

## BOARD OF EDUCATION MEETING MINUTES

Date: Monday, March 18, 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, Mary O’Mara, David Oryniak, Jennifer Spisso, Carl Schneider-V.P.

Absent: James Lloyd, Bill Petscavage

Others Present:

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

### II. RECOGNITION

Congratulations to Samantha Cantaffa, Priscilla Seesman and Heather Vitale for being selected staff members of the month for March 2019.

### III. ADMINISTRATIVE REPORTS

SBA’s Report

- Budget approval
- HVAC approval
- Personal disclosure forms

Superintendent’s Report

- EdCamp update

### IV. A. Committee Chairpersons’ Reports:

- Curriculum and Instruction  
Mary O’Mara, Chairperson

- Holocaust and Amistad curriculum reference for Comprehensive Equity Plan
- Common Assessment updates in OnCourse

- First Tee Golf Program Parkview
- Finance and Facilities  
Jim Lloyd, Chairperson
  - Committee meeting 3/11/19
- Grants & HIB  
Jennifer Spisso, Chairperson
  - No Report
- Negotiations  
Carl Schneider, Chairperson
  - No Report
- Personnel and Management  
JoAnne Demetrio, Chairperson
  - Policy 3542.1: Wellness and Nutrition, regarding Valentine’s Day
- Public/Professional Relations & Strategic Planning  
Jennifer Spisso, Chairperson
  - No Report
- Technology  
Christa Hannon, Chairperson
  - JK Stem Lab Open House, Monday, 4/8/19, 7pm
- Bi-District  
Bill Petscavage, Chairperson
  - Spotswood board committee meeting on March 25<sup>th</sup>

B. Liaison Reports:

- Legislation: Jim Lloyd  
-No Report
- Mayor and Town Council: Christa Hannon  
-No Report
- Educational Services Commission of NJ: Bill Petscavage  
-No Report
- Milltown Education Foundation: JoAnne Demetrio  
-Shamrock Dance
- Milltown Parent/Teacher Association: Jennifer Spisso  
-May 2<sup>nd</sup> – Cake Decorating  
-Teacher/Staff Appreciation Week
- School Boards Associations: Mary O’Mara  
-No Report

- Spotswood Public Schools’ Board of Education: Carl Schneider
  - Spotswood budget presentation
  - Performance reports

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

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

VI. 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, Number 1”

Motion By: JoAnne Demetrio                      Seconded By: Christa Hannon

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	NJ State House NJ State Museum Old Barracks Trenton, NJ	5/8/19 8:00AM-3:15PM	4 <sup>th</sup> /94	N. Agugliaro M. Jackson M. Chasan C. Saso G. Garlatti S. Deaver J. Cahill K. Conger	\$30/Families*
b) Joyce Kilmer	YMCA Camp Mason Hardwick, NJ	5/22/19-5/24/19 8:00AM-3:00PM	8 <sup>th</sup> /81	W. Zahorchak R. Nehila M. Rademacher C. Copperthwaite Parent Chaperones**	\$263/Paid thru fundraising.

\*Balance paid by BOE

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

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, Janice Hodgson, Mary O’Mara, David Oryniak, 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 19 ”

Motion By: Christa Hannon                      Seconded By: Janice Hodgson

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	Rutgers Literacy PD Presentation	New Brunswick, NJ	Approx. 10 Mi.; \$150/Fee
b) H. Vitale		2/27/19	
c) K. Murray	NJ Association of School Social Workers	Iselin, NJ	Approx. 25 Mi.; \$125/Fee
		3/25/19	

2. ...Approve the payment of the items on the Accounts Payable Bill List 3/18/19.
3. ...Approve the Payroll Bill Lists dated 2/28/19 and 3/15/19.
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 January 31, 2019 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, 2019 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 the following mini-grant from the PTA:
  - a) L. Shemesh/J. Scott – Readers’ Theater \$303.84
8. ...Approve Deborah Celis, LDTC, to complete Educational Evaluations, at the cost of \$240 for each evaluation and report.
9. ...Approve payment to CDW for video surveillance system for Good Day Preschool in the amount of \$1,642.29.
10. ...Approve Special Education Medicaid Initiative (SEMI) program waiver submission to the Executive County Superintendent for the 2019-2020 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.

11. ...Approve the Budget for the School Year July 1, 2019 through June 30, 2020 for public hearing in the amount of \$20,176,990 Office of the New Jersey State Department of Education:

	Budget	Tax Levy
General Fund	\$18,983,803	\$15,957,106
Special Revenue	322,549	-----
Debt Service	870,638	624,747
Total:	20,176,990	16,581,853

12. ...Approve acceptance by the Milltown Board of Education of State Aid in the amount of \$1,611,175.
13. ...Approve acceptance by the Milltown Board of Education of Debt Service Aid in the amount of \$245,891.
14. ...Approve a health benefit waiver adjustment in the amount of \$68,008 and banked cap of \$200,000 included in the General Fund tax levy of \$15,957,106 for the 2019-2020 budget.
15. ...Approve the school districts travel maximum for the 2019-2020 school year in the amount of \$70,000.
16. ...Approve the withdrawal of Capital Reserve in the amount of \$500,000 for the projects HVAC units at Parkview, drainage at Parkview and Joyce Kilmer roof.
17. ...Approve the withdrawal of the Tuition Reserve of \$520,000.
18. ...RESOLVED, that the Milltown Board of Education, in the County of Middlesex, New Jersey authorizes Parette Somjen Architects to submit all necessary plans and documents to the New Jersey Department of Education concerning HVAC Upgrades at the Parkview Elementary School to serve as an application to the Office of School Facilities; and

BE IT FURTHER RESOLVED, that the Milltown Board of Education approve the submission of an application of said plans as a School Facilities Project to the NJDOE; and

BE IT FURTHER RESOLVED, that the Milltown Board of Education approves any necessary amendments to the District's current Long Range Facilities Plan pursuant to the above noted project.

19. ...Resolution for contract award for the HVAC upgrades at the Parkview Elementary School of the Milltown Board of Education.

WHEREAS, on February 20, 2019 the Milltown Board of Education received and publicly opened Ten bids for the HVAC Upgrades at the Parkview Elementary School ; and

WHEREAS, the lowest numerical bid was submitted by Hanna’s Mechanical Contractors Inc.; and

WHEREAS, a review of Hanna’s Mechanical Contractors Inc. bid revealed no material defects;

WHEREAS, the Board, in conjunction with its Design Professional, has determined Hanna’s Mechanical Contractors Inc. to be the lowest responsive and responsible bidder;

NOW, THEREFORE, BE IT RESOLVED, that In accordance with the provisions of N.J.S.A. 18A:18A-1, et. seq., the Board hereby awards a contract for the HVAC Upgrades of the Parkview Elementary School

project to Hanna’s Mechanical Contractors Inc. in the amount of \$323,650 (Three Hundred Twenty Three Thousand Six Hundred Fifty Dollars) and

BE IT FURTHER RESOLVED, that the Business Administrator is authorized to return the bid securities to all but the three (3) lowest bidders; and

BE IT FURTHER RESOLVED, that the Board's counsel is authorized to prepare the contract for the Project, to transmit same to Hanna’s Mechanical Contractors Inc., and to obtain all documents required thereby; and

BE IT FURTHER RESOLVED, that upon the Board's receipt of the executed contract from Hanna’s Mechanical Contractors Inc., as well as Hanna’s Mechanical Contractors Inc. performance and payment bonds, compliant Insurance certificate, and any other documents required by the contract, the at the Business Administrator is authorized to return the bid securities to the remaining bidders.

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Finance and Facilities, Numbers 1 through 19.”

Finance and Facilities – Roll Call:

JoAnne Demetrio, Christa Hannon, Janice Hodgson, Mary O’Mara, David Oryniak, 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 6 ”

Motion By: Christa Hannon                      Seconded By: Janice Hodgson

1. ...Approve the following for the 2018-2019 school year:

New Hire:			
Name	Position	Year or Step	Effective Date
McNamara, Taylor	Aide/Para	1	3/19/2019*

\*Pending CHR

2. ...Approve Amy Klinger as the district School Librarian Media Specialist for school year 2019-2020 effective September 1, 2019.

3. ...Approve the following college student to complete required observation hours:  
a. Julia Guerrero, Stockton University – observing physical therapist

4. ...Accept request for leave of absence for the following staff members:  
a. Matt Kacar, Paraprofessional, effective 3/13/19 through approximately 4/10/19  
b. Melissa Kivowitz, Teacher, effective 3/7/19 through approximately 5/15/19

5. ...Accept resignation letter from Terri Snead, Paraprofessional, at Parkview School effective 5/10/2019. The Milltown Board of Education and school community would like to wish Mrs. Snead good luck in her future endeavors.
6. ...Approve the appointment of the following persons as coaches, advisors, club facilitators, etc. for stipend positions over and above the contract salary for the 2018-2019 school year as indicated below. Stipends to be paid in accordance with the Negotiated Agreement; Schedule “B” Extra-Curricular Activities and Schedule “C” Activity Guide.

Math Stars (1) – JK \$45/hr., 1 hr/session approx. 6 sessions	M. Jackson
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President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel and Management, Numbers 1 through 6 .”

Personnel and Management – Roll Call:

JoAnne Demetrio, Christa Hannon, Janice Hodgson, Mary O’Mara, David Oryniak, 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: JoAnne Demetrio      Seconded By: Christa Hannon

1. ...Affirm the Harassment, Intimidation and Bullying Report for the 1/28/19 through 2/22/19.
2. ...Acknowledge receipt of the Harassment, Intimidation and Bullying Report for the period 2/25/19 through 3/15/19.

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, Mary O’Mara, David Oryniak, Jennifer Spisso, Carl Schneider-V.P.

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

## VII. SECOND PUBLIC COMMENT PORTION - GENERAL

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

## VIII. WRAP UP TOPICS

- Congratulations to staff members of the month
- Congratulations for a successful Ed Camp

-Congratulations to 2 8<sup>th</sup> grade students who were accepted to Allied Health and the Academy of Science, Mathematics and Engineering

IX. ADJOURNMENT

Moved By: JoAnne Demetrio      Seconded By: Christa Hannon      Time: 7:30 PM

Respectfully submitted,

A handwritten signature in blue ink that reads "Norma M. Tursi".

Norma M. Tursi  
Board Secretary