**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, October 30, 2018**

**8:00 PM**

1. **Call to Order**

### **Flag Salute**

###  **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 Criterion Sentinel, The Star Ledger, and by filing a copy with the Borough Clerk as prescribed by this law.

###  **Roll Call**

|  |  |  |  |
| --- | --- | --- | --- |
| Mr. Benderly |  P | Mr. Manley |  P |
| Mr. Glassberg |  P | Ms. McGuire |  A |
| Ms. Killean |  P | Mr. Small |  P |
| Mr. Lifton |  A | Mr. Suss |  P |
| Ms. Lunt |  P |  |  |

###  **Presentations/Discussions** *–* nothing at this time

###  **District Goals –** Dr. Caputo presentedDistrict Goals updateson 4activities: application of social problem solving; safety/security; K-12 computer science curriculum, and scheduling at each school. Ms Paredes, Mr. McPeek, Mr. Porowski and Mr. Cohen reported updates on scheduling at their schools.

###  **Reports**

* President’s Report – Mr. Benderly reported that the board met in closed session tonight for a security study presentation from Stonegate Associates. The BOE meetings are no longer live on MeTV, but will be available on-demand on MeTV. The meetings are however, live on Facebook. District Leadership Team met last week.
* Superintendent’s Report – see District Goals above
* Business Administrator/Board Secretary’s Report
* Committee Reports
	+ Technology – has not met since last board meeting
	+ Finance – has not met since last board meeting
	+ Curriculum – has not met since last board meeting
	+ Athletics – has not met since last board meeting
	+ Personnel – has not met since last board meeting
	+ Policy – has not met since last board meeting
	+ Municipal Alliance – Mr. Cohen gave report
	+ Human Relations Commission – Mr. Small gave report

###

###  **New Business**

###  **Old Business**

### **Approval of Minutes of the Board of Education Minutes**

Move to approve the minutes of the following meetings:

|  |  |
| --- | --- |
| October 16, 2018 | Special Meeting (1) |
| October 16, 2018 | Special Executive Meeting (2) |
| October 16, 2018 | Board Meeting |

Mr. Benderly motioned. Mr. Glassberg seconded. Motion carried: 5-2-0 Mr. Manley and Mr. Small abstained

### **11. Meeting Open to the Public**

*(for any topic discussed up to this point in the meeting)*

### **12. Meeting Open to the Public**

*(for comments on the recommendations of the Superintendent of Schools)*

### **13. Recommendations of the Superintendent of Schools**

1. Personnel
2. Finance
3. Policy
4. Curriculum

### **14. Meeting Open to Public** *(for anything you wish to discuss)*

### **15. Announcements –** Mr. Glassberg read announcements

### **16. 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.

### **17. Adjournment**

Mr. Benderly motioned. Mr. Small seconded. All in favor.

MEETING ADJOURNED: 9:00 PM

**PERSONNEL ATTACHMENT**

**Section 13, A1-7**

**13. Recommendations of the Superintendent of Schools**

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

1. **PERSONNEL**
2. **Appointment –2019 Title IV Grant, MHS Community Service Club**

Move to approve the following teachers for the 2019 Title IV Grant, MHS Community Service Club, October 2018 through June 2019, at the teacher contractual hourly rate of $37/hour, not to exceed a total of $2,200:

|  |
| --- |
| **Staff members** |
| Lewandowski, Janis |
| Karger, Sarah |
| Abbott, Beth |
| Kamin, Roseann |

1. **Approval-RBT Training**

Move to approve the following paraprofessionals to be paid their 2018-2019 hourly rate to complete online training modules outside of school hours, not to exceed 45 hours each.

|  |
| --- |
| **Paraprofessionals** |
| Elizabeth Linthurst |
| Tara Tay |
| Debbie DeCerbo |

1. **Appointment-Special Olympics Play Unified Grant, MHS Unified Club**

Move to approve the following staff members for the MHS Unified Club, October 2018 through June 2019, from the Special Olympics Unified Play Grant (Agenda 9/25/18, Section 13, B12):

|  |  |
| --- | --- |
| **Name** | **Stipend** |
| Val Gazda | $500.00, paid directly from Special Olympics |
| Deneane Bonassisa | volunteer |

1. **Appointment-Substitute Teacher**

Move to approve the appointment of the following substitute teacher for the 2018-2019 school year:

|  |  |  |
| --- | --- | --- |
| **Substitute Teacher** | **Certification** | **Ray Rate** |
| Kelsey Tonnery | Substitute with degree | $85/day |

**5. Appointment–Substitute Custodian**

Move to approve the appointment of the following substitute custodian for the 2018-2019 school year:

|  |  |
| --- | --- |
| **Substitute Custodian** | **Pay Rate**  |
| Rosalia Torres | $12.32/hour |

1. **Maternity Leave of Absence**

Move to approve the maternity leave of Gina Young, MES Nurse, from approximately January 29, 2019 to June 6, 2019.

**7. Co-Curricular**

Move to approve the following additional volunteer MHS clubs for the 2018-2019 school year as shown:

|  |  |
| --- | --- |
| **Name of Club** | **Advisor** |
| Asian Heritage Club | Yoko Kato |
| Club 116 (Bible Club) | Danielle Scala |
| MHS Pawdcast | Lynda Wisniewski |
| Origami Club | Yoko Kato |
| Outdoor Wellness Club  | Anna Girin, Danielle Scala  |
| Physics Club & Astronomy Club | Joe Keagle |
| Strategy Games Club | TBD & Virginia Hixson |
| Trainer's Club | Michelle McCorkle |
| Tri-M Music Honor Society | Elisabeth Sato |
| Unicef Club  | Janis Lewandowski/Val Gazda |

Mr. Glassberg motioned. Mr. Suss seconded. Motion carried: 7-0-0

- - - - - - - - - - - end of Personnel items - - - - - - - - - -

**FINANCE ATTACHMENT**

**Section 13, B1-7**

**13. Recommendations of the Superintendent of Schools**

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

1. **FINANCE**
2. **Contract-Pines Manor for 2019 Prom**

Move to approve Pines Manor contract for the 2019 Prom, on May 23, 2019.

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

Move to approve the Treasurer of School Monies’ Report and Board Secretary’s Report as of August 31, 2018.

1. **Payment of Bills**
2. Board Secretary’s Certification

Pursuant to N.J.A.C. 6:20-2A.10(d), the Board Secretary has certified that as of October 23, 2018 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

1. 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.

1. **Out of District Placement**

Move to approve the following re-entry of out of district student for the 2018-2019 school year, effective October 31, 2018.

|  |  |  |
| --- | --- | --- |
| **Student** | **School** | **Tuition** |
| 2018040 | East Mountain School | Per diem rate of $343.80 |

1. **Adjustment-Independent Assessments**

Move to approve the following rate adjustment for JFK Hospital Central Auditory Processing Evaluation (Agenda 6/26/18, Section 13, B33f)

|  |  |  |
| --- | --- | --- |
| **Provider** | **Assessment** | **Rate** |
| JFK Hospital | Central Auditory Processing | Rescind: $882/evaluation |
| JFK Hospital | Central Auditory Processing | Approve: $1,113/evaluation |

1. **Professional Development**

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

1. **Field Trips**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **School** | **Destination** | **Class/Group/Purpose** | **Teacher/ Advisors** | **Date(s)** | **# of Students** | **Board Cost Transport- ation** | **Board Cost Substitutes**  |
| **MHS** | **Hoboken Museum** | **The Italian Club will participate in a walking tour of Hoboken which will focus on the link between architecture and history.** | **Kamin** | **11/8/2018** | **10** |  **-**  |  **$ -**  |
| **CES, EMS, MHS** | **Various destination** | **Community Based Instruction for Self-Contained Classes - to learn social and life skills, to gain independence while out in the community** | **Okoszko, Rice, Linkenheld, DiSerio, Paras & Nurse** | **Various Fridays; 11/2 thru 12/14** | **13** |  **If bus needed: $42.70; nurse on bus: $50/hour**  |  **$ -**  |

Mr. Small motioned. Mr. Manley seconded. Motion carried: 7-0-0

 - - - - - - - - - - - end of Finance items - - - - - - - - - -

**POLICY ATTACHMENT**

**Section 13, C1-3**

**13. Recommendations of the Superintendent of Schools**

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

1. **POLICY**
2. **Suspensions**

The Board hereby acknowledges receipt of the suspension report summary for October 14-October 26, 2018.

1. **Harassment, Intimidation and Bullying**

Move to affirm the findings of the previously reported cases:

* CES091718001
* EMS090618001
* METHS101118001
* METHS101118002
1. **Second Reading of Policies**
* Policy and Regulation 8462 - Reporting Potentially Missing or Abused Children
* Policy 1613 - Disclosure and Review of Applicant’s Employment History
* Policy 5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
* Policy 8561 - Procurement Procedures for School Nutrition Programs

Ms. Lunt motioned. Mr. Suss seconded.

Section 13, C1, C3 and C2 (the last 3 HIB cases only). Motion carried: 7-0-0

Section 13, C2 – HIB case CES091718001 Motion denied: 6-1-0. Mr. Suss voted yes.

 - - - - - - - - - - - end of Policy items - - - - - - - - - -

1. **CURRICULUM**

Nothing at this time

PD for Board Approval 10-31-18 – as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Start Date | End Date | Activity Title | Last, First Name | Building | Requested\_Expense\_Total | Method of Payment | FFPI # |
| 10/4/2018 | 10/4/2018 | Suicide R+C2:C21isk Assessment in Schools | Trapanese, Alissa | CES |  $ -  | No cost |  |
| 10/17/2018 | 10/17/2018 | PCAST: Person Centered Case Management for Students in Out-of-District Placements | Granados, Lisa | MHS |  $ 3.75  | Other |  |
| 10/20/2018 | 10/20/2018 | EdCampWL 2018 | Smith, Audra | EMS |  $ 5.00  | FFPI | 19-078 |
| 11/15/2018 | 11/15/2018 | Safe School, Safe Futures: K-12 School Threat Assessment Training | Azevedo, Suzy | C/O |  $ -  | No cost |  |
| 11/15/2018 | 11/15/2018 | Safe School, Safe Futures: K-12 School Threat Assessment Training - Morris | Herzog, Tania | C/O |  $ -  | No cost |  |
| 11/16/2018 | 11/16/2018 | Safe School, Safe Futures: K-12 School Threat Assessment Training | Porowski, Edward | CES |  $ -  | No cost |  |
| 11/16/2018 | 11/16/2018 | Problem-based Learning: Focus on Fractions (grades 3-6) | Pata, Tara | CES |  $85.00  | FFPI | 19-084 |
| 11/16/2018 | 11/16/2018 | Problem-based Learning: Focus on Fractions (grades 3-6) | Yakowenko, Thomas | CES |  $85.00  | FFPI | 19-083 |
| 11/27/2018 | 11/27/2018 | Helping All Students Master Math – Identifying and Filling the Gaps in Students&rsquo; Learning, Grades 3-5 | Divanno, Rachel | EMS | $195.00 | FFPI | 19-086 |
| 11/27/2018 | 11/27/2018 | Helping All Students Master Math – Identifying and Filling the Gaps in Students&rsquo; Learning, Grades 3-5 | Meyer, Lori | EMS | $195.00 | FFPI | 19-085 |
| 11/29/2018 | 11/29/2018 | Scheduling Strategies for Middle Schools | McPeek, Kevin | EMS | $149.00 | FFPI |  |
| 11/29/2018 | 11/29/2018 | Middle School Scheduling Workshop | Forde, Caroline | EMS | $149.00 | FFPI | 19-081 |
| 11/29/2018 | 11/29/2018 | Scheduling Strategies for Middle Schools: Major Focus on Structure Time for Intervention and Enrichment | Logan, Karen | EMS | $149.00 | FFPI | 19-082 |
| 12/2/2018 | 12/4/2018 | New Jersey Association of School Librarians | Glave, Patricia | MHS | $305.24 | FFPI | 19-079 |
| 12/6/2018 | 12/7/2018 | MF Athletic Track and Field Clinic | Holleran, Kelli | CES | $109.00 | FFPI | 19-088 |
| 12/6/2018 | 12/7/2018 | US All Star Track and Field Clinic | Holleran, Martin | MHS | $109.00 | FFPI | 19-087 |
| 12/6/2018 | 12/6/2018 | Annual Suicide Conference | Granados, Lisa | MHS | $100.25 | FFPI | 19-080 |
| 12/11/2018 | 12/11/2018 | Powerful,Practical Strategies for Reaching "I Don't Care! and Underperforming Students to Increase Their School Success | Bruno, Kristin | EMS | $306.00 | FFPI | 19-089 |
| 1/15/2019 | 1/15/2019 | NJASBO - Accounting & Auditing Checkup | Harvier, Michael | C/O | $100.00 | Other |  |
| 1/16/2019 | 1/16/2019 | Dealing with Difficult Employees | Porowski, Edward | CES |  $ -  | Other |  |
| 2/7/2019 | 2/7/2019 | Excellence Through Equity | Porowski, Edward | CES |  $ -  | Other |  |