

## BOARD OF EDUCATION MEETING MINUTES

**Date:** Monday, April 16, 2018

**Time:** 7:00PM

**Location:** Joyce Kilmer - Gymnasium

### 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, Mary O’Mara, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P., Bill Petscavage-Pres.

#### **Others Present:**

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

### II. PRESENTATION

NJSBA - Field Representative, Mary Ann Friedman

### III. COMMUNITY FORUM

Safety and Security

Chief Brian Knelle – Milltown Police Department

Brian Shanahan – Altaris Consulting Group

### IV. RECOGNITION

Congratulations to Ilona Molnar and William Zahorchak for being selected Staff Members of the Month for April, 2018.

### V. ADMINISTRATIVE REPORTS

#### **A. SBA’s Report**

- Personal disclosure forms
- Public budget hearing – May 7<sup>th</sup> at 7:00 PM

**B. Superintendent’s Report**

- Kindergarten Screening – 4/26
- The filing deadline for School Election candidates is Monday, 7/30/18 by 4:00PM to the County Clerk
- MCC Summer Algebra Institute

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

- **Curriculum and Instruction**  
Dawn Milburn, Chairperson  
-No Report
- **Finance and Facilities**  
Jim Lloyd, Chairperson  
-No Report
- **Grants & HIB**  
Jennifer Spisso, Chairperson  
-No Report
- **Negotiations**  
Carl Schneider, Chairperson  
-Meeting scheduled for tomorrow with MEA
- **Personnel and Management**  
JoAnne Demetrio, Chairperson  
-Board is meeting in executive tonight
- **Public/Professional Relations & Strategic Planning**  
Christa Hannon, Chairperson  
-Public meeting on April 30<sup>th</sup>
- **Technology**  
Carolyn Viola, Chairperson  
-No Report
- **Bi-District**  
Bill Petscavage, Chairperson  
-No Report

**B. Liaison Reports:**

- Legislation: Jim Lloyd  
-Update on legislation
- Mayor and Town Council: Christa Hannon  
-Health and Wellness fair

- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: JoAnne Demetrio  
-Had meeting last week
- Milltown Parent/Teacher Association: Jennifer Spisso  
-Meeting is scheduled for Wednesday, there are positions available
- School Boards Associations: Carolyn Viola  
-No Report
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-Meeting is tomorrow at 7:00 PM

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

- Citizen’s Name: None
- Citizen’s Comments:

**VIII. 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

NO MOTIONS AT THIS TIME

**B. Finance and Facilities**

Jim Lloyd, Chairperson

**Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 8”**

**Motion By: JoAnne Demetrio**

**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. Agugliaro b) T. Hanzes c) A. Hellerich d) M. Jackson e) I. Molnar f) D. Pepe g) A. Peterson h) A. Shemesh i) A. Nechamkin*	NJ Coalition for Inclusive Education Summer Conference	Montclair, NJ 6/28/18       6/28/18-6/29/18	Approx. 75 Mi.; \$125/Fee *Presenter No Fee
j) S. Brown k) N. Tursi l) A. Nechamkin	NJASA/NJAPSA Spring Conference	Atlantic City, NJ 5/16/18-5/18/18	Approx. 200 Mi.; \$550/Fee \$100/night

2. ...Approve the payment of the items on the Accounts Payable Bill List dated 4/16/18.
3. ...Approve the Payroll Bill Lists dated 4/15/18.
4. ...Approve financial transfers.
5. ...Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Norma Tursi, Business Administrator, certify that as of February 28, 2018 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 February 28, 2018, 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 transportation for a classified student #15 to the NuView Academy Annex, starting April 9, 2018 through June 2018 at the rate of \$157.00/day, totaling \$8,635.00. *Please Note: All costs are approximate due to the fact that the actual cost varies on the number of students taking the bus.*
8. ...Approve the donation of approximately 100 old school library books, due to age and outdated material, to Rutgers Environmental Studies grad students to be resold at Rutgers Day, April 28, 2018.

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

**Finance and Facilities – Roll Call:**

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carolyn Viola, Carl Schneider-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 4 ”**

**Motion By: Jennifer Spisso**

**Seconded By: Christa Hannon**

1. ...Approve the following for 2<sup>nd</sup> reading and adoption.
  - a) Policy 3517.1 *Security & Electronic Surveillance*
  - b) Policy 3542.1 *Wellness and Nutrition*
  - c) Policy 9322 *Public and Executive Sessions*
2. ...Accept resignation from Patricia McSherry, Aide/Para, at Parkview School effective 3/29/18. The Milltown Board of Education and school community would like to wish Mrs. McSherry best wishes.
3. ...Accept the resignation of Jaclyn Citro as Teacher at Joyce Kilmer School effective June 30, 2018.
4. ...Approve the hiring of Jaclyn Citro as Assistant Principal for the school district effective July 1, 2018, Step 1 according to the Milltown Administrators Association negotiated agreement 2016-2019.

**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 4 .”**

**Personnel and Management – Roll Call:**

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P., Bill Petscavage-Pres.

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

**D. Public Relations**

Christa Hannon, Chairperson

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

**Motion By: JoAnne Demetrio**

**Seconded By: James Lloyd**

1. ...Affirm the Harassment, Intimidation and Bullying Report for the period 2/26/18 through 3/23/18.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 3/26/18 through 4/13/18.
3. ...Approve a Memorandum of Understanding with the Milltown Police Department regarding video surveillance pursuant to NJ P.L. 2017, c.119 and in conjunction with Milltown Borough Council resolution 18-114.

**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, James Lloyd, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P., Bill Petscavage-Pres.

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

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

- Citizen’s Name: None
- Citizen’s Comments:

**X. WRAP UP TOPICS**

- Thank you to the community for attending the meeting this evening
- Special meeting on April 30<sup>th</sup>
- Congratulations to Jackie Citro
- Thank you for tonight’s presentations
- Thank you to staff members of the month
- Thank you to the board for the self-evaluation

**XI. 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 April 16, 2018 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: JoAnne Demetrio                      Seconded By: Dawn Milburn                      Time: 9:35 PM

Approve the adjournment of Executive Session:

Moved By: JoAnne Demetrio                      Seconded By: Dawn Milburn                      Time: 10:00 PM

**XII. ADJOURNMENT**

Moved By: JoAnne Demetrio                      Seconded By: Christa Hannon                      Time: 10:00 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary