

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 ORGANIZATIONAL MEETING

The Organizational Meeting of the Fair Haven Board of Education was held on Wednesday, January 6, 2016 at 7:00 p.m. in the Media Center, Knollwood School on Hance Road.

AGENDA

I. Call to Order – the meeting was called to order by the Board Secretary

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 3, 2015

The official results have been received from the Board of County Canvassers. Sara Maris was duly elected as a member of the Rumson Fair Haven Regional High School Board of Education, full term. Michelle Buckley, Bennett Coleman and Carlie Jakub were duly elected as members of the Fair Haven Board of Education, full term.

V. Oath of Office

The Board Attorney, Mr. Sciarrillo administered the oath of office to Mrs. Buckley, Mrs. Coleman and Mrs. Jakub.

VI. Roll Call:

Present: Mr. Bernstein, Mrs. Brasch, Mrs. Buckley, Mrs. Coleman, Mrs. Halcrow,
Mrs. Jakub, Mr. Padula, Mrs. Saad, Mr. Spector,
Others Present: Ms. Petrone, Mr. Ribon, Mr. Sciarrillo

VII. 2016 Fair Haven Borough Board of Education

<u>Board Member</u>	<u>Term Expires</u>
Michael Bernstein	2016
Claudia Brasch	2016
Jeff Spector	2016
Jennifer Halcrow	2017
Bruce Padula	2017
Karen Saad	2017
Michelle Buckley	2018
Bennett Coleman	2018
Carlie Jakub	2018

VIII. Election of President

The Board Secretary called for nominations for President.

Mrs. Brasch nominated Mr. Padula for President.
 Mr. Bernstein nominated Mrs. Coleman for President, Mrs. Coleman graciously declined the nomination.
 Mr. Padula was elected on unanimous voice vote.

Mr. Padula accepted the gavel and shared a few words and his vision for the upcoming Board year.

IX. Election of Vice President

The President called for nominations for Vice President.
 Mrs. Brasch nominated Mrs. Coleman for Vice President.
 Mrs. Coleman was elected on unanimous voice vote

X. Recognition of Visitors

Mr. Padula acknowledged members of the audience

XI. Code of Ethics

A. Reaffirmation

CODE 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 by Mr. Spector seconded by Mr. Bernstein to reaffirm the Code of Ethics for the Board of Education

B. Training

The Board Attorney, Mr. Sciarrillo provided Code of Ethics training to the board. He reviewed the five C's – commitment, change of command, confidentiality, conflicts and claims and the five R's – regular communication, respect, roles, resiliency and reflection.

Consent Agenda Items XII through XIV

MOTION by Mr. Spector seconded by Mrs. Brasch to move ITEMS XII through XIV as a Consent Agenda, carried on voice vote after agreement to remove item XII for further discussion

RESOLUTION by Mr. Spector seconded by Mr. Bernstein and carried on roll call vote with Mrs. Jakub abstaining to approve items XIII and XIV

XII. Board Meetings 2016

A. Schedule of Meetings

After discussion the following **RESOLUTION** was moved to be amended by Mr. Spector and seconded by Mr. Bernstein to include a board meeting in the month of July at 6PM. This amendment was carried on voice vote.

RESOLUTION by Mr. Bernstein seconded by Mr. Spector and carried on roll call vote with Mrs. Jakub abstaining, to hold regular monthly meetings as detailed below 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.

Regular Meetings 2016

January 27	April 27	July 27 (6PM)*	October 19
February 22 (Mon.)	May 25	August 24 (6PM)	November 30
March 23	June 29	September 28	December 14 *

*if necessary

Reorganization – January 4, 2017

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 2015-2016 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 \$36,000 the maximum allowed under the Public Schools Contracts Law for a Qualified Purchasing Agent and authorize the Business Administrator to award contracts within the bid threshold. The quotation amount is set at 15% of \$ 36,000 or \$5,400.

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. Depositories For Funds

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

WELLS FARGO –

General Account, Salary Account, Payroll Agency Account, Unemployment Trust Account, Mekenian Science Award Trust Account, Capital Reserve Account

PNC Bank –

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

Ocean First-

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

2. **RESOLUTION** to redraft Bank Signature Cards for the above listed accounts to reflect the current authorizing officers of the Board – President, Superintendent, Custodian of School Funds and 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.

Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. 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. **Committee Appointments**

The President will email Committee appointments as soon as possible.

2016 Committees

Community Relations, Planning & Regional Coordination

Education

Finance

Operations

Personnel

Legislative & Policy

XVI. NJSBA Delegates

MOTION by Mr. Spector seconded by Mr. Bernstein and carried on voice vote to appoint Mrs. Buckley as delegate and Mrs. Coleman as an alternate to represent the Board in meetings of the New Jersey School Boards Association.

XVII. **CAFR – Comprehensive Annual Financial Report 2015**

1. CAFR – Acceptance of Report

RESOLUTION by Mr. Bernstein seconded by Mr. Spector and carried on voice vote with Mrs. Jakub abstaining to accept the Comprehensive Annual Financial Report for school year ending June 30, 2015 with no findings.

2. CAP – Corrective Action Plan

As there were no findings, a corrective action plan is not required.

- **The CAFR is on the website**

XVIII. 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. Lucci 454 River Rd, stated, on behalf of the PTA, she congratulated

the newly sworn in board members and thanked outgoing members.

XIX. Other Business

Mrs. Saad stated that an annual audit of the Board of Education's finances is required by an outside independent firm. Mrs. Saad wanted to clarify a misconception that appeared to held by members of the community this came to light during the recent strategic planning sessions.

XX. Adjourn

MOTION by Mrs. Coleman seconded by Mr. Bernstein to adjourn at 7:40 pm

Valery Petrone, Business Administrator