

**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, April 25, 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	P		

4. Presentation/Discussion Items

• **Showcase of Success**

❖ **Edgar Middle School Science Fair Winners**

Grade 5: Annabelle Fedun & Mary McGrath
Grade 6: Henry Busch & Nicky VanLeeuwen
Grade 7: Caroline Schleif & Lilia Ould-Hammou
Grade 8: Isabel Melendez

❖ **NJAMLE** – Linda Donohue

• **Presentation**

❖ Budget Hearing Presentation – Dr. Caputo & Mr. Harvier

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 treasurer’s report, secretary’s report and budget transfers.

8. Committee Reports

Technology:

Report given by Mr. Manley.

Policy:

Report given by Ms. Lunt.

Finance:

Report given by Mr. Small

Curriculum:

Report given by Mr. Benderly

Personnel:

Report given by Mr. Benderly

Negotiations:

Report given by Mr. Lifton

9. New Business

Ms. Gibson read a letter by a parent regarding Creative Writing course offerings at MHS for the 2017-2018 school year.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meetings:

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

Mr. Benderly

Ms. Lunt

Motioned

Moved

Motion Carried:

Special Business Meeting 1 &

(6-3-0) Mr. Lifton, Mr. Manley & Mr. Small
abstained

Special Executive Meeting 2:

Board Meeting:

(8-1-0) Mr. Lifton abstained

12. Meeting Open to the Public

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

Ms. Cecelia Rezes followed up on the Edgar Middle School non-bussing route requests for children having to travel hazardous roadways. What is the next step for the proposition? Mr. Benderly replied to comments regarding funding and prioritization of bussing. Ms. Lunt indicated that the board is in receipt of Ms. Rezes email. Ms. Lunt has been in contact with the Metuchen Police Chief, board attorneys and the transportation department regarding non-bussing routes. At this time Amboy Avenue is not considered a hazardous roadway. There have been very few accidents on Amboy Avenue, no accidents that resulted in a car going onto the sidewalks on Amboy Avenue, and 1 pedestrian accident at the corner of Amboy Avenue and Main Street. Mr. Manley responded to the concerns about St. Francis students receiving bussing. Only Metuchen residents, which are also taxpayers, pay the courtesy bussing fee to receive services to St. Francis School for grades K-8.

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

16. Announcements

Ms. Lunt attended the screening of the movie Blame which debuted at the Tribeca Film Festival. Blame is written and directed by Quinn Shephard a Metuchen native.

Ms. Killean read announcements.

17. Motion to Go Into Executive Session

(when applicable)

Mr. Benderly	Mr. Small	
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 personnel and negotiations and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

MEETING ADJOURNED: 10:11 PM

**Personnel Attachment
Section 14, A1-A9**

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 Linda Wagenblast, World Language Teacher at Campbell Elementary School effective July 1, 2017.

2. Retirement – Non-Certificated Staff

Move to accept with regret the retirement of Kathleen Walsh, Paraprofessional at Moss School effective July 1, 2017.

3. Resignation – Certificated Staff

Move to accept the resignation of Lindsay Kenyon, Edgar Middle School Math Teacher effective July 1, 2017.

4. Leave of Absence Extension

Move to approve the leave of absence extension for Jaclyn Reisman, Special Education Teacher at Metuchen High School from the June 22, 2017 to October 11, 2017. (Agenda 12/20/16, Section 14, A4)

5. Appointment – Leave Replacement

Move to approve the appointment of Zara Noori as a leave replacement for Andrea Elton, Grade 7 English Language Arts Teacher at Edgar Middle School from May 5, 2017 (or earlier if needed) through June 22, 2017, at the rate of \$273.61/day.

6. Appointment – Substitute Teachers

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

Substitute Teacher	Certification	Rate
James Kim	Social Studies/Elementary	\$90/day
Kala Ramarathnam	Substitute	\$80/day

7. Summer S.T.R.E.A.M. Staff

Move to approve the following teachers for the 2017 Summer S.T.R.E.A.M. program effective July 6, 2017 for prep work and July 10 through August 3, 2017 (four days/week) for a stipend of \$4,500 each from Title IA funds:

Name	Funding Source	Name	Funding Source
Deanna Kindler Arout	Title IA	Alex Gonzalez	Title IA
Sofia Lopes	Title IA	Julie Anderson	Title IA
Margie Thomas	Title IA	Ginny Wetzell	Title IA
Melissa Savarese	Title IA	Vivian Petrakakos	Title IA
Jackie Salit	Title IA	Christina Wardlow	Title IA
Emily Presuto	Title IA	Janis Lewandowski	Title IA

8. Summer S.T.R.E.A.M. Staff

Move to approve the following teachers for the 2017 Summer S.T.R.E.A.M. program effective July 6, 2017 for prep work and July 17 through August 3, 2017 (four days/week) for a stipend of \$3,375 each from Enrollment funds:

Name	Funding Source
Erica Fuchs	Enrollment
Joseph Keagle	Enrollment
Jonathan Stevens	Enrollment

9. Coaches – Winter 2017

Move to approve the following coaches for the winter 2017 school sports season:

Sport	Coach	Position	Step	Stipend**
Boys' Basketball	* Guy Jensen	Head Coach	3	\$9132
	*Brian Tuskan	JV Coach	2	\$6220
	* Raymond Newman	Freshmen Coach	3	\$6429
Girls' Basketball	TBD	Head Coach	-	
	TBD	JV Coach	-	
Wrestling	Joe Keagle	Head Coach	1	\$8592
Boys' Winter Track Head Coach	Martin Holleran	Head Coach	3	\$7510
Girls' Winter Track Head Coach	Kelli Holleran	Head Coach	3	\$7510
Winter Track	*Kyle Thomas	Assistant Coach	3	\$5930
Boys' Swimming	James Thomas	Head Coach	3	\$7801
Girls' Swimming	James Thomas	Head Coach	3	\$5851
Cheerleading	TBD	Head Coach	-	
<u>Edgar Middle School Coaching Staff</u>				
Edgar Boys' Basketball	Ed Albanese	Coach	-	\$3158
Edgar Girls' Basketball	Emily Mertz	Coach	-	\$3158
Edgar Swimming	Karen Logan	Coach	-	\$3158

*Represents adjunct coach

**2016-2017 Stipend Amount (may be adjusted)

Ms. Killean
 Motioned

Mr. Lifton
 Moved

Motion Carried: (9-0-0)

Dr. Caputo wishes Ms. Wagenblast and Ms. Walsh happy and healthy retirements. On behalf of the board of education Mr. Benderly thanked Ms. Wagenblast and Ms. Walsh for their legacy and service to the town and the children.

**Finance Attachment
Section B1-B14**

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 February 28, 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 April 25, 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 February 28, 2017.

4. Adoption of the 2017-2018 School District Budget

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

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

	Appropriations	Local Tax Levy
Total General Fund	\$36,953,098	\$35,188,090
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. Emergency Reserve Account

WHEREAS, the Metuchen Board of Education (“Board”) maintains a current expense emergency reserve account containing funds intended to be used for unanticipated general fund current expense costs and/or school security improvements pursuant to N.J.S.A. 18A:7F-41(c); and

WHEREAS, the Board believes that its schools are in need of security improvements in order to better ensure the safety of its students and staff; and

WHEREAS, the Board intends to extend the card access system previously installed at Metuchen High School throughout the remaining

district schools in order to more effectively monitor and control access to our school buildings; and

WHEREAS, the Board also intends to install a new networked, high-resolution security camera system throughout the school district in order to provide a more sophisticated system of coverage that would also allow for integrated emergency responder connectivity; and

WHEREAS, the Board’s current expense emergency reserve account contains funds that can be used for these upgrades; and

WHEREAS, the Board requires the approval of the Commissioner of Education in order to make withdrawals from its current expense emergency reserve account;

NOW, THEREFORE, BE IT RESOLVED by the Metuchen Board of Education that Board hereby authorizes its administration to take any and all steps necessary to solicit and secure the approval of the Commissioner of Education to authorize the Board’s use of its current expense emergency reserve account funds for the school security improvements described herein.

6. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis School	CDW Government	4	2893256	Acoustics iPad 2 Cover	\$30.44	\$121.76

7. 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
Metuchen Christian Academy	Sign-A-Rama	4	NA	Free Standing Crosswalk Warning Sign	\$595.00	\$2,380.00
				Shipping and Handling		\$50.00
Metuchen Christian Academy	Alpha Comm Wireless	10	DTR410	Motorola digital handheld radio	\$228.75	\$2,287.50
		10	M-PROGRAM	Custom Programming	\$7.50	\$75.00
		1	Labor	Training	\$56.25	\$56.25
				Shipping and Handling		\$12.44

8. Courtesy Bussing Fee 2017-2018

Move to approve the partial courtesy bussing fee in the amount of \$160/per student for the 2017-2018 school year.

9. Transportation Jointures and Individual Routes 2017-2018

Move to approve transportation jointures and individual routes for the 2017-2018 school year with the following districts and educational services commissions: Edison School District, Educational Services Commission of New Jersey, Piscataway School District, South Plainfield School District, Monmouth/Ocean Educational Services Commission, and Somerset Educational Services Commission.

10. Transportation Providers 2017-2018

Move to approve South Plainfield School District and Durham School Services as transportation providers for the 2017-2018 school year.

11. In-district Transportation Routes

Move to approve the following daily rates for in-district transportation routes with George Dapper Inc. for the 2017-2018 school year:

C1	\$124.53	E1	\$124.53
C2	\$124.53	E2	\$124.53
C3	\$122.68	E3	\$122.68
C4	\$122.68	E4	\$122.68
C5	\$122.68	E5	\$122.68
C6	\$122.68	E6	\$122.68
C7	\$122.68	E7	\$122.68

12. Transportation Athletic Routes

Move to approve the following rates for athletic transportation routes with George Dapper Inc. for the 2017-2018 school year:

Vehicle	Hours	Amount
54 passenger w/seatbelts	3	\$216.24
54 passenger w/seatbelts	4	\$278.01
54 passenger w/seatbelts	5	\$339.81
Additional hour amount after 5 hours		\$66.89
One-way in town shuttle		\$140.42

13. Professional Development

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

14. 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. McGuire
Seconded

Motion Carried: (9-0-0)

**Policy Attachment
Section 14, C1-C4**

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for March 27 – April 21, 2017.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- EMS032817001

3. First Reading of Bylaws, Policies & Regulations

Move to approve the first reading of the following bylaws, policies and regulations:

- Bylaw 0000.01
- Bylaw 0000.02
- Bylaw 0000.03
- Policy 2320 Independent Study Programs (Abolish)
- Policy 2415.06 Unsafe School Choice Option
- Policy 2460 Special Education
- Regulation 2460 Special Education
- Regulation 2460.1 Special Education – Location, Identification and Referral
- Regulation 2460.8 Special Education – Free and Appropriate Public Education
- Regulation 2460.9 Special Education – Transition From Early Intervention Programs to Preschool Programs
- Regulation 2460.15 Special Education – In-Service Training Needs for Professional and Paraprofessional Staff
- Regulation 2460.16 Special Education – Instructional Material to Blind or Print-Disabled Students
- Policy 2464 Gifted and Talented Students
- Policy 2467 Surrogate Parents and Foster Students
- Policy 2622 Student Assessment
- Policy 3160 Physical Examination (Teaching Staff Members)
- Regulation 3160 Physical Examination (Teaching Staff Members)
- Policy 4160 Physical Examination (Support Staff Members)
- Regulation 4160 Physical Examination (Support Staff Members)
- Policy 5116 Education of Homeless Children
- Regulation 5116 Education of Homeless Children
- Policy 5460 High School Graduation
- Policy 5465 Early Graduation (Abolish)

4. School Bus Emergency Evacuation Drill Reports

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

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1. 3/9/17, 12:15 pm, Edgar Middle School, bus loading/unloading zone, E1, #2, E3, E4, E5, E6, E7, E8, supervised by Mr. Brian Stike, Assistant Principal
2. 3/29/17, 12:50 pm, Campbell Elementary School, bus loading/unloading zone, C1, C2, C3, C4, C5, C6, C7, C8, C9, supervised by Ms. Brooke Kirschner, Assistant Principal
3. 3/29/17, 2:50 pm, Campbell Elementary School, van loading/unloading zone, #12, supervised by Ms. Brooke Kirschner, Assistant Principal

Ms. Lunt
Moved

Ms. McGuire
Seconded

Motion Carried: (9-0-0)

**Curriculum Attachment
Section 14, D1**

D. CURRICULUM

1. Nothing at this time.

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Finance Attachment
Section 14, B13, Professional Development

Professional Development for Board Approval					4/25/2017		
Start Date	End Date	Activity Title	Last Name, First Name	Bldg.	Requested Expense Total	Payment Method	FFPI #
4/5/2017	4/5/2017	English Language Learners and the Law	Khoudja, Derek	C/O	\$ 150.00	Other	
4/6/2017	4/6/2017	Handle with Care Recertification	Warakomski, Alaina	CES	\$ 450.00	Other	
4/7/2017	4/7/2017	Indoor Air Quality Role of the School Nurse on the Indoor Air Quality Team	Brinkerhoff, Michele	MHS	\$ -	No cost	
4/7/2017	4/7/2017	Indoor Air Quality Training	Keane, Gina	Moss	\$ -	No cost	
4/7/2017	4/7/2017	Indoor Air Quality Training Courses	Adamczyk, Katherine	CES	\$ -	No cost	
4/21/2017	4/21/2017	Substance Disorders: Effects on Children and Families	Granados, Lisa	MHS	\$ 18.00	FFPI	17-169
4/25/2017	4/25/2017	Spring 2017 NJ Regional User Group Workshops	Azevedo, Suzy	C/O	\$ -	No cost	
4/27/2017	4/27/2017	National Association of College Admissions Counselors - Annual College Fair	DeMott, Elizabeth	MHS	\$ 25.00	FFPI	17-169
4/28/2017	4/28/2017	Inter-District Learning Network meeting- Collaborative School Leadership Initiative	Benderly, Dan Caputo, Vince Cohen, Rick Powers, Sean Khoudja, Derek Zaneto, Nick Robbins, Evan Karger, Sarah Stevens, Jonathan	MHS	\$ -	No cost	
5/5/2017	5/5/2017	New Jersey Social Studies Supervisors Association Meeting	Khoudja, Derek	C/O	\$ -	No cost	
5/10/2017	5/10/2017	The Role of Social and Emotional Learning in Building a Positive School Climate for Students and Adults	Cohen, Richard	C/O	\$ 106.51	Other	
5/11/2017	5/12/2017	PALS	Adamczyk, Katherine	CES	\$ 220.00	Other	

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5/17/2017	5/17/2017	Exploitation of Women in Genocide: How to Bring a Delicate Subject into the Classroom	Wagenblast, Eileen	MHS	\$ -	No cost	
5/17/2017	5/19/2017	NJASA/NJAPSA Spring Leadership Conference	Caputo, Vince	C/O	\$ 600.00	Other	
5/19/2017	5/19/2017	Character is Forever: Building Your Program to Last	Caputo, Vince	C/O	\$ 85.00	Other	
5/19/2017	5/19/2017	Character is Forever: Building Your Program to Last	Porowski, Ed	CES	\$ 85.00	Other	
5/25/2017	5/25/2017	Student Achievement & Data Summit 2017	Azevedo, Suzy	C/O	\$ -	No cost	
5/31/2017	5/31/2017	Garden State Coalition Annual Meeting	Caputo, Vince Harvier, Mike Benderly, Dan				
6/2/2017	6/9/2017	2017 AP Reading	Khoudja, Derek	C/O	\$ -	No cost	
6/7/2017	6/8/2017	College Visit to Yale University and the University of Hartford	Hanbridge, Leigh	MHS	\$ 220.00	FFPI	17-170

**Finance Attachment
Section B14, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	The Metropolitan Museum of Art NY, NY and Spanish Tavern Restaurant, Newark, NJ	Spanish 3 & 4 communication classes will participate in a guided tour of Spanish art and attend a luncheon at the Spanish Tavern Restaurant	P. Craig R. Kamin K. Flores T. Yakowenko K. McKeown	5/8/17 Rescheduled from 4/20/17	49
MHS	Spain	Spanish 4 & 5 students will be immersed in the Spanish language and culture while touring Barcelona, Zaragoza, Madrid, Segovia and A Escorial	R. Kamin K. Flores + Additional Chaperones TBA	3/30/18 – 4/6/18	30-40
MHS	Monroe Twp. H.S.	Students will engage with students at Monroe High School for Armed Forces Appreciation Day	V. Gazda J. Cathcart	5/19/17	20
EMS	Campbell School High School Moss School	STREAM students will post energy conservation signs by light switches in each school to remind students to turn off	V. Petrakakos	4/27/17 & 5/4/17	20

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		lights when not in use.			
CES	Metuchen HS	3 rd Grade students will attend Music Department demo	J. Barnes – a.m. J. Anderson - a.m. K. Wong - a.m. D. Weitzner -a.m. M. Bethe - p.m. F. Hunt – p.m. J. Salit - p.m.	6/6/17	Approx. 166