

BOARD OF EDUCATION MEETING MINUTES

Date: Monday, March 26, 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, Jennifer Spisso, Carolyn Viola, Carl Schneider-V.P., Bill Petscavage-Pres.

Absent: Mary O’Mara

Others Present:

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

II. PRESENTATIONS

A. Milltown Education Foundation by Laura Carasso

B. Invention Convention by Matt Eckert

III. RECOGNITION

Congratulations to Enid Weiss, Bill Veit, and Heather Vitale for being selected Staff Members of the Month for March, 2018.

IV. ADMINISTRATIVE REPORTS

A. SBA’s Report

- B&G quarterly report

B. Superintendent’s Report

- Adjustment to 17-18 school calendar

V. A. Committee Chairpersons' Reports:

- **Curriculum and Instruction**
Dawn Milburn, Chairperson
No Report
- **Finance and Facilities**
Jim Lloyd, Chairperson
The committee had a district budget meeting
- **Grants & HIB**
Jennifer Spisso, Chairperson
No Report
- **Negotiations**
Carl Schneider, Chairperson
Meeting tomorrow with the teachers at 6:30
- **Personnel and Management**
JoAnne Demetrio, Chairperson
No Report
- **Public/Professional Relations & Strategic Planning**
Christa Hannon, Chairperson
Rutgers Collaborative Leadership training
Open forum on security on April 19th
- **Technology**
Carolyn Viola, Chairperson
ClassLink
ELL Pilot Program
Staff Remote Access Pilot
Copier Replacement
- **Bi-District**
Bill Petscavage, Chairperson
No Report

B. Liaison Reports:

- Legislation: Jim Lloyd
Update on Legislation
- Mayor and Town Council: Christa Hannon
No Report
- Educational Services Commission of NJ: Bill Petscavage
Education Services has formed a more collaborative relationship with Rutgers

- Milltown Education Foundation: JoAnne Demetrio
No Report
- Milltown Parent/Teacher Association: Jennifer Spisso
Looking to switch from PTA to PTO
Field Day
Bingo
Spring pictures
- School Boards Associations: Carolyn Viola
Update on legislation
- Spotswood Public Schools’ Board of Education: Dawn Milburn
No Report

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

- Citizen’s Name: None

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 5 ”

Motion By: JoAnne Demetrio Seconded By: James Lloyd

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	Middlesex County College Edison, NJ	3/26/18 9:00AM-12:30PM	7 th /8 th 46	D. Gaskin H. Vitale	BOE
b) Joyce Kilmer	Camp Mason Hardwick, NJ	5/23/18-5/25/18 8:00AM-3:00PM	8 th 77	L. Kraus W. Zahorchak M. Rademacher S. Bottiglieri Parent Chaperones*	\$265/Paid thru fundraising.

*Parent volunteer chaperones pending background clearance by the NJ State Police.

2. ...Approve revision of the 2018-2019 district calendar previously adopted on 2/26/18 Motion A2.
3.Approve student #15, student attending Spotswood High School, to receive home instruction for 10 hours/week from 3/2/18 through 4/2/18. The cost of home instruction is \$42 (provided by Educational Services Commission of New Jersey) for a maximum payment of \$1,848 total for home instruction.

4.Approve student #45 to receive home instruction for 5 hours/week from 1/23/18 through 3/5/18. The cost of home instruction is \$45 for a maximum payment of \$1,620 total for home instruction.
5.Approve student #47 to receive home instruction for 5 hours/week from 3/20/18 through 5/18/18. The cost of home instruction is \$45 for a maximum payment of \$2,025 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, Jennifer Spisso, Carolyn Viola, 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 15 ”

Motion By: JoAnne Demetrio

Seconded By: Carl Schneider

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) T. Anderson	1. International Society for Technology in Education	Chicago, IL 6/24/18-6/27/18	Approx. travel costs: Conference: \$700 Airfare: \$500 Hotel: \$215 Meals: \$74
	2. NJASA – ADA Compliance	Trenton, NJ 1/17/18	Approx. 50 Mi.; \$169
b) A. Hellerich	Google Classroom to Enhance Student Learning	West Orange, NJ 4/11/18	Approx. 65 Mi.; \$249

2. ...Approve the payment of the items on the Accounts Payable Bill Lists dated 3/9/18 and 3/26/18.
3. ...Approve the Payroll Bill Lists dated 3/15/18 and 3/30/18.
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 January 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 January 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 the Budget for the School Year July 1, 2018 through June 30, 2019 for public hearing in the amount of \$18,418,602 including weighted increase for enrollment in the form required by and approved by the Middlesex County Office of the New Jersey State Department of Education:

	Budget	Tax Levy
General Fund	\$17,244,277	\$15,381,469
Special Revenue	307,437	-----
Debt Service	866,888	622,056
Total:	\$18,418,602	\$16,003,525

