

**MILFORD BOROUGH DISTRICT BOARD OF EDUCATION
REGULAR MEETING MINUTES
OCTOBER 27, 2020**

1. CALL TO ORDER

This meeting of the Milford Borough Board of Education was convened at 7:04 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, Ben Cramer, Nicole Kempf and Jill Seeland

MEMBERS ABSENT: None

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

PUBLIC: Elisa Yeager, Town Council Liaison

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.

Elisa Yeager, Town Council, meeting updates on waterfront project, waiting to market property, updates on water meters, property values and update on holiday events.

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

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

5.1 Informational Items:

5.2 Informational Items:

- NJSBA upcoming programs
- Locations for Ballots

5.3 Motion to approve the following meeting minutes:

September 22, 2020 - Meeting Minutes
September 22, 2020 - Executive Meeting Minutes

5.4 Motion to approve the following bill lists:

September 23-30, 2020 General Fund	\$139,167.93
October 22, 2020 General Fund	\$281,807.44

5.5 Motion to approve the August and September 2020 line-item appropriation transfers as per the attached report.

5.6 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 August and September 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

- Update on contract tracing
- Travel for holidays
- October's professional development
- Aftercare registration survey results vs contracts with deposits
- Review of options for High School

6.2 Committee Reports

- NJSBA school re-opening practices and policies
- Updates from NJSBA presentations

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

7. Committee Actions

7.1 Curriculum Committee

- 7.1.1 Motion to approve the assignment plan for Certified and Non Certified School Nurses for the 2020-2021 school year, as recommended by the Superintendent.
- 7.1.2 Motion to approve the attached School Safety and Security Plan, as recommended by the Superintendent.
- 7.1.3 Motion to approve the attached Memorandum of Agreement between Education and Law Enforcement Officials, as recommended by the Superintendent.
- 7.1.4 Motion to approve the revised school calendar to reflect November 3rd as a virtual day for Election Day, as recommended by the Superintendent.
- 7.1.5 Motion to approve the attached agreement for Shared Nursing Services Agreement between Kingwood Township School District and Milford Public School 2020-2021 school year, as recommended by the Superintendent.
- 7.1.6 Motion to approve Therapeutic Intervention to provide Physical Therapy Services for the 2020-2021 school year at the following costs:
 - Physical Therapy School Based Therapy \$95 per hour
 - Home based therapy \$109 per visit
 - Evaluations \$390 per evaluation
- 7.1.7 Motion to approve the offer of employment to Gina Niedziejko, Teacher, effective October 28, 2020, through June 30, 2021 at Step BA 11, at a prorated salary of .2 FTE \$55,064.00, at the existing Contracted Negotiated Agreement until a new agreement is approved, as recommend by the Superintendent.
- 7.1.8 Motion to amend the resignation of Erica Bruner, effective October 31, 2020, as recommended by the Superintendent.
- 7.1.9 Motion to approve the following substitutes for the 2020-2021 school year, as recommended by the Superintendent.

Ellen Gordon	Sub Teacher/Aide
George Wismer	Sub Teacher/Aide

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

7.2 Personnel Committee

7.2.a Open Public hearing on Superintendent Employment contract July 1, 2020 through June 30, 2025.

7.2.b Public Comment regarding Superintendent Contract

7.2.c 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, as recommended by the Superintendent.

7.2.d Motion to approve the attached Shared Services Employment Agreement of Superintendent of Schools, between Erik Falkenstein, Superintendent, ADM-EL-SUPT-NA-1-S, with Kingwood Township Board of Education and the Borough of Milford Board of Education, effective July 1, 2020 through June 30, 2025; pending approval by the Executive County Superintendent.

7.2.e Motion to approve the attached five (5) year employment contract with Erik Falkenstein, Superintendent, ADM-EL-SUPT-NA-1-S, with Kingwood Township Board of Education and the Borough of Milford Board of Education, effective July 1, 2020 through June 30, 2025; pending approval by the Executive County Superintendent, at the following annual salary:

July 1, 2020 - June 30, 2021 - \$208,485.00
July 1, 2021 - June 30, 2022 - \$212,655.00
July 1, 2022 - June 30, 2023 - \$216,908.00
July 1, 2023 - June 30, 2024 - \$222,331.00
July 1, 2024 - June 30, 2025 - \$227,889.00

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

7.3 Operations Committee

7.3.a Motion to approve the following resolution:

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities, as listed in the attached document for the

various school facilities of the Kingwood Township School District, are consistent with these requirements, and

***WHEREAS**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,*

***NOW, THEREFORE BE IT RESOLVED**, that the Kingwood Township School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Kingwood Township School District in compliance with Department of Education requirements.*

- 7.3.b Motion to approve the Kingwood Township School Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Executive County Superintendent.

Roll Call Vote

- 7.3.c Motion to amend the existing five-year Long Range Facility Plan (LRFP) to update the expected completion date for all unfinished LRFP, due to amount of maintenance and upkeep required as well as efficiency, for the 2021-2022 school year as outlined on the attached schedule.

Roll Call Vote

- 7.3.d Motion to approve the following resolution:

***BE IT RESOLVED**, that the Milford School District's five-year Long Range Facility Plan has identified 36 projects to be completed; and,*

***WHEREAS**, these projects have a total estimated cost over the five-year period of \$4,203,032; and,*

***WHEREAS**, the total cost of these projects would be reduced by up to forty percent or \$1,681,213 if State grant funds were available, leaving the estimated local share of these projects at \$2,521,819,000; and*

***WHEREAS**, no State grant funds are currently available for Long Range Facility Projects;*

***NOW, THEREFORE, BE IT RESOLVED**, that the total cost of the 36 projects is \$4,203,032.00, the maximum Capital Reserve Account balance is \$2,521,819.*

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

- 7.4 Finance Committee

7.4.a Motion to approve the Budget calendar attached.

7.4.b Motion to accept School Insurance Alliance in the amount of \$1,500.00 for the 2019-2020 school year.

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

7.5 Policy

7.5.a Motion to approve the first reading of the following Policies/Regulations:

Policy Number/Regulation Number	Title
1581	DOMESTIC VIOLENCE
1648.02	REMOTE LEARNING OPTIONS FOR FAMILIES
1648.03	RETART AND RECOVERY PLAN FULL TIME REMOTE INSTRUCTION
2464	GIFTED & TALENTED STUDENTS
5200	ATTENDANCE
5610	SUSPENSION
7243	SUPERVISION OF CONSTRUCTION
8320	PERSONNEL RECORDS
R 1581	DOMESTIC VIOLENCE
R 5610	SUSPENSION
R 8320	PERSONNEL RECORDS

7.5.b Motion to approve the Second reading of the following Policies/Regulations:

Policy Number/Regulation Number	Title
2622	STUDENT ASSESMENT
5111	ELIGIBILITY OF RESIDENT NONRESIDENT STUDENTS
R 5111	ELIGIBILITY OF RESIDENT NONRESIDENT STUDENTS

8.1 New Business

8.2 Old Business

8.3 Recognition of the Public

9. Motion for Executive Session to discuss a legal matter.

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10. Adjournment

Motion for Executive Session to discuss a legal matter at 8:26 p.m. motion by Laura Hanson, seconded by Ben Cramer, all in favor of this motion.

Motion to resume regular business at 9:33 p.m. motion by Teresa Kane, seconded by Ben Cramer, all in favor of this motion.

Motion to adjourn at 9:01 p.m. motion by Ben Cramer, seconded by, Teresa Kane, all in favor of this motion.

Respectfully Submitted,



Michele McCann
School Business Administrator/Board Secretary

Minutes remain unofficial until Board Approval on November 24, 2020

Approved:



Board President