

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 ORGANIZATIONAL MEETING

The Organizational Meeting of the Fair Haven Board of Education was held on Wednesday, January 2, 2019 at 6:00 p.m. in the Media Center, Knollwood School on Hance Road.

AGENDA

- I. Call to Order by the Business Administrator/Board Secretary at 6:02 PM. Mr. Joye wished everyone a Happy New Year and welcomed them to the annual organizational meeting.
- 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; notification 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. Election Results – Tuesday, November 6, 2018
The official results have been received from the Board of County Canvassers. Geri Albin Pagano, Bennett Coleman, Michelle Buckley were duly elected as members of the Fair Haven Board of Education, full term.
- V. Oath of Office - (administered by the Board Secretary)
The oath of office was administered to newly elected Board members.

VI. Roll Call:

Present:

<input checked="" type="checkbox"/> Mrs. Buckley	<input checked="" type="checkbox"/> Mrs. Coar	<input checked="" type="checkbox"/> Mrs. Coleman
<input checked="" type="checkbox"/> Mrs. D'Angelo	<input checked="" type="checkbox"/> Mrs. Lang	<input checked="" type="checkbox"/> Mr. Menzer
<input checked="" type="checkbox"/> Mr. Padula	<input checked="" type="checkbox"/> Mrs. Pagano	<input checked="" type="checkbox"/> Mrs. Saad

Others Present:

<input checked="" type="checkbox"/> Sean McNeil, Superintendent	<input checked="" type="checkbox"/> David Joye, Business Admin/BOE Secretary
<input checked="" type="checkbox"/> Marci Mackolin, Board Attorney	
<input checked="" type="checkbox"/> Marilyn Schwartz, Principal	<input checked="" type="checkbox"/> Amy Romano, Principal
<input checked="" type="checkbox"/> Kathy Elgrim, Supervisor	<input checked="" type="checkbox"/> Cheryl Romano, Director

VII. 2019 Fair Haven Borough Board of Education

<u>Board Member</u>	<u>Term Expires</u>
Michelle Buckley	2021
Bennett Coleman	2021
Geri Albin Pagano	2021
Michael Menzer	2020
Bruce Padula	2020
Karen Saad	2020
Marisa Coar	2019
Sheri D'Angelo	2019
Carol Lang	2019

VIII. Election of President

The Board Secretary opened nominations for President. Mrs. Buckley nominated Bennett Coleman. Roll call vote was unanimous in favor.

IX. Election of Vice President

The President called for nominations for Vice President. Mrs. Coar nominated Michelle Buckley. Roll call vote was unanimous in favor.

X. Recognition of Visitors

XI. Code of Ethics

Reaffirmation as per 18A:12-24.1 Code of Ethics for School Board MembersCODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should 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 which 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 which 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. But 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 schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation 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 such complaints at public meetings only after failure of an administrative solution.

MOTION to reaffirm the Code of Ethics for the Board of Education moved by Mrs. Lang, seconded by Mr. Padula, carried on voice vote.

Training

The Board Attorney will provide Code of Ethics training to the board.

Consent Agenda Items XII through XIV

ITEMS XII through XIV will be moved as a Consent Agenda any Board Member may remove an item to be voted on separately.

RESOLUTION to approve items XII through XIV as a Consent Agenda was moved by Mrs. D'Angelo, seconded by Mrs. Lang, carried on roll call vote.

XII. Board Meetings 2019

A. Schedule of Meetings

RESOLUTION to hold regular monthly meetings as detailed on the attached BOE Meeting Calendar at 7 P.M., unless otherwise noted, in the Knollwood Library-Media Center (L-MC) 224 Hance Rd, Fair Haven NJ. Notice of the meetings will be posted in accordance with the requirement of the Open Public Meetings Act.

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

Special meetings of the Board may be held from time to time at a place and time to be designated. Prior notice as required shall be given as required by the Open Public Meetings Act.

BE IT FURTHER RESOLVED that the Fair Haven Board of Education adopts The Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year.

BE IT FURTHER RESOLVED that the Board designates the Asbury Park Press as the official Board newspaper for publications, advertisements and legal notices and further authorizes the Board Secretary and Superintendent to release other notices as appropriate to The Star Ledger, Two River Times and the HUB and other publications as needed.

XIII. Appointments and Authorizations –

A. Board Attorney – RESOLUTION Authorizing Legal Services

WHEREAS, there exists a need for legal services for the Board of Education; and **WHEREAS**, the Public School Contracts Law (NJSA 18A: 18A-5) permits the awarding of a contract for professional services without competitive bidding and **WHEREAS**, the appointment of an attorney is considered a professional service under the meaning of the Act; **NOW THEREFORE BE IT RESOLVED**, that the Board of Education reaffirms its employment of Mr. Anthony P. Sciarrillo of the firm Sciarrillo, Cornell, Merlino, McKeever and Osborne as Board Attorney at an hourly fee of \$165, and **FURTHER** that Mr. Sciarrillo shall provide a log of billable hours for review by the Board Secretary.

B. Board Auditor - RESOLUTION Authorizing Auditing Services

WHEREAS, there exists a need for auditing services for the Fair Haven Borough Board of Education; and **WHEREAS**, the Public School Contracts Law (NJSA 18A: 18A-5) permits the awarding of a contract for professional services without competitive bidding and **WHEREAS**, the appointment of an auditor is considered a professional service under the meaning of the Act; **NOW THEREFORE BE IT RESOLVED**, that the Board of Education affirms its employment of Robert Hulsart and Company to perform the 2018-2019 school year and to provide consultant services as needed throughout the school year.

C. Awarding Contracts below Bid Threshold

MOTION to set the bid threshold at \$40,000 the maximum allowed under the Public Schools Contracts Law for a Qualified Purchasing Agent and authorize the Business Administrator as the temporary Qualified Purchasing Agent to award contracts within the bid threshold. The quotation amount is set at 15% of \$40,000 or \$6,000.

D. Authorization for Payment of Bills between Board meetings

MOTION to authorize the Business Administrator to pay necessary bills and transfer funds if required between Board of Education meetings with the Superintendent's approval. The bill list and transfers will be ratified by the Board at the next meeting.

E. Authorization to Request Funds

RESOLUTION to authorize the Business Administrator to request State and Federal funds.

F. School Physician

RESOLUTION to reappoint Dr. Melanie Cotenoff as school physician. Dr. Cotenoff's retainer is \$5,750.

G. Architect of Record

WHEREAS, there exists a need for architectural services for the Board of Education from time to time; and

WHEREAS, the Public School Contracts Law (NJSA 18A: 18A-5) permits the awarding of a contract for professional services without competitive bidding and

WHEREAS, the appointment of an architect is considered a professional service under the meaning of the Act; **NOW THEREFORE BE IT RESOLVED**, that the Board of Education appoints the Spiegle Architectural Group as the Architect of Record.

B. Depositories For Funds

1. **RESOLUTION** to designate the following depositories for Board of Education funds:

PNC Bank –

Food Service Account, Student Activities (GOF), James Egan Account, Viola Sickles Account, World Language Account

Ocean First-

General Account, Salary Account, Payroll Agency Account, Unemployment Trust Account, Gizmos Account

2. **RESOLUTION** to redraft Bank Signature Cards for the above listed accounts to reflect the current authorizing officers of the Board – President, Vice President, Superintendent, Treasurer and BA/Board Secretary.

H. Board Policies /Regulations

MOTION to adopt the existing bylaws, policies, administrative procedures of the Fair Haven Board of Education until the next Organization Meeting.

I. Current Contracts

RESOLUTION to continue contracts now in existence:

All insurance, tuition contracts and professional contracts currently in force are reaffirmed for the respective terms of the agreement.

XIV. Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 etseq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board

members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the Board of Education must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that the Board of Education that invokes the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy.

XV. NJSBA Delegates

MOTION to appoint **XXXX** as delegate and **XXXX** as an alternate to represent the Board in meetings of the New Jersey School Boards Association.

Motion was tabled until February or March meeting.

XVI. President's Report

Committee Appointments were made as follows:

Fair Haven BOE Committee Placements 2019

Policy Review & Dissemination: Bennett Coleman/Geri Pagano

STANDING COMMITTEES

Education & Curriculum	Finance & Operations	Human Resources
Marisa Coar: <i>Chair</i>	Karen Saad: <i>Chair</i>	Sheri D'Angelo: <i>Chair</i>
Carol Lang	Bruce Padula	Michelle Buckley
Michael Menzer	Geri Pagano	Bennett Coleman

XVII. 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

XVIII. New Business- None.

XIX. Adjournment to Closed Session

RESOLUTION by Mrs. Coar 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 the potential receipt of state and/or federal funding and personnel matters. The matters will remain confidential. The matters will be disclosed to the public as soon as the need for confidentiality no longer exists. This session should not last longer than 60 minutes. Action, if any, will take place in public session.

XX. Return to Open Session at 7:35 PM

XXI. Adjournment- MOTION by Mrs. D'Angelo, seconded by Mrs. Lang and unanimously carried on voice vote to adjourn at 7:36 PM