

# FAIR HAVEN BOARD OF EDUCATION

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

## 2016-2017 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 -2017 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 ORGANIZATIONAL MEETING**

The Organizational Meeting of the Fair Haven Board of Education will be held on Wednesday, January 4, 2017 at 7:00 p.m. in the Media Center, Knollwood School on Hance Road.

## AGENDA

### I. Call to Order

### 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 8, 2016

The official results have been received from the Board of County Canvassers. Michael Goione was duly elected as a member of the Rumson Fair Haven Regional High School Board of Education, full term. Marisa Coar, Sheri D'Angelo and Carol Lang were duly elected as members of the Fair Haven Board of Education, full term.

### V. Oath of Office

The Board Attorney will administer the oath of office to newly elected Board members.

### VI. Roll Call:

VII. 2017 Fair Haven Borough Board of Education

<u>Board Member</u>	<u>Term Expires</u>
Jennifer Halcrow	2017
Bruce Padula	2017
Karen Saad	2017
Michelle Buckley	2018
Bennett Coleman	2018
Carlie Jakub	2018
Marisa Coar	2019
Sheri D'Angelo	2019
Carol Lang	2019

VIII. Election of President

The Board Secretary will open nominations for President.

IX. Election of Vice President

The President will call for nominations for Vice President.

X. Recognition of Visitors

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** to reaffirm the Code of Ethics for the Board of Education

## **B. 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

## **XII. Board Meetings 2016**

### **A. Schedule of Meetings**

**RESOLUTION** 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 2017**

January 25	April 26	July 26 (6PM)*	October 18
February 22	May 24	August 23 (6PM)	November 15
March 22	June 28 (6PM)	September 27	December 20(6PM)*

\*if necessary

#### **Reorganization – January 3, 2018**

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 2016-2017 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. 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 Spieze 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, Superintendent Outstanding Student 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, Superintendent, Custodian of School Funds and Board Secretary, if necessary

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 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.

**2017 Committees**

Community Relations, Planning & Regional Coordination

Education

Finance

Buildings Grounds and Safety

Personnel

Legislative & Policy

**XVI. NJSBA Delegates**

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

**XVII. Education:**

1. Curriculum Program Pilot

MOTION to approve curriculum program pilot for January – June 2017:

Math: <a href="#">Go Math!</a>						
Grade	K	1	2	3	4	5
Teachers	Kennedy/DelTin	Setaro	Leahey	Goode	Speck	Bufano

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

XVIX. Other Business

XVX. Adjourn