

**Milltown School District
Milltown, NJ 08850**

REGULAR MEETING MINUTES

Date: Tuesday, January 27, 2009

Time: 7:00 P.M.

Location: Joyce Kilmer School – All-Purpose Room

I. CONVENE MEETING – PUBLIC PORTION

- A. Meeting Convened In All-Purpose Room – Time : 7:00PM
- B. Flag Salute
- C. Read: Open Public Meeting Act Notice
- D. Roll Call of Board Members:

Roll Call – Board Members:

Sal Abano/Elizabeth Dzuro, Alexis Harley/Erin Addone, Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley, Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm-Pres.

Others Present

Dr. Linda A. Madison/Brian Gzemeski-Supt., Mr. R. Paul Vizzuso/Alexis Herring-B/A, B/S

II. RECOGNITION

The Milltown Board of Education welcomes the Joyce Kilmer School 8th Grade Youth-In-Government participants under the direction of Advisors, Mrs. Kathie Evans and Mrs. Geralyn Gerhart. The students will conduct tonight's Board meeting.

Congratulations to Mrs. Linda Johnson, Reading Recovery Teacher at Parkview School, and Mrs. Karen Yackanin, Technology Teacher at Joyce Kilmer School, for being selected Staff Members of the Month. Mrs. Johnson and Mrs. Yackanin have received gift certificates for local restaurants.

YOUTH-IN-GOVERNMENT PARTICIPANTS MILLTOWN BOARD OF EDUCATION MEETINGS

January 27, 2009

Dinner 6 p.m. – Joyce Kilmer School Media Center

Students Conduct Board Meeting 7 p.m. – Joyce Kilmer All-Purpose Room Stage

Brian Gzemski	Dr. Linda Madison Superintendent of Schools
Victoria Piscitelli	Dr. Linda Madison Principal – Parkview School
Jamal Lewis	Mrs. Janet Ferlazzo Principal – Joyce Kilmer School
Alexis Herring	Mr. Paul Vizzuso Business Administrator/Board Secretary
Alexandra Bundschuh	Mrs. Margaret Csaszar Director of Student Support Services
Janeene Linck	Mrs. Stephanie Brown Curriculum Coordinator
Brianna Strahm	Mrs. Barbara Pietanza – President
Angela Lombardo	Mr. Bill Petscavage – Vice President
Elizabeth Dzuro	Mr. Sal Abano
Erin Addone	Ms. Alexis Harley
Jaclyn Vitanza	Mrs. Linda Harold
Marissa Ligotti	Mr. Vincent Marano
Lillian Carone	Ms. Laura McCann
Jasmin Badawy	Mr. Philip Paladino
Stephanie Paley	Ms. Patricia Payne
Kathie Evans Geralyn Gerhart	Youth-In-Government Co-Advisors

III. APPROVAL OF MINUTES

Motion By: Elizabeth Dzuro **Seconded By:** Jaclyn Vitanza

Date	Regular	Executive
December 9, 2008	X	---
January 13, 2009	X	X

Minutes 12-9-08 –Roll Call Yes:

Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley,
Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm -Pres.

Carried by a roll call vote: 7 Yes, 0 No, 2 Abstentions: Sal Abano/Elizabeth Dzuro,
Alexis Harley/Erin Addone

Minutes 1-13-09 –Roll Call Yes:

Sal Abano/Elizabeth Dzuro, Alexis Harley/Erin Addone, Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley,
Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm -Pres.

Carried by a roll call vote: 9 Yes, 0 No, 0 Abstentions

IV. ADMINISTRATIVE REPORTS - A. SBA’s Report – P. Vizzuso/Alexis Herring

<p>1. Facilities Planning And Management; short – term projects and long – term needs (e.g., Long Range Facilities Plan).</p>	
<p>2. Fiscal Planning And Management (e.g., projections for management of current annual budget management and needs for new budget).</p>	<ul style="list-style-type: none"> • Tentative budget for the 2009-2010 school year is completed and being reviewed by administration. • The Consumer Price Index for the 2009-2010 school year will be 3.34%. This rate is used in the renewal process for transportation contracts.
<p>3. Construction Project</p>	<p>Projected to go out to bid at the end of January for Phase Two of the referendum projects.</p>
<p>4. Food Services Lunch Program / Personnel</p>	
<p>5. Transportation</p>	
<p>6. Miscellaneous</p>	<p>The following educators had been approved on previous agendas to attend a Bullying Workshop at the New Brunswick Law Center. Due to several reschedulings by the vendor, attendance has finally been confirmed for January 28, 2008 for K. McCarthy, J. Citro, C. Morris, B. Wright, S. Conover, K. Giglio and J. Bogin.</p>

INFORMATION/DISCUSSION ITEMS

Proclamation to be read by Board President/Brianna Strahm:

Noting the hard work and dedication of New Jersey’s local board of education members, Governor Jon S. Corzine has proclaimed January 2009 as “School Board Recognition Month” in New Jersey. Approximately 4,800 citizens serve their communities as school board members without compensation.

