
4/26/16	Bufano Goode Hughes Piotrowski Raibick Wyckoff	3	Statue of Liberty and Ellis Island	Tickets: \$1,547 Busses: \$2,325 Students Pay: \$38
5/03/16	Bufano Goode Hughes Piotrowski Raibick Wyckoff	3	4 th /5 th Grade Drama Club Play at Knollwood	Busses: \$350
5/24/16	Kiewe	7	Monmouth County Career Center, Freehold	Bus: \$ 195
5/24-25/16	Bennett Caruso Gennusa Robinson Venino Wood	1	Huber Woods Park, Middletown, NJ	Tickets: \$580 Busses: \$585 Students Pay:\$14
Revised 4/4-8 2016	<i>Dougherty</i> <i>Merton</i> <i>Mills</i> <i>Talmage</i> <i>Vaughn</i>	4	<i>SPUR-Sunnyside Equestrian Center,</i> <i>Lincroft</i>	Revised Busses: \$875 Students Pay: \$20 (previously \$12)

Tri District Meeting: Admin. Teams and staff meetings have been set up and will be reported as progress is made.

D. Operations – *Chairperson, Mrs. Brasch*▪ **Committee held their monthly meeting on February 17, 2016**

- RTU #12 replacement at Knollwood
- Parking and drop off here at Sportsman field

Knollwood Roof Replacement – Architect Appointment

RESOLUTION by Mrs. Brasch seconded by Mr. Bernstein and carried on unanimous roll call vote, to appoint the Spiezle Architectural Group as Architects of Record for the ROD Grant project 1440-050-14-G2AB –Grant number G5-5423, to develop, document and design technical specifications for approvals and bidding, coordinate the public bidding, and construction administration. The cost for providing these services is \$54,500 plus related reimbursable expenses.

E. Personnel/Board Staff Relations - *Chairperson, Mrs. Coleman*▪ **Committee held their monthly meeting on February 17, 2016**

- Discuss next year's staffing

Items 1 through 5 under **Personnel** 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. Coleman seconded by Mr. Bernstein and carried on unanimous roll call vote to approve Items 1 through 5.

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

1. Professional Staff

a. Resignation

RESOLUTION to accept the letter of resignation from Colleen Doogan, part-time literacy coach, effective March 24, 2016, with regret. Thank you for all her hard work. Best wishes to her for the future.

b. Appointments

1. RESOLUTION to approve the appointment of Meghana Vaidya as a replacement teacher for Kathleen Mills effective on or about March 9, 2016 until the end of the school year. \$257 per diem
MA, Rutgers University, Education

2. RESOLUTION to approve the appointment of Jennifer Schiavo as a replacement teacher for Patricia Wood effective March 22, 2016 through May 13, 2016. \$257 per diem
MA Monmouth University, Education, Math

2. Salary Revision

a. RESOLUTION to revise the salary of Monica Caruso to reflect the achievement of, Masters (Step 1) on the Teacher's Salary Guide, effective September 1, 2015. \$53,793

b. RESOLUTION to revise the 2015-16 salary of Theresa Zdeb from \$41,046 to \$41,676 effective July 1, 2015.

3. Substitute Teacher Appointments

RESOLUTION to appoint the following substitute teachers for the 2015-2016 school year pending results of criminal history review where required.

Sheilah Olson
Meghana Vaidya

4. Extra-Curricular Activities

RESOLUTION to approve the following extra-curricular activities and advisors:

Club Name	Advisor	Amount Not To Exceed
6 th -8 th Gr. Drama Club Choreographer	M. Bufano	\$350

5. 8th Grade Washington, D.C. Trip

RESOLUTION to approve the following chaperones and stipends, if applicable, for the 8th grade Washington, D. C. trip on March 17 & 18, 2016:

Kevin Burke - \$210
Cara Remmert - \$210
Ptl. Dwayne Reevey, FHPD

F. Legislative & Policy - *Chairperson, Mr. Bernstein*

▪ **Committee held their monthly meeting on February 15, 2016**

- DEAC
- Board Committees need to be addressed in policy
- Parking at Sportsman field

1. As per Fair Haven Board of Education Bylaw 0131, this shall be considered the second reading of the following policies and regulations:

P 1240 Evaluation of Superintendent (M)

R 1240 Evaluation of Superintendent (M)

P 3221 Evaluation of Teachers (M)

- R3221 Evaluation of Teachers (M)
- P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- R3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- P3431.1 Family Leave (M)
- P4431.1 Family Leave (M)
- P5337 Service Animals (New)
- P5516 Use of Electronic Communication and Recording Devices (ECRD) (M)

2. Policy Adoption

MOTION by Mr. Bernstein, seconded by Mrs. Brasch and carried on voice vote to adopt the above policies and regulations.

2) President's Report –

- VIP luncheon was awesome
- Budget Workshop on March 16 at 6:00PM
- Thanks to committees for all their hard work
- Advertisement yesterday, Star Ledger, APP, closing date March 4

XI. Business Administrator's Report –

- QSAC

XII. 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

1)Liza Doonan, 28 Parker Ave, Superintendent search update

XIII. Correspondence – No

XIV. New Business - No

XV. Adjournment to Closed Session

RESOLUTION by Mr. Padula, seconded by Mrs. Brasch and unanimously carried on voice vote to adjourn to Closed Session for the purpose of discussing negotiations and real estate. Action may be taken at the conclusion of the closed session.

XVI. Return to Open Session at 10:10 PM

XVII. Adjournment

MOTION by Mr. Padula, seconded by Mr. Bernstein and unanimously carried on voice vote to adjourn at 10:12 PM