

# COMBINED SESSION MEETING MINUTES

**Date:** Monday, September 18, 2017

**Time:** 7:00PM

**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, James Lloyd, 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

## II. APPROVAL OF MINUTES

**Motion By: JoAnne Demetrio    Seconded By: James Lloyd**

August 28, 2017	Combined Session
August 28, 2017	Executive Session

### Minutes – Roll Call:

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

**Carried by a roll call vote of      Yes,              No,              Abstentions**

## III. PRESENTATION

Test Data Analysis  
by  
Dr. Stephanie Brown, Superintendent

## IV. ADMINISTRATIVE REPORTS

### A. SBA's Report

- District audit

**B. Superintendent’s Report**

- Opening of school and back to school nights
- Welcome back in-service
- Parkview fingerprinting

**V. A. Committee Chairpersons’ Reports:**

➤ **Curriculum and Instruction**

Dawn Milburn, Chairperson

-Committee reviewed the K-8 LA curriculum and approved the revisions with the new NJSLs

➤ **Finance and Facilities**

Jim Lloyd, Chairperson

-No Report

➤ **Grants & HIB**

Dawn Milburn, Chairperson

-October 7<sup>th</sup> is “Cleanup Day”

-Sidewalks will be painted for “safe walking”

➤ **Negotiations**

Carl Schneider, Chairperson

-Committee met on October 3<sup>rd</sup>

-Received a letter from the MEA to begin negotiations

➤ **Personnel and Management**

JoAnne Demetrio, Chairperson

-Update on policies (homeschooled children and extracurricular activities)

➤ **Public/Professional Relations & Strategic Planning**

Trina Mehr, Chairperson

-Strategic Plan benchmark due in October

➤ **Technology**

Carolyn Viola, Chairperson

-Technology Department Report

➤ **Bi-District**

Bill Petscavage, Chairperson

-No Report

**B. Liaison Reports:**

- Legislation: Jim Lloyd  
-No Report
- Mayor and Town Council: Christa Hannon  
-No Report

- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: Carolyn Viola  
-Octoberfest on September 23<sup>rd</sup>  
-Clothing Drive
- Milltown Parent/Teacher Association: JoAnne Demetrio  
-Ice Cream Social  
-Harlem Globetrotters November 30<sup>th</sup>  
-October 10<sup>th</sup> meeting Magician
- National, NJ, and Middlesex County School Boards Associations: Jennifer Spisso  
-NJ School Boards Fall Conference October 24<sup>th</sup> – 26<sup>th</sup>
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-Referendum on September 26<sup>th</sup>

**VI. FIRST PUBLIC COMMENT PORTION – Specific to Pending Motions.**

- Citizen’s Name: Parents asked about the Board’s policy on homeschooled students and their participation in extracurricular activities.

**VII. 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, Number 1 ”**

**Motion By: JoAnne Demetrio**

**Seconded By: Carolyn Viola**

1. ...Approve loan of and access to textbooks and other curriculum related to Yusra Moore-grade 5 as per MBOE Policy 6174 for the 2017-18 school year.

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

**Curriculum and Instruction – Roll Call:**

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

**Carried by a roll call vote of        Yes    9    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 11 ”**

**Motion By: JoAnne Demetrio**

**Seconded By: Carl Schneider**

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. Tursi	ESSA Accounting/Reporting	Mt. Laurel, NJ 9/12/17	Approx. 95 Mi., \$100/Fee
b) N. Tursi c) S. Brown d) B. Petscavage e) D. Milburn f) J. Demetrio g) J. Spisso	NJSBA Convention	Atlantic City, NJ 10/24 – 10/26/17	Approx. 200Mi.; \$1,500/Group Hotel: \$188/person
h) J. Pinnella	Elementary Music Educators Workshop	Mountain Lakes, NJ 10/9/17	Approx. 96 Mi.; \$85/Fee
i) R. Sobota	Art Educators of NJ Conference	Long Branch, NJ 10/2/17	Approx. 66 Mi.; \$185/Fee

2. ...Approve the payment of the items on the Accounts Payable Bill List dated September 18, 2017.
3. ...Approve the Payroll Bill List dated September 15, 2017.
4. ...Approve the acceptance of Board Secretary’s and Treasurer’s reports for July 31, 2017.
5. ...Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Norma Tursi, Business Administrator, certify that as of July 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 July 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 out-of-district placement and additional services for the following students for the 2017-2018 school year in compliance with each child’s IEP. Please Note: All Tuition costs are approximate.

Student #	Placement	Tuition and Related Services	Extraordinary Aide
34	Educational Services Commission of New Jersey NuView Academy	\$59,640.00	-----
29	Educational Services Commission of New Jersey Bright Beginnings Learning Center	\$51,660.00	-----
25	Academy Learning Center (Educational Services Commission of New Jersey)	\$51,660.00	-----
23	CPC Behavioral Healthcare, Inc. High Point School	\$64,7100.00	-----
13	Academy Learning Center (Educational Services Commission of New Jersey)	\$53,584.00	-----
16	Academy Learning Center (Educational Services Commission of New Jersey)	\$42,120.00	-----
8	Academy Learning Center (Educational Services Commission of New Jersey)	\$44,044.00	-----
1	Piscataway Regional Day School (Educational Services Commission of New Jersey)	\$45,608.00	\$37,260.00

8. ...Approve transportation costs for the following out-of-district students for the 2017-2018 School Year. Please Note: All costs are approximate due to the fact that the actual cost varies dependent on the number of students taking the bus.

