

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BOARD MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, November 22, 2016

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. McGuire	P
Ms. Gibson	A	Mr. Mindler	P
Mr. Lifton	P	Mr. Small	P
Ms. Lunt	P	Mr. Stern	P
Mr. Manley	P		

4. Presentation/Discussion Items

• **Showcase of Success**

- ❖ Metuchen High School Fall Play Preview: Avenue Q – School Edition
Performed by: Will Howitt, James Jones, Kate Wolfel, Sebastian Zuniga,
along with Stefeny Stofa-Krombholz – Musical Director

• **Presentation**

- ❖ NJSBA Presenters: Mr. Porowski and Ms. Levin presented Parents on Premises Workshop; Mr. Cohen and Ms. Anderson presented BrainStem. Mr. Cohen read a letter from Ms. Wardlow regarding BrainStem.

5. Report of the President of the Board of Education

Mr. Lifton congratulated Mr. Suss, Ms. Sneddon-Killean, Mr. Mindler and Mr. Rezes for their efforts in running for the Board. Mr. Lifton also thanked the community for placing their trust in him.

6. Report of the Superintendent of Schools

Dr. Caputo wished everyone Happy Thanksgiving.

7. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the Bill List, Secretary's and Treasurer's reports.

8. Committee Reports

Technology:

Report given by Mr. Manley

Policy:

The policy committee did not meet since the last board meeting.

Finance:

Report given by Mr. Small.

Athletics:

Report given by Mr. Benderly.

9. New Business

Mr. Manley read a letter addressing the public. Ms. McGuire asked about the Honeywell Communication System and notifications to parents during the MHS evacuation. All databases have been updated for future use.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meetings:

November 1, 2016	Special Business Meeting (1)
November 1, 2016	Special Executive Meeting (2)
November 1, 2016	Board Meeting

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried: Special Business Meeting (1) (7-1-0) Mr. Small abstained
Special Executive Meeting (2) (6-2-0) Mr. Manley and Mr. Small abstained
Board Meeting (8-0-0)

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

Mr. Manley read announcements.

17. Motion to Go Into Executive Session

(when applicable)

MEETING ADJOURNED 9:02 PM

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 _____ and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

**Personnel Attachment
Section 14, A1-A9**

14. Recommendations of the Superintendent of Schools
(at this time the Board will take formal action on the following items)

A. PERSONNEL

1. Resignation

Move to accept with regret the resignation of Tiffany Jacobson, Supervisor of English, Social Studies and ESL effective 60 days from receipt of resignation letter on November 2, 2016 or sooner if a replacement is hired.

2. Resignation

Move to accept with regret the resignation of Kelly Jaques, Paraprofessional at Moss School effective November 10, 2016.

3. Resignation

Move to accept with regret the resignation of Jason Winhold, Paraprofessional at Metuchen High School effective November 30, 2016.

4. Appointment – Leave Replacement

Move to approve the appointment of Danielle Pallotta as a leave replacement for Candace Evans, 1st Grade Teacher at Campbell Elementary School from November 23, 2016 through the end of April 2017, at the rate of \$273.60/day.

5. Appointment – 2016-2017 After-School Brain S.T.R.E.A.M. Teachers

Move to approve the following teachers for the 2016-2017 After-School Brain S.T.R.E.A.M. program effective December 1, 2016 for prep work, and for the program, 18 Thursdays from December 8 through April 27, 3 hours/session at \$35/hour:

Name	School	Funding Source
Alex Gonzalez	Campbell	Title IA
Julie Anderson	Campbell	Title IA
Margie Thomas	Campbell	Title IA
Deana Kindler Arout	Campbell	Title IA
Katie McKeown	Campbell	Title IA
Virginia Wetzel	Edgar	Title IA
Vivian Petrakakos	Edgar	Title IA
Emily Presuto	Edgar	Title IA

6. Appointment - Substitute Teachers

Move to approve the following substitute teachers for the 2016-2017 school year:

Substitute Teacher	Certification	Rate
Jessica Gilman	Substitute	\$80/day
Kimberly Kolodny	Substitute	\$85/day

7. Appointment – Substitute Paraprofessionals

Move to approve the following substitute paraprofessionals for the 2016-2017 school year:

Substitute Paraprofessional	Rate
Joenette Hunt*	\$17.11/hr.
Samanta Jackson*	\$17.11/hr.

*Start date depends upon receipt of criminal background clearance

8. The Zone

Move to approve the following appointment for The Zone staff for the 2016-2017 school year:

Youth Mentor	Hourly Rate
Charles, Jasmine	\$10.00/hr.

9. Rescissions and Additions - Coaches

Move to approve the following rescissions and additions of coaches for the 2016-2017 school year as shown on the chart listed below: (Agenda 6/14/16, XIV, A5, A12)

Sport	Coach	Position	Step	Stipend
Rescind:				
Wrestling (MHS)	Timothy Holleran	JV Coach	3	\$6,137
Wrestling (MHS)	Gerard Nisivoccia	Volunteer	-	-
Add:				
Wrestling (MHS)	Gerard Nisivoccia	JV Coach	1	\$5,806
Wrestling (MHS)	Timothy Holleran	Volunteer	-	-
Basketball (EMS)	John Butler	Volunteer	-	-

Mr. Lifton Mr. Benderly
 Motioned Seconded

Motion Carried: A1 (7-1-0) Mr. Manley voted no
 A2 – A9 (8-0-0)

**Finance Attachment
Section 14, B1-B7**

B. FINANCE

1. Treasurer of School Monies and Board Secretary’s Reports

Move to approve the Treasurer of School Monies’ Report, Board Secretary’s Report as of September 30, 2016.

2. Payment of Bills

a) Board Secretary’s Certification

Pursuant to N.J.A.C. 6:20-2A.10(d), the Board Secretary has certified that as of November 22, 2016 no budgetary line item accounts have obligations and payments which exceed the amount appropriated by the Board of Education.

Michael A. Harvier, Board Secretary

Date

b) Approve the Following Items Submitted by the Board Secretary

Payment of bills and claims, as shown on the attached list(s) that have been certified by the Board of Education and filed in the Business Office.

3. Change Order – Moss School

Move to approve Halecon \$28,000 change order to address drainage issue at Moss School.

4. Nonpublic Security Aid

Move to approve the nonpublic security aid purchases for the 2016-2017 school year:

School	Vendor	QTY	Item #	Description	Price	Total
Metuchen Christian Academy	Alpha Comm Wireless	13	DTR410	Digital Handheld Radio	\$228.75	\$2,973.75
Metuchen Christian Academy	Alpha Comm Wireless	1	NA	Labor	\$97.50	\$97.50
Metuchen Christian Academy	Alpha Comm Wireless	13	NA	Extended Warranty	\$25.50	\$331.50
St. Francis Cathedral	Tech Services of NJ		NA	Provide & Install Win-Pak Se-version 4.4 w/ new access computer		\$3,410.00
				Provide 100 access fobs.		\$500.00
				Furnish & Install visitor management system.		\$2,300.00

5. Nonpublic Technology

Move to approve the nonpublic technology purchases for the 2016-2017 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	Clever Prototypes (DBA Storyboard)	2	NA	Teacher Account - 50 Students	\$59.95	\$119.90
St. Francis Cathedral	IXL Subscriptions	1	NA	1 Yr. IXL Classroom License - Math	\$399.00	\$399.00
St. Francis Cathedral	BrainPOP	2	NA	Classroom Jr. 12 Month Subscription	\$160.00	\$320.00
St. Francis Cathedral	BrainPOP	2	NA	Classroom BP 12 Month Subscription	\$220.00	\$440.00

6. Professional Development

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

7. Field Trips

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

Mr. Small
Motioned

Mr. Manley
Seconded

Motion Carried: (8-0-0)

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

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for November 2 – 18, 2016.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES101716001
- METHS101916001
- EMS102016001
- EMS102816001
- EMS102816002

3. Second Reading of Policies and Regulations

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

- Policy #1220 Employment of Chief School Administrator
- Policy #1310 Employment of School Business Administrator/Board Secretary
- Regulation #2414 Programs and Services for Students in High Poverty and in High Need School Districts
- Policy #3111 Creating Positions

Board Meeting Minutes – November 22, 2016

- Policy #3124 Employment Contract
- Policy #3125 Employment of Teaching Staff Members
- Policy & Regulation #3126 District Mentoring Program
- Policy #3141 Resignation
- Policy & Regulation 3144 Certification of Tenure Charges
- Policy #3159 Teaching Staff Members/School District Reporting Responsibilities
- Policy #3231 Outside Employment as Athletic Coach
- Policy & Regulation #3240 Professional Development for Teachers and School Leaders
- Policy & Regulation #3244 In-Service Training (ABOLISH)
- Policy #4159 Support Staff Members/School District Reporting Responsibilities
- Policy #5305 Health Services Personnel
- Regulation #5330 Administration of Medication
- Policy #5350 Student Suicide Prevention
- Regulation #5350 Student Suicide
- Policy #9541 Student Teachers/Interns
- Policy #1140 Affirmative Action Program
- Policy #1523 Comprehensive Equity Plan
- Policy #1530 Equal Employment Opportunities
- Regulation #1530 Equal Employment Opportunity Complaint Procedure
- Policy #1550 Affirmative Action for Employment and Contract Practices
- Policy & Regulation #2200 Curriculum Content
- Policy #2260 Affirmative Action Program for School and Classroom Practices
- Policy & Regulation #2411 Guidance Counseling
- Policy & Regulation #2423 Bilingual & ESL Education
- Policy #2610 Educational Program Evaluation
- Policy #2622 Student Assessment
- Policy #5750 Equal Educational Opportunity
- Policy #5755 Equity in Educational Programs and Services
- Policy #5339 Screening for Dyslexia
- Policy & Regulation #8441 Care of Injured and Ill Persons
- Policy #8630 Bus Driver/Bus Aide Responsibility
- Regulation #8630 Emergency School Bus Procedures

4. School Bus Emergency Evacuation Drill Reports

Move to accept the report on the completion of the School Bus Emergency Evacuation Drills:

1. 11/3/16, 9:00 am, Moss School, bus loading/unloading one, van #6, van #12 and van #14, supervised by Sheila Donohue, Transportation Coordinator;
2. 11/4/16, 12:45 pm, Campbell Elementary School, bus loading/unloading zone, C1, C2, C3, C4, C5, C6, C7, C8, C9 and van #12, supervised by Ed Porowski, Principal;

Board Meeting Minutes – November 22, 2016

3. 10/13/16, 12:00 pm, Edgar Middle School, bus loading/unloading zone, E1, E2, E3, E4, E5, E6, E7, E8, supervised by Brian Stike, Assistant Principal.

Mr. Lifton Mr. Small
Motioned Seconded

Motion Carried: C1 & C2 (7-1-0) Mr. Small abstained
C3 & C4 (8-0-0)

Curriculum Attachment
Section 14, D1-D2

D. CURRICULUM

1. Curriculum Revision

Move to approve the revised curriculum for the following subject:

Curriculum Documents 2016	
Subject	Description
G & T Grade 8	Rogate

2. Textbook Purchase

Move to approve the purchase the following textbook:
Descubre for EMS Spanish and MHS Spanish Levels 1-3.

Ms. McGuire Mr. Mindler
Motioned Seconded Motion Carried: (8-0-0)

Board Meeting Minutes – November 22, 2016

**Finance Attachment
Section B6, Professional Development**

Professional Development for Board Approval					11/22/16		
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested	Payment Method	FFPI #
9/1/2016	9/1/2016	Service Learning Presenter	Gonzalez, Alexandra	CES	\$ -	No cost	
11/8/2016	11/8/2016	Service Learning Presentation	Gonzalez, Alexandra	CES	\$ -	No cost	
11/10/2016	11/10/2016	NJEA Teacher's Convention	Anderson, Sarah	CES	\$ -	No cost	
12/2/2016	12/2/2016	New Jersey Council For History Education 24th Annual History Conference	Schlavis, William	MHS	\$ 80.00	FFPI	TBD
12/2/2016	12/2/2016	Rutgers Collaboration Initiative	Stevens, Jonathan	MHS	\$ -	No cost	
12/2/2016	12/2/2016	Spotlight on Dyslexia	Donohue, Christine	CES	\$ 119.00	FFPI	17-091
12/2/2016	12/2/2016	Spotlight on Dyslexia	Jeney, Meghan	CES	\$ 119.00	FFPI	17-101
12/5/2016	12/5/2016	Yoga and Mindfulness in the Classroom	Doherty, Jennifer	CES	\$ 199.99	FFPI	17-096
12/5/2016	12/5/2016	Yoga and Mindfulness in the Classroom	Walker, Jessica	CES	\$ 199.99	FFPI	17-092
12/5/2016	12/5/2016	Guided Math Conference	Anderson, Sarah	CES	\$ 249.00	FFPI	17-093
12/5/2016	12/6/2016	Guided Math Conference	Warakomski, Alaina	CES	\$ 399.00	FFPI	17-094
12/6/2016	12/6/2016	Peer observation	Carter, Douglas	EMS	\$ -	No cost	
12/6/2016	12/6/2016	Yoga and Mindfulness in the Classroom	Palmieri, Tara	CES	\$ 199.00	FFPI	17-097
12/7/2016	12/7/2016	FLIPPED LEARNING: Cutting Edge, Practical Strategies for Igniting Student Engagement and Deeper Understanding	Smith, Audra	EMS	\$ 245.00	FFPI	17-102
12/7/2016	1/17/2017	SIOP Train the Trainer	Levin, Lisa	CES	\$ 41.44	FFPI	17-089
12/7/2016	1/17/2017	SIOP Train the Trainer	Spak, Jennifer	CES	\$ -	No cost	
12/9/2016	12/9/2016	Rutgers Fall Counselor Workshop	Grauer, Traci	MHS	\$ -	No cost	
12/9/2016	12/9/2016	Rutgers NGSS Professional Development and Curriculum Design Partnership	Graziano, Judith	EMS	\$ -	No cost	

Board Meeting Minutes – November 22, 2016

12/9/2016	12/9/2016	Teaching for Understanding: Active Learning Strategies that Promote Deep Learning	Volosin, Lauren	MHS	\$ -	No cost	
12/12/2016	12/12/2016	Grief in the Schoolhouse	Chango, Lisa	EMS	\$ 169.00	FFPI	17-098
12/12/2016	12/12/2016	Grief in the Schoolhouse: Crisis Response Training	Glutz, Kathryn	EMS	\$ -	Other	
12/12/2016	12/12/2016	Grief in the Schoolhouse: Responding to Loss	Porowski, Edward	CES	\$ -	No cost	
1/23/2017	1/23/2017	Challenging Behaviors Preschool Through Second Grade: Detection and Prevention	Ryder, Karen	Moss	\$ 125.00	FFPI	17-095
2/1/2017	2/1/2017	Democratizing the DBQ	Smith, Kenneth	EMS	\$ 75.00	FFPI	17-099
2/24/2017	2/25/2017	National Soccer Coaches Association of America Champions Clinic	Albanese, Edward	EMS	\$ 560.00	FFPI	17-100

**Finance Attachment
Section B6, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Six Mile Run Park Somerset, NJ	9-12 grade students will participate in a hike as part of the Outdoor Wellness Club	A. Girin D. Scala	11/23/16	25
MHS	Bristol Myers Squibb Children's Hospital	Italian Club will donate holiday gifts to the hospitalized children.	R. Kamin	12/8/16	10
MHS	The Gravity Vault Middletown, NJ	9-12 grade students will participate in rock climbing activities as part of the Outdoor Wellness Club	A. Girin D. Scala	12/9/16	25
MHS	Rahway Union PAC Rahway, NJ	English 10H students have completed a unit on Edgar Allan Poe. This is a theatrical performance of his stories/poems.	E. Wagenblast S. Doremus C. Giddes T. Jacobson	12/9/16	80
MHS	Stevens Institute of Technology Hoboken, NJ	Ethics Bowl Club will participate in the Regional Science Ethics Bowl	J. Keagle	12/10/16	10
MHS	Middletown South High School Middletown, NJ	Leadership Speaker Series	J. Cathcart E. Wagenblast	12/14/16 3/15/17 5/17/17	40
MHS	Barnes and Noble Menlo Park Mall Edison, NJ	9-12 grade members of the MHS Band, Chorus and Orchestra will perform live music at Barnes and Noble for the MHS music	E. Sato S. Stofa-Krombholz J. Messenger J. Flynn	12/21/16	50

Board Meeting Minutes – November 22, 2016

		department book fair fundraiser			
EMS	NJ State Museum and Planetarium	Grade 6 students will experience the planetariums educational shows on the night sky which corresponds with the science unit on space.	6 th grade team	5/12/17	187