

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

Regular Meeting

March 20, 2023

Rumson-Fair Haven Regional High School Auditorium

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. Presentation -

Audit Presentation - HFA District Auditors

8. Board Reports

- ❖ Student Representative Report - Hailey Blum & William Tencza
- ❖ Negotiations - Mrs. McGinty - March 14, 2023
- ❖ Education - Mrs. Thompson - March 9, 2023

- ❖ Finance & Facilities - Mr. Kenney - March 13, 2023
- ❖ Personnel - Mr. Page - March 15, 2023
- ❖ Referendum Ad-Hoc - Mrs. Whitehouse - March 10, 2023
- ❖ Superintendent's Report
 - Tentative Budget Presentation - Sean Cranston

Drills

TYPE OF DRILL	DATE	TIME	DURATION
Fire Drill	February 10	8:26 a.m.	6 minutes
Shelter in Place	February 20	1:17 p.m.	7 minutes

Enrollment

888 - as of February 28, 2023

9. Public Comment on Agenda Items

10. ACTION ITEMS

Approve Board Meeting Minutes

Recommend Board approval of the following meeting minutes:

- March 7, 2023 Regular Meeting Minutes

PERSONNEL

1. Approval of Sidebar Agreement

Recommend Board approval of the Sidebar Agreement between the Rumson-Fair Haven Regional High School Board of Education and the School Employees Association for the following:

- Leave of Absence as per Attachment A

2. Approval to Amend Start Date for Long Term Leave Replacement

Recommend Board approval to amend the start date for Krista Honnold, Special Education Teacher Long Term Leave Replacement, from March 16 to March 13, 2023.

3. Amend Appointment of the Work Based Coordinator

Recommend Board approval to amend the stipend for Hannah Phillips as Work Based Learning Coordinator from \$4,443 to \$2,938 effective August 31, 2022 to March 10, 2023.

4. Approval of the Appointment of the Work Based Coordinator

Recommend Board approval of the appointment of Krista Honnold as the Work Based Learning Coordinator beginning March 13 through June 16, 2023 at a stipend of \$1,505.

5. Approval of Job Description

Recommend Board approval of the job description for College and Career/School Counseling Coordinator as per Attachment B.

New Staff Appointments

6. Approval of New Staff for the 2023 - 2024 School Year

Recommend Board approval of the following new faculty for the 2023 - 2024 school year:

NO.	NAME	POSITION	STEP / GUIDE SALARY	EFFECTIVE
1.	Robert Miller	College & Career / School Counseling Coordinator	Step 25, BA + 60 \$102,355	September 1, 2023

Leaves of Absence

7. Approval of Leave of Absence for the 2022 - 2023 school year

Recommend Board approval of the following leave of absence dates

NO.	EMPLOYEE	LEAVE OF ABSENCE DATES
1.	4977	<u>Child Care Leave (Unpaid/No Benefits)</u> 3/27/2023 - 5/31/2023 <u>Return Date</u> 6/1/2023

Additional Assignments

8. Approval of Sixth Assignment Extension in Spanish

Recommend Board approval of a sixth assignment extension in Spanish for the 2022 - 2023 school year beginning March 27 through May 31, 2023 for the following teachers at a prorated stipend of 20% of the Level 1 salary of the teachers' guide at the appropriate degree level:

NO.	EMPLOYEE	GUIDE	STIPEND
1.	Luis Garcia	BA+60	\$12,741.00 <i>prorated</i>

2.	Christina Gauss	BA+30	\$12,470.00 <i>prorated</i>
3.	Michael Kane	BA	12,199.00 <i>prorated</i>
4.	Petronila Luccarelli	BA	12,199.00 <i>prorated</i>
5.	Yannell Maglione	BA+60	\$12,741.00 <i>prorated</i>

9. Approval of Spring Curriculum Writing

Recommend Board approval for the following faculty members to write curriculum

NO.	COURSE	NAME	TOTAL HOURS PER WRITER
1.	AP Macroeconomics	Alexander Componile / Stephanie Pennetti	5 hours
2.	AP Microeconomics	Alexander Componile / Stephanie Pennetti	5 hours
3.	Personal Finance	Alexander Componile / Stephanie Pennetti	5 hours
4.	Honors English Composition	Lauren Grumbach / Alexis Marinov	15 hours
5.	Engineering	Jonathan Reynolds	15 hours
6.	Woods Technology 2	Dino Pagano / Jonathan Reynolds	15 hours
7.	Foundations of Art I	Kristen Lanfrank / Kate Okeson	15 hours
8.	Foundations of Art II	Kristen Lanfrank / Kate Okeson	15 hours
9.	Ceramics I	Kristen Lanfrank / Zachary Wilson	15 hours
10.	Ceramics II	Kristen Lanfrank / Zachary Wilson	15 hours
11.	Painting & Drawing	Kristen Lanfrank / Kate Okeson	15 hours
12.	Sculpture	Kristen Lanfrank / Kate Okeson	15 hours
13.	Songwriting	Zachary Lorelli	15 hours
14.	Recording	Zachary Lorelli	15 hours
15.	Creating Hit Songs	Zachary Lorelli	15 hours

10. Approval of Payment for AP Training

Recommend Board approval for Molly McBain to receive payment of \$30.00 per hour for 27.5 hours for AP Computer Science Training.

11. Approval of Payment for Training

Recommend Board approval for Jessica Olszewski to receive payment of \$30.00 per hour for 6.5 hours for attending the New Jersey Department of Education School Behavioral Threat and Assessment Management (BTAM) Training on June 28, 2023 .

12. Approval of Additional 2022 Summer Hours for School Counselors

Recommend Board retroactively approve additional summer hours for school counselors at \$40.00 per hour:

NO.	EMPLOYEE	HOURS
1.	Chrissy Fabrico	22
2.	Tara Flynn	75.5
3.	Patrick Karl	12
4.	Alyssa Trocchia	26

Resignations**13. Approval of Resignations**

Recommend Board approval of the following resignations:

NO.	EMPLOYEE	POSITION	EFFECTIVE DATE
1.	Melissa Bryan	Supervisor of English & Social Studies	July 1, 2023

Substitutes / Coaching/Advisor Appointments**14. Approval of Substitutes for the 2022 - 2023 School Year**

Recommend Board approval of the following substitutes for the 2022 - 2023 school year:

<u>NO.</u>	<u>NAME</u>	<u>CERTIFICATION</u>
1.	Aaron Rogers	Monmouth County Substitute Certificate exp. 1/29/2026
2.	Stephen Rosone	Monmouth County Substitute Certificate exp. 3/13/2028

15. Approval to Rescind Extracurricular Coaches/Advisors for the 2022 - 2023 School Year

Recommend Board approval to rescind the following coaching/advisor appointments:

SPORT/CLUB	POSITION	NAME
Rowing	Assistant Coach	Amanda Durborow

16. Approval of Extracurricular Coaches/Advisors for the 2022 - 2023 School Year

Recommend Board approval of the following coaching/advisor appointments:

<u>NO.</u>	<u>SPORT/CLUB</u>	<u>POSITION</u>	<u>NAME</u>	<u>STEP</u>	<u>STIPEND</u>
1.	Baseball	Volunteer Coach	Stephen Rosone	N/A	N/A
2.	Rowing	Assistant Coach	Andrew Hudson	7	\$5,954

17. Approval to Amend Coaching Stipend

Recommend Board approval to amend the stipend for Shane Fallon from \$6,215.00 to \$6,370.00 as the Assistant Girls Basketball Coach.

18. Approval of the Summer Academy Director

Recommend Board approval of Stephanie Pennetti as the 2023 RFH Summer Academy Director at a stipend of \$6,000.00.

FINANCE

19. Budget SY 2023-2024 ~TENTATIVE ~ Approval

The Superintendent of Schools recommends approval of the Tentative Budget for FY 2023-2024:

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue	Debt Service	Total
Total Expenditures	\$23,346,322	\$ 563,098	\$ 890,932	\$24,800,352

Less Anticipated Revenues	\$ 2,435,606	\$ 563,098	\$ 183,359	\$ 3,182,063
Taxes to be Levied	\$20,910,716	\$ 0	\$ 707,573	\$21,618,289

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Rumson-Fair Haven Regional High School Learning Commons located at 74 Ridge Road, Rumson, NJ on April 25, 2023 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

Travel and Related Expense Reimbursements

WHEREAS, the Rumson Fair Haven Regional High School Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Rumson Fair Haven Regional High School Board of Education established \$78,750 as the maximum travel amount for the current school year and has expended \$ 29,823 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$72,987 for the 2022-2023 school year.

20. Acceptance of the Annual Audit dated June 30, 2022

Recommend Board acceptance of the June 30, 2022 Comprehensive Annual Financial Report, CAFR, including the Auditor's Management Report on Administrative Findings as presented.

21. Approval of Bill List

Recommend Board approval of the following bill lists dated **March 15, 2023**:

General Fund	\$ 146,843.04
Special Revenue Fund	\$ 0.00
Capital Projects Fund	\$ 45,173.85
Enterprise Fund	\$ 7,348.35
Total	\$ 199,365.24
Payroll (03/15/23)	\$ 586,677.92
Total Expenditures	\$ 786,043.16

22. Approve of Use of Facilities - Chargeable

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

Date(s)	Organization	Event	Facility
6-26-23 6-27-23 7-24-23 7-25-23	Rumson Recreation Department	RFH Football Camps	Borden Stadium Turf
8-7-23 to 8-10-23	Rumson Recreation Department	Sports Broadcasting Class	Room 101
7-17-23 to 7-20-23	Rumson Recreation Department	Bulldog Soccer Camp	Upper & Lower Fields
7-10-23 to 7-13-23 & 7-24-23 to 7-27-23	Rumson Recreation Department	Coach Shempy Basketball Camp	Gymnasium
7-17-23 to 7-20-23 & 7-31-23 to 8-3-23	Rumson Recreation Department	Coach Cal Girls Basketball Camp	Gymnasium
7-10-23 to 7-12-23	Rumson Recreation Department	Softball Camp	Softball Field

6-26-23 to 6-29-23 & 7-26-23 to 7-27-23	Rumson Recreation Department	Track & Field Camps	Football Field & Track
6-26-23 to 6-29-23 & 7-10-23 to 7-13-23 & 7-24-23 to 7-27-23	Rumson Recreation Department	Volleyball Camp	Gymnasium
04-22-23	AMPT Athletes Making Progress Together	Isaiah Hodgins Youth Football Camp	Turf Football Field 3pm - 8pm

23. 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
04-20-23	Lindsey McPherson	New Jersey Speech Language Hearing Association Convention	\$255	\$0	Long Branch, NJ
04-20-23	Kristen Lanfrank	SCAD Art Educators Retreat	\$0	\$0	Savannah, Georgia
Virtual	Brighde Dougherty	Fundamentals of Coaching	\$100	\$0	Virtual
Virtual	Cassie Spano	Fundamentals of Coaching	\$100	\$0	Virtual
Virtual	Connor Brown	Fundamentals of Coaching	\$100	\$0	Virtual
Virtual	Jonathan Troise	Fundamentals of Coaching	\$100	\$0	Virtual

24. Climate Awareness Education: Implementing the NJLS for Climate Change

Recommend Board approval of the submission of the “Climate Awareness Education: Implementing the New Jersey Learning Standards for Climate Change” for the project period of April 1, 2023 - June 30, 2023 with an allocation of \$6,600.

25. Accept a Donation

Recommend Board approval to accept a donation from the RFH Booster Club of a Hack Attack Pitching Machine worth approximately \$3,500 to be used by the Baseball Teams at RFH.

26. Accept a Donation

Recommend Board approval to accept a donation from RFH HomeRun Club of a ProMounds Collegiate Practice Pitching Mound with Green Turf worth approximately \$1,507 to be used by the Baseball Teams at RFH.

27. Therapy Dog

Recommend Board to approve vendor Bright & Beautiful to provide visiting therapy dog services for students and staff at RFH.

28. Authorize an Agreement Between the Borough of Rumson and the Rumson-Fair Haven Regional High School for the Spring Crew Program

WHEREAS, the Boroughs of Rumson and Fair Haven have had a Spring crew program for a number of years that has been run through the Borough of Rumson Recreation (hereinafter “Borough”) in the past; and

WHEREAS, a number of the Spring crew regattas require the team to be directly affiliated with a high school, and

WHEREAS, Rumson-Fair Haven Regional High School Board of Education (hereinafter “Board”) has agreed to host a team for the residents of Rumson and Fair Haven in 2023; and

WHEREAS, the Board needs to use the Borough’s equipment to field the team in the Spring of 2023; and

WHEREAS, it makes economic sense to lease the Borough owned equipment for the Board’s Spring season team, and

WHEREAS, the agreement stipulates that the costs of the hiring and managing the coaching staff hired by the Board will be reimbursed by the Borough in the amount of \$19,483 and

WHEREAS, the Administrators of both the Borough and the Board have developed an agreement to facilitate the Spring season lease;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Rumson-Fair Haven Regional High School that the Board President and the Business Administrator/Board Secretary are authorized to sign an agreement with the Borough of Rumson for the Spring 2023 season.

29. Approve Addendum to Settlement Agreement

Recommend board ratify the approval to amend settlement agreement for Student #210285 for the 22-23 SY.

30. Approval of Tuition Rate ~ Non-Resident

Recommend setting the Non-Resident General Education tuition rate for the 2023-2024 school year for newly entered nonresident tuition contracts at \$18,684 this rate going forward will be adjusted annually pursuant to the provisions of N.J.A.C. 6A:23A -17.1.

EDUCATION**31. Approval of Field Trip Request(s) for the 2022-2023 School Year as listed**

Recommend Board approval of the following field trip request(s) for the 2022-2023 school year:

DATE	DESTINATION	LEAVE	RETURN	CLUB/CLASS	ADVISOR/ CHAPERONES
March 21	Howell High School	7:45 a.m.	12:30 p.m.	Women in Sports Award	Jeffrey Herkimer
March 29	Shore Conference Leadership Conference, Freehold Township High School	9:00 a.m.	12:30 p.m.	Spring Captains	Chris Lanzalotto
April 4	Culinary Institute of Monmouth County, Asbury Park	10:45 a.m.	1:30 p.m.	French Cooking Club	Martin Januario Cassie Fallon
April 19	Metropolitan Museum of Art, New York City	7:45 a.m.	3:45 p.m.	National French Honor Society	Martin Januario
April 20	El Barrio, New York City	7:30 a.m.	3:30 p.m.	AP Spanish Spanish V	Christina Gauss Seth Herman Yannell Maglione
April 25	Monmouth Regional High School	7:45 a.m.	2:00 p.m.	Global Women's Empowerment	Jessica Mentzel
June 3	Hershey Park	5:00 a.m.	12:00 a.m.	Jazz Band Tower Singers	Zachary Lorelli Kathryne Singleton

32. Approval of Fundraising Request(s) for the 2022-2023 School Year as listed

Recommend board approve the following fundraising request(s) for the 2022-2023 school year:

DATE	CLUB	ADVISOR(S)	ACTIVITY
April 30	SGA	Stephanie Pennetti	Car Wash to raise money for Autism NJ

33. Approval of Home Instruction

Recommend Board approval of home instruction for the 2022 - 2023 school year as listed:

STUDENT NO.	TIME FRAME	REASON	PROVIDER/COST
210274	3/13 - TBD 10 hours per week	Medical	RFH Faculty \$55/hour
26000232	3/8 - TBD 10 hours per week	Medical	RFH Faculty \$55/hour
230272	3/13 - TBD 5 hours per week Math / English	Medical	RFH Faculty \$55/hour

