

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BUSINESS MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, January 26, 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	Mr. Manley	P
Ms. deVries	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Small	P
Mr. Lifton	P	Mr. Stern	P
Ms. Lunt	P		

4. Presentation/Discussion Items

• **Showcase of Success**

- ❖ Dr. Caputo introduced the following Governor's Educators of the Year:

Moss: Karen Ryder, Teacher

Campbell: Debbie DeCerbo, Paraprofessional & Joe Fitzgibbon, Teacher

Edgar: Lisa Chango, Counselor & Laura McCadden, Teacher

Metuchen High: Janet Irenski, Teacher & Stefeny Stofa-Krombholz, Teacher

On behalf of the Mr. Lifton and the Board of Education,
Congratulations!

- ❖ Dr. Caputo presented certificates to students who received perfect PARCC scores:

Grade 3 ELA

Ryan Timko

Grade 4 ELA

Audrey Wang

Grade 4 Math

Jared Wyetzner

Grade 5 ELA

Shreyas Hari

Grade 8

Nina Suss

English Grade 10

Elizabeth Lawson

Anton Popov

Ashlyn Strathman

Siri Uppuluri

English Grade 11

Kieran Brenneman

Ethan Knecht

Damian Makosa

Carl Sun

Olenka Tytla

Zoe Vardaro

- **Presentations**

- ❖ Mr. Harvier reviewed the custodial, maintenance and transportation accounts.
- ❖ Dr. Caputo reviewed the Anti-Bullying Bill of Rights grades assigned by the Commissioner.
- ❖ Dr. Caputo presented the HIB Period 1 (September 1, 2015 – December 31, 2015) Report.
- ❖ Dr. Caputo presented the EVVRS Period 1 (September 1, 2015 – December 31, 2015) Report.
- ❖ Dr. Caputo presented the HIB Training & Programs Period 1 (September 1, 2015 – December 31, 2015) Report.

5. Report of the President of the Board of Education

Mr. Lifton mentioned the passing of Ms. Eileen Duffy on January 11, 2016. She was a former board member and very dedicated to the Metuchen community. Mr. Small and Ms. de Vries shared memories about Ms. Duffy. She will be missed.

Mr. Lifton also mentioned the passing of Paul Makara, a custodian at Edgar Middle School on Monday, January 25, 2016. Our thoughts and prayers are with the family during this difficult time.

Mr. Lifton announced that Ms. Rose de Vries will be resigning from the board effective February 1, 2016. Mr. Lifton thanked Ms. de Vries for her many contributions and years of service on the board. Ms. Jackie Gibson shared some of her many contributions to the Metuchen community.

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Ms. de Vries thanked the board, Mr. Lifton, and Ms. Gibson for their speeches and everyone who voted for her in the past 3 elections for giving her the opportunity to make a difference. Ms. de Vries left the Metuchen community with this quote by John F. Kennedy, Jr. “One person can make a difference, and everyone should try.”

6. Report of the Superintendent of Schools

Dr. Caputo thanked Ms. de Vries for her years of service on the board and for being part of the board that hired him in Metuchen.

7. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the Secretary’s Report, Treasurer’s Report, and Bill List.

8. Committee Reports

Technology:

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

Policy:

Mr. Lifton indicated that due to the snow the policy committee did not meet since the last board meeting.

Finance:

Mr. Small reported that due to the snow the finance committee did not meet since the last board meeting.

Curriculum:

Report given by Ms. McGuire.

Athletics:

Report given by Mr. Benderly.

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:

January 5, 2016	Board Meeting
January 5, 2016	Special Executive Session

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried (9-0)

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

Nothing at this time.

16. Announcements

Nothing at this time.

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 HIB & personnel and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

Meeting Adjourned: 9:40 pm

**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. Maternity/Childcare Leave of Absence

Move to approve the maternity/childcare leave of absence for Patricia Craig (Spanish Teacher at Metuchen High School) from April 25, 2016 through June 30, 2016.

2. Family Medical Leave Act

Move to approve a family medical leave for Michael Butler (Social Studies Teacher at Edgar Middle School) from February 16, 2016 through March 4, 2016.

3. Appointment – Leave Replacement Extension

Move to approve the extension of Kristen Kuhlthau as a leave replacement for SueAnn Caruso (Physical Education Teacher at Edgar Middle School) effective January 19, 2016 to a date to be determined at the rate of \$266.04/day.

4. Appointment – Mentors for Provisional Teacher

Move to approve the following mentor teacher for the 2015-2016 school year:

New Teacher	School/Position	Mentor	Formal/Informal	Payment
Christian Erbig	MHS/Social Studies	Steve Cichetti	Formal	\$550 pro-rated for partial year

5. Appointment – Substitute Teachers

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

Name	Certification
Constantino, Victoria	Substitute
Smith, Matthew	Social Studies
Smith, Pamela	Nursery & Elementary

6. Sixth Period Stipend

Move to approve a (4/5) sixth period stipend of \$5,182.40 (pro-rated) for Josette Seibles (Science Teacher at Metuchen High School) effective January 1, 2016.

7. Appointment – Substitute Custodian

Move to approve the appointment of Benjamin Lopez as a substitute custodian for the 2015-2016 school year at the rate of \$10.00/hr.

8. Appointment - Coach

Move to approve Christian Erbig as a JV softball coach at Metuchen High School for the 2015-2016 school year for a stipend of \$5,514.

9. Appointment – Coach

Move to approve Kristen Kuhlthau as a middle school softball coach at Edgar Middle School for the 2015-2016 school year for a stipend of \$3,066.

10. Change Rate of Pay – Substitute Nurse

Move to approve an increase in the long term substitute nurse per diem rate from \$120 to \$190 following the 20th day of employment.

Ms. Gibson
Motioned

Ms. McGuire
Seconded

Motion Carried (9-0)

**Finance Attachment
Section 14 B1-B7**

14. Recommendations of the Superintendent of Schools

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

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 November 30, 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 January 26, 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.

3. Budget Transfers

Move to approve budget transfers effective November 30, 2015.

4. Professional Development

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

5. Field Trips

Move to approve the following field trips for students in the Metuchen School District as shown on the attached chart:

6. Nonpublic Security Aid

Move to approve the following nonpublic security aid purchases for the 2015-2016 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Joseph High School	Alpha Comm Wireless	4	XPR7550UHF	Motorola Digital Hand Held Radio	\$873.75	\$3,495.00
St. Joseph High School	Alpha Comm Wireless	1	XPR3500UHF	Motorola Digital Hand Held Radio	\$568.00	\$568.00
St. Joseph High School	Alpha Comm Wireless	19	CP200DUHF	Motorola Digital Hand Held Radio	\$450.18	\$8,553.42
St. Joseph High School	Alpha Comm Wireless	1		FCC Filing & Regulatory Fee	\$123.75	\$123.75
St. Joseph High School	Alpha Comm Wireless	1		Frequency Coordination/Certification	\$82.50	\$82.50
St. Joseph High School	Alpha Comm Wireless	1		License Application Review/Filing	\$138.75	\$138.75

7. Appointment – Psychiatric Assessments/Evaluations

Move to approve the appointment of Dr. Steven Dyckman to provide psychiatric assessments/evaluations for the 2015-2016 school year at the rate of \$575 per evaluation.

Mr. Small
Motioned

Mr. Manley
Seconded

Motion Carried (9-0)

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Finance Attachment
Section B5, Professional Development

Professional Development for Board Approval							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
1/15/2016	1/15/2016	National Soccer Coaches Convention	Albanese, Edward	EMS	\$ 500.00	FFPI	16-101
2/5/2016	2/5/2016	Teach For America 25th Anniversary Summit Conference	Cohen, Richard	C/O	\$ 226.48	Other	
2/8/2016	2/8/2016	Math & Technology: Perfect Together -- Integrating the New Standards Using Technology, Grades 6-8	Connors, Shannon	EMS	\$ 195.00	FFPI	16-118
2/8/2016	2/8/2016	PARCC Real Teachers Data Grades 3-6	Gubernat, Melissa	CES	\$ 135.00	Other	
2/8/2016	2/8/2016	PARCC: Real Teachers, Real Data	Anderson, Julie	CES	\$ 135.00	Other	
2/8/2016	2/8/2016	PARCC: Real Teachers, Real Data (Grades 3-6)	Jacobson, Tiffany	C/O	\$ 135.00	Other	
2/8/2016	2/8/2016	PARCC Real Teachers Data Grades 3-6	Velez, Allison	EMS	\$ 135.00	Other	
2/8/2016	2/8/2016	PARCC: Real Teachers, Real Data (Grades 3-6)	Muller, Jennifer	EMS	\$ 155.95	Other	
2/9/2016	2/9/2016	AMTNJ Winter Conference	Vorensky, Sandra	EMS	\$ 179.00	FFPI	TBD
2/18/2016	2/20/2016	New Jersey Music Educators Conference	Gallagher, Jordyn	EMS	\$ 165.00	FFPI	16-121
2/18/2016	2/20/2016	New Jersey Music Educators Conference	Gallagher, Jordyn	Moss	\$ 165.00	FFPI	16-121
2/18/2016	2/20/2016	The New Jersey Music Educators Association State Conference	Peckhardt, Christofer	EMS	\$ 165.00	FFPI	16-119
2/26/2016	2/26/2016	NJASA - District climate and Culture: The Role of the Leadership Team	Caputo, Vincent	C/)	\$ -	No cost	
2/26/2016	2/26/2016	NJASA - District climate and Culture: The Role of the Leadership Team	Cohen, Richard	C/)	\$ -	No cost	

