

BOE Meeting 1/3/18

MEETING

1/3/18 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; 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 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, Wednesday, January 3, 2018 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. Announcement of Election Results: Bernard S. Biesiada, Business Administrator/Board Secretary

Full Three Year Term	# of Votes
Melissa Riviello	1,458
Cynthia Bailey	1,428
Peter Bonafide	1,309
Amrita Singh	962

D. Oath of Office administered by Bernard S. Biesiada, Business/Board Secretary, to newly-elected members of the Millstone Township Board of Education.

E. Roll Call

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MILLSTONE TOWNSHIP BOARD OF EDUCATION

- Salvatore Casale, Board Member
- Melissa Riviello, Board Member
- Cynthia Bailey, Board Member
- Peter Bonafide, Board Member
- David DePinho, Board Member
- Billy Hanson, Board Member
- Amy Jacobson, Board Member
- Kevin McGovern, Board Member
- John Sico, Board Member

II. ELECTION

- A. Election of President of the Board of Education
Board Secretary presides over the meeting for the purpose of conducting an election for the Office of Board President.

Nominating Motions

_____, nominated by _____
 _____, nominated by _____
 _____, nominated by _____

Consent of the Nominees

Board Secretary asks for consent of the nominees.

"Do you _____ consent to having your name placed in nomination for the office of Board President?"

Closing of the Nominations

Request the nominations be closed.

Motion: _____ Second: _____

Vote on the Nominations

Resolved, that _____ having been properly nominated, be elected as President of the Millstone Township Board of Education for the 2018 calendar year.

Motion: _____ Second: _____

PRESENTATION OF GAVEL TO THE PRESIDENT

- B. Election of Vice President of the Board of Education

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Board President presides from here on.

Nominating Motions

_____, nominated by _____
_____, nominated by _____
_____, nominated by _____

Consent of the Nominees

Board President asks for consent of the nominees.

"Do you _____ consent to having your name placed in nomination for the office of Board Vice-President?"

Closing of the Nominations

Request the nominations be closed.

Motion: _____ Second: _____

Vote on the Nominations

Resolved, that _____ having been properly nominated, be elected as Vice-President of the Millstone Township Board of Education for the 2018 calendar year.

Motion: _____ Second: _____

- C. Resolved to appoint _____ as the delegate to the New Jersey School Boards Association.
- D. Resolved to appoint _____ as the high school representative to the Upper Freehold Regional Board of Education pursuant to Chapter 8, P.L. 1995.

III. RESOLVED TO ADOPT THE NEW JERSEY SCHOOL BOARD MEMBER CODE OF ETHICS

CODE OF ETHICS

- a. 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.
- b. 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.

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- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. 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.

IV. PUBLIC COMMENTS ON AGENDA ITEMS 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 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

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- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board’s business.

V. BOARD BUSINESS

- A. RESOLVED that the Millstone Township Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Millstone Township Middle School Media Center, 5 Dawson Court, Millstone Township, New Jersey 08535, at 7:00 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be normal conduct of business of the Board of Education and any other items brought to the board’s attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press and Trenton Times as official newspapers to receive meetings;

and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Millstone Township Board of Education Administration Office, each district school, office of the Township Clerk and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than five (5) minutes per individual.

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- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board meetings shall request such notification through the Board Secretary’s Office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

January 22, 2018	July 23, 2018
February 12, 2018	August 27, 2018
February 26, 2018	September 10, 2018
March 12, 2018	September 24, 2018
March 26, 2018	October 8, 2018
April 16, 2018	October 22, 2018
April 30, 2018	November 12, 2018
May 14, 2018 *	November 26, 2018
May 30, 2018 *	December 10, 2018
June 11, 2018	January 2, 2019 **
June 25, 2018	

* Not 2nd & 4th Monday, but 3rd Monday & 5th Wednesday

** Tuesday

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

- B. RESOLVED that the Board adopt Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2017-2018 school year.
- C. RESOLVED that the Board adopt all of the existing Board Policies and

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Regulations.

- D. RESOLVED that the Board adopt the following Doctrine of Necessity:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA: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, questions have arisen regarding how 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, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, 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 opinion further provided that if 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 for the 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 School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that 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 Boards of Education and Charter School Boards of Trustees that invoke the Doctrine 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;

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BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

VI. ADMINISTRATORS REPORTS

Dr. Huss

A. Superintendent’s Report

1. January 2018 - School Board Recognition Month

RESOLUTION FOR SCHOOL BOARD RECOGNITION MONTH

WHEREAS, The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Millstone Township Board of Education is one of more than 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Millstone Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

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RESOLVED, That the Millstone Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Millstone Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

2. HIB Report

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

That the Board approve the HIB Report for the month of December, 2017

VII. PERSONNEL

A. Action Items

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

1. That the Board ratify the following Extracurricular Position for the 2017-2018 School Year:

Position	Name	Stipend	Effective
Bigad Khloussi	Choral Assistant	\$1,428; prorated	December 1, 2017- June 30, 2018

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

Date Submitted	Name	Workshop/Location	Date	Total Cost
a.December 13, 2017	Carissa Bachmann	Educate 2B: Tools for Engaged Learning and Living/Park Ridge, NJ	January 25, 2018	\$219.00
b.December 13, 2017	Lori Hanson	Educate 2B: Tools for Engaged Learning and Living/Park Ridge, NJ	January 25, 2018	\$219.00

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c.December 13, 2017	Melissa Keogh	Educate 2B: Tools for Engaged Learning and Living/Park Ridge, NJ	January 25, 2018	\$219.00
d.December 13, 2017	Rebecca McCormick	Educate 2B: Tools for Engaged Learning and Living/Park Ridge, NJ	January 25, 2018	\$266.05
e.December 13, 2017	Alyssa Ridente	Educate 2B: Tools for Engaged Learning and Living/Park Ridge, NJ	January 25, 2018	\$266.05
f.December 13, 2017	Adam Gruber	MC3 Visual and Performing Arts Articulation/Tinton Falls, NJ	February 16, 2018	\$13.92
g.December 8, 2017	Heather Philhower	MC3 Visual and Performing Arts Articulation/Tinton Falls, NJ	February 16, 2018	\$13.92
h.December 12, 2017	Heather Philhower	NJMEA February Music Conference	February 23, 2018	\$215.19
i.December 13, 2017	Gwen Parker	NJMEA Music Conference	February 23, 2018	\$215.19
j.December 15, 2017	Gina Tomlinson	New Jersey's Tiered System of Support – Day 1/FEA Conference Center	January 16, 2018	\$149.00
k.December 14, 2017	Stephanie Dunk	MC3 Winter Summit/Monmouth University	January 12, 2018	\$0.00
l.December 19, 2017	Christopher Huss	TECHSPO '18, Atlantic City, NJ	January 25, 2018, January 26, 2018	\$609.00
m.December 19, 2017	Peggy Schaneman	MC3 Winter Summit/Monmouth University	January 12, 2018	\$0.00
n.December 19, 2017	Florencia Norton	Google Educator Level 2 Certification Boot Camp/ Aberdeen NJ	April 10, 2018	\$75.00

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3. That the Board ratify the following mentor for the 2017-2018 School Year:

Provisional Teacher	Position	Mentor	Effective
Melissa Kaye	Elementary School, Third Grade Teacher	Nicole Meyrick	January 1, 2018- June 30, 2018

FYI- replacing Falanga’s extended leave

4. That the Board *ratify* the following mentor for the 2017-2018 School Year:

Provisional Teacher	Position	Mentor	Effective
Amanda Tagliareni	Primary School, Pre-K Teacher	Christine Angellella	December 18, 2017- April 20, 2018

FYI-Long Term Replacement for Minerva

5. That the Board accept the resignation for the following personnel:

Name	Position	Effective
Karin Finnegan	Library Media Specialist	February 20, 2018

B. Old Business

C. New Business

VIII. CURRICULUM & INSTRUCTION

A. Action Items

1. That the Board approve the following field trip sites for the 2017-2018 School Year:
 - a. The College of New Jersey, Ewing, NJ; Student Council Executive Officers; Middle School
 - b. Six Flags Safari, Jackson, NJ - Grade 4, Elementary School

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- c. Crowne Plaza Princeton, Plainsboro, NJ; ES Community Problem Solvers, Elementary School
- d. Six Flags Safari, Jackson, NJ- Grade 2, Primary School

B. Old Business

C. New Business

IX. POLICY

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 revised policy:

P6470	Payment of Claims
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- 2. That the Board approve to *abolish* the following policy and regulation:

P2414	Programs for the Pupils at Risk
R2414	Programs for the Pupils at Risk
- 3. That the Board approve the following policies for the *first* reading:

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
- 4. That the Board approve the following regulations for the *first* reading:

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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X. UFRSD REPRESENTATIVE REPORT

- A. Agenda for meeting on December 13, 2017
- B. Upper Freehold Representative Report for December 13, 2017

XI. OPERATIONS

A. Action Items (Budgeted)

- 1. That the Board accept the October 2017 cafeteria financial report as follows:

OCTOBER	Income	Expenses	Net Income/Loss
Month	\$ 55,582.52	\$ 50,317.80	\$ 5,264.72
Year to Date	\$ 87,294.28	\$ 89,459.35	\$ (2,165.07)

- 2. That the Board *ratify* the following transportation route for the 2017-2018 school year:

Contractor: Phoenix Transportation						
<u>Route #</u>	<u>Destination</u>	<u>Route cost</u>	<u>Aide cost (if any)</u>	<u>Adjustment</u>	<u>Total per diem cost</u>	
NRSP	New Roads School	\$193.76	\$25.00	\$1.95	\$218.76	\$39,376.80
					Total:	\$39,376.80

- 3. That the Board approve the attached proposal from Dante Guzzi Engineering Associates for work to the existing water treatment system at the Middle School.

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B. Action Items (Un-Budgeted)

- 1. That the Board accept the following donation:

NAME	DONATION	VALUE	USE
a. Sharon Qutub	4 new books	\$57.96	Middle School Library
b. Life Touch Studios	Monetary Donation	\$1,652.24	Primary School PTO

C. Old Business

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

D. New Business

XII. 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 3, 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.

BOE Meeting 1/3/18

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XIII. NOTEWORTHY DATES:

January 15, 2018	Schools Closed
January 22, 2018	BOE Mtg.; Mid-Year Review; State of the Schools
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

XIV. ADJOURNMENT