

**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, September 12, 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	P
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	A		

4. Presentation/Discussion Items

• **Presentation**

- ❖ Anti-Bullying Bill of Rights District Self-Assessment – Dr. Caputo
- ❖ NJ Student Learning Standards and Metuchen Curriculum – Mr. Cohen

5. Report of the President of the Board of Education

During the next board meeting there will be a hearing on September 26, 2017 regarding the Superintendent's contract.

6. Report of the Superintendent of Schools

Dr. Caputo introduced Daniel Scanlon, Leave Replacement Teacher, Lindsey Conley, Half-time Kindergarten Teacher, Dr. Liliana Falzon, Chemistry Teacher, Virginia Hixson, Math Teacher and Wally Cook, Leave Replacement Teacher.

7. Report of the Business Administrator/Board Secretary

Nothing at this time.

8. Committee Reports

The technology, finance, and curriculum committees have not met since the last meeting.

Policy:

Report given by Mr. Suss.

Athletics:

Report given by Ms. McGuire.

9. New Business

Nothing at this time.

10. Old Business

Mr. Suss wanted to give a shout out to all of the staff at Campbell Elementary School for the smooth transition of the additional second grade class. The staff and students are amazing.

Ms. Killean asked if the student enrollment is consistent with projections. More discussions will be held regarding class sizes while discussing the demographic study.

11. Minutes

Move to approve the minutes of the following meetings:

August 29, 2017	Special Business Meeting (1)
August 29, 2017	Special Executive Meeting (2)
August 29, 2017	Board Meeting

Mr. Benderly
Motedioned

Ms. Gibson
Seconded

Motion Carried:

Special Business Meeting (1) & Special Executive Meeting (2): (6-2-0) Mr. Lifton and Mr. Small abstained.

Board Meeting: (7-1-0) Mr. Lifton abstained.

12. Meeting Open to the Public

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

Nothing at this time.

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

Mr. Shah has a child in the new 2nd grade classroom. He commended everyone for the smooth transition for the children.

16. Announcements

Ms. Killean read announcements.

17. Motion to Go Into Executive Session

(when applicable)

Mr. Benderly	Ms. Gibson	
Motioned	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 HIB and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

MEETING ADJOURNED: 9:13 PM

**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. Suspension – Non-Certificated Staff

Move to approve suspension with pay of employee 100792 pending further action of the Board.

2. Resignation – Non-Certificated Staff

Move to approve the resignation of Ayesha Arshed, Paraprofessional at Campbell Elementary School effective September 12, 2017.

3. Appointment – Certificated Staff

Move to approve the appointment of Danielle Movsessian as an Elementary Teacher at Campbell Elementary School, Step 3-A, \$53,254/year (pro-rated) effective September 11, 2017 through June 30, 2018.

4. Date Adjustment - Family Federal Leave of Absence

Move to approve the family federal leave of absence date adjustment for Patricia Lee, Secretary at Campbell Elementary School from April 18, 2017 to September 21, 2017. (Agenda, 3/28/17, Section 14, A1)

5. Date Adjustment – Certificated Staff

Move to approve the start date adjustment for Liliana Falzon, Chemistry Teacher at Metuchen High School to August 30, 2017. (Agenda, 8/29/17, Section 14, A6)

6. Date Adjustment – Leave Replacement

Move to approve the start date adjustment for Sara Yocum, leave replacement for Deborah Brown, Social Studies Teacher at Edgar Middle School, to August 30, 2017 through on or about November 6, 2017. (Agenda 8/8/17, Section 14, A5 and 8/29/17, Section 14, A14)

7. Rate Adjustment – Substitute Teacher

Move to approve the substitute teacher rate adjustment for the following substitute teacher for the 2017-2018 school year: (Agenda 8/29/17, Section 14, A17)

Name	Certification	Rate
From: Audrey Hausser	Substitute – 60+ credits	\$80/day
To: Audrey Hausser	Substitute with college degree	\$85/day

8. Appointment – Substitute Teacher

Move to approve the following substitute teacher for the 2017-2018 school year:

Name	Certification	Rate
Kelsee Young	Substitute – 60+ credits	\$80/day

9. Appointment – Substitute Paraprofessionals

Move to approve the following substitute paraprofessionals for the 2017-2018 school year:

Name	Rate
Amy Jeney	\$13/hour
Steven Switzer*	\$13/hour

*start date depends upon receipt of criminal background clearance

10. Appointment – Mentors for Provisional Teachers

Move to approve the following mentor teachers for the 2017-2018 school year: (Agenda 8/8/17, Section 14, A7, 8/29/17, Section 14, A15)

New Teacher	School/Position	Mentor	Formal/Informal	Payment
Terence Wall	French (.8)	Anna Girin	Informal	CEU/Credits/Mentor
Danielle Movsessian	Elementary	Jennifer Spak	Formal	\$550/full year

11. Appointment – Ticket Sales

Move to approve the following personnel for ticket sales for the 2017-2018 school year:

Name	Position	Rate
Maureen Azzara	MHS Football Game Ticket Seller	\$55/per game
Maureen Azzara	MHS Basketball Game Ticket Seller	\$50/per game

Mr. Lifton
Motioned

Mr. Manley
Seconded

Motion Carried: (8-0-0)

B. FINANCE

1. MHS Classroom Addition

Move to approve the proposal by EI Associates or Professional and Architectural and Engineering Services, Phase II, Detailed Design and Phase III, Construction Administrative Services, Option C MHS Science Classroom Addition, previously submitted.

2. Professional Development

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

3. Field Trips

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

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School	Destination	Class/Group	Teacher/ Advisors	Date(s)	No. of Stds.
MHS	Hoboken Historical Museum, Hoboken, NJ	Students will participate in a tour of World War I Centennial Exhibition at the museum in order to prepare for their presentation to the Menlo Park Veteran’s Home residents.	R. Kamin	9/22/17	10
Moss	Giamarese Farms East Brunswick, NJ	Students will visit an apple orchard and experience apple picking first hand. The apples will be used for class lessons in math and they will learn about Johnny Appleseed.	L. Fischer S. Kandel L. Conley C. Spring	9/26/17	Approx. 138
MHS	Metropolitan Opera House, NY, NY	To attend a performance of La Boheme	R. Kamin S. Krombholz E. Sato	9/29/17	35
MHS	Robert Wood Johnson Hospital New Brunswick, NJ	Students will attend training for the safety ambassador program	D. Scala	10/11/17	8
MHS	Lola Latin Bistro Metuchen, NJ	The students will discuss (in Spanish) Hispanic heritage, and foods as they sample various dishes.	R. Kamin K. Flores	10/12/17	30
EMS	iLearn Competition Princeton University Princeton, NJ	Students will compete in the iLearn Math Competition.	L. McCadden D. Kennedy	10/28/17	8
MHS	Campbell Elementary School, Metuchen, NJ	MHS Orchestra students will perform at Campbell School	E. Sato J. Messenger	10/31/17	65
MHS	Veteran’s Memorial Home Edison, NJ	The students will present a project to the veterans concerning World War I photos of locations in Italy and interview veterans.	R. Kamin	11/8/17	10
MHS	Barnes & Noble Menlo Park Mall Edison, NJ	Members of the MHS band, chorus, and orchestra will perform at Barnes and Noble during the book fair.	E. Sato J. Messenger J. Flynn S. Krombholz	12/19/17	52
MHS	Hands of Hope Food Pantry St. James Episcopal Church Edison, NJ	Students will assist Spanish speaking clients with required documentation, translating the information in English and Spanish.	R. Kamin	1 st & 3 rd Saturdays of each month SY17-18	Varies

Mr. Small Ms. Gibson
 Motioned Seconded Motion Carried: (8-0-0)

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for September 5 – 8, 2017.

Mr. Suss Mr. Manley
 Motioned Seconded Motion Carried: (8-0-0)

D. CURRICULUM

1. Move to approve the following curriculum writing documents, writers and amounts:

DEPARTMENT	COURSE TITLE	Written by:	Amount
ELA	3 rd Grade Reading	Franchesca Hunt, Sarah Anderson, Michelle Bethe	\$525 each
ELA	3 rd Grade Writing	Franchesca Hunt, Sarah Anderson, Michelle Bethe	\$525 each

Mr. Benderly
Motioned

Mr. Small
Seconded

Motion Carried: (8-0-0)

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**Finance Attachment
Section B2, Professional Development**

Professional Development for Board Approval				9/12/2017			
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested Expense Total	Payment Method	FFPI #
9/16/2017	9/16/2017	Start Your Kindergarten Day the Kindergarten Way -With Optimal Learning Exercises	Spring, Christina	Moss	\$ 15.00	FFPI	18-025
9/22/2017	9/23/2017	Visit My Classroom & Desk Free Mixed Topic Workshop With Profe Ashley	Scala, Danielle	MHS	\$ 791.00	FFPI	18-020
9/26/2017	3/6/2018	Social and Emotional Learning	Kuchar, Eileen	EMS	\$ -	Other	
9/26/2017	3/6/2018	Connecting Equity and Excellence: Putting Knowledge, Teaching at the Core of Social and Emotional Learning	Campbell, Lauren	EMS	\$ -	No cost	
9/29/2017	9/29/2017	New Jersey School Counselor Association Fall Conference	Grauer, Traci	MHS	\$ 99.00	FFPI	18-021
9/29/2017	9/29/2017	2017 Annual School Counselor Conference	Azevedo, Suzy	C/O	\$ 99.00	Other	
9/29/2017	9/29/2017	NJSCA Annual Conference	DeMott, Elizabeth	MHS	\$ 40.00	FFPI	18-022
9/29/2017	9/29/2017	NJ DOE Computer Science Task Force	Misuraca, Roseanna	EMS	\$ 46.00	FFPI	18-027
9/29/2017	6/15/2018	Traumatic Loss Coalition Trainings and Meetings	Granados, Lisa	MHS	\$ 7.20	FFPI	18-024
9/30/2017	9/30/2017	Comprehension Strategies That Help Your Struggling Students be More Successful Readers	Stoner, Marsha	EMS	\$ 139.00	FFPI	18-026
10/2/2017	10/2/2017	PARCC ELA Prep: Essential Literacy Work	Khoudja, Derek	C/O	\$ -	No cost	
10/5/2017	10/5/2017	Trends and Issues in High School Scheduling	LaFauci, Susan	MHS	\$ 149.00	Other	
10/5/2017	10/5/2017	Trends and Issues in High School Scheduling: Basic Scheduling Structures Revisited	Azevedo, Suzy	C/O	\$ 149.00	Other	
10/19/2017	10/20/2017	FEA Principal/Supervisors Assoc fall conference	Stike, Brian	EMS	\$ 310.00	Other	
10/19/2017	10/20/2017	2017 FEA/NJPSA/NJASCD Fall Conference	Cohen, Richard	C/O	\$ 230.00	Other	

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10/19/2017	10/20/2017	2017 FEA/NJPSA/NJASCD Fall Conference	Caputo, Vincent	C/O	\$ 230.00	Other	
10/20/2017	10/20/2017	2017 FEA/NJPSA/NJASCD Fall Conference	Lopes, Sofia	CES	\$ -	No cost	
10/23/2017	10/23/2017	Reducing Chronic Absenteeism	LaFauci, Susan	MHS	\$ 75.00	Other	
10/24/2017	10/24/2017	NJ School Boards Convention	Porowski, Edward	CES	\$ -	Other	
11/16/2017	11/17/2017	NASL Fall Conference 2017: Promoting Powerful Partnerships	Little, Maryrose	EMS	\$ 189.00	FFPI	18-023
11/16/2017	11/17/2017	New Jersey Association of School Librarians Fall Conference - Promoting Powerful Partnerships	Glave, Patricia	MHS	\$ 258.00	FFPI	18-018
11/16/2017	11/17/2017	NJASL 2017 Fall Conference, Promoting Powerful Partnerships	Derer, Barbara	CES	\$ 150.00	FFPI	18-019