Student#	Placement	Transportation Cost
29	Bright Beginnings Learning	\$ 132.08/day
32	Appleby School	\$ 135.20/day
11	New Road, Somerset	\$ 133.50/day
23	CPC High Point	\$ 144.00/day
34	NuView Academy	\$ 134.68/day
9	East Brunswick High School	\$ 91.52/day
22,28,30,40	The Center School	\$ 224.05/day
8,13,16,25	Academy Learning Center	\$ 236.84/day

9. ...Approve transportation costs for the 2017-2018 School Year as follows.

Route	School	Annual Cost
TBD	Woodbridge Vo-Tech	\$24,840.00
8172	Spotswood High School	\$43,430.40
8173	Spotswood High School	\$41,558.40
MISR3	Spotswood High School	\$27,552.60
MIJB3	Spotswood High School	\$41,227.20
MISA4	Spotswood High School	\$38,520.00
M430	Spotswood High School – Late Bus	\$ 9,766.80
7370	Piscataway VoTech	\$20,466.00
8138	East Brunswick VoTech – Shared Time	\$ 4,305.60
SJBA	St. Joseph’s/Bishop Ahr High Schools – Jointure with New Brunswick	\$23,000.00

10. ...Approve Jamie Bergstein, OTR, for Feeding Consultation and Support to staff members of the Milltown Public Schools during the 2017-2018 school year for student #4, with a maximum cost of \$1,000 for the school year.

11. ...Approve Deborah Celis as a Learning Disabilities Teacher Consultant (LDTC) in the Milltown Public Schools from 9/1/17 through 11/30/17, working as a contracted provider. Rate of pay is \$379.60 per day, for a maximum of 25 hours per week.

**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 11 .”**

**Finance and Facilities – Roll Call:**

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

**Carried by a roll call vote of            Yes 9 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 8 ”**

**Motion By: James Lloyd                    Seconded By: Carolyn Viola**

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.

Athletics:	
Soccer (Boys’) Coach (1) – JK \$2,147	T. Anderson
Soccer (Girls’) Coach (1) – JK \$2,147	S. Salvador*
Makerspace Club (1) – JK \$24/hr.	M. Eckert
STEM Club (1) – JK \$24/hr.	L. Kraus
Drop-off Loop (1) – PV \$11/day	H. Corrente

\*CHR on file.

2. ...Approve Megan Radamacher for planning and painting the school logo on the exterior surface of the JK media center landing at the special committee rate (\$39/hr).
3. ...Approve the following college students to complete required observation hours.
  - a) Megan Poulson – cooperating teacher: Michelle Hagerty
  - b) Sarah Moore – cooperating teacher: Lisa Beniaminson
  - c) Kathleen Lee – cooperating teacher: Heather Vitale
4. ...Approve Stephanie Dreher, RN, to complete required clinical practice with our school nurses from Parkview and Joyce Kilmer during the period from September through December 2017.
5. ...Approve the following policy for second reading and adoption.
  - a) Policy 6145.1/6145.2 *Intramural Competition, Interscholastic Competition*
6. ...Approve the following policies for 1<sup>st</sup> reading. Second reading and adoption expected 10/2/17.
  - a) Policy 1330 *Use of School Facilities*
  - b) Policy 3515.2 *Parking*
  - c) Policy 5141.6 *School Clearance Following Crisis Situation*
  - d) Policy 6174 *Home Schooling*
  - e) Policy 1250 *Visitors*
7. ...Accept letter of resignation from Lisa Napp, Aide/Para, at Parkview school effective 8/30/17.

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

Name	Position	Year or Step	Effective Date
Dechert, Nicole	Teacher	Step BA-D	9/1/2017
Vacca, Amanda	Instructional Aide/Para	Year 1	9/7/2017

**President’s Statement:** “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 8.”

**Personnel and Management – Roll Call:**

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

**Carried by a roll call vote of        Yes 9        No 0        Abstentions 0**

**D.    Public Relations**

Trina Mehr, Chairperson

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

**Motion By:    JoAnne Demetrio                      Seconded By: James Lloyd**

1. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 9/7/17 through 9/15/17.

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

**Public Relations – Roll Call:**

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

**Carried by a roll call vote of        Yes 9        No 0        Abstentions 0**

**VIII. SECOND PUBLIC COMMENT PORTION - GENERAL**

- **Citizen’s Name:** Parents thanked the board for their consideration about the homeschooled policy.

**IX. WRAP UP TOPICS**

-The Board thanked Dr. Brown for the presentation

**X. ADJOURNMENT**

Moved By: JoAnne Demetrio        Seconded By: Christa Hannon        Time: 8:40 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary