

BOE Meeting 3/26/18

## MEETING

### 3/26/18 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; UFRSD Brookdale CC Partnership
March 12, 2018	BOE Meeting; Budget Discussion; NJSBA Superintendent Evaluation Presentation
March 26, 2018	BOE Meeting; Budget Discussion/Preliminary Adoption
April 16, 2018	BOE Meeting; Social Studies Committee Presentation
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 -6:00 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, March 26, 2018 at  
7:00 P.M., in the Millstone Middle 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 9, 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

D. 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.

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 March 26, 2018, to discuss matters involving:

1. Legal
2. Negotiations
3. Personnel

**MEETING**

- 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 March 12, 2018.
- C. Old Business
- D. New Business

IV. ADMINISTRATORS REPORTS

Dr. Huss

- A. Superintendent's Report
  - 1. District Highlights
  - 2. Enrollment report, February 2018
  - 3. School Calendar

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

That the Board approve the revised 2017-2018 School Calendar

## MEETING

### V. PRESENTATIONS

A. Budget Discussion/Preliminary Adoption

Dr. Huss, Mr. Biesiada

### 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;
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.

**MEETING**

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:

<b>Name</b>	<b>Position</b>	<b>Salary</b>	<b>Effective</b>
a. Karen Anderson	Substitute Teacher	Per Board Approved Rates	2017-2018 School Year
	Substitute Instructional Aide	\$9.50/hour	2017-2018 School Year
b. Melissa Creighton	Substitute Instructional Aide	\$9.50/hour	2017-2018 School Year
c. Laura Piccininni	Clerk-Typist, Elementary School	\$29,852, Step 1, prorated	April 18, 2018- June 30, 2018

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

<b>Date Submitted</b>	<b>Name</b>	<b>Workshop/Location</b>	<b>Date</b>	<b>Total Cost</b>
a. March 12, 2018	Scott Hobson	School Safety Specialist Training/Robbinsville High School	June 25, 2018- June 28, 2018	\$0.00
b. March 15, 2018	Nicole Meyrick	New Jersey Tiered Systems of Support/Monroe, NJ	March 14, 2018	\$149.00
c. March 14, 2018	Nicole Passero	FLENJ Annual Conference/Iselin, NJ	April 13, 2018	\$170.57
d. March 16, 2018	Michelle Recco	Google Educator Level 2 Certification Boot Camp/Allentown, NJ	April 12, 2018	\$83.25
e. March 15, 2018	Brittani Adams	Doug Fisher: Visible Learning for Literacy/Rutgers University	June 5, 2018	\$168.00

**MEETING**

f.March 20, 2018	Nicole Meyrick	Mindfulness Fundamentals/Online Course	June 1, 2018 – July 12, 2018	\$125.00
g.March 20, 2018	Nicole Meyrick	Mindfulness Educator Essentials/Online Course	July 19, 2018 – August 29, 2018	\$550.00
<b>TOTAL</b>				<b>\$1,245.82</b>

3. That the Board accept the resignation of the following personnel

<b>Name</b>	<b>Position</b>	<b>Effective</b>
Jill Ottignon	Transportation Supervisor	July 1, 2018

4. That the Board approve the following leave:

<b>Name</b>	<b>Position</b>	<b>Leave</b>	<b>Effective</b>
Lori Blazier	Elementary School Nurse	Intermittent NJFLA	2017-2018 School Year

5. That the Board approve Scott Hobson as the Millstone School District’s School Safety Specialist.

B. Old Business

C. New Business

## MEETING

### VIII. CURRICULUM & INSTRUCTION

Mrs. Riviello

#### 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 field trip site for the 2017-2018 school year:
  - a. Freehold ShopRite, Freehold, NJ; LLD Students, Middle School
2. That the Board ratify the following field trip for the 2017-2018 school year:
  - a. Kean University, Union, NJ- Future Problem Solvers, Elementary and Middle Schools

#### B. Old Business

#### C. New Business

### IX. POLICY

Mr. McGovern

#### A. Action Items

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

1. That the Board approved the following bylaw for the *second* reading and adoption:  
P0169.02 Board Member Use of Social Networks
2. That the Board approve the follow policies for the *second* reading and adoption:  
P5516.01 Student Tracking Devices  
P7425 Lead Testing of Water in Schools  
P9242 Use of Electronic Signatures



**MEETING**

B. Old Business

C. New Business

X. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

A. UFRSD Agenda; meeting cancelled, changed to March 28, 2018

B. UF Representative Report: n/a

XI. OPERATIONS

Mr. Casale

A. Action Items (Budgeted)

1. That the Board *ratify* budget transfers for January 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 January 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	399,640.39	N/A	1,795,513.71
11 Current Expense	N/A	1,682,285.18	N/A
12 Capital Outlay	N/A	300.00	N/A
Capital Reserve	2,492.96	N/A	N/A
20 Special Revenue Fund	99,850.08	170,147.48	N/A
30 Capital Projects Fund	1,034,787.60	1,039,805.59	1,118,868.04
40 Debt Service Fund	32,877.92	.24	13,052.99

BOE Meeting 3/26/18

**MEETING**

60 Enterprise (Cafeteria) Fund	73,061.70	N/A	N/A
61 Enterprise (MPAC) Fund	223,859.81	N/A	N/A
62 Enterprise (Community Ed) Fund	(17,095.23)	N/A	N/A
63 Enterprise (Shoprite)	8,129.22	N/A	N/A
80/90 Trust and Agency Funds	79,492.23	N/A	N/A
Total			

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 February 20, 2018 through March 19, 2018 in the amount of \$1,468,546.70.
  - b. Manual checks from February 1, 2018 through February 28, 2018 in the amount of \$532,283.23.
  
4. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective March 15, 2018:

**Debit from:** Amount:  
 Custodian Account: \$ 613,863.14

**Credit to:**  
 Agency Account: \$ 271,638.49  
 Payroll Account: \$ 342,224.65

**Debit from:** Amount:  
 Performing Arts Ctr. Account: \$ 2,719.00

**MEETING**

<b>Credit to:</b>	
Agency Account:	\$ 863.12
<b>Credit to:</b>	
Payroll Account:	\$ 1,855.88
<b>Debit from:</b>	Amount:
Custodian Account:	\$ 406.91
<b>Credit to:</b>	
Agency Account:	\$ 406.91
<b>Debit from:</b>	Amount:
Custodian Account:	\$ 44,000.65
<b>Credit to:</b>	
Agency Account:	\$ 44,000.65
<b>Debit from:</b>	Amount:
Performing Arts Center:	\$ 208.00
<b>Credit to:</b>	
Agency Account:	\$ 208.00
<b>Debit from:</b>	Amount:
Agency Account:	\$ 413.33
<b>Credit to:</b>	
Flexible Spending Account:	\$ 413.33

5. That the Board approve the Nutri-Serve Management Co. to provide food service management to the Millstone Township School District for the 2018-2019 school year with the center per meal management fee of 0.1165 per student meal and 0.0848 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 of no loss to the district.

**MEETING**

6. That the Board approve the following resolution:

**ADOPTION OF THE TENTATIVE BUDGET  
2018-2019**

RESOLVED that Millstone Township School District Board of Education requests the approval a capital reserve withdrawal in the amount of \$200,000. The district intends to utilize these funds for:

Elementary and Primary Schools: Security Improvements \$100,000  
Middle School: Well Water and Septic System Improvements \$50,000  
Elementary and Primary Schools: Septic Flow Meter Repair \$50,000

RESOLVED that Millstone Township School District Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b), where the district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$391,332 for the purposes of educational services and programs, where the district intends to complete said purposes by June 2019,

WHEREAS, the Millstone Township School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

**MEETING**

WHEREAS, the Millstone Township School District Board of Education established \$50,000 as the maximum travel amount for the current school year and has expended \$19,862 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$50,000 for all staff and board members for the 2018-2019 school year. BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

General Fund Budget:	\$35,389,689
General Fund Tax Levy:	\$28,845,614
Special Revenue Fund Budget:	\$ 304,934
Debt Service Fund Budget:	\$ 3,021,700
Debt Service Fund Tax Levy:	\$ 2,747,608

And to advertise said tentative budget in the Asbury Park Press in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held at Millstone Township Middle School, 5 Dawson Court, Millstone Township NJ on April 30, 2018 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

7. That the Board approve the following resolution appointing Arthur J. Gallagher Insurance Services as District Risk Management Consultant for the 2018-2019 school year.

**MEETING**

**BURLINGTON COUNTY INSURANCE POOL  
JOINT INSURANCE FUND  
(BCIPJIF)  
RESOLUTION APPOINTING A RISK MANAGEMENT  
CONSULTANT**

WHEREAS, the Millstone Township Board of Education hereinafter referred to as DISTRICT, is a member of the Burlington County Insurance Pool Joint Insurance Fund, a self-insurance pooling fund; and

WHEREAS, the Bylaws of said Fund state that each DISTRICT may appoint a Risk Management Consultant, hereinafter referred to as RMC, to perform various professional services; and

WHEREAS, a fee as indicated in the attached Risk Management Consultant Agreement which expenditure represents reasonable compensation for the services required and was included in the cost considered by the DISTRICT; and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-1 et. seq.) defines Insurance as an Extraordinary Unspecifiable Service requiring that the awarding of contracts without competitive bidding must be approved by resolution of this DISTRICT;

NOW THEREFORE, be it resolved that the DISTRICT does hereby appoint Arthur J. Gallagher Insurance Services its RMC and;

BE IT FURTHER RESOLVED that the DISTRICT's Business Official/Board Secretary is hereby authorized and directed to execute the Risk Management Consultant Agreement annexed hereto.

8. That the Board approve the attached Risk Management Consultant Agreement between the Millstone Township School District and Arthur J. Gallagher Insurance Services.

**MEETING**

B. Action Items (Un-Budgeted)

1. That the Board accept the following donations:

NAME	DONATION	VALUE	USE
a. Sharon Qutub	3 new books	\$11.98	Middle School Library
b. The Maizel Family	11 used books	\$28.00	Middle School Library

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

ITEM	REASON	LOCATION
a. 100 copies of the book Totally Awesome Health	old/outdated	Curriculum Office

C. Old Business

D. New Business

XII. EXECUTIVE SESSION

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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 March 26, 2018, to discuss matters involving:

1. Legal
2. Negotiations
3. Personnel

**MEETING**

- 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:

March 30, 2018-April 6, 2018	Schools Closed-Spring Recess
April 16, 2018	BOE Mtg.;
April 23, 2018-May 9, 2018	PARCC Testing
April 26, 2018	Take Your Child to Work Day
April 30, 2018	BOE Mtg.; Public Budget Hearing
May 25, 2018	Shortened Day
May 28, 2018	Schools Closed
May 30, 2018	BOE Mtg.; Student – Staff Recognition

XIV. ADJOURNMENT