

**FAIR HAVEN BOARD OF EDUCATION**224 Hance Road · Fair Haven NJ 07704 · 732-747-2294 · <http://www.fairhaven.edu>**2016-17 BOARD OF EDUCATION GOALS**

- Goal 1: Continue to develop and communicate progress toward a comprehensive facilities referendum.  
 Goal 2: Implement and support a District Strategic Plan.  
 Goal 3: Continue to improve communications and foster community relations.

**2016-17 DISTRICT GOALS**

- Goal 1: Conduct a full curriculum audit in the areas of Language Arts, Math, and Science to ensure the District is fully prepared to adopt and implement new curriculum based on the New Jersey Student Learning Standards in these major content areas for the 2017-18 School Year.  
 Goal 2: 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 3: A continued cultivation and sustainment of opportunities for technology integration to enhance student engagement, data collection, improved instruction and authentic student work.  
 Goal 4: Continue the expansion of 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 to specifically support curriculum enhancements as well as student health and wellness.  
 Goal 5: Improve communication with our school community across all levels.

**NOTICE OF REGULAR MEETING**

The Regular Meeting of the Fair Haven Board of Education was held on Wednesday, June 28, 2017 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 type="checkbox"/> Mrs. Buckley	<input checked="" type="checkbox"/> Mrs. Coar	<input type="checkbox"/> Mrs. D'Angelo
<input checked="" type="checkbox"/> Mrs. Coleman	<input type="checkbox"/> Mrs. Halcrow	<input checked="" type="checkbox"/> Mrs. Jakub
<input checked="" type="checkbox"/> Mrs. Lang arr. 6:16	<input checked="" type="checkbox"/> Mr. Padula	<input checked="" type="checkbox"/> Mrs. Saad

Absent:

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

Others Present:

<input checked="" type="checkbox"/> Sean McNeil, Superintendent	<input checked="" type="checkbox"/> Val Petrone, Business Admin/BOE Secretary
<input checked="" type="checkbox"/> Amy Romano, Principal	<input checked="" type="checkbox"/> Kathy Elgrim, Supervisor

**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**

Retiree, Carol Russo – Mr. McNeil and Mrs. Coleman lauded Mrs. Russo as she retires. Mrs. Russo thanked the board and the district.

**VII. Consideration of Minutes**

MOTION by Mrs. Coleman, seconded by Mrs. Saad and carried on voice vote to accept the minutes of the May 24, 2017 Regular Meeting.

## VIII. Superintendent's Report

A. Enrollment	<b>SICKLES</b>	<b>KNOLLWOOD</b>	
	Pre-K 28	4	111
	K 69	5	112
	1 107	6	108
	2 110	7	137
	3 117	8	123
	<b>431</b>	<b>591</b>	<b>Total: 1022</b>

## B. Fire Drills

Sickles	6/12 2:00 PM
Knollwood	5/30, 2:45PM, 6/2 10:30 AM

## C. Security Drills

Sickles	6/8 8:45 AM Lockdown
Knollwood	6/5 11:30 AM Lockdown Active Shooter

## D. Harassment Intimidation and Bullying Report

There were no incidents or investigations to report for the May 2017 and June 2017 reporting period.

E. School Community Update – Superintendent McNeil thanked the 8<sup>th</sup> grade dance committee

## F. Staff Attendance Data – May 2017

<b>EMPLOYEE CATEGORY</b>	<b>Amount of Staff</b>	<b>Total Possible Days</b>	<b>Total Absences</b>	<b>Attendance Percentage</b>
<b>Administrators</b>	8	154	.5	97.7
<b>Teachers</b>	103	2244	56	97.5
<b>Aides</b>	30	660	24	96.4
<b>Secretaries</b>	8	176	0	100
<b>Custodians</b>	9	198	2	99.0
<b>Coordinators</b>	2	44	0	100
<b>TOTAL</b>	<b>153</b>	<b>3476</b>	<b>82.5</b>	<b>98.4</b>

## G. Student Attendance Data

May 2017

<b>GRADE</b>	<b>Amount of Students</b>	<b>Total Possible Days</b>	<b>Total Absences</b>	<b>Attendance Percentage</b>
<b>Pre-Kinder.</b>	28	616	53	91.23
<b>Kindergarten</b>	69	1518	59	96.11
<b>First</b>	107	2354	67.5	97.13
<b>Second</b>	109	2398	82.5	96.56
<b>Third</b>	117	2574	81	96.85
<b>TOTAL</b>	<b>430</b>	<b>9460</b>	<b>343</b>	<b>96.36</b>

<b>Fourth</b>	111	2442	72.5	97.03
<b>Fifth</b>	112	2464	92.5	96.25
<b>Sixth</b>	108	2376	82.5	96.36
<b>Seventh</b>	137	3014	107.5	96.43
<b>Eighth</b>	123	2706	158.5	94.14
<b>TOTAL</b>	<b>591</b>	<b>13002</b>	<b>513.5</b>	<b>96.02</b>

June 2017

<b>GRADE</b>	<b>Amount of Students</b>	<b>Total Possible Days</b>	<b>Total Absences</b>	<b>Attendance Percentage</b>
<b>Pre-Kinder.</b>	28	364	59.5	83.65
<b>Kindergarten</b>	69	897	10.0	98.89
<b>First</b>	107	1391	15.0	98.92
<b>Second</b>	110	1430	25.0	98.25
<b>Third</b>	117	1521	12.5	99.18
<b>TOTAL</b>	<b>431</b>	<b>5603</b>	<b>122.0</b>	<b>97.82</b>

<b>Fourth</b>	111	1443	41.5	97.12
<b>Fifth</b>	112	1456	60.5	95.84
<b>Sixth</b>	108	1404	27.0	98.08
<b>Seventh</b>	137	1781	72.0	95.96
<b>Eighth</b>	123	1599	59.5	96.28
<b>TOTAL</b>	<b>591</b>	<b>7683</b>	<b>260.5</b>	<b>96.61</b>

H. Update on Schools – Principals Cuddihy and Romano

Knollwood School – Mrs. Romano

- Field days, dance and graduation
- Thank you to the parents
- Custodians are currently working

IX. Committee Reports

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

▪ **Committee held their monthly meeting on Wednesday, June 14**

1. Committee Report
  - School hours are changing
  - Website/branding
  - Parent meeting
2. Regional High School Board of Education Meeting(s)
3. PTA report –
  - a. ESY 17-18 Calendar
  - b. October 14- Harvest Fest
  - c. ESY spending \$20,000.00 for 4/5 library
  - d. Friendship Train @ Sickles
  - e. Buying 100 Makie Makie boards
  - f. 11,000.00 for Physical Education Equipment
4. Education Foundation – Mrs. Coar reporting
  - a. Electricity for Greenhouses
  - b. Fall Fundraiser – Color Fun Run 5k
5. Booster Club – No Report
6. Borough Council Meeting – No Report

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

▪ **Committee held their monthly meeting on Monday, June 26, 2017**

Discussed agenda items as well:

- Summer maintenance
- Technology Plan
- Custodians contract
- Bike Lane
- Lead Testing

RESOLUTION by Mrs. Saad, seconded by Mrs. Coleman and carried on unanimous roll call vote to approve Items 1 through 23 with Mr. Padula abstaining Res # 8 – 9.

1. Bill Payment

RESOLUTION to approve payment of bills and claims for June (through June 22, 2017) in the amount of \$1,753,017.79.

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:

<b>Amount</b>	<b>FROM</b>	<b>TO</b>
\$ 2,750	11-000-219-390-01-B consultant fees	11-000-213-100-01-0 sly school nurses
\$ 770	11-000-219-390-01-B consultant fees	11-000-213-100-02-0 sly substitute nurses
\$ 690	11-000-219-390-01-B consultant fees	11-000-213-300-02-0 othr medical srvc
\$10,750	11-215-100-106-00-0 othr sly PSD	11-000-216-320-00-B purchased srvc OT/PT
\$ 8,950	11-000-217-100-00-0 sly sp ed aides	11-000-218-104-00-0 guidance counselor
\$ 45	11-000-219-800-00-B prof org fees	11-000-219-390-02-B sp ed examination fees
\$ 700	11-000-221-320-00-0 purch ed srvc	11-000-221-500-01-C prof seminar fees
\$ 2,200	11-000-222-600-05-K library K	11-000-222-300-02-0 softwr maint
\$ 3,000	11-000-222-600-08-K supplies library	11-000-222-300-02-0 softwr maint
\$ 800	11-000-222-105-00-0 sly clerks	11-000-222-300-02-0 softwr maint
\$ 1,960	11-000-222-600-04-S supplies	11-000-223-320-00-D consultant fees
\$ 2,000	11-000-230-100-01-0 sly supntnt ofc	11-000-230-331-00-0 legal fees
\$ 3,000	11-000-230-530-01-0 communications	11-000-230-331-00-0 legal fees
\$ 500	11-000-230-332-00-0 Audit	11-000-230-331-00-0 legal fees
\$ 254	11-000-230-590-01-0 e and o insurance	11-000-230-590-06 advertising fees
\$ 525	11-000-230-590-01-0 e and o insurance	11-000-240-500-01-S seminar fees
\$ 75	11-000-2540-103-00-0 sly principals	11-000-240-600-02-K supplies
\$ 1,800	11-000-251-100-00-0 sly bus ofc	11-000-251-330-00-0 professional srvc
\$ 1,075	11-000-251-600-00-0 supplies	11-000-251-330-00-0 professional srvc
\$12,000	11-000-262-100-03-0 sly lunch aides	11-000-262-420-01-0 technology
\$ 550	11-000-262-620-02-0 Gas	11-000-262-620-01-0 electricity
\$ 100	11-000-262-800-02-M licensing fees	11-000-262-800-01-M prof organization fees
\$ 2,250	11-000-270-512-01-0 trans field trips	11-000-270-512-02-0 X-curr transportation
\$ 3,690	11-000-291-250-00-0 unemployment comp	11-000-270-513-01-0 private schools trans
\$ 4,625	11-000-291-220-01 -0 TPAF ss	11-000-270-515-00-0 spec ed trans
\$ 2,900	11-000-100-566-00-0 tuition priv schools	11-000-291-270-04-0 tuition reimburse
\$ 250	11-110-100-101-01-0 sly kndgn tchrs	11-110-100-101-02-0 sly sub Kindergarten
\$ 3,550	11-120-100-101-01-0 sly Gr 1-5 tchrs	11-120-100-101-02-0 sly sub Gr 1-5
\$ 2,575	11-120-100-101-01-0 sly Gr 1-5 tchrs	11-150-100-101-00-0 home instruction
\$ 3,475	11-120-100-101-01-0 sly Gr 1-5 tchrs	11-190-100-106-01-0 special program comp
\$24,500	11-213-100-101-00-0 sly res room	11-190-100-610-02-K Supplies
\$10,225	11-130-100-101-020-0 sly subs Gr 6-8	11-190-100-610-02-K Supplies
\$14,500	11-000-291-270-01-0 dental insurance	11-190-100-610-02-K Supplies
\$ 5,000	11-000-262-420-03-0 lab supplies	11-190-100-610-02-K Supplies
\$70,000	11-190-100-270-00-0 health ben	11-190-100-610-02-K Supplies
\$122,000	11-190-100-270-00-0 health ben	11-190-100-640-01-S Textbooks Sickles
\$ 5,000	11-214-100-101-01-0 subs Autism	11-190-100-640-01-S Textbooks Sickles
\$ 17,000	11-190-100-800-02-K test scoring	11-190-100-640-01-S Textbooks Sickles
\$ 6,000	11-000-100-566-00-0 tuition priv schools	11-190-100-640-01-S Textbooks Sickles
\$11,750	11-000-262-620-02-0 gas	11-190-100-640-01-S Textbooks Sickles
\$42,500	11-000-100-566-00-0 tuition priv schools	11-190-100-640-02-K Textbooks Knollwood
\$ 150	11-204-100-101-01-0 sly LLD tchr	11-204-100-101-02-0 sly sub LLD
\$ 9,500	11-000-217-100-00-0 sly sp ed aides	11-214-100-106-01-0 aids Autism
\$ 1,700	11-204-100-106-00-0 sly aides LLD	11-214-100-106-01-0 aids Autism
\$ 5,500	11-215-100-320-00-B purch srvc	11-402-100-100-00-0 sly athletics
\$ 3,800	11-401-100-100-00-0 sly cocurricular	11-402-100-100-00-0 sly athletics
\$ 6,000	11-110-100-101-01-0 sly kndgn tchrs	11-402-100-100-00-0 sly athletics

### 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 May 31, 2017 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. Bills and Claims Payment/Transfers through June 30, 2017

RESOLUTION to authorize the Business Administrator and Superintendent to pay bills through June 30, 2017 and transfer funds from over appropriated to under appropriated accounts to address anticipated deficits. The bills and transfers will be approved at the next regularly scheduled Board meeting.

5. Transfer of Unexpended Funds – **Capital Reserve**

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-13 and NJSA 18A:7F-41 permit a Board of Education to deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Fair Haven Board of Education wishes to deposit unexpended appropriations or unanticipated excess current revenue into a Capital Reserve account at year end, and

**WHEREAS**, the Fair Haven Board of Education has determined that up to an additional \$250,000 is available for such purpose of transfer and

**NOW THEREFORE BE IT RESOLVED** that the Board authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

6. Transfer of Unexpended Funds - **Maintenance Reserve**

**WHEREAS**, N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-13 and N.J.S.A. 18A:7F-41 permit a board of education to deposit into certain reserve accounts at year end; and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution; and

**WHEREAS**, the Fair Haven Board of Education wishes to deposit unexpended appropriations or unanticipated excess current revenue into a maintenance reserve account at year end; and

**WHEREAS**, the Fair Haven Board of Education has determined that up to \$250,000 is available for such purpose of transfer.

**NOW THEREFORE BE IT RESOLVED** that the Board authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

## 7. 403 (B) Tax Shelter

**WHEREAS**, the Fair Haven Board of Education (the "Board") intends to make non-salary reduction contributions on behalf of certain classes of employees who terminate employment

**WHEREAS**, the Board will not permit any *individual* employee to have an option of, receiving the equivalent amounts as compensation;

**WHEREAS**, the Economic Growth and Tax Relief Reconciliation Act of 2001 ("EGTRRA") amended Section 403(b) (3) of the Internal Revenue Code of 1986, as amended (the "Code") to permit employers to make contributions to 403(b) programs for employees who have terminated employment with the District, and

**WHEREAS**, the District wishes to make such contributions as permitted under Sections 403(b)(3) and Section 415(c)(1) of the Code for certain terminated employees,

**NOW THEREFORE IT IS RESOLVED** that the Board hereby authorizes and directs that the Administration to make post-termination contributions into EQUI-VEST 403(b) contracts established through representatives of AXA Network L.L.C. and AXA Advisors L.L.C. for each eligible individual as defined in the

policy(s), provided that such contributions shall not exceed the limits of Section 415(c)(1) of the Code and shall not continue beyond the five (5) year period authorized under Section 403(b)(3) of the Code.

FURTHER RESOLVED that the proper employee of the Board be and they are hereby authorized and directed to take any and all actions necessary or desirable to implement the resolutions as set forth herein.

8. 2017/2018 Anticipated Contracts

Per PL 2015 Chapter 47 the intent to renew, award, or permit to expire previously awarded contracts awarded by the Board of Education must be reported at a public meeting. The following contracts are, have been and will continue in full compliance with all state and federal statutes and regulations, in particular NJ Title 18A:18 et seq/ NJAC Chapter 23 and Federal procurement regulations 2CFR Part 200.317 et seq.

