

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**BUSINESS MEETING MINUTES (1)**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, October 13, 2015**

**1. Flag Salute**

**2. Notice of Meeting**

I hereby make this statement to indicate compliance with the Open Public Meetings Act known as Chapter 231 of the Public Laws of New Jersey, 1975, which became effective 90 days after enactment, January 19, 1976.

Notice of this meeting was given by providing the location, time and date of this meeting, and posting of the same on the front door of the Board of Education offices, by delivering copies to the Borough Hall and the Metuchen Public Library, The Home News and Tribune, The Sentinel, The Star Ledger, and by filing a copy with the Borough Clerk as prescribed by this law.

**3. Roll Call**

Mr. Benderly	P	Ms. Maise	P
Ms. deVries	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Small	P
Ms. Lanton	P	Mr. Stern	P
Mr. Lifton	P		

**4. Presentation/Discussion Items**

• **Showcase of Success**

Dr. Caputo presented certificates to students who received the top score of 5 on the 2015 Advanced Placement Exam and students who received the perfect score of 800 on the 2015 SAT Test.

**5. Report of the President of the Board of Education**

Nothing at this time.

**6. Report of the Superintendent of Schools**

Nothing at this time.

**7. Report of the Business Administrator/Board Secretary**

Nothing at this time.

**8. Committee Reports**

Technology:

Ms. Matise reported that the committee has not met since the last Board meeting.

Policy:

Report given by Ms. Gibson

Finance:

Report given by Mr. Small

Curriculum:

Mr. Bendorly reported that the committee has not met since the last Board meeting.

Athletics:

Ms. Lanton reported that the committee has not met since the last Board meeting.

Personnel:

Personnel was discussed during closed session.

**9. New Business**

Nothing at this time.

**10. Old Business**

Mr. Stern asked about the status of Mandarin language and the evaluation process. Mr. Lifton would also like French 4 & 5, and German 4 & 5 to be added to the curriculum committee for evaluation. It was determined that foreign languages; including Mandarin, French 4 & 5, and German 4 & 5 will be previewed during the October curriculum committee meeting.

**11. Minutes**

The following minutes were approved:

September 29, 2015	Board Meeting
September 29, 2015	Executive Sessions 1 & 2

**12. Meeting Open to the Public**

*(for comment on any Presentation/ Discussion items, Reports and New/ Old Business.)*

Nothing at this time.

**13. Meeting Open to the Public**

*(for comment on the recommendations of the Superintendent of Schools.)*

Nothing at this time.

**14. Recommendations of the Superintendent of Schools**

*(at this time the Board will take formal action on the following items – see attachments)*

- A. Personnel
- B. Finance
- C. Policy
- D. Curriculum

**15. Meeting Open to Public**

Nothing at this time.

**16. Announcements**

Ms. Lanton read a list of announcements.

**17. Motion to Go Into Executive Session**

*(when applicable)*

MEETING ADJOURNED 8:45 p.m.

Mr. Lifton  
Moved

Ms. Gibson  
Seconded

*Resolution to Close Meeting*

BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S. 10:4-12 and 13, that the Board of Education will now meet in executive session to discuss PERSONNEL AND HIB and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

**Recommendations of the Superintendent of Schools**

*(at this time the Board will take formal action on the following items)*

**Personnel Attachment  
Section 14, A1-A16**

**A. PERSONNEL**

**1. Suspension – Non-Certificated Staff**

Move to approve the suspension of R.H. with pay effective October 1, 2015.

**2. Childcare Leave of Absence**

Move to approve Childcare Leave of Absence – Todd Gural, Edgar Middle School 5<sup>th</sup> Grade Teacher, from November 23, 2015 through December 23, 2015.

**3. Maternity/Childcare Leave of Absence**

Move to approve a Maternity/Childcare Leave of Absence – Rebecca Flowers, Metuchen Intervention Preschool Teacher (MIPP) at Moss School, from on or about January 19, 2016 – June 21, 2016.

**4. Retirement – Certificated Staff**

Move to accept with regret the retirement of Barbara Johnson, Metuchen High School Teacher of the Handicapped effective July 1, 2016.

**5. Retirement – Non-Certificated Staff**

Move to accept with regret the retirement of Maureen Barry-Millar, Secretary to the Supervisor of Special Services effective November 1, 2015 contingent upon approval by the disability pension board.

**6. Appointment – Non-Certificated Staff**

Move to approve the appointment of Alexandria Corrado as Secretary to the Supervisor of Special Services effective October 26, 2015, at the salary of \$39,000 (12 month position, pro-rated.) Her start date is contingent upon Ms. Barry-Millar's disability pension approval.

**7. Appointment – Certificated Staff**

Move to approve the appointment of Suzy Azevedo as the Supervisor of Guidance for the 2015-2016 school year effective November 2, 2015 or upon release from her previous district at the salary of \$100,150 (12 month position pro-rated.)

**8. Appointment – Paraprofessional**

Move to approve the appointment of Barbara Grossman as a paraprofessional effective October 15, 2015 at the rate of \$16.61/hr.

**9. Appointment – Substitute Teachers**

Move to appoint the following substitute teachers listed below for the 2015-2016 school year:

<b>Name</b>	<b>Certificate</b>
Hines, Coleen	Substitute
Picone, Jessica	Substitute
Stoler, Debra	Elementary & TOSD

**10. Retroactive Pay – Certificated Staff**

Move to approve retroactive pay to Traci Grauer in the amount of \$1,023 as AP Test Coordinator for the 2014-2015 school year. (Agenda 8/12/14, XII, A10 Chart)

**11. Appointment – Middle School Swim Coach**

Move to approve Kristen Kuhlthau as middle school swim coach for the 2015-2016 school year for a stipend of \$3,066.

**12. Co-Curricular Club**

Move to approve Kevin Sarte as Edgar Middle School Yearbook Advisor for the 2015-2016 school year stipend of \$1,335.

**13. Co-Curricular Club Revision**

Move to approve changing Karen Logan as Edgar Middle School Math Club Advisor (Grades 5/6) 2015-2016 school year stipend from \$1,140 to \$570. Position will be shared (0.5). (Agenda 7/14/15, XIV, A4 Chart)

**14. Co-Curricular Club**

Move to approve Veronica Araneo as 0.5 Edgar Middle School Math Club Advisor (Grades 5/6) for the 2015-2016 school year stipend of \$570.

**15. Sixth Period Stipend**

Move to approve a sixth period stipend of \$5,610 for Nicole Valera at Campbell School for the purpose of Tobii Eye Gaze System programming, effective October 19, 2015.

**16. Termination – Non-Certificated Staff**

Move to approve the termination of employee R.H. effective October 14, 2015.

Items A1-A16

Mr. Lifton  
Motioned

Ms. Lanton  
Seconded

Motion Carried (8-0)

**Recommendations of the Superintendent of Schools**

*(at this time the Board will take formal action on the following items)*

**Finance Attachment  
Section 14, B1-B3**

**B. FINANCE**

**1. New Jersey School Boards Association Workshop**

Move to approve the attendance of the following Board of Education members to attend the NJSBA Workshop in Atlantic City, New Jersey, October 27-29, 2015 as follows:

- a. Vincent Caputo (at a cost not to exceed \$350)
- b. Richard Cohen (at a cost not to exceed \$450)
- c. Michael Harvier (at a cost not to exceed \$350)
- d. Jonathan Lifton (at a cost not to exceed \$450)
- e. Aileen McGuire (at a cost not to exceed \$350)
- f. Jackie Gibson (at a cost not to exceed \$350)
- g. Dan Benderly (at a cost not to exceed \$600)

**2. Professional Development**

Move to approve the following professional development activities as listed on the attached chart:

**3. Field Trips**

Move to approve the following field trips for students in the Metuchen School District as shown on the attached chart:

Items B1-B3

Mr. Small  
Motioned

Ms. Matise  
Seconded

Motion Carried (7-1)

Abstentions:

Mr. Benderly abstained from Section 14, B1G

Ms. Gibson abstained from Section 14, B1F

Mr. Lifton abstained from Section 14, B1D

Ms. McGuire abstained from Section 14, B1E

**Recommendations of the Superintendent of Schools**

*(at this time the Board will take formal action on the following items)*

**Finance Attachment**

**Section B2, Professional Development**

Professional Development for Board Approval 10-13-15							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
6/20/2015	7/3/2015	Philadelphia International Music Festival	Thomas, Margaret	CES	\$ -	No cost	
9/25/2015	9/25/2015	Working with James Kofi Annan	Robbins, Evan	MHS	\$ -	No cost	
10/6/2015	5/2/2016	NJ School Development Council Professional Learning Series	Wetzel, Virginia	EMS	\$ 55.00	FFPI	16-075
10/6/2015	5/2/2016	Next Generation Science Standards	Ronk, Edward	EMS	\$ 92.95	FFPI	16-076
10/7/2015	10/7/2015	BYOT in Health ad Physical Education	Hogrebe, Anthony	EMS	\$ -	No cost	
10/7/2015	10/7/2015	BYOT for Physical Education	Carter, Douglas	EMS	\$ -	No cost	
10/23/2015	10/23/2015	FEA/NJPSA/NJASCD Fall Conference	Caputo, Vincent	C/O	\$ 190.00	Other	
10/27/2015	10/27/2015	NJ School Boards Assoc. Workshop	Redmond, Gerard	C/O	\$ -	No cost	
10/28/2015	10/28/2015	NJ Association of Family & Consumer Sciences: Curriculum Connections	Stanski, Bonnie	MHS	\$ 85.00	FFPI	16-065
10/28/2015	10/28/2015	BYOT -PE	Abbott, Beth	MHS	\$ -	No cost	
10/28/2015	10/28/2015	BYOT in Physical Education	Gazda, Valerie	MHS	\$ -	No cost	
10/28/2015	10/28/2015	BYOT in Physical Education Workshop	Kuhlthau, Kristen	EMS	\$ -	No cost	
10/28/2015	10/28/2015	BYOT in Physical Education Workshop	Kuhlthau, Kristen	MHS	\$ -	No cost	
10/28/2015	10/28/2015	BYOT training for physical education	Zaneto, Nicholas	MHS	\$ -	No cost	
10/28/2015	10/28/2015	Interactive Technology in the World Language Classroom	Camargo, Laura	EMS	\$ 30.00	FFPI	16-066
10/29/2015	10/29/2015	2015 Counselor Day	Hanbridge, Leigh	MHS	\$ -	No cost	
11/2/2015	11/2/2015	Breakthrough Solutions for Improving Executive Functioning Skills in Children and Teens	McLaughlin, Beth	EMS	\$ 199.99	FFPI	16-053

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11/2/2015	11/2/2015	Breakthrough Solutions for Improving Executive Functioning Skills in Children and Teens	O'Brien, Kelley	EMS	\$ 199.99	FFPI	16-054
11/12/2015	11/14/2015	NSTA - National Science Teachers Association	Ronk, Edward	EMS	\$ 240.00	FFPI	16-067
11/15/2015	11/17/2015	New Jersey Association of School Librarians Fall Conference	Glave, Patricia	MHS	\$ 350.00	FFPI	16-045
11/19/2015	11/19/2015	Rutgers 2015 Gifted Education Conference	Logan, Karen	EMS	\$ 181.76	FFPI	16-068
12/3/2015	12/3/2015	NJ School Development Council Professional Learning Series - Visual Approach Integrating Math, ELA & Technology	Vorensky, Sandra	EMS	\$ 55.00	FFPI	16-074
12/10/2015	12/10/2015	Increasing School Counselors' Awareness and Sensitivity to Diversity	Campbell, Lauren	EMS	\$ -	No cost	
12/10/2015	12/10/2015	Practical Writing Strategies: Help Students Be More Successful in Meeting Your State Standards	Doherty, Jennifer	CES	\$ 239.00	FFPI	16-069



**Recommendations of the Superintendent of Schools**

(at this time the Board will take formal action on the following items)

**Finance Attachment  
Section B3, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Campbell School	Senior football players will read to Special Education students at Campbell School.	R. Ulmer	10/23/15	8
MHS	Dodge Poetry Festival, Grounds for Sculpture, Hamilton, NJ	English 12 AP students will see art and study poetry from poets in person.	A. Levy S. Gallagher T. L. Volosin	10/28/15	30
MHS	Lola’s Latin Bistro  Metuchen, NJ	Spanish 4 Honors and Spanish 5 AP students will sample “tapas” and relate to food references in literature	R. Kamin  K. Flores	11/24/15  Previously approved for 11/20/15	38
MHS	9/11 Museum  MOMA  Theater  NY, NY	AP Euro and AP Government students will visit museums and see play <i>Curious Incident of the Dog and Nighttime</i> .	E. Robbins  A. Girin  L. Connolly	12/3/15	22
MHS	Shakespeare Theater of NJ  Drew University  Madison, NJ	12 <sup>th</sup> grade students will see a performance of <i>Merry Wives of Windsor</i> to support reading Shakespeare in class.	S. Gallagher  A. Levy  L. Volosin  L. Wisniewski	12/16/15	155
MHS	Repertorio Español  NY, NY	Spanish 4 Honors students will attend a performance of <i>El Quijote</i> after reading the book <i>Don Quijote</i> .	R. Kamin  And 1 parent	3/15/16	24
EMS	Stop N Shop  Edison, NJ	Self-contained class will go on field trips to support activities of daily living.	K. Rice  4 Paras	10/23/15	6
EMS	Dearborn Farms	“	“	10/30/15	6

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	Holmdel, NJ				
EMS	Metuchen Library	“	“	11/13/15	6
EMS	Wegman’s Woodbridge, NJ	“	“	11/20/15	6
EMS	Woodbridge Mall	“	“	12/4/15	6
EMS	Menlo Park Mall	“	“	12/11/15	6
EMS	Wegman’s Woodbridge, NJ	“	“	12/18/15	6

**Policy Attachment  
Section 14, C1- C4**

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for September 8, 2015 – October 9, 2015.

**2. Harassment, Intimidation, and Bullying**

Move to approve the findings of the previously reported cases:

- METHS090415001

**3. Second Reading of Policies and Regulations**

Move to approve the second reading of the following policies and regulation:

- Policy 2363.1 Bring Your Own Technology (B.Y.O.T.) Responsible Use Guidelines
- Policy 5530 Substance Abuse
- Regulation 5530 Substance Abuse

**4. Harassment, Intimidation and Bullying**

Move to reject the finding of the previously reported cases:

- CES091715001

Ms. Gibson  
Motioned

Mr. Small  
Seconded

Motion Carried

Items C1-C3 (8-0)  
Item C4 (6-2) (Mr. Benderly and Mr. Stern no)

**Policy Attachment  
Section 14, D**

**D. Curriculum**

Nothing at this time.