

**2/25/19
BOARD PLANNING CALENDAR 2018-2019**

July 23, 2018	BOE Meeting; Personnel Exit Report; EVVRS Period 2 Report
August 27, 2018	BOE Meeting; District Goals and Objectives Discussion
September 11, 2018*^^	BOE Meeting;
September 24, 2018	BOE Meeting; Adoption of 2018-2019 BOE District Goals and Objectives
October 8, 2018	BOE Meeting; Student Achievement Report-PARCC
October 22, 2018	BOE Meeting;
October 23-25, 2018	NJSBA Convention
November 12, 2018	BOE Meeting
November 26, 2018	BOE Meeting;
December 10, 2018	BOE Meeting;
December 19, 2018	BOE Meeting
January 7, 2019	BOE Reorganization meeting; BOE Meeting
January 28, 2019^^	BOE Meeting; Mid-Year Staff Review
February 11, 2019#	BOE Meeting; Budget Discussion; Student Recognition; State of Schools
February 25, 2019	BOE Meeting; Budget Presentation; Audit Presentation
March 11, 2019	BOE Meeting; Budget Discussion;
March 25, 2019	BOE Meeting; Budget Discussion/Preliminary Adoption
April 8, 2019	BOE Meeting;
April 29, 2019	BOE Meeting; Public Budget Hearing
May 13, 2019^^	BOE Meeting; End of Year Staff Review
May 29, 2019*	BOE Meeting;
June 10, 2019#	BOE Meeting; Student and Staff recognition
June 24, 2019	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 2018-2019

1. Explore the expansion of high school choices to provide specialized educational opportunities (courses of study) for all Millstone students in accordance with applicable law.
2. Evaluate the timing and need for a new District Strategic Plan and take appropriate next steps as needed.
3. Review the District's current use and integration of technology, and identify potential areas of need in light of implementing personalized, digital learning strategies.
4. Review current practices relating to MPAC/Community Education programs and implement such changes as may be necessary to ensure financial sustainability.
5. Continue to review and assess the district's safety and security plans, policies, procedures and practices to ensure efficiency, relevance, and effectiveness.

DISTRICT GOALS 2018-2019

1. Continue to identify and implement best instructional practices to personalize instruction and meet the individualized needs of all students.
2. Review and assess the district's progress toward goals established in the Strategic Plan and determine future course of action.
3. Utilize the "Future Ready Schools" evaluation tools to assess the district's plans and practices on implementation of personalized, research-based digital learning strategies.
4. Implement specifically targeted social-emotional learning initiatives to further promote a positive school climate, increase academic success, and prepare students to solve problems, manage emotions, and better communicate.

MEETING

Millstone Township Public Schools
Millstone Township, New Jersey

AGENDA: For the meeting of the Board of Education, Monday, February 25, 2019 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 12, 2019 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 February 25, 2019, to discuss matters involving:

MEETING

- 1. Legal
- 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 February 11, 2019.
- C. Old Business
- D. New Business

IV. ADMINISTRATORS REPORTS

Dr. Huss

- A. Superintendent's Report
 - 1. District Highlights
 - 2. Enrollment Report, January 2019

V. PRESENTATIONS

- A. Audit Presentation

Dana Montanelli
Holman & Frenia, P.C.
- B. Budget Presentation

Mr. Biesiada, Dr. Huss

MEETING

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:

MEETING

1. That the Board ratify the following leave:

Name	Position	Leave	Effective
a.Beth Topinka	STEM/Science; Elementary School	FMLA	February 13, 14, & 19, 2019
b.Patricia Lorton	Special Education; Elementary	FMLA	February 21, 2019
c.Michele Nixon	Math Teacher; Middle School	FMLA	February 19, 2019

2. That the Board approve the following substitutes for the 2018-2019 School Year:

Name	Position	Salary	Effective
Jason Vickers	Substitute Maintenance	\$25.00/hour	2018-2019 School Year

3. That the Board accept, with regret, for the purpose of retirement, the following personnel:

Name	Position	Effective
a.Mary O'Rourke	Middle School, Science Teacher	July 1, 2019
b.Mary Jane Russo	Middle School, LLD Teacher	July 1, 2019
c.Linda Guzinski	Middle School, Computer Teacher	July 1, 2019

MEETING

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

Name	Position	Effective
Patricia Paxia	District, Bus Driver	February 19, 2019

5. 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:

Name	Position	Salary	Effective	Account #
a.Ludwina Boseman	Transportation; Bus Driver	\$18.22/hour; 8 hours/day	February 26, 2019- June 30, 2019	11-000-270-160-000-02-B
b.Patricia Diaz	Transportation; Bus Driver	\$18.22/hour; 6.5 hours/day	March 5, 2019- June 30, 2019	11-000-270-160-000-02-B

6. That the Board approve the following volunteer for the district:

Name	Effective
Jaime Pfisterer	2018-2019 School Year

7. That the Board approve the following Professional Development for the 2018-2019 School Year:

Date Submitted	Name	Workshop/Location	Date	Total Cost
a.February 13, 2019	Meredith Weibel	Orton-Gillingham Teacher Training: Certified Level Part 2 Course/Bridge Academy, Lawrenceville, NJ	June 26,2019 - July 20, 2019	\$800.00
b.February 14, 2019	Megan Banks	NJABA Annual Conference/Somerset, NJ	April 5, 2019	\$284.60
February 22, 2019	Bernard Biesiada	NJASBO Annual Conference/Atlantic City, NJ	June 5, 2019- June 7, 2019	\$455.23
TOTAL				\$1,539.83

MEETING

- 8. That the Board approve the following teacher observation:

University	Student	Dates	Cooperating Teacher	School
Mercer County College	Kylie Porzl	March 18-30, 2019	Alyssa Ridente	Elementary School

- B. Old Business
- C. New Business

VIII. CURRICULUM & INSTRUCTION

Mrs. Bailey

- 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 2018-2019 School Year:
 - a. Holmdel Park Activity Center, Holmdel, NJ; Elementary School, Grade 4
 - b. Action Gymnastics and Junglerrific, Millstone Twp, MS/ES, Adapted PE
 - c. Kean University, Union, NJ; Elementary School, Future Problem Solvers Club
 - d. Monmouth County Agriculture Building, Freehold, NJ; Elementary School, Future Problem Solvers
- B. Old Business
- C. New Business

MEETING

IX. POLICY

Mr. McGovern

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

X. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

- A. UFRSD Agenda for February 13, 2019
- B. UF Representative Report for February 13, 2019

XI. OPERATIONS

Mr. Casale

- A. Action Items (Budgeted)
 - 1. That the Board *ratify* budget transfers for December 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 reports for the month of December and certification, after closure, and direct that they be attached to and made part of the minutes of this meeting.

Account	Cash Balance	Appropriation Balance	Fund Balance
10 General Current Expense Fund	3,610,382.86	N/A	2,057,829.74

MEETING

11 Current Expense	N/A	1,671,580.91	N/A
12 Capital Outlay	N/A	17,152.77	N/A
Capital Reserve	2,494.19	N/A	N/A
20 Special Revenue Fund	88,100.16	232,315.29	N/A
30 Capital Projects Fund	973,598.90	-0-	1,015,079.04
40 Debt Service Fund	2,457.00	-0-	108.22
60 Enterprise (Cafeteria) Fund	97,157.21	N/A	N/A
61 Enterprise (MPAC) Fund	169,472.62	N/A	N/A
62 Enterprise (Community Ed) Fund	(43,604.02)	N/A	N/A
63 Enterprise (Shoprite)	9,063.16	N/A	N/A
80/90 Trust and Agency Funds	83,062.47	N/A	N/A
Total	4,992,184.55	1,921,048.97	3,073,017.00

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 January 22, 2019 through February 18, 2019 in the amount of \$1,569,766.15.
 - b. Manual checks from January 1, 2019 through January 31, 2019 in the amount of \$ 572,486.64.

MEETING

4. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective February 14, 2019:

Debit from: Amount:
Custodian Account: \$ 811,452.99

Credit to:
Agency Account: \$ 319,059.52
Payroll Account: \$ 492,393.47

Debit from: Amount:
Custodian Account: \$ 389.15

Credit to:
Agency Account: \$ 389.15

Debit from: Amount:
Performing Arts Center: \$ 3,980.27

Credit to:
Agency Account: \$ 1,165.41
Payroll Account: \$ 2,814.86

Debit from: Amount:
Agency Account: \$ 80,078.86

Credit to:
Custodian Account: \$ 80,078.86

Debit from: Amount:
Agency Account: \$ 439.17

Credit to:
Custodian Account: \$ 439.17

Debit from: Amount:
Agency Account: \$ 58,995.89

Credit to:
Custodian Account: \$ 58,995.89

Debit from: Amount:
Agency Account: \$ 304.49

MEETING

Credit to:

Performing Arts Center: \$ 304.49

5. That the Board ratify the attached tuition contract with the Garfield Park Academy for the 2018-2019 school year.

6. That the Board ratify the attached shared services agreement with Millstone Township for vehicle maintenance and repairs for the 2018-2019 school year.

7. **RESOLVED** that the Board approve the following resolution regarding the 2018-2019 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 2017-2018 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 2017-2018 school year are as follows:

Change in Net Assets			
	Governmental Activities	Business-Type Activities	Total
Revenues:	Governmental Activities	Business-Type Activities	Total
Program Revenues:			
Charges for Services and Sales	-0-	73,703.29	73,703.29
Operating Grants and Contributions	9,019,233.95	585,105.34	9,604,339.29

BOE - Meeting 2/25/19

MEETING

Total Program Revenues	9,019,233.95	658,808.63	9,678,042.58
General Revenues:			
Property Taxes – General Purposes	27,896,355.00	-0-	27,896,355.00
Property Taxes – Debt Service	3,425,669.00	-0-	3,425,669.00
Federal and State Aid Restricted	133,022.00	-0-	133,022.00
Federal and State Aid Not Restricted	5,200,458.22	-0-	5,200,458.22
Transportation Charges	68,526.35	-0-	68,526.35
Transfers	91,606.88	-0-	91,606.88
Miscellaneous Income	780,279.95	-0-	780,279.95
Total General Revenues	37,595,917.40	-0-	37,595,917.40
Total Revenues	46,615,151.35	658,808.63	47,273,959.98
Program Expenses:			
Instruction	18,456,699.72	-0-	18,456,699.72
Support Services:			
Tuition	11,741,908.93	-0-	11,741,908.93
Student & Instruction Related Services	4,553,751.90	-0-	4,553,751.90

BOE - Meeting 2/25/19

MEETING

School Administrative Services	1,159,049.50	-0-	1,159,049.50
General & Business Administrative Services	1,444,888.96	-0-	1,444,888.96
Plant Operations & Maintenance	3,331,346.28	-0-	3,331,346.28
Pupil Transportation	3,373,726.14	-0-	3,373,726.14
Interest on Long-Term Debt	948,967.46	-0-	948,967.46
Transfers	-0-	130,875.88	130,875.88
Enterprise Funds	-0-	607,326.31	607,326.31
Total Expenses:	45,010,338.89	738,202.19	45,748,541.08
Change In Net Position	1,604,812.46	(79,393.56)	1,525,418.90

8. That the Board approve the attached resolution requesting a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2019-2020 school year.

9. That the Board accept the January 2019 cafeteria financial report as follows:

JANUARY	Income	Expenses	Net Income/Loss
Month	\$ 55,758.73	\$ 50,494.30	\$ 5,264.43
Year to Date	\$219,098.96	\$207,154.28	\$ 11,944.68

MEETING

- B. Action Items (Un-Budgeted)
- C. Old Business
- 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 February 25, 2019, to discuss matters involving:
 - 1. Legal
 - 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.

XIII. NOTEWORTHY DATES:

March 11, 2019	BOE Mtg.; Budget Discussion
March 25, 2019	BOE Mtg.; Budget Discussion/Preliminary Adoption
April 8, 2019	BOE Mtg.
April 19, 2019- April 26, 2019	Schools Closed, Spring Recess
April 29, 2019	BOE Mtg.; Public Budget Hearing

XIV. ADJOURNMENT