34. Approval of Enrollment of Nonresident Students of Faculty and Staff Members at No Charge for the 2023-2024 School Year:

Recommend Board approval of the enrollment of the following nonresident students of faculty and staff members at no charge per the Collective Bargaining Agreements for the 2023-2024 school year:

STUDENT #	GRADE	TOWN
2400000305	12	Atlantic Highlands
25000204	11	Lincroft
25000344	11	Tinton Falls
25000353	11	Tinton Falls

35. Approval of Second Reading of Policy

Recommend Board approval of the second reading of the policies listed below:

- ❖ Bylaw 0152 - Board Officers
- ❖ Bylaw 0155 - Board Committees

- ❖ Bylaw 0161 - Call, Adjournment, and Cancellation
- ❖ Bylaw 0162 - Notice of Board Meetings
- ❖ Bylaw 0167 - Public Participation in Board Meetings
- ❖ Policy & Regulation 2423 - Bilingual and ESL Education
- ❖ Policy & Regulation 2425 - Emergency Virtual or Remote Instruction Program
- ❖ Policy & Regulation 5200 - Attendance
- ❖ Policy 8140 - Student Enrollments
- ❖ Regulation 8140 - Enrollment Accounting
- ❖ Policy & Regulation 8330 - Student Records
- ❖ Regulation 8420.2 - Bomb Threats
- ❖ Regulation 8420.7 - Lockdown Procedures
- ❖ Regulation 8420.10 - Active Shooter

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 March 20, 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.

SIDE BAR AGREEMENT

**between the
RUMSON FAIR HAVEN REGIONAL BOARD OF EDUCATION
(BOARD) And
RUMSON-FAIR HAVEN REGIONAL SCHOOL EMPLOYEES ASSOCIATION
(ASSOCIATION)**

THIS MEMORANDUM OF AGREEMENT ("Agreement") is made on this _____ day of _____, 2023 between the Board and the Association.

WHEREAS, the Board and the Association are parties to a Collective Bargaining Agreement ("CBA") for the period July 1, 2022 through June 30, 2025, and a Memorandum of Agreement for a successor agreement thereto; and

WHEREAS, the Association is recognized as the exclusive and sole representative for collective negotiations concerning terms and conditions of employment for certified classroom teachers; and

WHEREAS, employee 4977 is a tenured teaching staff member providing instruction in a specialized area of instruction; and

WHEREAS, employee 4977 was due to return from a leave of absence on March 24, 2023; and

WHEREAS, on February 3, 2023, employee 4977 requested an extension of her leave until June 1, 2023; and

WHEREAS, pursuant to Article 10.1 in the CBA, such requests are required to be made 90 days in advance; and

WHEREAS the Board has concerns about accommodating the request given that a late return will negatively impact students; and

WHEREAS, employee 4977 acknowledges that failure to return will result in repayment to the District health benefits received during her leave time; and

WHEREAS, Article 10.1 of the CBA specifically provides that any such accommodation is strictly discretionary on the part of the Board and is determined on a case by case basis without creating a past practice of any kind; and

NOW, THEREFORE, the Board and the Association, in consideration of the mutual covenants and promises contained herein, the legal sufficiency of which is hereby acknowledged by the Parties, agree as follows:

- A. The Board shall accommodate employee 4977 request for a leave extension until May 31, 2023, with a return to work date of June 1, 2023, with the understanding that employee 4977 shall remain in her teaching position for the 2023-2024 school year in order to minimize the disruption to the delivery of instruction for the benefit of her students; and

B. The terms and conditions of this Agreement represent a full and final settlement of the issues contained herein.

C. This Agreement contains the entire Agreement and understanding between the parties.

D. If a specific clause of this Agreement is determined to be illegal or in violation of any Federal or State law, the remainder of the Agreement shall not be affected by such a ruling and shall remain in full force and effect.

E. The parties shall be bound by the terms and conditions of this Agreement. F.

The parties have entered into this Agreement freely and voluntarily.

G. This Agreement will have no effect as to past practices or future negotiations between the parties.

IN WITNESS WHEREOF, the parties hereunder set their hands and seals to this Agreement effective on the _____ day of _____, 2023.

**RUMSON FAIR HAVEN REGIONAL RUMSON-FAIR HAVEN REGIONAL BOARD
OF EDUCATION SCHOOL EMPLOYEES ASSOCIATION**

By: _____ **By:** _____
Date: _____ **Date:** _____

By: _____ **By:** _____
Date: _____ **Date:** _____

Witness: _____ **Witness:** _____

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
74 RIDGE ROAD
RUMSON, NEW JERSEY 07760**

COLLEGE & CAREER/ SCHOOL COUNSELING COORDINATOR

QUALIFICATIONS: New Jersey School Counselor Certificate

REPORTS TO: Superintendent or designee

PRIMARY FUNCTION: Provides leadership to all areas of the school counseling program, including four-year planning and course selection, school wide programs, and college planning; advises school counselors, wellness team, and supports the implementation of programs school-wide.

SPECIFIC RESPONSIBILITIES:

1. Coordinate the planning, development, and implementation of the counseling programs.
2. Contribute to the district's professional development program by assessing and identifying professional development needs of staff members and opportunities to learn.
3. Contribute to the district's communication plan by providing information about the departments' activities and successes on a regular basis.
4. Contribute to the recruiting, interviewing and recommending of new staff members in accordance with established procedures and guidelines.
5. Conduct an annual review of the department's activities and submit, prior to June 1st, a year-end report concerning the progress, long-range plans, and needs of the department to the Superintendent.
6. Schedule, plan, and conduct monthly department meetings in accordance with a published schedule.
7. Present reports periodically to the Superintendent/Board of Education concerning program status, developments, and/or improvements.

8. Keep abreast of current research through professional journals and attendance at conferences, seminars, workshops, or meetings designed to improve counseling services and college placements. Participate in local and statewide meetings and committees as directed by the superintendent or his/her designee.
9. Submit, after consultation with members of the department, a proposed departmental budget to the Superintendent. Initiate requisitions for purchases of departmental supplies, equipment, or services, maintain records of all purchases and sign vouchers acknowledging receipt of goods ordered.
10. Provide counseling services to students.
11. Works in consultation with the student assistance counselor, anti-bullying specialist, and the affirmative action officer toward the remediation of individual issues and the general improvement of the school climate and culture.
12. Organize and direct the process of students' course selection and resolve conflicts in students' schedules.
13. Serve as a liaison for the College Board membership and activities, including PSAT and AP programs.
14. Monitor the progress of college admissions and acceptances and reports to the Superintendent and to the Board of Education.
15. Coordinate annual Senior Awards Program, including but not limited to, scholarship selection meetings, program, and facilities use.
16. Prepare reports for the New Jersey Department of Education pertaining to school counseling services. Coordinate data collection and submissions with members of the technology department for school wide analysis and required reporting.
17. Arrange, annually, a schedule for professional visitations to colleges by members of the school counseling department.
18. Supervise issuance of working papers.
19. Annually oversee preparation, updating, publication, and distribution of the annual Program of Studies and School Profile.
20. Plan and direct evening programs for parents and remain accessible to parents for discussion of students' plans and problems.
21. Oversee calculation and distribution of Grade Point Average following students' completion of semesters 2, 4, 5, 6, and 7.
22. Assure that new students are enrolled according to policy, that students who leave

are transferred and that data are maintained on pupil enrollment in the school.

23. Serve as a member of the school's intervention/ I&RS team.
24. Perform other appropriate tasks as assigned by the Superintendent in accordance with the provisions of Board adopted policies.
25. **The School Counseling Coordinator will work 20 days in the summer between the day after graduation and the start of the next school year.**

EVALUATION: The Coordinator will be evaluated annually by the Superintendent or designee in accordance with the provisions of Board adopted policies concerning staff evaluations.

APPROVED: February 20, 2023

AMENDED: