

**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, November 10, 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. Matise	P
Ms. deVries	P	Ms. McGuire	P
Ms. Gibson	A	Mr. Small	P
Ms. Lanton	P	Mr. Stern	P
Mr. Lifton	P		

**4. Presentation/Discussion Items**

**• Presentation**

Dr. Caputo reviewed NJQSAC SOA and DPRs

Mr. Cohen presented NJASK Science, NJBCT, SAT, ACT, and AP test results

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

Nothing at this time.

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

Dr. Caputo and Mr. Lifton thanked all of the veterans and active military members.

**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:

The committee has not met since the last Board meeting.

Finance:

Report given by Mr. Small.

Curriculum:

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

Athletics:

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

Personnel:

Personnel was discussed during closed session.

**9. New Business**

Mr. Benderly congratulated the band for winning the Atlantic Coast Championship.

**10. Old Business**

Nothing at this time.

**11. Minutes**

Move to approve the minutes of the following meetings:

October 27, 2015	Board Meeting
October 27, 2015	Executive Sessions 1 & 2

Mr. Lifton  
Motioned

Ms. Lanton  
Seconded

Mr. Benderly  
Abstained    Motion Carried (7-1)

**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)*

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- 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.

Mr. Lifton acknowledged Mr. Stern, a board member who served in the Navy.

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

*(when applicable)*

*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.

MEETING ADJOURNED 9:45 p.m.

Mr. Lifton	Mr. Benderly
Moved	Seconded

**Personnel Attachment  
Section 14, A1-A13**

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

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

**A. PERSONNEL**

**1. Superintendent Merit Goals**

Move to approve as submitted the Superintendent Merit Goals for 2015-2016.

**2. Grievance**

The Metuchen Board of Education denies the Metuchen Education Association grievance filed on October 13, 2015.

**3. Retirement – Certificated Staff**

Move to accept with regret the retirement of Mary Kay Sessa, School Nurse at Moss School effective January 1, 2016.

**4. Maternity/Childcare Leave of Absence Extension**

Move to approve the extension of the maternity/childcare leave of absence for Tara Palmieri (1<sup>st</sup> Grade Teacher at Campbell Elementary School) through the end of the 2015-2016 school year. (Agenda 3/24/15, Section XIV, A2)

**5. Leave Replacement Extension – Certificated Staff**

Move to approve an extension of Megan Shapiro's leave replacement for Tara Palmieri (1<sup>st</sup> Grade Teacher at Campbell Elementary School) from January 1, 2016 through June 23, 2016 at the rate of \$266.04/day. (Agenda 8/11/15, Section XIV, A6)

**6. Appointment – Certificated Staff**

Move to appoint Jennifer North as a Special Education Teacher at Edgar Middle School effective December 1, 2015 through June 30, 2016 at the salary of Step 3-J, \$73,361 (pro-rated).

**7. Appointment – Leave Replacement**

Move to approve the appointment of Stephanie Kandel as a leave replacement for Jackie Salit (3<sup>rd</sup> Grade Teacher at Campbell Elementary School) from October 26, 2015 – June 23, 2016 at the rate of \$80/day for days 1-20 and \$266.04/day for days 21 through the end of the assignment.

**8. Appointment – Leave Replacement**

Move to approve the appointment of Allison Velez as a leave replacement for Todd Gural (5<sup>th</sup> Grade Teacher at Edgar Middle School) from November 20, 2015 – December 23, 2015 at the rate of \$266.04/day.

**9. Appointment – Substitute Nurse and Teachers**

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

<b>Name</b>	<b>Certificate(s)</b>
Sepa-Cannova, Irma	Substitute Nurse/Elementary Teacher
Zelley, Gail	Substitute

**10. Appointment – Substitute Paraprofessional**

Move to approve the appointment of Ann Marie Sorg as a substitute paraprofessional for the 2015-2016 school year at the rate of \$13.00/hr.

**11. Salary Adjustment – Certificated Staff**

Move to approve a salary increase for Ken Smith from Step 1-C, \$50,868 to Step 2C, \$52,140 as a result of earning a BA+30 credits, effective November 1, 2015.

**12. Co-curricular Club**

Move to approve the co-curricular club stipend adjustment for Lisa Levin, Breaking the Chain Club Grade 1-4 (A ½) \$474 to be shared (½) for \$237. (Agenda 7/14/15, Section XIV, A4 Attachment)

**13. Co-curricular Club**

Move to approve Franchesca Hunt for (½ ) Breaking the Chain Club Grade 1-4 (A ½) stipend of \$237 for the 2015-2016 school year.

Mr. Lifton  
Motioned

Mr. Small  
Seconded

Motion Carried:

A1, A3, A4, A5, A9, A10, A11, A12, A13 (8-0)  
A2 (6-2) Mr. Benderly and Ms. de Vries abstained  
A6, A7, A8 (7-1) Mr. Benderly abstained

**Finance Attachment  
Section 14, B1-B5**

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

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

**B. FINANCE**

**1. Professional Development**

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

**2. Field Trips**

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

**3. Nonpublic Technology**

Move to approve the following nonpublic technology purchases for the 2015-2016 school year:

<b>School</b>	<b>Vendor</b>	<b>QTY</b>	<b>Item #</b>	<b>Description</b>	<b>Price</b>	<b>Total</b>
St. Francis Cathedral School	BrainPOP	2		Classroom Jr. Subscription	\$160.00	\$320.00

**4. Out of District Student Placement**

Move to approve student 2020064 at Collier High School for the remainder of the 2015-2016 school year for the prorated amount of \$40,020 effective November 11, 2015.

**5. Comprehensive Maintenance Plan**

Move to approve the district's Comprehensive Maintenance Plan for the 2016-2017 school year.

Mr. Small  
Motioned

Ms. Lanton  
Seconded

Motion Carried (8-0)

**Finance Attachment**  
**Section B2, Professional Development**

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

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

Professional Development for Board							
Start Date	End Date	Activity Title	Last, First Name	Building Name	Requested Expense Total	Payment Method	FFPI #
11/16/2015	11/16/2015	Site Visit to Observe Special Education Pet Therapy Program	LaFauci, Susan	MHS	\$ -	No cost	
11/16/2015	11/16/2015	Site Visit to Observe Special Education Pet Therapy Program	Irenski, Janet	MHS	\$ -	No cost	
11/16/2015	11/16/2015	Site Visit to Observe Special Education Pet Therapy Program	Wisniewski, Lynda	MHS	\$ -	No cost	
11/16/2015	11/16/2015	Legal and Ethical Issues in Developmental Disabilities	Granados, Lisa	MHS	\$ 149.00	FFPI	
11/20/2015	11/20/2015	Improving Adolescent Literacy, Effective Classroom and Intervention Practices	Kuchar, Eileen	EMS	\$-	No cost	
11/20/2015	11/20/2015	Improving Adolescent Literacy, Effective Classroom and Intervention Practices	Hertzog, Julie	EMS	\$ -	No cost	
11/20/15	11/20/15	Improving Adolescent Literacy, Effective Classroom and Intervention Practices	Stoner, Marcie	EMS	\$-	No cost	
12/2/2015	12/2/2015	NJASA - The Connected Superintendent - Current Applications and Tools to Leverage Your Leadership Reach	Caputo, Vincent	C/O	\$ -	No cost	

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12/2/2015	12/2/2015	NJASA - The Connected Superintendent - Current Applications and Tools to Leverage Your Leadership Reach	Cohen, Richard	C/O	\$ -	No cost	
12/3/2015	12/3/2015	Theater Arts Integrated into Social Studies	Lopes, Sofia	CES	\$ -	FFPI	16-078
12/3/2015	12/3/2015	Demystifying PARCC Data Reports	Cohen, Richard	CES	\$ 155.82	Other	
12/3/2015	12/3/2015	The PARCC Data Series: Part I	Jacobson, Tiffany	C/O	\$ 149.00	Other	
12/7/2015	12/7/2015	Formative Assessment	Kuchar, Eileen	EMS	\$ 145.00	Other	
12/7/2015	12/7/2015	Formative Assessment: Helping Students Work Toward Understanding	Bruno, Kristin	EMS	\$ 145.00	Other	



**Finance Attachment  
Section B3, Field Trips**

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

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

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Boston, MA	Juniors and Seniors will attend Harvard Model Congress government simulation conference.	C. Giddes D. Scala Possibly W. Schlavis (depending on actual # of students)	2/18 – 2/21/2016	25 - 40
EMS	Metuchen High School	8 <sup>th</sup> Grade students will attend HS orientation.	8 <sup>th</sup> Grade Teachers	11/13/15	182
EMS	Tommy's Pond Metuchen, NJ	5 <sup>th</sup> Grade science classes will observe the ecosystem of Tommy's Pond.	V. Petrakakos K. O'Brien	11/12/15	100  (50 in the a.m. and 50 in the p.m.)
EMS	Stuart Country Day School Princeton, NJ	5 <sup>th</sup> & 6 <sup>th</sup> Grade Math Club students will compete in a middle school math competition.	K. Logan V. Araneo	11/21/15  (Saturday)	16
EMS	Philadelphia, PA	5 <sup>th</sup> Grade students will visit Historic Philadelphia to enhance the study of Colonial America and the creation of a new government after the Revolutionary War.	All 5 <sup>th</sup> Grade teachers & paras  Additional parent chaperones	4/29/16	188
EMS	Camp Mason Blairstown, NJ	5 <sup>th</sup> Grade Outdoor Education Trip	5 <sup>th</sup> Grade Staff  Additional EMS/Campbell Staff	6/1-3/2016	188
CES	Brookdale Ocean Institute Sandy Hook, NJ	3 <sup>rd</sup> Grade students will study ocean creatures, plant life, weathering and erosion effects on the ocean habitat.	3 <sup>rd</sup> Grade teachers, paras and additional parent chaperones	6/16/16	154

**Policy Attachment  
Section 14, C1-C5**

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

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

**C. POLICY**

**1. NJQSAC**

Move, that upon the recommendation of the Superintendent of Schools, the Metuchen Board of Education approves the 2015-2016 NJQSAC District Performance Review and Statement of Assurance.

**2. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for October 26 – November 4, 2015

**3. Harassment, Intimidation, and Bullying**

Move to affirm the findings of the previously reported cases:

- METHS100715001
- EMS101615001
- EMS102015001
- EMS102215001

**4. Nursing Services Plan**

Move to approve the updated Nursing Services Plan for the 2015-2016 school year.

**5. Standing Orders for School Nurses**

Move to approve Standing Orders for School Nurses for the 2015-2016 school year.

Mr. Lifton  
Motioned

Ms. McGuire  
Seconded

Motion Carried: C1, C2, C4, C5 (8-0)  
C3 (7-1) Ms. de Vries abstained

**Curriculum Attachment  
Section 14, D1-D2**

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

**D. CURRICULUM**

**1. Curriculum Revision**

Move to approve the revised curriculum for the following subjects:

<b>Curriculum Documents 2015</b>	
<b>Subject</b>	<b>Description</b>
<b>Mathematics</b>	AP Statistics
<b>Mathematics</b>	AP Computer Science
<b>Science</b>	AP Biology
<b>Science</b>	AP Chemistry
<b>Science</b>	Biological Science
<b>Science</b>	Modern Biology & Lab
<b>Science</b>	Modern Chemistry & Lab
<b>Science</b>	Modern Physics & Lab
<b>Science</b>	Advanced Studies Bio-Chem
<b>Social Studies</b>	AP Modern European History
<b>Music</b>	Grades 5-6 Band
<b>Music</b>	Band
<b>Music</b>	Orchestra
<b>Music</b>	Grades 5-8 Chorus
<b>World Languages</b>	Spanish Grades 5-7
<b>World Languages</b>	Spanish Grade 8
<b>World Languages</b>	Spanish Communic & Culture 1
<b>World Languages</b>	Spanish 2
<b>World Languages</b>	French 2
<b>World</b>	French 3

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<b>Languages</b>	
<b>World Languages</b>	French 4 Honors
<b>World Languages</b>	French 5 Honors
<b>World Languages</b>	German 4 Honors
<b>World Languages</b>	German 5 Honors
<b>Gifted &amp; Talented</b>	Grades 7-8
<b>21st Century Life &amp; Careers</b>	Digital Graphics I
<b>21st Century Life &amp; Careers</b>	Digital Graphics II
<b>21st Century Life &amp; Careers</b>	Drafting 1
<b>21st Century Life &amp; Careers</b>	Engineering & Technology
<b>21st Century Life &amp; Careers</b>	Foods & Nutrition
<b>21st Century Life &amp; Careers</b>	International Foods

**2. Curriculum Documents**

Move to approve the following curriculum writing documents, writers and amounts:

<b>Curriculum Documents 2015</b>			
<b>Subject</b>	<b>Description</b>	<b>Written by:</b>	<b>Amount</b>
<b>Social Studies</b>	US History I	Evan Robbins	\$1,000
<b>Social Studies</b>	US History II	William Schlavis	\$1,000

Mr. Benderly  
Motioned

Ms. Matise  
Seconded

Motion Carried (8-0)