

**MILFORD BOROUGH DISTRICT BOARD OF EDUCATION  
REGULAR MEETING MINUTES  
December 21, 2020**

**1. CALL TO ORDER**

This meeting of the Milford Borough Board of Education was convened at 7:01 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."

**2. FLAG SALUTE**

**3. ATTENDANCE**

**MEMBERS PRESENT:** Teresa Kane, Laura Hanson, Nicole Kempf and Jill Seeland

**MEMBERS ABSENT:** Ben Cramer

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

**PUBLIC:** No Public present

**4. 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.*

**Motion by Jill Seeland, seconded by Nicole Kempf, to approve the following motions, all in favor motion carried.**

5. Motion to approve the statement of results of the November school election to be part of the meeting minutes as follows:

Elected to the Milford Board of Education for a (3) three-year term from January 1, 2021 through December 31, 2023:

Laura Hanson  
Teresa M. Kane

**Motion by Teresa Kane, seconded by Nicole Kempf to approve the following motions, all in favor motion carried.**

6. School Business Administrator/Board Secretary - M. McCann

- January 6<sup>th</sup> Board Re-Organization Meeting

6.1 Motion to approve the following meeting minutes:

November 24, 2020 - Meeting Minutes

6.2 Motion to approve the following bill lists:

December 21, 2020 General Fund	\$106,363.19
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6.3 Motion to approve the November 2020 line-item appropriation transfers as per the attached report.

6.4 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 November 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.

7. Discussion Items

7.1 Superintendent's Report - R. Falkenstein

- Virtual concert will be in school and linked
- Reading from the library at the school
- Milford merchants working with the school
- School nurse is completing the contact tracing
- School Choice seats now at 5 for Milford
- 6 Families supported that are in need
- Judy's snow crew had the school ready for opening

- Reading specialist meets with the teachers on a weekly basis

7.2 Committee Reports

- Great P. R. tree event
- Legislation, moving Sweeny Path to progress, pushing and creating an alternative the path to progress.
- New seat to Kingwood Board Milford has a seat on the Kingwood Township Board of Education as the Send/Receive is 10% of the grades sent to Kingwood.  
Designee - Nicole Kempf, Milford Board member

**Motion by Teresa Kane, seconded by Jill Seeland to approve the following motions, all in favor motion carried.**

8. Committee Actions

8.1 Education/Policy Committee (J. Seeland/ T. Kane)

- 8.1.a Motion to accept, with gratitude, the donation of labor and material by Venus Tile and Marble, LLC, to repair gutters on the school building that require sealing.
- 8.1.b Motion to accept, with gratitude, the donation of \$200.00 from the Frenchtown Milford Post.

**Motion by Teresa Kane, seconded by Jill Seeland to approve the following motions, all in favor motion carried.**

8.2. Personnel/Finance Committee (T. Kane/L. Hanson)

- 8.2.a Motion to amend the 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, upon settlement of the Negotiated Agreement (All employees have been issued a RICE notice)

Last Name	First Name	FTE	2020-2021 Guide	2020-2021 Step	2020-2021 Salary
Petronzi	Jennifer	0.2	MA+15	3	\$10,023.00

- 8.2.b Motion to approve utilizing the IDEA preschool grant funding, in the amount of \$1,397.00, to subsidize the salary of Eileen Lankford, Instructional Aide, SPT-EL-SPEC-FL-4, effective September 1, 2020 through October 30, 2020, as recommended by the Superintendent.
- 8.2.c Motion to amend the approval of Betsy Combs, Nurse, NRS-NURS-K8-01, a stipend amount of \$3,000.00 for COVID hours, for the 2020-2021 school year, as recommended by

the Superintendent.

- 8.2.d Motion to approve Judy Pellegrino, Custodian, CUS-SPV-NA-01, to attend Rutgers, Continuing Studies for Government Services, to complete certification courses for the Certified Educational Facility Management Certification classes, as paid for by the district.

Title	Class Code	Class Cost:
Management Supervision & HR	BG1101-SP21-1	\$853.00
Environmental Code Compliance	BG1105-SP21-1	\$760.00
Preventive Maintenance	BG1106-SP21-4	\$483.00
Financial Management & Purchasing	BG1107-SP21-2	\$483.00

- 8.2.e Motion to approve the attached substitute for the 2020-2021 school year, as recommended by the Superintendent.

**Motion by Teresa Kane, seconded by Jill Seeland to approve the following motions, all in favor motion carried.**

- 8.3 Operations Committee (B. Cramer/N. Kempf)
- 8.3.a Motion to approve of the submission of the AUDSUM, for the 2019-2020 school year.
- 8.4 New Business
- 8.5 Old Business

**Motion to adjourn at 8:08 p.m. motion by Jill Seeland, seconded by, Laura Hanson, all in favor of this motion.**

Respectfully Submitted,



Michele McCahn  
School Business Administrator/Board Secretary

Minutes remain unofficial until Board Approval on January 26, 2021

Approved:



Board President