

**12/11/17**  
**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, December 11, 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 December 11, 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

### 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 27, 2017.
- C. Old Business
- D. New Business
  - 1. 2016-2017 Comprehensive Annual Financial Report (CAFR)

### IV. ADMINISTRATORS' REPORTS

Dr. Huss

- A. Superintendent's Report
  - 1. HIB Report, November, 2017

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 November, 2017
  - 2. Enrollment Report, November, 2017
  - 3. Asbury Park Press Student Voices Winner
  - 4. Playground Update, Elementary School

### V. PUBLIC COMMENTS AS PER BOARD BYLAW 0167

**MEETING**

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
  - 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. Alexandria Dominici	Substitute Instructional Aide	\$9.50/hour	2017-2018 School Year

**MEETING**

b. Valerie Angelico-Raff	Substitute Instructional Aide	\$9.50/hour	2017-2018 School Year
	Substitute Clerk/Typist	\$10.00/hour	
	Substitute Secretary	\$11.00/hour	

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 30, 2017	Christine Angellella	MC3 Winter Summit/Monmouth University	January 12, 2018	\$92.30
b. November 30, 2017	Traci Soriano	MC3 Winter Summit/Monmouth University	January 12, 2018	\$92.30
c. November 30, 2017	Carissa Bachmann	MC3 Winter Summit/Monmouth University	January 12, 2018	\$92.30
d. November 30, 2017	Debra Manaro	MC3 Winter Summit/Monmouth University	January 12, 2018	\$92.30
e. November 30, 2017	Gina Morrone	MC3 Winter Summit/Monmouth University	January 12, 2018	\$92.30
f. November 29, 2017	Marianne Disick	School Nurses Enhance Effective Medical Emergency Response Teams at your School/Freehold, NJ	January 25, 2018	\$300.00
g. December 1, 2017	Patricia Santos	2 <sup>nd</sup> Annual MC3 ESL Articulation Conference/Wall Township	January 9, 2018	\$14.75
h. December 7, 2017	Beth Topinka	ANJEE 2018 Winter Conference, Plainsboro, Twp. NJ	January 19, 2018	\$145.00

**MEETING**

<b>TOTAL</b>	<b>\$921.25</b>
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3. That the Board ratify the following professional development for the 2017-2018 school year:

Date Submitted	Name	Workshop/Location	Date	Total Cost
November 30, 2017	Florencia Norton	NJPSA Leadership Academy-Series 4, Cohort 4/Rowan University	December 11, 2017 January 23, 2018 March 7, 2018	\$450.00

4. That the Board approve the following leave:

NAME	POSITION	LEAVE	EFFECTIVE
a. Ellen Stephan	Instructional Aide, Middle School	NJFLA-unpaid	December 18, 2017- December 22, 2017
b. Michelle Falanga	Gifted and Talented; Primary & Elementary Schools	Unpaid	January 2, 2018- June 30, 2018
c. Alicia Minerva	Pre-K Teacher; Primary School	FMLA	(fr) January 29, 2018- April 17, 2018  (to) January 22, 2018- April 17, 2018

5. 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. Melissa Kaye	Elementary School, Third Grade, Long Term Replacement	BA, Step 1, \$56,840, prorated	January 2, 2018- June 30, 2018	11-120-100-101-080-01-0
b. Danielle Welch	7th Grade Social Studies Curriculum Writing	\$36.96/hour up to 5 hours	December 12, 2017- June 30, 2018	11-000-223-104-00-00-00-C
c. Gina Morrone	7th Grade Social Studies Curriculum Writing	\$36.96/hour up to 5 hours	December 12, 2017- June 30, 2018	11-000-223-104-00-00-00-C
d. Michael Bochicchio	Geometry Curriculum Writing	\$36.96/hour up to 5 hours	December 12, 2017- June 30, 2018	11-000-223-104-00-00-00-C
e. Ana Cecilia Giron	Elementary School; Spanish Teacher, part	MA, Step 4, 60%, \$62,040,	January 2, 2018- June 30, 2018	11-120-100-101-060-01-0

	time	prorated		
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B. Old Business

C. New Business

VII. CURRICULUM & INSTRUCTION

Mrs. Riviello

A. Action Items

1. That the Board approve the attached QSAC Equivalency Application.

2. That the Board approve the following field trip sites for the 2017-2018 School Year:

a. Washington, DC, Middle School, 8th grade

b. The Shore Center, Tinton Falls, NJ; Future Problem Solvers, Middle School

B. Old Business

C. New Business

VIII. 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 policies:

- P5120 Assignment of Pupils
- P5513 Care of School Property
- P6470 Payment of Claims

B. Old Business

C. New Business

IX. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

A. Next agenda meeting on December 13, 2017



**MEETING**

B. Upper Freehold Representative Report - n/a

C. New Business

X. OPERATIONS

Mrs. Bailey

A. Action Items (Budgeted)

1. That the Board *ratify* budget transfers for October 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 October and certification, after closure, and direct that they be attached to and made part of the minutes of for this meeting.

<b>Account</b>	<b>Cash Balance</b>	<b>Appropriation Balance</b>	<b>Fund Balance</b>
10 General Current Expense Fund	690,063.62	N/A	1,702,908.71
11 Current Expense	N/A	2,550,421.28	N/A
12 Capital Outlay	N/A	300.00	N/A
Capital Reserve	2,492.76	N/A	N/A
20 Special Revenue Fund	(167,242.35)	205,957.79	N/A
30 Capital Projects Fund	1,175,438.42	1,118,799.66	1,118,976.04
40 Debt Service Fund	12,944.92	0.24	12,944.99

BOE Meeting 12/11/17

**MEETING**

60 Enterprise (Cafeteria) Fund	72,175.08	N/A	N/A
61 Enterprise (MPAC) Fund	203,410.61	N/A	N/A
62 Enterprise (Community Ed) Fund	(27,274.84)	N/A	N/A
63 Enterprise (Shoprite)	5,664.73	N/A	N/A
80/90 Trust and Agency Funds	117,372.46	N/A	N/A
<b>Total</b>	<b>2,085,045.41</b>	<b>3,875,478.97</b>	<b>2,834,829.74</b>

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 November 21 through December 4, 2017 in the amount of \$1,297,127.12.
  - b. Manual checks from November 1, 2017 through November 30, 2017 in the amount of \$476,005.26
  
4. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective November 30, 2017:

**Debit from:**

**Amount:**

**MEETING**

Custodian Account: \$ 610,500.27  
**Credit to:**  
Agency Account: \$ 276,999.78  
Payroll Account: \$ 333,500.49

**Debit from:** Amount:  
Performing Arts Ctr. Account: \$ 2,718.99

**Credit to:**  
Agency Account: \$ 848.07

**Credit to:**  
Payroll Account: \$ 1,870.92

**Debit from:** Amount:  
Custodian Account: \$ 295.23

**Credit to:**  
Agency Account: \$ 295.23

**Debit from:** Amount:  
Custodian Account: \$ 42,694.72

**Credit to:**  
Agency Account: \$ 42,694.72

**Debit from:** Amount:  
Performing Arts Center: \$ 208.00

**Credit to:**  
Agency Account: \$ 208.00

**Debit from:** Amount:  
Agency Account: \$ 413.33

**Credit to:**  
Flexible Spending Account: \$ 413.33

**Debit from:** Amount:  
Agency Account: \$ 873.11

**Credit to:**  
Unemployment Account: \$ 873.11

**MEETING**

- 5. That the Board approve the Allentown High School enrollment projection of 539 students for the 2018/2019 school year.
  
- 6. **RESOLVED** that the Board approve the following resolution regarding the 2017-2018 audit:

WHEREAS, the Board of Education has engaged the firm of Holman & Frenia, P.C., to conduct an audit of the District's Comprehensive Annual Financial Report (C.A.F.R.) for the 2016-2017 school year in compliance with N.J.S.A. 18A:23-1 et. seq, and

WHEREAS, this audit has been completed and a report filed with the State Department of Education and the Board of Education along with a synopsis of the audit report and recommendations, which synopsis and recommendation are available for public review, and WHEREAS, the results of operations during the 2016-2017 school year are as follows:

Change in Net Assets			
	Governmental Activities	Business-Type Activities	Total
<b>Revenues:</b>	Governmental Activities	Business-Type Activities	Total
Program Revenues:			
Charges for Services and Sales	\$51,854	\$615,533	\$667,387
Operating Grants and Contributions	\$3,175,388	\$74,346	\$3,249,734
Capital Grants and Contributions	0	0	0

**MEETING**

Total Program Revenues	<b>\$3,227,242</b>	<b>\$689,879</b>	<b>\$3,917,121</b>
General Revenues:			
Property Taxes – General Purposes	\$27,463,913	0	\$27,463,913
Property Taxes – Debt Service	\$3,416,398	0	\$3,416,398
Federal and State Aid Not Restricted	\$5,208,832	0	\$5,208,832
Investment Earnings	0	\$179	\$179
Miscellaneous Income	\$860,393	0	\$860,393
Total General Revenues	<b>\$36,949,536</b>	<b>\$179</b>	<b>\$36,949,715</b>
Total Revenues	<b>\$40,176,778</b>	<b>\$690,058</b>	<b>\$40,866,836</b>
<b>Program Expenses:</b>			
Instruction	\$11,898,525	0	\$11,898,525
Support Services:			
Tuition	\$10,024,622	0	\$10,024,622
Student & Instruction Related Services	\$3,526,430	0	\$3,526,430
School Administrative Services	\$1,533,840	0	\$1,533,840
General & Business Administrative Services	\$1,465,689	0	\$1,465,689
Plant Operations & Maintenance	\$2,664,917	0	\$2,664,917

BOE Meeting 12/11/17

**MEETING**

Pupil Transportation	\$3,066,827	0	\$3,066,827
Unallocated Benefits	\$3,185,744	0	\$3,185,744
Special Schools	0	0	\$0
Interest on Long-Term Debt	\$554,167	0	\$554,167
Unallocated Depreciation & Amortization	\$1,226,846	0	\$1,226,846
Enterprise Funds	0	605,606	\$605,606
<b>Total Expenses:</b>	<b>\$39,147,607</b>	<b>\$605,606</b>	<b>\$39,753,213</b>
Increase in Net Assets	\$1,112,971	\$652	\$1,113,623

- 7. That the Board approve the attached Corrective Action Plan directing the School Business Administrator/Board Secretary to take action to implement the plan, send a copy to the State of New Jersey Office of Fiscal Compliance, and post on the district web site.
- 8. That the Board approve the attached tuition contract with Ocean Mental Health Services for the 2017-2018 school year.

B. Action Items (Un-Budgeted)

- 1. That the Board accept the following donation:

NAME	DONATION	VALUE	USE
a.The Mitchell Family	11 Used books	\$22.00	Middle School Library
b.The Mitchell Family	170 used books	\$720.00	Elementary School Library
c Sharon Qutub	9 New books	\$49.76	Middle School Library

**MEETING**

d. Barnes & Noble	Monetary Donation	\$349.58	Primary School PTO
e. Lois Prestridge	1 new book autographed by author	\$13.95	Middle School Library

- 2. That the Board approve the following discards:

ITEM	LOCATION	REASON
a. 132 books	Elementary Library	Old/Outdated
b. 255 books	Primary Library	Old/Outdated

C. Old Business

D. New Business

- 1. Shared service meeting with Roosevelt Boro
- 2. Transportation- Millstone cul-de-sac bus stops

XI. 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:

A. That it does hereby determine that it is necessary to meet in executive session on December 11, 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.

XII. NOTEWORTHY DATES:

BOE Meeting 12/11/17

**MEETING**

December 19, 2017  
December 20, 2017  
December 22, 2107  
December 25, 2017-  
January 1, 2018  
January 3, 2018  
January 15, 2018  
January 22, 2018  
February 12, 2018  
February 16, 2018  
February 19, 2018  
February 22, 2018  
February 26, 2018

Holiday Concert - ES & MS- MPAC 7pm  
Chorus Concert-RBRHS  
Shortened Day  
  
Winter Recess  
Reorganization Meeting  
Schools Closed  
BOE Mtg.; Mid-Year Review; State of the Schools  
BOE Mtg.; Budget Discussion; Student Recognition  
Schools Closed for Students  
Schools Closed  
Shortened Day, Parent-Teacher Conferences  
BOE Mtg.; Budget Presentation

XIII. ADJOURNMENT