

## BOARD OF EDUCATION MEETING MINUTES

**Date:** Monday, June 11, 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, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P., Bill Petscavage-Pres.

**Absent:** James Lloyd, Carolyn Viola

#### **Others Present:**

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

### II. RECOGNITION

Congratulations to Mary Sansone, Jill Maiorano, Priscilla Seesman and Matt Kacar for being selected Staff Members of the Month for June, 2018.

### III. APPROVAL OF MINUTES

**Motion By: JoAnne Demetrio**

**Seconded By: Christa Hannon**

April 16, 2018	Regular Session
April 16, 2018	Executive Session
April 30, 2018	Regular Session

#### **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, 7      No, 0      Abstentions 0**

#### **IV. ADMINISTRATIVE REPORTS**

##### **A. SBA's Report**

- Food service bid

##### **B. Superintendent's Report**

- Athletic try-outs
- SACC summer playground supervision hours
- New Executive County Superintendent
- Social Media Posts (Twitter and Facebook)
- Superintendent PD Plan

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

###### ➤ **Curriculum and Instruction**

Dawn Milburn, Chairperson  
-Description of PD Plan

###### ➤ **Finance and Facilities**

Jim Lloyd, Chairperson  
-No Report

###### ➤ **Grants & HIB**

Jennifer Spisso, Chairperson  
-No Report

###### ➤ **Negotiations**

Carl Schneider, Chairperson  
-MEA to ratify contract on June 13<sup>th</sup>  
-Board to approve teacher contract on June 25<sup>th</sup>

###### ➤ **Personnel and Management**

JoAnne Demetrio, Chairperson  
-Teacher appreciation week

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

Christa Hannon, Chairperson  
-Committee had a meeting tonight about 8<sup>th</sup> grade activities  
-Parent meeting on June 18<sup>th</sup> at 6:30

###### ➤ **Technology**

Carolyn Viola, Chairperson  
-Discussion about third party technology support

###### ➤ **Bi-District**

Bill Petscavage, Chairperson  
-No Report

**B. Liaison Reports:**

- Legislation: Jim Lloyd  
-No Report
- Mayor and Town Council: Christa Hannon  
-No Report
- Educational Services Commission of NJ: Bill Petscavage  
-New County Superintendent
- Milltown Education Foundation: JoAnne Demetrio  
-No Report
- Milltown Parent/Teacher Association: Jennifer Spisso  
-On behalf of Mr. Siegel, thank you to the PTA for providing 2 new basketball hoops for outside play. The students love them and use them both every day.
- School Boards Associations: Carolyn Viola  
-No Report
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-Spotswood graduation on June 20<sup>th</sup>

**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, Number 1”**

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

1. ...Approve the following district plans for 2018-2019:
  - a) Mentoring and Induction Plan
  - b) Professional Development Plan

**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, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P., Bill Petscavage-Pres.

**Carried by a roll call vote of            Yes, 7    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: Christa Hannon                      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) L. Beniaminson	South Brunswick Technology	South Brunswick, NJ	Approx. 24 Mi.; \$50/Fee
b) P. Seesman	& Learning Conference	6/26/18-6/27/18	

2. ...Approve the payment of the items on the Accounts Payable Bill List dated 6/11/18.
3. ...Approve the Payroll Bill Lists dated 5/30/18.
4. ...Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Norma Tursi, Business Administrator, certify that as of April 30, 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).
5. ...Pursuant to N.J.A.C. 6A:23-2.11(c)4, we certify that as of April 30, 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.
6. ...Approve the application of the School Business Administrator to the ERIC North, Insurance Consortium for a safety grant in the amount of \$4,178.87.
7. ...Approve CDI Managed Services (State Contract No. R5001) for annual technical support at \$54,000 replacing Patricia Bennett Group (PBG).
8. ...Approve the contract with The Pomptonian, Inc. (FSMC). The terms and conditions of which will remain the same, except as set forth below.
  - A. Payment to the FSMC:
    - 1) The SFA shall reimburse FSMC for all Reimbursable Items. The SFA shall pay to FSMC a management fee of \$911.50 per month for ten (10) months for a total annual management fee of \$9,115.00 Dollars (the “Management Fee”).
    - 2) The total of all Reimbursable Items and the allowance for FSMC’s Management Fee shall be referred to as “SFA’s Financial Obligation”.

**B. Financial Guarantee:**

- 1) Guarantee Break-Even Budget: FSMC estimates that SFA’s Total Food Service Costs for the Current Year shall not exceed Gross Receipts for the Current Year for those items of revenue and expense set forth in the Projected Food Service Budget attached hereto as Exhibit A.
- 2) Reimbursement: FSMC agrees to reimburse SFA for the amount (the “FSMC Responsibility”), if any, by which SFA’s actual Total Food Service Costs for the Current Year exceed Gross Receipts for the Current Year (“SFA Shortfall”).

**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, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P., Bill Petscavage-Pres.

**Carried by a roll call vote of            Yes, 7    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 8 ”**

**Motion By: Christa Hannon                            Seconded By: Dawn Milburn**

1. ...Approve the following summer project proposals as follows:

a) LA Scope and Sequence Gr. 4-5 [#1] 10 hrs. \$39	A. Brunner
b) Passport Elective [#2] 10 hrs. \$39	L. Beniaminson
c) Staff Resources Desktop [#3] 10 hrs. \$39	S. Eichert
d) Math RtI Gr. 1 [#4] 10 hrs. \$39/hr.	N. Fricke
e) Math RtI Differentiation Gr. 1 [#5] 10 hrs. \$39	N. Fricke
f) G&T/Enrichment PLC [#6] 3 hrs. \$39	G. Kotyuk, N. Marinello, A. Hellerich, D. Gaskin, L. Imparato, R. Wrate, P. Seesman
g) Phys. Ed. Recess Curriculum [#7] 10 hrs. \$39/hr.	K. Giglio, New JK PE Teacher
h) Wingman Program [#8] 20 hrs. \$28/hr.	P. Seesman
i) SCTP Teacher Handbook [#9] 10 hrs. \$39/hr.	M. Kivowitz, L. Beniaminson
j) EdCamp [#10] 10 hrs. \$39/hr.	P. Seesman, H. Vitale
k) Interventions Brochure [#11] 10 hrs. \$39/hr.	L. Johnson, G. Kotyuk, M. Kivowitz

2. ...Approve the appointment of the following stipend positions to be paid in accordance with the 2015-2018 Negotiated Agreement and Non-Affiliated Handbook.

Summer Soccer Camp (1) \$500 4 day camp. Grades 6-8	T. Anderson
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3. ...Approve salary adjustment for the following staff members:

- a) Lisa Beniaminson from step MA-E to step MA-E+30 effective 5/31/18
- b) Megan Rademacher from step BA-D to step MA-D effective 5/31/18

4. ...Accept retirement letter from Kathy Sosnowski, Student Support Services Secretary, effective 7/1/2018. We wish Mrs. Sosnowski all the best in her retirement.
5. ...Accept the following mini-grant from the PTA:
  - a) A. Vacca, J. Maiorano, G. Garlatti, 4<sup>th</sup> Grade Teachers, Flexible Seating \$447.91
  - b) L. Beniaminson, MS LA Teacher, Flexible Seating \$558.73
6. ...Approve the following summer workers for the period of 6/26/18 through 8/31/18. Assignment is to be custodian/maintenance helper or technology assistance. (\*Pending CHR)
  - a) Senior Workers \$12.00/hr.
    1. Jeremy Corrente
    2. Trevor Jozefowicz\*
    3. Michael Izzo\*
    4. Mark Sosnowski
  - b) Junior Workers \$10.00/hr.
    1. Brandon Villalba
    2. Daniel Bottiglieri
7. ...Approve request for medical leave for Mary Sansone, Preschool Teacher, at Parkview effective 6/7/18 through approximately 6/15/18.
8. ...Accept extension to Ashley Joshi’s maternity leave request from 9/4/18 through 1/31/19.

**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 8 .”**

**Personnel and Management – Roll Call:**

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

**Carried by a roll call vote of            Yes, 7    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:    Christa Hannon                            Seconded By:    Mary O’Mara**

1. ...Affirm the Harassment, Intimidation and Bullying Report for the period 4/30/18 through 5/18/18.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 5/21/18 through 6/8/18.

**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, Dawn Milburn, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P., Bill Petscavage-Pres.

Carried by a roll call vote of       **Yes, 7    No, 0   Abstentions 0**

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

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

**IX. WRAP UP TOPICS**

- Thank you to teachers who attended the little league baseball and softball games**
- Congratulations to staff members of the month**
- Thank you for the basketball courts at Parkview**
- Thank you to the teachers who attended tonight’s meeting**

**X. EXECUTIVE SESSION**

Approve an Executive Session pursuant to Chapter 231, PL 1975, also known as the Open Public Meetings Act, authorizing a public body to meet in executive private session under certain limited circumstances, and said law requires the Board adopt a resolution at a public meeting before it can meet in such an executive or private session,

- A. The Milltown Board of Education hereby determines that it is necessary to meet in executive session on June 11, 2018 to discuss matters involving:
  - a) Superintendent Evaluation
- B. That the matters discussed will be made public if and when confidentiality is no longer required.

Moved By: JoAnne Demetrio               Seconded By: Christa Hannon       Time: 8:15 PM

Approve the adjournment of Executive Session:

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

**XI. ADJOURNMENT**

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

Respectfully submitted,



Norma M. Tursi  
Board Secretary