

**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, May 23, 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	P	Ms. McGuire	A
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

4. Presentation/Discussion Items

• Showcase of Success

- ❖ Edgar Middle School 5th Grade Chorus will perform “Supercalifraglisticexpialidocious” from Mary Poppins, under the direction of Christofer Peckhardt
- ❖ State and National School of Character Awards – Campbell Elementary School
- ❖ National Promising Practices Award – Campbell Elementary School
- ❖ Safe Routes to School Award – Campbell Elementary School
- ❖ Sustainable School Award – Campbell Elementary School

- **Presentation**

- ❖ District Wide Feasibility Study – EI Associates: Mr. Thomas Andrasz, Senior Vice President, Mr. Michael Wozny, Director of Educational Projects and Mr. Richard Scheick, Senior Project Manager

5. Meeting Opened to the Public

(for comment on the district wide feasibility study)

Overall summary of the questions and answers asked by members of the public: Does the plans take into account children who currently attend pre-k and 1st grade in other schools? The enrollment projections were completed by the board and take into account as many classrooms for full day kindergarten, 1st grade and 2nd grade. All of the information is based upon enrollment factors.

The immediate next step in the process is hiring a demographer. The board is in the process of hiring a demographer. If the board decides to proceed with any of the options, then a more detailed timeline will be released.

What is the timeline of completing one of the plans? Usually 2 ½ - 3 year process dependent upon planning and approval of a referendum. Could have possible occupancy by 2020.

The presented plans only included construction cost and the addition of science labs at the high school (where indicated). It doesn't include the cost of additional programs, amenities and operating costs.

A lot of the options include eliminating playgrounds at existing schools? The diagrams are to illustrate the pros and cons of expansion.

Can a 2nd story be built on Campbell or can a new school be built on Campbell's existing land? It is a matter of logistics. For either scenario, where would the current students attend school during the construction?

If the central offices at Moss School move from the existing space, how many classrooms could be added? Approximately 6 classrooms. The central offices used to be housed at Metuchen Savings Bank.

To address some of the overcrowding at Edgar Middle School, some of the plans include moving the 5th grade from Edgar to Campbell. There is not space to add onto Edgar due to the restrictions. Some of the spikes in random grades come from rebuilds which are purchased by families with older children.

The feasibility study cost \$9,000.

6. Report of the President of the Board of Education

Mr. Benderly attended the NJSBA delegate assembly meeting.

7. Report of the Superintendent of Schools

Dr. Caputo thanked everyone involved in the highly successful career fair at Metuchen High School held on Friday, May 19, 2017. Dr. Caputo presented at the NJASCD conference in Atlantic City, NJ on Thursday, May 19th with Dr. Matthew

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Mingle, Superintendent in Warren, and Dr. Matthew Mingle, Superintendent in Kenilworth.

8. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the treasurer’s report, secretary’s report, bill list, and budget transfers.

9. Committee Reports

The policy and athletics committee have not met since the last board meeting.

Technology:

Report given by Mr. Manley.

Finance:

Report given by Mr. Small

Curriculum:

Report given by Mr. Benderly

Negotiations:

Report given by Mr. Lifton

Personnel:

Report given by Mr. Benderly

10. New Business

Nothing at this time.

11. Old Business

Nothing at this time.

12. Minutes

Move to approve the minutes of the following meetings:

May 9, 2017	Special Business Meeting (1)
May 9, 2017	Special Executive Meeting (2)
May 9, 2017	Board Meeting
May 9, 2017	Special Executive Meeting (3)

Mr. Benderly
Moved

Ms. Lunt
Seconded

Motion Carried: (7-1-0)
Ms. Gibson abstained

13. Meeting Open to the Public

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

Nothing at this time.

14. Meeting Open to the Public

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

Nothing at this time.

15. 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

16. Meeting Open to Public

Mr. Fischer addressed the board regarding problems receiving requesting documents and problems with his child’s special education plan and implementation.

17. Announcements

Mr. Suss read announcements.

18. Motion to Go Into Executive Session

(when applicable)

Ms. Lunt	Mr. Benderly	
Moved	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 negotiations and personnel 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-A10**

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

A. PERSONNEL

1. Resignation – Certificated Staff

Move to accept the resignation of Frank Wrublewski, Math Teacher at Metuchen High School effective July 1, 2017.

2. Appointment – Certificated Staff

Move to approve the appointment of Kevin McPeek as Principal at Edgar Middle School, 12 month position, at the salary of \$139,000/year (pro-rated) effective July 24, 2017 or upon release from his current district through June 30, 2018.

3. Appointment – Certificated Staff

Move to approve the appointment of Deneane Bonassisa as a LDTC, from August 31, 2017 through June 30, 2018 at the salary of Step 3-K, \$79,714/year.*

4. Appointment – Certificated Staff

Move to approve the appointment of Karla Riera as a LDTC, from August 31, 2017 through June 30, 2018, at the salary of Step 5-J, \$78,395/year.*

5. Appointment – Certificated Staff

Move to approve the appointment of Caroline Forde as a 5th Grade Teacher at Edgar Middle School, from August 31, 2017 through June 30, 2018, at the salary of Step 1-B, \$51,468/year.*

6. Amendment – Medical Leave of Absence Certificated Staff

Move to amend the return date of Danielle Kennedy, Math Teacher at Edgar Middle School from May 18, 2017 to May 10, 2017. (Agenda 2/7/17, Section 14, A2) (Agenda 3/21/17, Section 14, A4)

7. Maternity/Childcare Leave of Absence Extension

Move to approve the maternity/childcare leave of absence extension for Andrea Elton, Edgar Middle School Language Arts Teacher, from returning to work on or about October 31, 2017 to on or about December 4, 2017. (Agenda 2/7/17, Section 14, A1)

8. Stipends – Adjustments

Move to approve the following stipend adjustments for math coverage stipends: (Agenda 3/21/17, Section 14, A9)

5 teachers would be paid a stipend of \$699.22 each for 19 instructional days for a total of \$3,496.10	
Name	Stipend
Sandy Vorensky	\$699.22

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Laura McCadden	\$699.22
Caroline Forde	\$699.22
Karen Logan	\$699.22
Shannon Connors	\$699.22

9. Summer S.T.R.E.A.M. Substitute Staff

Move to approve Danielle Weitzner as a substitute Summer S.T.R.E.A.M. teacher at the daily rate of \$250/per day (Title I funds)

10. Winter Coach

Move to approve the following coach for the Winter 2017 school sports season: (Agenda 4/25/17, Section 14, A9)

Sport	Coach	Position	Step	Stipend**
Girls' Basketball (MHS)	Kathy Glutz	Head Coach	3	\$9132

*2016-2017 salary amount may be adjusted based upon settlement of contract

**2016-2017 stipend amount may be adjusted based upon settlement of contract

Ms. Lunt
Moved

Mr. Manley
Seconded

Motion Carried: (8-0-0)

**Finance Attachment
Section 14, B1-B13**

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 March 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 May 23, 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 March 31, 2017.

4. Transportation Provider

Move to approve Road to Success as a transportation provider for the 2017-2018 school year.

5. Resolution – Educational Services Commission of New Jersey

Move to approve ESCNJ to provide the services of Educational Data Services, Inc. the sole administrative agent for the Educational Cooperative Pricing System #26EDCP, to provide to the Board of Education access to their proprietary software at a membership cost of \$8,505 for the 2017-2018 school year.

6. Resolution – NJSIG

The Metuchen Board of Education hereby approves the submission of a grant application for the 2017 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC NORTH Subfund for the purposes described in the application in the amount of \$10,377.69 for the period July 1, 2017 through June 30, 2018.

7. Resolution - Healthcare

Move to approve Aetna as the health insurance and prescription carrier and Horizon Blue Shield as the dental carrier for the Metuchen School District for the 2017-2018 school year.

8. Resolution – Food Service 2017-2018

**Metuchen Board of Education
Food Service 2017-2018
Management Fee and Guarantee Language**

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of twenty one thousand two hundred eighty five dollars (\$21,285.00) to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$2,128.50 per month as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

A per meal administrative/management fee shall apply to all special function and vended meals receipts deposited in The SFA's account. All special function and vended meals receipts deposited into the SFA's account shall be divided by \$1.00 to arrive at a meal equivalent. The administrative/management fee charged for special function and vended meals will be \$.10 per meal equivalent.

The FSMC guarantees the SFA at no cost of operation for the SFA for school year 2017-2018.

9. Out of District Placement

Move to approve the placement of student 02022128 at the UBHC-UMDNJ Adolescent Day Program effective May 8, 2017 for a pro-rated tuition of \$11,319.

10. Out of District Placement

Move to approve the placement of student 02019520 at the UBHC-UMDNJ Adolescent Day Program effective May 24, 2017 for a pro-rated tuition of \$9,034.

11. Out of District Placement

Move to approve the placement of student 02019013 at Collier High School effective May 24, 2017 at a pro-rated tuition of \$5,966.

12. Professional Development

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

13. 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

Ms. Lunt
Seconded

Motion Carried: (8-0-0)

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

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for May 8 - 19, 2017.

2. School Bus Emergency Evacuation Drill Reports:

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

1. 5/8/17, 8:45 am (PM Class), Moss School, bus loading/unloading, back parking lot, van 6, van12, van14, supervised by Lisa Cook, Transportation Coordinator and Bob Capra, Supervisor of Special Services
2. 5/9/17, 11:45 am (AM Class), Moss School, bus loading/unloading, back parking lot, van 6, van 12, van 14, supervised by Lisa Cook, Transportation Coordinator and Bob Capra, Supervisor of Special Services

Ms. Lunt
Moved

Mr. Lifton
Seconded

Motion Carried: (8-0-0)

**Curriculum Attachment
Section 14, D1-D3**

D. CURRICULUM

1. Curriculum Writing

Move to approve the following curriculum writing documents, writers and amounts for Summer 2017:

DEPARTMENT	COURSE TITLE	Written by:	Amount
Reading	Kindergarten	Stephanie Kandel and Christina Spring	\$650 each
Reading	Grade 1	Susan Lass and Deanna Kindler	\$650 each
Reading	Grade 2	Lisa Levin, Jenn Spak, Megan Shapiro, Melissa Savarese, Erin Santasieri	\$525 each
Reading	Grade 4	Sofia Lopes and Kelli Holleran	\$650 each
Reading	Grade 5	Emily Presuto, Emily Mertz, & Jennifer Muller	\$525 each
Writing	Kindergarten	Stephanie Kandel and Christina Spring	\$650 each
Writing	Grade 1	Susan Lass and Deanna Kindler	\$650 each
Writing	Grade 2	Lisa Levin, Jenn Spak, Megan Shapiro, Melissa Savarese, Erin	\$525 each

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		Santasieri	
Writing	Grade 4	Sofia Lopes and Kelli Holleran	\$650 each
Writing	Grade 5	Emily Presuto, Emily Mertz, & Jennifer Muller	\$525 each
ELA	Grade 6	Melissa Kovacs and Suzy Menafro	\$650 each
ELA	Grade 7	Linda Donohue	\$1,000
ELA	Grade 9	Shawn Doremus and Eileen Wagenblast	\$650 each
ELA	Grade 10	Shawn Doremus and Eileen Wagenblast	\$650 each
ELA	AP Language and Composition	Lauren Volosin	\$1,000
ELA	Grade 12	Lauren Volosin	\$1,000
Math	Kindergarten	Stephanie Kandel and Christina Spring	\$650 each
Math	Grade 1	Tara Palmieri and Jessica Walker	\$650 each
Math	Grade 2	Lisa Levin, Jennifer Spak, Megan Shapiro, Melissa Savarese	\$525 each
Math	Grade 4	Tara Pata and Tom Yakowenko	\$650 each
Math	Grade 5	Jen Miller, Vivian Petrakakos, Lori Meyer	\$525 each
Math	Grade 6	Karen Logan	\$1,000
Math	Grade 7	Sandy Vorensky	\$1,000
Math	Geometry	Sheri Lifson	\$1,000

2. Curriculum Writing

Move to approve the following curriculum writing documents, writers, and amounts for Summer 2017:

MAP	COURSE TITLE	Written by:	Amount
MAPS	Photography	Margo Poandl	\$35/hr, Max. 10 hrs

3. Curriculum Writing

Move to approve the following curriculum writing documents, writers and amounts from the 2016-2017 curriculum writing funds:

MAP	COURSE TITLE	Written by:	Amount
MAPS	Edgar Phys. Ed. Curriculum Map	Lauren Butler, Kristin Kulthau, Melanie Gilbert	\$35/hr, Max. 10 hrs

Mr. Benderly
Moved

Mr. Suss
Seconded

Motion Carried: (8-0-0)

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Finance Attachment
Section B12, Professional Development

Professional Development for Board Approval					5/23/2017			
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #	
4/24/2015	4/24/2015	Math Forum	Mruczinski, Paul	EMS	\$ -	No cost		
5/18/2017	5/18/2017	Keep Middlesex Moving Annual Conference	Porowski, Edward	CES	\$ -	No cost		
5/18/2017	5/18/2017	Frontline Training Session for Employee Evaluation and Rollover	Opitz, Amy Zaneto, Barbara	C/O	\$ -	No cost		
5/24/2017	5/24/2017	Title I Statewide Conference	Opitz, Amy	C/O	\$ -	No cost		
6/3/2017	6/3/2017	Rutgers NGSS Professional Development and Curriculum Design Partnership	Graziano, Judith	EMS	\$ -	No cost		
6/5/2017	6/12/2017	Managing Sudden Traumatic Events in Schools	Granados, Lisa	MHS	\$ 20.00	FFPI	17-176	
6/5/2017	6/12/2017	TLC Lead Response Team Training	Chango, Lisa	EMS	\$ 12.40	FFPI	17-173	
6/5/2017	8/14/2017	SEL - 101 Foundations of Social-Emotional and Character Development	Savarese, Melissa	CES	\$ 240.00	FFPI	18-004	
6/5/2017	8/14/2017	Social Emotional and Character Development- 101 SEL Foundations of Social-Emotional and Character Development	Kindler, Deanna	CES	\$ 240.00	FFPI	18-003	
6/22/2017	6/22/2017	The Wellness Summit	Cheung, Judith	EMS	\$ -	No cost		
6/27/2017	7/29/2017	Modern Languages Study Abroad - Costa Rica	Scala, Danielle	MHS	\$ 235.00	FFPI	18-002	
7/24/2017	8/17/2017	Physics Education Summer Training Program	Zeman, Barbara	MHS	\$ 565.18	FFPI	18-003	

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**Finance Attachment
Section B13, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Campbell School	BTCCTE Club students will teach Campbell students about income inequality.	E. Robbins	5/25/17	25
MHS	Robert Wood Johnson Hospital New Brunswick, NJ	12 th Grade Safety Ambassadors will attend end of program ceremony.	S. Karger	6/1/17	8
MHS	Whitney Museum of American Art New York, NY	12 th Grade English students will get a greater understanding of modernism/existentialism/absurdism in conjunction with research project.	S. Gallagher F. Wrublewski C. Giddes	6/2/17	35
CES	Friendly's Metuchen, NJ	4AG Math students – Super Stars Reward Celebration (15 or more blue ribbons earned on Study Island)	A Gonzalez D. Gaudet B. Kirschner	5/31/17	4
CES	St. James Episcopal Church Edison, NJ	Ms. Lopes' class will deliver canned goods collected to Hands of Hope	S. Lopes A Arshed	6/12/17	24