

## BOARD OF EDUCATION MEETING MINUTES

**Date:** Monday, July 30, 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, Carl Schneider-V.P., Bill Petscavage-Pres.

#### **Others Present:**

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

Absent: Carolyn Viola

### II. PRESENTATION

Parent Square

by

Mr. Tafari Anderson, Technology Director

### III. APPROVAL OF MINUTES

**Motion By: JoAnne Demetrio**

**Seconded By: Christa Hannon**

June 11, 2018	Regular Session
June 11, 2018	Executive Session
June 25, 2018	Regular Session
June 25, 2018	Executive Session

#### **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**

#### IV. ADMINISTRATIVE REPORTS

- **SBA's Report**
  - Fall conference
  - SACC facility use agreement
- **Superintendent's Report**
  - Principal evaluation system
  - 2018-19 Goals
  - Back To School Nights 2018: September 11<sup>th</sup> (JK gr. 4-5), Sept. 12<sup>th</sup> (PV), Sept. 13<sup>th</sup> (JK gr. 6-8)

#### V. A. Committee Chairpersons' Reports:

- **Curriculum and Instruction**  
Dawn Milburn, Chairperson
  - STEM lab
- **Finance and Facilities**  
Jim Lloyd, Chairperson
  - Fee Schedule increases
- **Grants & HIB**  
Jennifer Spisso, Chairperson
  - Grant Gopher
- **Negotiations**  
Carl Schneider, Chairperson
  - Signed MOA with the MEA
- **Personnel and Management**  
JoAnne Demetrio, Chairperson
  - Updated Facilities Use Policy #1330
- **Public/Professional Relations & Strategic Planning**  
Christa Hannon, Chairperson
  - No Report
- **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  
-Hanna’s Report
- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: JoAnne Demetrio  
-No Report
- Milltown Parent/Teacher Association: Jennifer Spisso  
-Met with the budget committee  
-August 8<sup>th</sup> is the first meeting
- School Boards Associations: Carolyn Viola  
-The deadline for candidates to submit a petition for the 2018 November School Election is Monday, July 30th by 4pm. This would be for a 3-year term beginning January 2019.
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-New math teacher at Spotswood

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

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

**VII. 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 3”**

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

1. ...Approve registration for 5 students attending Algebra Summer Institute at Middlesex County College, Edison, at \$400/student from 7/2/18 through 7/31/18.
2. ...Approve out-of-district placement and additional services for the following students for the 2018-2019 school year in compliance with each child’s IEP. Please Note: All Tuition costs are approximate.

3. ...Approve out-of-district placement and additional services for the following students for the 2018 Extended School Year (ESY) in compliance with each child’s IEP. Please Note: All Tuition costs are approximate.

Student #	Placement	Tuition	Additional Related Services	Extraordinary Services
30	CPC Highpoint	\$9,300.00	N/A	N/A
9	East Brunswick Public Schools	\$4,364.75	\$87.15	\$4,526
40	The Center School	\$6,964.60	N/A	N/A
22	The Center School	\$6,964.60	N/A	N/A
11	New Road School of Somerset	\$8,753.40	N/A	N/A

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

**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) C. Mueller b) A. Brunner	NJ Coalition for Inclusive Education Summer Conference	Montclair, NJ 6/28/18	Approx. 75 Mi.; \$125/Fee
c) B. Veit	Code of Conduct Program-Certificate	Monroe, NJ 7/31/18- 8/2/18	Approx. 20 Mi.; \$405/Fee
d) N. Tursi	Affirmative Action Officer Program-Certificate	Monroe, NJ 8/21/18-8/23/18	Approx. 20 Mi.; \$450/Fee

2. ...Approve the payment of the items on the Accounts Payable Bill List dated 7/30/18.

Student #	Placement	Tuition	Related Services	Extraordinary Services
30	CPC Highpoint	\$66,960.00	N/A	N/A
9	East Brunswick Public Schools	\$31,427.00	\$679.77	\$32,587.20
40	The Center School	\$62,681.40	N/A	N/A
22	The Center School	\$62,681.40	N/A	N/A
11	New Road School of Somerset	\$52,520.40	N/A	N/A

3. ...Approve the Payroll Bill Lists dated 6/30/18, 7/15/18 and 7/30/18.
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 May 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 May 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 Trinitas Children’s Therapy Services to provide the following services during the ESY Program:
  - a) Occupational Therapy provided by a licensed Occupational Therapist (O.T.) at \$86.00/hr., not to exceed 20 hours during the 2018 ESY Program.
  - b) Physical Therapy provided by a licensed Physical Therapist (P.T.) at \$86.00/hr., not to exceed 14 hours during the 2018 ESY Program.
8. ...Approve Trinitas Children’s Therapy Services to provide the following services:
  - a) Occupational Therapy provided by a licensed Occupational Therapist (O.T.) at \$86.00/hr., not to exceed 52 hours per month during September 2018 and June 2019.
  - b) Physical Therapy provided by a licensed Physical Therapist (P.T.) at \$86.00/hr., not to exceed 28 hours per month during September 2018 and June 2019.
9. ...Approve Summit Speech School Children’s Therapy Services to provide Itinerant Teacher Services (Teacher of the Deaf) for student number #17 during the 2018 ESY Program. Services will be \$155/hr., 1 hr/per week for 4 weeks.
10. ...Authorize the submission of the ESEA application for Fiscal Year 2019, and accept the grant award of the funds upon subsequent approval of the Fiscal Year 2018 ESEA application, in the amounts as indicated herein:
 

Title I: \$146,444    Title II: \$24,629    Title III: \$2,484    Title IV: \$10,000

Salaries funded by Title I:

  - a) Linda Johnson
  - b) Kerri DeAngelis
  - c) Gail Kotyuk (partial)
11. ...Approve the following middle school textbooks for recycling/disposal that have been damaged, replaced and/or updated.

Name	Quantity
Glencoe/McGraw Hill Social Studies 2008 – Grade 7	125
Glencoe/McGraw Hill Social Studies 2010 – Grade 8	83
Glencoe/McGraw Hill Social Studies 2009 – Grade 6	92
Merriam Webster Intermediate Dictionary 2004	25

Scott Foresman Social Studies 2008 – Grade 5	75
Scott Foresman Science 2006 – Grade 5	29

12...Approve the fee schedule and the Facilities Use Agreement for SACC.

**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 9 ”**

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

1. ...Accept letter of resignation from Michelle Hagerty, 1<sup>st</sup> grade teacher, at Parkview School. We would like to extend her best wishes in her future endeavors.
2. ...Rescind the hiring of following staff for 2018-2019 school year. We would like to extend them best wishes in their future endeavors.

Name	Position
Fox, Kevin	Summer custodial helper (eff. 7-1-18)
Diem, Julie	Lunch/Playground Aide
Cruz, Remedios	Lunch/Playground Aide

3. ...Approve the hiring of the following for the 2018-2019 school year:

Name	Position	Year or Step	Effective Date
Barnes, Jessica	Teacher	BA-D2	9/1/2018
Canastra, Larisa	Aide/Para	1	9/1/2018
Copperthwaite, Colin	Teacher	BA-C1	9/1/2018
Holtje, Stephanie	Teacher	BA-C1	9/1/2018

4. ...Approve Suzanne Eichert for summer tech hours in July and August, 2018; not to exceed 6 hrs./day 2 days/week.
5. ...Approve the appointment of the following stipend positions to be paid in accordance with the Negotiated Agreement.

Curriculum Committee [bookroom] \$39/hr.	C. Lillis
Curriculum Committee [OnCourse] \$39/hr.	A. Brunner
Curriculum Revision: Science \$39/hr.	M. Eckert, J. Barnes

6. ...Approve the following staff members as mentors. Mentor stipend will be paid according to the district procedure.
  - Patricia Lawless mentoring Chelsea Conover
7. ...Approve the 2018-19 Superintendent merit goals upon approval by the Executive County Superintendent.
  - Goal 1: STEM Lab - Quantitative
  - Goal 2: School Safety and Security - Quantitative
  - Goal 3: Green Team – Quantitative
  - Goal 4: Community Relations – Qualitative
  - Goal 5: Edcamp - Qualitative
8. ...Approve the 2018-19 district goals.
  - Goal 1: Student Achievement
    - To show progress in school and district student achievement data.
  - Goal 2: Collaborative Leadership
    - To provide a culture of collaboration among union, administration and the Board.
  - Goal 3: Personnel
    - To engage in collective bargaining with the Milltown Administrators Association.
  - Goal 4: Technology
    - To ensure that staff and students use technology productively and safely.
- 9 ...Approve the updates on Policy #1330 for Exhibits D, E and F.

**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 9.”**

**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 3.”**

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

1. ...Affirm the Harassment, Intimidation and Bullying Report for the period 6/11/18 through 6/22/18.
2. ...Approve participation in the Borough Safe Routes to School application through Keep Middlesex County Moving.
3. ...Approve patron transportation for the Joyce Kilmer 8<sup>th</sup> Grade Haunted River Walk; Thursday, 10/25/18; Friday, 10/26/18; Saturday, 10/27/18; rain date Sunday, 10/28/18.

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

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

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

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

**IX. WRAP UP TOPICS**

**-Welcome to new hires**

**-Thank you to Andrea Brunner, Chelsea Mueller, Amanda Peterson, and Wendy Griffin for the summer program celebration (that included an escape room) for grades 4-5 summer learning participants.**

**X. ADJOURNMENT**

Moved By:    JoAnne Demetrio        Seconded By: Mary O’Mara        Time: 8:45 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary