

**Federated Home and School Association
Meeting Minutes
December 10, 2020**

Welcome: December Meeting

Kelly Buchsbaum welcomed everyone to the meeting at 9:17am via Zoom.

In attendance:

Kelly Buchsbaum (Federated President), Colleen Tansey (Federated 1st VP), Valerie Auyeung (Federated Secretary/Treasurer), Kathy Marshall (Federated Member-at-Large), Dr. Fishbein (Superintendent), Mike Lembo (BOE), Juliane Cho (GW), Carol Waldman (BF), Christine Malloy (Travell), Jess Vartughian (Travell), Jimmy Judge (Orchard), Todd Rothman (Orchard), Francesca Parker (Somerville), Sarah Traband (Somerville), Ashley Minetti (Ridge), Lauren Dunleavy (Willard), Kelly Ashford (Hawes), Elena Croy (RED/Glen School), Paul McCarthy (REF), Tom Gorman (Interim/Acting Superintendent), Mayumi Harada (BF), Jen Giammarella (Hawes), Amy Biersdorf (RHS), Marguarite Carmody (LSHSA)

Special guests: Dr. James Patterson and Dr. Robert Rosado from R-Pat Solutions, LLC

November minutes approved.

Board of Education Update:

Dr. Dan Fishbein, Superintendent

- New guidance on travel: will stay with the recommendation to quarantine for 14 days for now as per guidance from local health department
- Had to close some schools due to usually 2 unknown contact sources; last school opens next week
 - Hawes reopened, and parents are happy for kids to be back
 - Fortunate to have own health department in town and to have school nurses trained as contact tracers
 - Important to cooperate with contact tracers to keep schools open
- Introduced Dr. Tom Gorman, RHS Principal and new Acting Superintendent
- Dr. Gorman
 - Excited to see the full picture from elementary to high school level in his new role
 - Thanked Dr. Fishbein for his mentorship and guidance

Guest speakers: R-PAT Solutions, LLC Dr. James Patterson, Dr. Robert Rosado

- Overview of processes:
 - Encouraged all families to fill out survey
 - R-PAT in business for 24 years
 - Limited to NJ school districts to limit travel but will recruit outside of NJ

- Sends out survey over a period of 2 weeks
- Puts ads in newspaper
- Develops profile for candidates based on survey results
- Requests BOE to set dates for interviews---competitive time to look for new superintendents; this is a way to ensure the best candidates are offered interviews
- Recommend selecting from list submitted by search firm
- Kathy Marshall: Will candidates be recruited outside of NJ?
 - Robert: yes - during this time, will conduct interviews over Zoom; an obstacle with out-of-state candidates is that certification in NJ is a long process if candidates outside of state are not already certified in NJ; must be certified in NJ before contract is offered
- Marguarite Carmody: How to ensure diversity?
 - James: R-PAT has good experience in finding diverse candidates, especially women
 - Admittedly most superintendents in NJ are white males
 - Robert: Many minority candidates reluctant to apply in predominantly white communities
 - Many more candidates are younger than in the past
- Search firm will actually interview the candidates; firm keeps a database of candidates who have done well with the firm, including ones with diverse backgrounds
- James: Part of training program for superintendents; can see potential candidates
- Do not take money from candidates as some other search firms do
- Long process due to termination clauses in superintendent contracts
 - Once resigned, cannot take another job for an average of 90 days, sometimes 120 days
 - BOE offers contract; if candidate accepts, have to send signed contract to county superintendent then returned back to board---may take another 2 weeks
 - BOE has to schedule as agenda item: if contract approved, can send to candidate then candidate can resign and start counting days for termination clause
- Survey info:
 - Aggregate info for BOE
 - Responses from staff, parents, community separated in different sections
 - Kathy M: Format of some questions was confusing
 - Kelly B: How will write-in comments be considered?
 - James: comments will be aggregated separately and filtered for appropriateness before passed on to BOE
- BOE keeps search confidential to not jeopardize current jobs of candidates
- Kathy M: Many BOE members are new---may not have experience hiring process of a superintendent

- Firm can recruit unlike state agencies; may help during this time of pandemic; can vet candidates before submitting names to BOE
- Gives challenging interviews
- Provide BOE members questions to ask, how to set time limits
- Firm does not attend interviews or rank the candidates
- Firm asked Federated Board members what characteristics they would look for in the next superintendent
 - Kathy M: Forward-looking; striving to improve; long duration of experience with a large school district
 - Todd Rothman (Orchard): Good communication skills; make sure all stakeholders are heard
 - Sarah Traband (Somerville): Good communication skills
- Firm will not recruit candidates who they placed in other districts unless the candidates approach them

Mike Lembo, BOE

- Survey sent out to parents yesterday to request their input on qualities they seek in the next superintendent
- Had brainstorming session with R-PAT
- Will narrow down candidates in beginning of January and begin interviews
- Kelly B: Appreciates having BOE support and promotion of HSAs activities

President's Update:

Kelly Buchsbaum, President

- Encourages everyone to support all schools' fundraisers wherever possible, such as No Cook Nights
- Completing grant for \$10K for all schools for Green Schools Program
- Kelly Ashford: Has a green committee at Hawes---will send names of chairs to connect with Johanna

Vice President's Report:

Colleen Tansey, 1st Vice President

Amy Gill, 2nd Vice President

- Crossing guard list sent to all schools if schools want to provide holiday gifts to crossing guards: some crossing guards may overlap with more than 1 school

Treasurer's Report:

Valerie Auyeung, Secretary/Treasurer

- Dr. Dan Fishbein Scholarship fund: over \$17K collected thus far

Member-at-Large Report:

Kathy Marshall, Member-at-Large

- GroupSpot continues to thrive: seeing a lot of activity on the app
 - Seeing a lot of fundraising from various schools despite COVID

- Mark Kossick: passing on gratitude to community for their support of his family after the tragic loss of his home due to fire
- Mark Kossick plans on attending Federated meeting in early 2021 to provide updates
- Should continue to promote dues
- Request schools to send numbers of most recent report
- Insurance: Make sure to let Kathy know if there are any events
- Christine M (Travell): Planning on scavenger hunt---Where in the world is Travell Tiger?
 - Parents may volunteer to have signs to give clues
 - Homeowners insurance covers property if an incident occurs---most likely not need riders
- Village Table fundraising update
 - Ashley M (Ridge): Issue with preordering items the Saturday of the week before; needs a lot of preplanning; has good potential but kinks needed to be worked out
 - Juliane C (GW): Not much use right now; inconvenient to order ahead of time
 - Kathy: Local restaurants easily available to communities already without going through Village Table portal
- Fundraising efforts:
 - Hawes:
 - 5th Grade--wreath and centerpiece fundraiser
 - Decorate your own holiday cookies fundraiser going well through a local mom in Allendale
 - Spirit wear
 - January: No cook day at Kimchi Smoke (Hawes family)
 - Ridge:
 - Combining One Book One School (*Charlie and the Chocolate Factory*) with fundraiser--selling candy bars, "Ridge bars", instead of Wonka bars
 - No Fuss Lunch (Gaby Wiladay) for teacher appreciation lunches with boxed lunches
 - Giftcrowd.com link to provide gift cards for admin staff, specials teachers, etc; money will allocate money to teachers; was done for custodial staff a few months ago; will not show amount contributed but names of contributors are revealed
 - Orchard: Cookbook developed instead of International Night; artwork submitted by kids and recipes submitted by families and staff; will be printed and sold in March
 - Willard: Willard Cares fundraiser to give back to families in need; gift cards given by principals to families in need --giving back to Willard community
 - RED program: Karen Price retirement fundraiser ongoing and extended until January 31st

- RHS: Jamboree will be digital and filmed; digital journal will reach out to HSAs

Paul McCarthy (REF)

- Brainstorming to experiment with Zoom
- AprilFest planned instead of Oktoberfest this year
- Appreciated being on agenda for upcoming school HSA meetings

Meeting adjourned at: 10:39 am

Next Meeting: Thursday, January 7, 2021 at 9:15 am—via Zoom or Education Center, 49 Cottage Place, 3rd floor

Respectfully submitted by Valerie Auyeung, Secretary/Treasurer