

REGULAR SESSION MEETING MINUTES

Date: Monday, February 26, 2018

Time: 7:00 PM

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, Carl Schneider-V.P., Bill Petscavage-Pres.

Others Present:

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

Spotswood: Graham Peabody-Supt., Dolce Branco-Rivera- Pres.

II. PRESENTATION

Spotswood Bi-District Articulation
by

Graham Peabody, Spotswood Superintendent

Dolce Branco-Rivera, Spotswood Board of Education President

III. RECOGNITION

Congratulations to Nikki Agugliaro and Kris Giglio for being selected Staff Members of the Month for February, 2018.

IV. APPROVAL OF MINUTES

Motion By: James Lloyd

Seconded By: Jennifer Spisso

January 2, 2018	Reorganization Meeting
January 2, 2018	Work Session Meeting
January 22, 2018	Regular Session Meeting

Minutes – Roll Call:

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

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

V. ADMINISTRATIVE REPORTS

A. SBA's Report

- 18-19 Budget Drivers and Budget Timeline

B. Superintendent's Report

- HIB Data Collection Report (Sept-Dec)
- Social Media Posts (Twitter and Facebook)
- Safe routes to school – JK bike event
- February 16, 2018 in-service day

VI. A. Committee Chairpersons' Reports:

➤ **Curriculum and Instruction**

Dawn Milburn, Chairperson

-No Report

➤ **Finance and Facilities**

Jim Lloyd, Chairperson

-Committee had a meeting tonight to discuss the 18-19 budget

➤ **Grants & HIB**

Jennifer Spisso, Chairperson

-No Report

➤ **Negotiations**

Carl Schneider, Chairperson

-Meeting is scheduled for tomorrow with MEA at 6:00

➤ **Personnel and Management**

JoAnne Demetrio, Chairperson

-Update on policies

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

Christa Hannon, Chairperson

-Meeting with MEA about parent conferences

-Haunted River Walk

-Camp Mason

➤ **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
The Council is interested in the Board’s position on local legal marijuana sales
- Educational Services Commission of NJ: Bill Petscavage
No Report
- Milltown Education Foundation: JoAnne Demetrio
Clothing Drive is on April 21st
- Milltown Parent/Teacher Association: Jennifer Spisso
Water bottles for new water fountains
Spring pictures
Urban Air fundraiser
Cake decorating
Cyber bullying – March 14th
- School Boards Associations: Carolyn Viola
No Report
- Spotswood Public Schools’ Board of Education: Dawn Milburn
Spotswood parents came to a meeting with concerns about school shootings

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

- Citizen’s Name: Mrs. Conger requested that the students wear helmets for the bike fundraiser.

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: Dawn Milburn

Seconded By: Jennifer Spisso

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	NJ State House NJ State Museum Old Barracks Museum Trenton, NJ	5/2/18 8:00AM-3:15PM	4 th /85	J. Maiorano M. Boylston M. Chasan B. DeFalco G. Garlatti A. Vacca K. Conger	\$30/Families*
b) Joyce Kilmer	The Franklin Institute Philadelphia, PA	6/5/18 8:00AM-3:00PM	5 th /80	A. Brunner N. Agugliaro M. Jackson M. Scarduffa S. Yatsko G. Naccarato K. Conger	\$30/Families*

*Balance of per student cost is paid by BOE.

2. ...Approve the 2018-2019 district calendar for 2nd reading and adoption.
3. ...Approve the extension for student #38, who attends Spotswood High School, for 6 hours of home instruction per week from 12/4/17 through 4/3/18. The cost for home instruction is \$46/hour, with a maximum of \$2,484 for the duration of home instruction.
4. ...Approve student #26, student attending Spotswood High School, for 6 hours of home instruction per week from 1/2/18 through 3/2/18. The cost of home instruction is \$46/hour, with a maximum payment of \$2,484 total for home instruction.
5. ...Approve student #33, student attending Spotswood High School, for 6 hours of home instruction per week from 11/7/17 through 12/9/17. The cost of home instruction is \$46/hour, with a maximum payment of \$1,380 total for home instruction.

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, Mary O’Mara, Jennifer Spisso, 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 12 ”

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) K. Conger	Basic Life Support and CPR Renewal	Metuchen, NJ	Approx. 20 Mi.; \$85/Fee
b) E. Pagliuco		3/15/18	
c) E. Siegel	Hot Issues in School Law	Monroe, NJ 3/12/18	Approx. 20 Mi.; \$150/Fee
d) L. Imparato	Practical Strategies to Develop a Positive Growth Mindset	Freehold, NJ	Approx. 40 Mi.; \$239/Fee
e) M. Kivowitz		5/15/18	
f) M. Hagerty	Supporting Writers: Aligning Beliefs & Actions	Piscataway, NJ 3/14/18	Approx. 15 Mi.; \$150/Fee
g) I. Molnar	NJ Association of Kindergarten Educators	Edison, NJ	Approx. 16 Mi.; \$35/Fee
h) T. Hanzes		3/10/18	
i) A. Scordato	Foundation for Education English Learners Summit	Monroe, NJ 3/22/18	Approx. 20 Mi.; \$100/Fee
j) C. Boco	NJSBGA Expo	Atlantic City, NJ 3/12/18-3/14/18	Approx. 200 Mi.; \$200/Fee Hotel: \$90/per night

2. ...Approve the payment of the items on the Accounts Payable Bill List dated 2/26/18.
3. ...Approve the Payroll Bill Lists dated 1/30/18, 2/15/18 and 2/28/18.
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 December 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 December 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. ...Accept donations from the following supporters:
- a. Milltown Lion’s Club - 100 dictionaries
 - b. Dr. Matthew Kelleman, Optometrist, & Pastor Josh Schuster, United Methodist Church, of Milltown – 10 certificates for eye exams and glasses.
- The Milltown Board of Education thanks you for your generous donation and your support.
8. ...Accept the following PTA mini grant:
- a. M. Boylston, 4th Grade Teacher: *NJ, Celebrate Your State!* Presentation \$250.
9. ...Approve transportation for classified students, #43 and #44, to the Middlesex County Vocational School, Woodbridge Campus, starting 2/5/17 through 6/15/18 at the rate of \$157/day, totaling \$13,659. *Please Note: All costs are approximate due to the fact that the actual cost varies dependent on the number of students taking the bus.*
10. ...Approve the ESEA Title III amendment for \$171 carryover. Original grant amount approved on 7/17/2017 Motion B7.

11. ...Approve Connect Root facilitator, Ron Shuali, to provide student leadership training for Student Leadership Corp participants in the amount of \$1,000.
12. ...Approve Rajeswari Muthuswamy, M.D. to complete the following types of evaluations:
 - a. Doctor’s office evaluations including Risk Assessments – approximately \$550
 - b. Evaluations completed in school, which includes classroom observations – approximately \$600

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 12 .”

Finance and Facilities – Roll Call:

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Mary O’Mara, Jennifer Spisso, 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 1st reading. Second reading and adoption expected 3/19/18.
 - a) Policy 5113 *Absences and Excuses*
 - b) Regulation 5113 *Absences and Excuses*
 - c) Policy 5131 *Conduct/Discipline*
 - d) Policy 6145 *Extracurricular Activities*
 - e) Policy 6145.1/6145.2 *Intramural Competition; Interscholastic Competition*
2. ...Approve the following policies for 2nd reading and adoption.
 - a) Policy 1250 *Visitors*
 - b) Policy 3510 *Operation and Maintenance of Plant*
 - c) Policy 3516 *Safety*
 - d) Policy 5141.4 *Missing, Abused and Neglected Children*
 - e) Policy 5131.1 *Harassment, Intimidation and Bullying*
 - f) Policy 6114 *Emergencies and Disaster Preparedness*

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

Name	Position	Year or Step	Effective Date
Gaskin, Dashan	Teacher	MA-E	2/12/2018 (\$90/day- 3 days prior to 2/12/18)
McQueen, Aisha	Aide/Para	1	2/12/2018
Questa, Elizabeth	Aide/Para	1	2/27/2018

4. ...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.

Summer Program Celebration (2-teachers / 2-chaperones) JK – teachers: \$39/hr.; not to exceed 15 hrs. each – chaperones: \$65/event – 2 events	C. Mueller, A. Brunner W. Griffin
NJHS Advisor (1) – JK (Half year \$425) NJHS Assistant (1) – JK (Half year \$225)	R. Metz D. Gaskin

5. ...Approve Amanda Vacca, Teacher, in a volunteer capacity to assist with coaching Joyce Kilmer’s 17-18 Girls’ Softball Team.
6. ...Approve Julie Diem, Lunch Aide, for unpaid leave from 2/28/18 through 3/6/18 (5 days).
7. ...Accept the following leave request:
 - a) Jennifer Mancuso, Teacher, maternity leave effective 3/14/2018 – 9/1/2018
 - b) Patti McSherry, Aide/Para, medical leave effective 1/31/2018 – approx. 4/2/2018

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, Mary O’Mara, Jennifer Spisso, 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 2 .”

Motion By: JoAnne Demetrio Seconded By: James Lloyd

1. ...Affirm the Harassment, Intimidation and Bullying Report for the period 1/2/18 through 1/19/18.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 1/22/18 through 2/23/18.

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

Public Relations – Roll Call:

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Mary O’Mara, Jennifer Spisso, 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

X. WRAP UP TOPICS

- Thank you to the Superintendent and the Board President from Spotswood
- Thank you for presenting budget drivers
- Congratulations to the staff members of the month
- Thank you to the Lions Club and PTA for donations
- Public forum on School Security on March 12th in Spotswood and on April 16th in Milltown

XI. ADJOURNMENT

Moved By: JoAnne Demetrio Seconded By: Christa Hannon Time: 9:00 PM

Respectfully submitted,



Norma M. Tursi
Board Secretary