

FAIR HAVEN BOARD OF EDUCATION

224 Hance Road · Fair Haven NJ 07704

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 REGULAR MEETING

The Regular Meeting of the Fair Haven Board of Education was held on Wednesday, July 27, 2016 at 6:00 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. Buckley	<input checked="" type="checkbox"/> Mrs. Coar
<input type="checkbox"/> Mrs. Coleman	<input checked="" type="checkbox"/> Mrs. Halcrow	<input type="checkbox"/> Mrs. Jakob
<input checked="" type="checkbox"/> Mr. Padula	<input checked="" type="checkbox"/> Mrs. Saad arr. 6:06pm	<input type="checkbox"/> Mr. Spector

Absent:

<input type="checkbox"/> Mr. Bernstein	<input type="checkbox"/> Mrs. Buckley	<input type="checkbox"/> Mrs. Coar
<input checked="" type="checkbox"/> Mrs. Coleman	<input type="checkbox"/> Mrs. Halcrow	<input checked="" type="checkbox"/> Mrs. Jakob
<input type="checkbox"/> Mr. Padula	<input type="checkbox"/> Mrs. Saad	<input checked="" type="checkbox"/> Mr. Spector

Others Present:

<input checked="" type="checkbox"/> Val Petrone, Business Admin/BOE Secretary	<input checked="" type="checkbox"/> Scott Kiewe, Director
<input checked="" type="checkbox"/> Ellen Spears, Director	

V. 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.

VI. Recognition of Visitors

VII. Consideration of Minutes

MOTION by Mr. Bernstein, seconded by Mrs. Halcrow and carried on voice vote to accept the minutes of the June 29, 2016 Regular Meeting with Mrs. Coar abstaining.

VIII. Superintendent's Report

A. Fire Drills

Sickles 7/07/16, 8:10 A.M.
 Knollwood 7/14/16, 10:00 A.M.

B. Security Drills

Sickles 7/12/16, 9:35 A.M. - Lockdown
 Knollwood 7/20/16, 11:06 A.M. - Evacuation

C. School Community Update

D. Staff Attendance Data – June 2016

EMPLOYEE CATEGORY	Amount of Staff	Total Possible Days	Total Absences	Attendance Percentage
Administrators	8	176	0	100
Teachers	101	1512	23.5	98.4
Aides	29	435	16.5	96.2
Secretaries	8	162	0	100
Custodians	9	198	0	100
Coordinators	2	44	0	100
TOTAL	153	2527	40	98.4

IX. Committee Reports

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

▪ **Committee held their monthly meeting on Friday**

1. Reports

- a. Committee discussed – ERIC – Board Committee structured
- b. Regional High School Board of Education Meeting(s)
- c. PTA Meeting
- d. Education Foundation
- e. Booster Club
- f. Borough Council Meeting

B. Finance – *Chairperson, Mrs. Saad*

▪ **Committee held their monthly meeting on Tuesday, July 27, 2016**

Items 1 through 7 under Finance on the Meeting Agenda was considered as a consent agenda.

RESOLUTION by Mrs. Saad, seconded by Mr. Bernstein and carried on unanimous roll call vote to approve Items 1 through 7, with Mr. Padula abstaining

1. Bill Payment

RESOLUTION to approve payment of bills and claims for the month of June in the amount of \$345,509.93.

RESOLUTION to approve payment of bills and claims for the month of July in the amount of \$1,168,582.50.

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	FROM	TO
\$ 791	11-000-221-104-01-0 curr dev comp	11-000-221-600-00-C supplies
\$ 3,235	11-000-221-320-00-0 purch ed srvc	11-000-223-320-00-D consultant fees
\$ 1,000	11-000-251-592-03-0 printing/pub	11-000-230-100-01-0 sly suptndnt ofc
\$ 6,947	11-000-262-100-01-0 sly custdn	11-000-230-100-01-0 sly suptndnt ofc
\$ 6,040	11-000-240-105-01-0 sly sectry	11-000-230-331-00-0 legal
\$ 185	11-000-230-590-05-0 trvl reimbursemnt	11-000-230-590-06-0 advertising fees
\$ 500	11-000-262-490-03-0 lease non-instruction	11-000-262-300-00-0 serv/maint agrmnt
\$45,420	11-000-262-620-01-0 electricity	11-000-262-420-01-0 technology
\$12,330	11-000-291-270-00-0 hlth bens	11-000-270-513-01-0 priv school trans
\$ 2,020	11-0000-270-503-00-0 AIL	11-000-270-515-00-0 spec ed trans
\$ 1,071	11-000-270-512-02-0 ex-curr trans	11-000-270-515-00-0 spec ed trans
\$ 6,300	11-000-270-512-01-0 field trip trans	11-000-270-515-00-0 spec ed trans
\$ 4,000	11-000-291-270-03-0 personal day comp	11-000-291-220-02-0 SS
\$13,005	11-000-291-220-01-0 SS-TPAF	11-000-291-220-02-0 SS -PERS
\$ 2,535	11-000-291-270-03-0 personal day comp	11-000-291-270-04-0 tuition reimburse
\$22,310	11-000-291-270-01-0 dental	11-000-291-270-05-0 attendance comp
\$ 2,237	11-130-100-101-01-0 sly 6-8	11-130-100-101-02-0 sly sub 6-8
\$ 1,110	11-130-100-101-01-0 sly 6-8	11-150-100-101-00-0 home instruction
\$ 1,312	11-190-100-800-02-K test scoring	11-190-100-106-02-0 sly prof lunch aides
\$19,000	11-190-100-270-00-0 Health bens	11-190-100-640-01-S textbooks S
\$ 7,268	11-190-100-800-02-K test scoring	11-190-100-640-02-K textbooks K
\$ 2,652	11-190-100-270-00-0 Health bens	11-190-100-640-02-K textbooks K
\$16,800	11-000-261-420-01-M maint of grounds	12-000-260-730-00-0 equip plant
\$37,500	11-000-261-420-02-J maint/Knllwd	12-000-260-730-00-0 equip plant

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 June 30, 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. District Taxes

RESOLUTION to request the Borough Administrator to transfer \$ 1,000,000 in tax levy due to the Board of Education account in August.

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.
7/28/16	C. Cuddihy	RELMA-PLRA In-Person Team Meeting	0	New Brunswick, NJ	60
8/2-3/16	M. Bufano	Everyday Mathematics Philadelphia User Conference	\$299	Philadelphia, PA	173
	C. Danielczyk		\$299		173
	C. Speck		\$299		173
	A. Romano		Free		Hotel \$155 346
8/15/16 8/22/16	C. Remmert	Transform Your School Through Mindfulness	\$250	Monroe Township, NJ	100
8/30-31/16	C. Remmert	Anti-Bullying Specialist Certificate Day 2 & 3	\$300	Monroe Township, NJ	100
9/23-26/16	V. Petrone	ASBO International Annual Meeting	\$695	Phoenix, AZ	Flight \$310 Hotel \$532
10/14/16	K. Burghart	31 st Annual Fall NJ Dyslexia Conference	\$230	Somerset, NJ	73
10/20-21/16	S. Kiewe	2016 FEA/NJPSA/NJASCD Fall Conference	\$275	Long Branch, NJ	N/A

6. Application and Acceptance of Federal Grants

a. IDEA

RESOLUTION to authorize the submission of the IDEA application for the fiscal year 2017 and to accept the grant award upon subsequent approval of the applications. B-\$204,224 and Preschool \$7,242

b. NCLB

RESOLUTION to authorize the submission of the NCLB application for the fiscal year 2017 and to accept the grant award upon subsequent approval of the applications. Title I \$18,450 Part IIA \$16,266 and to refuse the funds for Part III \$243.

7. ROD Grant – Capital Reserve Transfer

RESOLUTION to authorize the transfer of funds from Capital Reserve to Capital Outlay to fund the Knollwood Partial Roof Replacement as per the ROD Grant agreement (1440-050-14-1003-G04) in the amount of \$ 426,000

C. Education– *Chairperson, Mrs. Coleman*

- **Committee held their monthly meeting on - meeting delayed until August**

D. Operations – *Chairperson, Mrs. Saad*

- **Committee held their monthly meeting on July 25th.**
 1. Roof Phase II
 2. Summer repairs/cleaning
 3. Referendum revisited – Will be looking at space needs

E. Personnel/Board Staff Relations- *Chairperson, Mrs. Coleman*

- **Committee held their monthly meeting on July 25th.**

Items 1 through 6 under Personnel on the Meeting Agenda was considered a consent agenda.

RESOLUTION by Mr. Bernstein, seconded by Mrs. Halcrow and carried on unanimous roll call vote to approve Items 1 through 6.

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

1. Professional Staff Appointments
 - a. RESOLUTION to appoint Caroline Garguilo as Spanish teacher for the 2016-2017 school year. FTE 1.0, MA9 63,013
 - b. RESOLUTION to appoint Norma Larsen as a Spanish teacher for the 2016-2017 school year. FTE 1.0, BA1 51,393
 - c. RESOLUTION to appoint Dr. Matthew Strobel as school psychologist for the 2016-2017 school year. FTE 1.0, PhD11 \$71,968
 - d. RESOLUTION to appoint Elizabeth Verbovsky as part-time occupational therapist, effective on or about September 28, 2016 to June 30, 2017. FTE 0.8, MA5 \$45,026 pro-rated
2. Support Staff Appointments
 - a. RESOLUTION to appoint the following lunch time aides for the 2016-2017 school year.
 - Tina Brendel \$12/hour
 - Ann Dupree \$13.25/hour
 - Myra Garvansites \$14.75/hour
 - Erin Gotch \$13.00/hour
 - Joan Gross \$15.25/hour
 - Christine Howard \$18.75/hour
 - Kathleen Misciagna \$17.00/hour
 - b. RESOLUTION to appoint Shannon Gutt as a part-time secretary. FTE .37, Step 3 \$14,355
 - c. RESOLUTION to reappoint the following part-time library aides (19.5 hours/week) for the 2016-2017 school year.
 - Lynda Johnston \$11.50/hour

3. Support Staff Resignation

RESOLUTION to accept the resignation of Kim Croce, paraprofessional effective August 5, 2016.

4. Substitute Teacher Rates

RESOLUTION to approve the 2016-2017 substitute teacher/nurse rate of pay.

	Full Day	Half Day	6-10 days in same class as teacher
NJ Teacher Certification	\$75	\$45	\$90
County Substitute Certification	\$70	\$40	\$75
4 Hour Kindergarten	\$50		
Substitute School Nurse	\$125	\$62.50	

Substitutes in the same class as teacher for 10+ days are paid per diem at the first step of the teacher's salary guide (1BA)

5. Coaches

RESOLUTION to appoint the following coaches for 2016 Fall sports.

- Boys Soccer – Numar Vasquez, \$2,625
- Girls Soccer – Karen Florio, \$2,625
- Cross Country – Chris Stephan, \$1,875
- Cross Country – Cara Remmert, \$1,875
- Cross Country – Ali Russoniello, \$1,875
- Field Hockey –Joelle Bagley, \$2,625

6. Annual Appointments and Authorizations

a. Board Secretary/Assistant Board Secretaries

MOTION to reappoint Valery Petrone as the Board Secretary; the Superintendent and Vice President of the Board as Assistant Board Secretaries to serve in the Board Secretary's absence for the 2016 – 2017 school year.

b. Treasurer of School Funds

RE SOLUTION to appoint Thomas O'Hara as Treasurer of School Funds for the 2016-2017 school year.

c. Purchase through State Contracts

MOTION to authorize the Business Administrator to procure goods and services through State Agencies using State Contracts when financially beneficial to the district.

d. Safety Officers

MOTION to appoint Valery J. Petrone and John Robbins as the District Safety Officers at no additional salary.

e. Right to Know Officer/IPM Coordinator/AHERA Officer/IAQ Officer

MOTION to appoint John Robbins as the district's Right to Know Officer, Integrated Pest Management Coordinator, AHERA Officer/Indoor Air Quality Officer at no additional salary

f. Custodian of Public Records

MOTION to appoint the Business Administrator as Custodian of Public Records at no additional salary and to set costs per copy at \$.05 for 8 ½ X 11 size and \$.07 for legal size copies.

g. Petty Cash Accounts

MOTION to establish Petty Cash accounts for the 2016-2017 school year in the amount of \$150 per office: Superintendent's Office, Business Office, K Principal, S Principal, Special Services, Buildings and Grounds.

h. Direct Deposit

MOTION to approve the continuation of mandatory direct deposit of payroll checks.

i. Bank Signatures

MOTION to add Sean McNeil as an authorized signer for the Ocean First bank accounts.

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

- **No Meeting**

G. President's Report

1. Mr. Padula welcomed Mrs. Coar to the Board
2016 – 2019 – FHEA contract
2. RESOLUTION by Mr. Padula, seconded by Mrs. Bernstein and carried on unanimous roll call vote to approve the 2016-2019 contract between the Fair Haven Education Association and the Fair Haven Board of Education.

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

XII. Correspondence

XIII. New Business

XIV. Return to Open Session

XV. Adjournment

MOTION by Mr. Padula, seconded by Mr. Bernstein and unanimously carried on voice vote to adjourn at 6:21 PM

Valery Petrone, Board Secretary