

## **BOARD OF EDUCATION MEETING MINUTES**

Date: Monday, February 25, 2019  
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, Janice Hodgson, James Lloyd, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P.

Absent: David Oryniak, Bill Petscavage

Others Present:

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

### **II. PRESENTATION**

Comprehensive Annual Financial Report (CAFR)  
by  
Holman, Frenia, Allison, P.C.

### **III. RECOGNITION**

Congratulations to Kathy Magnuson, Coury Villalba, Stephanie Holtje and Andrea Brunner for being selected staff members of the month for February 2019.

### **IV. APPROVAL OF MINUTES**

Motion By: JoAnne Demetrio

Seconded By: Christa Hannon

January 28, 2019
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Regular Session
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Minutes – Roll Call:

JoAnne Demetrio, Christa Hannon, Janice Hodgson, James Lloyd, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P.

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

## V. ADMINISTRATIVE REPORTS

### SBA's Report

- HVAC bid
- Budget timeline
- Finance Committee – March 11<sup>th</sup> at 5:30 pm

### Superintendent's Report

- Budget drivers
- In-service agenda

## VI. A. Committee Chairpersons' Reports:

- Curriculum and Instruction  
Mary O'Mara, Chairperson  
-No Report
- Finance and Facilities  
Jim Lloyd, Chairperson  
-Committee had a meeting before the board meeting
- Grants & HIB  
Jennifer Spisso, Chairperson  
-No Report
- Negotiations  
Carl Schneider, Chairperson  
-Board will discuss MAA contract in executive session
- Personnel and Management  
JoAnne Demetrio, Chairperson  
-No Report
- Public/Professional Relations & Strategic Planning  
Jennifer Spisso, Chairperson  
-No Report
- Technology  
Christa Hannon, 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  
-No Report
- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: JoAnne Demetrio  
-Meeting next week  
-Successful pancake breakfast
- Milltown Parent/Teacher Association: Jennifer Spisso  
-Meeting on March 5<sup>th</sup>
- School Boards Associations: Mary O’Mara  
-STEM Lab
- Spotswood Public Schools’ Board of Education: Carl Schneider  
-Upgrade on Security

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

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

VIII. 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 February 25, 2019 to discuss matters involving:

- a) Negotiations
- b) Personnel

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: 8:25 PM

Approve the adjournment of Executive Session:

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

IX. MEETING REOPENED – PUBLIC PORTION

Meeting Convened in Media Center – Time: 9:00 PM

X. 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  
Mary O’Mara, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Curriculum and Instruction, Numbers 1 through 2 ”

Motion By: Christa Hannon                      Seconded By: Jennifer Spisso

1. ...Approve for 2<sup>nd</sup> reading and adoption the 2019-2020 district calendar.
2. ...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	Philadelphia Zoo Philadelphia, PA	6/5/19 8:00AM-3:00PM	7 <sup>th</sup> /92	W. Zahorchak K. McCarthy A. Schaechter N. Marinello R. Wrate M. Eckert K. Conger	\$30/Family*

\*Balance paid by BOE.

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, Janice Hodgson, James Lloyd, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P.

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: Mary O’Mara

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) S. NesSmith	Legal One - Attendance, Residency & Homeless	Monroe Twp, NJ 3/7/19	Approx. 20 Mi.; \$150/Fee
b) C. Conover	Wilson Reading System Intro Workshop	Ewing, NJ 5/13/19-5/15/19	Approx. 50 Mi.; \$875/Fee
c) B. Wright	What's New in Children's Books & Creative, Powerful Strategies To Use in Your Program	Fairfield, NJ 2/27/19	Approx. 80 Mi.; \$269/Fee
d) T. Anderson	Teaching Technology Software Excellence in Action	Wayne, NJ 2/22/19	Approx. 85 Mi.; \$50/Fee
e) M. Jackson f) C. Mueller	IXL Learning Live Workshop	Elizabeth, NJ 4/5/19	Approx. 50 Mi.; \$75/Fee
g) J. Citro	NJ Alliance for Social, Emotional, & Character Development Annual Conference	Lawrenceville, NJ 5/31/19	Approx. 45 Mi.; \$149/Fee

2. ...Approve the payment of the items on the Accounts Payable Bill List 2/25/19.
3. ...Approve the Payroll Bill List dated 2/15/19.
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 December 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 December 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. ...Accept donations from the following supporters for Milltown EdCamp 2019:
- a) Share911 - \$150
  - b) ClassLink - \$500
8. ...Accept the following mini-grants from the PTA and MEF:
- a) R. Nehila – Breakout Edu Class Pack \$275.00 (PTA)
  - b) C. Mueller/A. Vacca – Flexible Seating \$2,247.37 (MEF)
  - c) N. Agugliaro/M. Jackson – Flexible Seating - Adjusted to \$1778.14 (MEF)  
(Previously accepted on 1/7/19 Motion B5a.)

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, Janice Hodgson, James Lloyd, Mary O'Mara, Jennifer Spisso, Carl Schneider-V.P.

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: Jennifer Spisso

1. ...Approve the following policy for 2<sup>nd</sup> reading and adoption.
  - a. Policy 5131.1 *Harassment, Intimidation and Bullying*
2. ...Approve staff volunteers to be covered for accidents by the district's property and liability insurance when given prior administrative approval to attend school related events beyond regular hours.
3. ...Approve language revision to Article VI.H of the Non-Affiliated Staff Handbook: to prorate the \$100 monthly stipend based on attendance at \$5.55 per day.
4. ...Approve the following for the 2018-2019 school year:

New Hire:			
Name	Position	Year or Step	Effective Date
Johnson, Emily	Aide/Para	1	2/11/19
Reassignment:			
Tarrant, Barbara	Medical Leave Replacement	--	--

5. ...Approve the following college student to complete required observation hours:
  - a. Lauren Petillo, Monmouth University – cooperating teacher Jennifer Topham
6. ...Accept letter of retirement from Barbara Wright, Media Specialist, effective 6/30/19. The Milltown Board of Education and school community would like to wish Mrs. Wright best wishes and success in all her future endeavors.
7. ...Approve the Memorandum of Agreement between the Board of Education and the Milltown Administrators Association for the period of July 1, 2019 through June 30, 2022.
8. ...Approve up to 10 staff members for approximately 3 hours of training for CPI (Crisis Prevention Institute) 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.

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, Janice Hodgson, James Lloyd, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P.

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

D. Public Relations  
Jennifer Spisso, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Public Relations, Numbers 1 through 2 .”

Motion By: James Lloyd                      Seconded By: Jennifer Spisso

1. ...Affirm the Harassment, Intimidation and Bullying Report for the 1/7/19 through 1/25/19.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 1/28/19 through 2/22/19.

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, Janice Hodgson, James Lloyd, Mary O’Mara, Jennifer Spisso, Carl Schneider-V.P.

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

XI. SECOND PUBLIC COMMENT PORTION - GENERAL

- Citizen’s Name:                              Laura Carasso
- Citizen’s Comments:                        -6<sup>th</sup>/7<sup>th</sup> grades Shamrock Dance  
    -Clothing Drive – April 20<sup>th</sup>

Kelly Sirna asked if there were plans to revisit the drop off at JK

XII. WRAP UP TOPICS

- Congratulations to staff members of the month
- Thank you to the business office for a clean audit

XIII. ADJOURNMENT

Moved By: James Lloyd              Seconded By: Jennifer Spisso    Time: 9:25 PM

Respectfully submitted,



Norma M. Tursi  
Board Secretary