

BOE Meeting 11/27/17

MEETING

11/27/17 BOARD PLANNING CALENDAR 2017-2018

| | |
|---------------------|---|
| July 12, 2017 | BOE Meeting; Executive Session |
| July 24, 2017 | BOE Meeting; Personnel Exit Report; EVVRS Period 2 Report |
| August 28, 2017 | BOE Meeting; Adoption of 2017-2018 BOE/District Goals and Objectives |
| September 11, 2017 | BOE Meeting |
| September 25, 2017 | BOE Meeting |
| October 9, 2017 | BOE Meeting; |
| October 23, 2017 | BOE Meeting; Student Achievement Report-PARCC |
| October 23-27, 2017 | NJSBA Convention |
| November 13, 2017 | BOE Meeting |
| November 27, 2017 | BOE Meeting; |
| December 11, 2017 | BOE Meeting; |
| January 3, 2018* | BOE Reorganization Meeting |
| January 8, 2018^^ | BOE Meeting; CANCELLED |
| January 22, 2018^^ | BOE Meeting; EVVRS Period 1 Report; Mid-Year Staff Review; State of Schools |
| February 12, 2018# | BOE Meeting; Budget Discussion; Student Recognition |
| February 26, 2018 | BOE Meeting; Budget Presentation |
| March 12, 2018 | BOE Meeting; Budget Discussion/Preliminary Adoption; |
| March 26, 2018 | BOE Meeting; Budget Discussion |
| April 9, 2018 | BOE Meeting; |
| April 23, 2018 | BOE Meeting; Public Budget Hearing |
| May 7, 2018^^ | BOE Meeting; End of Year Staff Review |
| May 21, 2018# | BOE Meeting; Student and Staff Recognition |
| June 11, 2018 | BOE Meeting |
| June 25, 2018 | BOE Meeting; CSA Evaluation; Board Self - Evaluation |

*Other than a Monday

^^ Executive Session – 6:00pm

#Public portion -7:00 pm, No Exec Session

MEETING

MILLSTONE TOWNSHIP SCHOOL DISTRICT

VISION STATEMENT

We envision a unique, inclusive learning community at the forefront of education.

Parents, staff and students will model and promote individuality, integrity, respect, and civic and social responsibility.

Through an engaging, innovative curriculum, we will challenge students to become independent, self-directed learners who are adaptive problem solvers inspired to impact and thrive in an evolving society.

In realizing this vision, we will establish our community as an exemplary leader in education.

BOARD GOALS 2017-2018

1. Provide support and, where appropriate, funding for the District's efforts to develop and pursue models for personalized instruction.
2. Secure student performance data which, when reviewed and analyzed by authorized District personnel, will permit the Board to assess the effectiveness of the District educational programming.
3. Evaluate the feasibility of providing choice programming with rigorous standards for entry.
4. Review the current Strategic Plan in place for the District, assess progress toward Plan compliance, and determine whether a new or updated Plan is needed.
5. Develop and maintain a capital projects plan to analyze existing systems and project both long and short term district needs, and inform the District's approach with respect to future projects.

DISTRICT GOALS 2017-2018

1. Continue to identify and implement best instructional practices to personalize instruction and meet the individualized needs of all students.
2. Through authorized personnel, review individualized student data to assess the effectiveness of the District's educational programs and provide the Board of Education with a summary of the results of that review.
3. Review and assess the District's outdoor facilities, including student gardens; Provide an update to the Board as to whether improvements/renovations are necessary, with projected costs.
4. Evaluate and where appropriate improve school working and social "climate" for students and staff.
5. Review the continuing progress of technology use within the District, including Chromebooks, and its impact on curriculum and student achievement.

MEETING
Millstone Township Public Schools
Millstone Township, New Jersey

AGENDA: For the meeting of the Board of Education, Monday, November 27, 2017 at
7:00 P.M., in the Millstone Middle School Media Center

I. CALL TO ORDER

A. Sunshine Law Statement – Presiding Officer’s Statement

In compliance with the Open Public Meetings Law of New Jersey, P.L. 1975, CH. 231, adequate notice of this meeting was provided on January 6, 2017 by sending notification to the:

1. Asbury Park Press
2. Trenton Times
3. Posting at each district school
4. Township Clerk

B. Pledge of Allegiance

C. Roll Call

II. EXECUTIVE SESSION

WHEREAS, Chapter 231, PL. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive private session under certain limited circumstances, and,

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session, NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MILLSTONE TOWNSHIP SCHOOL DISTRICT:

A. That it does hereby determine that it is necessary to meet in executive session on November 27, 2017, to discuss matters involving:

1. Legal
2. Negotiations

B. That the matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion would take place at a public

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III. REPORT OF BOARD SECRETARY

Mr. Biesiada

- A. Business Administrator/Board Secretary Report
- B. That the Board approve the minutes from the Board of Education meeting of November 13, 2017.
- C. Old Business
- D. New Business

IV. ADMINISTRATORS' REPORTS

Dr. Huss

- A. Superintendent's Report
 - 1. Enrollment Report, October 2017
 - 2. Middle School Eagle Scout Project Presentation

V. BOARD BUSINESS

- A. That the Board approve the Uniform Memorandum of Agreement between the Millstone Township School District and the New Jersey State Police for the 2017-2018 School Year.

VI. PUBLIC COMMENTS AS PER BOARD BYLAW 0167

- A. To permit the fair and orderly expression of comments we ask that:
 - 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;

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- 2. Each statement made by a participant shall be limited to five minutes duration;
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
- 4. All statements shall be directed to the presiding officer; no participant may address or question board members individually;
 - a. No colloquy between a participant and respondent shall extend the five minute time limit provided herein;
- 5. The presiding officer may:
 - a. Interrupt, warn, or terminate a participant’s statement when the statement is too lengthy, personally directed, abusive, obscene or irrelevant;
 - b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
 - c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person’s conduct interferes with the orderly progress of the meeting;
 - d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
 - e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board’s business.

VII. PERSONNEL

A. Action Items

On the recommendation of the Superintendent of Schools, the Board consider the following proposed motions:

- 1. That the Board approve the following appointment according to the procedures set forth in NJSA 18A:67 et seq for the following personnel. Approval pending statutory requirements:

| Name | Position | Salary | Effective |
|---------------------|-----------------------------------|-------------|-----------------------|
| a.Julianne Hilbert | Substitute Instructional Aide | \$9.50/hour | 2017-2018 School Year |
| b.Jennifer Wojenski | Substitute Non-instructional aide | \$9.00/hour | 2017-2018 School Year |

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|-----------------|-----------------------------------|--------------------------|-----------------------|
| c.Kathryn Klink | Substitute Teacher | Per Board approved rates | 2017-2018 School Year |
| d.Lindsay Peake | Substitute Non-instructional aide | \$9.00/hour | 2017-2018 School Year |

2. That the Board approve the following professional development for the 2017-2018 school year:

| Date Submitted | Name | Workshop/Location | Date | Total Cost |
|-----------------------|------------------|---|-------------------|-------------------|
| a.November 13, 2017 | Paul Baker | MC3 Winter Summit/Monmouth University | January 12, 2018 | \$75.00 |
| b.November 8, 2017 | Marnel Winn | Recognizing Mental Health Issues in Students and Providing Appropriate Interventions/Lakewood, NJ | November 29, 2017 | \$0.00 |
| c.November 8, 2017 | Jason Suleski | Recognizing Mental Health Issues in Students and Providing Appropriate Interventions/Lakewood, NJ | November 29, 2017 | \$0.00 |
| d.November 13, 2017 | Karen Barry | Achieve3000 Future Leadership Conference/Forsgate Country Club, Monroe, NJ | December 14, 2017 | \$0.00 |
| e.November 13, 2017 | Christopher Huss | Achieve3000 Future Leadership Conference/Forsgate Country Club, Monroe, NJ | December 14, 2017 | \$0.00 |
| f.November 13, 2017 | Trish Bogusz | Achieve3000 Future Leadership Conference/Forsgate Country Club, Monroe, NJ | December 14, 2017 | \$0.00 |
| g.November 13, 2017 | Suzanne Guidry | Achieve3000 Future Leadership Conference/Forsgate Country Club, Monroe, NJ | December 14, 2017 | \$0.00 |

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|---------------------|----------------|--|-------------------|-----------------|
| h.November 13, 2017 | Paul Baker | Achieve3000 Future Leadership Conference/Forsgate Country Club, Monroe, NJ | December 14, 2017 | \$0.00 |
| i.November 17, 2017 | Suzanne Guidry | MC3 Winter Summit/Monmouth University | January 12, 2018 | \$75.00 |
| j.November 17, 2017 | Trish Bogusz | MC3 Winter Summit/Monmouth University | January 12, 2018 | \$75.00 |
| TOTAL | | | | \$225.00 |

3. That the Board approve the following leave:

| NAME | POSITION | LEAVE | EFFECTIVE |
|-------------|------------------------------------|--------------|------------------|
| Maria Russo | Instructional Aide, Primary School | Unpaid | January 8, 2018 |

4. That the Board approve the following college/university students for an internship:

| University | Student | Dates | Cooperating Teachers | School |
|---------------------------|-----------------|-------------------------------|-----------------------------------|-------------------|
| The College of New Jersey | Matthew Moticha | January 22, 2018- May 4, 2018 | Jennifer Modula & Jennifer Sincox | Elementary School |

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5. That the Board *ratify* the appointments according to the procedures set forth in NJSA 18A:67 et seq for the following personnel:

| Name | Position | Salary/Stipend | Effective | Account # |
|---------------|---------------------------------------|---|----------------------------------|-------------------------|
| Ellen Stephan | Aide for After School Hours; ShopRite | Degree 1, Step 9; \$14.79; Up to 60 hours | November 16, 2017- June 30, 2018 | 11-000-217-100-040-00-0 |

6. That the Board approve the appointments according to the procedures set forth in NJSA 18A:67 et seq for the following personnel:

| Name | Position | Salary/Stipend | Effective | Account # |
|----------------------|--|--|-------------------------------------|-------------------------|
| a. Joseph Muni | Intramural Volleyball, extra duty | \$36.96/hour; up to 15 hours | February 20, 2018- March 8, 2018 | 11-130-100-101-040-01-0 |
| b. Michael Miller | Intramural Volleyball, extra duty | Degree 3, Step 3; \$14.54/hour, up to 15 hours | February 20, 2018- March 8, 2018 | 11-000-217-100-040-00-0 |
| c. Karen Waldie | Aide for Art Club Before School, Middle School | Degree 2, Step 16; \$18.63/hour, 1 hr/week | November 28, 2017- January 23, 2018 | 11-213-100-106-040-00-0 |
| d. Amanda Tagliareni | Preschool Teacher, Long Term Replacement; Primary School | BA, Step 1; \$56,840; prorated | December 18, 2017- April 20, 2018 | 11-105-100-101-080-00-0 |

7. That the Board *ratify* the following salary adjustments:

| Name | Position | Salary | Effective | Account # |
|------------------|--|---|----------------------------------|-------------------------|
| a. Kerri DiSanzo | Middle School; Social Studies; Debate Elective | (fr) \$69,675, BA, Step 16, (to) \$72,579, BA, Step 16 | September 1, 2017- June 30, 2018 | 11-130-100-101-040-01-0 |

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|-------------------|--|--|-------------------------------------|-------------------------|
| b.Robert Williams | Middle School; Social Studies; Swordsmanship Elective | (fr) \$75,140, BA, Step 19 (to) \$79,835, BA, Step 19 | September 1, 2017- June 30, 2018 | 11-130-100-101-040-01-0 |
| c.Mary O'Rourke | Middle School; Science; Ocean Science Elective | (fr) \$91,290, MA+30, Step 22 (to) \$93,192, MA+30, Step 22 | September 1, 2017- June 30, 2018 | 11-130-100-101-040-01-0 |

B. Old Business

C. New Business

VIII. CURRICULUM & INSTRUCTION

Mrs. Riviello

A. Action Items

1. That the Board *ratify* the following Curriculum Guides: Language Arts K-8, Math 6-8, Social Studies K-8 and Spanish 7-8 for the 2017-2018 School Year.

B. Old Business

C. New Business

IX. POLICY

A. Action Items

B. Old Business

C. New Business

X. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

- A. Agenda for meeting on November 15, 2017
- B. Upper Freehold Representative Report for November 15, 2017
- C. New Business

XI. OPERATIONS

Mrs. Bailey

- A. Action Items (Budgeted)
 - 1. That the Board *ratify* budget transfers for September pursuant to N.J.S.A 18A:22-8.1 and N.J.A.C. 6:20-2A.10. The attached list of transfers includes transfers in excess of \$2,500 in compliance with policy 6422.
 - 2. That the Board accept the Board Secretary and Cash Report for the month of September and certification, after closure, and direct that they be attached to and made part of the minutes of for this meeting.

| Account | Cash Balance | Appropriation Balance | Fund Balance |
|---------------------------------|---------------------|------------------------------|---------------------|
| 10 General Current Expense Fund | 3,235,689.51 | N/A | 1,702,908.71 |
| 11 Current Expense | N/A | 4,203,590.55 | N/A |
| 12 Capital Outlay | N/A | 25,300.00 | N/A |
| Capital Reserve | 2,492.76 | N/A | N/A |
| 20 Special Revenue Fund | (85,664.87) | 240,896.25 | N/A |
| 30 Capital Projects Fund | 1,190,042.60 | 1,118,303.39 | 1,118,976.04 |
| 40 Debt Service Fund | 12,944.92 | 0.24 | 12,944.99 |

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|-----------------------------------|---------------------|---------------------|---------------------|
| 60 Enterprise (Cafeteria) Fund | 93,592.49 | N/A | N/A |
| 61 Enterprise (MPAC) Fund | 197,487.65 | N/A | N/A |
| 62 Enterprise (Community Ed) Fund | (25,920.57) | N/A | N/A |
| 63 Enterprise (Shoprite) | 4,670.98 | N/A | N/A |
| 80/90 Trust and Agency Funds | 117,486.21 | N/A | N/A |
| | | | |
| Total | 4,742,821.68 | 5,588,090.43 | 2,834,829.74 |

3. That the Board approve the payment of the following bills in the amounts listed and to attach a complete copy of these bills to the minutes of this meeting:
 - a. Regular checks from October 17, 2017 through November 20, 2017 in the amount of \$1,737,683.12.
 - b. Manual checks from October 1, 2017 through October 31, 2017 in the amount of \$562,687.65.

4. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective November 15, 2017:

| | |
|--------------------|---------------|
| Debit from: | Amount: |
| Custodian Account: | \$ 644,028.67 |
| Credit to: | |
| Agency Account: | \$ 286,051.03 |
| Payroll Account: | \$ 357,977.64 |

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Debit from: Amount:
Performing Arts Ctr. Account: \$ 3,387.27

Credit to:
Agency Account: \$ 1,077.72

Credit to:
Payroll Account: \$ 2,309.55

Debit from: Amount:
Custodian Account: \$ 295.23

Credit to:
Agency Account: \$ 295.23

Debit from: Amount:
Custodian Account: \$ 45,258.28

Credit to:
Agency Account: \$ 45,258.28

Debit from: Amount:
Performing Arts Center: \$ 259.13

Credit to:
Agency Account: \$ 259.13

Debit from: Amount:
Agency Account: \$ 413.33

Credit to:
Flexible Spending Account: \$ 413.33

- 5. That the Board *ratify* the addendum to the Nutri-Serve Management Co. contract to provide food service management to the Millstone Township School District for the 2017-2018 school year with the center per meal management fee of 0.1132 per student meal and 0.0824 per meal equivalent for adult sales, ala carte sales, special function and other income calculated on a factor of \$1.00 per meal equivalent with a guarantee break even.

(Attachment 10)

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- 6. That the Board approve the attached Comprehensive Maintenance Plan for the 2017-2018 school year.

B. Action Items (Un-Budgeted)

- 1. That the Board accept the following donation:

| NAME | DONATION | VALUE | USE |
|-------------------|-----------------------------|-------|---------------------------|
| Mr. Mark Lafferty | 2 music keyboards and stand | \$500 | Primary School Music Room |

- 2. That the Board accept the following items for discards:

| ITEM | REASON | LOCATION |
|--------------|--------------|---------------------------|
| a. 361 books | old/outdated | Primary School Library |
| b. 157 books | old/outdated | Elementary School Library |

C. Old Business

D. New Business

XII. EXECUTIVE SESSION (If needed)

WHEREAS, Chapter 231, PL. 1975, also known as the Open Public Meetings Act, authorizes a public body to meet in executive private session under certain limited circumstances, and,

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session, NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE MILLSTONE TOWNSHIP SCHOOL DISTRICT:

BOE Meeting 11/27/17

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- A. That it does hereby determine that it is necessary to meet in executive session on November 27, 2017 to discuss matters involving:
 - 1. Legal
 - 2. Negotiations

- B. That the matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion would take place at a public meeting.

XIII. NOTEWORTHY DATES:

| | |
|---------------------------------------|---|
| December 11, 2017 | BOE Meeting |
| December 22, 2107 | Shortened Day |
| December 25, 2017- January 1, 2018 | Winter Recess |
| January 15, 2018 | Schools Closed |
| January 22, 2018 | BOE Mtg.; Mid-Year Review; State of the Schools |

XIV. ADJOURNMENT