

**MILFORD BOROUGH DISTRICT BOARD OF EDUCATION  
BOARD MINUTES  
March 11, 2020**

**1. CALL TO ORDER**

This meeting of the Milford Borough Board of Education was convened at 7:03 p.m. by Teresa Kane, Board President, who announced, "In accordance with the Open Public Meetings Act (N.J.S.A.19:4-6) adequate notice of this meeting has been provided to the Hunterdon County Democrat, the Express-Times, at the Milford Elementary School, the Borough Hall and filing in the Board Office with the Board Secretary."

**FLAG SALUTE**

**ATTENDANCE**

**MEMBERS PRESENT:** Laura Hanson, Teresa Kane & Jill Seeland (via phone call)

**MEMBERS ABSENT:** Benjamin Cramer & Michelle Fisher

**DISTRICT ADMINISTRATORS:** Dr. Rick Falkenstein, Superintendent  
Michele McCann, RSBA, School Business Administrator/Board Secretary

**PUBLIC:** Elisa Yeager, Nicole Kemp future Board member

**PUBLIC COMMENT:**

*This is the portion of our meeting reserved for public comment pursuant to N.J.S.A. 10:4-12(a), the Open Public Meetings Act. Members of the public are invited to address the Board according to the Board's policy and by-laws. Each participant shall be limited to three minutes duration. Please be aware that this portion is your opportunity to comment, and is not a forum for the Board to respond to your comments. However, the Board will certainly give all comments appropriate consideration.*

*Elisa Yeager, Town Council, gave an update on the meeting with Todd Bushell, from Hunterdon County Vo-Tech School. Discussed the request for support for the referendum. They were asked why a new high school, if the population is decreasing. Milford did not pass the resolution.*

*Nicole Kempf was introduced. Ms. Kempf is the new board member approved to take Michelle Fisher's seat on the board. Formal oath will be issued upon verification of fingerprinting, pending state offices re-opening.*

***Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried.***

*Motion to accept, with regret, the resignation of Michelle Fischer, board member.*

*Motion to appoint, Nicole Kempf, as the new board member, pending fingerprinting, pending state offices re-opening.*

*Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried*

## **5. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY - M. MCCANN**

- 5.1 Communications and Correspondence
  - 5.1.a Resignation of Board Member, Michelle Fisher
  - 5.1.b HSBA - Unsung Heroes - March 12, 2020
  - 5.1.c Celebration - May 4, 2020

- 5.2 Motion to approve the following meeting minutes:

February 12, 2020 - Regular Meeting

- 5.3 Motion to approve the following bill lists:

|                                |              |
|--------------------------------|--------------|
| October 2019 General Fund      | \$219,618.85 |
| February 29, 2020 General Fund | \$204,229.78 |
| March 11, 2020 General Fund    | \$75,483.36  |

- 5.4 Motion to approve the February 2020 line-item appropriation transfers as per the attached report.

- 5.5 Motion to approve the Board Secretary and Treasurer's Report:

**BE IT RESOLVED** that the Board Secretary, pursuant to N.J.A.C. 6A: 23-2.11 (c) 3 does hereby certify that as of the date of these reports, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23-2.11 (a);

**BE IT FURTHER RESOLVED** that the Chief School Administrator recommends that the Milford Board of Education accept the monthly financial reports of the Secretary and the Treasurer for the month(s) of February 2020; and further recommends, in compliance with N.J.A.C. 6A: 23-2.11 (c) 4, that the Board of Education certifies that no major account has been over-expended in violation of N.J.A.C. 6A: 23-2.11 (b), and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the year.

## **6. DISCUSSION ITEMS:**

- 6.1 Chief School Administrator's Report - R. Falkenstein
  - 6.1.a Virus update, 180 day requirement
  - 6.1.b Music teacher participating at Kingwood event
  - 6.1.c Bob St. Laurent state assessment training
  - 6.1.d Ryan Tucker running drills

- 6.2 Committee Reports
- 6.2.a Advocacy meeting updates
  - Mallory’s Law
  - Preschool Expansion - email sent to state
- 6.3b Frenchtown pilot meeting update

***Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried***

**7 COMMITTEE ACTIONS**

**7.1 CURRICULUM COMMITTEE**

- 7.1.a Motion to approve the interlocal services agreement between Kingwood Township Board of Education and Milford Public School Board of Education for a shared Child Services Team, at the contractual amount of \$30,785.00 for the 2020-2021 School Year, as recommended by the Superintendent.
- 7.1.b Motion to amend the 2020-2021 Milford Public School Calendar, as recommended by the Superintendent.
- 7.1.c Motion to approve the following field trips as recommended by the Superintendent.

|                       |   |
|-----------------------|---|
| Preschool             | Phillipsburg HS – Barn Yard Day           |
| 3 <sup>rd</sup> Grade | Ellis Island – NY                         |
| 5 <sup>th</sup> Grade | Reading Olympics- Holland Township School |

- 7.1.d Motion to approve the Poison Prevention Presentation, presented by ShopRite Pharmacy as recommended by the Superintendent.

***Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried***

**7.2 PERSONNEL COMMITTEE**

- 7.2.a Motion to approve Nicole Petrozziello and Robert St. Laurent as chaperones for the Reading Olympics, at Holland Township School, on March 23, 2020, at the contractual stipend of \$78.00, as recommended by the Superintendent.
- 7.2.b Motion to approve the travel and related expense reimbursement as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Forms and Workshop Reimbursement Forms.
- 7.2.c Motion to approve Millicent Seow, TCH-SPEC-K8-02, for additional hours as required and approved by CST Supervisor, at the contractual rate of \$47.00 per hour, from November 15, 2019 until June 2020, not to exceed \$2,200.00, as recommended by the Superintendent.

***Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried***

7.3 OPERATIONS COMMITTEE

7.3.a Motion to approve Pat's Lawn care at a cost of \$225 per a cut, at an estimated cost of \$2,700 for the 2019-2020 school year.

***Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried***

7.4 POLICY/PLANNING COMMITTEE

7.4.a Motion to amend the approval of the second reading of the following Policies and Regulations:

| <b>POLICY/<br/>REGULATION:</b> | <b>POLICY/REGULATION DETAIL:</b>   |
|--------------------------------|--|
| 6112                           | REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES                    |
| 8600                           | STUDENT TRANSPORTATION   |
| R8600                          | STUDENT TRANSPORTATION   |
| 8630                           | BUS DRIVER/BUS AIDE RESPONSIBILITY                                       |
| 7440                           | SCHOOL DISTRICT SECURITY   |
| R7440                          | SCHOOL DISTRICT SECURITY   |
| 3218                           | USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES                           |
| R3218                          | USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES                           |
| 4218                           | USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES                           |
| R4218                          | USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES                           |
| 4219                           | COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING |
| R6112                          | REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES                    |
| 5200                           | ATTENDANCE   |
| 5230                           | LATE ARRIVAL AND EARLY DISMISSAL   |
| 5420                           | TARDINESS  |

***Motion by Teresa Kane, seconded by Laura Hanson, to approve the resolution, all in favor motion carried***

7.5 FINANCE/BUDGET COMMITTEE

7.5.a Motion to approve the following resolution:

***WHEREAS, the Milford 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.S.A. 18A:11-12 et seq. requires Board members to receive prior 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 only as described in NJOMB Circular Letter 06-14, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

**WHEREAS**, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$150.00 per employee as described in N.J.A.C. 6A:23A-7.3B and where prior Board approval shall not be required unless this annual threshold is exceeded in a given school year (July 1 through June 30); and

**WHEREAS**, the Board of Education finds that a mileage reimbursement rate equal to that of the NJOMB mileage reimbursement rate is a reasonable rate: and

**THEREFORE BE IT RESOLVED** the Board of Education approves the amounts set forth for regular district business travel and statutorily authorizes travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

7.5.b Motion to approve the 2020-2021 preliminary budget:

**WHEREAS**, the 2020-2021 preliminary budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A and N.J.A.C. Title 6 and 6A and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

**BE IT RESOLVED** the Board of Education approves the 2020-2021 preliminary budget in the amount of \$2,327,898 and authorizes its submission to the Executive County Superintendent of Schools for approval as follows:

|                           |                     |
|---------------------------|---------------------|
| General Operating Expense | \$ 2,267,357        |
| Special Revenue Fund      | \$ 16,700           |
| Repayment of Debt         | \$ 43,841           |
| <b>Total Expenditures</b> | <b>\$ 2,327,898</b> |

**BE IT FURTHER RESOLVED**, that the 2020-2021 preliminary budget is supported by the following revenues:

|                             |              |                     |
|-----------------------------|--------------|---------------------|
| <b>General Fund Revenue</b> |              |                     |
| <b>Local Revenues:</b>      |              |                     |
| Local Tax Levy              | \$ 1,944,580 |                     |
| Miscellaneous Revenues      | \$ 39,117    |                     |
| <b>Total Local Revenue</b>  |              | <b>\$ 1,983,697</b> |

|                                    |            |                     |
|------------------------------------|------------|---------------------|
| <b>State Revenues:</b>             |            |                     |
| School Choice Aide                 | \$ 74,952. |                     |
| Special Education Aide             | \$ 52,412  |                     |
| Equalization Aide                  | \$ 156,296 |                     |
| <b>Total State Revenues</b>        | <b>\$</b>  | <b>\$ 283,660</b>   |
|                                    |            |                     |
| <b>Total General Fund Revenues</b> |            | <b>\$ 2,267,557</b> |
|                                    |            |                     |
| <b>Special Revenue (Grants)</b>    |            | <b>\$ 16,700</b>    |
|                                    |            |                     |
| <b>Debt Service Fund Revenues:</b> |            |                     |
| Local Tax Levy                     |            | <b>\$ 43,841</b>    |
| <b>Total Revenues</b>              |            | <b>\$ 2,327,898</b> |

**BE IT FURTHER RESOLVED**, that the Milford Board of Education acknowledges that the 2020-2021 preliminary budget as described above results in a General Fund Tax Levy in the amount of \$1,944,580 and Debt Service Tax Levy in the amount of \$43,841

**BE IT FURTHER RESOLVED**, that the preliminary budget will be advertised in the Hunterdon County Democrat newspaper in accordance with the form suggested by the State Department of Education and according to law; and

**NOW, BE IT FURTHER RESOLVED**, that a Board of Education meeting be held on April 28, 2020 at 7:30 p.m. for the purpose of conducting a public hearing on the budget for the 2020-2021 school year.

- 7.5.c Motion to approve preschool tuition rate of \$4,995.00 per student for the 2020-2021 school year.
- 7.5.d Motion to approve the transportation jointure contract for Aide in Lieu, Non Public and Choice Students with Delaware Valley Regional High School.
- 8 New Business - the Merchant Association fee was in question.
- 9 Old Business
- 10 Recognition of the Public

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*Elisa Yeager and Nicole Kempf present.*

**Motion by Teresa Kane, seconded by Laura Hanson, to exit the regular session to discussion the Frenchtown position, all in favor motion carried**

13. Motion to adjourn regular meeting at 8:55 p.m.

*Motion by Teresa Kane, seconded by Laura Hanson, to approve the following resolution, all in favor motions carried.*

Respectfully Submitted,

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Michele McCann, RSBA  
School Business Administrator/Board Secretary

Minutes remain unofficial until Board Approval on May 8, 2020

Approved:

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Teresa Kane  
Board President