

BOE - Meeting 7/23/18

## MEETING

7/23/18

### BOARD PLANNING CALENDAR 2017-2018

July 23, 2018	BOE Meeting; Personnel Exit Report; EVVRS Period 2 Report
August 27, 2018	BOE Meeting; Adoption of 2018-2019 BOE/District Goals and Objectives
September 10, 2018	BOE Meeting
September 24, 2018	BOE Meeting
October 8, 2018	BOE Meeting;
October 22, 2018	BOE Meeting; Student Achievement Report-PARCC
October 23-24, 2018	NJSBA Convention
November 12, 2018	BOE Meeting
November 26, 2018	BOE Meeting;
December 10, 2018	BOE Meeting;
January 2, 2019*	BOE Reorganization Meeting
January 14, 2019@	BOE Meeting;
January 28, 2019^^@	BOE Meeting; Mid-Year Staff Review; State of Schools
February 11, 2019#@	BOE Meeting; Budget Discussion; Student Recognition
February 25, 2019@	BOE Meeting; Budget 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

@ To be Board Approved

## 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, July 23 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 July 23, 2018, to discuss matters involving:

1. Legal
2. Negotiations

**MEETING**

3. 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 June 25, 2018.
- C. Old Business
- D. New Business

IV. ADMINISTRATORS REPORTS

Dr. Huss

- A. Superintendent's Report
  - 1. District Highlights
  - 2. Enrollment Report, June 2018
  - 3. HIB Report June, 2018

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 June, 2018

- 4. HIB Self-Assessment

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

**MEETING**

That the Board approve submission to the NJDOE of the HIB Self-Assessments of the Primary, Elementary and Middle Schools for the 2017-2018 School Year.

- 5. Personnel Exit Report

V. 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.

VI. BOARD BUSINESS

A. Informational Items:

- Discussion on State Aid Resolution

**MEETING**

B. Action Items:

- a. That the Board approve the reduction of appropriations in the following line numbers in the amount of \$255,316:

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 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.Teresa Nixon	Substitute Bus Driver	\$20.00/hour	July 1, 2018- August 31, 2018
b.Amanda Tagliareni	Substitute Teacher, Substitute for IEP Meetings, Extended School Year	\$92.50/day	July 2, 2018- August 9, 2018
	Substitute aide, Extended School Year	\$62.00/day	

- 2. That the Board approve the attached professional development expenses for PD Summer Session 2018.

- 3. That the Board ratify the following leave:

Name	Position	Leave	Effective
Frank Cerovsky	Maintenance	FMLA	July 23, 2018- August 12, 2018

**MEETING**

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:

<b>Name</b>	<b>Position</b>	<b>Salary/Stipend</b>	<b>Effective</b>	<b>Account#</b>
a.Edward Bittner	Language Arts, Middle School	(fr) BA, Step 18, \$72,640  (to) MA, Step 18 \$76,140*	September 1, 2018- June 30, 2019	11-130-100-101-040-01-0
b.Rachael Moriarty	Language Arts, Middle School	(fr) BA, Step 11, \$62,950  (to) MA, Step 11, \$66,450*	September 1, 2018- June 30, 2019	11-130-100-101-040-01-0
c.Sharon Peake	Clerk-Typist/Extra Duty; 7:00am-7:45am, Middle School	\$16.99*/hr; prorated; up to 180 days	September 7, 2018- June 30, 2019	11-000-240-105-040-00-0 11-000-211-100-040-00-0
d.Frances Ferrandino	Secretary/Extra Duty; 7:00am-7:45am, Middle School	\$22.88*/hr; prorated; up to 180 days	September 7, 2018- June 30, 2019	11-000-240-105-040-00-0 11-000-211-100-040-00-0
e.Kelsey Plunkett	After School Detention Advisor; 3:05p-3:35p; as needed, Monday/Thursday	\$30.80/session*	September 13, 2018- June 30, 2019	11-130-100-101-040-01-0
f.Michele Nixon	Teacher of Math, Middle School	(fr) MA, Step 10, \$65,275  (to) MA+30, Step 10, \$68,675*	September 1, 2018- June 30, 2019	11-130-100-101-040-01-0
f.Joseph Mannino	Transportation Aide	Step 7, \$12,549.60*	September 1, 2018- June 30, 2019	11-000-270-161-000-03-B
g.Gared Walters	Custodian, part time	Step 1, \$36,458*, 40%, prorated	August 13, 2018- June 30, 2019	11-000-262-100-040-01-0 11-000-262-100-060-01-0 11-000-262-100-080-01-0

\*Per Contract Negotiations

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- 5. That the Board approve the attached Team Leaders/Grade Level Coordinators for the 2018-2019 School Year.
- 6. That the Board approve the attached Extracurricular Positions for the 2018-2019 School Year.
- 7. 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/Stipend	Effective	Account#
a.Judy Mannino	Clerk-typist; Community Education	\$30,527*; Step 3, 40% prorated	July 1, 2018- June 30, 2019	61-930-100-101-000-00-0(50%) 62-940-100-101-000-00-0(50%)
b.Steven Donofrio	Custodian	Step 1, \$36,458*	July 1, 2018- June 30, 2019	11-00-262-100-040-01-0

\*pending contract negotiations

- 8. That the Board ratify the appointments according to the procedures set forth in NJSA 18A:67 et seq for the following personnel. Approval pending statutory requirements:

Name	Position	Salary/Stipend	Effective	Account #
Gina Whalen	Performance Director	\$2,300.00	February 7, 2018- April 27, 2018	62-940-100-0101-000-00-0

- 9. That the Board approve the following internship for the 2018-2019 School Year:

University	Student	Dates	Cooperating Teacher	School
Rider University	Rebbeca Turnbull	September 5, 2018- June 30, 2019	Gina Tomlinson	Middle School



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- 10. That the Board approve the follow professional development for the 2018-2019 School Year:

Date Submitted	Name	Workshop/Location	Date	Total Cost
July 16, 2018	Patricia Prevosti	New Jersey Branch IDA 33 <sup>rd</sup> Annual Fall Conference/Somerset, NJ	September 21, 2018	\$267.40

- 11. That the Board approve the attached Child Study Team appointments according to procedures set forth in NJSA 18A:6-7 et seq.

- B. Old Business
- C. New Business

VIII. CURRICULUM & INSTRUCTION

Mrs. Riviello

- A. Action Items
- 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:
  - P1240 Evaluation of Superintendent
  - P3126 District Mentoring Program
  - P3221 Evaluation of Teachers
  - P3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators

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- P3223 Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
- P3224 Evaluation of Principals, Vice Principals, and Assistant Principals

2. That the Board approve the following revised regulations:

- R1240 Evaluation of Superintendent
- R3126 District Mentoring Program
- R3221 Evaluation of Teachers
- R3222 Evaluation of Teaching Staff members, Excluding Teachers and Administrators
- R3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- R3224 Evaluation of Principals, Vice Principals, and Assistant Principals

B. Old Business

C. New Business

X. UFRSD REPRESENTATIVE REPORT

Mr. Hanson

A. UFRSD Agenda N/A

B. UF Representative Report N/A

XI. OPERATIONS

Mr. Casale

A. Action Items (Budgeted)

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

**MEETING**

<b>Account</b>	<b>Cash Balance</b>	<b>Appropriation Balance</b>	<b>Fund Balance</b>
10 General Current Expense Fund	4,459,560.63	N/A	1,795,513.71
11 Current Expense	N/A	717,854.43	N/A
12 Capital Outlay	N/A		N/A
Capital Reserve	2,493.48	N/A	N/A
20 Special Revenue Fund	80,075.86	130,526.64	N/A
30 Capital Projects Fund	1,004,504.86	1,026,024.22	1,118,868.04
40 Debt Service Fund	.15	.23	108.22
60 Enterprise (Cafeteria) Fund	74,728.50	N/A	N/A
61 Enterprise (MPAC) Fund	140,905.22	N/A	N/A
62 Enterprise (Community Ed) Fund	(31,714.50)	N/A	N/A
63 Enterprise (Shoprite)	8,072.37	N/A	N/A
80/90 Trust and Agency Funds	94,837.33	N/A	N/A
<b>Total</b>	<b>5,833,463.90</b>	<b>1,874,405.52</b>	<b>2,914,489.97</b>

**MEETING**

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 June 19, 2018 through July 16, 2018 in the amount of \$556,531.56.
  - b. Manual checks from June 1, 2018 through June 30, 2018 in the amount of \$ 858,907.45.
4. That the Board ratify 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 June 19, 2018 through June 28, 2018 in the amount of \$37,323.56.
5. That the Board ratify the attached tuition contract with Garfield Park Academy for the 2018-2019 school year.
6. That the Board ratify the attached quote from Waste Management of New Jersey for district wide trash hauling for the 2018-2019 school year.
7. The the Board ratify the attached tuition contract with Monmouth Ocean Education Services Commission of New Jersey for the ESY program from 6/27/18 through 8/7/18.
8. That the Board ratify the approval of the proposal to Magic Touch Construction Co. Inc. in the amount of \$28,665.73for the rehabilitation of the water treatment system at the Middle School.
9. That the Board ratify the attached tuition contract with New Road School for the ESY program from July 2, 2018 through August 13, 2018.
10. That the Board ratify the shared services contract with the Township of Millstone regarding uploading the Board of Education meetings to the Township website for the 2018-2019 school year.

**MEETING**

11. That the Board accept the May 2018 cafeteria financial report as follows:

<b>MAY</b>	<b>Income</b>	<b>Expenses</b>	<b>Net Income/Loss</b>
Month	\$ 56,597.95	\$ 55,913.72	\$ 684.22
Year to Date	\$ 397,746.07	\$382,391.41	\$ 15,354.66

12. That the Board accept the June 2018 cafeteria financial report as follows:

<b>JUNE</b>	<b>Income</b>	<b>Expenses</b>	<b>Net Income/Loss</b>
Month	\$ 33,145.52	\$ 28,527.89	\$ 4,617.63
Year to Date	\$ 430,891.59	\$ 410,919.30	\$ 19,972.28

13. That the Board approve the attached tuition contract for student #31096 for the 2018-2019 school year.

14. That the Board ratify the attached tuition contract with CPC Behavioral Healthcare, Inc. - High Point School for the 2018-2019 school year.

15. That the Board ratify the attached shared services agreement with the New Hanover Board of Education for maintenance and HVAC services for the 2018-2019 school year.

16. That the Board approve the following athletic transportation routes for the 2018-2019 school year:

**MEETING**

CONTRACTOR	ROUTE	0-3 HOUR TRIP	ADJUSTMENT (EACH ADDITIONAL 1/2 HOUR)
Irvin Raphael	SP1 Boys/Girls Soccer	\$500.00	\$50.00
Irvin Raphael	SP2 Field Hockey	\$500.00	\$50.00
Irvin Raphael	SP3 Cross Country	\$500.00	\$50.00
Irvin Raphael	SP4 Boys/Girls Basketball	\$500.00	\$50.00
Irvin Raphael	SP5 Wrestling	\$500.00	\$50.00
Irvin Raphael	SP6 Boys Baseball/Girls Softball	\$500.00	\$50.00
Irvin Raphael	SP7 Boys/Girls LaCrosse	\$500.00	\$50.00
Irvin Raphael	SP8 Track and Field	\$500.00	\$50.00

- 17. That the Board approve the attached shared services agreement for a Spanish teacher for the 2018-2019 school year.

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

- 1. That the Board approve the purchase of kitchen equipment and supplies from M. Tucker a division of Singer NY, LLC, in the amount of \$13,069.63 as attached. The supplies and equipment will be used in the Elementary School. The purchase will be funded through the districts profitable food service account.

**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,

BOE - Meeting 7/23/18

**MEETING**

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 July 23, 2018, to discuss matters involving:
  - 1. Legal
  - 2. Negotiations
  - 3. 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:

August 27, 2018	BOE Mtg.
September 6, 2018	First Day of School for Students
September 10, 2018	BOE Mtg.
September 10, 2018	Schools Closed, Rosh Hashanah
September 12, 2018	Middle School BTSN, early dismissal MS only
September 19, 2018	Schools Closed, Yom Kippur
September 20, 2018	Primary School BTSN, early dismissal PS only
September 24, 2018	BOE Mtg.
September 27, 2018	Elementary School BTSN, early dismissal ES only

XIV. ADJOURNMENT