

FAIR HAVEN BOARD OF EDUCATION

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

2017-2018 BOARD OF EDUCATION GOALS

- Goal 1:** Continue with professional development to become a certified board.
- Goal 2:** Improve communication and partnerships between the community, families, students and board of education.
- Goal 3:** Investigate and analyze the viability of moving forward with a facility referendum as outlined in the Strategic Plan.

2017-18 DISTRICT GOALS

- Goal 1:** Develop, implement, and support a new quarterly reporting period by moving to a 4 Marking Period calendar, creating a new report card, and implementing a formal benchmarking schedule for students with increased data to be shared with staff, students, parents & guardians.
- Goal 2:** Foster and develop staff mastery of newly adopted curricula to ensure sound instructional practice and improved student outcomes for all learners.
- Goal 3:** Expand our capacity to provide meaningful feedback to our staff to improve professional development by implementing the Charlotte Danielson teacher evaluation model.
- Goal 4:** Maintain the newly expanded articulation and professional 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.
- Goal 5:** Improve communication with our school community by completing our district website conversion and transition to the School Messenger Communicate platform.

NOTICE OF ORGANIZATIONAL MEETING

The Organizational Meeting of the Fair Haven Board of Education was held on Wednesday, January 3, 2018 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 7, 2017
 - The official results have been received from the Board of County Canvassers. Charles Volker was duly elected as a member of the Rumson Fair Haven Regional High School Board of Education, full term. Michael J. Menzer, Bruce Padula and Karen Saad were duly elected as members of the Fair Haven Board of Education, full term.
- V. Oath of Office
 - The oath of office will be administered to newly elected Board members.
- VI. Roll Call: Attorney Monica Palestis administered the Oath of Office to the recently elected Board members Michael J. Menzer, Bruce Padula, Karen Saad

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. Jakob	<input checked="" type="checkbox"/> Mrs. Lang
<input checked="" type="checkbox"/> Mr. Menzer	<input checked="" type="checkbox"/> Mrs. Saad	<input checked="" type="checkbox"/> Mr. Padula left 8:03pm

Absent:

<input type="checkbox"/> Mrs. Buckley	<input type="checkbox"/> Mrs. Coar	<input type="checkbox"/> Mrs. Coleman
<input type="checkbox"/> Mrs. D'Angelo	<input type="checkbox"/> Mrs. Halcrow	<input type="checkbox"/> Mrs. Jakob
<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"/> Cheryl Cuddihy, Principal	<input checked="" type="checkbox"/> Amy Romano, Principal

VII. 2018 Fair Haven Borough Board of Education

<u>Board Member</u>	<u>Term Expires</u>
Michelle Buckley	2018
Bennett Coleman	2018
Carlie Jakob	2018
Marisa Coar	2019
Sheri D'Angelo	2019
Carol Lang	2019
Michael Menzer	2020
Bruce Padula	2020
Karen Saad	2020

VIII. Election of President

The Board Secretary will open nominations for President. Votes will be taken via roll call.

Mr. Bruce Padula nominates Bennett Coleman for Board President. Mrs. Coleman was elected unanimously on roll call vote as per bylaw policy 0152 by the Board Officers.

IX. Election of Vice President

Mrs. Coleman, Board President, called for nominations for Vice President.

Mrs. Coar nominated Mrs. Jakob

Mrs. Lang nominated Mrs. Saad

Mrs. Saad was elected as Vice President of the Board 5 to 4 on a roll call vote.

X. Recognition of Visitors

XI. Code of Ethics

A. Reaffirmation – Board members recited the following:

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 Mrs. Coleman seconded by Mr. Padula 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. Tabled until the Spring

Consent Agenda Items XII through XIV

RESOLUTION by Mrs. Lang and seconded by Mrs. Coar to approve items XII through XIV as a Consent Agenda

XII. Board Meetings 2018

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 2018

(Meetings scheduled for 7:00pm on the dates listed below unless otherwise noted)

January 25	April 25	July 25(6PM)*if necessary	October 17
February 28	May 23	August 22(6PM)	November 27
March 21(1:30PM)	June 27(6PM)	September 26	December 19

Reorganization Meeting – January 2 or 9, 2019

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 2017-2018 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.

H. 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 – Bennett Coleman-President, Karen Saad-Vice President, Sean McNeil-Superintendent, Thomas O’Hara-Custodian of School Funds and Valery Petrone-Board Secretary

I. Board Policies /Regulations

MOTION to suspend bylaw 0133 requiring two readings to adopt a Policy and adopt Policy 0155 with one reading Board Committees. This action is being taken to establish a new committee structure of the Board.

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

J. 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. Committee Appointments

The President will email Committee appointments as soon as possible.

XVI. NJSBA Delegates

MOTION by Mr. Padula and seconded by Mrs. Jakub and unanimously carried on voice vote to appoint Mr. Menzer as delegate and Mrs. D'Angelo as an alternate to represent the Board in meetings of the New Jersey School Boards Association

XVII. Finance – CAFR June 30, 2017

A. Comprehensive Annual Financial Report (CAFR) 2016-2017

RESOLUTION to accept the Comprehensive Annual Financial Report for school year ending June 30, 2017, with no findings.

B. CAP – Corrective Action Plan

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

- **The CAFR will be uploaded to the website**

XVIII. Personnel/Board Staff Relations

RESOLUTION by Mrs. Buckley, seconded by Mrs. Coar and carried on roll call vote to approve Items 1 through 2.

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

1. Professional Staff

a. Family Medical Leave Act

RESOLUTION to approve the FMLA leave request of Tara Mattison from on or about January 2, 2018 until on or about March 30, 2018.

b. Appointments

RESOLUTION to appoint Jennifer Trattler as a replacement teacher for Tara Mattison effective January 4, 2018 until on or about March 30, 2018. BA1 \$52,018 pro-rated (\$260 per diem)

2. Knollwood Math Night Staffing

RESOLUTION to appoint the following staff members to facilitate Knollwood Math Nights on January 17th and March 7th up to 5 hours at a rate of \$33 per hour:

Hugh O'Hare
Chris Beattys
Ami Ohe
Emily Hermsen

Jen Mancino
Bill Dodich
Stephanie Homyak
Jess Dougherty

XIV. 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

No comments

XVIX. Other Business—President Coleman thanked everyone for all that we do

1. Strategic Plan Update & where do we go from here. Mrs. Lang presented a visual depiction of our progress through Vision 2020-discussion of potential referendum ensured
2. Policy – reduction to three standing committees after several months the new committee structure will be revisited in June
3. Calendar 2018-2019 preliminary discussion – snow days, PD days, Graduation etc.

XVX. Adjournment

MOTION by Mrs. Coleman, seconded by Mrs. Coar and unanimously carried on voice vote to adjourn at 8:14 PM.

Valery Petrone, Board Secretary