

## BOARD OF EDUCATION MEETING MINUTES

**Date:** Monday, December 10, 2018  
**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, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P., Bill Petscavage-Pres.

#### Others Present:

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

Absent: Mary O’Mara

### II. PRESENTATION

8<sup>th</sup> Grade Youth-in-Government Students

### III. RECOGNITION

Congratulations to Bill Petscavage for re-election to the Milltown Board of Education, and to our newly elected Board Members Janice Hodgson and David Oryniak. We would also like to thank Dawn Milburn and Carolyn Viola for their service to the Milltown school community and wish them the best.

Congratulations to Melissa Herre and Dana Ojeda for being selected Staff Members of the month for December 2018.

### IV. APPROVAL OF MINUTES

**Motion By: JoAnne Demetrio**

**Seconded By: Carolyn Viola**

November 19, 2018	Regular Session
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#### Minutes – 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, 8 No, 0 Abstentions 0**

## V. ADMINISTRATIVE REPORTS

### SBA's Report

- Reorganization Board meeting – January 7, 2019

### Superintendent's Report

- Policy and regulation updates to comply with QSAC requirements
- Regulation 3542.1 *Wellness and Nutrition*
- Physician certificate for allergies
- District advertising guidelines for outside organizations

## 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

-MEA is reviewing the final contract

### ➤ Personnel and Management

JoAnne Demetrio, Chairperson

-No Report

### ➤ Public/Professional Relations & Strategic Planning

Christa Hannon, Chairperson

-No Report

### ➤ Technology

Carolyn Viola, Chairperson

-No Report

### ➤ Bi-District

Bill Petscavage, Chairperson

- Spotswood will be in touch with new date after Board reorg

**B. Liaison Reports:**

- Legislation: Jim Lloyd  
-Update on current legislation
- Mayor and Town Council: Christa Hannon  
-Council meeting was cancelled tonight due to water main break
- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: JoAnne Demetrio  
-MEF met with Dr. Brown and Ms. Tursi
- Milltown Parent/Teacher Association: Jennifer Spisso  
-Wine Glass Event – December 11<sup>th</sup>
- School Boards Associations: Carolyn Viola  
-No Report
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-District Audit  
-Fundraising

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

- Citizen’s Name: Laura Carasso thanked Carolyn and Dawn for their service on the board.
- 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

**Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Curriculum and Instruction, Numbers 1 through 5”**

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

1. ...Approve student #49 to receive home instruction for 5 hours per week from 11/21/18 through 1/20/19. The cost of home instruction is \$45 for a maximum payment of \$2,025 total for home instruction.

2. ...Approve student #50 to receive home instruction for 5 hours per week from 11/19/18 through 12/19/18. The cost of home instruction is \$45 for a maximum payment of \$1,035 total for home instruction.
3. ...Approve the Start with Hello program associated with Sandy Hook Promise as part of the Parkview HIB action plan.
4. ...Approve student #51 to attend Piscataway Township Schools PATH Program beginning December 12, 2018 through the end of the 2018-2019 school year. The prorated PATHS tuition is \$20,353.20 and the prorated counseling is \$1,080, for a total prorated cost of \$21,433.20.
5. ...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	Medieval Times Dinner & Tournament	6/11/19 9:00AM-2:45PM	81/6 <sup>th</sup>	H. Vitale L. Beniaminson I. Ostrov A. Grasso L. Imparato K. Conger	Families \$30*

\*BOE to pay balance.

**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Curriculum and Instruction, Numbers 1 through 5.”**

**Curriculum and Instruction – Roll Call:**

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Jennifer Spisso, Carolyn Viola, Carl Schneider-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: 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) A. Peterson	NJ Educational Computing Cooperative Conference [Future Ready Schools]	Montclair, NJ 1/18/19	Approx. 75 Mi.; \$125/Fee
b) C. Conover	Wilson Foundations Level 2 Workshop	Princeton, NJ 12/5/18	Approx. 30 Mi.; \$350/Fee
c) L. Thompson	Education & Research Conference for 3 <sup>rd</sup> /4 <sup>th</sup> Grade Teachers	Piscataway, NJ 3/18/19	Approx. 20 Mi.; \$269/Fee
d) A. Klinger			

2. ...Approve the payment of the items on the Accounts Payable Bill List 12/10/18.

3. ...Approve the Payroll Bill List dated 11/30/18.
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 October 31, 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 October 31, 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 the following as curriculum consultants for third grade for up to 4 sessions.
  - a) Virginia Moy, approximately \$1,000
  - b) Nicole Harvey, approximately \$1,000
8. ...Accept donation from the following supporter:
  - a) Milltown Ice Cream Depot - 88 dictionaries to Parkview SchoolThe Milltown Board of Education thanks you for your generous donation and your support.
9. ...Approve Dr. Jesse Mintz, East Brunswick, to complete Neurodevelopmental Evaluations, at the cost of \$450 for the evaluation and report.
10. ...Approve transportation for High School classified student #4 to the Piscataway Path Program, starting December 12, 2018 through end of the 2018-2019 school year at the rate of \$194/day, totaling \$23,474. Please Note: All costs are approximate due to the fact that the actual cost varies dependent on the number of students taking the bus.

**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, James Lloyd, Dawn Milburn, Jennifer Spisso, Carolyn Viola, Carl Schneider-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 7 ”**

**Motion By: Christa Hannon            Seconded By: James Lloyd**

1. ...Approve the following policies for 1<sup>st</sup> reading. Second reading and adoption expected 1/28/19.
  - a. Policy 3542.1 *Wellness and Nutrition*
  - b. Policy 4151/4251 *Attendance Patterns*
  - c. Policy 5141 *Health*
  - d. Policy 6174 *Home Schooling*
2. ...Accept resignation letters from the following staff members. The Milltown Board of Education wishes them the best in their future endeavors.
  - a. Olya Dub, District Social Worker, effective 1/18/19
  - b. Jennie Servis, Paraprofessional, effective 12/3/18
3. ...Accept maternity leave request from Marissa Boylston, 4<sup>th</sup> Grade Teacher, at Joyce Kilmer School effective 1/2/19 through approximately 6/30/19.
4. ...Approve Cara Saso as maternity leave replacement teacher for 4<sup>th</sup> grade from 1/2/19 through approximately 6/30/19. To be paid through Insight Workforce Solutions.
5. ...Approve the following mentoring assignments. Mentoring stipend will be paid according to the district procedure.
  - a. Michele Monteleone mentoring Chelsea Conover (December through June) Change in assignment.
  - b. Merrie Chasan mentoring Cara Saso effective 1/2/19
6. ...Approve correction to stipend rate for Family Math at JK to \$45/hour for 8 sessions according to the Negotiated Agreement. Previously approved on 8/28/18 Motion C9.
7. ...Approve the appointment of the following persons as coaches, advisors, club facilitators, etc. for stipend positions over and above the contract salary for the 2018-2019 school year as indicated below. Stipends to be paid in accordance with the Negotiated Agreement; Schedule “B” Extra-Curricular Activities and Schedule “C” Activity Guide.

Peer Mediation Advisor –JK \$45/hr.; not to exceed 4 sessions per marking period	I. Ostrov
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**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 7 .”**

**Personnel and Management – Roll Call:**

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

**Carried by a roll call vote of        Yes, 8    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 11/5/18 through 11/16/18.

2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 11/19/18 through 12/7/18.
3. ...Approve the 17-18 MOA for the 18-19 school year until such time as the NJDOE provides an updated MOA and the 18-19 MOU with the Milltown Police Department regarding video surveillance.

**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, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P., Bill Petscavage-Pres.

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

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

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

**X. WRAP UP TOPICS**

**-Thank you to eighth graders and to Ms. DeFalco**

**-Thank you to Milltown Ice Cream Depot**

**-Congratulations to Mr. Petscavage and to the new board members**

**-Congratulations to the staff members of the month**

**-Thank you to Dawn Milburn and to Carolyn Viola for their service on the board**

**XI. ADJOURNMENT**

Moved By: JoAnne Demetrio    Seconded By: Jennifer Spisso    Time: 8:55 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary