

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

**Regular Meeting
September 26, 2023
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

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. Roll Call

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

5. Welcome of Visitors

6. Communications

7. Board Reports

- ❖ Student Representative Report
- ❖ Negotiations - Mrs. McGinty
- ❖ Strategic Plan - Mrs. McGinty
- ❖ Education - Mrs. Thompson - September 13, 2023
- ❖ Personnel - Mr. Page - September 22, 2023
- ❖ Policy - Mr. Page - September 18, 2023
- ❖ Referendum Ad-Hoc - Mrs. Whitehouse - September 15, 2023

- ❖ Superintendent's Report

8. Special Presentation

- ❖ Shoprite Cup - Chris Lanzalotto
- ❖ Student Safety Data Systems Report, Anti Bullying Self Assessment
Stephen Sarles, RFH Principal

9. Public Comment on Agenda Items

10. ACTION ITEMS

1. Approve Board Meeting Minutes

Recommend Board approval of the following meeting minutes:

- September 12, 2023 Regular Meeting Minutes

2. Approve Board Goals

MONITOR AND UPDATE STRATEGIC PLAN

1. The Board will continue to provide support and resources to ensure the implementation of the Strategic plan.
2. Monitor the Strategic plan on a quarterly as well as yearly basis beginning in November 2023, February 2024, April 2024 and July 2024:
 - To ensure the strategic priorities are updated and aligned with district goals and board committee goals and make any necessary adjustments through the appropriate board committee(s) in collaboration with the Administration.
 - Together with the Administration, update the Strategic plan.

BOARD RESPONSIBILITIES

3. The Board, in collaboration with the Administration, will continue to work to increase committee effectiveness, transparency, and communication by:
 - Specifically reviewing/defining each committee's purpose and charge;
 - By November 2023, define annual committee goals that align with and support District goals and the Strategic Plan.

BOARD PROFESSIONAL DEVELOPMENT

4. The Board in collaboration with the Administration will plan 2 full Board workshops. Individual Board members will attend 2 programs, seminars or workshops conducted by NJSBA.

BOARD ANNUAL PLANNING

5. Establish Board annual planning schedule in December 2023.

PERSONNEL

The superintendent recommends personnel items #3 through 7

3. Approval to Correct Salaries

Recommend Board approval to correct the salaries for the following staff members

NO.	NAME	FROM	TO
1.	Charles Pittman	\$82,696	\$82,246
2.	Ross Reed	\$79,401	\$79,851

4. Approval of New Position

Recommend Board approval of the following new position:

- Dean of Student Affairs

5. Approval of New Job Description

Recommend Board approval of the new job description as per **Attachment A**:

- Dean of Student Affairs

Additional Assignments

6. Approval of Sixth Assignments for the 2023 - 2024 School Year

Recommend Board approval of the following sixth assignments for the 2023 - 2024 school year for the following teachers at a stipend of 20% of the Level 1 salary of the teachers' guide at the appropriate degree level:

<u>NO</u>	<u>NAME</u>	<u>SUBJECT</u>	<u>DATES</u>	<u>GUIDE</u>	<u>STIPEND</u>
1.	Laura Bailliard	Special Education	9/5/2023 - 6/30/2024	BA + 60	\$12,901

Leaves of Absence

7. Approval of Leave of Absence for the 2023 - 2024 School Year

Recommend Board approval of a leave of absence for the 2023-2024 SY as listed:

NO.	EMPLOYEE	LEAVE OF ABSENCE DATES
1.	4307	Intermittent Leave of Absence in accordance with the Family and Medical Leave Act and New Jersey Family Leave Act 9/5/2023 - 6/30/2024

FINANCE

The superintendent recommends finance items #8 through 11

Board Secretary's Monthly Certification - May 2023

Pursuant to 6A:23A-16.10(c)3, I, Sean Cranston, School Business Administrator/Board Secretary, certifies that no line item has been over expended in violation of 6A:23A-16.10(c)3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Sean S. Cranston

8. Approval of Bill List

Recommend Board approval of the following bill lists dated **September 14, 2023**:

General Fund	\$ 3,150.00
Special Revenue Fund	\$
Capital Projects Fund	\$
Food Services Fund	\$
Total Expenditures	\$ 3,150.00

Recommend Board approval of the following bill lists dated **September 22, 2023**:

General Fund	\$ 808,790.22
Special Revenue Fund	\$ 45,730.60
Capital Projects Fund	\$ 0.00
Food Services Fund	\$ 51,838.04
Total	\$ 906,358.86
Payroll (09/15/22)	\$ 594,155.33
Total Expenditures	\$ 1,500,514.19

9. Approval of Attendance at Professional Conferences and or Workshops:

Recommend Board approval of the following staff to attend professional conferences and or workshops as recommended by the Superintendent of Schools:

Date	Name	Conference/Workshop (Budget Account #)	Registration	Estimated Travel	Location
10-11-23 11-29-23 2-7-24 4-3-24	Noelle Laufer	Community of Practice for Autism	\$0	\$61	Trenton, NJ
9-29-23	Robert Miller	Rutgers University Counselor Sounding Board	\$0	\$0	Piscataway, NJ
10-30-23	Kristen Lanfrank	Art Educators of New Jersey	\$275	\$0	New Brunswick, NJ
12-6-23	Megan Rizzitello	Bureau of Education & Research: Increasing Students' Learning and Engagement in Math	\$279	\$0	Virtual
10-4-23	Victoria Imperato	Brain Hacks /Sharpening Executive Functioning Skills in the Classroom / MOESC / Dr. Joanna Abramo	\$125	\$0	Tinton Falls, NJ
10-20-23	Jessica Mentzel	MOESC: Engaging Students in Purposeful Reading	\$199	\$0	Tinton Falls, NJ
10-2-23	Stephen Sarles	HIB Training	\$145	\$0	Toms River, NJ
10-5-23	Tara Flynn	Consortium Counselor Breakfast	\$0	\$100	New York, NY

10-23-23	Kate Okeson	2023 NJCSS Conference Co-Presenter	\$0	\$0	Piscataway, NJ
10-12-23 to 10-13-23	Suzanne Crowley	NJPSA Fall Conference- Making Excellence Happen	\$375	\$200	Atlantic City, NJ
10-20-23	Erika Waltz	AMTNJ Fall Conference	\$215	\$0	Lincroft, NJ
10-23-23	Suzanne Crowley	2023 NJCSS Conference	\$90	\$40	Piscataway, NJ
10-23-23	Stephanie Pennetti	EU Educators Summit Presenting	\$0	\$0	Washington D.C.

10. RBT Service for Extra Curricular Activities

Recommend Board approval to New Age Behavioral Consultants as Registered Behavioral Technician (RBT) to support a student during extra-curricular activities at \$80 per hour not to exceed \$5,000 for Fall Season.

11. Approval of Agreement - MOESC

Recommend Board approval to enter into an agreement with MOESC for Instructional Aides for the 23-24 SY.

EDUCATION

The superintendent recommends education items #12 through 18

12. Approval of Field Trip Request(s) for the 2023-2024 School Year as listed

Recommend Board approval of the following field trip request(s) for the 2023-2024 school year:

DATE	DESTINATION	CLUB/CLASS	ADVISOR/ CHAPERONES
September 27	Eatontown	Yearbook	Mackenzie Hargrove
September 30	Brick Memorial High School	Marching Band	Sara Marino
October 14	Jackson Liberty High School	Marching Band	Sara Marino
October 22	Toms River North High School	Marching Band	Sara Marino
October 28	Barnegat High School or Toms River East High School	Marching Band	Sara Marino
June 7	Chapel Beach Club	Senior Class	Justin Langlois Chaperones TBD

13. Approval of Fundraising Request(s) for the 2023-2024 School Year as listed

Recommend board approve the following fundraising request(s) for the 2023-2024 school year:

DATE	CLUB	ADVISOR(S)	ACTIVITY
2023-2024 school year	Global Women's Empowerment	Jessica Mentzel	Donation Drives for 180:Turning Lives Around
2023-2024 school year	Paws & Claws	Jessica Mentzel	Donation Drives for SPCA
September - October March - April	Class of 2027	Michael Haughwout Jessica Mentzel	Clothing Sale
September - June	Paws & Claws	Jessica Mentzel	Bake Sales
October - November	Class of 2027	Michael Haughwout Jessica Mentzel	Candle Fundraiser
October 16 - November 1	Class of 2025	Tara Flynn	Thanksgiving Pie Sale
October 31 - November 15	Veterans Appreciation	Eric Zullo	Halloween Candy Drive
November 16	SGA	Stephanie Pennetti	Powder Puff
November 15 - January 15	Veterans Appreciation	Eric Zullo	Care Package Goods Drive
November February	Class of 2027	Michael Haughwout Jessica Mentzel	Chipotle Fundraiser
December May	Class of 2027	Michael Haughwout Jessica Mentzel	Movie Nights
January April	Class of 2027	Michael Haughwout Jessica Mentzel	Surf Taco Fundraiser
June 2024	Class of 2025	Tara Flynn	Graduation Balloon Sale

14. Approval of New and Revised Curriculum

Recommend Board approval of the new and revised curriculum listed below:

- English: *Honors College English Expository Writing*
- Math: *Algebra I, Algebra II, Algebra II Honors, Algebra II with Applications, Geometry, Geometry Honors*
- SS: *United States History II, AP Economics*
- Science: *Forensic Science, AP Physics C*
- Special Education: *Learning Skills, LLD Math 11-12, LLD English 11-12*
- VPA: *Pottery, Jazz Band, Music Ensemble, Music Ensemble Honors, Music Appreciation*

15. Approval of the School Self-Assessment for Determining Grades Under the

Anti-Bullying Bill of Rights Act

Recommend Board approval of the Self-Assessment as per the Anti-Bullying Bill of Rights Act. This self-assessment is required each year.

16. Approval of Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2023-2024 School Year

Recommend Board approval of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2023-2024 school year. This Statement of Assurance must be filed with the DOE twice a year.

17. Approval of Second Reading of Policies and Regulations

Recommend Board approval of the second reading of the following policies and regulations:

- Policy 2422 - Comprehensive Health and Physical Education (M)
- Policy 2464 - Gifted and Talented Students (M)
- Policy 2467 - Surrogate Parents and Resource Family Parents (M)
- Policy 3221 - Evaluation of Teachers (M)
- Policy 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- Policy 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- Policy 3224 - Evaluation of Principals, Vice Principals, and Assistant Principals (M)
- Policy 5111 - Eligibility of Resident/Nonresident Students
- Policy 5330.01 - Administration of Medical Cannabis (M)
- Policy 5330.05 - Seizure Action Plan (M)
- Policy 5514 - Student Use of Vehicles
- Policy 6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs (M)
- Policy 6115.02 - Federal Awards/Funds Internal Controls - Mandatory Disclosures (M)
- Policy 6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest (M)
- Policy 6360 - Political Contributions (M)
- Policy 6440 - Cooperative Purchasing (M)
- Policy 7432 - Eye Protection (M)
- Policy 7450 - Property Inventory (M)
- Policy 8540 - School Nutrition Program (M)

- Policy 8600 - Student Transportation (M)
- Regulation 3221 - Evaluation of Teachers (M)
- Regulation 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
- Regulation 3223 - Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
- Regulation 3224 - Evaluation of PRincipals, Vice Principals, and Assistant Principals (M)
- Regulation 5330.01 - Administration of Medical Cannabis (M)
- Regulation 5330.05 - Seizure Action Plan (M)
- Regulation 7432 - Eye Protection (M)

18. Approval of First Reading of Policies and Regulations

Recommend Board approval of the first reading of the following policies and regulations:

- Policy 1642.01 - Sick Leave
- Policy 2415.04 - Title I - District-Wide Parent and Family Engagement (M)
- Policy 2419 - School Threat Assessment Teams
- Policy 2481 - Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (M)
- Policy 2610 - Educational Program Evaluation (M)
- Policy 3160 - Physical Examination (M)
- Policy 4160 - Physical Examination (M)
- Policy 4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing (M)
- Policy 5120 - Assignment of Students (M)
- Policy 5460 - High School Graduation (M)
- Policy 7434 - Smoking in School Buildings and on School Grounds (M)
- Regulation 1642.01 - Sick Leave
- Regulation 2419 - School Threat Assessment Teams
- Regulation 2481 - Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition (M)
- Regulation 3160 - Physical Examination (M)
- Regulation 4160 - Physical Examination (M)
- Regulation 6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs (M)

11. Motion to Approve Recommendations

12. Approval Vote

13. Discussion Items

14. Public Comment - Any School Related Topic

15. Executive Session

- ❖ Student Matters
- ❖ Personnel
- ❖ Attorney/Client Privilege

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., (the “Act”) provides that the Rumson-Fair Haven Board of Education may hold an “Executive Session” from which the public is excluded to discuss matters that are one of the nine (9) subject matters listed Section 12(b) of the Act; and

WHEREAS, it is recommended by the Business Administrator that the Rumson-Fair Haven Board of Education go into Executive Session on September 26, 2023 to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be 45 minutes after which the public meeting of the Board may reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public’s interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

NOW, THEREFORE, BE IT RESOLVED by the Rumson-Fair Haven Board of Education that the Board shall go into Executive Session to discuss the following items:

ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN
THE BOARD RECONVENES TO PUBLIC SESSION.

16. Reconvene Public Session

17. Superintendent’s Additional Action Items

18. Motion to Approve Recommendations

19. Other Business

20. Unfinished Business

21. Adjournment

Communicating With the Board of Education

The Rumson-Fair Haven Board of Education meets in public session twice each month, usually on the second and third Tuesdays, beginning at 6:30 p.m. in the Auditorium 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.

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL DISTRICT
JOB DESCRIPTION MANUAL**

ADMINISTRATION

DEAN OF STUDENT AFFAIRS

QUALIFICATIONS:

1. Valid New Jersey Supervisor Certificate
2. Minimum experience as determined by the Board.
3. Demonstrated leadership capability.
4. Strong interpersonal and communications skills.
5. Required onboarding prerequisites including, but not limited to, successfully completing required criminal history background check; proof of U.S. citizenship or legal resident alien status; and current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: BUILDING PRINCIPAL/ADMINISTRATOR(S)

SUPERVISES: All certificated and non-certificated staff as assigned by, or in the absence of, the building principal.

JOB GOAL: To assist the building principal in providing school-wide leadership.

SCOPE OF RESPONSIBILITIES:

1. Assists the principal in duties related to student discipline and administration of the student handbook and code of conduct.
2. Assists the School Safety Officer for RFH School District, and supervises all security personnel.
3. Supervises student attendance.
4. Monitors teacher attendance and coordinates substitute teacher coverage as needed.

5. Assists in the conducting of safety inspections and safety drill practice activities
6. Assists the principal in coordinating transportation, custodial, cafeteria, extracurricular, and other support services.
7. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
8. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
9. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
10. Performs such record-keeping functions as the principal may direct.
11. Assists in the supervision of the cafeteria during lunch hours.
12. Assists in scheduling and coordinating all health examinations.
13. Assists in the coordination and supervision of special programs funded by the state of federal government.
14. Assists in the scheduling process.
15. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
16. Performs such other duties as may be assigned by the principal or superintendent.

TERMS OF EMPLOYMENT: NON – ALIGNED. Salary to be determined by the Rumson-Fair Haven Board of Education upon recommendation of the Superintendent.

EVALUATION: Performance of the job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of certificated staff.

APPROVED: