

**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, December 20, 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**

❖ **Fall Sport Champions:**

❖ **Metuchen High School Varsity Girls Soccer Team
Blue Division Champions**

*Alanna Benderly
Virginia Clarke
Claudia Dudek
Kerri Farrell
Erin Hausser
Julianna Iacona
Rory Josell
Hope Kenny*

*Christine Laskowski
Carly Lucas
Tracy Michalski
Julianna Mullen
Skye Nowicki
Lauren Piovoso
Rachel Sandbeck
Kathryn Santus*

*Drew Schuchman
Kendall Schuchman
Sabrina Schwartz
Mya Stolarski
Natalia Tiu
Makena Tramontin
Molly Walters
Margaret Zeng*

❖ **Metuchen High School Girls Tennis Team**
Blue Division Champions & Sectional Finalist

<i>Tracey Ackep</i>	<i>Ava Jarvis</i>	<i>Nayana Prakash</i>
<i>Maryam Beshara</i>	<i>Marina Jones</i>	<i>Ava Ranello</i>
<i>Kristin Chan</i>	<i>Jiyeon Kang</i>	<i>Erika Rems</i>
<i>Giulia Delle Femine</i>	<i>Laura Knecht</i>	<i>Ilana Rosen</i>
<i>Christina DiStaso</i>	<i>Amelia Kobayashi</i>	<i>Anna Segelken</i>
<i>Claudia Dudek</i>	<i>Isabella Luciano</i>	<i>Meghna Trehan</i>
<i>Domonique Dudley</i>	<i>Kate McGrath</i>	<i>Rebecca Trosman</i>
<i>Isabela Elster</i>	<i>Sonia Mersich</i>	<i>Ilakiya Udhayakumar</i>
<i>Madeleine Fenner</i>	<i>Anushka Pande</i>	<i>Siri Uppuluri</i>
<i>Charlotte Haq</i>	<i>Palak Parikh</i>	<i>Lara Vaz</i>
<i>Isabelle Hong</i>	<i>Khushi Parikh</i>	<i>Simie Zhu</i>
<i>Katie Hong</i>		

❖ **Metuchen High School Girls Cross Country Team**
White Division, Sectional and NJSIAA Group 1 Champions

<i>Rebecca Ayala</i>	<i>Emma Kacani</i>	<i>Camille Lussier</i>
<i>Emma Capron</i>	<i>Elizabeth Lawson</i>	<i>Tasha Pais</i>
<i>Richa Desai</i>	<i>Frances Lee</i>	<i>Emily Perlmutter</i>
<i>Lauren Hall</i>	<i>Joy Li</i>	<i>Nina Suss</i>
<i>Jessica Harding</i>	<i>Courtney Little</i>	<i>Rachel Wentnick</i>
<i>Milli Hines</i>	<i>Lauren Lobdell</i>	<i>Regina Wilcox</i>

❖ **Metuchen High School Boys Cross Country Team**
GMC, Sectional and NJSIAA Group 1 Champions

<i>Jacob Beacher</i>	<i>Divij Gupta</i>	<i>Cole Schnitzer</i>
<i>Austin Brooks</i>	<i>William Hoover</i>	<i>Joseph Schugel</i>
<i>Matthew Camera</i>	<i>Justin Huang</i>	<i>Michael Simeone</i>
<i>Michael Carro</i>	<i>Caelan Johnson</i>	<i>Nicholas Spoleti</i>
<i>Ravi Chawla</i>	<i>Nisarg Joshi</i>	<i>John Szpara</i>
<i>Arun Chezian</i>	<i>Edward Malague</i>	<i>Steven Tang</i>
<i>Kevin Cox-Coventry</i>	<i>Kevin Marraro</i>	<i>Ken Thornton</i>
<i>Philip Duddy</i>	<i>Jake Pappalardo</i>	<i>Riley Watkins</i>
<i>Jacob Francobandiero</i>	<i>Noah Prabhakar</i>	<i>Alexander Yakowenko</i>
<i>Colin Gaven</i>		

• **Presentation**

- ❖ Audit 2015-2016: Mr. Robert Foder and Mr. Adam Hartzel from Baker Tilly LLP presented the results from the 2015-2016 school year audit. The audit was “clean” and with no significant finds to report.
- ❖ Dr. Vincent Caputo presented the 2016-2017 school year district goals update.

5. Report of the President of the Board of Education

Congratulations to Dr. Caputo, Mr. Harvier and staff members for another exceptional audit report.

Mr. Lifton reminded the residents that the December 20th meeting is the last calendar meeting of 2016. The January 3, 2017 meeting is a reorganization meeting.

Mr. Lifton thanked Mr. Mindler and Mr. Stern for their service as board members to the community.

Welcome to Mr. Suss and Mrs. Killean as new board members.

Mr. Lifton thanked the members of the community and the board members for placing their trust in him and for their support during his time a board president.

6. Report of the Superintendent of Schools

Dr. Caputo thanked Mr. Mindler and Mr. Stern for their service as board members. Dr. Caputo also welcomed Mrs. Killean and Mr. Suss to the board.

7. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the Bill List, Secretary's and Treasurers reports.

8. Committee Reports

The policy and athletic committees did not meet since the last board meeting.

Technology:

Report given by Ms. Gibson.

Finance:

Report given by Mr. Small.

Curriculum:

Report given by Ms. McGuire.

9. New Business

Mr. Mindler and Mr. Stern thanked the residents and the board members for their support during their time as board members.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meetings:

December 6, 2016	Special Business Meeting (1)
December 6, 2016	Special Executive Meeting (2)
December 6, 2016	Board Meeting

December 6, 2016	Special Executive Meeting (3)
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Mr. Lifton Mr. Benderly
Moved Seconded

Motion Carried:
Special Business Meeting (1) (8-1-0) Mr. Small abstained
Special Executive Meeting (2) (8-1-0) Mr. Small abstained
Board Meeting (8-1-0) Mr. Small abstained
Special Executive Meeting (3) (8-1-0) Mr. Small abstained

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

(when applicable)

MEETING ADJOURNED: 10:08 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 HIB & Personnel and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

**Personnel Attachment
Section XIV, A1-A6**

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 approve with regret the retirement of Kathryn Glutz, Principal at Edgar Middle School effective August 1, 2017.

2. Resignation – Non-Certificated Staff

Move to accept with regret the resignation of Christine Jurcsek, Paraprofessional at Metuchen High School, effective January 9, 2017.

3. Amendment – Certificated Staff

Move to approve the amendment of the resignation date for Tiffany Jacobson, Supervisor of English, Social Studies and ESL (K-12) from effective 60 days from receipt of resignation letter on November 2, 2016 or sooner if a replacement is hired to effective December 31, 2016. (Agenda 11/22/16, Section XIV, A1)

4. Maternity/Childcare Leave of Absence

Move to approve a Maternity/Childcare Leave of Absence for Jaclyn Reisman, Metuchen High School Special Education Teacher, from on or about February 21, 2017 through the end of the year.

5. Additions & Rescissions – Co-Curriculum Salaries

Move to approve the following additions and rescissions of co-curricular salaries for the 2016-2017 school year as shown on the chart listed below: (Agenda 6-28-16, XIV, A13)

	METUCHEN HIGH SCHOOL	2016-17	
CO-CURRICULAR		Stipend	Dec./June
Rescind:			
Freshman Advisor	Patricia Craig (3)	\$ 1,812	\$ 906
Add:			
Bulldog's Bark & Blue Letter (Business)	Linda Wisniewski (1)	\$ 3,020	\$ 1,510
Freshman Advisor	Shawn Doremus (1)	\$ 1,482	\$ 741
CLUBS			
Rescind:			
Student Outreach Club (C)	Sarah Karger (.5)	\$ 688	\$ 344
Student Outreach Club (C)	Jackie Reisman (.5)	\$ 688	\$ 344
Add:			
Engineering Club (C)	John MacDonald	\$ 1,375	\$ 687.70
Student Outreach Club (C)	Sarah Karger	\$ 1,375	\$ 687.70

6. Rescission – Coach

Move to approve the rescission of Christian Erbig as JV Softball Coach for the 2016-2017 school year. (Agenda 6-14-16, XIV, A1)

Mr. Lifton
Moved

Mr. Mindler
Seconded

Motion Carried: (9-0-0)

Mr. Benderly wishes Ms. Glutz a happy retirement. She is an institution within the town and she will be greatly missed.

Mr. Small stated that Ms. Glutz is one of the best leaders, mentor, and friend, and coach. She will be missed.

Mr. Lifton extended personal thanks with respect and love to Ms. Glutz. Being a middle school principal is very challenging and her leadership will be missed. He wishes her happiness in her retirement.

Dr. Caputo wishes Ms. Glutz a happy and healthy retirement. Ms. Glutz is also in the Rutgers Basketball Hall of Fame. She will be missed.

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

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 October 31, 2016.

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 December 20, 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. Acceptance of the 2015-2016 School Year Audit (CAFR)

Move to accept the Comprehensive Audit Financial Report (CAFR), the accompanying Report to Management, and the synopsis prepared by the Superintendent, the Business Administrator, and Baker Tilly LLP, with no corrective action necessary for the fiscal year that ended June 30, 2016.

4. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
St Joseph's HS	CDWG	2	4277820	HP Elite Slice-Core i5 6500T 2.5 GHz-8GB-256GB	\$797.91	\$1,595.82
St Joseph's HS	CDWG	2	3851312	HP-DDR4-8GB-SO-DIMM 260-pin	\$63.19	\$126.38

5. IDEA Grant Carryover

Move to approve the carryover included in the amended 2015-2016 IDEA grant. The allocations are as follows:

IDEA Basic Grant	
Public Funds	\$11,614
Nonpublic Funds	\$33,591

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. Manley
Seconded

Motion Carried: (9-0-0)

**Policy Attachment
Section 14, C1-C3**

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for December 5 – 16, 2016.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES113016001

3. Special Education Agreement

Move to approve the agreement between the Board and parents of student 02018018.

Mr. Lifton
Moved

Mr. Stern
Seconded

Motion Carried: (9-0-0)

**Curriculum Attachment
Section 14, D1**

D. CURRICULUM

1. Rescission and Amendment – Curriculum Writing

Move to approve the following rescission and amendment of the following curriculum writing document, writer, and amount for summer 2016:
(Agenda 6/28/16, Section 14, D1)

DEPARTMENT	COURSE TITLE	WRITTEN BY	AMOUNT
Rescind			
World Language	Spanish 2	Danielle Scala	\$650
World Language	Spanish 2	Patricia Craig	\$650
Amend			
World Language	Spanish 2	Danielle Scala	\$1,000

Ms. McGuire
Moved

Mr. Benderly
Seconded

Motion Carried: (9-0-0)

Finance Attachment
Section B8, Professional Development

End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
12/9/2016	AMTNJ Annual Winter Conference	Vorensky, Sandra	EMS	\$ -	No cost	
12/16/2016	NJECC (New Jersey Educational Computing Cooperative) Meeting	Powers, Sean	C/O	\$ -	No cost	
1/12/2017	Preparing Teachers: Toward a Shared P12 - Higher Ed Vision	Caputo, Vincent	C/O	\$ 50.00	Other	
1/23/2017	Early Childhood Summit	Darrah, Robin	Moss	\$ 160.00	FFPI	17-115
1/23/2017	Early Childhood Summit	Peleg, Sivan	Moss	\$ 166.50	FFPI	17-117
1/23/2017	NJASCD Early Childhood Summit	Jensen, Sarah	Moss	\$ 145.00	FFPI	17-116
1/23/2017	NJASCD Early Childhood Summit	Caputo, Vincent	C/O	\$ 145.00	Other	
1/24/2017	Differentiating Math Instruction	Ruggiero, Frank	MHS	\$ 195.00	FFPI	17-107
1/27/2017	Anti-Bullying Specialist Certificate Program	Misuraca, Roseanna	EMS	\$ 556.02	FFPI	17-108
1/26/2017	Using Guided Reading to Strengthen Students' Reading Skills, Grades K-3	Warakomski, Alaina	CES	\$ 245.00	FFPI	17-109
2/7/2017	Using the RESPONSE TO INTERVENTION Model for Disruptive and Difficult Student Behaviors	Gouveia, Michele	EMS	\$ 245.00	FFPI	17-110
2/7/2017	Response to Intervention Model for Disruptive and Difficult Student Behaviors	Kuchar, Eileen	EMS	\$ 245.00	FFPI	17-111
2/23/2017	Introduction to Robotics: Rubacon	Misuraca, Roseanna	EMS	\$ 75.00	FFPI	17-112

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2/23/2017	Making Connections with the Real World in Algebra I, Algebra II, and Geometry Classrooms	Ruggiero, Frank	MHS	\$ 195.00	FFPI	17-113
2/27/2017	Accelerating the Learning of Students with Special Needs: Increasing Motivation, Mindset, Grit	Stoner, Marsha	CES	\$ 260.00	FFPI	17-118
3/15/2017	DAANJ Athletic Director's Conference	Cathcart, John	C/O	\$ 565.00	Other	
3/31/2017	2017 FLENJ Annual Conference	Wagenblast, Linda	CES	\$ 100.00	FFPI	17-114
5/23/2017	NJACAC Annual Conference	DeMott, Elizabeth	MHS	\$ 225.00	FFPI	17-119

**Finance Attachment
Section B9, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Metropolitan Museum of Art NY, NY	AP Studio/AP Art History students will study master works of art, discuss displays and museum curatorship as a career.	M. Poandl K. McKeown	3/15/17	30
MHS	Metropolitan Museum of Art NY, NY	AP Studio, Innovative Art, and AP Art History students will view contemporary art in a gallery and museum setting and discuss how/why artists work currently	M. Poandl K. McKeown C. DeSimone E. Wagenblast	5/22/17	40
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		1/6/17	
		Majestic Lanes Woodbridge, NJ		1/13/17	
		Jenkinson's Aquarium Point Pleasant, NJ		1/20/17	
		Majestic Lanes Woodbridge, NJ		1/27/17	