

**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, November 1, 2016

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. McGuire	P
Ms. Gibson	P	Mr. Mindler	P
Mr. Lifton	P	Mr. Small	P
Ms. Lunt	P	Mr. Stern	P
Mr. Manley	P		

4. Presentation/Discussion Items

- **Showcase of Success**

- ❖ Campbell Elementary School and Edgar Middle School Green Teams – Sustainable School Awards
- ❖ Review of NJQSAC SOA – Dr. Caputo

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

Nothing at this time.

8. Committee Reports

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

Curriculum:

Report given by Ms. McGuire.

9. New Business

Nothing at this time.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meetings:

October 18, 2016	Board Meeting
October 18, 2016	Special Executive Meeting

Mr. Lifton
Moved

Mr. Benderly
Seconded

Motion Carried:

Board Meeting Minutes: (8-0-1) Ms. Lunt abstained.

Special Executive Meeting Minutes: (8-0-2) Ms. Lunt and Mr. Manley abstained.

12. Meeting Open to the Public

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

Mr. Brian Koch questioned the board and the athletic committee about how ice hockey which has little participation has moved along while the girls' lacrosse petition with over 70 signatures has not been moved upon. There are many girls' who are willing to participate and they have their own equipment. Girls' lacrosse should be taken into consideration as a sport for MHS.

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

Ms. Lunt read announcements.

MEETING ADJOURNED 9:41 PM

17. Motion to Go Into Executive Session

(when applicable)

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-A3**

14. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

A. PERSONNEL

1. Retirement

Move to approve with regret the retirement of Joan Whitson, Payroll Coordinator at the Administrative offices effective February 1, 2017.

2. Appointment – Substitute Custodians

Move to approve the following custodians for the 2016-2017 school year at the rate of \$12.00/hr.

Substitute Custodian	
Lorena Sevilla	Raul Morales*

*Start date depends upon receipt of criminal background clearance

3. Appointment – Substitute Teachers

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

Substitute Teachers		Rate
Carol Scheid	Teacher of the Handicapped	\$90/day
Jennifer Azzara	Substitute	\$80/day
Joan Agneta	Teacher of the Handicapped	\$90/day
Jessica Crawford	Substitute	\$80/day

Mr. Lifton
Moved

Mr. Mindler
Seconded

Motion Carried: (9-0-0)

Dr. Caputo wishes Joan Whitson a happy and healthy retirement. Mr. Lifton congratulated Ms. Whitson for her years of service.

**Finance Attachment
Section 14, B1-B7**

B. FINANCE

1. 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 November 1, 2016 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.

2. Superintendent Merit Goals

Move to approve as submitted the Superintendent Merit Goals for the 2016-2017 school year.

3. Comprehensive Maintenance Plan

Move to approve the district's Comprehensive Maintenance Plan for the 2017-2018 school year.

4. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	HP	1	CZ271A#BGJ	LaserJet Pro 500 color MFP M570dn	\$919.08	\$919.08

5. No Child Left Behind (NCLB) Grant Application

Move to approve the district's NCLB Grant Amendment 2016-2017 to reflect carryover:

Title	Amount	Description
Title I	\$8,417	Improving Programs (Academically At-Risk students)
Title IIA*	\$9,623	Teacher and Principal Training (Professional Development)
Title III	\$39	Immigrant Learners (English Language Learners)

* Metuchen Public Schools receives \$5,854 of the Title II allocation.

6. Professional Development

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

7. 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. Stern
Seconded

Motion Carried: (9-0-0)

**Policy Attachment
Section 14, C1-C5**

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for October 24 – November 4, 2016.

2. First Reading of Policies and Regulations

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

- Policy #1220 Employment of Chief School Administrator
- Policy #1310 Employment of School Business Administrator/Board Secretary
- Regulation #2414 Programs and Services for Students in High Poverty and in High Need School Districts
- Policy #3111 Creating Positions
- Policy #3124 Employment Contract
- Policy #3125 Employment of Teaching Staff Members
- Policy & Regulation #3126 District Mentoring Program
- Policy #3141 Resignation
- Policy & Regulation 3144 Certification of Tenure Charges
- Policy #3159 Teaching Staff Members/School District Reporting Responsibilities
- Policy #3231 Outside Employment as Athletic Coach
- Policy & Regulation #3240 Professional Development for Teachers and School Leaders
- Policy & Regulation #3244 In-Service Training (ABOLISH)
- Policy #4159 Support Staff Members/School District Reporting Responsibilities
- Policy #5305 Health Services Personnel
- Regulation #5330 Administration of Medication
- Policy #5350 Student Suicide Prevention
- Regulation #5350 Student Suicide
- Policy #9541 Student Teachers/Interns
- Policy #1140 Affirmative Action Program
- Policy #1523 Comprehensive Equity Plan
- Policy #1530 Equal Employment Opportunities
- Regulation #1530 Equal Employment Opportunity Complaint Procedure

- Policy #1550 Affirmative Action for Employment and Contract Practices
- Policy & Regulation #2200 Curriculum Content
- Policy #2260 Affirmative Action Program for School and Classroom Practices
- Policy & Regulation #2411 Guidance Counseling
- Policy & Regulation #2423 Bilingual & ESL Education
- Policy #2610 Educational Program Evaluation
- Policy #2622 Student Assessment
- Policy #5750 Equal Educational Opportunity
- Policy #5755 Equity in Educational Programs and Services
- Policy #5339 Screening for Dyslexia
- Policy & Regulation #8441 Care of Injured and Ill Persons
- Policy #8630 Bus Driver/Bus Aide Responsibility
- Regulation #8630 Emergency School Bus Procedures

3. Resolution

Move to elect Dan Benderly as the Metuchen Board of Education liaison to the Garden State Coalition of Schools for the 2016-2017 school year.

4. NJQSAC

Move that upon recommendation of the Superintendent of Schools, the Metuchen Board of Education approves the 2016-2017 NJQSAC District Performance Review and Statement of Assurance.

SOA Area	Score* # of Yes Responses	Score* % of Yes Responses
Instruction and Program	5	100%
Fiscal Management	9	90%
Governance	10	100%
Personnel	5	100%
Operations	19	95%

*Note: Scores will calculate automatically, based on responses to QSAC indicators

5. Ice Hockey

WHEREAS, the Metuchen Board of Education (“Board”) is a corporate body politic responsible for the provision of a thorough and efficient public school system for the residents of the Borough of Metuchen; and WHEREAS, the Edison Township Ice Hockey Parents Association, Inc. (“Association”) is a private non-profit corporation organized under the laws of the State of New Jersey for the purpose of raising funds to support public school student participation in a varsity ice hockey program; and

WHEREAS, the Association currently supports a varsity ice hockey program in cooperation with the Edison Township Board of Education for the Edison and John P. Stevens High Schools; and

WHEREAS, on October 19, 2016, the New Jersey State Interscholastic Athletic Association Executive Committee approved the creation of a cooperative sports program between Edison High School, John P.

Stevens High School and Metuchen High School for ice hockey for the 2016-2017 season only; and

WHEREAS, the Board has previously agreed to authorize interested students enrolled in Metuchen High School to participate in the cooperative ice hockey program subject to the negotiation and approval of an acceptable agreement regarding the program; and

WHEREAS, the Board and the Association have negotiated the terms of an agreement whereby the Board would not be responsible for any of the costs associated with the ice hockey program;

NOW, THEREFORE, BE IT RESOLVED, that the Metuchen Board of Education hereby:

1. Approves the Memorandum of Understanding between the Board and the Association for the 2016-2017 school year;
2. Authorizes and acknowledges the Edison Township Board of Education's role as lead agency in charge of the ice hockey program, including the supervision of the program participants; and
3. Authorizes the Board's administration and Board Attorney to take all necessary and appropriate steps to carry out this action of the Board.

Mr. Lifton
Moved

Mr. Mindler
Seconded

Motion Carried:

C1, C2, C4: (8-0-1) Mr. Benderly abstained.

C3: (9-0-0)

C5: (6-0-3) Ms. Gibson, Ms. McGuire, and Mr. Small abstained.

**Curriculum Attachment
Section 14, D1-D2**

D. CURRICULUM

1. Textbook Purchase

Move to approve the purchase of the following textbook:

Broadway: The American Musical, by Laurence Maslon and Michael Kantor as a textbook for the new Musical Theater course for Metuchen High School.

2. Revised Curriculum

Move to approve the revised curriculum for the following subjects:

Revised Curriculum Documents	
Subject	Description

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World Languages	Spanish C&C1
World Languages	Spanish 2
World Languages	Spanish, Grade 5
World Languages	Spanish, Grade 6
World Languages	Spanish, Grade 7
Art	AP Art History

Ms. McGuire
Moved

Mr. Mindler
Seconded

Motion Carried: (9-0-0)

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Finance Attachment
Section B5, Professional Development

Professional Development for Board Approval				11-1-16			
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
11/1/2016	11/1/2016	Special Services Directors Toolkit	Karger, Sarah	MHS	\$ 149.00	FFPI	17-069
11/3/2016	11/3/2016	Creatively Speaking: The NJ Education Thought Leaders' Summit	DeSimone, Christine	C/O	\$ -	No cost	
11/14/2016	1/17/2017	SIOP Train the Trainer	Muller, Jennifer	EMS	\$ -	No cost	
11/16/2016	11/16/2016	OnCourse EdTech Summit	Jacobson, Tiffany	C/O	\$ -	No cost	
11/19/2016	11/19/2016	EdcampNJ 2016	Karger, Sarah	MHS	\$ -	No cost	
11/22/2016	11/22/2016	Building Innovative Problem Solving Lessons for the Elementary Grades	Nolde, Jonathan	CES	\$ 201.08	FFPI	17-079
11/29/2016	11/29/2016	Legal Requirements When Schools Provide ABA Services	Walker, Laurie	Moss	\$ 163.90	FFPI	17-074
12/2/2016	12/2/2016	Building Self-Regulation in Children with Autism ADHD, or Sensory Disorders	Abrams, Rosalie	CES	\$ 212.39	FFPI	17-082
12/2/2016	12/2/2016	Best practices for improving classroom management, social skills, behavior & instruction for children with special needs	Okoszko, Brittany	CES	\$ 177.19	FFPI	17-075
12/5/2016	12/6/2016	Guided Math Conference	Barnes, Jeremy	CES	\$ 399.00	FFPI	17-084
12/5/2016	12/5/2016	Yoga and Mindfulness in the Classroom	Araneo, Veronica	EMS	\$ 264.21	FFPI	17-083
12/5/2016	12/5/2016	Yoga and Mindfulness in the Classroom: Tools to Improve Self-Regulation, Learning and Classroom Climate	McLaughlin, Beth	EMS	\$ 199.99	FFPI	17085
12/6/2016	12/6/2016	PE Partners	Calantoni, Karen	EMS	\$ -	No cost	
12/8/2016	12/9/2016	US All Star Track and Field and Cross Country Clinic	Holleran, Kelli	CES	\$ 99.00	FFPI	17-080
12/8/2016	12/9/2016	US All Star Track and Field and Cross Country Clinic	Holleran, Martin	MHS	\$ 99.00	FFPI	17-087
12/8/2016	12/8/2016	Inspire and Engage Learners through IPAs	Flores, Karin	Flores	\$ 175.00	FFPI	17-076

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12/9/2016	12/9/2016	Rutgers MSP Workshop	Kato, Yoko	Kato	\$ -	No cost	
1/11/2017	1/11/2017	Do You Speak Fractions?	Lopes, Sofia	CES	\$ 195.00	FFPI	16-067
1/23/2017	1/23/2017	Challenging Behaviors Preschool Through 2nd Grade: Detection and Prevention	Walker, Laurie	Moss	\$ 143.90	FFPI	17-078
1/23/2017	1/23/2017	Challenging Behaviors Preschool Through Second Grade: Detection and Prevention	McKenna, Katherine	Moss	\$ 143.90	FFPI	17-077
2/21/2017	2/21/2017	Out of district - One on One - How do I incorporate Technology in the Math Classroom	Lifson, Sherry	MHS	\$ 225.00	FFPI	17-088
3/23/2017	3/23/2017	Math & Technology: Perfect Together -- Integrating the New Standards Using Technology, Grades 6-8	Logan, Karen	EMS	\$ 195.00	FFPI	17-081

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**Finance Attachment
Section B6, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Middletown South High School Middletown, NJ	Students from 9 th – 12 th grade will attend Leadership Training Program – “Victory Road”	J. Cathcart E. Wagenblast Coach Jensen Coach Knoth	10/26/16 12/14/16 3/15/17 5/17/17	40
MHS	Lola Latin Bistro Metuchen, NJ	Spanish 4 Honors and Spanish 5 AP students will converse in Spanish about Spanish Literature and sample Hispanic Cuisine.	R. Kamin K. Flores	11/16/16	26
MHS	Bethlehem, PA	9 th – 12 th German students will visit a German Holiday Market and speak German, sample German food and shop for German items.	B. Elliott E. Wagenblast	12/2/16	30
EMS	St. Joseph HS Metuchen, NJ	7 th grade gifted and talented students will attend a practice scrimmage for Robotics Competition.	E. Ronk	Sunday 11/13/16 Transportation on their own.	25
EMS	Bridgewater Middle School Bridgewater, NJ	7 th grade G & T students will attend Robotics Competition	E. Ronk	Saturday 11/19/16	25
EMS/CES	Various Destinations	Special Education Students will practice social and life skills while participating in the community.	B. Okoszko K. Rice Paras		12
		Wegman’s Woodbridge, NJ		11/4/16	
		Lowe’s New Brunswick, NJ		11/9/16	
		Wilkins Theatre Kean University Union, NJ		11/18/16	
		Woodbridge Center Woodbridge, NJ		12/2/16	
		Menlo Park Mall		12/9/16	
		Wegman’s Woodbridge, NJ		12/16/16	
MHS	Downtown Metuchen	12 th Grade Class	S. Gallagher	11/3/16 & 11/4/16	Approx. 10 each day