Strauss Esmay	Hulsart and Company	Sciarrillo and Cornell
MOESC	Red Bank Regional HS	Spiezle Group
APITC	Frontline	School Messenger
Brown and Brown	Boynton and Boynton	NJSIG
Republic Waste	Acacia Financial	ERM
ACES	ACT	ED-DATA
PowerSchool	Tyco	Simplex
MRESC	Monmouth Behavioral Therapy	HRESC
Petersen Services		

9. District Taxes

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

10. 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.
5/31/17	T. Schmeling (replacement for S. Krellin)	Stokes	N/A	Branchville, NJ	182
7/27, 28/17	N. Frietas	Visualizing/Verbalizing	\$749	Plainsboro, NJ	68
10/18/17	J. Miller	AAP Annual School Health Conference	\$175	Somerset Park, NJ	72
10/19, 20/17	S. Kiewe	NJPSA Fall Conference	\$285	Long Branch, NJ	N/A
2017-2018	K. Burghart	Wilson Reading System Level I Certification	\$2,379	W. Long Branch, NJ	N/A

11. Assistive Technology Evaluations

RESOLUTION to approve Adam Krass Consulting, LLC to provide assistive technology evaluations for two students at a rate of \$1,000 each.

12. Monmouth Behavioral Therapy

RESOLUTION to approve Monmouth Behavioral Therapy to provide behavioral support services not to exceed 27 hours per week at a rate of \$45 an hour, from July 1, 2017 through August 31, 2017.

13. Property/Casualty Insurance Renewals

RESOLUTION to approve insurance renewals for the 2017-2018 school year

Coverage	2017-18 annual premium	2016-17 annual premium
Commercial Pkg	\$ 68,242	70,612
Workers Com	\$ 80,442	92,192
Errors & Omissions	\$ 32,827	31,019
Volunteer Accident	\$ 300	300
Bonds	\$ 1,040	1,040
Student Accident	\$ 7,750 (2 yr commit)	7,598

14. Legal Services Contract – Sciarrillo Cornell

RESOLUTION to approve a contract with Sciarrillo, Cornell, Merlino, McKeever and Osborne to provide legal services for the 2017-2018 school year at a rate of \$165/hour.

15. Payroll/ Budgetary Services APITC

RESOLUTION to approve a contract with the Asbury Park Information Technology Center to provide Payroll, Personnel and Budgetary Accounting System Service for the 2017-2018 school year, in the amount of \$16,850.

16. 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.

17. 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.

18. Authorization to Request Funds

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

19. 2017/2018 Budget

RESOLUTION to authorize the Superintendent and Business Administrator to implement the approved 2017-2018 budget.

20. Approval of Tax Shelter Annuity Companies

MOTION to continue the authorization of payroll deductions for employees to participate in the tax shelter annuities: AXA/Equitable, Lincoln and Vanguard. The 403b agreement is on file in the business office.

21. Security Drills Statement of Assurance

MOTION to approve the Security Drills Statement of Assurance for the 2016-2017 school year.

22. Transportation Contract

RESOLUTION to approve a transportation contract with J. Dolan from May 11 through June 16 in the amount of \$320.67.

23. Tuition/Non-Resident Student

RESOLUTION to accept a non-resident tuition student, R098 into grade 1.

C. Education – *Chairperson, Mrs. Coleman*

▪ **Committee held their monthly meeting on Wednesday, June 21**

Discussion: regarding curriculum materials arrival

- Plan for parent meetings to familiarize them with the changes

- Preliminary PARCC results are encouraging, thanks to all staff
- Google Classroom – connection
- Big Thank You!

D. Personnel/Board Staff Relations - *Chairperson, Mr. McNeil reporting*

▪ **Committee held their monthly meeting on Thursday, June 22**

Items 1 through 14 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 Mrs. Saad and carried on unanimous roll call vote to approve Items 1 through 14.

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

1. Professional Staff

a. Appointments

1. RESOLUTION to approve the appointment of Jessica Heeren as an art teacher for the 2017-2018 school year. Kean University, BA1 \$52,018
2. RESOLUTION to approve the appointment of Taylor Milanowycz as a middle school special education teacher. Rider University, BA1 \$52,018

b. Resignation

RESOLUTION to accept the resignation of Karen Hauge effective June 30, 2017.

2. 2017 ESY Program

a. RESOLUTION to approve the following 2017 ESY staff:

J. Morgan Bufano, teacher - \$48/hour  
 Jacqueline Diez, Speech - \$48/hour not to exceed 5/hour/week  
 Brittany Ciccarelli, instructional assistant - \$20/hour  
 Kathryn Eddy, instructional assistant - \$20/hour

b. RESOLUTION to rescind the appointment of Sharon Krellin as a teacher for the 2017 ESY program

3. Stokes

RESOLUTION to approve the action of the Superintendent allowing Todd Schmeling to attend 2017 Stokes on 5/31/17 replacing Sharon Krellin.

4. Support Staff

a. Resignations

1. RESOLUTION to accept the letter of resignation from Colleen Fischer, instructional assistant, effective June 19, 2017.
2. RESOLUTION to accept the letter of resignation from Lynda Johnston, part-time library clerk effective June 19, 2017.
3. RESOLUTION to accept the letter of resignation from Todd Schmeling, instructional assistant, effective August 10, 2017.

5. Business Administrator/Board Secretary Employment Contract

RESOLUTION to approve the contract for Valery Petrone, Business Administrator/Board Secretary for the 2017-2018 school year at a salary of \$150,099.

6. Custodial Contract

RESOLUTION to approve the 2016-2019 contract between the Fair Haven Custodial Staff and the Fair Haven Board of Education.



## 7. Curriculum Supervision

- a. RESOLUTION to approve Mrs. Cheryl Cuddihy for stipend to supervise curriculum and instruction for grades pre-K through 3 not to exceed \$10,000 for the 2017-2018 school year to be paid \$1,000 each month commencing September 1, 2017 continuing through such time that a curriculum administrator is hired or June 30, 2018 whichever occurs first.
- b. RESOLUTION to approve Mrs. Amy Romano for stipend to supervise curriculum and instruction for grades 4 through 8 not to exceed \$10,000 for the 2017-2018 school year to be paid \$1,000 each month commencing September 1, 2017 continuing through such time that a curriculum administrator is hired or June 30, 2018 whichever occurs first.

## 8. Safety Officers

MOTION to appoint Valery Petrone and John Robbins as the District Safety Officers.

## 9. 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.

## 10. Custodian of Public Records

MOTION to appoint Valery Petrone, 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.

## 11. Affirmative Action Officer - AAO

MOTION to approve Knollwood Guidance Counselor, as the District Affirmative Action Officer.

## 12. 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.

## 13. District 504 Officer

MOTION to appoint the Knollwood Guidance Counselor as the District 504 Officer.

## 14. Job Descriptions &amp; Title

- a. MOTION to approve the title and job description of Coordinator of Innovation, Technology, & 21<sup>st</sup> Century Skills
- b. MOTION to approve Chris Aviles as Coordinator of Innovation, Technology, & 21<sup>st</sup> Century Skills according to his already approved 2017-18 contract terms.
- c. MOTION to approve the adjusted job description of Supervisor of Instructional Programs and Support
- d. MOTION to abolish job title and description of Educational Technology Systems Coordinator

E. Legislative & Policy - *Chairperson, Mrs. Jakub reporting*

- **Committee held their monthly meeting on June 13 \* reviewed 14 policies**

Items 1 and 2 under Legislative & Policy 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.

- Fund raising policies regarding students
- Handbook - updating

RESOLUTION to approve Items 1 through 2.

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

P & R 1240	Evaluation of Superintendent (M)
P & R 3126	District Mentoring Program
P & R 3221	Evaluation of Teachers (M)
P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
P & R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
P & R 3240	Professional Development for Teachers and School Leaders (M)
P & § 5610	Suspension (M)
P 5620	Expulsion (M)
P & R 7424	Bed Bugs
P 8505	Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)
P 8550	Unpaid Meal Charges/Outstanding Food Service Charges (M)

2. Statement of Assurance

MOTION by Mrs. Jakub, seconded by Mrs. Lang and carried on voice vote to approve the IDEA Statement of Assurances for the 2016-2017 school year.

#### F. President's Report

1. Superintendent Employment Contract

- a. RESOLUTION by Mr. Padula, seconded by Mrs. Jakub and carried on unanimous roll call vote, for the Board to rescind the current Employment Agreement between it and Sean McNeil for the position of Superintendent of Schools for the period of July 1, 2016 through June 30, 2019.
- b. RESOLUTION by Mrs. Padula, seconded by Mrs. Jakub and carried on unanimous roll call vote, for the Board to approve the Employment Agreement between it and Sean McNeil for the position of Superintendent of Schools for the period July 1, 2017 through June 30, 2022. The Employment Agreement received the prior approval of the Executive County Superintendent of Schools. 2017 – 2018 salary of \$145,000.

#### X. Business Administrator's Report

##### A. Monmouth Ocean Counties Shared Services Insurance Fund

**RESOLUTION** as follows:

**WHEREAS**, the New Jersey School Boards Insurance Act, Assembly 1373, enacted and signed by the Governor in 1983, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

**WHEREAS**, the Fair Haven Board of Education desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

**WHEREAS**, the Fair Haven Board of Education finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey; and

**WHEREAS**, the New Jersey School Boards Association Insurance Group and its bylaws provide a basis for securing this protection for member districts;

**NOW THEREFORE BE IT RESOLVED THAT**, the Fair Haven Board Of Education join with other school districts in organizing and becoming members of the Sub fund of the New Jersey School Boards Association Insurance Group (Monmouth Ocean Counties Shared Services Insurance Fund); and

**THAT**, by the adoption and signing of this resolution, the Board of Education is hereby joining the Sub fund of the New Jersey School Boards Association Insurance Group (Monmouth Ocean Counties Shared Services Insurance Fund) effective the date indicted below and in cooperation with the existing sub fund or NJSBAIG by

laws and plan of risk management, and for the duration of three (3) consecutive years for the following coverage:

Property  Equipment Breakdown  EDP  Crime  Bond  
 General Liability  Automobile Liability  Auto Physical Damage  
 Umbrella  Errors & Omissions  Workers Compensation

B. Flexible Spending Accounts (FSA) Renewal

RESOLUTION by Mrs. Coar, seconded by Mrs. Jakub and carried on unanimous roll call vote by to approve continuing to offer the form of Cafeteria Plan including a Premium Expense Account which began January 1, 2012. The Business Administrator is authorized to execute and deliver to the Administrator of the Plan any necessary paperwork. The Administrator of the Plan shall take such actions deemed necessary to implement continuation of the Plan and to set up adequate accounting procedures to provide benefits in conjunction with the Business Administrator. The Business Administrator shall notify the eligible staff of the continuation of the plan.

C. Petitions for Board Membership- due July 31

D. July Board meeting will be cancelled

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

Lori Freund, 99 Harrison Avenue, questioned the decision to not loop Mrs. Kennedy's class

Eric Freund, 99 Harrison Avenue, also followed up with statements regarding this decision.

XII. Correspondence

Simpson – email tuition

XIII. New Business

XIV. Adjournment to Closed Session at 6:57

RESOLUTION by Mrs. Jakub, seconded by Mrs. Coar and carried on unanimous roll call vote to adjourn to closed session prior to the end of this session for the purpose of discussing 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 60 minutes. Upon return, action may be taken.

XV. Return to open session at 8:23 PM

XVI. Adjournment

MOTION by Mr. Jakub, seconded by Mrs. Lang and unanimously carried on voice vote to adjourn at 8:24 PM

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Valery Petrone, Board Secretary

