

**MILFORD BOROUGH DISTRICT BOARD OF EDUCATION
REGULAR MEETING
MAY 25, 2021**

I. CALL TO ORDER

This meeting of the Milford Borough Board of Education was convened at 7:04 p.m. by Teresa Kane, Board Vice 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: Teresa Kane, Nicole Kempf Mutz and Jill Seeland

MEMBERS ABSENT: Ben Cramer and Laura Hanson

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 discussed the ordinance on behalf of Milford, by June meeting.

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY - M. MCCANN

- Board Member Training
- NJSBA Virtual Conference October 26-28, 2021
- Add addendum items - Amend bill list from \$98,342 to \$124,026.01
 - Approve substitute teacher

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays, 0.

Action 21-096

RESOLUTION

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

April 28, 2021 - Public Hearing Budget on the 2021-2022/School Reorganization/Regular Meeting Minutes

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0.

Action 21-097 RESOLUTION

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

April 30, 2021 General Fund	\$165,833.50
May 18, 2021 General Fund	\$124,026.01

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0.

Action 21-098 RESOLUTION

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

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-099 RESOLUTION

BE IT RESOLVED that the Board of Education approves the Board Secretary and School 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 School Treasurer for the month(s) of April 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 T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

V. CHIEF SCHOOL ADMINISTRATOR'S REPORT - R. FALKENSTEIN

- *Plan to ring bell on the last day of school*
- *Recognized retiree*
- *3 weeks from last contract testing*
- *Teacher appreciation week*
- *Kingwood students visited Milford students, Milford to visit Kingwood's school next*

Action 21-100

RESOLUTION

BE IT RESOLVED that the Board of Education approves the following resolution:

WHEREAS, Millicent Seow has served the students of Milford Board of Education as a dedicated educator since 2008; and

WHEREAS, Millicent Seow has shared her knowledge and warmth with her colleagues and has nurtured new teachers; and

WHEREAS, Millicent Seow has been an advocate and support for students with special needs ensuring that their needs are met in the general education classroom; and

WHEREAS, Millicent Seow has been held in high regard by her colleagues for her unwavering dedication to teaching; and

WHEREAS, Millicent Seow was always open to new ideas and has constantly strived to become the best possible teacher; and

NOW, THEREFORE, BE IT RESOLVED that the Milford Board of Education expresses its sincere and grateful appreciation to Millicent Seow for 13 years of exceptional service and dedication to the children of Milford Board of Education; and

BE IT FURTHER RESOLVED that a copy of this resolution shall be presented to Millicent Seow and spread upon the minutes of the May 25, 2021 meeting of the Milford Board of Education.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

COMMITTEE REPORTS

EDUCATION/POLICY COMMITTEE

Action 21-101

RESOLUTION

BE IT RESOLVED that the Board of Education approves the school calendar for the 2021-2022 school year.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-102**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the attached contract for Technology Services with Hunterdon County Education Services Commission, not to exceed \$23,112.00, for the 2021-2022 school year, as recommended by the Superintendent.

Moved by T. Kane,, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-103**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the meeting change for the June 15th Board of Education meeting to June 14, 2021 due to the Kingwood Township School graduation date as recommended by the Superintendent.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-104**RESOLUTION**

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

Policy Number/Regulation Number	Title
5513	CARE OF SCHOOL PROPERTY

Moved by T. Kane,, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

PERSONNEL COMMITTEE**Action 21-105****RESOLUTION**

BE IT RESOLVED that the Board of Education approves Lisa Hartpense as the Instructional Aide for the ESY(Extended School Year) Program at the Kingwood Township School, at rate of \$17.52 per hour, utilizing the ESSR II grant funds as recommended by the Superintendent:

Name	Position	Not To Exceed
Lisa Hartpense	ESY Aide	83 hours

Moved by L. Hanson, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-106**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the following 2021-2022 contracts for Support Personnel, as recommended by the Superintendent (All employees have been issued a Rice Notice):

LAST NAME	FIRST NAME	POSITION	2021/2022 ANNUAL SALARY
Hartpence	Lisa	AID-SPEC-K8-02	\$23,114.00
Lankford	Eileen	AID-SPEC-K8-01	\$24,212.00
Miller	Suzanne	ATT-MAIN-K8-01/ SEC-MAIN-K8-01	\$72,807.00
Pellegrino	Judith	MNT-SUPT-NA-01/ MNT- CUST-NA-01	\$41,378.00
Wismer	Lois	Shared Borough Custodian	\$3,620.00

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-107**RESOLUTION**

BE IT RESOLVED that the Board of Education amends the offer of employment to the Milford Public School tenured teaching staff for the 2021 - 2022 school year as per the following list, as recommended by the Superintendent. (All employees have been issued a Rice Notice):

Last Name	First Name	FTE	2021-2022 Guide	21-22 Step	2021-2022 Salary
St. Laurent	Robert	1	BA	15	*\$62,396.00

*Includes longevity

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-108**RESOLUTION**

BE IT RESOLVED that the Board of Education approves Lisa Hartpence, Instructional Aide, AID-SPEC-K8-01, from a .7 FTE to a 1 FTE, retro actively effective May 1, 2021 until June 14, 2021 at a contract amount of \$22,543.00, as recommended by the Superintendent.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-109**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the following custodial substitutes for the 2021-2022, as recommended by the Superintendent.

Employee Substitute	Hourly rate
Richard Kerr	\$16.32
Steven Weber	\$17.34
Ron Rounsville	\$17.34

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays, 0

Action 21-110**RESOLUTION**

BE IT RESOLVED that the Board of Education approves Betsy Combs, Nurse, for (5) five days at (4) four hours each day for summer paperwork requirements, at the contractual rate of \$42.00 per hour, not to exceed \$840.00 as recommended by the Superintendent:

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays, 0

Action 21-111**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the following Substitute Teacher/Substitute Teacher Aide, as recommended by the Superintendent, pending satisfactory criminal history review:

Ciara Gartner.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays, 0

Operations Committee**Action 21-112****RESOLUTION**

BE IT RESOLVED that the Board of Education approves the attached contract for e-rate services with B&R Erate Consulting Services, LLC for the 2021-2022 school year.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays, 0

Action 21-113**RESOLUTION**

BE IT RESOLVED that the Board of Education approves the following resolution:

WHEREAS, Local Finance Notice #2018-13 was distributed on March 29, 2018 and specifically addressed electronic funds transfer or "EFT" and claimant certification changes and requirements; and

WHEREAS, the Milford Board of Education wishes to comply with this LFN and formalize policies to do so; WHEREAS, the Township chooses not to offer an "EFT" payment method to our vendors at this time, and

WHEREAS, the Milford Board of Education will continue to utilize EFT for pension, payroll taxes, debt service, pension, payroll, State of NJ payments, inter-fund transfers, credit card merchant fees and flexible spending accounts; and

WHEREAS, the School Business Administrator is authorized to initiate those EFT payments with the Assistant to the Business Administrator authorized to approve them, in the event of absence of the School Business Administrator then the Assistant to School Business Administrator shall be authorized to initiate the transfers with the Reconciler authorized to approve them, and

WHEREAS, these wire transfers are not required to be presented on the bill list for approval because of their routine, noncontroversial nature;

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-114

RESOLUTION

BE IT RESOLVED that the Board of Education affirms Brown & Brown Metro, LLC as the Broker of record for the general insurance for the 2021-2022 school year.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-115

RESOLUTION

BE IT RESOLVED that the Board of Education approves Berkley Life and Health Insurance Company as the voluntary student accident insurance for the 2021-2022 School Year.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

Action 21-116

RESOLUTION

BE IT RESOLVED that the Board of Education accepts, with gratitude the donation of labor from Carmine DeSapio, to repair the school bell, as recommended by the Superintendent.

Moved by T. Kane, seconded by N. Kempf, on roll call vote, resolution was ADOPTED as follows ayes, 3; nays,0

