

## BOARD OF EDUCATION MEETING MINUTES

**Date:** Monday, May 21, 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. RECOGNITION

Congratulations to Jordyn Mueller, Lauren Imparato and Amber Scordato for being selected Staff Members of the Month for May, 2018.

Congratulations to Mrs. Kristine Giglio, PE Teacher, and Mrs. Katherine McCarthy, Middle School Math Teacher, for being selected the district’s Teacher/Educational Professionals of the Year for 2017-2018.

Mrs. Giglio and Mrs. McCarthy were honored at a reception earlier this evening attended by family, friends and colleagues and special guests.

### III. APPROVAL OF MINUTES

**Motion By:** JoAnne Demetrio

**Seconded By:** James Lloyd

March 26, 2018	Regular Session
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#### **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**

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

-No Report

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

- MCFOODS donations from the district totaled 2,450 pounds
- Schools closed for Memorial Day – May 28<sup>th</sup>
- Dates to remember:
  - Friday, June 1 @ 7:00PM – 8<sup>th</sup> Grade Banquet, Gymnasium
  - Tuesday, June 19 @ 1:30PM – Kindergarten Step Up Ceremony
  - Wednesday, June 20 @ 1:30PM – 3<sup>rd</sup> Grade Fly Up Ceremony
  - Thursday, June 21 @ 7:00PM – 8<sup>th</sup> Grade Promotion
  - Monday, June 25 – Last day of school

##### **V. 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

-Will have a report for the next meeting

###### ➤ **Negotiations**

Carl Schneider, Chairperson

-Reached an agreement with the MEA and looking at salary guides

###### ➤ **Personnel and Management**

JoAnne Demetrio, Chairperson

-No Report

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

Christa Hannon, Chairperson

- Open committee meeting: 8<sup>th</sup> grade activities

###### ➤ **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  
-Congratulations to the students who participated in Youth and Government  
-Milltown Borough is having a budget meeting this evening
- Educational Services Commission of NJ: Bill Petscavage  
-Gary Molnar was recognized as Assistant Superintendent of the year at NJASA the conference
- Milltown Education Foundation: JoAnne Demetrio  
-MEF is looking for grants for next year
- Milltown Parent/Teacher Association: Jennifer Spisso  
-End of year activities  
-PTA to PTO
- School Boards Associations: Carolyn Viola  
-No Report
- Spotswood Public Schools’ Board of Education: Dawn Milburn  
-Spotswood named Dan Rubino as the high school principal

**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 3”**

**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	Duke Farms Hillsborough, NJ	6/11/18 9:00AM-1:30PM	5 <sup>th</sup> -8 <sup>th</sup> 20	L. Kraus M. Eckert	BOE

2. ....Approve student #26, student attending Spotswood High School, to receive extended home instruction for 7 hours/week from 3/21/18-5/16/18. The cost of home instruction is \$46 for a maximum payment of \$2,576 total for home instruction.
3. ....Approve student #49, student attending Spotswood High School, to receive home instruction for 6 hours/week from 4/19/18 through 5/17/18. The cost of home instruction is \$46 for a maximum payment of \$1,104 total for home instruction.

**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 10 ”**

**Motion By: JoAnne Demetrio**

**Seconded By: Dawn Milburn**

1. ...Approve the payment of the items on the Accounts Payable Bill List dated 5/21/18.
2. ...Approve the Payroll Bill Lists dated 5/15/18.
3. ...Approve financial transfers.
4. ...Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Norma Tursi, Business Administrator, certify that as of March 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).
5. ...Pursuant to N.J.A.C. 6A:23-2.11(c)4, we certify that as of March 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.
6. ...Approve to void the following stale dated checks:
  - a. Check No. 3595 dated 8/23/17 \$599.70
7. ...Approve transportation for a displaced student to Joyce Kilmer School, starting 5/1/18 through 6/2018 at the rate of \$211/day, totaling \$8,229.
8. ...Approve mini-grants in the amount of \$500 each to Kristine Giglio and Katherine McCarthy, recipients of the 2017-2018 Teacher/Educational Services Professional of the Year Recognition Award. The funds will be used to enhance classroom activities, projects, etc.

9. ...Accept the following mini-grant from the MEF:
  - a. L. Kraus, MS Science Teacher, Digital Wifi Microscope w/camera \$980.00
10. ...Approve contracted educational services and training during the 2018-2019 school year.
  - a. Dr. Paula Rodriquez-Rust - Spectrum Diversity approx. \$1,150
  - b. Cyndi Castello-Bratteson - Rutgers Center for Literacy approx. \$16,000
  - c. Dr. Thomas Ferry - Soar the Scores Data Analysis and Coaching approx. \$13,500
  - d. Chris Hagedon - The Culture Piece approx. \$20,500
  - e. John DiNicola - Building a Positive School Climate through Behavioral Profiling approx. \$750
  - f. John LaPlaca - Altaris Consulting Group approx. \$8,800
  - g. Dr. Lenore Cortina - Rutgers, Division of Continuing Studies for Gifted Education approx. \$3,750
  - h. Chelsea Tracy- Bronson - Inclusive School Practices Consultant approx. \$32,000

**President’s Statement: “Move to accept the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 10.”**

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

1. ...Accept retirement letter from Karen Yackanin, Level I Technology Specialist/Teacher, at Joyce Kilmer School effective 6/30/18. We wish Mrs. Yackanin all the best in her retirement.
2. ...Accept letters of resignation from the following staff effective 6/30/2018. We would like to extend them best wishes in their future endeavors.
  - a) Teresa Podlaski, Teacher – Parkview School
  - b) Lois Kraus, Teacher – Joyce Kilmer School
3. ...Accept medical leave request from Stanley Grabowski, Custodian, at Parkview School effective 5/30/18 through approximately 7/16/18.
4. ...Approve salary adjustment for Michelle Hagerty, teacher at Parkview School, from step BA-D to step MA-D effective 5/30/18. Ms. Hagerty received her Master of Education degree from Rutgers University.
5. ...Approve up to 20 staff members for approximately 6 hours of training for CPR/AED certification for school year 2018-2019. Compensation for certified staff according to the Negotiated Agreement at the \$28/hr. in-service rate, all other staff members at their hourly rate.

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

Curriculum Revision: Up to 10 hrs. \$39/hr. Math K-3 (1/grade) Grade 3 Grade 2 Grade 1 Kindergarten Social Studies 5-8 (2) Foundations (1-3) MS Advisor (1)	L. Thompson A. Peterson, K. Hunt N. Fricke I. Molnar L. Imparato P. Lawless, L. Johnson, K. DeAngelis P. Seesman
Summer Keyboarding Club: 2x/week for 4 weeks; 90 minute sessions; \$45/hr. Grades 1-4 Grades 5-8	M. Jackson S. Eichert
Test Coordinator: (1) \$39/hr.; 60 hrs. position can be split Grades K-8	P. Lawless, C. Lillis
ESL Test Analysis (1) \$90/day; not to exceed 3 days	A. Scordato
Social-Emotional Learning (SEL): 10 hrs. (3 hrs./\$28 + 7 hrs./\$39) Grade 4-5 Grade 3 Grade 2 Grade 1	A. Brunner J. Mueller K. Hunt J. Topham
Technology Superusers: \$39/hr. (1/grade span) Grades PreK-1 Grades 2-3 Grades 4-5 Grades 6-8	A. Shemesh A. Peterson M. Jackson M. Eckert, R. Nehila
Green Club Garden (1/school) \$24/hr.; 12hrs./school	B. Wright - PV M. Eckert - JK
Summer Basketball Camp (1) \$500 4 day camp. Grades 6-8	W. Zahorchak
Summer School Program: 4 weeks (7/2 – 7/26) up to 5 hrs/day, 4 days/week \$45/hr Grades K to 1 (2) Grades 1 to 2 (1) Grades 2 to 3 (1) Grades 3 to 4 (1) Grades 5-8 (2) ESL K-8 (1)	G. Kotyuk, L. Johnson P. Lawless A. Hellerich L. Thompson K. McCarthy, L. Beniaminson A. Scordato
ESY: 4 weeks (7/2 – 7/26) \$55/hr., 4 days/week – Teachers Preschool Disabilities (1) Resource Center (4)  Speech & Language Specialist (1)	M. Sansone A. Shemesh, D. Pepe, N. Agugliaro, J. Kueck J. Harmon
School Nurse (Summer Camp & ESY – 1) \$55/hr.; not to exceed \$5.280	E. Pagliuco
ESY: Aides/Paras – hourly rate based on current step in handbook (*\$19/hr. certified teacher rate) Paraprofessionals	T. Snead, E. Questa K. McConnell*, T.Hanzes(Aide & Tchr), J. Mueller*, B. DeFalco*, M. Jackson*, W. Zahorchak*

7. ...Approve all district staff to serve in a substitute or replacement capacity for all stipend, extended school year summer camp positions upon prior approval by the principal.

8. ...Approve the following personnel for the 2018-2019 school year.

a) Renewal recommended for tenured, certificated teaching staff:

<b>NAME</b>	<b>STEP</b>
Barton, James	BA-G
Beniaminson, Lisa	MA-E
Boylston, Marissa	BA-G
Brunner, Andrea	MA-D
Chasan, Merrie	BA-F1
Conger, Kathleen	BA-N
DeAngelis, Kerri	BA-D
DeFalco, Breanne	BA-E
DeStefano, Molly	MA-D+30
Eckert, Matthew	MA-H
Eichert, Suzanne	BA-O
Francisco, Aimee	BA-G
Fricke, Nicole	BA-D
Giglio, Kristine	MA-O
Harmon, Jennifer	85% MA-L
Hellerich, Amy	BA-D
Hengeli, Laureen	BA-P
Herko, Krystyna	MA-P
Hunt, Katherine	MA-D+30
Imparato, Lauren	BA-F
Johnson, Linda	BA-P
Joshi, Ashley	MA-J+30
Kivowitz, Melissa	MA-E
Klinger, Amy	BA-G
Kotyuk, Gail	BA-K
Lawless, Patricia	MA-L
Maiorano, Jill	BA-I
Mancuso, Jennifer	BA-D
Marinello, Nina	BA-D
McCarthy, Katherine	BA-F
McGowan, Sara	MA-F
Molnar, Ilona	BA-E
Monteleone, Michele	BA-N
Murray, Kimberly	MA-M

Ostrov, Ilana	BA-D
Pagliuco, Ellen	BA-F1
Peterson, Amanda	BA-D
Pinnella, Jennifer	MA-M
Potter, Christine	MA-P
Rademacher, Megan	BA-D
Scarduffa, Michelle	BA-N
Seeman, Heather	BA-D
Sobota, Rachel	MA-F1
Thompson, Leslie	BA-I
Topham, Jennifer	BA-E
Wrate, Robert	MA-M
Wright, Barbara	MA-F

b) Renewal recommended for non-tenured, certificated teaching staff.

NAME	CONTRACT YEAR	STEP
Jackson, Mariel	4 <sup>th</sup>	BA-C
Mueller, Chelsea	4 <sup>th</sup> 10/5/18	BA-C
Sansone, Mary	4 <sup>th</sup>	BA-C
Vitale, Heather	4 <sup>th</sup>	MA-P
Zahorchak, William	4 <sup>th</sup>	BA-C

NAME	CONTRACT YEAR	STEP
Agugliaro, Nikki	3 <sup>rd</sup>	BA-C
Brown, Theresa	3 <sup>rd</sup> 3/1/19	60% MA-P+30
Garlatti, Grace	3 <sup>rd</sup>	BA-C
Hagerty, Michelle	3 <sup>rd</sup>	MA-D
Hanzes, Tracy	3 <sup>rd</sup>	BA-C
Kueck, Jennifer	2 <sup>nd</sup> 1/30/19	BA-C
McConnell, Krystal	3 <sup>rd</sup>	BA-C
Metz, Rosa	3 <sup>rd</sup>	BA-G
Pepe, Dana	3 <sup>rd</sup>	BA-C
Shemesh, Alexis	3 <sup>rd</sup>	BA-C

NAME	CONTRACT YEAR	STEP
Dechert, Nicole	2 <sup>nd</sup>	BA-D
Gaskin, Dashan	2 <sup>nd</sup> 2/12/19	MA-E
Grasso, Ashley	2 <sup>nd</sup> 10/24/18	BA-B
Mueller, Jordyn	2 <sup>nd</sup>	BA-B
Nehila, Robin	2 <sup>nd</sup> 2/15/19	BA-F
Scordato, Amber	2 <sup>nd</sup>	BA-F
Vacca, Amanda	2 <sup>nd</sup> 1/2/19	BA-B



c) Contracts extended to the following office staff.

<b>NAME</b>	<b>TITLE</b>	<b>STEP/YEAR</b>
Bottiglieri, Susan	12 Month Secretary	9
Corrente, Heidi	Payroll	12 month
Hagerty, Joanne	Superintendent Secretary	12 month
Holland, Leslie	10 Month Secretary	3
Jozefowicz, Gloria	Accounts Payable	12 month
Mate, Michelle	12 Month Secretary	3-4
Smith, Jennifer	12 Month Secretary	3-4
Sosnowski, Kathy	10 Month Secretary	9
Villalba, Coury	Curriculum/Data Secretary	12 month

d) Contracts extended to employees with less than 30 hours per week; no benefits.

<b>NAME</b>	<b>TITLE</b>	<b>STEP</b>
Bukoskey, Michele	Library Aide	10+
Petrocci, Marilyn	Library Aide	8

<b>NAME</b>	<b>TITLE</b>	<b>STEP</b>
Ascolese, Lauren	Instruct. Aide/Para	2
Astroff, Marion	Instruct. Aide/Para	2
Cahill, Jennifer	Instruct. Aide/Para	5
Ciaccio, Joanne	Instruct. Aide/Para	8
Gad, Mariam	Instruct. Aide/Para	10+
Griffin, Wendi	Aide/Para [Title I]	5
Kacar, Matthew	Instruct. Aide/Para	10+
Kammerer, Colleen	Instruct. Aide/Para	10+
Lillis, Carolyn	Instruct. Aide/FTE	7
McCarthy, Denise	Instruct. Aide	5
McQueen, Aisha	Instruct. Aide/Para	2
Montgomery, Kathryn	Instruct./Lunch Aide	2
Mooney, Christopher	Instruct. Aide/Para	5
Naccarato, Gina	Instruct. Aide/Para	3
Questa, Elizabeth	Instruct. Aide/Para	2
Reed, Susan	Instruct. Aide/Para	4
Rumney, Michelle	Instruct. Aide/Para	3
Saso, Cara	Instruct. Aide/Para	2
Snead, Terri	Instruct. Aide/Para	6
Tarrant, Barbara	Instruct. Aide/Para	10+
Weiss, Enid	Instruct. Aide/Para	2
Yatsko, Susan	Instruct. Aide/Para	6
Yousef, Mary	Instruct. Aide/Para	10+

e) Contracts extended to part-time employees.

<b>NAME</b>	<b>TITLE</b>	<b>STEP</b>
Baldelli, Sheri	Lunch/Playground Aide	6
Bost, Amy	Lunch/Playground Aide	3
Cruz, Remedios	Lunch/Playground Aide	10+
Diem, Julie	Lunch/Playground Aide	2
Nogueira, Patricia	Lunch/Playground Aide	2

Sano-Byrne, Kathy	Lunch/Playground Aide	3
Tharney, Jill	Lunch/Playground Aide	6

f) Contracts extended to the following custodial staff.

NAME	STEP
Gniewek, Alina	OG
Grabowski, Stanley	5
Nesser, Raymond	OG
Paraiso, Johnny	OG/Other
Redding, Kathleen	OG/Other
Sanjon, Johnny	5
Wodeshick, Thomas	4

g) Contracts extended to Administrators.

NAME	TITLE	STEP/YEAR
Anderson, Tafari	Technology Director	5
Citro, Jaclyn	Assistant Principal	1
Nechamkin, Alyson	Director of Special Education	5
Siegel, Eric	Principal	4
Tursi, Norma*	Business Administrator	4
Veit, William	Principal	6

\* Contract pending county approval

9. ...Approve Jill Maiorano as a Basic Skills Teacher – Grades 4/5 for school year 2018-2019 effective 9/1/2018.

**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 4/16/18 through 4/27/18.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 4/30/18 through 5/18/18.

3. ...Approve the following requests by the Milltown PTA Social Committee to host year-end pool parties:
- a. Joyce Kilmer students 4<sup>th</sup> – 7<sup>th</sup>, Brookside Swim Club 6/20/18 (Rain date: 6/21)
  - b. Parkview students PreK – 3<sup>rd</sup>, Milltown Borough Pool 6/14/18 (Rain date: 6/15)
    - The Parkview event will not be a drop off event and student/s will need to be accompanied by an adult.

*Note: The PTA requires all participants to sign a Waiver/Release of Liability form.*

**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 Comments:                    -Community members asked about background checks for the volunteers for Haunted River Walk.
- Citizen’s Comments:                    -A parent expressed disappointment that a particular teacher is not being renewed for 2018-19.

**IX. WRAP UP TOPICS**

- Congratulations to teachers of the year and to staff members of the month
- Congratulations to students who participated in Youth and Government
- Thank you to Mrs. Pinnella and Mrs. Hengeli for a wonderful spring concert
- Welcome to Dan Rubino as Spotswood’s high school principal
- PR Committee welcomes community input on 8<sup>th</sup> grade events

**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 May 21, 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: James Lloyd        Time: 8:00 PM

Approve the adjournment of Executive Session:

Moved By: JoAnne Demetrio      Seconded By: James Lloyd      Time: 8:40 PM

**XI. ADJOURNMENT**

Moved By: JoAnne Demetrio      Seconded By: James Lloyd      Time: 8:40 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary