

**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 27, 2018**

**1. Call to Order**

**2. Flag Salute**

**3. 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.

**4. Roll Call**

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

**5. Showcase of Success** – *nothing at this time*

**6. Presentations/Discussions** – *nothing at this time*

**7. Reports**

- ❖ President's Report – Mr. Benderly reported on the November 17<sup>th</sup> semi-annual NJSBA delegate assembly he attended. He also gave an update on science lab construction progress.
- ❖ Superintendent's Report – Dr. Caputo gave an update on District Goals.
- ❖ Business Administrator/Board Secretary's Report – Mr. Harvier gave report.

❖ Committee Reports

- Technology – has not met since last board meeting
- Curriculum – has not met since last board meeting
- Policy – has not met since last meeting
- Athletics – has not met since last meeting
- Human Relations Committee – Mr. Small gave report.
- Finance – Mr. Small gave report. The Committee is re-reviewing the full-day Kindergarten topic.

**8. New Business** – *nothing at this time*

**9. Old Business** – *nothing at this time*

**10. Approval of Minutes of the Board of Education Meeting**

Move to approve the minutes of the following meeting:

November 13, 2018	Board Meeting
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Mr. Benderly motioned. Mr. Lifton seconded. Motion carried 6-1-0. Ms. McGuire abstained

**11. Meeting Open to the Public** – *nothing at this time*

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

**12. Meeting Open to the Public** – *nothing at this time*

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

**13. 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

**14. Meeting Open to Public** – *nothing at this time*

**15. Announcements** – Ms. McGuire read the announcements

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

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

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

**17. Adjournment**

MEETING ADJOURNED 9:02 PM

**PERSONNEL ATTACHMENT**

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

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

**A. PERSONNEL**

**1. Appointment – Substitute Teachers**

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

<b>Substitute Teacher</b>	<b>Certification</b>	<b>Pay Rate</b>
Marissa Dusheck	NJ teacher certified	\$90/day
Holly Hagman	NJ teacher certified	\$90/day

**2. Appointment – Substitute Custodian**

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

<b>Substitute Custodian</b>	<b>Pay Rate</b>
Miguel Gonzalez	\$12.32/hour

**3. Leave Replacement Extension**

Move to approve the leave replacement extension for Wally Cook, for Suzanne Palmer, 5<sup>th</sup> Grade Teacher at Edgar Middle School from December 4, 2018 to December 6, 2018. (Agenda 8/7/18, Section 13, A3)

**4. Leave Replacement Extension**

Move to approve the leave replacement extension for Marissa Dusheck, for Melanie Gilbert, PE Health Teacher at Edgar Middle School from December 4, 2018 to December 6, 2018. (Agenda 8/7/18, Section 13, A4)

**5. Appointment – Mentor Teachers**

Move to approve the following mentor teachers to work mentee teachers for three hours at the rate of \$37/hour, for a total of \$111 per teacher:

John McDonald	Joseph Keagle
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**6. Co-Curricular**

Move to approve the following additional volunteer MHS club for the 2018-2019 school year:

<b>Name of Club</b>	<b>Advisor</b>
Cooking Club	Bonnie Stanski

Ms. McGuire motioned. Mr. Small seconded. Motion carried 7-0-0.

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

**FINANCE ATTACHMENT**

**13. 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, 2018.

**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 20, 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

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, 2018.

**4. Nonpublic Technology**

Move to approve the following nonpublic technology for the 2018-2019 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral School	Apple	2	HMOP2ZM/A	Osmo Genius Kit Game System for iPad	\$99.95	\$199.90
St. Francis Cathedral School	CDW-G	2	3952938	MakerBot SMART EXTRUDER+ - 3D printer extruder	\$195.02	\$390.04
St. Francis Cathedral School	Keyboard Consultants	3	NA	On-site service and support for SMARTBOARDS	\$95.00	\$285.00

**5. Out of District Placement**

Move to approve the out of district placement for the 2018-2019 school year:

Student	School	Tuition
2020138	East Mountain School	\$61,884 (pro-rated)

**6. Field Trips**

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

School	Destination	Class/Group/Purpose	Teachers/Advisors	Date(s)	# of students	Board Cost - Transportation	Board Cost-Substitutes
MHS	Museum of Modern Art, NYC	Gr 9-12 ELL; To explore histories of migration and creativity of modern and contemporary art	Ellen Park, Joyce Macaraeg (student teacher)	Dec 13, 2018	6	0.	1 x \$90.

**7. Professional Development**

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

**8. Appointments – Independent Neuro Psycho-Educational Assessment Providers**

Move to approve the following medical professionals to provide Neuro Psycho-Educational Assessments as needed at these rates:

<b>Provider</b>	<b>Services/Rates</b>
Dr. Michael Koffman	Consultations, Meetings, Intakes, Records Review: \$250/hour Assessment Services: \$700/hour
Dr. David Weiss	Assessments: At a rate of up to \$4,000 per evaluation

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

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

**POLICY ATTACHMENT**

**13. 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 12-19, 2018.

**2. James Stronge Effectiveness Evaluation System**

Move to approve the tool “James Stronge Effectiveness Evaluation System for Teachers, Education Specialists, Principal/VP and District Leaders” to observe and evaluate certified staff for the 2018-2019 and 2019-2020 school years.

**3. School Bus Emergency Evacuation Drill Report**

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

11/15/18 8:00 am, Edgar Middle School parking lot, Van #14, supervised by Lisa Cook, Transportation Coordinator

Ms. McGuire motioned. Mr. Manley seconded. Motion carried 7-0-0.

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

**D. CURRICULUM** - Nothing at this time

<b>Professional Development for Board Approval 11/27/18</b>							
<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last, First Name</b>	<b>Building</b>	<b>Requested</b>	<b>Payment Method</b>	<b>FFPI #</b>
11/28/2018	12/19/2018	You, Too, Can Do ABA - ABA at Its Foundation - Topic One, Topic Two, Topic Three	McLaughlin, Beth	EMS	\$ 300.00	FFPI	19-101
11/30/2018	11/30/2018	Transition Requirements and best practices for Child Study Teams	Theiss, Christina	EMS	\$ -	No cost	
11/30/2018	11/30/2018	Transition Requirements and best practices for Child Study Teams	Theiss, Christina	MHS	\$ -	No cost	
11/30/2018	11/30/2018	Transition Training	Karger, Sarah	MHS	\$ -	No cost	
11/30/2018	11/30/2018	Transition Training for CST and Transition Coordinators	Bonassisa, Deneane	MHS	\$ -	No cost	
11/30/2018	11/30/2018	Gifted Education Conference	Henn, Kathleen	C/O	\$ 189.00	Other	
12/3/2018	12/5/2018	Learning Forward National Conference 2018	Cohen, Richard	C/O	\$ 1,971.00	Other	
12/4/2018	12/4/2018	Child Fatality and Near Fatality Review Board-Suicide Subcommittee	LaFauci, Susan	MHS	\$ -	No cost	
		The following 4 staff will attend the same workshop. Our annual member fee includes 2 participants; the other two are \$55 each; total \$110			\$110 total for the following 4 PD requests		
12/6/2018	12/6/2018	NJ School Dev Council - Supporting Teacher Leaders/Aspiring Administrators	Fitzgibbon, David	CES	\$27.50	other	
12/6/2018	12/6/2018	NJ School Dev Council - Supporting Teacher Leaders/Aspiring Administrators	Karger, Sarah	MHS	\$27.50	Other	
12/6/2018	12/6/2018	NJ School Dev Council - Supporting Teacher Leaders/Aspiring Administrators	North, Jennifer	EMS	\$27.50	Other	
12/6/2018	12/6/2018	NJ School Dev Council - Supporting Teacher Leaders/Aspiring Administrators	Misuraca, Roseanna	EMS	\$27.50	Other	
12/6/2018	12/6/2018	15th Annual Suicide Prevention Conference	Whitlock, Susan	CES	\$ 111.12	FFPI	19-104
1/8/2019	1/8/2019	NJECC	Forde, Caroline	EMS	\$ 110.00	FFPI	19-105
1/8/2019	1/8/2019	NJECC 33rd Annual Technology Conference	Divanno, Rachel	EMS	\$ 110.00	FFPI	19-107
1/16/2019	1/16/2019	Best Practices in Co-Teaching: Effective Strategies and Realistic Solutions for Inclusive Classrooms	Stoner, Marsha	EMS	\$ 269.00	FFPI	19-103
1/16/2019	1/16/2019	Best Practices in Co-Teaching: Effective Strategies and Realistic Solutions for Inclusive Classrooms	Muller, Jennifer	EMS	\$ 269.00	FFPI	19-108
2/21/2019	2/21/2019	Introductory Micro:bit Robotics: R/C Artbot	Misuraca, Roseanna	EMS	\$ 85.00	FFPI	19-106

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3/1/2019	3/1/2019	PEOSH/NJADP Indoor Air Quality Training	Porowski, Edward	CES	\$ -	No cost	
4/1/2019	4/1/2019	Making Literacy Learning Visible	Khoudja, Derek	C/O	\$ 165.00	Other	