

## REGULAR SESSION MEETING MINUTES

**Date:** Monday, January 22, 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, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P.

#### **Others Present:**

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

Absent: Bill Petscavage, President

### II. RECOGNITION

#### **School Board Recognition Month in New Jersey January 2018**

WHEREAS, The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Milltown Board of Education is one of more than 581 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Milltown Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine community goals for the education of approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

WHEREAS, New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments. Now, therefore, be it

RESOLVED, That the Milltown Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Milltown Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children’s education.

Congratulations to Jennifer Mancuso, Ilana Ostrov and Jennifer Kueck for being selected Staff Members of the Month for January, 2018.

### III. PRESENTATION

Comprehensive Annual Financial Report (CAFR)

by

Holman, Frenia, Allison, P.C.

### IV. APPROVAL OF MINUTES

Motion By: JoAnne Demetrio

Seconded By: Jim Lloyd

November 27, 2017	Regular Session
December 11, 2017	Combined Session

#### Minutes – Roll Call:

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

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

### V. SCHOOL ETHICS ACT

- Reading and discussion of School Ethics Act N.J.S.A. 18-A:12-22 & 26

### VI. ADMINISTRATIVE REPORTS

#### A. SBA’s Report

- Budget preparation – committee meeting on Monday, February 26<sup>th</sup>

#### B. Superintendent’s Report

- In-service day agenda
- MOU for video surveillance (NJ P.L. 2017, c. 119)

### VII. A. Committee Chairpersons’ Reports:

#### ➤ Curriculum and Instruction

Dawn Milburn, Chairperson

-No Report

#### ➤ Finance and Facilities

Jim Lloyd, Chairperson

-Meeting on February 26<sup>th</sup>

- **Grants & HIB**  
Jennifer Spisso, Chairperson  
-No Report
- **Negotiations**  
Carl Schneider, Chairperson  
-Board committee meeting – February 13<sup>th</sup>  
-Negotiations meeting with MEA – February 27<sup>th</sup>
- **Personnel and Management**  
JoAnne Demetrio, Chairperson  
-Report on Discipline Policy
- **Public/Professional Relations & Strategic Planning**  
Christa Hannon, Chairperson  
-Strategic Plan Benchmark – March 19<sup>th</sup>
- **Technology**  
Carolyn Viola, Chairperson  
-Techspo
- **Bi-District**  
Bill Petscavage, Chairperson  
-No Report

**B. Liaison Reports:**

- Legislation: Jim Lloyd  
-Update on Legislation
- Mayor and Town Council: Christa Hannon  
-Town is working with the county to provide lights on the field
- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: JoAnne Demetrio  
-Met before the board meeting  
-February 10<sup>th</sup> pancake breakfast  
-New logo  
-Shamrock dance is March 16<sup>th</sup>  
-Redesigning of website
- Milltown Parent/Teacher Association: Jennifer Spisso  
-Harlem Wizards were a success  
-General meeting – March 14<sup>th</sup>  
-Cake decorating – February 20<sup>th</sup>  
-Book Fairs at both schools  
-Social events at both schools  
-Mini-grants

- School Boards Associations: Carolyn Viola  
-Announcement of new Commissioner of Education
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-High School principal is retiring  
-Spotswood is attending Milltown’s board meeting on February 26<sup>th</sup>

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

- Citizen’s Name: Doriann Kerber discussed upcoming town events.
- Citizen’s Comments:

**IX. 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 2”**

**Motion By: JoAnne Demetrio                      Seconded By: Christa Hannon**

1. ...Approve for 1<sup>st</sup> reading the 2018-2019 district calendar. Second reading and adoption expected 2/26/18.
2. ...Approve Amber Scordato for an ESL Parent Outreach Family Literacy series in connection with ESEA Title III for 2 sessions at the family involvement facilitator rate.

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

**Curriculum and Instruction – Roll Call:**

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

**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 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) A. Nechamkin	NJPSA/FEA Tiered System of Support	Monroe, NJ 1/16/18, 2/26/18, 3/14/18	Approx. 20 Mi.; \$447/Fee
b) E. Siegel	Supporting PLC's with Creative Elementary Master Schedule	Monroe, NJ 5/21/18	Approx. 20 Mi.; \$149/Fee
c) H. Vitale	Empower Teacher Leaders to Make Learning Stick	Brick, NJ 4/11/18	Approx. 76 Mi.; \$149/Fee
d) L. Beniaminson e) I. Ostrov f) C. Mueller g) H. Vitale	Dellicker Site Visit	Orefield, PA 1/18/18	Approx. 160 Mi.; No Fee
h) J. Harmon	Practical Differentiated Interventions to Maximize effectiveness of Speech Language	Freehold, NJ 3/13/18	Approx. 40 Mi.; \$249/Fee
i) J. Barton j) K. Giglio	Health & PE Annual Convention	Long Branch, NJ 2/26 & 2/28/18	Approx., 70 Mi.; \$185/Fee

2. ...Approve the payment of the items on the Accounts Payable Bill List dated 1/22/18.
3. ...Approve the Payroll Bill List dated 1/15/18.
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 November 30, 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 November 30, 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 the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report prepared by Holman, Frenia and Allison, for the year ending June 2017. The board authorizes the Business Administrator to send the corrective action plan (if applicable) to the Middlesex County Business Administrator.
8. ...Accept the following PTA mini grant:  
 a. K. Hunt, 2<sup>nd</sup> Grade Teacher: Science Spin Magazine Subscription \$102.96

**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.

**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 5”**

**Motion By: Jim 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.

Before and After School tutoring – JK (1) - \$33/hr.	P. Seesman
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2. ...Approve Leigh Gerhart in a volunteer capacity to assist with coaching Joyce Kilmer’s 17-18 Boys’ Basketball Team. CHR documentation on file.
3. ...Approve the following appointment for the remainder of 2017-2018 school year.
  - Eric Siegel – School Safety Specialist (Statute N.J.A.C. 6A:9-2.1)
4. ...Approve medical leave for the following staff member:
  - a) J. Ciaccio, Aide/Para at PV, effective 1/25/18 through approximately 2/12/18.
5. ...Approve the following policies for 1<sup>st</sup> reading. Second reading and adoption expected 2/26/18.
  - 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*

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

**Personnel and Management – Roll Call:**

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

**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: Jim Lloyd**

1. ...Approve issuance of the Code of Ethics for School Board Members to elected Board Members for the remainder of 2017-2018 school year.

2. ...Affirm the Harassment, Intimidation and Bullying Report for the period 12/11/17 through 12/22/17.
3. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 1/2/18 through 1/19/18.

**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.

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

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

- Citizen’s Name:                    None
- Citizen’s Comments:
  
- **XI. WRAP UP TOPICS**
  - Congratulations to the staff members of the month
  - Thank you to the Business Office for a clean audit
  - Thank you to the PTA for purchasing the water fountains
  - Welcome to the new MEF officers

**XII. ADJOURNMENT**

Moved By: JoAnne Demetrio    Seconded By: Christa Hannon    Time: 8:50 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary