

BOE Meeting 1/22/18

MEETING

1/22/18 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; 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; NJSBA Superintendent Evaluation
March 26, 2018	BOE Meeting; Budget Discussion
April 16, 2018	BOE Meeting;
April 30, 2018	BOE Meeting; Public Budget Hearing
May 14, 2018^^	BOE Meeting; End of Year Staff Review
May 30, 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, January 22, 2018 at 6:00 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 18, 2018 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 January 22, 2018, to discuss matters involving:

1. Legal
2. Negotiations
3. Personnel

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- 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.

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 December 11, 2017 & January 3, 2018.
- C. Old Business
- D. New Business

IV. ADMINISTRATORS REPORTS

Dr. Huss

- A. Superintendent's Report
 - 1. Enrollment Report - December, 2017
 - 2. 2018-2019 School Calendar
 - 3. Teachers of the Year
 - 4. Future Ready Schools

V. 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;
 - 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

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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.

VI. 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.Bigad Khloussi	Substitute Teacher	Per Board Approved Rates	2017-2018 School Year
b.Julia Pugliese	Substitute Instructional Aide	\$9.50/hour	2017-2018 School Year

- 2. That the Board approve to rescind the following leave:

Name	Position	Leave	Effective
Maria Russo	Instructional Aide, Primary School	Unpaid	January 8, 2018

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3. That the Board approve the following salary adjustments:

Name	Position	Salary/Stipend	Effective	Account #
Alyssa Ridente	Primary School, Pre-K Teacher	(fr)BA, Step 4; \$58,540.00 (to) BA+30, Step 4; \$60,540; prorated	February 1, 2018	11-105-100-101-050-00-0

4. 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/Stipend	Effective	Account #
a.Grace Trentacosti	Substitute Instructional Aide; Before and After Care Program	Degree 2, Step 15; \$17.96/hour	2017-2018 School Year	11-213-100-106-080-00-0
b.Giovanna Barbitta	Substitute Instructional Aide; Before and After Care Program	Degree 1, Step 4; \$14.40/hour	2017-2018 School Year	11-213-100-106-080-00-0
c.Megan Banks	Substitute Instructional Aide; Before and After Care Program	Degree 4, Step 16 \$19.27/hour	2017-2018 School Year	11-213-100-106-080-00-0
d.Deborah McCormick	Library Media Specialist	MA, Step 4; 60%, \$62,040 prorated	February 16, 2018	11-000-222-100-060-00-0 11-000-222-100-080-00-0

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5. That the Board approve the following professional development for the 2017-2018 School year:

Date Submitted	Name	Workshop/Location	Date	Total Cost
a. January 16, 2018	Melissa Riviello	NJSBA Finance Conference; West Windsor, NJ	February 9, 2018	\$99.00
b. January 10, 2018	Eva Blahota	Fostering Growth Mindsets in Every Math Classroom/Monroe, NJ	February 7, 2018	\$179.00
c. January 3, 2018	Lisamarie Cappuzzo	Visual and Performing Arts Articulation/Tinton Falls, NJ	February 16, 2018	\$32.44
d. January 11, 2018	Erin Christie	Do-It-Yourself Literacy: Teaching Tools for Differentiation, Rigor, and Independence/New Brunswick, NJ	February 13, 2018	\$166.99
e. January 9, 2018	Tracy Corsano	Do-It-Yourself Literacy: Teaching Tools for Differentiation, Rigor, and Independence/New Brunswick, NJ	February 13, 2018	\$166.99
f. January 10, 2018	Florencia Norton	MC3 ESL Articulation/Wall Township	February 9, 2018	\$0.00
g. January 8, 2018	Louise Picaroni	New Jersey Tiered System of Support/Monroe, NJ	March 14, 2018	\$161.30
h. January 10, 2018	Patricia Santos	Strategies and Structures for Teaching Reading and Writing/Livingston, NJ	March 8, 2018	\$209.00
i. January 10, 2018	Peggy Schaneman	Strategies and Structures for Teaching Reading and Writing/Livingston, NJ	March 8, 2018	\$209.00
j. January 10, 2018	Christine Smith	Fostering Growth Mindsets in every Math Classroom/Monroe, NJ	February 7, 2018	\$179.00
k. January 16, 2018	Ivy Macdonald	Strategies for Creating and Exemplary Literacy Day/Saddle Brook, NJ	March 2, 2018	\$189.45

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l.January 11, 2018	Stephanie Dunk	Strategies and Structures for Teaching Reading and Writing/Livingston, NJ	March 8, 2018	\$209.00
m.January 16, 2018	Scott Hobson	Know the Drill: Safe and Effective School Emergency Operations Exercises with Michael Dorn/Freehold, NJ	February 27, 2018	\$28.00
n.January 16, 2018	Evan Norwood	NJAHPERD Convention/Long Branch, NJ	February 26, 2018	\$265.00
o.January 16, 2018	Gina Morrone	Google Educator Level 1 – Certification Boot Camp/Aberdeen, NJ	March 7&13, 2018	\$75.00
p.January 17, 2018	Linda Guzinski	Google Educator Level 1 – Certification Boot Camp/Aberdeen, NJ	March 7&13, 2018	\$75.00
q.January 17, 2018	Danielle Welch	Google Educator Level 1 – Certification Boot Camp/Aberdeen, NJ	March 7&13, 2018	\$85.00
r.January 17, 2018	Lisa Murin	Digging into the Standards for Mathematical Practice/Matawan High School	January 31, 2018, February 12, 2018 and March 22, 2018	\$120.00
s.January 19, 2018	Trish Bogusz	Google Educator Level 1 – Certification Boot Camp/Aberdeen, NJ	March 7&13, 2018	\$85.00
TOTAL				\$2,435.17

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6. That the Board approve the following Senior Internship for the 2017-2018 School Year:

School	Student	Dates	Cooperating Teachers	School
Biotechnology High School	Ritik Shah	May 15, 2018 – June 15, 2018	Erik Wall	Middle School

7. That the Board *ratify* 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	Account #
a.Diane Keleher	Home Instruction Program	\$36.96/hour; Up to 10 hours/wk	January 11, 2018- May 31, 2018	11-150-100-101-000-00-C
b.Susan Dowd	Home Instruction Program	\$36.96/hour; Up to 10 hours/wk	January 11, 2018- May 31, 2018	11-150-100-101-000-00-C

8. That the Board approve the following Extracurricular Position for the 2017-2018 School Year:

Position	Name	Stipend
Courtney Chandonnet	Girls' Lacrosse Ass't Coach	\$2,078.00

- B. Old Business
- C. New Business

VII. CURRICULUM & INSTRUCTION

- A. Action Items
- B. Old Business
- C. New Business

VIII. POLICY

Mr. McGovern

A. Action Items

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

- 1. That the Board approve the following policies for the *second reading* and *approval*:

- P3144.12 Certification of Tenure Charges- Inefficiency
- P5300 Automated External Defibrillators (AED)
- P5612 Assaults on District BOE Members or Employees
- P5613 Removal of Students for Assaults with Weapons Offenses

- 2. That the Board approve the following regulations for the *second reading* and *approval*:

- R5300 Automated External Defibrillators (AED)
- R5612 Assaults on District BOE Members or Employees
- P5613 Removal of Students for Assaults with Weapons Offenses

- B. Old Business
- C. New Business

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IX. UFRSD REPRESENTATIVE REPORT

- A. Agenda for meeting on December 13, 2017 & January 17, 2018

- B. Upper Freehold Representative Report for December 13, 2017 & January 17, 2018

X. OPERATIONS

Mrs. Bailey

- A. Action Items (Budgeted)
 - 1. That the Board *ratify* budget transfers for November 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 November 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	5,037,359.33	N/A	1,702,908.71
11 Current Expense	N/A	2,381,454.30	N/A
12 Capital Outlay	N/A	300.00	N/A
Capital Reserve	2,492.96	N/A	N/A
20 Special Revenue Fund	(112,041.32)	176,594.22	N/A
30 Capital Projects Fund	1,055,236.01	1,060,545.59	1,118,976.04

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40 Debt Service Fund	12,944.92	.24	12,944.99
60 Enterprise (Cafeteria) Fund	108,194.02	N/A	N/A
61 Enterprise (MPAC) Fund	199,912.96	N/A	N/A
62 Enterprise (Community Ed) Fund	(21,573.47)	N/A	N/A
63 Enterprise (Shoprite)	6,189.73	N/A	N/A
80/90 Trust and Agency Funds	88,801.15	N/A	N/A
Total	6,377,516.29	3,618,894.11	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 December 5, 2017 through January 15, 2018 in the amount of \$1,629,196.80.
 - b. Manual checks from December 1, 2017 through December 31, 2017 in the amount of \$522,695.62.

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

Debit from:	Amount:
Custodian Account:	\$ 635,312.51
Credit to:	
Agency Account:	\$ 282,272.19

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Payroll Account: \$ 353,040.32

Debit from: Amount:
Performing Arts Ctr. Account: \$ 3,061.64

Credit to:
Agency Account: \$ 933.75

Credit to:
Payroll Account: \$ 2,127.89

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

Debit from: Amount:
Custodian Account: \$ 44,404.92

Credit to:
Agency Account: \$ 44,404.92

Debit from: Amount:
Performing Arts Center: \$ 234.22

Credit to:
Agency Account: \$ 234.22

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5. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective December 22, 2017:

Debit from:	Amount:
Custodian Account:	\$ 619,320.93

Credit to:	
Agency Account:	\$ 276,766.21
Payroll Account:	\$ 342,554.72

Debit from:	Amount:
Performing Arts Ctr. Account:	\$ 3,284.02

Credit to:	
Agency Account:	\$ 1,022.54

Credit to:	
Payroll Account:	\$ 2,261.48

Debit from:	Amount:
Custodian Account:	\$ 295.23

Credit to:	
Agency Account:	\$ 295.23

Debit from:	Amount:
Custodian Account:	\$ 76,475.27

Credit to:	
Agency Account:	\$ 76,475.27

Debit from:	Amount:
Performing Arts Center:	\$ 835.02

Credit to:	
Agency Account:	\$ 835.02

Debit from:	Amount:
Agency Account:	\$ 413.33

Credit to:	
Flexible Spending Account:	\$ 413.33

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6. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective January 12, 2018:

Debit from: Amount:
Custodian Account: \$ 639,654.31

Credit to:
Agency Account: \$ 289,820.16
Payroll Account: \$ 349,834.15

Debit from: Amount:
Performing Arts Ctr. Account: \$ 2,964.38

Credit to:
Agency Account: \$ 957.38

Credit to:
Payroll Account: \$ 2,007.00

Debit from: Amount:
Custodian Account: \$ 351.07

Credit to:
Agency Account: \$ 351.07

Debit from: Amount:
Custodian Account: \$ 46,012.61

Credit to:
Agency Account: \$ 46,012.61

Debit from: Amount:
Performing Arts Center: \$ 226.78

Credit to:
Agency Account: \$ 226.78

Debit from: Amount:
Agency Account: \$ 413.33

Credit to:
Flexible Spending Account: \$ 413.33

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- 7. That the Board accept the November 2017 cafeteria financial report as follows:

NOVEMBER	Income	Expenses	Net Income/Loss
Month	\$ 42,329.10	\$ 40,835.14	\$ 1,493.96
Year to Date	\$ 129,623.38	\$ 130,294.49	\$ (671.11)

- 8. That the Board ratify the attached agreement with the Township of Millstone for the resale of rock salt from January 1, 2018 through December 31, 2018.
- 9. That the Board ratify the tuition contract with the Monmouth-Ocean Educational Services Commission for student #15146.
- 10. That the Board ratify the attached shared services agreement with the Borough of Roosevelt for Electric, HVAC and Mechanic services from January 1, 2018 through December 31, 2018.
- 11. That the Board ratify the attached shared services agreement with the Borough of Roosevelt for supplies from January 1, 2018 through December 31, 2018.
- 12. That the Board approve the amendment to the 2018 IDEA Grant application to include carryover funds from the 2016-2017 IDEA Grant Final Report in the following amounts:

IDEA Basic	-	\$1,579
IDEA Preschool	-	\$2,954

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B. Action Items (Un-Budgeted)

1. That the Board accept the following donation:

NAME	DONATION	VALUE	USE
a. Mr. Mark Lafferty	2 music keyboards and stand	\$500	Primary School Music Room
b. Lifetouch Studio	Fall picture donation	\$2,039.41	Middle School Student Activities Account

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

ITEM	REASON	LOCATION
a. 472 books	old/outdated	Primary School Library
b. 357 books	old/outdated	Elementary School Library

C. Old Business

1. Transportation- Millstone cul-de-sac bus stops

D. New Business

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XI. 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 January 22, 2018, to discuss matters involving:

If Needed

- 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.

XII. NOTEWORTHY DATES:

February 12, 2018	BOE Mtg.; Budget Discussion; Student Recognition
February 16, 2018	Schools Closed for Students
February 19, 2018	Schools Closed
February 22, 2018	Shortened Day, Parent-Teacher Conferences
February 26, 2018	BOE Mtg.; Budget Presentation
March 12, 2018	BOE Mtg.; Budget Discussion/Preliminary Adoption; NJSBA Superintendent Evaluation
March 26, 2018	BOE Mtg.; Budget Discussion
March 30, 2018- April 6, 2018	Schools Closed-Spring Recess

XIII. ADJOURNMENT