

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

FY2017 No.18 Official Minutes

May 16, 2017 (Regular Meeting)

**1. Board of Education Meeting**

The Rumson-Fair Haven Regional High School Board of Education Regular Meeting was called to order at 6:43 PM with Mrs. Waters, Board President, presiding. President Waters 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 e-mailed 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 e-mailed to persons requesting such notices.”

**2. Salute the Flag**

**3. Read Statement of Compliance**

**4. Roll Call**

The following Board members answered the call of the roll:

Mrs. Lisa Waters, President - Present

Mrs. Lourdes Lucas, Vice President - Present

Mr. John Caruso - Present

Dr. Michael Goione - Present

Mrs. Sarah Maris - Absent

Mrs. Annie McGinty - Present

Mr. Chuck Volker- Present

Mr. Jim Wassel - Present

Mrs. Kaye Wise - Present

Administrators:

Dr. Peter Righi, Superintendent - Present

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

**5. Special Presentations**

❖ **World Language Exchange Trips - Seth Herman**

**6. Communications**

The following Communications were received and discussed:

- Comments regarding the scoreboard not being used for JV baseball games
- Comments related to Boys and Girls Lacrosse
- Comments related to the Crew team
- Comments related to a teacher

**7. Board Reports**

The following Board committee reports were given:

- Personnel Committee update - Mrs. Lucas

**8. Public Discussion on Agenda Items Only - None**

**9. Action Items**

**SUPERINTENDENT'S CONSENT AGENDA**

**On a motion made by Mrs. Wise and seconded by Mr. Caruso, the Board by unanimous roll call vote approved Items 1-21 and Items 23-25, with item 22 withdrawn, in the Superintendent's Consent Agenda as follows:**

**1. Approval of Field Trip Request(s) for the 2016-2017 School Year as listed**

I recommend Board approve the following field trip request(s) for the 2016-2017 school year:

| DATE   | DESTINATION                            | LEAVE     | RETURN     | CLUB/CLASS       | ADVISOR                |
|--------|----------------------------------------|-----------|------------|------------------|------------------------|
| May 17 | Microsoft Building, NYC                | 7:30 a.m. | 3:30 p.m.  | Science Dept.    | S. Bryant<br>J. Foster |
| May 29 | Knollwood School<br>Forrestdale School | 8:15 a.m. | 10:00 a.m. | Marching Band    | B. Grillo              |
| May 31 | Sickles Elementary                     | 1:45 p.m. | 2:40 p.m.  | Creative Writing | S. Flecca              |

|                               |                        |              |               |                                |                             |
|-------------------------------|------------------------|--------------|---------------|--------------------------------|-----------------------------|
| May 31<br>Rain Date<br>June 1 | RFH                    | 7:45 a.m.    | 2:40 p.m.     | Advanced<br>Ceramics<br>AP Art | Z. Wilson                   |
| June 4                        | Crown Palace           | Meet on site | Self arranged | Chinese                        | R. McKenna<br>M. Yang       |
| June 8                        | Juanitos<br>Restaurant | 5:00 p.m.    | TBD           | Spanish V                      | T. Larkin<br>Z. Dziergowski |

**2. Approval of Fundraising Request(s) for the 2016-2017 School Year as listed**

I recommend Board approve fundraising request(s) for the 2016-2017 school year as listed:

| DATE             | CLUB          | ADVISOR(S)    | ACTIVITY                                      |
|------------------|---------------|---------------|-----------------------------------------------|
| May 22 - June 16 | Class of 2018 | S. Fitzgerald | Graduation Balloon<br>Sale                    |
| May 31           | Class of 2018 | S. Fitzgerald | Selling concessions<br>at Powder Puff<br>Game |

**3. Ratification of Fundraising Request(s) for the 2016-2017 School Year as listed**

I recommend Board ratify fundraising request(s) for the 2016-2017 school year as listed:

| DATE             | CLUB          | ADVISOR(S) | ACTIVITY |
|------------------|---------------|------------|----------|
| April 28 - May 5 | Class of 2020 | S. Schmidt | Hat Sale |

**4. Ratification of Home Instruction**

I recommend Board ratify home instruction at a cost of \$45.00 per hour for the 2016 - 2017 school year as listed:

| STUDENT NO. | TIME FRAME                      | REASON     |
|-------------|---------------------------------|------------|
| H19-06-17   | 4/4 - 5/19<br>6 hours per week  | Medical    |
| H18-11-17   | 4/4 - 6/2<br>5 hours per week   | Medical    |
| SH20-11-17  | 5/8 - 5/18<br>10 hours per week | Suspension |

**5. Approval of Enrollment of Non-Resident Tuition Students for the 2017-2018 School Year**

I recommend Board approve enrollment of the following non-resident students for the 2017-2018 school year at a yearly tuition of \$13,336.00:

| STUDENT NAME      | GRADE | TOWN          |
|-------------------|-------|---------------|
| Elijah McAllister | 12    | Eatontown     |
| Jack Kelly        | 9     | Little Silver |

**6. Ratification of Out-of-District Placement for the Remainder of the 2016-2017 School Year**

I recommend Board ratify the out-of-district placement for the student listed below for the remainder of the 2016-2017 school year, effective May 11, 2017:

| STUDENT NO. | PLACEMENT        | TUITION                        | CLASSIFICATION    |
|-------------|------------------|--------------------------------|-------------------|
| SO19-09-17  | Hawkswood School | \$8,864.50 +<br>transportation | Multiply Disabled |

**7. Approval of Out-of-District Placement for the Extended School Year**

I recommend Board approve out-of-district placement for the extended school year for the following students:

| STUDENT NO. | PLACEMENT                                                    | TUITION/<br>DURATION                               | CLASSIFICATION        |
|-------------|--------------------------------------------------------------|----------------------------------------------------|-----------------------|
| SO19-06-15  | CPC Behavioral<br>Healthcare High Point<br>Adolescent School | \$8,987.50 +<br>transportation<br>7/5 - 8/8/2017   | Emotionally Disturbed |
| SO15-03-11  | Harbor School                                                | \$9,252 +<br>transportation<br>7/2 - 8/15/2017     | Multiply Disabled     |
| SO19-09-17  | Hawkswood School                                             | \$10,666.80 +<br>transportation<br>7/5 - 8/15/2017 | Multiply Disabled     |

**8. Approval of Out-of-District Placement for the 2017 - 2018 Academic School Year**

I recommend Board approve out-of-district placement for the 2017-2018 academic school year for the following students:

| STUDENT NO. | PLACEMENT        | TUITION                      | CLASSIFICATION    |
|-------------|------------------|------------------------------|-------------------|
| SO19-09-17  | Hawkswood School | \$64,000.80 + transportation | Multiply Disabled |

**9. Approval of Speech Services for the Extended School Year**

I recommend Board approve speech services, for the following student(s), provided by Andrea Fishbein of Let's Speak, LLC, effective July 3 through August 17, 2017 for 8 sessions per week at \$90.00 per session for 6 weeks, not to exceed \$4,320.00:

SO17-07-13                      SO19-04-15                      SO18-01-14                      SO18-02-14  
SO19-07-15

**10. Approval of Speech Services for the 2017 - 2018 School Year**

I recommend Board approve speech services, for the following student(s), provided by Andrea Fishbein of Let's Speak, LLC, for the 2017 - 2018 school year for 9 sessions per week at \$90.00 per session for 40 weeks, not to exceed \$32,400.00:

SO18-09-14                      SO17-07-13                      SO18-01-14                      SO18-02-14  
SO19-08-16                      SO49-04-15                      SO19-07-15

**11. Approval of Physical Therapy Services for the Extended School Year**

I recommend Board approve physical therapy services, for the following student(s), provided by Trina Foltz, PT, DPT, effective July 3 through August 17, 2017 for 1 session per week at \$75.00 per session for 6 weeks, not to exceed \$450.00:

SO19-04-15

**12. Approval of Physical Therapy Services for the 2017 - 2018 School Year**

I recommend Board approve physical therapy services, for the following student(s), provided by Trina Foltz, PT, DPT, for the 2017 - 2018 school year for 2 session per week at \$75.00 per session for 40 weeks, not to exceed \$6,000.00:

SO19-04-15                      SO19-08-16

**13. Approval of Occupational Therapy Services for the Extended School Year**

I recommend Board approve occupational therapy services, for the following student(s), provided by Lori Wanner, OTR/L, effective July 3 through August 17, 2017 for 2 sessions per week at \$75.00 per session for 6 weeks, not to exceed \$900.00:

SO18-01-14

SO19-04-15

#### **14. Approval of Occupational Therapy Services for the 2017 - 2018 School Year**

I recommend Board approve occupational therapy services, for the following student(s), provided by Lori Wanner, OTR/L, for the 2017 - 2018 school year for 3 sessions per week at \$75.00 per session for 40 weeks, not to exceed \$12,000.00:

SO18-01-14

SO19-04-15

SO19-08-16

#### **15. Approval of Out-of-District Shared Time Vocational Student Placement for the 2017-2018 School Year, Plus Cost of Transportation**

I recommend Board approve out-of-district shared time vocational student placement for the 2017-2018 school year plus transportation, as listed:

| STUDENT NO. | PLACEMENT                            | TUITION  |
|-------------|--------------------------------------|----------|
| SV19-10-17  | Automotive Technology,<br>Middletown | \$860.00 |
| SH18-15-17  | Culinary Arts ,<br>Asbury Park       | \$860.00 |
| SO18-06-14  | Diesel Mechanics,<br>Aberdeen        | \$860.00 |
| SV18-14-16  | Cosmetology,<br>Keyport              | \$860.00 |

#### **16. Approval of Shared Time Out-of-District Placement Plus Transportation for the 2017-2018 Academic School Year**

I recommend Board approve shared time out-of-district placement plus transportation for the 2017-2018 academic school year for the following students:

| STUDENT NO. | PLACEMENT                  | TUITION                 | CLASSIFICATION  |
|-------------|----------------------------|-------------------------|-----------------|
| SV18-04-14  | Career Center,<br>Freehold | \$5,500<br>11:30 - 2:15 | Health Impaired |
| SV18-05-14  | Career Center,<br>Freehold | \$5,500<br>11:30 - 2:15 | Health Impaired |

|            |                            |                         |                        |
|------------|----------------------------|-------------------------|------------------------|
| SV21-04-17 | Career Center, Freehold    | \$5,500<br>7:30 - 10:20 | SLD                    |
| SV17-06-13 | Career Center,<br>Freehold | \$5,400<br>11:30 - 2:15 | Communication Impaired |

#### **17. Approval of Student Transportation for the 2017 - 2018 School Year**

I recommend Board approve student transportation, for the students listed below, for the 2017 - 2018 School Year beginning September 6 through June 20, 2018:

| <b>STUDENT NO.</b> | <b>GRADE</b> | <b>TRANSPORTATION REQUESTED</b>                  |
|--------------------|--------------|--------------------------------------------------|
| <b>SO18-01-14</b>  | <b>12</b>    | <b>Transportation from RFH to student's home</b> |
| <b>SO17-07-13</b>  | <b>12</b>    | <b>Roundtrip transportation</b>                  |
| <b>SO19-04-15</b>  | <b>11</b>    | <b>Roundtrip transportation</b>                  |
| <b>SV19-05-15</b>  | <b>11</b>    | <b>Roundtrip transportation</b>                  |
| <b>SO19-09-16</b>  | <b>11</b>    | <b>Roundtrip transportation</b>                  |

#### **18. Approval of the 2016-2017 Statement of Assurance in Accordance with Part B of the IDEA**

I recommend Board approve the 2016-2017 Statement of Assurance in accordance with Part B of the IDEA.

#### **19. Approval of Maternity/Family Leave Request**

I recommend Board approve the request for Chrissy Fabrico to take a paid maternity leave beginning September 5 through approximately November 15, 2017, an unpaid Family Medical Leave of Absence beginning November 16 through February 21, 2018, and an unpaid Child Care Leave of Absence February 22 through May 31, 2018, returning on June 1, 2018. All dates are contingent upon the recommendation of her doctor and actual birth date of her child (letter attached).

#### **20. Approval of the Appointment of the Supervisor of Special Services**

I recommend Board approve the appointment of Noelle Cauda-Laufer as the Supervisor of Special Services effective July 24, 2017 through June 30, 2018 at a salary of \$95,000.00, appointment is considered temporary until all required paperwork is completed and on file (resume attached).

**21. Approval of the Appointment of a Physical Education Teacher for the 2017 - 2018 School**

I recommend Board approve the appointment of Amirah Muneer as a Health and Physical Education Teacher for the 2017 - 2018 school year effective August 31, 2017 through June 30, 2018 at Step 5 of the BA guide, \$58,055.00; appointment is considered temporary until all required paperwork is completed and on file (resume attached).

**22. Approval of the Appointment of a Biology Teacher for the 2017 - 2018 School Year**

I recommend Board approve the appointment of Michael Haughwout as a Biology Teacher for the 2017 - 2018 school year effective August 31, 2017 through June 30, 2018 at Step 10 of the BA+30 guide, \$63,010.00; appointment is considered temporary until all required paperwork is completed and on file (resume attached).

**23. Approval of the Appointment of a School Psychologist for the 2017 - 2018 School Year  
PLACEHOLDER**

**24. Approval of the Appointment of a Long Term Replacement Guidance Counselor for the 2017 - 2018 School Year**

I recommend Board approve the appointment of Tammy Mulvaney as a Long Term Replacement Guidance Counselor for the 2017-2018 school year beginning on August 31, 2017 through June 1, 2018, at the Board approved rate of pay for long-term substitutes pending completion of all required paperwork (resume attached).

**Approval of Guidelines for Payment of Long Term Substitutes**

A substitute teacher, assigned to the same classroom for more than 10 days consecutively, will be paid the daily substitute rate plus an additional \$85 per day worked, beginning with the 11<sup>th</sup> consecutive day, when the following conditions are met:

- The person holds a New Jersey Substitute Teacher Certificate
- The Superintendent of Schools determines that the assignment requires additional work which is estimated to be an average of at least three hours per day.
- The Superintendent of Schools determines that the person possesses the college/graduate school credits that would qualify the person for certification in the subject area of the assignment
- The Superintendent of Schools recommends payment of the additional amount

If the substitute remains in the same assignment through a 16<sup>th</sup> consecutive day, payment of the additional \$85 will be made retroactive to the first day in the assignment.

A substitute teacher who has been assigned to the same classroom for more than 20 days consecutively will be placed on the first step of the BA salary guide, beginning with the 21<sup>st</sup> consecutive day, when the following conditions are met:

- The person holds a New Jersey Permanent certificate or Certificate of Eligibility for Provisional Certification which is required for permanent employment in that same assignment.
- The Superintendent of Schools expects that the regular teacher in the assignment will continue to be absent for an extended period.
- The Superintendent of Schools recommends placement on the salary guide as specified.

The substitute teacher remains in the same assignment through a 40<sup>th</sup> consecutive day, the contract rate of pay will be made retroactive to the first day in the assignment.

## **25. Approval of the Appointment of a Long Term Replacement English Teacher for the 2017 - 2018 School Year**

I recommend Board approve the appointment of Sarah Lewis as a Long Term Replacement English Teacher for the 2017-2018 school year beginning on August 31, 2017 through June 30, 2018, at the Board approved rate of pay for long-term substitutes pending completion of all required paperwork (resume attached).

### **Approval of Guidelines for Payment of Long Term Substitutes**

A substitute teacher, assigned to the same classroom for more than 10 days consecutively, will be paid the daily substitute rate plus an additional \$85 per day worked, beginning with the 11<sup>th</sup> consecutive day, when the following conditions are met:

- The person holds a New Jersey Substitute Teacher Certificate
- The Superintendent of Schools determines that the assignment requires additional work which is estimated to be an average of at least three hours per day.
- The Superintendent of Schools determines that the person possesses the college/graduate school credits that would qualify the person for certification in the subject area of the assignment
- The Superintendent of Schools recommends payment of the additional amount

If the substitute remains in the same assignment through a 16<sup>th</sup> consecutive day, payment of the additional \$85 will be made retroactive to the first day in the assignment.

A substitute teacher who has been assigned to the same classroom for more than 20 days consecutively will be placed on the first step of the BA salary guide, beginning with the 21<sup>st</sup> consecutive day, when the following conditions are met:

- The person holds a New Jersey Permanent certificate or Certificate of Eligibility for Provisional Certification which is required for permanent employment in that same assignment.
- The Superintendent of Schools expects that the regular teacher in the assignment will continue to be absent for an extended period.
- The Superintendent of Schools recommends placement on the salary guide as specified.

The substitute teacher remains in the same assignment through a 40<sup>th</sup> consecutive day, the contract rate of pay will be made retroactive to the first day in the assignment.

## **BUSINESS ADMINISTRATOR'S CONSENT AGENDA**

**On a motion made by Mrs. Wise and seconded by Mrs. McGinty, the Board, by unanimous roll call approved Items 1-38 in the Business Administrator's Consent Agenda as follows:**

### **1) Approval of Bill List**

Recommend Board approval of the following bill list dated May 16, 2017:

|                      |                                     |
|----------------------|-------------------------------------|
| General Fund         | <u>\$136,936.47</u><br>\$136,936.47 |
| May 15, 2017 Payroll | \$498,672.18                        |

### **2) Authorization of Use of Facilities**

Recommend Board approval of the following applications For Use of School Facilities:

- Monmouth County Engineer's Office - Public Information Center Meeting for Bridge S-31 - Cafeteria - 6/20/2017 - 5:30PM-9:30PM
- Fair Haven PBA Local #184 - 3rd Annual Robert Henne Workout - Turf Field and Fitness Center - 7/8/2017 with 7/9/2017 rain date - 8:00AM-2:00PM
- *RFH Baseball - Jim Parque Velocity Training - Baseball Field - Wednesday 5/17/2017 - 5:00PM-6:00PM*

All approvals are contingent upon coordination with the district athletic and extra-curricular schedule needs and proof of insurance.

### **3) Acceptance of Minutes**

Recommend Board acceptance of the May 2, 2017 Regular Public meeting minutes.

### **4) Approval of Professional Leave**

Recommend Board approval of the following professional leave requests as approved by Dr. Righi:

| <b>Date of Professional Leave</b> | <b>Name</b>      | <b>Conference/Event</b> | <b>Estimated Cost</b> | <b>Location</b> |
|-----------------------------------|------------------|-------------------------|-----------------------|-----------------|
| 8/7/2017 - 8/10/2017              | Kristin McCarthy | AP Summer Institute     | \$2,000               | Toms River, NJ  |
| 7/31/2017 - 8/3/2017              | Kristen Demeter  | AP Summer Institute     | \$2,000               | Edison, NJ      |

## **6. 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 2017-2018 will be held in the Library of the high school at 6:30 PM, unless otherwise noted, on the dates listed below:

|                            |                            |          |
|----------------------------|----------------------------|----------|
| June 13                    | November 14                | March 13 |
| July 11                    | November 21 - If necessary | March 20 |
| August 1                   | December 12                | April 10 |
| August 29                  | December 19 - If necessary | April 17 |
| September 12 - Ethics/OPRA | January 2                  | May 1    |
| September 19               | January 16                 | May 15   |
| October 10                 | February 6                 | June 12  |
| October 17                 | February 20                |          |

### **2017-2018 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 2017-2018 school year.

Copies of the proposed agendas of the regular meetings and/or special meetings shall be posted in the office of the clerks of the Boroughs of Fair Haven and Rumson, respectively, 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 Secretary is hereby directed to 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 Secretary shall ensure compliance with appropriate mandates of the Open Public Meetings Act.

## **7. District Appointments**

Recommend approval of the following appointments:

- a. Board Secretary – Frank Gripp
- b. Assistant Board Secretary – Dr. Peter Righi
- c. Public Agency Compliance Officer – Dr. Peter Righi
- d. Affirmative Action Officer and Authorization to conduct yearly Equity Training  
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 – Dr. Suzanne Fico
- m. District Test Coordinator – Chris Alworth
- n. Application Officer – Dr. Peter Righi

- o. Homeless Liaison – TBD
- p. Americans with Disabilities Act Officer - Tom Buffa

## **8. 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

## **9. 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.

## **10. 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.

#### **11. 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.

#### **12. 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.

### **13. Appointment of Professional Services**

Recommend approval of the following professional services:

- a. School Physician – Professional Services and Management, LLC of Little Silver
- b. Auditing Services – Jump, Perry and Company, L.L.P.
- c. District Attorney – Sciarrillo Cornell
- d. District Architect – Speizel Group

### **14. 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).

### **15. Approval of Tax Shelter Annuity Companies**

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

- ø AXA/Equitable
- ø VALIC

### **16. 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 same as legal depositories for school funds for the 2016-2017 school year.

#### **Wells Fargo, Rumson**

Warrant Account (includes Cafeteria Fund), Payroll Agency Account, Payroll Account, Student Activities/Athletic Activities, Unemployment Trust Account, Frank Baigent Scholarship Account, Cafeteria Account, General Scholarship Account.

**1st Constitution Bank**

Kaleen Pezzuti Memorial Fund

**PNC, Fair Haven**

Lee Rose Scholarship Account

Administrative Savings Account

**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 (includes Cafeteria): Board President, Board Secretary, Superintendent

Payroll Account: Board President, Board Secretary, Superintendent

Payroll Agency Account: Superintendent, Board Secretary

Unemployment Checking Account: Board Secretary, Superintendent

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

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

Superintendent's/Administration Savings Account, General Scholarship Account: Board Secretary, Superintendent

Cafeteria Account: Board Secretary and Superintendent

NJ Cash Management Fund Investments: Board Secretary, Superintendent

**17. 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.

**18. Designation of the Official Newspaper(s)**

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 2017-2018 newspaper of record.

#### **19. Approval of Posting Location**

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

#### **20. 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 2017-2018 school year or until modified by Board action.

#### **21. Adoption of District Plans**

Recommend the adoption of the following district plans:

- a. Emergency Management Plan
- b. Technology Plan
- c. Comprehensive Equity Plan
- d. New Teacher Induction/Mentor Plan
- e. Long-Range Facility Plan

#### **22. 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.

### **23. Approval of Existing Code of Ethics**

Recommend approval to reaffirm the Code of Ethics of the Board of Education for the 2017-2018 school year. Tony Sciarrillo will provide Code of Ethics training to the Board.

#### CODE OF ETHICS

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.

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.

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.

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.

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.

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.

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.

I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

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.

#### **24. Approval of Parliamentary Procedures**

Recommend approval of Parliamentary Procedures.

#### **25. Approval of District Purchasing Manual**

Recommend approval of the District Purchasing Manual. A copy of the Purchasing Manual is available in the Business Office.

#### **26. Approval of 2017-2018 Curriculum and Textbook Inventory**

Recommend approval of the following resolution to approve the 2017-2018 curriculum and textbook inventory:

WHEREAS, a Board of Education is given the authority by statute to approve curriculum and textbooks for its school, and

WHEREAS, the Board of Education has been responsible for ongoing review of past curricula and adoption of textbooks,

WHEREAS, the Superintendent certifies that the district curricula in Arts, Health/P.E. LAL, Math, Science, Social Studies, World Language, Technology and Career Ed meet the New Jersey Core Curriculum Content Standards as attached to the official minutes for all students, and

NOW, THEREFORE BE IT RESOLVED that the Board of Education approve the curricula that is described in the 2017-2018 Course Description Booklet as the approved curricula of the Rumson-Fair Haven Regional District, and further approve the inventory of textbooks as attached.

#### **27. Approval of Student Services**

Recommend approval of Guidance Counseling services, Child Study Team services and Student Assistant services.

#### **28. Approval of Annual Non-Resident Tuition Rate**

Recommend approval of the annual tuition rate of \$13,336 for the 2017-2018 school year.

#### **29. Certification of School Taxes and Payment Schedule**

Recommend approval of the following tax payment schedule: Available in the Business Office

#### **30. Approval to Establish Petty Cash Fund**

Recommend the approval of the establishment of a petty cash fund in the amount of \$250 for the 2017-2018 school year.

#### **31. 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.

### **32. 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

### **33. Approval of Board of Education Committees - Placeholder**

### **34. 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. Asdfasdfs

### **35. Approval of a Contract - Monmouth University**

Recommend Board approval of a contract with Monmouth University for graduation rehearsal and graduation services on June 16, 2017, in an amount not to exceed \$14,000.

### **36. Approval of Parent Funded Athletic Program Budgets**

Recommend Board approval of the following Parent Funded Athletic Program budgets:

#### **RFH Boys Lacrosse - Spring 17-18 (estimated)**

| Expense         | Total |
|-----------------|-------|
| Salaries        |       |
| Head Coach      | 6500  |
| Assistant Coach | 4500  |
| Assistant Coach | 4500  |

|                                           |       |
|-------------------------------------------|-------|
| Assistant Coach                           | 4500  |
| Assistant Coach                           | 4500  |
| Fica                                      | 2000  |
| Officials (\$85 var, \$60 sub + assignor) | 4500  |
| Timer / Announcer                         | 1000  |
| Transportation                            | 6600  |
| Total Anticipated Budget                  | 38600 |

**RFH Ice Hockey - Winter 17-18 (estimated)**

| Expense                        | Total |
|--------------------------------|-------|
| Salaries                       |       |
| Head Coach + FICA              | 6000  |
| Assistant Coach + FICA         | 4500  |
| Assistant Coach                | 4500  |
| Trainer (\$100/game)           | 1200  |
| Ice Rental - Red Bank Armory   | 30000 |
| Officials (\$90 per)           | 3000  |
| JV Hockey League               | 3500  |
| Crowd Control (\$40 per)       | 960   |
| Police                         | 2000  |
| Transportation - approx 7 away | 2500  |
| Total Anticipated Budget       | 58160 |

**37. Approval of a contract - Shoop SBA, LLC**

Recommend Board approval with Shoop SBA, LLC, for purchasing consulting services, not to exceed \$2,200.

**38. Approval of a Contract - MOESC**

Recommend Board approval of a contract with MonMouth Ocean Educational Services Commission for Nursing services for the 2017-2018 school year at a rate of \$53.00 per hour for Registered Nurse services and \$43.00 per hour for LPN services.

10. **Motion to Approve Recommendations**
11. **Approval Vote**
12. **Superintendent's Additional Action Items** - None
13. **Motion to Approve Recommendation**
14. **Approval Vote**
15. **Public Discussion – Any School Related Topic** - None
16. **Board Discussion Items** - None
17. **Other Business** - None
18. **Unfinished Business** - None
19. **Executive Session**

On a motion made by Mrs. Wise and seconded by Mrs. Maris, the Board, by unanimous vote, moved into executive session at 7:30 PM, as follows:

**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 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:

- Student Matter regarding Harassment, Intimidation and Bullying
- Personnel - Superintendent Contract and Evaluation

On a motion made by Mrs. Wise and seconded by Mrs. Maris, the Board, by unanimous vote, returned from executive session at 10:15.

**20. Adjournment**

**On a motion made by Mrs. Wise and seconded by Mrs. Maris, the Board by consensus adjourned the regular meeting held on May 16, 2017 at 10:16 PM.**

Respectfully submitted,

Frank E. Gripp III  
School Business Administrator/Board Secretary