

WORK SESSION MEETING MINUTES

Date: Monday, January 2, 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, Mary O’Mara, Bill Petscavage, Carl Schneider, Jennifer Spisso, Carolyn Viola

Others Present:

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

II. ADMINISTRATIVE REPORTS

A. SBA’s Report

- JK roof

B. Superintendent’s Report

- Annual needs assessment survey

III. 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

-Committee meeting on January 9th

➤ **Personnel and Management**

JoAnne Demetrio, Chairperson

-Committee is revisiting discipline policy and school playground hours related to SACC students

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

Christa Hannon, Chairperson

-No Report

➤ **Technology**

Carolyn Viola, Chairperson

-No Report

➤ **Bi-District**

Bill Petscavage, Chairperson

-There was a discussion about Bi-District board meetings

B. Liaison Reports:

- Jim Lloyd: Legislation
-Gave an update on legislation
- Christa Hannon: Mayor and Town Council
-No Report
- Bill Petscavage: Educational Services Commission of NJ
-No Report
- JoAnne Demetrio: Milltown Education Foundation
-Committee is simplifying the grant process
-New MEF Website
-Updating bylaws
- Jennifer Spisso: Milltown Parent/Teacher Association
-No Report
- Carolyn Viola: School Boards Associations
-No Report
- Dawn Milburn: Spotswood Public Schools' Board of Education
-Last meeting was postponed

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

- Citizen's Name: None
- Citizen's Comments:

V. 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 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 Lyndhurst, NJ	5/25/18 9:15AM-2:45PM	7 th /93	H. Vitale L. Beniaminson I. Ostrov L. Imparato K. Conger	\$30/Families*
b) Joyce Kilmer	East Brunswick Vo-Tech East Brunswick, NJ	1/17/18 9:00AM-11:30AM	8 th /20	K. Murray L. Kraus	BOE

*Balance of per student cost is paid by BOE.

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, Mary O’Mara, Bill, Petscavage, Carl Schneider, Jennifer Spisso, Carolyn Viola

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 3 ”

Motion By: JoAnne Demetrio Seconded By: Dawn Milburn

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) C. Potter	Strengthening Social Communication Skills	Voorhees, NJ 12/12/17	Approx. 76 Mi.; \$249/Fee
b) L. Kraus	Alliance for NJ Environmental Education Conference	Plainsboro, NJ 1/19/18	Approx. 30 Mi.; \$140/Fee

2. ...Approve the payment of the items on the Accounts Payable Bill List dated January 2, 2018.

3. ...Approve the Payroll Bill List dated December 15 and December 22, 2017.

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

Finance and Facilities – Roll Call:

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

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 7 ”

Motion By: JoAnne Demetrio Seconded By: Dawn Milburn

1. ...Approve the following and previously approved individuals to serve in a substitute capacity for positions of Custodian, Lunch/Playground Aide, Nurse, or Secretary:
 - a) Cara Saso
 - b) Arleen Seamon
 - c) Marion Astroff
2. ...Approve the following policies for 2nd reading and adoption.
 - a) Policy 5120 *Assessment of Individual Needs*
 - b) Policy 6164 *Response to Intervention*
3. ...Approve Daniel Lestician, a Seton Hall University student, to complete required field work with Jami Hughes, OTR, beginning 1/8/18.
4. ...Approve the hiring and reassignment of the following for the 2017-2018 school year:

Name	Position	Year or Step	Effective Date
Hiring:			
Nehila, Robin	Teacher	BA-F	2/15/18 (\$90/day) 3 days prior to 2/15/18
Reassignment:			
Vacca, Amanda	Teacher	BA-B	1/2/2018

5. ...Approve the following staff member as mentor. Mentor stipend will be paid according to the district procedure.
 - a. Merrie Chasan mentoring Amanda Vacca
6. ...Accept letter of resignation from Lauren Schultes, MS Language Arts Teacher, effective 2/9/18. The Milltown Board of Education and school community would like to wish Ms. Schultes best wishes.
7. ...Approve to suspend a portion of policy #6145 Discipline for Athletes.

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, Bill, Petscavage, Carl Schneider, Jennifer Spisso, Carolyn Viola

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 2 .”

Motion By: JoAnne Demetrio Seconded By: Dawn Milburn

1. ...Affirm the Harassment, Intimidation and Bullying Report for the period 11/6/17 through 11/21/17.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 12/11/17 through 12/22/17.

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, Bill, Petscavage, Carl Schneider, Jennifer Spisso, Carolyn Viola

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

VI. SECOND PUBLIC COMMENT PORTION - GENERAL

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

VII. WRAP UP TOPICS

-Congratulations to the board members for the election

VIII. ADJOURNMENT

Moved By: JoAnne Demetrio Seconded By: Christa Hannon Time: 8:10 PM

Respectfully submitted,



Norma M. Tursi
Board Secretary