

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**THE ANNUAL REORGANIZATION MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, January 3, 2017**

**1. Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary**

**2. Sunshine Statement and Announcement of Purpose 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. Flag Salute**

**4. Administration of required oaths to Board Members elected on November 8, 2016.**

**5. 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		

**6. Announcement of Election Results**

<b>Candidates in Ballot Order</b>	<b>Total Votes</b>
Alicia Sneddon Killean	3,427
Eric Suss	2,853
Jonathan Lifton	2,289
William Rezes	1,560
John A. Mindler	2,041

**7. Pro-Tem Chair will conduct election of the Board President**

Mr. Harvier asked for nominations for Board President. Mr. Benderly was nominated by Mr. Lifton and seconded by Mr. Manley. Ms. Gibson was nominated by Ms. McGuire and seconded by Ms. Killean.

Vote: Mr. Benderly received 6 votes Ms. Gibson received 3 votes.

<b>Votes for Board President</b>			
<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
Mr. Benderly	<i>Mr. Benderly</i>	Mr. Manley	<i>Mr. Benderly</i>
Ms. Gibson	<i>Ms. Gibson</i>	Ms. McGuire	<i>Ms. Gibson</i>
Ms. Killean	<i>Ms. Gibson</i>	Mr. Small	<i>Mr. Benderly</i>
Mr. Lifton	<i>Mr. Benderly</i>	Mr. Suss	<i>Mr. Benderly</i>
Ms. Lunt	<i>Mr. Benderly</i>		

**8. President Takes Chair****9. Pro-Tem Chair will conduct election of the Board Vice-President**

Mr. Benderly asked for nominations for Board Vice-President. Ms. Lunt was nominated by Mr. Small and seconded by Mr. Lifton. Ms. Gibson was nominated by Ms. McGuire and seconded by Ms. Killean.

Vote: Ms. Lunt received 6 votes and Ms. Gibson received 3 votes.

<b>Votes for Board Vice-President</b>			
<b>Board Member</b>	<b>Vote</b>	<b>Board Member</b>	<b>Vote</b>
Mr. Benderly	<i>Ms. Lunt</i>	Mr. Manley	<i>Ms. Lunt</i>
Ms. Gibson	<i>Ms. Gibson</i>	Ms. McGuire	<i>Ms. Gibson</i>
Ms. Killean	<i>Ms. Gibson</i>	Mr. Small	<i>Ms. Lunt</i>
Mr. Lifton	<i>Ms. Lunt</i>	Mr. Suss	<i>Ms. Lunt</i>
Ms. Lunt	<i>Ms. Lunt</i>		

**10. Meeting Open to the Public on all previous items**

Nothing at this time.

**11. Remarks by President**

Mr. Benderly thanked the board members for putting their trust in him as board president and congratulated Ms. Lunt. Mr. Benderly also welcomed new board members Alicia Killean and Eric Suss.

**12. Report of Superintendent**

Dr. Caputo congratulated Mr. Benderly and Ms. Lunt. He also welcomed new board members Alicia Killean and Eric Suss.

**13. Report of Business Administrator**

Nothing at this time.

**14. Committee Reports**

Committees have not met since the last board meeting.

**15. Meeting Open to the Public***(for comment on the recommendations of the Superintendent of Schools)***16. Minutes**

Move to approve the minutes of the following meetings:

December 20, 2016	Special Business Meeting (1)
December 20, 2016	Special Executive Meeting (2)
December 20, 2016	Board Meeting
December 20, 2016	Special Executive Meeting (3)

Mr. Benderly

Mr. Small

Motioned

Seconded

Motion Carried:

Special Business Meeting (1), Special Executive Meeting (2), Board Meeting (7-2-0) Ms. Killean and Mr. Suss abstained

Special Executive Meeting (3)(6-3-0) Ms. Killean, Mr. Suss and Mr. Lifton abstained

**17. 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

**18. Reorganization****a. Set Regular Meetings of the Board of Education**

Move to approve the Board of Education Meeting Schedule for 2017.

Mr. Benderly

Mr. Lifton

Motioned

Seconded

Motion Carried (8-1-0)

Mr. Suss voted no

**b. NJSBA Code of Ethics**

Move to approve the adoption of the NJSBA Code of Ethics for the 2017 school year.

Mr. Benderly

Mr. Lifton

Motioned

Seconded

Motion Carried (9-0-0)

**19. Meeting Open to Public**

Nothing at this time

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

MEETING ADJOURNED: 8:30 PM

**Personnel Attachment**  
**Section 17, A1-A9**

**17. 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 approve with regret the retirement of Robert Capra, Supervisor of Special Services effective August 1, 2017.

**2. Retirement – Certificated Staff**

Move to approve with regret the retirement of Kevin Sarte, Social Studies/Technology Teacher at Edgar Middle School effective July 1, 2017.

**3. Resignation – Non-Certificated Staff**

Move to accept with regret the resignation of Suzanne Manley, Paraprofessional at Moss School effective December 31, 2016.

**4. Resignation – Non-Certificated Staff**

Move to accept with regret the resignation of Eric Liapes, Paraprofessional at Edgar Middle School effective January 13, 2017.

**5. Appointment - Certificated**

Move to approve the appointment of Derek Khoudja as Supervisor of English, Social Studies and ESL (K-12), 12 month position, at the salary of \$100,500 (pro-rated) effective March 1, 2017.

**6. Appointment – Leave Replacement**

Move to approve Wally Cook as a leave replacement for Christine Wardlow, English Teacher at Metuchen High School from January 3, 2017 through the end of the school year at the rate of \$273.61/day.

**7. Appointment – Non-Certificated**

Move to approve Jordan Leitner as a Paraprofessional at Metuchen High School, effective January 4, 2017 at the salary of \$18,872/yr. (pro-rated)

**8. Appointment – Non-Certificated**

Move to approve Danielle Movsessian as a Paraprofessional at Moss School, effective January 4, 2017 at the salary of \$20,404/yr. (pro-rated).

**9. Appointment – Substitute Teachers**

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

<b>Substitute Teacher</b>	<b>Certification</b>	<b>Rate</b>
Lauren LaFever	Substitute	\$85/day
Bharti Raizada	Substitute	\$85/day
Saadia Rizwan	Substitute	\$85/day

Mr. Benderly  
 Motioned

Mr. Small  
 Seconded

Motion Carried:

A1, A2, A4, A5, A6, A7, A8, A9 (9-0-0)

A3 (8-1-0) Mr. Manley abstained

Dr. Caputo wished Mr. Capra and Mr. Sarte a healthy and happy retirement.

On behalf of the board of education, Mr. Benderly wishes Mr. Capra and Mr. Sarte a healthy and happy retirement. They will be missed.

**Finance Attachment  
 Section 17, B1-B4**

**B. FINANCE**

**1. Alliance for Competitive Telecommunications (ACT)**

Move to approve the following Alliance for Competitive Telecommunications (ACT) Agreement as listed below:

**Alliance for Competitive Telecommunications (ACT)**

**PARTICIPATION AGREEMENT FOR COOPERATIVE PURCHASING OF  
 TELECOMMUNICATION SERVICES**

Metuchen Public Schools agrees to participate in the **Alliance for Competitive Telecommunications** with the Educational Services Commission of New Jersey (ESCNJ) Cooperative Pricing System 65MCESCCPS and the New Jersey Association of School Business Officials (NJASBO). The ESCNJ shall be the lead Agency for this program. All current and future members of the ESCNJ Cooperative Pricing system are invited to participate in the **Alliance for Competitive Telecommunications, which is intended to fulfill school districts obligation under 18A:55-3 and offer other co-op members a competitive pricing model.**

The Co-op Member shall provide the awarded vendor with accurate data, i.e. telephone line numbers, locations and any other appropriate information necessary for the provision of service.

The Co-op Member may accept the contract award to the successful vendor(s) for such services as may be needed if it is advantageous to do so. The Co-op Member shall not withdraw from this agreement if they award a contract to the named vendor(s).

The Co-op Member understands that the services to be provided under this cooperative purchasing agreement may include dial tone/local calls (where available), regional toll calls, long distance toll calls and

voice over internet protocol (VOIP) when such option is chosen by the participating Co-op Member.

The ACT program also includes Wide Area Network Connections, Internet Access and Hosted Phone and Fax Services.

All fees for the work of the MRESC and the expenses of NJASBO will be incorporated into the price for services as provided by the successful vendor(s). A 3% fee has been established and will be incorporated in the bid specifications.

## 2. Out of District Placement

Move to approve the following out of district student placement effective January 4, 2017:

School ID	Program/School	Tuition (pro-rated)
02018040	Collier	\$33,284

## 3. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
Metuchen Christian Academy	Apple, Inc.	1	MMGF2LL/A	MacBook Air 13-inch	\$949.00	\$949.00
Metuchen Christian Academy	Apple, Inc.	1	S3130LL/A	AppleCare Protection Plan	\$183.00	\$183.00

## 4. Field Trip

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

School	Destination	Class/Group	Teachers/Advisors	Date(s)	No. of Students
EMS	Rutgers Livingston Campus Student Center	Future Cities Competition for G&T Stem Class	K. Henn	1/14/16	13

Mr. Small  
Motioned

Mr. Manley  
Seconded

Motion Carried: (9-0-0)

**Policy Attachment  
Section 17, C1-C4**

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for December 19 – 23, 2016.

**2. Harassment, Intimidation, and Bullying**

Move to affirm the findings of the previously reported cases:

- EMS120716001
- EMS120716002
- METHS121516001

**3. Harassment, Intimidation and Bullying**

Move to affirm the modification of findings on the previously report case:

- CES112316001

**4. Duties of Business Administrator/Board Secretary**

Move to approve the following duties/position of Michael A. Harvier, Business Administrator through December 31, 2017:

- a) PACO – Purchasing Agent Compliance Officer for Administrative Action

Mr. Lifton  
Motioned

Ms. Gibson  
Seconded

Motion Carried:

C1, C2, C4  
C3

(7-2-0) Ms. Killen and Mr. Suss abstained

(6-3-0) Ms. Killen, Mr. Lifton and Mr. Suss abstained

**Curriculum Attachment  
Section 17, D1**

**D. CURRICULUM**

- 1. Nothing at this time.



**Metuchen Board of Education  
Metuchen, New Jersey  
Board of Education Meeting Calendar  
2017**

All meetings will be held at Metuchen High School and will begin at 8:00 p.m. unless otherwise specified. The Board of Education will meet two times a month. The schedule is as follows:

January 3, 2017	Reorganization Board Meeting
January 24, 2017	Board Meeting
February 7, 2017	Board Meeting
February 28, 2017	Board Meeting
March 14, 2017	Board Meeting
March 28, 2017	Board Meeting
April 4, 2017 (if needed)	Board Meeting
April 25, 2017	Board Meeting
May 9, 2017	Board Meeting
May 23, 2017	Board Meeting
June 13, 2017	Board Meeting
June 27, 2017	Board Meeting
July 18, 2017	Board Meeting
August 8, 2017	Board Meeting
August 29, 2017	Board Meeting
September 12, 2017	Board Meeting
September 26, 2017	Board Meeting
October 10, 2017 (if needed)	Board Meeting
October 17, 2017	Board Meeting
November 14, 2017	Board Meeting
November 28, 2017	Board Meeting
December 12, 2017	Board Meeting

## **Board Member Code of Ethics**

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

May 10, 1975 Delegate Assembly, New Jersey School Boards Association.