

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

MEETING AGENDA MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, March 8, 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	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Mindler	P
Mr. Lifton	P	Mr. Small	P
Ms. Lunt	P	Mr. Stern	A
Mr. Manley	P		

4. Presentation/Discussion Items

• **Showcase of Success**

- ❖ Metuchen High School Spring Play Preview of “The Wizard of Oz”
Jazmyn Perez (Dorothy) sang “Somewhere Over the Rainbow”
accompanied by Stefeny Stofa-Krombholz
- ❖ Dr. Caputo & Ms. Glutz presented the Edgar Middle School National
Geographic Bee Winner – *Alan Wu*
- ❖ Dr. Caputo & Ms. Glutz presented the Edgar Middle School 2016 Science
Fair Winners
 - ❖ *Grade 5: Claire Schleck*
 - ❖ *Grade 6: Haley Sullivan & Kaitlyn O’Brien*
 - ❖ *Grade 7: Arav Sharma*
 - ❖ *Grade 8: Aaron Puerzer & Luke Rivera*

- **Presentation**

- ❖ Mr. Cathcart reviewed the athletics budget.
- ❖ Dr. Caputo reviewed the personnel analysis.
- ❖ Mr. Harvier reviewed the proposed 2016-2017 budget.

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

Technology:

Report given by Ms. Gibson

Policy:

The policy committee did not meet since the last meeting.

Finance:

Report given by Mr. Small

Curriculum:

The curriculum committee did not meet since the last meeting.

Athletics:

The athletics committee did not meet since the last 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 meetings:

February 23, 2016	Special Business Meeting (1)
February 23, 2016	Special Executive Session (2)
February 23, 2016	Board Meeting

Mr. Lifton
Motioned

Mr. Manley
Seconded

Motion Carried: Special Business Meeting (1) & Special Executive Session (2) (6-0-1); Mr. Mindler Abstained

Board Meeting Minutes (7-0-0)

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

Ms. Lunt read the announcements.

17. Motion to Go Into Executive Session

(when applicable)

MEETING ADJOURNED: 9:31 PM

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 – 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 Mary Ellen Kulesza, Elementary Teacher at Campbell Elementary School effective July 1, 2016.

2. Retirement – Certificated Staff

Move to accept with regret the retirement of Denise Sneddon, Elementary Teacher at Campbell Elementary School effective July 1, 2016.

3. Retirement – Certificated Staff

Move to accept with regret the retirement of Patricia Sharkey, Elementary Teacher at Campbell Elementary School effective July 1, 2016.

4. Resignation – Non-Certificated Staff

Move to approve the resignation of Stephen Irenski as a Paraprofessional effective March 15, 2016.

5. Appointment – Certificated Staff

Move to approve the appointment of Kristen Kuhlthau as a Physical Education/Health Teacher at Edgar Middle School effective August 31, 2016 at the salary of Step 1-A, of the MEA 2016-2017 salary guide, \$50,618.

6. Appointment/Adjustment – Mentors for Provisional Teachers

Move to appoint and/or adjust the following mentor teachers for the 2015-2016 school year:

New Teacher	School/Position	Mentor	Formal/ Informal	Dates	Payment
Kuhlthau, Kristen	EMS/MHS/ PE/Health Leave Replacement	Gazda, Val	Formal	September - November	\$165
Kuhlthau, Kristen	EMS/PE/Health Leave Replacement	Gilbert, Melanie	Formal	December - June	\$385
McKenna, Katie	Moss/MIPP Leave Replacement	Peleg, Sivan	Formal	N/A	\$550 pro- rated for partial year

7. Appointment – Substitute Teachers

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

Name	Certification
Opitz, Ari	Elementary
Thomas, Hannah	Substitute
Vydelingum, Rose	German, French, ESL, English

8. Appointment – Substitute Paraprofessionals

Move to appoint the following substitute paraprofessionals listed below for the 2015-2016 school year at the rate of \$13.00/hr.:

Name	Position
MacDonald, Lucy Ann	Substitute Paraprofessional
Zupan, Deborah	Substitute Paraprofessional pending criminal background clearance

9. Appointment – Substitute Custodians

Move to appoint the following substitute custodians listed below for the 2015-2016 school year at the rate of \$10.00/hr.:

Name	Position
Jerez-Bogota, Johs	Substitute Custodian
Jerez-Bogota, Kevin	Substitute Custodian

Dr. Caputo thanked Ms. Kulesza, Ms. Sneddon, and Ms. Sharkey for their years of service in Metuchen. On behalf of the Board of Education, Dr. Caputo wishes them healthy and happy retirements.

Dr. Caputo introduced Katherine McKenna, MIPP Preschool Teacher (leave replacement for Rebecca Flowers at Moss School), and Sarah Jensen, Part-Time Preschool Teacher of the Handicapped at Moss School.

Ms. Gibson
Motioned

Ms. Lunt
Seconded

Motion Carried: (7-0-0)

Finance Attachment
Section 14, B1 – B7

B. FINANCE

10. Adoption of the 2016-2017 Tentative School Budget

WHEREAS, the Board of Education must adopt and submit a tentative 2016-2017 school district budget for the New Jersey Department of Education review and approval.

WHEREAS, The Board of Education is requesting authority to utilize \$124,891 in unused spending for an unusual increase in special education costs and these cost must be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the tentative 2016-2017 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$36,010,670	\$34,206,953
Total Special Revenue Fund	\$1,021,889	
Total Debt Service Fund	\$2,496,121	\$2,259,783

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations.

11. Long Range Facilities Plan

Resolution of the Board of Education of the Borough of Metuchen in the county of Middlesex, New Jersey in authorizing Board representatives for the submission of required approvals from the New Jersey Department of Education and adjustments to the Long Range Facilities Plan in conjunction with the Three Summer Projects (2016) for Metuchen High School, Edgar Middle School and Campbell Elementary School.

Whereas, the Metuchen Board of Education has selected EI Associates, Architects and Engineers to implement the Three Summer Projects (2016).

Whereas, the project is required to be submitted to the State Department of Education and if necessary may require amendment to the long range facilities plan in accordance with the requirements of N.J.A.C. 6A:26-2.3, 2.1(f), 3.1 and 3.11.

Now, therefore be it resolved that the Metuchen Board of Education hereby authorizes EI Associates as appropriate representatives of the Board (the “Board Representatives”) to submit any required educational plans and schematic plans for the Three Summer Projects (2016). Be it further resolved that the Board Representatives are hereby authorized and directed to submit the schematic plans and any other required

information the Planning Board and the Department of Environmental Protection for review and comment, if necessary with the prescribed project.

12. Resolution – Awarding Contract for Repairs and Renovations at Campbell Elementary School, Edgar Middle School and Metuchen High School

WHEREAS, the Metuchen School District publicly advertised for bids for a single overall contract for repairs and renovations at all three schools; and

WHEREAS, on February 11, 2016 one bid was received and publicly opened; and

WHEREAS, Northeastern Interior Services LLC. submitted the lowest Bid; and

NOW THEREFORE BE IT RESOLVED on this 8th day of March, 2016 by the Board of Education of the Metuchen School District that Northeastern Interior Services, LLC. be awarded the contract for repairs and renovations at Campbell Elementary School, Edgar Middle School and Metuchen High School in the amount of \$663,000.

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:

15. Out of District Student Placement

Move to approve student 02020138 be placed at Hunterdon Preparatory School for the remainder of the school year for the pro-rated tuition of \$15,271 effective March 9, 2016.

16. Associated Services for the Blind

Move to approve an increase in the fee paid to Associated Services for the Blind from \$500 to \$600 per psychological evaluation.

Mr. Small
Motioned

Ms. McGuire
Seconded

Motion Carried (7-0-0)

Policy & Curriculum Attachments

Section C1 – C4

Section D1

C. POLICY

1. Suspensions

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

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- METHS020916001
- METHS020916002
- METHS020916003
- EMS021216001
- EMS021816001
- METHS111015001

3. Comprehensive Equity Plan 2016-2019

Move to approve the Board of Education of the Metuchen School District in the county of Middlesex, New Jersey, authorizing the submission of the Comprehensive Equity Plan (CEP) for 2016-2019.

4. Settlement of Grievance

BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the Metuchen Board of Education hereby;

1. Approve the settlement agreement for AR-2016-251 (Grv: Unused Personal Days) pending final review and approval by the board attorney;
2. Authorizes the board president, and business administrator/board secretary to execute the settlement of the agreement on behalf of the Board;
3. Directs and authorizes the administration and board attorney to take all necessary and appropriate steps to implement this action of the board.

Mr. Lifton
Moved

Ms. Lunt
Seconded

Motion Carried: C1, C3, C4 (7-0-0)
C2 (7-0-1) Mr. Small Abstained

D. CURRICULUM

1. Nothing at this time.

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**Finance Attachment
Section B4, Professional Development**

Professional Development for Board Approval					3/8/16		
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	
3/9/2016	3/9/2016	Technology Committee visit to Hillsborough High School	Miller, Jennifer	EMS	\$ -	No cost	
3/15/2016	3/15/2016	SIPMS 2016-2017 Technical Assistance Session	Glutz, Kathryn	EMS	\$ -	No cost	
3/18/2016	3/18/2016	Building Capacity to Advance Excellence and Equity Through Collaboration	Azevedo, Suzy	C/O	\$ 50.00	Other	
3/18/2016	3/18/2016	Day of Distance Coaching Clinic	Holleran, Kelli	CES	\$ 100.00	FFPI	16-155
3/18/2016	3/18/2016	Day of Distance Coaching Clinic	Holleran, Martin	MHS	\$ 100.00	FFPI	16-156
3/18/2016	3/19/2016	Northeast TURN Labor- Management Collaboration Conference	Caputo, Vince	C/O	\$ 50.00	Other	
3/18/2016	3/18/2016	Northeast TURN Labor-Management Collaboration Conference	Jacobson, Tiffany	C/O	\$ 50.00	Other	
3/18/16	3/19/16	Northeast TURN Labor Management Collaboration Conference	Thomas, Margie	CES	\$ 50.00	FFPI	TBD
3/18/2016	3/18/2016	Abolitionist Showcase: Mobilizing Teachers to Address Human Trafficking in NJ	Robbins, Evan	MHS	\$ 50.00	FFPI	TBD
3/18/2016	3/18/2016	Northeast TURN Labor Management Collaboration Conference	Shapiro, Megan	CES	\$ 50.00	FFPI	16-164
3/21/2016	3/21/2016	Feedback and Revision: improving Writing instruction through formative Assessment	Bruno, Kristin	EMS	\$ 145.00	FFPI	16-157
4/6/2016	4/6/2016	Improving Intelligibility in Children with Speech Sound Disorders	Abrams, Rosalie	CES	\$ 259.00	FFPI	16-158

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4/8/2016	4/8/2016	HIB Investigations: Role of ABS, AAO, School Staff, and Safety Teams	Kirschner, Brooke	CES	\$ 150.00	Other	
4/8/2016	4/8/2016	HIB Investigations: Role of ABS, AAO, School Staff, and Safety Teams	Zaneto, Nicholas	MHS	\$ 170.00	FFPI	16-159
4/8/2016	4/8/2016	HIB Investigations: Role of ABS, AAO and School Staff and Safety Teams	Cheung, Judith	MHS	\$ 150.00	FFPI	16-162
4/8/2016	4/8/2016	Human Rights Conference	Robbins, Evan	MHS	\$ -	No cost	
4/15/2016	4/15/2016	From Possibility to Reality: Helping People with Developmental Disabilities Find great jobs	Theiss, Christina	EMS and MHS	\$ -	No cost	
4/22/2016	4/22/2016	2016 Resistance Exercise Engineering: Built to Perform Clinic	Zaneto, Nicholas	MHS	\$ 215.00	FFPI	16-160
4/28/2016	4/30/2016	2016 ATLANTIC CITY ATHLETIC PERFORMANCE CLINIC	Butler, Lauren	MHS	\$ 180.00	FFPI	16-163
4/29/2016	4/29/2016	Glazier Athletic Performance Clinic	McCorkle, Michelle	MHS	\$ 133.19	FFPI	16-161
5/16/2016	5/16/2016	Designing Instruction for High School Content	Powers, Sean	C/O	\$ 145.00	Other	
7/20/2016	7/22/2016	Guided Inquiry for Student Learning	Jacobson, Tiffany	C/O	\$ 300.00	Other	
7/20/2016	7/22/2016	Guided Inquiry for Student Learning	Little, Maryrose	EMS	\$ 300.00	FFPI	17-002
7/20/2016	7/22/2016	Guided Inquiry for Student Learning Summer Institute	Kovacs, Melissa	EMS	\$ 322.50	FFPI	17-001

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**Finance Attachment
Section B5, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Campbell School Moss School	Grades 9-12 cast of Footlighters will present selections from the spring musical “The Wizard of Oz” and follow with a presentation of the importance of teamwork.	S. Doremus S. Krombholz	3/14/16	17
MHS	Amandla Crossing Homeless Shelter Edison, NJ	Spanish 4 Communications students will prepare games and activities in English & Spanish related to Spring and interact with children in the shelter.	R. Kamin	3/22/16 (after school)	9
MHS	Broadway NY, NY	Grades 11 – 12 students from Global Issues, AP Government and AP European History classes will attend “Eclipsed” on Broadway which deals with warlords in Africa and the impact of American Government policy.	E. Robbins A. Girin	3/23/16	30
EMS	Trenton State House Annex Trenton, NJ	Grade 6: G&T Humanities students will attend mini Model Congress Event.	K. Smith K. Henn	5/24/16	22
EMS/CES	Various destinations	Self-contained classes will learn social/life skills and gain independence by participating in the community.	A.Warakomski K. Rice L. DiSerio	Every Friday throughout the year.	11