

**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, June 14, 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	A
Ms. Lunt	P	Mr. Stern	A
Mr. Manley	P		

4. Presentation/Discussion Items

• **Presentation**

- ❖ Moss School – Rick Cohen
- ❖ Thank you Joel Nadler for producing the awesome Moss School video.

5. Report of the President of the Board of Education

Nothing at this time.

6. Report of the Superintendent of Schools

Dr. Caputo invited the board members, parents, staff, students and members of the community to complete the New Jersey Department of Education School Performance Reports Survey. The survey is located on the Metuchen Public Schools website under Announcements. The survey closes on June 24, 2016.

7. Report of the Business Administrator/Board Secretary

Nothing at this time.

8. Committee Reports

Technology:

The technology committee did not meet since the last board meeting.

Policy:

Report given by Mr. Lifton.

Finance:

Report given by Mr. Manley.

Curriculum:

Report given by Ms. McGuire.

Athletics:

Report given by Mr. Benderly.

Municipal Alliance:

Report given by Ms. Gibson.

9. New Business

Ms. Gibson would like increased dialogue on how the anticipated increased enrollment, due to new construction, will affect the buildings and grounds, personnel, etc., for the district. The discussions are being held during the finance and facilities committee meetings.

10. Old Business

Dr. Caputo introduced Mr. Joseph Keagle, Physics Teacher at Metuchen High School.

11. Minutes

Move to approve the minutes of the following meetings:

May 24, 2016	Special Business Meeting (1)
May 24, 2016	Special Executive Meeting (2)
May 24, 2016	Board Meeting

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried (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

Mr. Manley read announcements.

17. Motion to Go Into Executive Session

Mr. Lifton	Mr. Benderly
Motioned	Seconded

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

MEETING ADJOURNED: 9:15 AM

**Personnel Attachment
Section 14, A1-A17**

14. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Retirement – Custodian

Move to accept with regret the retirement of Elizabeth Graham, Custodian, effective July 1, 2016.

2. Appointment – Certificated Staff

Move to approve the appointment of Ann Dooley as Industrial Arts Teacher at Edgar Middle School effective August 31, 2016 at the salary of Step 1-J, \$71,268.

3. Appointment – Non-Certificated Staff

Move to approve the appointment of Teresa Brown as Secretary at Edgar Middle School effective July 25, 2016, at the salary of Step A, \$39,350/yr. (pro-rated), 12 month position.

4. Summer Work – Edgar Middle School

Move to approve the following for summer work at Edgar Middle School:

Position	Name	Time Period	Rate
Guidance	Lisa Chango	3 days in August	\$520.42/day
Guidance	Lauren Campbell	3 days in August	\$287.29/day
Librarian	Maryrose Little	3 days in August	\$380.65/day

Position	Name	Time Period	Rate
Technology	Ginny Wetzal	3 days in August	\$35.00/hr.

5. Coaches – Edgar Middle School 2016 – 2017

Move to approve the following coaches for Edgar Middle School 2016 – 2017:

Sport	Coach	Stipend
	Fall Season	
Boys' Soccer	Mike Butler	\$3,158
Girls' Soccer	Kristen Kuhlthau	\$3,158
Field Hockey	Margo Poandl	\$3,158
Cross Country	Veronica Araneo	\$3,158
	Ed Ronk	\$3,158
	Winter Season	
Boys' Basketball	Ed Albanese	\$3,158
Girls' Basketball	Emily Mertz	\$3,158
Swimming	Karen Logan	\$3,158
	Spring Season	

Baseball	John Butler	\$3,158
	William Colavito	Volunteer
Softball	Kristen Kuhlthau	\$3,158
Spring Track	Emily Mertz	\$3,158
	Ed Ronk	\$3,158
	Beth McLaughlin	\$3,158

6. Summer Work – Guidance Department Metuchen High School

Move to approve the following school counselors for summer work at Metuchen High School:

Counselor	# Days	Rate
Leigh Hanbridge	5	\$389.72/day
Elizabeth DeMott	5	\$319.92/day
Traci Grauer	5	\$495.34/day
Judi Cheung	5	\$534.05/day

7. Summer Work – Metuchen High School Peer Leadership

Move to approve Peer Leadership Trainers at their per diem rate for two (2) days:

Name	Per Diem Rate
Laura Connolly	\$319.92/day
Chris Giddes	\$282.91/day

8. Summer Work – Metuchen High School Weight Room Supervisors

Move to approve the following as summer weight room supervisors at the rate of \$25.00/hr. as needed:

Lauren Butler	Guy Jensen	Mike Knoth	Michele McCorkle
Bob Ulmer	Matt Wexler	Nick Zaneto	

9. Summer Work – Metuchen High School Band Camp

Move to approve the following summer work for Metuchen High School Band Camp:

Position	Instructor	Stipend
Marching Band Director	John Messenger	\$3,819
Ass't. Marching Band Director	John Flynn	\$500 (chaperone fee to be paid by the school)
Guard Advisor	Debbie Yaniga	\$500
Percussion Instructor	Sean Sullivan	\$500
Marching Tech	Samara Gomez	Volunteer
Marching Tech	Jason Gomez	Volunteer
Marching Tech	Melanie Martinez	Volunteer
Percussion Assistant	Robert Lazenberry	Volunteer

10. Metuchen Summer Institute High School Programs

Move to approve the following teachers for additional guidance and support to students preparing for college admissions, the application process and algebra courses:

Instructor	Topic	Stipend/Session or Hourly (# of sessions determined by enrollment)
Lauren Volosin	Writing the College Essay	\$750 per session
Diane Kuenzel	Writing the College Essay	\$750 per session
Jonathan Stevens	SAT Prep Course	\$1,500 per session
Jane Harmon	SAT Prep Course	\$1,500 per session
Elizabeth DeMott	Tackling the Common Application	\$53.32/hr.
Janis Lewandowski	Algebra 1 Prep	\$84.17/hr.
Sherry Lifson	Algebra 1 Prep	\$82.84/hr.
Janis Lewandowski	Algebra 2 Prep	\$84.17/hr.
Sherry Lifson	Algebra 2 Prep	\$82.84/hr.

11. Metuchen Summer Institute – AP Edge: Pre-AP Preparation

Move to approve the following teachers for pre-advanced placement instruction in support of students, MHS Summer 2016:

Instructor	Subject	Stipend
Lauren Volosin	AP Language & Composition	\$1,000
Eileen Wagenblast	AP Language & Composition	\$1,000
Adam Levy	AP Literature & Composition	\$1,000
Chris Giddes	AP US History: Part 1	\$2,000
William Schlavis	AP US History: Part 2	\$1,000
Jim Thomas	AP Statistics	\$1,000
Jonathan Stevens	AP Calculus	\$1,000
Josette Siebles	AP Chemistry	\$1,000
Martin Holleran	AP Biology	\$1,000
Karin Flores	AP Spanish Literature & Culture	\$1,000
Joseph Keagle	AP Physics	\$1,000

12. Coaches – Winter 2016 - 2017

Move to approve the following coaches for the winter 2016 - 2017 school sports season:

Sport	Coach	Position	Step	Stipend
Boys' Basketball	* Guy Jensen	Head Coach	3	\$9,132
	*Brian Tuskan	JV Coach	1	\$6,053
	* Raymond Newman	Freshmen Coach	3	\$6,429
Girls' Basketball	*Matthew Wexler	Head Coach	2	\$8,966
	*Patricia Mayo	JV Coach	3	\$6,388
	*Lindsay Brown	Volunteer	-	-
Wrestling	*Joseph Nisivoccia	Head Coach	2	\$8,757
	*Timothy Holleran	JV Coach	3	\$6,137
	*Gerard Nisivoccia	Volunteer	-	-
Boy's Winter Track Head Coach	Martin Holleran	Head Coach	3	\$7,510
Girl's Winter Track Head Coach	Kelli Holleran	Head Coach	3	\$7,510
Winter Track	*Kyle Thomas	Assistant Coach	3	\$5,930
	*Tyrone Ross	Volunteer	-	-
Boy's Swimming	James Thomas	Head Coach	3	\$7,801
Girl's Swimming	James Thomas	Head Coach	3	\$5,851
Cheerleaders	*Devon Consenza	Head Coach	3	\$3,389
Cheerleaders (Fall 2016)	*Devon Consenza	Head Coach	3	\$3,389

*not a member of the district staff

13. Coaches – Spring 2017

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

Sport	Coach	Position	Step	Stipend
Baseball	*Leo Danik	Head Coach	3	\$8,674
	*Tyler Jackow	JV Coach	2	\$3,006.50
	* Robert Bennetti	JV Coach	2	\$3,006.50
	*Robert Dougherty	Freshmen	3	\$5,556
	Ken Smith	Volunteer Varsity	-	-
Softball	*George Micak	Head Coach	3	\$8,674
	*Christian Erbig	JV Coach	2	\$5,848
	* Hannah Thomas	Volunteer Coach	-	-
Boy's Tennis	Open	Head Coach		
	*Patricia Mayo	Assistant Coach	3	\$4,655
Boy's Spring Track	Martin Holleran	Head Coach	3	\$8,674
	*Kyle Thomas	Assistant	3	\$5,930
Girl's Spring Track	Kelli Holleran	Head Coach	3	\$8,674
	James Thomas	Assistant	3	\$5,930
		Assistant		
	*Tyrone Ross	Volunteer	-	-
Golf	Richard Stoner	Head Coach	3	\$6,511
Golf	Frank Ruggerio	Assistant Coach	3	\$4,120

*not a member of the district staff

14. Salary Adjustment – Certificated Staff

Move to approve a salary increase for Sandra Vorensky from Step 3-M, \$87,932 to Step 4-M, \$90,026 as a result of earning M+30 credits, effective June 1, 2016.

15. Salary Adjustment – Certificated Staff

Move to approve a salary increase for Sofia Lopes from Step 2-B, \$51,320 to Step 3-B, \$52,571 as a result of earning a Master’s degree effective June 1, 2016.

16. Appointment – Substitute Custodian

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

Name	Position
Marisol Nunez	Substitute Custodian

17. Extended School Year Staff – Special Services

Move to approve the following as staff for the 2016 Extended School Year Program:

Teachers Extended School Year 2016

Name	Program	Per Diem	Per Hour	# of Hours	# of Days	Total
Katie McKenna	Elementary MIPP	\$273.61			23	\$6,293.03
Karen Ryder	Teacher MIPP/K	\$474.89			23	\$10,922.47
Sivan Peleg	Elementary (1-2)	\$341.99			23	\$7,865.77
Alaina Warakomski	Elementary (3-4)	\$296.04			23	\$6,808.92
Julie Hertzog	Elementary (5+up)	\$446.50			23	\$10,269.50
Beth McLaughlin	Math	\$278.21			18	\$5,007.78
Marilyn Lewis	Secondary Reading	\$508.79			18	\$9,158.22
Kathy Rice	Teacher Self-Contained	\$380.65			23	\$8,754.95
Lynda Wisniewski	H.S. Program	\$341.99			23	\$7,865.77
Janice Billik	School Nurse	\$474.05			23	\$10,903.15

Total: \$ 83,849.56

**Related Services In-District
Extended School Year 2016**

<i>Name</i>	<i>Program</i>	<i>Per Diem</i>	<i>Per Hour</i>	<i># of Hours</i>	<i># of Days</i>	<i>Total</i>
Tiny Tots, Inc	ESY O.T.		\$75	48		\$3,600
Lori-Anne DiSerio	ESY P.T.		\$88	33		\$2,904
Puzzle Solutions	ESY BCBA		\$80	36		\$2,880
Rosalie Abrams	ESY Speech	\$511.11			12 days	\$6,133.32
Laurie Walker	ESY Speech	\$499.42			14 days	\$6,991.88

Total: \$ 22,509.20

Paraprofessionals Extended School Year 2016

<i>Name</i>	<i>Program</i>	<i>Per Diem</i>	<i>Per Hour</i>	<i># of Hours</i>	<i># of Days</i>	<i>Total</i>
Debbie Gold	Para-Professional ESY		\$19.06	103.5		\$1,972.71
Amy Artman	Para-Professional ESY		\$17.56	103.5		\$1,817.46
MaryJo Paulmenn	Para-Professional ESY-MIPP		\$17.86	103.5		\$1,848.51
Jeana Torzilli	Para-Professional ESY		\$17.31	103.5		\$1,791.59
MaryBeth Hronich	Para-Professional ESY		\$17.31	103.5		\$1,791.59
Kathy DeNicola	Para-Professional ESY		\$21.26	103.5		\$2,200.41
Mary Sutherland	Para Professional ESY		\$17.31	103.5		\$1,791.59
Judy Hoffman	Para Professional ESY		\$17.56	103.5		\$1,817.46
Farhana Omarzai	Para-Professional ESY		\$17.11	103.5		\$1,770.89
Gresy Johnson	Para-Professional ESY		\$17.11	103.5		\$1,770.89
Christine Jurcsek	Para-Professional ESY		\$17.11	103.5		\$1,770.89
Roseanne Fisher	Para-Professional ESY		\$17.11	103.5		\$1,770.89
Amber Michaliszyn	Para-Professional ESY		\$17.11	103.5		\$1,770.89

Board Meeting Minutes – June 14, 2016

Joseph DiMeglio	Holmdel Public Schools Para-Professional ESY		\$17.11	103.5		\$1,770.89
Lisa Amend	Para-Professional ESY		\$17.31	103.5		\$1,791.59
Elaine Smyth	Para-Professional ESY		\$18.86	120		\$2,263.20

Total: \$ 29,711.45

Child Study Team Extended School Year 2016

<i>Name</i>	<i>Position</i>	<i>Per Diem Rate</i>	<i># of Days</i>	<i>Total</i>
Alissa Trapanese	Psychologist	367.64	12	\$4,411.68
Christina Theiss	Psychologist	389.72	12	\$4,676.64
Karen Calantoni	Learning Consultant	292.11	12	\$3,505.32
Christine Cuthbertson	Learning Consultant	495.34	12	\$5,944.08
Janet Irenski	Learning Consultant	511.96	12	\$6,143.52
Lisa Granados	Social Worker	367.64	12	\$4,411.68
Evette Collier	Social Worker	520.92	12	\$6,251.04
Theresa Brown	Psychologist	398.78	5	\$1,993.90

Total: \$37,337.86

Mr. Benderly
Motioned

Mr. Manley
Seconded

Motion Carried: (7-0-0)

**Finance Attachment
Section 14, B1-B6**

B. FINANCE

1. Facilities Use Agreement with BASC

Move to approve the Facilities Use Agreement with BASC (Before and After School Care) effective September 1, 2016 through June 30, 2017 at the rate of \$1,100/month.

2. 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
Metuchen Christian Acad.	Alpha Comm. Wireless	4	HKLN4604	Swivel Earpiece	\$25.86	\$103.44
Metuchen Christian Acad.	Alpha Comm. Wireless	4	53961	Swivel Belt Clip	\$10.50	\$42.00
Metuchen Christian Acad.	Alpha Comm. Wireless			Labor - Programming	\$56.25	\$56.25
Metuchen Christian Acad.	Alpha Comm. Wireless			Shipping	\$6.12	\$6.12

3. Out of District Student Placements

Move to approve the following extended school year out of district student placements:

**Extended School Year 2016
Out of District Students**

School ID	Program/School	Tuition
02020006	Bright Beginnings	\$5,936
02017002	Bright Beginnings	\$6,487
02017217	East Brunswick Public Schools	\$5,425 (estimated)
02016141	Montgomery Academy	\$6,450
02015090	Montgomery Academy	\$6,540
02022011	Eden Institute	\$15,736
02019170	Eden Institute	\$18,634
02022005	Eden Institute	\$15,736
02014066	Midland School	\$9,406
02015216	Midland School	\$9,406
02017174	Collier High School	\$9,106
02020064	Collier High School	\$9,106
02019520	Collier High School	\$9,106
02021410	Collier High School	\$9,106
02022034	Collier High School	\$9,106
02017220	Bonnie Brae	\$7,400

Board Meeting Minutes – June 14, 2016

02014155	Y.A.L.E. School	\$8,033
02020017	Newmark School	\$5,698
02024003	Hi-Step	\$3,600
02025011	Hi-Step	\$3,600
02026237	Hi-Step	\$3,600
02017148	Cornerstone Day School	\$10,367
02020012	Perkins School for the Blind	\$38,781
02020138	Hunterdon Prep	\$7,629
02015124	New Roads Somerset	\$8,060
02016002	New Roads Somerset	\$8,060
02017076	Village School - Holmdel	\$3,344 (estimated)
02020004	Douglas Developmental	\$20,200
02015099	JFK	\$6,962
02014066	JFK	\$1,940
		Total \$273,881

4. Resolution – Healthcare Provider

Move to approve AmeriHealth New Jersey as the health insurance and prescription carrier and Horizon Blue Cross Blue Shield as the dental carrier for the Metuchen School District for the 2016-2017 school year.

5. Professional Development

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

6. Field Trips

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

Mr. Manley
Motioned

Mr. Mindler
Seconded

Motion Carried (7-0-0)

**Finance Attachment
Section B5, Professional Development**

Professional Development for Board Approval					6/14/16		
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
5/20/2016	5/20/2016	2016 New Jersey Schools of Character Recognition Ceremony and Conference	Karger, Sarah	MHS	\$ 85.00	FFPI	16-199
6/6/2016	6/6/2016	Teach at the Beach mini conference (NJ Literacy Association)	Anderson, Sarah	Moss	\$ -	No cost	
6/14/2016	6/14/2016	NJ SMART Focus Group	Jacobson, Tiffany	C/O	\$ -	No cost	
6/27/2016	7/1/2016	Orton Gillingham Training	Cuthbertson, Christine	Moss	\$ 930.00	FFPI	17-011
7/5/2016	7/8/2016	AP Physics 2 - Hofstra University	Keagle, Joseph	MHS	\$1,655.00	FFPI and Curriculum	17-022
7/14/2016	7/14/2016	Microsoft EXCEL Basics	Corrado, Alexandria	C/O	\$ 89.00	Other	
7/27/2016	7/27/2016	EdCamp - Reimagining Learning The Time is Now!	LaFauci, Susan	MHS	\$ -	No cost	
7/27/2016	7/27/2016	EdCamp - Reimagining Learning: The Time Is Now!	Jacobson, Tiffany	C/O	\$ -	No cost	
7/27/2016	7/27/2016	Ed Camp - Reimagining Learning The Time is Now!	Caputo, Vince	C/O	\$ -	No cost	

**Finance Attachment
Section B6, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
2015-16					
EMS	Silver Ball Museum Asbury Park, NJ	Reward trip for students who required a behavior management plan during the school year. Students studied the history of pinball in reading classes.	J. Hughes B. McLaughlin	6/15/16	12

Board Meeting Minutes – June 14, 2016

2016-17					
MHS	Eataly 200 Fifth Avenue NY, NY	Italian Club students will become familiar with Italian food prior to 2017 trip to Italy	R. Kamin	8/29/16	10
STREAM	Middlesex County Landfill East Brunswick, NJ	STREAM Program students will take bus tour of landfill and learn about solid waste management for Trash to Gas Program and Solar Program.	E. Ronk J. Stevens C. Wardlow S. Rockhill J. Lewandowski K. McKeown	7/8/16	40
STREAM	Ozonam Shelter Edison, NJ	STREAM Program students will visit homeless shelter for design challenge project.	A Gonzalez J. Anderson	7/6, 7/13, 7/20, 7/26/16	15
CES	Brookdale Ocean Institute at Sandy Hook, NJ	3 rd Grade students will examine the life cycles of ocean creatures and plant life and also learn how weathering and erosion effect the ocean habitat.	All 3 rd Grade Teachers ICS Teachers Paras	6/16/17	All 3 rd graders

**Policy Attachment
Section 14, C1-C6**

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for May 23 – June 10, 2016

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES042916001

3. Merit Goal

Move to certify that the Superintendent has fully satisfied merit goal #5 and to authorize payment for same subject to the approval of the Executive County Superintendent.

4. Membership Resolution

The Board of Education of School District 3120 County of Middlesex State of New Jersey, as provided for in Chapter 172 Laws 1979, (N.J.S.A.

18A:11-3. et seq.) herewith enrolls Metuchen High School as a member of the New Jersey Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among the policies adopted annually by the Board. *Pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.*

5. School Bus Emergency Evacuation Drill Report

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

1. 4/14/16, 12:40 pm. Campbell Elementary School, bus loading/unloading area, C1, C2, C3, C4, C5, C6, C7, C8, C9 & SE VAN, supervised by Brooke Kirschner, Assistant Principal.

6. First Reading of Policies and Regulation

Move to approve the first reading of the following policy and regulation:

- Policy #2431 Athletic Competition
- Policy #5111 Eligibility of Resident/Nonresident Students
- Regulation #5111 Eligibility of Resident/Nonresident Students
- Policy #5460 High School Graduation

Mr. Lifton
Motioned

Ms. McGuire
Seconded

Motions Carried A1, A2, A4, A5, A6 (7-0-0)

Motion Carried A3 (6-0-1) Mr. Manley abstained

**Curriculum Attachment
Section 14, D1**

D. CURRICULUM

1. Textbook Purchases

Move to approve the purchase of the following textbooks:

Textbook	Reason
Calculus Early Transcendentals	Replacement textbook & online course for Calculus 3 at Metuchen High School
Biology	Replacement textbook & online access for Honors Biology at Metuchen High School

Ms. McGuire
Motioned

Mr. Benderly
Seconded

Motion Carried (7-0-0)