

BOE Meeting 8/28/17

## MEETING

8/28/17

### 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; Mid-Year Staff Review; State of Schools
January 22, 2018	BOE Meeting; EVVRS Period 1 Report
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 -7:00pm, no before 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 2016-2017**

1. Continue practicing strict, financial sustainability activities and adopt a fiscally responsible budget that includes funding for innovative programs designed to enhance student achievement within and beyond the school day.
2. Take a comprehensive look at full day kindergarten (FDK) with a cost/benefit analysis; comparing academic success associated with FDK; finding out exactly what FDK means in Millstone losing revenue and possible tax impact.
3. Continue efforts to work with the Legislature and other sending districts to develop legislation capping tuition increases of receiving districts at 2%.
4. Protect existing arrangements regarding high school choice and evaluate expansion of high school choices in a manner consistent with existing law.

**DISTRICT GOALS 2016-2017**

1. Review true costs and impacts of professional development. Identify ways for teachers to stay in the classrooms.
2. Provide a firm recommendation with options regarding the use of district facilities in relation to district enrollment.
3. Create a curriculum articulation committee between UFRSD and MTSD.
4. Continue to develop and promote a variety of effective communication strategies and the dissemination of information that will support a positive climate and culture, including revising the website (with community input) to address parent needs.
5. Fully implement Next Generation Science Standards, continue to build and actively explore opportunities for STEAM related cross-curricular hands on activities.

**MEETING**  
Millstone Township Public Schools  
**Millstone Township, New Jersey**

AGENDA: For the meeting of the Board of Education, Monday, August 28, 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 August 28, 2017, to discuss matters involving:

1. Legal

**MEETING**

2. Personnel

- 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 July 24, 2017. )
- C. Old Business
- D. New Business

IV. PRESENTATIONS

Dr. Huss, Mr. Casale, & Mrs. Riviello

- A. Discussion, development and presentation of Board & District Goals.

V. ADMINISTRATORS' REPORTS

Dr. Huss

- A. Superintendent's Report
  - 1. Summer Update
  - 2. New Hires

**MEETING**

3. Opening Day
4. Board Planning Calendar
5. Millstone Day

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.

**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 appointments 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/Stipend</b>	<b>Effective</b>	<b>Account #</b>
a.Gina Tomlinson	Guidance Counselor, Middle School	\$62,040.00*; prorated	October 23, 2017- June 30, 2018	11-000-218-104-040-00-0
b.Barbara Ostrander	Secretary/Extra Duty; 7:00am-7:45am; Middle School	\$26.59/hr; prorated; Up to 180 days	September 7, 2017- June 30, 2018	11-000-240-105-040-00-0 11-000-211-100-040-00-0
c.Sharon Peake	Clerk-Typist/Extra Duty 7:00am-7:45am; Middle School	\$18.41/hr; prorated; Up to 180 days	September 7, 2017- June 30, 2018	11-000-240-105-040-00-0 11-000-211-100-040-00-0
d.Jacklynn Morgan	Secretary/Extra Duty; 7:45am-8:15am; Elementary School	\$28.94/hr; prorated; Up to 180 days	September 7, 2017- June 30, 2018	11-000-240-105-060-00-0 11-000-211-100-040-00-0
e.Patrick Sullivan	Supervisor, Buildings and Grounds	\$89,000, prorated	October 30, 2017- June 30, 2018	11-000-261-100-040-01-0 11-000-261-100-060-01-0 11-000-261-100-080-01-0 11-000-262-100-040-02-0 11-000-262-100-060-02-0 11-000-262-100-080-02-0
f.Florencia Norton	Assistant Principal, Middle School	\$105,575.00; prorated	September 1, 2017- June 30, 2018	11-000-240-103-040-01-0

## BOE Meeting 8/28/17

## MEETING

g.Eileen Bergen	Instructional Aide, Primary School	Degree 4, Step 7; \$18,495.00	September 1, 2017- June 30, 2018	11-213-100-106-080-00-0
h.Nancy Oliva	(fr) Secretary to BA/Secretary to Building & Grounds  (to)Acting Buildings & Grounds Supervisor	(fr)\$47,482.00; prorated  (to)\$70,000.00, prorated	September 1, 2017- October 31, 2017	(fr) 11-000-261-100-040-00-0 11-000-261-100-060-00-0 11-000-261-100-080-00-0  (to) 11-000-261-100-040-01-0 11-000-261-100-060-01-0 11-000-261-100-080-01-0 11-000-262-100-040-02-0 11-000-262-100-060-02-0 11-000-262-100-080-02-0
i.Stephen Donofrio	(fr)Custodian; part time  (to)Custodian; full time	(fr) Step 1; \$36,458; 60% (to) Step 1, 36,458; 100%; prorated	September 1, 2017- June 30, 2018	11-000-262-100-040-01-0
j.Tina Hausknecht	Home Instruction	\$36.96/hour; up to 10 hours/wk	2017-2018 School Year	11-150-100-101-000-00-C

BOE Meeting 8/28/17

**MEETING**

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.July 27, 2017	Karen Bock	Absence Management (AESOP) Certification Course/Malvern, PA	September 19 & 20, 2017	\$782.55
b.August 3, 2017	Bernard Biesiada	NJSBA Workshop/Atlantic City, NJ	October 23, 24, & 25, 2017	\$972.00
c.August 3, 2017	Christopher Huss	NJSBA Workshop/Atlantic City, NJ	October 23, 24, & 25, 2017	\$972.00
d.August 3, 2017	Melissa Riviello	NJSBA Workshop/Atlantic City, NJ	October 23, 24, & 25, 2017	\$972.00
e.August 3, 2017	Cindy Bailey	NJSBA Workshop/Atlantic City, NJ	October 23, 24, & 25, 2017	\$972.00
f.August 8, 2017	Beth Topinka	Future Problem Solvers 2017 Coaches Conference/Fords, NJ	September 28, 2017	\$69.28
g.August 7, 2017	Beth Topinka	New Jersey Science Convention/Princeton, NJ	October 24 & 25, 2017	\$11.00
h.August 11, 2017	Jennifer Modula	Future Problem Solvers 2017 Coaches Conference/Fords, NJ	September 28, 2017	\$69.28
i.August 6, 2017	Marcella Heine	50th Annual Conference on reading and Writing/New Brunswick, NJ	October 27, 2017	\$196.43
j.August 22, 2017	Patrick Sullivan	Co-operative Initial And Refresher Hazard Communication/Right-to-Know Training; Tinton Falls, NJ	November 14, 2017	\$67.34
<b>TOTAL</b>				<b>\$5,083.88</b>



**MEETING**

3. That the Board approve the attached Extracurricular Positions for the 2017-2018 School Year.
  
4. That the Board approve the following leave:

<b>Name</b>	<b>Position</b>	<b>Leave</b>	<b>Effective</b>
Alicia Minerva	Pre-K Teacher; Primary School	FMLA	January 29, 2018- April 17, 2018

5. That the Board *ratify* the following professional development expenses for PD Summer Session 2017:

<b>Teacher Name</b>	<b>Summer Pd</b>	<b>Hours/Rate</b>	<b>Pay</b>	<b>Account #</b>
Karen Gurico	Personalized Learning in the K-5 Language Arts Block	10 hours @ \$36.96	\$369.60	11-000-223-104-00-00-00-C

6. That the Board approve the following professional development expenses for the 2017-2018 School Year:

<b>Teacher Name</b>	<b>Summer Pd</b>	<b>Hours/Rate</b>	<b>Pay</b>	<b>Account #</b>
a.MaryJane Russo	Additional MS Life Skills Curriculum Writing	15 hours @ \$36.96	\$554.40	11-000-223-104-00-00-00-C
b.Danielle Kalash	Additional MS Life Skills Curriculum Writing	15 hours @ \$36.96	\$554.40	11-000-223-104-00-00-00-C

**MEETING**

7. That the Board approve the following college student for the requested field experience:

School	Student	Dates	Cooperating Teacher	School
Brookdale Community College	Matthew Konya	September 7, 2017-December 30, 2017	Jennifer Modula	Elementary School

8. That the Board accept the resignation of the following personnel:

Name	Position	Effective
Leslie Engel	Instructional Aide, Primary School	September 1, 2017

9. That the Board approve the following mentor for the 2017-2018 School Year:

Provisional Teacher	Position	Mentor	Effective
Melissa Kaye	Elementary School, Third Grade Teacher	Nicole Meyrick	September 1, 2017-December 31, 2017

10. That the Board approve the following volunteers for the 2017-2018 School Year:

Name	Effective
a. Patricia Ramos-Rizzo	2017-2018 School Year
b. Raquel Russell-Tonielli	2017-2018 School Year

**MEETING**

- 11. That the Board ratify the appointment according to the procedures set forth in NJSA 18A:67 et seq for the following personnel:

Name	Position	Salar/Stipend	Effective	Account #
a.Paul Baker	Principal, Primary School	\$125,207.00	August 1, 2017- June 30, 2018	11-000-240-103-080-00-0
b.Gerard Allutto	Data Management	\$7,500.00	July 1, 2017- June 30, 2018	11-000-222-177-080-00-0 11-000-222-177-060-00-0 11-000-222-177-040-00-0
c.PJ Meara	Data Management	\$7,500.00	July 1, 2017- June 30, 2018	11-000-222-177-080-00-0 11-000-222-177-060-00-0 11-000-222-177-040-00-0

- B. Old Business

- C. New Business

VIII. CURRICULUM & INSTRUCTION

Mrs. Riviello

- A. Action Items

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

- 1. That the Board approve the following field trip site for the 2017-2018 School Year:

- a. Camp Fairview, Stillwater, NJ - Grade 6, Middle School

- B. Old Business

- C. New Business

IX. POLICY

Mr. McGovern

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

X. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

- A. Agenda for meeting on August 16, 2017
- B. Board member questions on UF Representative Report for August 16, 2017
- C. New Business

XI. OPERATIONS

Mrs. Bailey

- A. Action Items (Budgeted)
  - 1. That the Board *ratify* budget transfers for June 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.

**MEETING**

2. That the Board accept the Board Secretary and treasurer's reports for the month of June 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	1,819,759.71	N/A	1,502,908.71
11 Current Expense	N/A	321,266.26	N/A
12 Capital Outlay	N/A	N/A	N/A
Capital Reserve	2,492.45	N/A	0.00
20 Special Revenue Fund	(13,463.74)	98,934.98	N/A
30 Capital Projects Fund	2,287,113.25	1,118,878.11	1,118,976.04
40 Debt Service Fund	869,361.92	99.94	N/A
60 Enterprise (Cafeteria) Fund	54,557.38	N/A	N/A
61 Enterprise (MPAC) Fund	201,549.58	N/A	N/A
62 Enterprise (Community Ed) Fund	(14,369.61)	N/A	N/A

**MEETING**

63 Enterprise (Shoprite)	5,226.14	N/A	N/A
80/90 Trust and Agency Funds	139,213.03	N/A	N/A
Total	5,351,440.11	1,539,179.29	1,502,908.71

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 July 18, 2017 through August 21, 2017 in the amount of \$1,561,501.96.
  - b. Manual checks from July 1, 2017 through July 31, 2017 in the amount of \$2,882,950.80.
  
4. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective July 27, 2017:

**Debit from:** Amount:  
 Agency Account: \$ 596.55

**Credit to:**  
 Unemployment Account: \$ 596.55

**Debit from:** Amount:  
 Agency Account: \$11,476.34

**MEETING**

**Credit to:**  
 Custodian Account: \$11,476.34

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

**Debit from:** Amount:  
 Custodian Account: \$ 173,938.86

**Credit to:**  
 Agency Account: \$ 56,100.81  
 Payroll Account: \$ 120,838.05

**Debit from:** Amount:  
 Performing Arts Ctr. Account: \$ 3,912.62

**Credit to:**  
 Agency Account: \$ 1,377.84

**Credit to:**  
 Payroll Account: \$ 2,534.78

**Debit from:** Amount:  
 Custodian Account: \$ 65.39

**Credit to:**  
 Agency Account: \$ 65.39

**Debit from:** Amount:  
 Custodian Account: \$ 13,089.62

**Credit to:**

**MEETING**

Agency Account: \$ 13,089.62

**Debit from:** Amount:  
 Performing Arts Center: \$ 299.32

**Credit to:**  
 Agency Account: \$ 299.32

**Debit from:** Amount:  
 Agency Account: \$ 108.33

**Credit to:**  
 Flexible Spending Account: \$ 108.33

6. That the Board approve the following driver's hours/assignments for the 2017-2018 school year:

	TOTAL HOURS	DRIVERS NAME	AM	MID	PM	ACCOUNT NUMBER
a.	6.5	Karen Merritt	M01H/M01M/M01EP		M01H/M01M/M01EP	11-000-270-160-02-00-00-B
b.	7.25	Gina Krantz	M02H/M02M/M02EP	9:20 MATH	M02H/M02M/M02EP	11-000-270-160-02-00-00-B
c.	6.5	Ralph Werner	M07H/M07M/M07EP		M07H/M07M/M07EP	11-000-270-160-02-00-00-B
d.	6.5	Denise Updike	M08H/M08M/M08EP		M08H/M08M/M08EP	11-000-270-160-02-00-00-B
e.	8	Michelle Messinger	M10H/M10M/M10EP	KA1/KP1	M10H/M10M/M10EP	11-000-270-160-02-00-00-B
f.	6.5	Erma Messinger	M16H/M16M/M16EP		M16H/M16M/M16EP	11-000-270-160-02-00-00-B



**MEETING**

g.	5.25	Joe Mannino	Aide M01M/ Sub EP		Aide M01M/ Sub EP	11-000-270-160-03-00-00-B
h.	8	Harry Kaut	Sub driver	KA2/KP2	Sub driver	11-000-270-160-02-00-00-B
i.	8	Jeanne Collas	Floater Sub		Floater Sub	11-000-270-160-02-00-00-B

7. That the Board approve the attached sidebar agreement between the Millstone Township Board of Education and the Millstone Township Administrators' Association.
  
8. That the Board approve the school contracts with the State of New Jersey Department of Human Services Commission for the Blind and Visually Impaired for the 2017-2018 school year.
  
9. That the Board approve the attached Shared Services agreement for Maintenance/HVAC services with the Chesterfield School District for the 2017-2018 school year.

**B. Action Items (Un-Budgeted)**

1. That the Board accept the following donation:

NAME	DONATION	VALUE	USE

BOE Meeting 8/28/17

**MEETING**

Barb Ostrander	17 used books	\$73.00	Middle School Library
----------------	---------------	---------	-----------------------

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:

- A. That it does hereby determine that it is necessary to meet in executive session on August 28, 2017 to discuss matters involving:
  - 1. Personnel
  - 2. Legal
- 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:

September 4, 2017	Labor Day
September 5, 6 2017	Professional Days

BOE Meeting 8/28/17

September 7, 2017  
September 11, 2017  
September 13, 2017  
September 14, 2017  
September 17, 2017  
September 19, 2017  
September 21, 2017  
September 25, 2017

## **MEETING**

First Day for Students  
BOE Meeting  
BTSN – Middle School, Shortened Day  
BTSN - Elementary School, Shortened Day  
Millstone Day  
BTSN – Primary School, Shortened Day  
Schools Closed, Rosh Hashanah  
BOE Meeting

XIV. ADJOURNMENT