

**RUMSON-FAIR HAVEN REGIONAL
BOARD OF EDUCATION**

FY 2020 No. 18 Official Minutes

May 19, 2020 (Regular Meeting)

1. Board of Education Meeting

The Rumson-Fair Haven Regional High School Board of Education Regular Meeting was called to order at 7:02 PM with Mrs. McGinty, Board President, presiding. President McGinty read the following statement in compliance with the Open Public Meetings Act of the State of New Jersey.

“Adequate notice of this meeting has been compiled and disseminated in accordance with Section 5 of the Open Public Meetings Act. The time, date, location and agenda of this meeting was emailed to the Asbury Park Press and was posted in the offices of the borough clerks of Rumson and Fair Haven, posted in the libraries of each borough, and emailed to persons requesting such notices.”

2. Salute the Flag

3. Read 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 Borough Clerks, posted on the District website and in the Main Office.

4. Roll Call

The following Board members answered the call of the roll:

Mrs. Annie McGinty, President - Present

Mrs. Jane Pattwell - Vice President - Present

Mrs. Eileen Hickey - Present

Mr. Joe Kenney - Present

Mr. Brian Leddin - Present

Mr. Anthony LeLand - Present

Mrs. Sarah Maris - Present

Mrs. Katherine Thompson - Present

Mrs. Lisa Waters - Present

Administrators:

Mrs. Debra Gulick, Superintendent - Present

Frank E. Gripp III, Business Administrator/Board Secretary - Present

5. Welcome of Visitors

6. Communications

The following Communications were received and discussed:

- Emails related to mandatory live streaming of classes
- Emails related to BCBA and SLE programs

7. Board Reports

The following Board committee reports were given:

- Athletic and Activities Committee update - Mrs. Pattwell
- Buildings and Grounds Committee update - Mr. Leddin
- Personnel Committee update - Mrs. Pattwell
- Finance Committee update - Mr. Kenney
- Negotiations Committee update - Mrs. McGinty
- Superintendent update - Mrs. Gulick

8. Special Recognition - None

9. Public Discussion on Agenda Items Only

- Comments related to incoming Freshmen and physicals
- Comments related to lockers
- Comments related to receiving diplomas on June 19, 2020

10. Action Items

Personnel

On a motion made by Mrs. Waters and seconded by Mrs. Maris, the Board by unanimous roll call vote approved Items 1-5 in the Personnel Agenda as follows:

1. Acceptance of a Resignation

Recommend Board acceptance of a resignation, with regret, from Dr. Tracy Handerhan, Principal, effective July 1, 2020.

2. Approval to Amend Return Date

Recommend Board approval to amend the return date for Erika Waltz from June 8, 2020 to September 1, 2020.

3. Approval to Extend Sixth Assignment in Math

Recommend Board approval to extend the sixth assignment in Math for the 2019 - 2020 school year from June 5th to June 19, 2020 for the following teachers at a stipend of 20% of the Level 1 salary of the teachers' guide at the appropriate degree level:

Julie Brewington	Guide 1	\$11,672.00 pro-rated
Kristen DeMeter	Guide 2	\$11,943.00 pro-rated
Jeffrey Herkimer	Guide 1	\$11,672.00 pro-rated

4. Approval of Appointment of a Substitute Guidance Secretary

Recommend Board approval of the appointment of Kathleen Robinson as a substitute guidance secretary effective September 1 through December 23, 2020 at \$125/day.

5. Approval to Amend the End Date of Assignment

Recommend Board approval to amend the end date for Jodi Foster, for the planning, assessment and evaluation of an additional online class from May 15, 2020 to June 19, 2020 at a stipend of \$125.00 per week.

Finance

On a motion made by Mr. Leland and seconded by Mrs. Maris, the Board by unanimous roll call vote approved Items 6-31 in the Finance Agenda, with Mr. Leddin abstaining from Items 9 and 18 as follows:

6. Approval of Bill List

Recommend Board approval of the following bills list:

General Fund	\$95,924.98
Capital Projects Fund	\$1,653.68
Food Services	<u>\$219.00</u>
	\$97,797.66
 May 15, 2020 Payroll	 \$537,731.69

7. Acceptance of Minutes

Recommend Board acceptance of the May 5, 2020 Regular Public meeting minutes.

8. Approval of Meeting Dates

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN by the Board of Education of the Rumson-Fair Haven Regional High School District to the residents of the Boroughs of Fair Haven and Rumson That:

The regular/workshop meetings of the Board of Education of the Rumson-Fair Haven Regional High School District for the year 2020-2021 will be held in the Library of the high school at 7:00 PM, unless otherwise noted, on the dates listed below:

July 14	October 20	March 9
July 14 - Retreat - 8:00 AM	November 10	March 16
July 28 - 8:00 AM	November 17	April 13
August 11	December 8	April 20
September 1	December 15	May 11
September 15	January 5 - Reorganization	May 18
September 22	January 26	June 8
October 13	February 16	

2020-2021 SCHOOL YEAR

BOARD OF EDUCATION MEETING CALENDAR

Special meetings of the Board of Education of the Rumson-Fair Haven Regional High School District may be held from time to time at a place to be designated. Prior notice as required by the Open Public Meetings Act shall be given when special meetings are scheduled.

This notice shall be posted on the public bulletin boards in the clerk's office of the municipal buildings in the Boroughs of Fair Haven and Rumson, respectively, and shall remain so posted throughout the 2020-2021 school year.

Copies of the proposed agendas of the regular meetings and/or special meetings shall be posted in the Main office of Rumson-Fair Haven Regional High School at least forty-eight (48) hours in advance of the scheduled meetings. Any revisions to the agendas shall be posted as soon thereafter as possible and will remain posted until after the meeting.

The District is hereby directed to e-mail the meeting agendas, schedules or notices which may be requested by any individual, group, organization or body, in accordance with board policy, and shall respond to such requests promptly and in accordance with law.

The District shall ensure compliance with appropriate mandates of the Open Public Meetings Act.

9. District Appointments

Recommend approval of the following appointments:

- a. Board Secretary – Frank Gripp
- b. Assistant Board Secretary – Debra Gulick
- c. Public Agency Compliance Officer – Debra Gulick
- d. Affirmative Action Officer - Sharon Bryant and Kate Okeson
- e. 504 Compliance Officer – Fran Swift
- f. Safety Officer - Tom Buffa
- g. Right to Know Officer – Tom Buffa
- h. AHERA Officer – Tom Buffa
- i. Integrated Pest Management Coordinator – Tom Buffa
- j. Indoor Air Quality Officer – Tom Buffa
- k. Chemical Hygiene Officer – Sharon Bryant
- l. Substance Awareness Coordinator – Suzanne Fico
- m. District Test Coordinator – Sarah Fitzgerald
- n. Application Officer – Debra Gulick
- o. Homeless Liaison – Noelle Laufer
- p. Americans with Disabilities Act Officer - Tom Buffa
- q. School Safety Specialist - Steve Sarles

10. Appointment of Custodian of Records and Approval of Fees for Public Records

Recommend approval of the following:

Whereas Chapter 404, known as the Public Access Law, amends and supplements P.L. 1963, c 73, P.L. 1995, c. 23 and P.L. 1998, c. 17 regarding public access to government records,
and

Whereas, the law designates that a person be designated as the custodian of government records, and

Whereas, copies of permitted government records must be provided to persons upon written request and upon prepayment of fees prescribed by law or regulation, and

Whereas, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record is as prescribed by N.J.S.A. 47:1A-5.b.:

\$0.05 per page for letter-sized pages and smaller, \$0.07 per page for legal-sized pages and larger, and where actual costs to produce paper copies exceed these rates, the actual cost of duplication will be charged. Electronic records will be free of charge and the actual cost of duplication will be charged for records of another medium.

Now therefore be it resolved, that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records, and

Be it Further resolved, the Business Administrator shall develop the appropriate form for use by any person who requests access to government records, and

Be it further resolved, that the fees should be reviewed and approved annually by the Board of Education

11. Appointment of District Qualified Purchasing Agent

WHEREAS, the Public School Contracts Law gives boards of education the ability to increase their bid threshold up to \$40,000.00; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, that Frank Gripp possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

NOW, THEREFORE, BE IT RESOLVED, that the Rumson-Fair Haven Regional Board of

Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3,

NOW THEREFORE, BE IT RESOLVED, that the governing body of the Rumson-Fair Haven Regional Board of Education, in the County of Monmouth, in the State of New Jersey hereby increases its bid threshold to \$40,000.00; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Frank Gripp as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the board of Education; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Frank Gripp certification to the Director of the Division of Local Government Services.

12. Appointment of Purchasing Agent

WHEREAS, 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the qualified purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$40,000.00), may be awarded by the qualified purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,000.00) may be awarded by the qualified purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

NOW, THEREFORE, BE IT RESOLVED, that the Rumson –Fair Haven Regional Board of Education pursuant to the statutes cited above hereby appoints Frank Gripp as its duly authorized qualified purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Rumson-Fair Haven Regional Board of Education, and

BE IT FURTHER RESOLVED, that Frank Gripp is hereby authorized to award contracts on behalf of the Rumson-Fair Haven Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$6,000.00) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Frank Gripp is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of

the bid threshold (currently \$6,000.00) but are less than the bid threshold (currently \$40,000.00), and,

BE IT FURTHER RESOLVED, that Frank Gripp is hereby authorized to prepare advertisements, to advertise for and receive bids when the contracts in the aggregate exceed the bid threshold (currently \$40,000.00) but such contracts must be authorized by the Rumson-Fair Haven Board of Education prior to said contracts being awarded.

13. Authorization for Payment of Bills Between Board of Education Meetings

Recommend approval authorizing the Business Administrator to pay bills between Board of Education meetings with Superintendent and Finance Committee approval. The bill list will be ratified by the Board at the next meeting.

14. Approval of Procurement of Goods and Services through State Agencies (State Contracts)

WHEREAS, Title 18A:18A-10 provides that, a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property; and

WHEREAS, the Rumson-Fair Haven Regional Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Rumson-Fair Haven Regional Board of Education desires to authorize its qualified purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year;

NOW THEREFORE, BE IT RESOLVED, that the Rumson-Fair Haven Regional Board of Education does hereby authorize the district qualified purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

15. Appointment of Professional Services

Recommend approval of the following professional services:

- a. School Physician – Seaview Orthopaedic and Medical Association
- b. District Attorney – Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC
- c. District Architect – Speizel Group

16. Appointment of Insurance Agents/Brokers

Recommend approval for continuation of services with Brown and Brown Benefit Advisors. (Health Benefits), New Jersey School Boards Insurance Group (Worker's Compensation) and Boynton and Boynton Insurance Agents (Liability).

17. Approval of Tax Sheltered Annuity Companies

Recommend approval for continuation of authorization of payroll deductions for employees to participate in the tax shelter annuities:

- AXA/Equitable
- VALIC

18. Designation of Legal Depositories of School Funds and Establishment of Signatories

Recommend approval designating the legal depositories for school funds.

BE IT RESOLVED, that the Board of Education of the Rumson-Fair Haven Regional High School designates the following list of institutions and hereby authorizes the same as legal depositories for school funds for the 2020-2021 school year.

Wells Fargo, Rumson

Warrant Account, Payroll Agency Account, Payroll Account, Student Activities/Athletic Activities, Unemployment Trust Account, Cafeteria Account, Frank Baigent Scholarship Account, General Scholarships Account.

1st Constitution Bank

Kaleen Pezzuti Memorial Fund

State of New Jersey Cash Management Fund

Recommend the approval authorizing the officers who have been elected or appointed to be signatories on school warrants.

BE IT RESOLVED, by the Board of Education of the Rumson-Fair Haven Regional High School, that the following list of officers and personnel be, and are hereby approved, as signatories on the approved accounts of the district:

Wells Fargo, Rumson

Warrant Account: Board President, Board Secretary, Superintendent

Payroll Account: Board President, Board Secretary, Superintendent

Payroll Agency Account: Board Secretary, Superintendent

Unemployment Checking Account: Board Secretary, Superintendent

Student Activities/Athletic Account: Board Secretary, Superintendent, Secretary responsible for Student Activities, Athletic Director

Frank Baigent Scholarship Account and Kaleen Pezzuti Memorial Scholarship: Board Secretary, Superintendent

General Scholarships Account: Board Secretary, Superintendent

Cafeteria Account: Board Secretary, Superintendent

NJ Cash Management Fund Investments: Board Secretary, Superintendent

19. Approval of Uniform Chart of Accounts

Recommend approval of the Uniform Chart of Accounts which conforms to state Generally Accepted Accounting Principles (GAAP). A copy of the chart of accounts is available in the Business Office.

20. Designation of the Official Newspaper

Recommend approval of the following resolution designating the official newspaper(s) for the district's legal notices:

WHEREAS, the Board of Education is required to designate a newspaper of record for public notices,

THEREFORE, BE IT RESOLVED that the RFH Board of Education designates the Asbury Park Press as its 2019-2020 newspaper of record.

21. Approval of Posting Location

Recommend approval that the designated posting location is the Main Office.

22. Adoption of Existing By-Laws, Policies, and Regulations

Recommend approval of the following resolution continuing all by-laws, policies, and regulations of the Board of Education currently in force:

WHEREAS, the previous Boards of Education have adopted by-laws, policies, and regulations for the Rumson-Fair Haven Regional School District,

NOW, THEREFORE BE IT RESOLVED that the Rumson-Fair Haven Regional Board of Education reaffirms existing by-laws, policies, and regulations and directs that they be continued in force for the 2020-2021 school year or until modified by Board action.

23. Adoption of Doctrine of Necessity

Recommend approval of the following resolution to approve a 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 of Necessity 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.

24. Approval of Parliamentary Procedures

Recommend approval of Parliamentary Procedures.

25. Approval of District Purchasing Manual

Recommend approval of the District Purchasing Manual.

26. Approval to Establish Petty Cash Fund

Recommend the approval of the establishment of a petty cash fund in the amount of \$250 for the 2020-2021 school year.

27. Approval for Use of District Vehicles

Recommend approval to allow only individuals who have a valid driver license on file with the district and insurance company may drive district vehicles, per policy 7650.

28. Approval of Representative to request State and Federal Funds

Recommend the Superintendent of Schools and the Business Administrator/Board Secretary or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws.

29. Approval of Contracts - Chapter 47

Pursuant to PL 2015, Chapter 47 the Rumson-Fair Haven Regional Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

30. Approval of Professional Leave

Recommend Board approval of the following professional leave requests as approved by Mrs. Gulick:

Date of Professional Leave	Name	Conference/Event	Estimated Cost	Location

6/22/2020 - 6/25/2020	Casey Hanna	US History-APSI online @ UNC Ashville	\$665	Virtual
6/22/2020 - 6/25/2020	Darren Beaty	US History-APSI online @ UNC Ashville	\$665	Virtual

31. Acceptance of a Donation - RFH Foundation

Recommend Board acceptance of a donation from the RFH Foundation, in the amount of \$110,000 for the RFH STEAM Lab as follows:

- \$40,176 "Technology" (as listed in your email 5/9)
- \$46,356 "Furniture" (as listed in your email 5/9)
- \$4,500 White Board Wall
- \$18,968 shall be used for the renovation of room 106

Education

On a motion made by Mrs. Maris and seconded by Mrs. Pattwell, the Board by unanimous roll call vote approved Items 32-36 in the Education Agenda as follows:

32. Approval of Fundraising Request(s) for the 2019-2020 School Year as listed

Recommend board approve the following fundraising request(s) for the 2019-2020 school year, if allowable per current Governor's Executive Order:

DATE	CLUB	ADVISOR(S)	ACTIVITY
May - June	Class of 2021	A. Trocchia	Balloon Sale

33. Approval of Enrollment of Non-Resident Tuition Students for the 2020-2021 School Year

I recommend Board approve enrollment of the following non-resident students for the 2020-2021 school year:

STUDENT NAME	GRADE	TOWN	TUITION
V. Lane	11	TBD	\$15,800
I. Sciortino	12	Red Bank	\$13,950

34. Approval of Out-of-District Placements for the 2020 Extended School Year

Recommend Board approval of out-of-district placements for the 2020 extended school year for the following students:

STUDENT NO.	PLACEMENT	DATES	TUITION	CLASSIFICATION
SO23-03-19	The Shore Center	July 6 - August 13	\$12,000 + transportation	Autistic
SO20-01-16	Durand School	July 6 - August 20	\$15,595.16 + transportation	Autistic
SO19-03-15	Hawkswood School	July 6 - August 14	\$17,066.70 + transportation	Multiply Disabled
SO19-02-15	Search Day Program	July 1 - August 21	\$13,440.25	Autistic
SO21-01-17	Search Day Program	July 1 - August 21	\$13,440.25	Autistic
SO19-06-15	Bankbridge Regional School	July 6 - August 6	\$11,030 + transportation	Emotionally Disturbed

35. Approval of Out-of-District Placement for the 2020 - 2021 Academic School Year

Recommend Board approval of out-of-district placements for the 2020-2021 academic school year for the following students:

STUDENT NO.	PLACEMENT	TUITION	CLASSIFICATION
SO23-03-19	The Shore Center	\$95,000 + transportation	Autistic
SO20-01-16	Durand School	\$100,254.60 + transportation	Autistic
SO19-03-15	Hawkswood School	\$102,400.20 + transportation	Multiply Disabled
SO19-02-15	Search Day Program	\$66,474.75	Autistic
SO21-01-17	Search Day Program	\$66,474.75	Autistic
SO19-06-15	Bankbridge Regional School	\$84,900 + transportation	Emotionally Disturbed
SO21-14-18	Collier High School	\$62,460 + transportation	Emotionally Disturbed

36. Approval of updated School Health-Related Closure Plan

Recommend Board approval of the Health-Related School Closure Plan, updated May 18.

11. Motion to Approve Recommendations

12. Approval Vote

13. Discussion Items

- Principal Search Timeline
- School Health-Related Closure Plan & Graduation

14. Public Discussion – Any School Related Topic

- Comments related to school in September
- Comments related to virtual school in the Fall
- Comments related to locker clean out
- Comments related to graduation

15. Executive Session - None

16. Reconvene Public Session

17. Superintendent's Additional Action Items - None

18. Motion to Approve Recommendations

19. Other Business - None

20. Unfinished Business - None

21. Adjournment

On a motion made by Mr. Leddin and seconded by Mrs. Maris, the Board by consensus adjourned the regular meeting held on May 19, 2020 at 7:46 PM.

Respectfully submitted,

Frank E. Gripp III
School Business Administrator/Board Secretary