

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BUSINESS MEETING MINUTES (1)

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, September 29, 2015

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	Ms. Matise	P
Ms. deVries	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Small	P
Ms. Lanton	P	Mr. Stern	P
Mr. Lifton	P		

4. Presentation/Discussion Items

• **Showcase of Success**

Dr. Caputo and Ms. Kathleen Henn, Supervisor of Science presented certificates to students who received the top score of 300 on the 2015 New Jersey Assessment of Skills and Knowledge Science Test and students who received the top score of 300 on the 2015 New Jersey Biology Competency Test.

• **Presentations**

Volunteerism, Community Service and Service Learning and on Mindfulness, Social-emotional Learning Plans were presented by Mr. Rick Cohen.

5. Report of the President of the Board of Education

Nothing at this time.

6. Report of the Superintendent of Schools

Nothing at this time.

7. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the Secretary’s Report, Treasurer’s Report, Bill Lists and the proposed list of capital projects for the summer 2016.

8. Committee Reports

Technology:

Report given by Ms. Matise.

Policy:

Ms. Gibson reported that the committee has not met since the last Board meeting.

Finance:

Report given by Mr. Small.

Curriculum:

Report given by Mr. Benderly

Athletics:

Report given by Ms. de Vries

Personnel:

Personnel was discussed during closed meeting.

9. New Business

Nothing at this time.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meeting:

September 8, 2015	Board Meeting
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12. Meeting Open to the Public

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

Alicia Kaleen of 40 Home Street had questions regarding the Social-Emotional Learning Plans and she suggested that a parent survey should go out during the 2019-2020 budget process to get ideas on how to circumvent future costs for capital projects.

13. Meeting Open to the Public

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

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

Ms. Lanton read a list of announcements.

17. Motion to Go Into Executive Session

MEETING ADJOURNED 10:35 p.m.

Mr. Lifton
Moved

Ms. Gibson
Seconded

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.

**Personnel Attachment
Section 14, A1-A6**

A. PERSONNEL

1. Maternity/Childcare Leave of Absence

Move to approve a Maternity/Childcare Leave of Absence – Kerry Blaze, Metuchen High School Social Studies Teacher, from on or about December 7, 2015 through June 21, 2016.

2. The Zone

Move to approve the following appointments of The Zone staff for the 2015-2016 school year.

Youth Mentors	Rate
Andrew Lackland	\$8.00/hr.
Ethan Cantor	\$8.00/hr.
Ben Pincus	\$8.00/hr.

3. Appointment – Substitute Teachers

Move to appoint the following substitute teachers listed below for the 2015-2016 school year:

Name	Certificate
Nye, John	Phys. Ed./Health
Stolz, Deborah	Substitute
Yocum, Sara	Substitute
Wolfe, Anna	Substitute

4. Appointment – Paraprofessional

Move to approve the appointment of Jennifer Lesniak as a paraprofessional effective October 5, 2015 at the rate of \$16.61/hr.

5. Appointment – Paraprofessional

Move to approve the appointment of Elizabeth Linthurst as a paraprofessional effective date is contingent upon satisfactory fingerprint and background check results at the rate of \$16.61/hr.

6. Salary Adjustment – Certificated Staff

Move to approve a salary increase for Lauren Volosin from Step 1-C, \$50,868 to Step 3-C, \$53,411 as a result of earning her Master’s Degree, effective October 1, 2015.

Items A1-A6

Mr. Lifton
Moved

Ms. Lanton
Seconded

Motion Carried (9-0)

**Finance Attachment
Section 14, B1-B8**

B. FINANCE

1. Treasurer of School Monies' and Board Secretary's Reports

Move to approve the Treasurer of School Monies' Report as of July 28, 2015 and the Board Secretary's Report as of July 31, 2015.

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 September 29, 2015 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. Professional Development

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

4. Field Trips

Move to approve the following field trips for students in the Metuchen School District as shown on the attachment.

5. No Child Left Behind (NCLB) Grant Award

Move to approve the NCLB Grant Award for 2015-2016:

Title	Amount	Description
Title I	\$111,333	Improving Programs (Academically At-Risk students)
Title IIA	\$43,380	Teacher and Principal Training (Professional Development)
Title III	\$12,971	Immigrant Learners (English Language Learners)

6. Out of District Student Placement

Move to approve student 002017220 at Bonnie Brae School for the remainder of the 2015-2016 school year for the prorated amount of \$55,110 effective September 23, 2015.

7. Out of District Student Placement Termination

Move to approve the termination of the 2015-2016 school year contract with Collier School for student 002017220.

**8. Annual Nonpublic School Nursing Services Contract for Services
FY16**

The Metuchen Board of Education through contract with the Middlesex Regional Educational Services Commission authorizes the administrative personnel of the Commission to conference, discuss and solicit input in the development of the nursing services contract document for the 2015-2016 school year which provides nursing services to the following nonpublic schools located in the Metuchen school district:

- Apple Montessori
- Centenary Early Learning Center
- St. Joseph High School
- Metuchen Christian Academy
- St. Francis Cathedral

Items B1 – B8

Mr. Small
Moved

Mr. Stern
Seconded

Motion Carried (9-0)

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**Finance Attachment
Section B3, Professional Development**

Professional Development for Board Approval 9-29-15							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
9/1/2015	11/20/2015	New Jersey Standards Review Committee	Jacobson, Tiffany	C/O	\$ -	No cost	
9/28/2015	9/28/2015	Finding Common Ground - A Convocation for Leadership: the New Jersey Standards and PARCC	Powers, Sean	C/O	\$ 149.00	Other	
9/30/2015	9/30/2015	Yoga for Self-Regulation	Stoner, Marsha	EMS	\$ 211.99	FFPI	16-027
9/30/2015	9/30/2015	Tobii Workshop: From Assessment to Implementation: Innovative Strategies for AAC Service Delivery	Valera, Nicole	CES	\$ -	No cost	
10/3/2015	10/3/2015	Workshop 1: Developing Skills in Language and Culture: Advancing Towards AP Proficiency and Workshop 2: Teaching the Bullet-Point Generation learners to Identify Themselves as Readers	King, Barbara	EMS	\$ 15.00	Other	
10/5/2015	10/6/2015	Full STEAM Ahead	Poandl, Margaret	EMS & MHS	\$ 190.00	FFPI	16-029
10/5/2015	10/6/2015	Full Steam Ahead AENJ Conference	Gumbrecht, Jennifer	EMS	\$ 220.00	FFPI	16-028
10/5/2015	10/5/2015	Disability and Employment	Wisniewski, Lynda	MHS	\$ 162.00	FFPI	16-044
10/5/2015	10/5/2015	NJ Conference on Disability and Employment	Irenski, Janet	MHS	\$ 105.00	FFPI	16-043
10/6/2015	5/1/2016	4 sessions - NJSDC - Next Generation Science Standards	Ronk, Ed	EMS	\$ -	No cost	
10/6/2015	5/1/2016	4 sessions - NJSDC - Next Generation Science Standards	Wetzel, Ginny	EMS	-	No cost	
10/6/2015	10/6/2015	Integrating Math, ELA, Technology for PARCC Achievement	Powers, Sean	C/O	\$ -	No cost	

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10/6/2015	10/6/2015	Integrating Math, ELA, Technology for PARCC Achievement	Santasieri, Erin	CES	\$ -	FFPI	16-030
10/6/2015	10/7/2015	BYOT in Physical Education	Kuhlthau, Kristen	EMS & MHS	\$ -	No cost	
10/7/2015	10/9/2015	Investigating HIB Claims	Stike, Brian	EMS	\$ 150.00	Other	
10/9/2015	5/19/2016	Kean University Diversity Council General Membership Meeting	Wagenblast, Eileen	MHS	\$ -	No cost	
10/9/2015	10/9/2015	LEGAL ONE - How to Investigate HIB Claims	Misuraca, Roseanna	EMS	\$ 150.00	FFPI	16-031
10/9/2015	10/12/2015	2015 Professional Development Fall Conference - NJSCA	Chango, Lisa	EMS	\$ 198.00	FFPI	16-033
10/11/2015	10/12/2015	2015 Professional Development Fall Conference- NJSCA	Campbell, Lauren	EMS	\$ 239.80	FFPI	16-032
10/11/2015	10/13/2015	New Jersey Science Convention	Nolde, Jonathan	CES	\$ 188.02	FFPI	16-034
10/13/2015	10/14/2015	NJ Science Teachers Convention	Holleran, Martin	MHS	\$ 295.00	FFPI	16-046
10/13/2015	10/14/2015	NJ Science Teachers' Convention and Banquet	Henn, Kathleen	C/O	\$ 355.00	Other	
10/13/2015	10/15/2015	Microsoft Excel Training	Jeney, Meghan	CES	\$ 79.00	FFPI	16-019
10/15/2015	10/20/2015	ACT College and Career Readiness Workshops	Grauer, Traci	MHS	\$ -	No cost	
10/20/2015	10/21/2015	NJ Council for the Social Studies Annual Conference "Invigorating Your Social Studies Classroom"	Connolly, Laura	MHS	\$ 92.40	FFPI	16-035
10/15/2015	10/15/2015	NJSDC Leadership Conference	Cohen, Rick	C/O	\$ -		
10/15/2015	10/15/2015	NJSDC Leadership Conference	Caputo, Vince	C/O	\$ -		
10/21/2015	10/23/2015	NCTM 2015 Regional Conference	Spak, Jennifer	CES	\$ 30.00	FFPI	16-020
10/22/2015	10/23/2015	Rutgers University Conference on Reading and Writing	Anderson, Sarah	Moss	\$ -	No cost	
10/23/2015	10/23/2015	Rutgers 48th Annual Conference on Reading and Writing	Huntress, Donna	CES	\$ 180.00	FFPI	16-048
10/23/2015	10/28/2015	New Jersey School Boards Association Conference	Vorensky, Sandra	EMS	\$ -	No cost	

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10/28/2015	10/28/2015	NJSBA Workshop	Smith, Audra	EMS	\$ 134.00	FFPI	16-049
10/28/2015	10/29/2015	NJSBA Workshop 2015 "Empowering the 21st Century Student"	Powers, Sean	C/O	\$ -	No cost	
10/28/2015	11/3/2015	AP Workshop- Studio Art	McKeown, Kathleen	MHS	\$ 239.50	FFPI	16-021
11/3/2015	11/17/2015	NJASL Fall Conference: "Librarians: Lifeguards of the Information Ocean"	Little, Maryrose	EMS	\$ 200.00	FFPI	16-022
11/15/2015	11/16/2015	NJASL 2015 Fall Conference	Derer, Barbara	CES	\$ 125.00	FFPI	16-023
11/16/2015	11/23/2015	Cyber-bullying, Cyber Security, and Social Media	Stike, Brian	EMS	\$ 150.00	Other	
11/23/2015	11/23/2015	LEGAL ONE- Cyberbullying, Cybersecurity, and Social Media	Misuraca, Roseanna	EMS	\$ 150.00	FFPI	16-036
11/23/2015	12/1/2015	Conferring with Readers to Uncover All Teaching Possibilities	Lopes, Sofia	CES	\$ 125.00	FFPI	16-038
12/1/2015	12/1/2015	CONFERRING WITH READERS TO UNCOVER ALLTEACHING POSSIBILITIES Grades K-5	Stoner, Marsha	EMS	\$ 112.00	FFPI	16-025
12/1/2015	12/2/2015	Growing Thoughtful Readers Through Close Reading and Navigating Information Text K-3	Jacheo-Smith, Rebecca	CES	\$ 125.00	FFPI	16-042
12/2/2015	12/2/2015	Growing Thoughtful Readers Through Close Reading and Navigating Informational Text	Doherty, Jennifer	CES	\$ 100.00	FFPI	16-026
12/2/2015	12/14/2015	Yoga and Mindfulness in the Classroom	Kindler, Deanna	CES	\$ 199.99	FFPI	16-050
12/7/2015	12/7/2015	NJASCD Annual Conference	Caputo, Vince	C/O	\$ 145.00	Other	
12/14/2015	1/13/2016	Microsoft® Excel®: Beyond the Basics	Fitzgibbon, David	CES	\$ 99.00	FFPI	16-051
1/13/2016	1/13/2016	Microsoft Excel -Beyond the Basics	Donohue, Christine	CES	\$ 99.00	FFPI	16-052

**Finance Attachment
Section B4, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Hands of Hope Food Pantry Woodbridge Ave. Edison, NJ	11 th and 12 th Grade Spanish Students will assist clients (in Spanish) with the registration process. Students will arrange their own transportation.	R. Kamin	1 st and 3 rd Saturdays throughout the year.	Volunteers - #s will vary
MHS	Campbell School	Spanish 5 Communications students will present info on history of new world foods and the companies that sell them world-wide to 4 th graders.	R. Kamin L. Wagenblast	10/12/15	19
MHS	Robert Wood Johnson Hospital New Brunswick, NJ	Grade 12 Safety Ambassadors will receive instructional material in order to prepare lessons to present to 1 st graders.	K. Flores S. Karger	10/13/15	8
MHS	Avery Fisher Hall, Lincoln Center NY, NY	Grades 9 – 12 Orchestra students will attend a concert by the NY Philharmonic.	E. McPeak J. Gallagher	10/23/15	30
MHS	Campbell School	Orchestra students will perform during the annual Halloween Parade.	E. McPeak C. DeSimone	10/30/15	51
MHS	The New York Times NY, NY	Spanish 5 Communications and ESL students will tour the facility and listen to presentations regarding the reporting of global news.	R. Kamin E. Park	11/11/15	22
MHS	Lola Latin Bistro Metuchen, NJ	Spanish 4 Honors and Spanish 5 AP students will discuss references to food in Spanish literature and sample	R. Kamin K. Flores	11/20/15	38

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	Woodbridge Mall Woodbridge, NJ			12/4/15	
	Menlo Park Mall Edison, NJ			12/11/15	
	Wegman's Woodbridge, NJ			12/18/15	
CES	NJ State House and Barracks, Trenton, NJ	4 th grade students will learn about NJ's role in the American Revolution and NJ's State Government.	4 th Grade Teachers, ICS Teachers and Paras	6/9/16 or 6/11/16 Classes to be assigned to days according to student #s at that time.	All 4 th grade students (approx. 161)

**Policy Attachment
Section 14, C1**

C. POLICY

1. First Reading of Policies and Regulation

Move to approve the first reading of the following policies and regulation:

- Policy 2363.1 Bring Your Own Technology (B.Y.O.T.) Responsible Use Guidelines
- Policy 5530 Substance Abuse
- Regulation 5530 Substance Abuse

Item C1

Ms. Gibson

Moved

Ms. Lanton

Seconded

Motion Carried (9-0)

**Curriculum Attachment
Section D1**

D. CURRICULUM

1. Curriculum Revision

Move to approve the revised curriculum for the following subjects:

Summer Curriculum Documents 2015	
Subject	Description
Visual and Performing Arts	Grades 1-4, Art
Visual and Performing Arts	Grades 5-8, Art
Music	Grades 1-4, Music
World Languages	K, Spanish
World Languages	Spanish Grades 1-4
World Languages	Spanish 1
World Languages	German 1
Health	Grade 12
Health	Grade 11
Health	Grade 10
Science	Grade 6
Science	Grade 7
Science	Grade 8
Science	Honors Chemistry
Science	AP Physics
G&T	Grade 6
Social Studies	US History I
Social Studies	Sociology
Social Studies	Psychology
ELA	Etymology and Word Derivation, Grades 10-12
ELA & Social Studies	Curricula Alignment: AP United States History II and AP Language and Composition

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Item D1

Mr. Benderly
Moved

Ms. McGuire
Seconded

Motion Carried (9-0)