RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
BOARD OF EDUCATION
RUMSON, NEW JERSEY 07760

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Organization Meeting
January 2, 2024
Rumson-Fair Haven Regional High School Learning Commons
6:30 p.m.
AGENDA

"Our mission is to empower all of our students with the tools to find their passions and thrive as knowledgeable, confident, resilient, creative, and compassionate citizens of a global community."

1. **Call to Order** - The Business Administrator / Board Secretary will call the meeting to order.
2. **Salute the Flag**
3. **Statement of Compliance**
   Adequate notice of this meeting has been disseminated in accordance with NJSA 10:4-8 of the Open Public Meetings Act, specifying the date, time and place and filed with the Asbury Park Press, the Two River Times, the Borough Clerks, posted on the District website and in the Main Office.

4. **Announcement of Official Results of the Annual School Board Election - November 7, 2023**
   The following are the official results of the Rumson-Fair Haven Regional High School's election as reported by the Business Administrator / Board Secretary as certified by the Monmouth County Clerk.

   FAIR HAVEN

Eileen Hickey - Three Year Term	1,645 votes

   RUMSON

Anne Marie McGinty - Three Year Term	1,092 votes
Dorothy Whitehouse - Three Year Term	1,082 votes

5. **Administer Oath of Office**
   The Business Administrator /Board Secretary will administer the Oath of Office to the newly elected Board Members:
   Eileen Hickey
   Anne Marie McGinty
   Dorothy Whitehouse

I, _____ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people, so help me God.

I, _____ do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability, So help me God.

6. **Administer Oath of Office**

   The Business Administrator/Board Secretary will administer the Oath of Office to the newly appointed Board Member:

   Kevin Grant

I, _____ do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people, so help me God.

I, _____ do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability, So help me God.

7. **Roll Call**

   The Business Administrator / Board Secretary will call the roll:

Mr. Grant		Mrs. Kiley		Mr. Page	
Mrs. Halcrow		Mrs. McCabe		Mrs. Thompson	
Mrs. Hickey		Mrs. McGinty		Mrs. Whitehouse	

8. **Nomination and Election for Office of President**

   The Business Administrator / Board Secretary calls for nominees for President.

   Nomination for:_____ By:_____

   Roll Call

Mr. Grant		Mrs. Kiley		Mr. Page	
Mrs. Halcrow		Mrs. McCabe		Mrs. Thompson	
Mrs. Hickey		Mrs. McGinty		Mrs. Whitehouse	

The President will now preside over the meeting.

9. **Nomination and Election for Office of Vice-President**
The Board President calls for nominees for Vice-President.

Nomination for:_____ By:_____

Roll Call

Mr. Grant		Mrs. Kiley		Mr. Page	
Mrs. Halcrow		Mrs. McCabe		Mrs. Thompson	
Mrs. Hickey		Mrs. McGinty		Mrs. Whitehouse	

10. **Presentation: Board Member Code of Ethics - Athina Cornell, Esq.**

11. **ADOPTION OF THE NEW JERSEY SCHOOL BOARD CODE OF ETHICS**

Moved:_____ **Second:**_____

Be it Resolved, the Rumson Fair Haven Regional High School Board of Education adopts the New Jersey School Boards Association Code of Ethics, and that each Board member shall abide by these principles in accordance with board policy and N.J.S.A. 18A:12-24.1:

A. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall 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 that 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 that 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. 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 school.

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 the complaints at public meetings only after failure of an administrative solution.

Roll Call

Mr. Grant		Mrs. Kiley		Mr. Page	
Mrs. Halcrow		Mrs. McCabe		Mrs. Thompson	
Mrs. Hickey		Mrs. McGinty		Mrs. Whitehouse	

12. Public Comment on Agenda Items

13. Action Items

1. **Approval of RFH BOE Annual Planning Schedule 2024**
   Recommend Board approval of the RFH BOE Annual Planning Schedule 2034, as attached: **(Attachment A)**
   Finance

2. **Approval of Bill List**
   Recommend Board approval of the following bill lists dated **December 22, 2023**:

General Fund	$	1,500.00
Special Revenue Fund	$	0.00
Capital Projects Fund	$	0.00
Food Services Fund	$	0.00
Total	**$**	**1,500.00**

Payroll (12/15/23)	$ 612,326.21
Payroll (12/22/23)	$ 606,536.49
Total Expenditures	**$ 1,220,362.70**

14. Public Comment on Any School Related Topic

15. Adjournment

Communicating With the Board of Education

The Rumson-Fair Haven Board of Education meets in public session once or twice each month, usually on the second and fourth Tuesdays, beginning at 6:30 p.m. in the Library of the high school. The Board of Education welcomes comments and suggestions from the residents of Fair Haven and Rumson. To that end, provision is made for public discussion at each meeting.

There are two ways in which an individual or group may address the Board directly in person. The request should be made in advance to be recognized during the first Public Discussion session of the meeting. The request should be made to the office of the Superintendent of Schools by Noon on Friday preceding the meeting. The request should identify the name of the individual or group and the topic of the comments. The phone number of the Superintendent is 732-842-1597, extension 550.

The second way is to be recognized during one of the two Public Discussion sessions included on the agenda for the meeting. The first session occurs prior to Board votes on action items. Remarks during that session are restricted to topics included on the printed agenda, unless a request to be recognized was made as described above. The second session occurs near the end of the meeting, and any topic may be addressed.

Each session is limited to 30 minutes. Any one person may address the Board for a maximum of 5 minutes. Once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of 2 minutes. Citizens who have spoken once during the session will be recognized a second time only after all others have been heard a first time. Speakers are required to state their names and addresses.

These guidelines have been established in order to permit public input, while permitting the Board of Education to conduct its business in a reasonable amount of time. As always the Board welcomes public input in the form of letters addressed to the Superintendent of Schools, 74 Ridge Road, Rumson, NJ 07760.

RFH Board of Education Annual Planning Schedule 2024

JANUARY

- New Board member participate in an in-house orientation (NJSBA led workshop Jan. 2, 2024)
- Board holds reorganization meeting (January 2, 2024)
- Board members participate in a Code of Ethics discussion presented by Cornell, Merlino, McKeever and Osborne, LLC* (January 2, 2024)
- Board president reviews committee chairs and assignments with CSA and VP per policy 155.
- New committee chairs and committee assignments will be assigned.
- Board reviews mandatory training requirements for board members (for newly sworn in as well as existing members) provided by BA/Board Secretary from NJSBA
- Board reviews requirements of the superintendent contract renewal for contracts expiring July 1.* The Business Office will confirm with the Board the notice requirements set forth in the approved contract. (N.J.S.A. 18A:17-15).
- New board member submit financial disclosure forms to the School Ethics Commission (due within 30 days of joining the board)*
- Superintendent/chief school administrator (CSA) and business administrator (BA) review preliminary budget numbers with the board

FEBRUARY

- Superintendent provides an update on progress toward achievement of district goals
- Board provides update on progress toward achievement of board goals
- CSA/BA provide update on capital projects, capital spending plan and reserves (including the various types of reserves, what they can be used for and our current balance)
- Board president meets with Superintendent to discuss/review CSA evaluation process and timeline
- Board president meets with NJSBA representative to review superintendent and board evaluation process and set timelines for completion (per policy NJSBA workshop with Board regarding CSA Evaluation process scheduled for March 5, 2024 at 6:30pm)

MARCH

- Superintendent or designee presents at board meeting/public hearing of the Violence, Vandalism and Bullying Report (By law a board must have a public hearing twice yearly; once between Sept.1 - Jan. 1 and again between Jan. 1- June 30)
- Superintendent presents an end-of-year staff review report to the personnel committee. (All staff: non-tenured, tenured, and administration)
- NJSBA Workshop - CSA Evaluation Process - March 5, 2024 6:00 pm-6:30 pm at regularly scheduled board meeting.

APRIL

- Board members submit Financial disclosure forms to the Ethics Commission (for all continuing board members)*
- BA conducts public budget hearing/adopts budget* at board meeting
- Superintendent or designee presents the school health nursing services plan for board approval
- Superintendent or designee presents the comprehensive equity plan for board approval

MAY

- Superintendent completes/inputs her/his goals portion forms with NJSBA for CSA evaluation
- Superintendent provides end-of-the-year report on district goals
- Non-conflicted board members complete online CSA evaluation forms with NJSBA* (once CSA has completed his/her goals portion)
- Superintendent presents any additional personnel recommendations for the coming school year for board approval (ongoing May-August)
- Superintendent or designee reports on compliance of submitting financial disclosure statements to the School Ethics Commission to board
- Board takes action on personnel recommendations of CSA
- Board president schedules closed session meetings with non-conflicted board members to review compiled CSA evaluation results and organize the overall superintendent evaluation narrative to develop the annual performance majority opinion (Provide "Rice" notice to superintendent. "Rice" refers to the case that led to the legally-required process of notifying school employees when matters affecting their employment will be discussed privately by the school board)
- Board president finalizes majority opinion
- Board president schedules with the Superintendent closed session meeting (all non-conflicted board members) to review the board members' majority opinion with CSA and provides Rice notice to superintendent. (May/June) * (Board president and Superintendent sign and date the performance evaluation by July 1 - this year will ensure signed by June as CSA interim contract expires 6/30)*

JUNE

- Board provides end-of-the-year report on board of education goals
- Board president finalizes the superintendent's evaluation and conducts closed session summary conference (all non-conflicted board members); provide Rice notice to superintendent.* (if not completed in May)
- Review results of compiled board self-evaluation (June/July)
- Board secretary notifies board members of expired term and deadline for filing petition with board of elections
- BA/CSA reviews draft LRFP with board committee
- Board president and CSA sign and date the Superintendent Performance Evaluation by July 1 (this year by 6/30)*

JULY

- Superintendent develops district goals and action plans to achieve district goals (July/August)
- Board develops board goals (July/August)
- CSA or designee reviews for Board approval the staff development plans for next year and the connection to student achievement
- Review the district mentoring plan
- CSA or designee reviews curriculum writing process and the connection to increased student achievement with board committee
- Board members complete online board self-evaluation with NJSBA (May-August) (not required)

AUGUST

- CSA or designee reviews progress of all students at key grade levels in mastering the current education standards and on the performance of student subgroups on state tests with board committee
- CSA or designee reviews SAT, PSAT, ACT and ACT scores (average, range and distribution) with board education committee
- CSA or designee presents annual review of student code of conduct (student handbook and planner)
- CSA/Board secretary and board president review the annual board and committee meeting calendar
- Superintendent or designee reviews summer curriculum updates

SEPTEMBER

- Board approves district and board of education goals
- Superintendent presents action plans for achievement of district goals for approval
- Board approves the comprehensive maintenance plan
- Board approves the long range facility plan
- Board approves the safety and security plan
- Board plans for negotiations for employee contracts ending in June of upcoming year
- CSA or designee presents annual review of memorandum of agreement (MOA) and law enforcement operations for alcohol, other drugs, weapons and safety to board (board president signs on behalf of the board) Sept/or early Oct.

OCTOBER

- CSA or designee presents at Board meeting - public hearing of the Violence, Vandalism and Bullying Report (sug- gested for this month; by law a board must have a public hearing twice yearly; once between Sept. 1- Jan.1 and again between Jan 1- June 30)
- CSA/BA develops budget parameters focusing on student achievement based on strategic planning goals and/or district annual goals
- CSA or designee provides update on curriculum writing/pilots/cycle

- Board reviews new/discontinued courses for the next school year
- CSA provides update on progress toward achievement of district goals and objectives
- Board provides update on progress toward achievement of board goals
- Board/CSA and designees attend NJSBA Annual Workshop

NOVEMBER

- Board election (November elections)
- Approve submission of the NJQSAC Statement of Assurance*
- BA reviews audit report for board approval and board oversees the corrective action plan if needed* (Audit report must be approved by board no later than five months after the end of the previous school year)
- CSA or designee reviews the Technology Plan for board approval
- CSA reviews mid-year staff/admin evaluations with personnel committee
- Board secretary/CSA creates the following year's board meeting calendar in consultation with Board President

DECEMBER

- BA/CSA reviews budget priorities, ensures planned purchase of materials and curriculum development support student achievement with board committee
- Board president and president of SEA or president of Admin/Super Assoc. meet and begin negotiations discussion/timeline if contract ends in June of upcoming year
- Board approves annual meeting calendar for 2025
- Board committee meeting calendar set for January 2025

* Required