

**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, March 21, 2017

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

4. Presentation/Discussion Items

• Showcase of Success

- ❖ Students from the Footlighters' Club will present highlights from "Grease". Ms. Stefeny Stofa-Krombholz is the Music Director and Mr. Shawn Doremus is the Director
- ❖ Ms. Magda Nelson spoke about the Metuchen Education Foundation (MEF)

• Presentation

- ❖ Review of Dr. Caputo presented the personnel, and co-curricular budgets, Mr. Cathcart presented the athletics budget.

5. Report of the President of the Board of Education

There will not be a board meeting on April 4th. – possible board retreat.

6. Report of the Superintendent of Schools

Nothing at this time.

7. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the Bill List, Secretary’s and Treasurers reports and budget transfers.

8. Committee Reports

The technology and personnel committees have not met since the last board meeting.

Policy: Report read by Ms. Lunt.

Finance: Report read by Mr. Small.

Curriculum: Report read by Mr. Benderly

Athletics: Report read by Ms. McGuire.

Negotiations: Report read by Mr. Lifton.

9. New Business

Nothing at this time.

10. Old Business

Some community members inquired about the February 28th meeting not being broadcasted live. When meetings are not broadcast live, the taped version is available on the MeTV and district website by Thursday afternoon following the meeting. The April 25th board meeting when the budget hearing will be held will not be live.

11. Minutes

Move to approve the minutes of the following meetings:

February 28, 2017	Special Business Meeting (1)
February 28, 2017	Special Executive Meeting (2)
February 28, 2017	Board Meeting
February 28, 2017	Special Executive Meeting (3)

Mr. Benderly
Moved

Ms. McGuire
Seconded

Motion Carried:

Special Business Meeting (1) (5-0-3) Mr. Lifton, Mr. Manley & Mr. Small abstained

Special Executive Meeting (2) (5-0-3) Mr. Lifton, Mr. Manley & Mr. Small abstained

Board Meeting (6-0-2) Mr. Lifton & Mr. Manley abstained

Special Executive Meeting (3) (6-0-2) Mr. Lifton & Mr. Manley abstained

12. Meeting Open to the Public

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

Ms. Cecelia Rezes and Ms. Ehrin Ziccardi on behalf of 36 families request the 15 year old non-bussing area map for Edgar Middle School be re-evaluated and revised to accommodate students who travel hazardous roadways to Edgar Middle School every day. They would like courtesy bussing extended to children that have to walk along busy roadways. Current non-bussing areas don't support the growing community. Please review the request and provide answers to the questions.

Mr. Benderly reviewed the historical aspects of Metuchen bussing. By law the district is not required to provide bussing to Edgar Middle School. Courtesy bussing started when schools changed configurations. The non-bussing zones haven't changed in the past 15 years. The board will continue to discuss the issues.

Mr. Harvier and Mr. Manley explained that the non-bussing zones haven't changed in the past 15 years and the public school transportation bidding process and potential hazards.

Ms. McGuire also asked where the process to reassess the K-8 bussing begins, would the district hire a consultant or handle administratively. Ms. McGuire indicated that is issue should be discussed during the feasibility study options.

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. Suss read announcements.

17. Motion to Go Into Executive Session

(when applicable)

MEETING ADJOURNED: 10:33 PM

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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. Retirement – Certificated Staff

Move to accept with regret the retirement of Edward Ennis, Physical Education Teacher at Metuchen High School, effective July 1, 2017.

2. Resignation – Certificated Staff

Move to accept the resignation of Melissa Gubernat, 3rd Grade Special Education Teacher at Campbell Elementary School effective 60 days from receipt of resignation letter on March 1, 2017 or sooner if a replacement is hired.

3. Medical Leave of Absence – Certificated Staff

Move to approve the medical leave of absence for Alissa Trapanese, School Psychologist at Campbell Elementary School effective March 20, 2017 through a date to be determined.

4. Amendment – Medical Leave of Absence Certificated Staff

Move to amend the start date of Danielle Kennedy, Edgar Middle School Math Teacher medical leave of absence dates from April 19, 2017 - May 9, 2017 to April 5, 2017 – approximately May 18, 2017. (Agenda 2/7/17, Section 14, A2)

5. Amendment – Certificated Staff

Move to amend the start date of Derek Khoudja, Supervisor of English, Social Studies and ESL (K-12) from March 1, 2017 to March 6, 2017. (Agenda 1/3/17, Section 14, A5)

6. Leave Replacement Extension – Certificated Staff

Move to approve the extension of Danielle Pallotta as a leave replacement for Candace Evans, 1st Grade Teacher at Campbell Elementary School through June 22, 2017, at the rate of \$273.61/day. (Agenda 11/22/16, Section 14, A4)

7. Adjustment – Substitute Teacher

Move to approve the adjustment of the following substitute teacher, Summer Thomas rate of pay from \$80/day to \$85/day for the 2016-2017 school year. (Agenda 2/28/17, Section 14, A5)

8. The Zone - Adjustment

Move to approve the following position and rate adjustment for Wally Cook from Paraprofessional at \$17.11/hr. to Activity Leader at \$30.85/hr. effective January 3, 2017. (Agenda 8/16/16, Section 14, A19 and Agenda 1/3/17 Section 14, A6)

9. Stipends

Move to approve the following math coverage stipends:

5 teachers would be paid a stipend of \$515.21 each for 14 instructional days for a total of \$2,576	
Name	Stipend
Sandy Vorensky	\$515.21
Laura McCadden	\$515.21
Caroline Forde	\$515.21
Karen Logan	\$515.21
Shannon Connors	\$515.21

10. Appointment – Substitute Secretary

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

Substitute Secretary	Rate
Olga Miskovich	\$12.64/hr.

11. Appointment – Substitute Paraprofessional

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

Substitute Paraprofessional	Rate
Olga Miskovich	\$13.00/hr.

Mr. Manley
Moved

Ms. Killean
Seconded

Motion Carried: (8-0-0)

Dr. Caputo wishes Mr. Ennis a healthy and happy retirement. On behalf of the board members, Mr. Benderly wishes Mr. Ennis a restful and well deserved retirement.

**Finance Attachment
Section 14, B1 - B12**

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 January 31, 2017.

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 March 21, 2017 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 January 31, 2017.

4. Adoption of the 2017-2018 Tentative School Budget

WHEREAS, the Board of Education must adopt and submit a tentative 2017-2018 school district budget for the New Jersey Department of Education review and approval.

WHEREAS the Board of Education is requesting authority to utilize \$297,259 in health care allowance and this allowance will be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the tentative 2017-2018 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$36,953,099	\$35,188,091
Total Special Revenue Fund	\$1,235,285	
Total Debt Service Fund	\$2,509,256	\$2,269,127

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations.

5. Amendment – NCLB Title IIA Funds

Move to amend the August 30, 2016 resolution for use of Title IIA funds for Cindy Goldrich, Executive Function Coach, for the 2016-2017 school year from \$10,500 to \$11,000. (Agenda 8/30/16, Section 14, B7)

6. Nonpublic Security Aid

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	C & M Door Controls, Inc.	1		Back Stairwell Exit - Remove existing door and Install: Special-Lite SL-17 door and Special-Lite 1030 insert frame and hardware		\$3,400.00

7. Resolution

Resolution for member participation in a cooperative pricing system:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Camden County Educational Services Commission, hereinafter referred to as the “Lead Agency ” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on March 14, 2017 the governing body of Metuchen Public Schools, County of Middlesex , State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of Metuchen Public Schools.

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, Michael Harvier, Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE MARCH 21, 2017

This resolution shall take effect immediately upon passage.

8. Parent-Paid Tuition for 2017-2018

Move to approve the parent-paid tuition for the 2017-2018 school year:

Grade	2017-2018
Kindergarten	\$5,016
1-8	\$10,033
9-12	\$12,733
Children of Employees	2017-2018
Kindergarten	\$2,508
1-8	\$5,016
9-12	\$6,367

9. Contractual Services – ESCNJ

Move to approve contractual services with the Educational Services Commission of New Jersey for Mary Lou Spohr, LDTC, three days per week at the per diem rate of \$400/day (\$43,440) for the 2016-2017 school year, effective September 1, 2016.

10. Extension – Contractual Services

Move to approve extending LDTC Mary Lou Spohr’s contract with the NJ Educational Services Commission from three to four days per week at a per diem rate of \$400/day for six days for a total cost of \$2,400 effective March 20, 2017.

11. Professional Development

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

12. Field Trips

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

Mr. Small
Moved

Mr. Manley
Seconded

Motion Carried: (8-0-0)

Policy & Curriculum Attachment

Section 14, C1 – C3

Section 14, D1

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for February 27 – March 17, 2017.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- METHS020817001
- CES020817001
- EMS022417001
- METHS022417001

3. First Reading of Policies

- Policy 1510 Americans with Disabilities Act
- Regulation 1510 Americans with Disabilities Act
- Policy 2415.30 Title I – Educational Stability for Children in Foster Care
- Policy 2418 Section 504 of the Rehabilitation Act of 1973 – Students
- Regulation 2418 Section 504 of the Rehabilitation Act of 1973 – Students
- Policy 5116 Education of Homeless Children
- Regulation 5116 Education of Homeless Children
- Policy 5330.04 Administering an Opioid Antidote
- Policy 8330 Student Records
- Regulation 8330 Student Records

Ms. Lunt

Mr. Manley

Moved

Seconded

Motion Carried:

C1 & C3: (8-0-0)

C2: (6-0-2)Mr. Lifton & Mr. Manley abstained.

D. CURRICULUM

1. Nothing at this time.

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**Finance Attachment
Section B11, Professional Development**

Professional Development for Board Approval					3/21/17		
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested Expense Total	Payment Method	FFPI #
3/17/2017	3/17/2017	Day of Distance Runningworks Clinic	Holleran, Kelli	CES	\$ 100.00	FFPI	17-159
3/17/2017	3/17/2017	Day of Distance	Holleran, Martin	MHS	\$ 100.00	FFPI	17-160
3/17/2017	3/17/2017	Northeast TURN Labor-Management Collaboration Conference	Sarte, Kevin	EMS	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Azevedo, Suzy	C/O	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Cohen, Richard	C/O	\$ 54.34	Other	
3/17/2017	3/18/2017	NE TURN Conference	Caputo, Vincent	C/O	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Fitzgibbon, David	CES	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	LaFauci, Susan	MHS	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Paulmenn, Mary Jo	EMS	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Miller, Jennifer	EMS	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Khoudja, Derek	C/O	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Gouveia, Michele	EMS	\$ 50.00	Other	
3/17/2017	3/18/2017	NE TURN Conference	Shapiro, Megan	CES	\$ 50.00	Other	
3/17/17	3/18/17	NE TURN Conference	Butler, Michael	EMS	\$ 50.00	Other	
3/22/2017	3/22/2017	Physical Education Pilot Program	Kuhlthau, Kristen	EMS	\$ -	No cost	
3/23/2017	3/23/2017	Bomb Threat Assessment, Awareness & Response	Porowski, Ed	CES	\$ -	No cost	
3/23/2017	3/23/2017	Bomb Threat Assessment, Awareness & Response	Stike, Brian	EMS	\$ -	No cost	
3/23/2017	3/23/2017	Bomb Threat Assessment, Awareness & Response	Cohen, Richard	C/O	\$ -	No cost	
3/23/2017	3/23/2017	Bomb Threat Assessment, Awareness & Response	Caputo, Vincent	C/O	\$ -	No cost	
3/27/2017	3/29/2017	NYSACAC Long Island College Tour	DeMott, Elizabeth	MHS	\$ 337.00	FFPI	17-161
3/31/2017	3/31/2017	13th Annual School Counselor Conference at Kean University	Chango, Lisa	EMS	\$ 50.00	FFPI	17-156
3/31/2017	3/31/2017	FLENJ Annual Conference - Oh, the Places We Go	Scala, Danielle	MHS	\$ 104.60	FFPI	17-163
3/31/2017	3/31/2017	NJ State Competition of the National Geography Bee	Sarte, Kevin	EMS	\$ 46.60	FFPI	17-162
4/4/2017	4/4/2017	Coordinating Interventions for School Avoidance: Engaging Families, Schools, and Clinics	Campbell, Lauren	EMS	\$ 157.00	FFPI	17-158

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4/4/2017	4/4/2017	New Educational Technology for Librarians and Teachers,	Derer, Barbara	CES	\$ -	No cost	
4/7/2017	4/7/2017	Teaching with Objects: Getting Students' Attention and Increasing Participation	Connolly, Laura	MHS	\$ 91.90	FFPI	17-164
4/25/2017	4/25/2017	LinkIt Spring Regional User Group	Powers, Sean	C/O	\$ -	No cost	
4/25/2017	4/25/2017	LinkIt! User Group	Khoudja, Derek	C/O	\$ -	No cost	
5/19/2017	5/19/2017	NJASECD 2017 Conference "Character is Forever: Building Your Program to Last!"	Kirschner, Brooke	CES	\$ 85.00	Other	

**Finance Attachment
Section B12, Field Trips**

School	Destination	Class/Group	Teachers/Advisors	Date(s)	No. of Students
MHS	Thailand Restaurant Clark, NJ	Culture Club will explore the cuisine of Thailand.	L. Scala	3/30/17 (after school)	Approx.. 10
MHS	Brooklyn Bridge & Tenement Museum NY, NY	10 th grade students will explore the history of immigration and the early 1900's.	E. Robbins K. blaze T. Yakowenko +1 TBD	3/23/17	45
MHS	Middlesex County College Edison, NJ	Grades 9-12 students will attend "Dare to Dream" program preparing students with disabilities for college and careers	S. Karger L. Wisniewski	5/25/17	15
EMS	Camp Mason Blairstown, NJ	5 th grade students will attend Outdoor Education Trip	5 th grade staff + additional EMS/CES staff	5/31/17 – 6/2/17 (3 days)	176
EMS/CES	Wegman's Woodbridge, NJ	Special Education students will practice social and life skills while participating in the community.	K. Rice B. Okoszeko 10 Paras	4/21/17	14
MHS	Jostens Cover Workshop Homewood Suites, Eatontown, NJ & Mariachi Restaurant Metuchen, NJ	Plan next year's yearbook and lunch.	A. Levy	4/24/17	10
"	Metuchen Train Station	"		5/12/17	14
"	Doyle's Unami Farm Hillsborough, NJ	"	"	5/18/17	14
"	Bus Trip to Woodbridge Center Mall	"	"	6/2/17	14

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“	Bus Trip to Menlo Park Mall, Edison, NJ	“	“	6/9/17	14
MHS	Department of Public Works Metuchen, NJ	12 th grade students will prepare & serve appreciation breakfast to DPW workers	B Stanski B Peragallo	3/22/17	6
CES	Metuchen Senior Housing Metuchen, NJ	2 nd grade students will “take action” on service learning project – How can we bring happiness to our community?	E. Santasieri M. Savarese M. Shapiro	4/5/17	69