

MEETING

3/11/19

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/Preliminary Adoption
March 25, 2019	BOE Meeting; Budget Discussion
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, March 11, 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 March 11, 2019, to discuss matters involving:

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- 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 25, 2019.
- C. Old Business
- D. New Business

IV. ADMINISTRATORS REPORTS

Dr. Huss

- A. Superintendent's Report
 - 1. District Highlights
 - 2. HIB/SSDS Report February 2019)

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

That the Board approve the HIB/SSDS Report for the month of February, 2019

V. PRESENTATIONS

- A. Budget Discussion

Mr. Biesiada, Dr. Huss

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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 ratify the following leave:

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Name	Position	Leave	Effective
a.Beth Topinka	STEM Teacher; Elementary School	FMLA	February 26, 2019, March 8, 2019
b.Frank Cerovsky	Buildings & Grounds; Maintenance	FMLA	February 26, 2019- May 7, 2019
c.Michele Nixon	Math Teacher, Middle School	FMLA	March 5, 6(am) 2019

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

Name	Position	Salary	Effective
Danya Goldstein	Substitute Teacher	\$92.50/day	2018-2019 School Year

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

Name	Position	Effective
Kimberly Keune	Special Education Middle School	July 1, 2019

FYI- 22 years of service

4. 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	Account #
Julianne Hilbert	Substitute Before/After Care Professional for Preschool	Degree 1, Step 2, \$ 15.95/hr; Up to 10 hr/wk	March 12, 2019- June 30, 2019	11-000-217-100-080-00-0

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5. That the Board ratify 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	Account #
a.Karen Shaffer	Home Instruction	\$37.43/hour; Up to 10 hrs/week	March 11, 2019	11-150-100-101-000-00-C
b.Patricia Diaz	Transportation; Bus Driver	\$18.22/hour; 6.5 hours/day	(fr) March 5, 2019- June 30, 2019 (to) March 6, 2019- June 30, 2019	11-000-270-160-00-02-B

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

Date Submitted	Name	Workshop/Location	Date	Total Cost
a.February 25, 2019	Beth Topinka	Monmouth County School Garden Conference, Freehold, NJ	April 5, 2019	\$25.00
b.February 28, 2019	Caitlin Beltran	MCADSE RTI 2.0 by Dr. Robert Zywicki/Brookdale Community College, Lincroft, NJ	April 5, 2019	\$125.00
c.February 28, 2019	Nancy Osterberg	MCADSE - RTI 2.0 by Dr. Robert Zywicki/Brookdale Community College, Lincroft, NJ	April 5, 2019	\$125.00
d.February 27, 2019	Meredith Weibel	AOGPE Annual Conference, White Plains, NY	April 5, 2019	\$325.00
e.March 5, 2019	Suzanne Guidry	MCADSE - RTI 2.0 by Dr. Robert Zywicki/Brookdale Community College, Lincroft, NJ	April 5, 2019	\$125.00
f.March 5, 2019	Marnel Winn	MCADSE - RTI 2.0 by Dr. Robert Zywicki/Brookdale Community College, Lincroft, NJ	April 5, 2019	\$125.00

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g.March 6, 2019	Cheri Golub	MCADSE - RTI 2.0 by Dr. Robert Zywicki/Brookdale Community College, Lincroft, NJ	April 5, 2019	\$125.00
TOTAL				\$975.00

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

Date Submitted	Name	Workshop/Location	Date	Total Cost
a.March 4, 2019	Edward Bittner	Google Level 1 Training/Aberdeen, NJ	February 26, 2019	\$49.00
b.March 4, 2019	Rachael Moriarty	Google Level 1 Training/Aberdeen, NJ	February 26, 2019	\$49.00
TOTAL				\$98.00

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. Trenton Thunder Stadium, Trenton NJ; Middle School, Student Council
 - b. Allaire Community Farm, Wall Twp., NJ; Elementary School, Self-Contained/3rd grade Resource classes

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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 approve the following revised Policies:

- P2422 Health and Physical Education
- P2431.3 Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
- P2610 Educational Program Evaluation
- P4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing
- P5111 Eligibility of Resident/Nonresident Students

2. That the Board approve the following revised Regulation:

- R5111 Eligibility of Resident/Nonresident Students

B. Old Business

C. New Business

X. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

A. UFRSD Agenda for March 6, 2019

B. UF Representative Report for March 6, 2019

XI. OPERATIONS

Mr. Casale

A. Action Items (Budgeted)

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1. That the Board ratify the transfers between the following bank accounts, in the following amounts, effective February 28, 2019:

Debit from: Amount:
Custodian Account: \$ 623,278.73

Credit to:
Agency Account: \$ 276,446.43
Payroll Account: \$ 346,832.30

Debit from: Amount:
Custodian Account: \$ 389.15

Credit to:
Agency Account: \$ 389.15

Debit from: Amount:
Performing Arts Center: \$ 3,397.78

Credit to:
Agency Account: \$ 964.52
Payroll Account: \$ 2,433.26

Debit from: Amount:
Agency Account: \$ 83,203.60

Credit to:
Custodian Account: \$ 83,203.60

Debit from: Amount:
Agency Account: \$ 439.17

Credit to:
Custodian Account: \$ 439.17

Debit from: Amount:
Agency Account: \$ 44,379.42

Credit to:
Custodian Account: \$ 44,379.42

Debit from: Amount:

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Agency Account: \$ 259.93

Credit to:

Performing Arts Ctr: \$ 259.93

Debit from:

Amount:

Agency Account: \$ 6,115.93

Credit to:

Unemployment Account: \$ 6,115.93

That the Board approve the transfers between the following bank accounts, in the following amounts, effective March 15, 2019:

Debit from:

Amount:,

Custodian Account: \$ 148,396.00

Credit to:

Agency Account: \$ 30,314.07

Payroll Account: \$ 118,081.93

Debit from:

Amount:,

Performing Arts Ctr. \$ 172.78

Credit to:

Agency Account: \$ 25.24

Payroll Account: \$ 147.54

Debit from:

Amount:

Custodian Account: \$ 75.80

Credit to:

Agency Account: \$ 75.80

Debit from:

Amount:

Custodian Account: \$ 11,352.96

Credit to:

Agency Account: \$ 11,352.96

Debit from:

Amount:

Performing Arts Ctr. \$ 13.22

Credit to:

Agency Account: \$ 13.22

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3. That the Board approve the following resolution:

**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 as 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.

3. That the Board approve the attached Risk Management Consultant Agreement between the Millstone Township School District and Arthur J. Gallagher Insurance Services.
4. That the Board ratify the attached contract with the NJ Commission for the Blind and Visually Impaired for the 2018-2019 school year.

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5. That the Board approve the following resolution:

**ADOPTION OF THE TENTATIVE BUDGET
2019-2020**

RESOLVED that Millstone Township School District Board of Education requests the approval a capital reserve withdrawal in the amount of \$321,164. The district intends to utilize these funds for:

Primary Cafeteria Heat and Air Conditioning	\$130,000
Lease Purchases	\$ 55,000
Circulator Pump Primary School	\$ 7,500
LED Lighting Elementary and Primary	\$ 30,400
Bleacher repairs Primary School	\$ 22,500
Carpet Replacement Elementary and Primary	\$ 33,300
SDA Assessment	\$ 42,464

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 \$ 132,146 for the purposes of educational services and programs, where the district intends to complete said purposes by June 2020.

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

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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

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 \$24,155.16 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 2019-2020 school year.

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 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:	\$35,995,298
General Fund Tax Levy:	\$29,449,612
Special Revenue Fund Budget:	\$ 336,829
Debt Service Fund Budget:	\$ 3,059,950
Debt Service Fund Tax Levy:	\$ 2,762,081

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 29, 2019 at 7:00 PM for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year.

6. That the Board approve the purchase of a copier for the transportation office under State contract as referenced in attached quote from Atlantic Business Systems in the amount of \$7,989.

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B. Action Items (Un-Budgeted)

1. That the Board accept the following donations:

NAME	DONATION	VALUE	USE
a. Debbie McCormick	10 new books	\$174.82	Middle School Library
b. Rodriguez Family	30 used books	\$63.00	Middle School Library
c. Phylis Mitchell	52 used books	\$154.00	Middle School Library
d. The Laszlo Family	35 used books	\$35.00	Primary School Library

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:

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XIII. NOTEWORTHY DATES:

March 25, 2019	BOE Mtg.; Budget Discussion
April 8, 2019	BOE Mtg.
April 19, 2019- April 26, 2019	Schools Closed, Spring Recess
April 29, 2019	BOE Mtg.; Public Budget Hearing
May 2-3, 2019	NJ Student Learning Assessment
May 6-8, 2019	NJ Student Learning Assessment

XIV. ADJOURNMENT