

**MILFORD BOROUGH DISTRICT BOARD OF EDUCATION
REGULAR MEETING MINUTES
MARCH 30, 2021**

I. CALL TO ORDER

This meeting of the Milford Borough Board of Education was convened at 7:03 p.m. by Laura Hanson, 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.”

II. FLAG SALUTE

III. ATTENDANCE

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

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

PUBLIC: Elisa Yeager, Town Liaison

IV. 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 provided an update on the property and the plan to design something for the community.

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY - M. MCCANN

- Online Personal/Relative Disclosures & Financial Statements
- Board Member Training

Action 21-031 **RESOLUTION**

BE IT RESOLVED that the Board of Education approves the following meeting minutes:

February 23, 2021 Regular Meeting Minutes

March 10, 2021 Preliminary Budget Meeting

Action 21-032**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the following bill lists:

February 23 - March 30, 2021 General Fund	\$45,088.26
March 30, 2021 General Fund	\$45,068.07

Moved by L. Hanson, seconded by B. Cramer, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

Action 21-033**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the February 2021 line-item appropriation transfers as per the attached report.

Moved by L. Hanson, seconded by B. Cramer, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

Action 21-034**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the Board Secretary and School Treasurer's reports:

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 School Treasurer's for the month(s) of February 2021; 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.

Moved by L. Hanson, seconded by B. Cramer, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

Action 21-035**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the Milford Board of Education to cancel all old payroll checks from prior to May 1, 2021 the dollar amount is \$82.55.

Moved by L. Hanson, seconded by B. Cramer, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

Action 21-036

RESOLUTION

BE IT RESOLVED that the Board of Education authorizes the Business Administrator to cover the deficit in the enterprise fund for the loss of \$320.00 carried for the aftercare program for the 2021/2022 school year. The program carried the balance from the 2019-2020 school year, and the program is not running in the current 2020-2021 school year.

Moved by L. Hanson, seconded by B. Cramer, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

CHIEF SCHOOL ADMINISTRATOR'S REPORT - R. FALKENSTEIN

- Joint meeting with HART, Milford Borough and Milford Public School on safe routes
- Majority of Milford students are in person
- Completed March professional development
- Hunterdon remains in yellow status

Action 21-037

RESOLUTION

BE IT RESOLVED that the Board of Education approves the attached 2021 - 2022 Business Shared Services agreement between Milford Board of Education and Kingwood Township Board of Education at an annual cost of \$42,000.00, as recommended by the Superintendent.

Moved by T. Kane, seconded by J. Seeland, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

EDUCATION COMMITTEE

Action 21-038

RESOLUTION

BE IT RESOLVED that the Board of Education approves the Consolidated Food Service Agreement with the Delaware Valley Regional High School for the 2021-2022 school year.

Moved by T. Kane, seconded by J. Seeland, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

Action 21-039

RESOLUTION

BE IT RESOLVED that the Board of Education approves the first reading of the following Policies/Regulations:

Policy Number/Regulation Number	Title
0145	BOARD MEMBER RESIGNATION AND REMOVAL
0164.6	REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY
1648.02	REMOTE LEARNING OPTIONS FOR FAMILIES
R 2431.1	EMERGENCY PROCEDURES FOR SPORTS AND OTHER ATHLETIC ACTIVITY
7450	PROPERTY INVENTORY
8420	EMERGENCY AND CRISIS

Moved by T. Kane, seconded by J. Seeland, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

PERSONNEL COMMITTEE

Action 21-040

RESOLUTION

BE IT RESOLVED that the Board of Education approves the travel and expense reimbursement as listed on the attached Board of Education Approval of Travel and Related Expense Reimbursement Forms and Workshop Reimbursement Forms.

Moved by T. Kane, seconded by J. Seeland, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

Action 21-041

RESOLUTION

BE IT RESOLVED that the Board of Education amends the following paid disability leave and FLMA leave for Teresa Klapper, Teacher, TCH-TCHR-K8-01, effective February 22, 2021 through March 26, 2021, utilizing the following, as recommended by the Superintendent:

Leave:	Date:	Days
Sick Days	02/22/2021-05/26/2021	44 Sick days
FLMA	02/22/2021-05/26/2021	9 weeks

Moved by T. Kane, seconded by J. Seeland, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays,0.

OPERATIONS COMMITTEE

FINANCE/BUDGET COMMITTEE

Action 21-042

RESOLUTION

BE IT RESOLVED that the Board of Education approves the following motion;

COOPERATIVE PRICING SYSTEM AGREEMENT

NJSBA ACES CPS #E8801

This Agreement, made and entered into this 30 day of March, 2021, by and between the New Jersey School Boards Association on behalf of the NJSBA Cooperative Pricing System and Milford Public School and other local district boards of education located in the State of New Jersey who may in the future choose to participate in the ACES (NJSBA) Cooperative Pricing System.

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

- a. **WHEREAS**, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and
- b. **WHEREAS**, N.J.S.A. 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and
- c. **WHEREAS**, NJSBA is conducting a voluntary Cooperative Pricing System within the State of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and
- d. **WHEREAS**, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local boards across this State; and
- e. **WHEREAS**, all parties to this Agreement have approved this Agreement by resolution, in accordance with N.J.S.A. 18A:18A-1 et. seq. and regulations promulgated thereunder; and
- f. **WHEREAS**, it is the desire of all parties to enter into such Agreement for said purposes;

- g. ***NOW, THEREFORE, IN CONSIDERATION OF*** the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows:
1. *The products and services to be priced cooperatively may include, on an aggregated basis or not, digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools-NJ, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis.*
 2. *The services and classes of services which may be designated by the participating local boards hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.*
 3. *The NJSBA, on behalf of all participating contracting units, shall, upon approval of the System's registration and upon the anniversary of the system's registration publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it, to include such information as:*
 - a. *NJSBA's full name and the fact that it may be soliciting competitive bids or informal quotations; and*
 - b. *NJSBA's address and telephone number; and*
 - c. *The names of the participating contracting units; and*
 - d. *The State Identification Code for the Cooperative Pricing System, and*
 - e. *The expiration date of the Agreement.*
 4. *Each of the participating local boards shall designate, in writing, to NJSBA, products and services to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.*
 5. *The specifications shall be prepared and approved by NJSBA and to changes shall thereafter be made except as permitted by law. Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.*
 6. *A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by NJSBA on*

behalf of all of the participating local boards desiring to purchase products and services and some or all of the other services specified in this Agreement.

- 7. NJSBA shall receive bids or quotations on behalf of all participating local boards. Following the receipt of bids, NJSBA shall review said bids and on behalf of all participating local boards, either reject all or certain of the bids or make one award to the lowest responsible bidder. This award shall result in the opportunity for individual local boards to enter into individual contracts with the successful bidder providing for the estimated aggregate quantities to be purchased during the term of the individual contracts.*
- 8. Upon determining to accept the bid provided through this Agreement, each participating local board shall:*
 - a. Certify the funds available only for its own needs ordered;*
 - b. Enter into a formal written contract directly with the successful bidder(s);*
 - c. Issue purchase orders in its own name directly to successful bidder(s) against said contract;*
 - d. Accept its own deliveries;*
 - e. Be invoiced and receive statements from the successful bidder(s); Make payment directly to the successful bidder(s) and*
 - f. Be individually responsible for any tax liability associated with the individual contract.*
- 9. No participating local board in the Cooperative Pricing System shall be responsible for payment for any services ordered or for performance generally by any other participating local board. Each participating local board shall, accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.*

The provisions of paragraphs 7, 8 and 9 above shall be quoted or referenced and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracted units.

- 10. No participating local board in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.*

11. *NJSBA reserves the right to exclude any item or service from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or practicable.*
12. *NJSBA shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.*
13. *This Agreement shall become effective upon signing, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for the duration of the Cooperative Pricing System's Registration with DCA unless any party to this Agreement shall give written notice of its intention to terminate its participation.*
14. *Additional local boards may from time to time, execute this Agreement by means of a Rider attached hereto, which addition shall not invalidate this Agreement with respect to the other signatories. NJSBA is authorized to execute the Rider(s) on behalf of the members of the Cooperative Pricing System.*
15. *All records and documents maintained or utilized pursuant to the terms of this Agreement shall be identified by the code number assigned to the System by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.*
16. *This Agreement shall be binding upon and ensure to the benefit of the successors and assigns of the respective parties hereto.*

Moved by T. Kane, seconded by J. Seeland, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays, 0.

FINANCE/BUDGET COMMITTEE

V. Standing Committee Reports

- Hunterdon County School Boards - update
- NJ School Boards - update
- Hunterdon County ESC - update
- PTO - update
- Kingwood Liaison - update

VII NEW BUSINESS

VIII OLD BUSINESS

IX RECOGNITION OF THE PUBLIC

Action 21-026

RESOLUTION

BE IT RESOLVED *that the Board of adjourns the meeting at 8:39 p.m.*

Moved by I. Hanson, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 5; nays, 0.

Respectfully Submitted,


Michele McCann
School Business Administrator/Board Secretary

Minutes remain unofficial until Board Approval on April 28, 2021

Approved:
Digitally signed by:


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Board President