8. ...Approve acceptance by the Milltown Board of Education of State Aid in the amount of \$1,234,838.
9. ...Approve acceptance by the Milltown Board of Education of Debt Service Aid in the amount of \$244,832.
10. ...Approve a health benefit waiver adjustment in the amount of \$125,187 included in the General Fund tax levy of \$15,381,469 for the 2018-2019 budget.
11. ...Approve the school districts travel maximum for the 2018-2019 school year in the amount of \$65,000.
12. ...Approve Dr. Elissa Brown, Rutgers University-Division of Continuing Studies, for the evaluation and professional development of Enrichment and G&T programs for approximately \$12,300.
13. ...Accept the following PTA mini-grant:
 - a. Nicole Fricke, 1st Grade Teacher – Flexible Seating \$394.91

14. ...Educational Services Commission of New Jersey – Resolution for participation in coordinated transportation
 WHEREAS, the Milltown Board of Education desires to transport special education, nonpublic, public and vocational school students to specific destinations; and
 WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the ESCNJ, offers coordinated transportation services; and
 WHEREAS, the ESCNJ will organize and schedule routes to achieve the maximum cost effectiveness;
 NOW THEREFORE, it is agreed that in consideration of pro-rated contact costs, plus an administration fee of 2% or 4% for member districts, or of 6% for non-member districts, as presented to the Milltown Board of Education as calculated by the billing formula adopted by the ESCNJ’s Board of Education. Said formula shall be based on a route cost divided by the number of students allocated to each participating district. The total amount to be charged to districts will be adjusted based on actual costs.

- I. The ESCNJ will provide the following services:
 - a. routes coordinated with other districts to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b. monthly billing and invoices;
 - c. computer print-outs of student lists for all routes coordinated by ESCNJ;
 - d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. constant review and revision of routes;
 - f. provide transportation within three days or sooner after receipt of the formal written request; and

It is further agreed that the Milltown Board of Education will provide the ESCNJ with the following:

- a. requests for special transportation on approved forms to be provided by the ESCNJ, completed in full and signed by previously authorized district personnel;
- b. withdrawal for any transportation must be provided in writing and signed by authorized district personnel; no billing adjustments will be made without this completed form and will become effective on the date the form is received;

II. Additional Cost – all additional costs generated by unique requests such as mid-day runs or early dismissals will be borne by the district. All such costs must first be approved by the Milltown Board of Education.

III. Length of Agreement – this agreement and obligations and requirements therein shall be in effect between July 1, 2018 and June 30, 2019.

IV. Entire Agreement – this agreement constitutes the entire and only agreement between the parties and may be amended by an instrument in writing over authorized signature.

15. ...Approve Special Education Medicaid Initiative (SEMI) program waiver submission to the Executive County Superintendent for the 2018-2019 school year as eligibility is projected to be fewer than 30 Medicaid eligible classified students in accordance with N.J.A.C. 6A.23A-5.3.

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 15.”

Finance and Facilities – Roll Call:

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Jennifer Spisso, Carolyn Viola, 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 5 ”

Motion By: James Lloyd Seconded By: Carolyn Viola

1. ...Approve the following policies for 1st reading. Second reading and adoption expected 4/16/18.

- a) Policy 3517.1 *Security & Electronic Surveillance*
- b) Policy 3542.1 *Wellness and Nutrition*
- c) Policy 9322 *Public and Executive Sessions*

2. ...Approve the following policies for 2nd reading and adoption.

- 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*

3. ...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.

ESL Student Support (1) – JK \$45/hr. 1 hr. session up to 4 days/week not to exceed 10 weeks	A. Scordato
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4. ...Approve the hiring of the following for the 2017-2018 school year:

Name	Position	Year or Step	Effective Date
Ascolese, Lauren	Aide/Para	1	3/19/2018
Oest, Deborah	Aide/Para	1	3/27/2018*

*Pending CHR

5. ...Accept amendment to the following maternity leave requests:
- Jennifer Mancuso effective date from 3/14/18 to 3/9/18
 - Ashley Joshi - request for an extension from 3/29/18 to 9/4/18

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, Jennifer Spisso, Carolyn Viola, 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, Number 1 .”

Motion By: JoAnne Demetrio Seconded By: James Lloyd

1. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 2/26/18 through 3/23/18.

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

Public Relations – Roll Call:

JoAnne Demetrio, Christa Hannon, James Lloyd, Dawn Milburn, Jennifer Spisso, Carolyn Viola, 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

IX. WRAP UP TOPICS

Congratulations to Staff Members of the Month

Thank you to the MEF

Thank you to Mr. Eichert for the presentation

Thank you Dr. Brown and Ms. Tursi and the Finance Committee for the 2018-19 budget

X. ADJOURNMENT

Moved By: JoAnne Demetrio

Seconded By: James Lloyd

Time: 8:50 PM

Respectfully submitted,



Norma M. Tursi
Board Secretary