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2/29/2016	2/29/2016	2016 Everyone Reading Annual Conference on Dyslexia and Related Learning Disabilities	Donohue, Christine	CES	\$ 280.00	FFPI	16-129
3/1/2016	3/1/2016	Teaching in the Age of Anxiety	Kirschner, Brooke	CES	\$ 149.00	Other	
3/2/2016	3/2/2016	Autism Across The Spectrum	Rice, Kathy	EMS	\$ 199.00	FFPI	16-122
3/8/2016	3/8/2016	Creating a Mindful School: Building Resilience	Glutz, Kathryn	EMS	\$ 149.00	Other	
3/8/2016	3/8/2016	Creating a Mindful School: Building Resilience from the Inside-Out	Porowski, Edward	CES	\$ 149.00	Other	
3/18/2016	3/18/2016	Good Ideas in Teaching Precalculus And... Conference	Wrublewski, Frank	MHS	\$ 165.00	FFPI	16-120
3/21/2016	3/21/2016	Crisis Prevention and Preparedness: Comprehensive School Safety Planning	Glutz, Kathryn	EMS	\$ 175.00	Other	
3/21/2016	3/21/2016	Crisis Prevention and Preparedness: Comprehensive School Safety	Porowski, Edward	CES	\$ 149.00	Other	
5/18/2016	5/18/2016	The 32nd ANNUAL WINNERS! WORKSHOP: A CLOSER LOOK AT THE YEAR'S 100 BEST BOOKS FOR CHILDREN GRADES PRE-K - 6	Derer, Barbara	CES	\$ 199.00	FFPI	16-128

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**Finance Attachment
Section B6, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Moss School	Music Technology students will collaborate with Kindergartners in composing and arranging for Carnival of the Animals.	Stefeny Kromholz	1/15/16 and 1/22/16	12
MHS	Edgar School	MHS Band will perform for the 8 th Grade Students at EMS.	John Messenger John Flynn	2/3/16	60
MHS	Joey D's Pizzeria and Restaurant Metuchen, NJ	Grades 9-12 Italian Club students will celebrate the Italian Winter Festival "Carnevale" by discussing the tradition and enjoying pizza.	Rosann Kamin	2/9/16	20
MHS	Killington Mountain Resort, Vermont	Grades 9-12 MHS students will participate in winter recreational activities.	Anna Girin Laura Connolly Danielle Scala, Scott Gallagher	2/26 – 28/2016 (Weekend)	40
MHS	Middletown South High School Middletown, NJ	11 th grade students will attend Leadership Conference "Victory Road"	Eileen Wagenblast Marty Holleran John Cathcart	3/1/16	10
MHS	Philadelphia Museum of Art and Brauhaus Schmitz Philadelphia, PA	Grades 9-12 German Students will demonstrate comprehension of culturally authentic familiar materials, attend art lesson given by museum personnel and order lunch using German language in restaurant.	Brian Elliott Margo Poandl	3/11/16	35
MHS	Rutgers University New Brunswick, NJ	Grades 9-12 students will attend Engineering Career Day	Liz DeMott Nora Ruhno	3/16/16	Up to 45
MHS	Repertorio Espanol and Guantanamera Restaurant NY, NY	Spanish 3 students will watch a play in Spanish dealing with immigration from Puerto Rico and will enjoy typical foods from that region.	Rosann Kamin Karin Flores Patricia Craig Danielle Scala	4/7/16	46
MHS	Rodin Museum and the Melting Pot Philadelphia, PA	Grades 9-12 French students will study the life and works of French sculptor Augusto Rodin and participate in an authentic fondue culinary experience.	Anna Girin Leigh Hanbridge Danielle Scala	5/23/16	40
EMS	Union County College Cranford, NJ	7 th and 8 th grade students will participate in Math Competition	Laura McCadden	Change date from 2/20/16 to Saturday 1/30/16	4
CES	Turtle Back Zoo West Orange, NJ	2 nd grade students will visit zoo to further understand the life cycles of different animals.	(7) 2 nd grade teachers 2 paras 1 nurse	4/29/16	160

**Policy Attachment
Section C1-C3**

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

C. POLICY

8. Suspensions

The board hereby acknowledges receipt of the suspension report summary for January 4 – 22, 2016.

9. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- EMS122115001
- EMS122215001

10. Calendar

Move to approve the calendar for the 2016-2017 school year.

Mr. Lifton Ms. Gibson
Motioned Seconded Motion Carried (9-0)

**Curriculum Attachment
Section D1**

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

D. CURRICULUM

1. Curriculum Writing

Move to approve the following curriculum writing document, writers, and amount:

Curriculum Writing			
Subject	Description	Written by:	Amount
Health	K-4	Spring, Keers-Nolde, Tzetzos	\$525 each

Ms. McGuire Ms. Gibson
Motioned Seconded Motion Carried (9-0)