

**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 24, 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. de Vries	P	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**

Ms. Christine DeSimone introduced the 6th Grade Orchestra under the direction of Ms. Jordyn Gallagher. The orchestra performed "Let It Snow."

Ms. Kathy Glutz introduced the Girls Cross Country Team Coaches Karen Logan and Ed Ronk. The coaches introduced and acknowledged the Edgar Girls Cross Country Team whose record is 11-0-1. What a great accomplishment!

Ms. Kathy Glutz introduced the Girls Field Hockey Coach Beth McLaughlin. Coach McLaughlin introduced and acknowledged the Girls Field Hockey Team whose record is 15-0-1. This is their 2nd undefeated season. What an accomplishment!

- **Presentation**

Dr. Caputo presented Sustainable Jersey for Schools information.

5. Report of the President of the Board of Education

Mr. Lifton congratulated the re-elected and newly elected Board members: Ms. Aileen McGuire, Ms. Merrill Lunt, and Mr. Justin Manley. Mr. Lifton also thanked Ms. Joann Sabatino-Falkenstein for her efforts.

The December 2015 Board meeting will be the last Board meeting for Tara Matise and Lea Lanton.

6. Report of the Superintendent of Schools

Dr. Caputo wishes everyone a Happy Thanksgiving! Dr. Caputo introduced Jennifer North, Special Education Teacher at Edgar Middle School and Allison Velez, 5th Grade Leave Replacement at Edgar Middle School.

7. Report of the Business Administrator/Board Secretary

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

8. Committee Reports

Technology:

Report given by Ms. Matise.

Policy:

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

Technology:

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

Curriculum:

Report given by Mr. Benderly.

Athletics:

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

Personnel:

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

9. New Business

Nothing at this time.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meetings:

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November 10, 2015	Executive Session
November 10, 2015	Board Meeting

Mr. Lifton Mr. Benderly Ms. Gibson
Motioned Seconded Abstained Motion Carried (8-1)

12. Meeting Open to the Public

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

13. Meeting Open to the Public

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

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.

Happy Thanksgiving!

17. Motion to Go Into Executive Session

(when applicable)

MEETING ADJOURNED: 9:00 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-A11**

14. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Appointment – Certificated Staff

Move to approve the appointment of Dr. Josette Seibles as a Chemistry Teacher at Metuchen High School effective January 4, 2016 through June 30, 2016 at the salary of Step 5-F, \$60,465 (pro-rated) and transition days from December 14 through December 23, 2015 at \$326.84/day.

2. Appointment – Leave Replacement

Move to approve the appointment of Christian Erbig as a leave replacement for Kerry Blaze (Social Studies Teacher at Metuchen High School) from December 3, 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.

3. Appointment – Leave Replacement

Move to approve the appointment of Lee Robertson as a leave replacement for Karen Logan (5th Grade Teacher at Edgar Middle School) from December 10, 2015 – April 11, 2016 at the rate of \$80/day for days 1-20 and \$266.04/day for days 21 through the end of the assignment.

4. Appointment – Transition Days

Move to approve transition days for Jennifer North as a Special Education Teacher at Edgar Middle School on November 25, 2015 and November 30, 2015 at \$396.55/day.

5. Appointment – S.T.R.E.A.M. Teachers

Move to approve the following teachers for the 2015-2016 Afterschool S.T.R.E.A.M. program effective November 25, 2015 for prep work, and for the program; 19 Thursdays from December 3, 2015 through April 28, 2016, for a stipend of \$2,277 each:

Name	School	Funding Source
Savarese, Melissa	Campbell	Title IA
McKeown, Katie	Campbell	.80 Title IA, .20 Enrollment
Weitzner, Danielle	Campbell	Title IA
Gonzalez, Alex	Campbell	Title IA
Anderson, Julie	Campbell	Title IA
Thomas, Margie	Campbell	Enrollment

Kindler Arout, Deana	Edgar	Enrollment
Karger, Sarah	Edgar	Enrollment
Miller, Jennifer	Edgar	Title IA
Petrakakos, Vivian	Edgar	Title IA
Presuto, Emily	Edgar	Title IA

6. Appointment Substitute Nurse and Teacher

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

Name	Certificate(s)
Kaufman, Elaine	Elementary
Kinghorn, Ryan	Physical Education/Health
Mallory, Amber	Substitute Nurse/Teacher
Wolff, Catherine	Substitute

7. Appointment – Contractor

Move to approve Danielle Marggraf as a contractor to provide orientation and mobility services to student 002017076, three hours per week at \$115/hour effective November 30, 2015.

8. Appointment – Volunteer Coach

Move to approve Gerald Nisivoccia as volunteer wrestling coach at Metuchen High School for the 2015-2016 school year.

9. Sixth Period Stipend

Move to approve a prorated sixth period stipend of \$971 for Beth Abbott for adaptive ninth grade Health, three days per week effective January 26, 2016 ending April 17, 2016.

10. The Zone

Move to approve the following appointment of The Zone staff for the 2015-2016 school year:

Youth Mentor	Rate
Sean Haugh	\$10.00/hr.

11. Appointment - Mentor Teacher

Move to approve the following mentor teacher for the 2015-2016 school year:

Provisional Teacher	School	Assignment	Mentor	Fee
Kandel, Stephanie	CES	Elementary	Donohue, Chris	\$367

Mr. Lifton
Motioned

Ms. Lanton
Seconded

Motion Carried (9-0)

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. 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, 2015.

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 24, 2015 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. Budget Transfers

Move to approve budget transfers effective September 30, 2015.

4. Professional Development

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

5. 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

Ms. Matise
Seconded

Motion Carried (9-0)

Finance Attachment
Section B4, 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 Approval					11/24/15		
Start Date	End Date	Activity Title	Last, First Name	Building Name	Requested	Payment Method	FFPI #
12/3/2015	12/4/2015	U.S. Track and Field and Cross Country Clinic	Holleran, Martin	MHS	\$ 99.00	FFPI	16-093
12/3/2015	12/3/2015	Theater Arts Integrated into Social Studies	Pata, Tara	CES	\$ -	FFPI	16-088
12/8/2015	12/8/2015	Early Childhood Intervention & Autism Spectrum Disorder	Walker, Laurie	Moss	\$ 199.29	FFPI	16-095
12/8/2015	12/8/2015	Early Childhood Interventions & Autism Spectrum Disorder	Ryder, Karen	Moss	\$ 199.29	FFPI	16-094
12/8/2015	12/8/2015	Powerful Strategies to Help Struggling Readers Better Achieve State Standards in Reading	Huntress, Donna	CES	\$ 239.00	FFPI	16-096
12/8/2015	12/8/2015	Powerful Strategies to Help Struggling Readers Better Achieve Your State Standards (K-5)	Roder, Kathleen	CES	\$ 239.00	FFPI	16-097
12/9/2015	12/9/2015	Middlesex County Guidance Council	Azevedo, Suzy	C/O	\$ -	No cost	
12/10/2015	12/10/2015	Growing Independent Learners: From Standards to Stations	Presto, Emily	EMS	\$ 150.00	FFPI	16-081
12/10/2015	12/10/2015	NJSDC - Increasing School Counselors' Cultural Awareness and	Azevedo, Suzy	C/O	\$ -	No cost	

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		Sensitivity to Diversity					
12/11/2015	12/11/2015	Observation of scaffold writing in K class	Anderson, Sarah	Moss	\$ -	Other	
12/11/2015	12/11/2015	Site Visit to Long Branch School District	Spring, Christina	Moss	\$ -	No cost	
12/11/2015	12/11/2015	Visit to Long Branch	Fischer, Laura	Moss	\$ -	No cost	
12/17/2015	12/17/2015	Effective and Beyond: Best Practices for Teachers of Students with ADHD	Lopes, Sofia	CES	\$ 100.00	FFPI	16-082
1/7/2016	1/7/2016	Becoming a Trans-Inclusive Clinician: A Basic Overview of Transgender Concerns and Clinical Considerations	Granados, Lisa	MHS	\$ 169.00	FFPI	16-090
1/11/2016	1/12/2016	Google Educator Certification Boot Camp	Miller, Jennifer	EMS	\$ 376.00	FFPI	16-083
1/11/2016	1/12/2016	Google Educator - Certification Boot Camp	Menafro, Suzanne	EMS	\$ 11.00	FFPI	16-091
1/11/2016	1/12/2016	Google Educator - Certification Boot Camp	Presuto, Emily	EMS	\$ 361.00	FFPI	16-084
1/13/2016	2/2/2016	Strong Teacher Evaluation Training for new administrators (TEPES)	Azevedo, Suzy	C/O	\$ 457.60	Other	
1/14/2016	1/14/2016	Revitalizing Your Library Space to Enhance Your Library Program	Glove, Patricia	MHS	\$ 265.66	FFPI	16-085
2/8/2016	2/8/2016	What's NEW in Young Adult Literature and How to use It In Your Program	Bruno, Kristin	EMS	\$ 245.00	FFPI	TBD

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2/19/2016	2/19/2016	All Students Need Statistics! Are You Prepared to Teach Them Under the New Standards?	Stevens, Jonathan	MHS	\$ 195.00	FFPI	16-086
2/26/2016	2/26/2016	Using Project Based Learning to Strengthen Student Learning in Content Areas	Camargo, Laura	EMS	\$ 254.00	FFPI	16-092

**Finance Attachment
Section B5, 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	Stevens Institute of Technology Hoboken, NJ	Ethics in Science Club students will compete in “Ethics in Science” Bowl.	J. Smith	12/12/15 (Saturday)	5
MHS	Middlesex County College Edison, NJ	Students will attend “Dare to Dream Leadership Conference” – preparing students for college and career readiness.	S. Karger L. Wisniewski	5/12/16	15
EMS	Metuchen High School	8 th Grade Orchestra students will rehearse side-by-side with HS Orchestra to introduce them to the MHS Music Program.	E. McPeak	1/21/16	24
EMS	Dorney Park, Boyertown, PA	7 th & 8 th Grade Chorus and Orchestra students will perform and be judged in “Trills and Thrills Music Festival”.	S. Kromholz E. McPeak C. Peckhardt R. Keyes + 20 parent chaperones	6/3/2016	130

**Policy Attachment
Section 14, C1-C2**

14. Recommendations of the Superintendent of Schools

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

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for November 9 – 20, 2015.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES102715001
- CES102715002
- CES110315001
- EMS110915001

Ms. Gibson
Motioned

Ms. Lanton
Seconded

Motion Carried: C1 (9-0)
C2 (8-1) Ms. Gibson abstained

D. CURRICULUM

1. Nothing at this time.