

MILFORD BOROUGH DISTRICT BOARD OF EDUCATION

BOARD MINUTES

April 29, 2020

1. CALL TO ORDER

The 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, virtually at the Milford Elementary School, the Borough Hall and filing in the Board Office with the Board Secretary."

2. FLAG SALUTE

3. OATH OF OFFICE

4. ATTENDANCE

MEMBERS PRESENT: Ben Cramer, Laura Hanson, Nicole Kempf, Teresa Kane & Jill Seeland

MEMBERS ABSENT: None

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

PUBLIC: Majorie Leushner

5. 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.

No Comment by the public.

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

6. ANNUAL SCHOOL ORGANIZATION

6.1 Motion to approve the following appointments/re-appointments for the 2020-2021 school year or until superseded by another resolution:

Business Administrator/Board Secretary.....	Michele McCann, RSBO/SFO
Treasurer of School Monies.....	Ray Krov, SBA/RSBO/CMFO/CTC
School Attorney	Comengo Law Group P.C., Counsellors
School Auditor	Bedard, Kurowicki & Co., CPA's, PC
School Physician	Delaware Valley Family Health Center
School Insurance Agent	Brown & Brown
Metro, LLC	
Architect of Record	SSP Architects
Continuing Disclosure Agent Services.....	Phoenix Advisors, LLC
Occupational Therapy Services	Therapeutic Intervention, Inc.
Physical Therapy Services	Children's Therapy Services, Inc.
Affirmative Action Officer	Robert St. Laurent
Title IX Coordinator	Robert St. Laurent
Attendance Officer	Robert St. Laurent
Substance Awareness Coordinator	Robert St. Laurent
BSI Representative	Robert St. Laurent
Anti-Bullying Coordinator.....	Robert St. Laurent
School Safety Administrator.....	Robert St. Laurent
Anti-Bullying Specialists	Jennifer Petronzi
Substance Abuse Coordinator	Jennifer Petronzi
Labor Relations Officer	Rick Falkenstein
Homeless Liaison.....	Leslie Callanan
504 Officer.....	Leslie Callanan
Liaison to DYFS.....	Leslie Callanan
Liaison to Dept. of Child Protection & Perm.	Leslie Callanan
Right to Know Custodian.....	Ryan Tucker
AHERA Representative	Ryan Tucker
Safety Committee Coordinator	Ryan Tucker
IPM Coordinator	Ryan Tucker
Indoor Air Quality Coordinator	Ryan Tucker
Toxic Hazard Preparedness Officer	Ryan Tucker
PAD Coordinator	Leslie Callanan
Public Agency Compliance Officer	Michele McCann
Purchasing Agent	Michele McCann
Custodian of Records	Michele McCann
Official Newspaper	Hunterdon County Democrat

Alternate NewspaperExpress Times
.....The Star Ledger

6.2. Motion to authorize the following signatures on the accounts maintained by the Board of Education for the 2020-2021 school year:

PNC Bank:

MPS BOE General Fund (Any 3 Signatures).....President or Vice-President
.....Board Secretary and Treasurer
MPS BOE Payroll Net (Any 1 Signature).....President, Vice-President
.....Board Secretary, or Treasurer
MPS BOE Payroll Agency (Any 2 Signature)President, Vice President
.....Board Secretary, or Treasurer
MPS BOE Unemployment Trust (Any 2 Signature).....President, Vice-President
.....Board Secretary, or Treasurer
MPS BOE Student Activities (Any 2 Signatures).....Chief School Admin./Principal,
.....President and Board Secretary

6.3 Motion to approve the following resolution:

***BE IT RESOLVED**, that PNC Bank of New Jersey be designated as the depository of record for the Milford Public School Board of Education accounts; and*

***BE IT FURTHER RESOLVED**, that investments can be secured in any other bank holding a current State of New Jersey Governmental Unit Depositor Protection Act certificate.*

6.4 Motion to designate the School Funds Investor as the Board Secretary/Business Administrator pursuant to 17:12B-41.

6.5. Motion to approve the policies, by-laws, and administrative procedures of the Milford Public School Board of Education for the ensuing school year.

6.6. Motion to approve the existing curriculum and textbooks for implementation in the 2020-2021 school year.

6.7. Motion to authorize the Superintendent and Business Administrator to implement the 2020 - 2021 budget, once approved by Board of Education, pursuant to local and state policies and regulation.

- 6.8 Motion to authorize the Superintendent and Business Administrator to approve and implement the Business Operations Handbook, pursuant to local and state policies and regulation.
- 6.9 Motion to authorize the Superintendent and Business Administrator to complete and approve transfers as part the business process, and will be reviewed and approved at the following Board of Education meeting.
- 6.10 Motion to authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 – 6A:32-7.5 and Board of Education Policy 8330 “Pupil Records”.
- 6.11. Motion to approve the following resolution:

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;

WHEREAS, the Procurement Law N.J.S.A. 18A:18A-3(b), was signed into law by Governor Chris Christie and became effective on July 1, 2010, and;

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate the bid threshold in a contract year, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;

WHEREAS, 18A:18A-3 also authorizes a Board of Education to establish a bid threshold of \$40,000 if they employ a purchasing agent as determined by the Department of Community Affairs, and;

WHEREAS, 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW THEREFORE BE IT RESOLVED, that the Milford Public School District Board of Education pursuant to the statutes cited above hereby appoints, Michele McCann, Business Administrator & Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Milford Public School District, and;

BE IT FURTHER RESOLVED, that Michele McCann is hereby authorized to award contracts on behalf of the Milford Public School District Board of Education that are in the aggregate less than 15% of the bid threshold without soliciting competitive quotations, and;

BE IT FURTHER RESOLVED, that Michele McCann is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold, and;

BE IT FURTHER RESOLVED, that Michele McCann is hereby authorized as a purchasing agent as determined by the Department of Community Affairs and holds a certificate attesting to same which authorizes her to issue contracts up to \$40,000 without soliciting competitive bids.

6.12 . Motion to approve the following resolution:

WHEREAS, the Milford Public School Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Milford Public School Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Milford Public School Board of Education intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

THEREFORE BE IT RESOLVED, that the Milford Public School Board of Education authorizes the Purchasing Agent to purchase certain goods or services from the approved New Jersey State Contract Vendors for the 2020 - 2021 school year pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the Milford Public School Board of Education

Business Administrator/Board Secretary shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Milford Public School Board of Education and the Referenced State Contract Vendors shall be from July 1, 2020 to June 30, 2021.

- 6.13. Motion to approve participation in the following cooperative purchasing services for the 2020 - 2021 school year:

Hunterdon County Educational Services
Commission Educational Services Commission of
New Jersey Morris County Cooperative Pricing
Council

- 6.14. Motion to approve the following resolution:

WHEREAS, the Milford Public School 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.

6.15. Motion to approve the payment of bills between board meetings as a business practice proper documentation and support will be provided at the following board meeting for review of the Milford Board of Education.

6.16. Motion to approve the members of the 2020-2021 Safety Team: Judy Pelligrino, Ryan Tucker, Ed Ashton, Betsy Combs, Robert St. Laurent, Michele McCann, Jennifer Petronzi and Sue Miller.

7 **RETURN TO REGULAR MEETING**

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

8 **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY – M. MCCANN**

8.1. Informational Items:

- a. CSA and Board Self Evaluation due on May 15, 2020
- b. Board Member Training

8.2 Motion to approve the following meeting minutes:

April 8, 2020 - Regular Meeting Minutes

8.3 Motion to approve the following bill list:

March 31, 2020 General Fund \$14,281.64
April 28, 2020 General Fund \$145,050.18

8.4 Motion to approve the March 2020 line-item appropriation transfers as per the attached report.

8.5 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 Public School Board of Education accept the monthly financial reports of the Secretary and the Treasurer for the month(s) of March 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.

- 8.6 Motion to approve the following contracts/fees for professional services for the 2020 - 2021 school year as per attached:

Firm Category	Cost
Comengo Law Group, P.C. Legal Counsel	\$180.00 per hour*
SSP Architects Architect of Record	165.00 per hour *
Bedard, Kurowicki & Co., CPA's PC School Auditor	\$18,300.00 *
Phoenix Advisors, LLC Municipal Advisor	\$1,000.00
Hunterdon Health Care School Physician	\$1,000.00*
Therapeutic Intervention Occupational Therapy	\$95.00 hour*
Children's Therapy Services, Inc. Child Study Team Evals	\$102.00 hour*

**Complete fee schedule on file in the Business Office.*

- 8.7. Motion to approve the following contractor quotes for the 2020 - 2021 school year:

Firm Category	Cost
Richard E. Yard Plumbing & Heating, Inc. Plumber	\$90.00 per hour*
Hobbie Heat HVAC/Boiler	\$94.00 per hour*
Mt. Salem Electric Co. Inc. Electrician	\$95.00 per hour*

**Complete fee schedule on file in the Business Office.*

9. **DISCUSSION ITEMS:**

9.a **CHIEF SCHOOL ADMINISTRATOR'S REPORT – R. FALKENSTEIN**

- State of New Jersey school closures due to COVID 19 -awaiting on Governor's decision
- Waiting direction from NJDOE on reopening procedures
- Update on 8th grade dance
- Update on Graduation plans

9.b **UPDATE REPORT – B. ST. LAUREN**

- Update on on-line learning
- Update on custodial staff and projects for the summer

- Milford's staff compilation for students
- Recognize the MPS staff for their ability to adapt to online teaching and working together as a team

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

9.c Dr. Falkenstein will hold a Public Hearing on the Internet Safety Policy

9.1.a Motion to approve the Milford Public School District to utilize the Charlotte Danielson Teaching Framework to complete the teacher evaluations as set forth in the Excellence Educators for New Jersey (EE4NJ) guideline

9.1.b Motion to approve "Oncourse Systems for Education" as the teacher evaluation system.

9.1.c Motion to approve the 2020-2021 text book list attached.

9.1.d Motion to approve the attached 2020 - 2021 Shared Business Services (SBS) agreement between Milford Board of Education and Kingwood Township Board of Education as recommended by the Superintendent.

10 **COMMITTEE REPORTS**

10.1 **EDUCATION COMMITTEE**

10.1.a. Motion to establish the student activity fee for the 2020 - 2021 school year at \$50 per student per sport activity and \$30 per student per co-curricular activity for the middle school as this offsets the cost of the activity, referees, transportation and uniforms.

10.1.b. Motion to approve the following 2020-2021 10-month receiving tuition rates:

Pre-School - Regular \$ 4,950.00 (Full Day Session)

Kindergarten/Pre-School \$33,690.00

Grades 1-5 \$28,942.00

10.1.c Motion to approve the 2020-2021 attached rates for HCESC professional services, for

CST services as required.

10.1.d Motion to approve the 2020-2021 attached rates for ESCNJ professional services, for CST services as required.

10.1.e Motion to contract with the Hunterdon County Educational Services Commission for Technology Support Services, effective July 1, 2020 through June 30, 2021, at the Following rates:

Remote Network Administration and Support \$525.00 per month On-Site Support, 4 hours per week \$1,386.00 per month

10.1.f Motion to approve the District's program of virtual or remote instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 13, 2020, and implementation since the District's closure on March 16, 2020, as recommended by the superintendent.

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

10.2. PERSONNEL COMMITTEE

10.2a. Motion to approve the following 2020-2021 Substitute Rates:

POSITION	RATE :
Teacher	\$95.00 per a day
Teacher Long Term	* \$175.00 per a day
Nurse	\$200.00 per a day
Instructional Aide	\$95.00 per day
Custodian	\$12.50 per hour
Cafeteria Aide	\$12.50 per hour
Secretary	\$11.50 per hour

10.2.b. Motion to offer employment to the Milford Public School School tenured teaching staff for the 2020-2021 school year as per the following list, as recommended by the Superintendent, salaries to be determined upon settlement of the Negotiated Agreement. (All employees have been issued a Rice Notice):

Last Name	First Name	FTE	2019-2020 Guide	19-20 Step	2019-2020 Salary
Andersen	Beverly	1	BA+15	14	\$ 62,449 *
Bruner	Erica	0.4	BA+30	19	\$ 29,950
Gleason	Jan	1	BA+15	13	\$ 59,904
Goodman	Kathy	0.4	MA+15	20	\$ 32,937 *
Klapper	Teresa	1	BA	8	\$ 50,509
Mandatta	Mary Ellen	0.6	BA	17	\$ 40,580
Petrozziello	Nicole	1	BA	9	\$ 51,674
Pontoriero	Donna	1	MA	16	\$ 68,439
Seow	Millicent	1	MA	11	\$ 58,214
St. Laurent	Robert	1	BA	13	\$ 58,854

* Includes longevity

- 10.2.c. Motion to offer employment to the Milford Public School non-tenured teaching staff for the 2020-2021 school year as per the following list, as recommended by the Superintendent, salaries to be determined upon settlement of the Negotiated Agreement (All employees have been issued a RICE notice)

Last Name	First Name	FTE	2019-2020 Guide	19-20 Step	2020-2021 Salary
Combs	Betsy	1	BA	13	\$ 58,854

Petronzi	Jennifer	0.2	MA+15	2	\$	9,872
Lamonde	Amelia	1	MA	5	\$	51,459

- 10.2.d. Motion to approve the School Business Administrator to continue to pay the 10 and 12 month employees contractual salaries during the Health Related Emergency Closures in accordance with S2337.

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

10.3. OPERATIONS COMMITTEE

- 10.3.a. Motion to authorize the renewal the agreement with Delaware Regional High School and Milford Public School that DVRHS will manage the cafeteria and bear all fiscal costs and benefits for operating the cafeteria services to the students of Milford for the 2020-2021.

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

10.4. POLICY COMMITTEE

- 10.4.a. Motion to affirm that the Special Education Policies are in compliance with the regulations for the federal grant applications.

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

10.5. FINANCE/BUDGET COMMITTEE

- 10.5.a Motion to approve the application for the 2019-2020 Educational Risk Insurance Consortium (ERIC) West, a sub-fund of the New Jersey Schools Insurance Group, safety grant in the amount of \$2,000.

- 10.5.b Motion to approve the Milford Public School Board of Education's Flexible Spending Account Summary Plan Description (SPD) which was implemented, pursuant to the requirements of the NJPL 2011 Chapter 78, a Section 125 Flexible Spending Account (FSA) program effective July 1, 2012, as follows:

The FSA will be administered by the Milford Public School Board of Education.

All appropriate Milford Public School Board of Education staff is authorized to take such action and affect such documentation as necessary to implement this plan.

10.5.c Motion to approve the contract with R & L Payroll for the processing of the payroll at a cost not to exceed \$6,866.00 for the 2020-2021 School Year.

10.5.d Motion to approve the following resolution:

BE IT RESOLVED that the Milford Board of Education approves a three-year service agreement for the period beginning July 1, 2020 through June 30, 2023 between Delaware Valley Regional Consortium (Delaware Valley Regional High School Board of Education shall serve as the Lead Education Authority and Host District) and Service Electric (Service Provider), Bethlehem, PA, to provide 2Gbps (2000Mbps) Internet Bandwidth with 1Gbps (1000Mbps) point to point transfer for Alexandria Township School District, Holland Township School District, Kingwood Township School District and 100Mbps point to point transfer for Frenchtown Elementary School District and Milford Borough School District at a monthly cost of \$4,113.00.

Alexandria	13.0%	\$819.00	\$491.40
Frenchtown	0%	\$279.00	\$167.40
Holland	13.0%	\$819.00	\$491.40
Milford	0%	\$279.00	\$167.40
DVRHS	61%	\$1,098.00	\$491.40
Total Monthly Cost	100%	\$4,113.00	\$2,467.80

11. New Business

12. Old Business

13 Recognition of the Public

Motion by Teresa Kane, seconded by Laura Hanson, to adjourn at p.m. 7:13 p.m., all in favor motion carried.