See Proclamation attached.

B. Superintendent’s Report – Dr. Linda Madison/Brian Gzemski

Dr. Linda Madison/Brian Gzemski, Superintendent

- A letter was written to all parents regarding the demolition of the Forney house on Main Street. The house was demolished beginning on Friday and will continue until all materials have been sorted and recycled when possible. The area will continuously be surrounded by a construction fence.

- The Honorable Assemblyman Upendra Chivukula presented a town hall meeting with all students in Grades 5-8 last Thursday. He gave an overview of how government works, showed a DVD and later took questions.
- Meetings have been taking place between the architect and Joyce Kilmer School personnel as well as Mr. Vizzuso and Dr. Madison to plan the interior design of the new media center at JK. The planning is on schedule and moving forward productively.
- On Monday Mr. Vizzuso and Dr. Madison met with the Executive County Superintendent and the County Business Administrator about the current year's budget and to plan for the next budget year. The meeting was very informative and productive.

That concludes my report.

Dr. Linda Madison/Victoria Piscitelli, Principal Parkview School

- The PTA social event at the Lowe's Theater was a great success. Parents, students, and teachers enjoyed the movie Hotel for Dogs last Thursday night.
- We are very happy that Ms. Andrews is back with us and healthy again after a long illness. I would like to thank Mrs. Magnuson for her continuous service to the students in 2A and her wonderful work ethic and commitment to education!
- I would like to remind all parents that birthday treats for students take place during the snack time of the regular school day and that healthy choices are recommended. It is also important that parents use the PTA developed directory to mail home invitations if the entire class is not being invited to a party.
- We have been asked to remind parents to pay special attention to the crossing guards when dropping off or picking up students either walking or driving. They have reported some close calls lately and want to remind everyone that safety is our primary concern even at the risk of being a minute or two late for school.

That concludes my report.

Mrs. Janet Ferlazzo/Jamal Lewis, Principal Joyce Kilmer School

Joyce Kilmer Band Students were invited to perform with Spotswood High School Wind Ensemble on January 15 during the annual winter concert. Several band students from Joyce Kilmer participated in this great opportunity and enhanced their musical skills by sharing the stage with students ranging from freshmen to seniors in high school.

Joyce Kilmer chorus students will once again have the opportunity to sing the National Anthem at the opening of a Somerset Patriots game under the direction of Mr. Michael Trosan. Our students were invited back this year after having a great opportunity last year to share their vocal talents.

The Robotics Club is being offered at Joyce Kilmer School for the very first time. It will be offered to grades 4-6 under the supervision of Mrs. Linck and Mr. Eckert. The club will begin the end of January and run through June.

That concludes my report.

Mrs. Margaret Csaszar/Alexandra Bundschuh, Director of Student Support Services

An Enrichment/Gifted and Talented/LAP Parent Advisory Meeting (PAC) will be held on Wednesday, January 28, 2009 from 7:00 – 9:00 p.m. at Joyce Kilmer School’s Media Center. Presenters will be: Margaret Csaszar, Director of Student Support Services; Debbie Kropf, Joyce Kilmer G & T teacher; and Dawn Calvano, Parkview Enrichment teacher.

That concludes my report.

Mrs. Stephanie Brown/Janeene Linck, Curriculum Coordinator

There have been some recent changes in the NJ ASK tests. The state’s PowerPoint, which explains those changes, is included in your Board packet. Mrs. Brown has distributed relevant sections to the teachers and has been meeting with them to discuss any particular curriculum changes that are necessary in response to the state’s testing revisions.

The Milltown School District’s Professional Development Plan for 2009-2010 was included in the Board packet for review. A motion to approval the plan for submission to the NJDOE County Office is expected on the February 10, 2009 Board agenda; deadline for plan submission is February 15, 2009.

That concludes my report.

V. A. Liaison Reports:

▪ **Pat Payne/Stephanie Paley: Legislation**

According to *Education Week* magazine's report entitled, "Quality Counts 2009", New Jersey schools are among the best in the nation in preparing students to succeed in life. NJ ranked second best nationally in the "chance for success" index, and third best nationally in student achievement.

The Commissioner of Education sent a letter to all Chief School Administrators on January 16th recommending that school districts begin to “freeze all non-essential and discretionary spending” in this year's budget.

That concludes my report.

- **Vince Marano/Marissa Ligotti: Mayor And Town Council**

Ford Avenue Project- there are concerns on who will pay the 25% on the clean up project, the develop or the taxpayers of Milltown. The town sent \$10,000 to the Ford Avenue developer which stirred up the public audience, the legal counsel said they could not discuss the matter.

Forney House – demolition, not properly wet down to keep dust down. Dust containing lead paint and other toxic material filled the air during demolition. Dr. Linda Madison informed all parents and guardians by newsletter dated January 21, 2009 to inform them that she met with the architect and the demolition supervisor who told her what the process and safety measures they have in place.

Bank – when the bank is completed on Forney site the students will have to walk past two driveways to and from school.

That concludes my report.

- **Bill Petscavage/Angela Lombardo: Middlesex Regional Educ’l Services Commission**

The next meeting of the Middlesex Regional Educational Services Commission Board will be held on February 27 at 8:30 a.m. in the MRESC Offices at the Bright Beginnings School in Piscataway. A report will follow that meeting.

That concludes my report.

- **Laura McCann/Lillian Carone: Milltown Education Foundation**

The Milltown Education Foundation’s first quarterly newsletter is included in Board packet and was distributed to all parents/guardians. This quarterly publication will report the Foundation’s calendar of events, current news, on-going project updates, etc.

"The Milltown Education Foundation is a nonprofit organization formed in response to a national challenge to keep local youth competitive and productive in a technologically challenging and complex world.

The foundation is composed of local residents who raise funds to provide educational opportunities that otherwise would not be available through the Milltown school district's operating budget. The foundation is governed by a board of trustees who serve without compensation and who work collaboratively with the Milltown Board of Education and the Milltown PTA.

The Milltown Education Foundation is a volunteer-driven, nonprofit organization that enhances educational excellence and serves as an advocate for all Milltown public school students. The foundation fosters intellectual growth in a safe, trusting, and collaborative environment. In partnership with families and community, the MEF encourages students to become socially responsible and productive citizens.

The goals of the foundation are to facilitate student development, encourage excellence through creative learning, and promote community and school partnerships. Since the year 2000, the foundation has contributed to the academic, social, and emotional growth of Milltown students by funding in whole or in part many projects and programs, including the After School Arts Program, the Writing Enhancement Rubric Project, the Lucy Caulkins Workshop for teachers, the Chick Hatching Project, the Tone Chime Choir, Time Magazine for Kids, the Read with Me Project, a Playwriting Workshop, and the Robotics Club.

Recent fundraising events include the popular spring and fall used clothing drives, the tile project at Parkview School, and the buy-a-brick campaign.

The Milltown Education Foundation welcomes anyone who is interested in assisting in the development of our future leaders."

That concludes my report.

▪ **Alexis Harley/Erin Addone: Milltown Parent/Teacher Association**

The PTA held their monthly Executive meeting on Wednesday, January 21st at 7:30 p.m. in the JK Media Center. The following items were discussed:

- . The PTA raised close to \$500 at the two-hour long Barnes & Noble event in December and about \$4,000 from school pictures.
- . The PTA is planning a Wine Tasting fundraising event. It will be held on March 7th at the American Legion. Tickets must be purchased in advance and will cost \$25. There will be a comedian and a DJ.
- . The PTA passed a motion to sponsor the Mobile Planetarium to be set up for Parkview School for one day in June. The Mobile Planetarium was set up at JK last year and was a big hit with both teachers and students.
- . The PTA noted that officer terms are coming to a close. Members who are interested in serving in leadership positions should contact PTA president, Heidi Corrente, for information.

The next Executive meeting of the PTA will be Wednesday, February 18th.

The next General PTA meeting is being planned for late February or early March.

That concludes my report.

▪ **Sal Abano/Elizabeth Dzuro: National, New Jersey, and Middlesex County School Boards Associations**

National School Boards Association

The National School Boards Association's 2009 Annual Conference is planned for April 4-7, 2009 in San Diego, California.

The 9th Annual National School Boards Foundation 5K Walk/Run will take place along the San Diego waterfront, located adjacent to the San Diego Convention Center. Please go to www.nsba.org/Foundation5K for more information.

New Jersey School Boards Association

January 2009 is School Board Recognition Month in New Jersey. There are more than 600 school districts, 2,400 hundred public schools, and 1.4 million students in New Jersey.

New Jersey School Boards Association and ASAH (non-for-profit organization serving the private special education community since 1974 in New Jersey) is sponsoring an Innovation in Special Education Awards program. You can find the nomination and entry form on www.njsba.org. I have also distributed a copy of the form to each of you.

Middlesex County School Boards Association

Mandatory Training – Governance II: Finance will be held on February 4th at New Jersey Hospital Association Conference Center in Princeton.

On March 4th at the Pines Manor, Middlesex County School Boards Association will hold the Annual Student Recognition program.

On June 1st, the Annual Spring Dinner will be held – the location has not been determined yet.

That concludes my report.

▪ **Linda Harold/Jaclyn Vitanza: NJQSAC**

All committees are on track for completing their sections of the District Performance Review for NJ Quality Single Accountability Continuum (NJQSAC).

That concludes my report.

▪ **Philip Paladino/Jasmin Badawy: Spotswood Public Schools' Board Of Education**

The Spotswood School District is proud to recognize its students for their commendable performance in this year's Science Olympiad, held on January 8, 2009 at Princeton University. This year there were 20 teams present and Spotswood students placed in three events. Milltown student participants in this year's Science Olympiad were Chris Chan, Flo Chan, Julia Guarch, Stephanie Nowicki, Shruti Patel and Ashley Hamm. Chris Chan and Julia Guarch placed 7th in Chemistry Lab. Congratulations on a job well done.

At its January 20 meeting, the Spotswood Board of Education appointed John Lissaris as Teacher of Spanish effective March 10, 2009 or upon release from his current district. Mr. Lissaris is replacing Sara Oliveira as she assumes the position of Supervisor of Technology, Business, and Vocational Education.

The Board also appointed Andrea Loaiza to serve as substitute for Sara Oliveira beginning February 2 until Mr. Lissaris is released from his current district.

The Spotswood Board of Education adopted the following mathematics textbooks for the 2009-2010 school year:

COURSE TITLE: Elementary Mathematics (Grades K through 5)

Math Expressions

Houghton Mifflin Harcourt, Copyright 2009

COURSE TITLE: Algebra I (Grade 9)

Algebra I Concepts and Skills

McDougal Littell, Copyright 2010

COURSE TITLE: Geometry (Grade 10)

Geometry Concepts and Skills

McDougal Littell, Copyright 2010

COURSE TITLE: Algebra II (Grades 11, 12)

Algebra II Concepts and Skills

McDougal Littell, Copyright 2008

COURSE TITLE: College Prep Algebra I (Grade 9)

Holt Algebra I

Holt McDougal, Copyright 2007

COURSE TITLE: College Prep Algebra II and Honors Algebra II (grades 11, 12)

Holt Algebra II

Holt McDougal, Copyright 2007

Congratulations to the five high school seniors for being named Distinguished Edward Bloustein Scholars, including two from Milltown: Christopher Chan and Miriam Fried. To qualify for this NJ state scholarship, students must be in the top ten percent of their class, have a minimum combined SAT score of 1260, or rank first, second or third in their class at the end of their junior year. Distinguished Scholars are offered an annual award of \$1,000 without regard to financial need.

Congratulations to the FBLA students who competed at the FBLA Regional Competition and have qualified to compete on the state level. The Milltown students include: Dan Einbinder, Brian Lippman, Jesse Slover, and Florence Chan.

Also, congratulations to the DECA students who competed at the DECA Regional competitions on January 9, 2009. Forty-one students will be eligible to compete at the next level of DECA competitions (the DECA State Leadership Conference). Those students from Milltown include: Monica Skarzynski, Michelle Szur, Marisa Pareti, Hana Azzi, Angela Basirico, Thomas Boylan, Alexandra Arango, Deanna Daley, Shruti Patel, Meghan Dirkes, Anthony Pietanza, Tabitha Clifford, Tyler Raba, Ashley Geczik, Elizabeth Mohr, Melanie Krawczyk, Marisa Ameen, Laura Fricke, Allyson Kircher, Andrew Misura, Christine Carasso, and Kara Manfre.

Under dates to remember, January 28, 2009 at 7:00 PM is the Upcoming 9th Grade Parents Orientation.

That concludes my report.

B. Committee Chairpersons' Reports:

▪ **Curriculum And Instruction**

Laura McCann/Lillian Carone, Chairperson

"The role of the Board of Education Curriculum Committee is NOT to write curriculum documents but to read, reflect on, and make recommendations to the board concerning curriculum documents created by the district's teachers and curriculum coordinator. The committee meets on a regular basis to receive curriculum updates which are then communicated to the whole board and to the public at school board meetings."

That concludes my report.

- **Finance And Facilities**

Bill Petscavage/Angela Lombardo, Chairperson

Administration and staff are preparing the proposed budget for the 2009-2010 school year. The Milltown Board of Education will hold 2009-2010 School Budget Forums during its regularly scheduled Board meetings at the Parkview School Media Center at 7:00 p.m. on the following dates:

Tuesday, February 10, 2009 – Areas of Discussion will include Parkview and Joyce Kilmer Schools, Special Needs and Transportation.

Tuesday, February 24, 2009 – Areas of Discussion will include Curriculum, Administration, Maintenance, Technology, and Spotswood High School

A Public Hearing on the 2009-2010 Proposed Budget will be held on Tuesday, March 24, 2009 at 7:00 p.m., location to be announced.

Phase Two of the Referendum Construction Project is proceeding as planned. The architect is preparing the bid packets for the contractors which will be distributed by the end of this week. Within three to four weeks the packets will be opened, reviewed, and the bid awarded. Construction will begin early this spring and be completed for the start of school in September 2009.

That concludes my report.

- **Negotiations**

Philip Paladino/Jasmin Badawy, Chairperson

The next meeting of the Negotiations Committee will take place on February 4 where we will meet with our negotiations counsel.

That concludes my report.

- **Personnel And Management**

Sal Abano/Elizabeth Dzuro, Chairperson

Board Members are encouraged to continue the review of the revised 1000 and 2000 Series policy documents and provide feedback to Dr. Madison.

That concludes my report.

- **Public Relations**

Linda Harold/Jaclyn Vitanza, Chairperson

The school construction at Joyce Kilmer is due to begin in March. As more information becomes available, it will be provided to the public. Once the construction is complete, we

will be arranging for an open house.

That concludes my report.

▪ **Strategic Planning**

Alexis Harley/Erin Addone, Chairperson

As a result of the September Strategic Planning Workshop, the Milltown School District articulated a Mission Statement and 4 Goals.

Committees were then formed to develop actions plans, supported by cost-benefit analyses, to achieve each goal. The volunteer committee members received training in December and have been working on their actions plans since. Their final reports will be presented at the March 24th Board meeting.

That concludes my report.

▪ **Technology**

Sal Abano/Elizabeth Dzuro, Chairperson

Mrs. Kercado is working on coordinating a meeting with Dr. Madison, Mr. Vizzuso and the Technology Committee so that the Patricia Bennett Group can give us more information about other technology virtualization options and the role Ericom can play for us. As you all know, there has been a tremendous amount of work that has gone on in the district to enhance our technical capabilities in the last 6-8 months. This meeting will provide us with more information to see what we can do to make additional improvements. Here is an update to other technology improvements recently accomplished:

- MS Exchange Back-up processes
- Phone system upgrade
- The creation of a ‘needs’ list to replace Dell GX400 computers; and the preparation of the installation of new ones. The new computers are in the Science lab.
- Continued the work effort in the development of the district home page to our website – working with SchoolFusion.

That concludes my report.

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

Public Notice - Comments by Citizens

The Board encourages questions, feedback and viewpoints. School Boards are strengthened by diversity of viewpoints to foster dialogue in a spirit of school-community partnership that builds effective policy and problem-solving.

Chain of Command for Questions or Concerns

The Board wishes to emphasize that concerns regarding programs, personnel or other issues must be handled through a proper chain of command. Using this procedure, a citizen must first address the concern with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee's direct supervisor. As an example, a normal chain of command regarding a concern with a classroom teacher would begin with the classroom teacher, continue through the building principal, then on to the Superintendent and finally the Board of Education. Please use this chain of command until your concern is resolved or ask for guidance if you are not sure where to begin.

Policy #1312 – Public complaints and inquires concerning the schools shall first be directed to the administration. Only in those cases where satisfactory adjustment cannot be made administratively shall communications and complaints be referred to the Superintendent and/or Board of Education for resolution. The Superintendent and the Board of Education receive correspondence at the Milltown School District, 80 Violet Terrace, Milltown, New Jersey 08850.

Policy #1120 and #4148/4248 – The Board will not permit unnecessary or undesirable identification of District staff or pupils at public Board of Education meetings, particularly when the pupil is subject to disciplinary action, or is educationally disabled. Persons desiring to discuss any such issue with the Board may request to do so in a closed, executive session provided that Policy #1312 has been followed.

- **Citizen's Name:** John Napolitano
- **Citizen's Address:**
- **Citizen's Comment:** Will the Math Club be expanded to include grades 7&8?

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

Laura McCann/Lillian Carone, Chairperson

Chairperson's Statement: "Recommend the Motions and Resolutions as outlined in Curriculum And Instruction, Numbers 1 through 2 ."

1. ...Approve tuition for a recent transfer into the Milltown School District, non-classified 11th grade student, at the Middlesex County Academy (an alternative high school). Per diem rate is \$77. per day for approximately 111 days (until the end of the 2008-2009 school year) for a total cost of approximately \$8,700.
2. ...Approve Field Trip(s) as follows:

School	Field Trip Event & Destination	Date(s) & Time of Field Trip	Grade/ #Students	Teacher(s) In Charge	Who Pays? BOE And/Or Families
1.) Parkview School	Green Meadows Farm Hazlet, NJ	May 22, 2009 9 am-2 pm	1 / 65	A. Wallace P. Lawless J. Marini A. Francisco	Families \$26. per student
2.) Joyce Kilmer School	Independence Historic Park	May 20, 2009 8:15 am-3:15 pm	5 / 79	J. Perry	Families \$26.50 per student

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Curriculum And Instruction Numbers 1 through 2 .”

Motion By: Angela Lombardo **Seconded By:** Marissa Ligotti

Curriculum And Instruction-Roll Call Yes:

Sal Abano/Elizabeth Dzuro, Alexis Harley/Erin Addone, Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley, Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm -Pres.

Carried by a roll call vote of 9 Yes, 0 No, 0 Abstentions.

B. Finance And Facilities

Bill Petscavage/Angela Lombardo, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Finance and Facilities Numbers 1 through 10 .”

1. ... Approve the following travel requests and/or reimbursement of expenses in advance for Board members and staff in accordance with State Office of Management and Budget (OMB) Travel Circular for Board Members and Administrators only; all other staff members will be compensated mileage rate in accordance with IRS until June 30, 2009:

Name	Event	Location/Date	Projected Travel Expenses
1.) B. Kercado	Middlesex Cty Tech Council Mtg	East Brunswick, NJ Jan. 20, 2009* *Routine duties	Approx. 5 Mi.; No Fee
2.) D. Pepe	Classroom Management for Students w/ Oppositional Behavior	Piscataway, NJ Mar. 26, 2009	Approx. 15 Mi.; PDA Prepaid Coupon
3.) L. McCann	Webinar – Mandated Training/Accountability	On-Line Feb. 26, 2009	No Mileage; \$37. Fee

4.) J. Hagerty	NJDOE EVVRS Training	Mercerville, NJ Feb. 10, 2009	Approx. 50 Mi.; No Fee
5.) B. Gallo	NJDOE EVVRS Training	Mercerville, NJ Feb. 10, 2009	Approx. 50 Mi.; No Fee
6.) L. Cox	Intermediate Microsoft PowerPoint	East Brunswick, NJ Feb. 23, 2009	Approx. 10 Mi.; Fee \$95.
7.) K. Yackanin	Intermediate Microsoft PowerPoint	East Brunswick, NJ Feb. 23, 2009	Approx. 10 Mi.; \$95. Fee
8.) M. Trosan	Intro to Bullying Teasing	New Brunswick, NJ Feb. 4, 2009	Approx. 7 Mi.; No Fee
9.) M. Boylston	Classroom Management	Piscataway, NJ Mar. 26, 2009	Approx. 15 Mi.; Prepaid PDA coupon
10.) J. Traskiewicz R. Escolar	NJ: A State of Innovation	Monroe, NJ February 5, 2009	Approx. Mi. 22 miles \$136 fee each

2. ...Approve the payment of the items on the January 27, 2009 Accounts Payable Bill List.
3. ...Approve the Payroll Bill List for January 15, 2009.
4. ...Approve School Business Administrator’s monthly report for December 2008 from Treasurer of School Monies, delineating account activity and account reconciliation, as itemized in the attached record of documentation for AGENDA and MINUTES.
5. ...Approve the report of the Board Secretary and the monthly certification that no budgetary line item account has been over-expended in violation of the N.J.A.C. 6:20 for the month of December 2008.
6. ...Approve the bank reconciliation of the School Cafeteria Account as submitted by the Treasurer of School Monies through December 2008.
7. ...Approve the acceptance of the IDEA-B (Individuals with Disabilities Education Act) FY 2009 grant award funds, for the IDEA – B Basic and Preschool grants, in the amounts

indicated below:

Basic: \$227,504.00

Preschool: \$8,070.00

Please note: Of these amounts, \$40,476.00 (Basic) and \$3,228.00 (Preschool) are considered to be the “proportionate share” for non-public (parentally placed non-public students).

8. ... Approve payment to USA Architects for services rendered in connection with the referendum projects as per the following invoices:

a.) Invoice # 17983	\$1,756.80	(30-000-401-390-02-1003)
b.) Invoice # 17987	288.00	(30-000-401-390-02-1004)
c.) Invoice # 17984	682.72	(30-000-401-390-01-1008)
d.) Invoice # 17986	275.00	(30-000-401-390-01-1008)
e.) Invoice # 17985	48,866.54	(30-000-401-390-02-1006)

9. ...Approve payment to Weld-It, Inc. for the HVAC upgrades at Parkview School in the amount of \$33,517.80 (30-000-401-800-01-1008).

10. ...Approve 1/2 page ad in Spotswood High School’s Class of 2009 Yearbook at the cost of \$160.00 (The Milltown Board of Education purchased 1/2 page ad in 2008.)

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

Motion By: Lillian Carone **Seconded By:** Erin Addone

Finance And Facilities-Roll Call Yes:

Sal Abano/Elizabeth Dzuro, Alexis Harley/Erin Addone, Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley, Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm -Pres.

Abstentions: Mrs. McCann 1.3 only

Carried by a roll call vote of 9 Yes, 0 No

C. Personnel And Management

Sal Abano/Elizabeth Dzuro, Chairperson

Chairperson’s Statement: “Recommend the Motions and Resolutions as outlined in Personnel And Management Numbers 1 through 5 .”

1. ...Accept for Second Reading and Adoption, the Milltown Board of Education Policy

on Nepotism, File Code: 4112.8/4212.8.

- 2. ...Approve the following individuals to the District’s list of persons approved to serve in a substitute capacity for positions of Custodian, Lunch/Playground Aide, Nurse, Secretary, Teacher, Instructional Aide, Van Driver, etc. during the 2008–2009 school year:

<u>Name</u>	<u>Position</u>	<u>Certification</u>
Stephen Burke	Teacher	Cty Certif
Paul Leleszi	Teacher	Secondary Tchr of Social Studies
Karen Walden	Teacher	Cty Certif
Gloria Schwartz	Teacher	Cty Certif

- 3. ...Approve salary adjustment for Eric Siegel, 5th Grade Teacher at Joyce Kilmer School, effective January 1, 2009, from MA Step 4 \$42,911., to MA+30 Step 4 at \$43,859., prorated. Mr. Siegel completed 30 credits beyond his Masters Degree at Rutgers University during the Fall 2008 semester (11-120-100-101-00-0000).

- 4. ...Approve Sara Patichio to facilitate the Math Lunch Club at Joyce Kilmer School for students in grades 4-6. The club will be offered during recess 3X a week on Tuesday, Wednesday and Thursday starting the week of January 26. Compensation in accordance with the 2006-2009 Negotiated Agreement Club rate of \$21. (11-401-100-100-00-0000).

- 5. ...Approve Debra Blaha to facilitate RTI (Response to Intervention) after-school small group instruction at Parkview School, as needed, based on periodic math assessments. Compensation in accordance with 2006-2009 Negotiated Agreement at the small group Instruction rate of \$28./hr. inclusive (11-401-100-100-01-0000).

President’s Statement: “Move to accept the Motions and Resolutions as outlined in Personnel And Management Numbers 1 through 5 .”

Motion By: Angela Lombardo **Seconded By:** Jaclyn Vitanza

Personnel And Management-Roll Call Yes:

Sal Abano/Elizabeth Dzuro, Alexis Harley/Erin Addone, Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley, Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm -Pres.

Carried by a roll call vote of 9 Yes, 0 No, 0 Abstentions.

D. Public Relations

Linda Harold/Jaclyn Vitanza, Chairperson

No Motions At This Time

VIII. SECOND PUBLIC COMMENT PORTION - GENERAL

Public Notice - Comments by Citizens

The Board encourages questions, feedback and viewpoints. School Boards are strengthened by diversity of viewpoints to foster dialogue in a spirit of school-community partnership that builds effective policy and problem-solving.

Chain of Command for Questions or Concerns

The Board wishes to emphasize that concerns regarding programs, personnel or other issues must be handled through a proper chain of command. Using this procedure, a citizen must first address the concern with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee's direct supervisor. As an example, a normal chain of command regarding a concern with a classroom teacher would begin with the classroom teacher, continue through the building principal, then on to the Superintendent and finally the Board of Education. Please use this chain of command until your concern is resolved or ask for guidance if you are not sure where to begin.

Policy #1312 – Public complaints and inquires concerning the schools shall first be directed to the administration. Only in those cases where satisfactory adjustment cannot be made administratively shall communications and complaints be referred to the Superintendent and/or Board of Education for resolution. The Superintendent and the Board of Education receive correspondence at the Milltown School District, 80 Violet Terrace, Milltown, New Jersey 08850.

Policy #1120 and #4148/4248 – The Board will not permit unnecessary or undesirable identification of District staff or pupils at public Board of Education meetings, particularly when the pupil is subject to disciplinary action, or is educationally disabled. Persons desiring to discuss any such issue with the Board may request to do so in a closed, executive session provided that Policy #1312 has been followed.

- **Citizen's Name:** Zach Lokos
- **Citizen's Address:** 7 Peachwood Court
- **Citizen's Comment:** What are some of the enhancements for Phase II of the Referendum projects.

- **Citizen's Name:** Kelly Hipko
- **Citizen's Address:** 4 Centre Street
- **Citizen's Comment:** The renovation of the lunch room – how will it change?

IX. WRAP UP TOPICS:

S. Abano	Congratulations Liz, great job to all the students and also Mrs. Evans and Mrs. Gerhart.
Elizabeth Dzuro	Want to thank Mr. Abano for teaching me about his role on the Board of Education. I learned a lot and appreciate his time and effort. Also thank you to Mrs. Evans and Mrs. Gerhart for their dedication and preparing us for this meeting.
A. Harley	Great job Erin, and also Mrs. Gerhart, Mrs. Evans.

Erin Addone	I want to say thank you to Ms. Harley for teaching me the responsibilities of her job. I learned what it is like to be a Board member and I have had a great experience. Also I would like to thank Mrs. Evans and Mrs, Gerhardt for helping us through this time and running the Youth and Government program. I will remember this educational experience forever.
L. Harold	Thank you Jaclyn to all the parents and students.
Jaclyn Vitanza	I would like to thank all of the Board of Education members for giving all us such a wonderful opportunity like this. I want to especially thank Linda Harold for helping me through this entire experience. I learned so much and it was a pleasure meeting and working with all of you. Thanks again.
V. Marano	Thank you to Mrs. Evans and Mrs. Gerhardt and all the students. Beautiful job.
Marissa Ligotti	Thank you for this opportunity to be part of the Board of Education. I learned a lot about what Mr. Marano and everyone does on the Board. Mr. Marano, I thank you for spending with me in educating me about your position. This was a great experience. Thank you.
L. McCann	Congratulations Lillian and also Mrs. Evans and Mrs. Gerhardt.
Lillian Carone	I would to thank Mrs. McCann. It was nice to hear about how you play your part as a Board of Education member. Thank you for speaking with me and teaching me so much. I would also like to thank Mrs, Evans and Mrs. Gerhart for running this program. It has been a great experience.
P. Paladino	Thank you to all the students and Mrs. Evans and Mrs. Gerhardt.
Jasmin Badawy	Thank you Mr. Paladino for taking the time out of your schedule and teaching me about your position on the BOE. I learned a lot from you and from the meetings I have been to. I had fun and enjoyed it very much, thank you.
P. Payne	Great learning experience for all the students.

Stephanie Paley	Thank you so much Mrs. Payne for teaching me all about your position on the Board of Education. I really learned a lot, and I am so glad you took the time to share your responsibilities with me. This has been a very rewarding experience.
B. Petscavage Angela Lombardo	Thank you Angela, Mrs. Evans, Mrs. Gerhardt and the 8 th grade students. Thank you Mt. Petscavage for taking the time to share your responsibilities with me. I learned a great deal and was grateful to have had this opportunity.
B. Pietanza	Everyone did a fantastic job. Thanks to all the 8 th graders and Mrs. Gerhardt and Mrs. Evans.
Brianna Strahm	I'd like to thank Mrs. Pietanza for her patience and for this fantastic educational experience. While shadowing her I have realized maybe one day I would like to be a Board member too.

Thank you Dr. Madison for giving me the opportunity to interview you and learn about your job. It has been a great experience for me. I will remember this for many years to come. – Brian Gzemski

Dr. Madison – I would like to thank you for this wonderful experience. I had a wonderful time learning all about your job as Principal of Parkview School. I also learned all about how to run a Board of Education meeting. You have a lot of papers to sign each day and I respect you tremendously. – Sincerely, Victoria Piscitelli

Mrs. Csaszar – Thank you so much for this experience. I can really tell that you enjoy your job. I appreciate you taking time to explain your job to me. I would also like to thank Mrs. Evans and Mrs. Gerhart too. – Sincerely, Alexandra Bundschuh

I would like to thank Mr. Vizzuso for educating me about this position as Business Administrator and Board Secretary. His responsibilities are extensive. This was a great opportunity and experience for me. I would like to thank Mrs. Evans and Mrs. Gerhart for preparing us and helping us through this program. – Alexis Herring

Stephanie. Brown – Thank you to the Board and students and Mrs. Evans and Mrs., Gerhart for the Youth in Government.

Janet Ferlazzo – Ditto and acknowledgment to Mrs. Kercado for all the work behind the scenes.

Margaret Csaszar – Congratulations to Alexandra and to all the students in Youth in Government.

Linda Madison – Good job Brian and congratulations all the students, they all did a great job and special thanks to Mrs. Evans and Mrs. Gerhart.

Paul Vizzuso – Excellent job done by Alexis and the students.

Comments from the public: Carol Dzuro – great program, but the kids are missing CCD. For next year you need to plan better.

X. Motion to accept the voting done at this meeting by all Board of Education members/ student counterparts.

Motion By: Mr. Abano **Seconded By:** Mrs. Harold

Confirmation Motion - Roll Call Yes:

Sal Abano/Elizabeth Dzuro, Alexis Harley/Erin Addone, Linda Harold/Jaclyn Vitanza, Vincent Marano/Marissa Ligotti, Laura McCann/Lillian Carone, Philip Paladino/Jasmin Badawy, Patricia Payne/Stephanie Paley, Bill Petscavage/Angela Lombardo-V.P., Barbara Pietanza/Brianna Strahm -Pres.

Carried by a roll call vote of 9 Yes, 0 No, 0 Absentions

XI. EXECUTIVE SESSION – Time Entering: 8:00 PM

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 January 27, 2009 to discuss matters involving:

a.) Educational Facilities Manager

B. That the matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion would take place at a public meeting.

Moved By: Mr. Petscavage Seconded: Mrs. McCann Time: 8:01 PM

XII. ADJOURNMENT

Moved By: Mrs. Payne Seconded: Ms. Harley Time: 9:30 PM

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "R. Petscavage".

Business Administrator/Board Secretary