

REGULAR SESSION MEETING MINUTES

Date: Monday, October 23, 2017

Time: 6:30PM

Location: Joyce Kilmer– Media Center

I. CONVENE MEETING – PUBLIC PORTION

A. Meeting Convened in Media Center – Time:

B. Flag Salute

C. Read: Open Public Meeting Act Notice

D. Read: Mission Statement:

The Milltown School District, in collaboration with family and community, is committed to academic excellence for all students. We aspire to develop confident, lifelong learners who will succeed in a diverse and changing world.

We pledge equal access to a learning environment for all students and employees that supports diversity and equality regardless of race, color, religion, gender, sexual orientation, age, national origin, or disability.

E. Roll Call of Board Members:

Roll Call – Board Members:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso,
Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Absent: James Lloyd

Others Present:

Dr. Stephanie Brown-Supt., Ms. Norma Tursi-BA

II. RECOGNITION

Congratulations to Suzi Eichert, Karen Yackanin and Kathy McCarthy for being selected Staff Members of the Month for September.

III. EXECUTIVE SESSION

Approve an Executive Session pursuant to Chapter 231, PL 1975, also known as the Open Public Meetings Act, authorizing a public body to meet in executive private session under certain limited circumstances, and said law requires the Board adopt a resolution at a public meeting before it can meet in such an executive or private session,

A. The Milltown Board of Education hereby determines that it is necessary to meet in executive session on October 23, 2017 to discuss matters involving:

a) Personnel

B. That the matters discussed will be made public if and when confidentiality is no longer required.

Moved By: Carolyn Viola Seconded By: JoAnne Demetrio Time: 6:35 PM

Approve the adjournment of Executive Session:

Moved By: JoAnne Demetrio Seconded By: Christa Hannon Time: 7:05 PM

IV. MEETING REOPENED – PUBLIC PORTION

Meeting Convened in Media Center – Time: 7:05 PM

Roll Call – Board Members:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso, Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Others Present:

Dr. Stephanie Brown-Supt., Ms. Norma Tursi-BA

V. APPROVAL OF MINUTES

Motion By: JoAnne Demetrio

Seconded By: Dawn Milburn

September 18, 2017	Combined Session
October 2, 2017	Work Session

Minutes – Roll Call:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso, Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Carried by a roll call vote of Yes, 8 No, 0 Abstentions 0

VI. ADMINISTRATIVE REPORTS

A. SBA’s Report

- NJSBA Convention
- Audit Report

B. Superintendent’s Report

- JK Haunted River Walk – October 20 & 21, October 27 & 28
- PV Halloween Parade–Tuesday, October 31 and PTA Trunk or Treat–Sunday, October 29
- NJ Science Assessment moved from 4th to 5th grade for Spring 2018
- QSAC update
- School Justice Partnership
- School Level Plans
- Lion’s Club Vision Screener

VII. A. Committee Chairpersons’ Reports:

➤ **Curriculum and Instruction**

Dawn Milburn, Chairperson
-Language Arts Curriculum

- **Finance and Facilities**
Jim Lloyd, Chairperson
-No Report
- **Grants & HIB**
Dawn Milburn, Chairperson
-No Report
- **Negotiations**
Carl Schneider, Chairperson
-Meeting with MEA is scheduled for November 7th
- **Personnel and Management**
JoAnne Demetrio, Chairperson
-No Report
- **Public/Professional Relations & Strategic Planning**
Trina Mehr, Chairperson
-Committee meeting is scheduled for November 6th
- **Technology**
Carolyn Viola, Chairperson
-No Report
- **Bi-District**
Bill Petscavage, Chairperson
-Meeting is scheduled for November 15th

B. Liaison Reports:

- Legislation: Jim Lloyd
-No Report
- Mayor and Town Council: Christa Hannon
-Haunted River Walk Security
- Educational Services Commission of NJ: Bill Petscavage
-No Report
- Milltown Education Foundation: Carolyn Viola
-Meeting on October 4th
-Octoberfest was a great success
-Clothing Drive on November 7th
-Pancake Breakfast on February 10th
- Milltown Parent/Teacher Association: JoAnne Demetrio
-Public meeting with magician
- National, NJ and Middlesex County School Boards Associations: Jennifer Spisso
-NJSBA Conference

- Spotswood Public Schools’ Board of Education: Dawn Milburn
 -Parent/Teacher Conferences
 -High School Principal is retiring

VIII. FIRST PUBLIC COMMENT PORTION – Specific to Pending Motions.

- Citizen’s Name: Doriann Kerber discussed Vision Screening
- Citizen’s Address:
- Citizen’s Comments:

IX. SUPERINTENDENT’S RECOMMENDATIONS:

The resolutions and motions, which follow, have been reviewed and recommended by the Superintendent of Schools, for approval by the Milltown Board of Education.

A. Curriculum and Instruction

Dawn Milburn, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Curriculum and Instruction, Numbers 1 through 2 ”

Motion By: JoAnne Demetrio

Seconded By: Carolyn Viola

1. ...Approve the following Field Trip(s) Request:

School	Field Trip Event & Destination	Date(s) & time of Field Trip	Grade/ # of Students	Teacher(s) In Charge	Who Pays? BOE And/Or Families
a) Joyce Kilmer	“A Christmas Carol” McCarter Theatre Princeton, NJ	12/14/17 9:00AM-3:00PM	7 th /79	N. Marinello K. Herko W. Zahorchak L. Schultes M. DeStefano K. Conger	\$30/Families Balance to be paid by BOE

2. ...Approve the following curriculum guides, which were committee approved 9/2017.

- Language Arts K-5
- Language Arts 6-8

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Curriculum and Instruction, Numbers 1 through 2 .”

Curriculum and Instruction – Roll Call:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso, Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Carried by a roll call vote of Yes, 8 No, 0 Abstentions 0

B. Finance and Facilities

Jim Lloyd, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 10 ”

Motion By: Carolyn Viola

Seconded By: Christa Hannon

1. ...Approve the following travel requests for Board members and staff in accordance with State Office of Management and Budget (OMB) Travel Circular:

Name	Event	Location/Date	Projected Travel Expenses
a) N. Fricke b) J. Ciaccio	CPI Training	Piscataway, NJ 10/19/17-10/20/17	Approx. 16 Mi.; \$265/Fee
c) A. Brunner	Monmouth University Literacy Symposium	West Long Branch, NJ 10/20/17	Approx. 64 Mi.; \$100/Fee
d) S. McGowan e) I. Ostrov	Mathematics Annual Conference	East Windsor, NJ 10/26/17-10/27/17	Approx. 35 Mi.; \$295/Fee
f) K. McCarthy	Mathematics Annual Conference	East Windsor, NJ 10/26/17	Approx. 35 Mi.; \$205/Fee
g) C. Mueller	Mathematics Annual Conference	East Windsor, NJ 10/27/17	Approx. 35 Mi.; \$205/Fee
h) H. Vitale	ELA & Math Annual Train the Trainer Conference	East Windsor, NJ 12/13/17	Approx. 35 Mi.; \$199/Fee
i) J. Maiorano	ELA & Math Annual Train the Trainer Conference	East Windsor, NJ 12/14/17	Approx. 35 Mi.; \$199/Fee
j) M. DeStefano k) N. Marinello	NJPSA/FEA Zooming in on Close Reading	Monroe, NJ 12/4/17	Approx. 20 Mi.; \$149/Fee
l) J. Pinnella m) M. Rademacher n) R. Sobota o) B. Wright	Responsive Classroom For Special Area Teachers	New York, NY 2/9/18	Approx. 80 Mi.; \$229/Fee
p) N. Fricke q) K. Hunt	Association of Mathematics Teachers of NJ	New Brunswick, NJ 4/9/18	Approx. 10 Mi.; \$205/Fee

2. ...Approve the payment of the items on the Accounts Payable Bill List dated October 23, 2017.
3. ...Approve the Payroll Bill List dated October 15, 2017.
4. ...Approve the acceptance of Board Secretary’s and Treasurer’s reports for August 31, 2017.
5. ...Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Norma Tursi, Business Administrator, certify that as of August 31, 2017 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. 18A:22-8.1 and 18A:22-8.2, and N.J.A.C. 6A:23-2.11(a).
6. ...Pursuant to N.J.A.C. 6A:23-2.11(c)4, we certify that as of August 31, 2017, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
7. ...Approve financial transfers.

8. ...Approve the following middle school textbooks for recycling/disposal that have been damaged, replaced and/or updated.

<u>Name</u>	<u>Quantity</u>
Glencoe Journey Across Time 2007	28
Glencoe The American Journey Early Years 2008	30
Glencoe Civics Today 2009	4
Glencoe ¿ Como Te Ve? A	67
Glencoe ¿ Como Te Ve? B	42
Holt Mathematics 1 2007	75
Holt Mathematics 2 2007	55
Holt Science 2002	23
Scott Foresman Science 2006	93
Merriam Webster Dictionary 2003	20
Merriam Webster Intermediate Dictionary 2004	34

9. ...Approve the addition of a transportation aide to a previously approved bus route servicing CPC High Point School for the 2017-2018 school year at the rate of \$50/day, totaling \$7,850.

10. ...Acknowledge the completion of the district’s annual bus drill for school year 2017-2018.

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 10 .”

Finance and Facilities – Roll Call:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso, Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Carried by a roll call vote of Yes, 8 No, 0 Abstentions 0

C. Personnel and Management

JoAnne Demetrio, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 6 ”

Motion By: Christa Hannon Seconded By: Carl Schneider

1. ...Approve the appointment of the following persons as coaches, advisors, club facilitators, etc. for stipend positions over and above contract salary for the 2017-2018 school year as indicated below. Stipends to be paid in accordance with the 2015-2018 Negotiated Agreement; Schedule “B” Extra-Curricular Activities and Schedule “C” Activity Guide.

8 th Grade Advisor (1) – JK \$500	S. Bottiglieri
Youth-in-Government Meetings Chaperone (1) – JK \$78/event	G. Jozefowicz

2. ...Approve the following college student to complete required observation hours.
- a) Sarah Moore – cooperating teacher: Jennifer Mancuso
3. ...Accept letters of resignation from the following :
- a) Jennifer Moskovich, MS Science Teacher, effective 10/31/2017
 - b) Suzanne Harris-Sidotti, Secretary, effective 12/29/2017

4. ...Approve the hiring of the following for the 2017-2018 school year:

Name	Position	Year or Step	Effective Date
Saso, Cara	Instructional Aide/Para	Year 1	10/9/2017
Grasso, Ashley	MS Science	BA-B	10/24/2017

5. ...Accept the following PTA mini grants:

- a) A. Hellerich, 3rd Grade Teacher: Teachers Pay Teachers \$200
- b) K. McCarthy, MS Math Teacher: Math Cash Store Incentives \$275

6. ...Approve the county approved contract for Dr. Stephanie Brown, Chief School Administrator/Curriculum Director for the period July 1, 2017 through June 30, 2022.

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 6.”

Personnel and Management – Roll Call:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso, Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Carried by a roll call vote of Yes, 8 No, 0 Abstentions 0

D. Public Relations

Trina Mehr, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Public Relations, Numbers 1 through 3.”

Motion By: JoAnne Demetrio

Seconded By: Christa Hannon

- 1. ...Affirm the Harassment, Intimidation and Bullying Report for the period 9/18/17 through 9/28/17.
- 2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 10/2/17 through 10/20/17.
- 3. ...Approve and affirm the submission of the NJQSAC Statement of Assurance for school year 2017-2018.

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Public Relations, Numbers 1 through 3”

Public Relations – Roll Call:

JoAnne Demetrio, Christa Hannon, Dawn Milburn, Carl Schneider, Jennifer Spisso, Carolyn Viola, Trina Mehr-V.P., Bill Petscavage-Pres.

Carried by a roll call vote of Yes, 8 No, 0 Abstentions 0

X. SECOND PUBLIC COMMENT PORTION - GENERAL

- **Citizen’s Name: Richard Revolinsky asked that the request for police security during the Haunted River Walk be put in writing.**

XI. WRAP UP TOPICS

- Congratulations to the staff members of the month.**
- Congratulations to the 8th grade and the advisors for the Haunted River Walk.**
- Thank you to the Lions Club for Vision Screening Training.**

XII. ADJOURNMENT

Moved By: JoAnne Demetrio Seconded By: Christa Hannon Time: 7:55 PM

Respectfully submitted,



Norma M. Tursi
Board Secretary