

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BOARD MEETING MINUTES - 3

of the Metuchen Board of Education

Metuchen Borough Hall
500 Main Street
Metuchen, NJ 08840

Tuesday, August 16, 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

Nothing at this time.

5. Report of the President of the Board of Education

Nothing at this time.

6. Report of the Superintendent of Schools

Dr. Caputo introduced Katie McKenna, MIPP Leave Replacement at Moss School and Megan Shapiro, Elementary Teacher at Campbell Elementary School.

7. Report of the Business Administrator/Board Secretary

Nothing at this time.

8. Committee Reports

Technology:

The technology committee has not met since the last board meeting.

Policy:

Report given by Mr. Lifton.

Finance:

Report given by Mr. Small.

Curriculum:

Report given by Ms. McGuire.

Athletics:

The athletics committee has not met since the last board 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:

July 12, 2016	Special Business Meeting (1)
July 12, 2016	Special Executive Meeting (2)
July 12, 2016	Board Meeting
July 18, 2016	Special Business Meeting (1)
July 18, 2016	Board Retreat (2)
July 25, 2016	Special Business Meeting (1)
July 25, 2016	Board Retreat (2)

Mr. Lifton

Motioned

Ms. Gibson

Seconded

Motion Carried:

Special Business Meeting (1) 7/12/16: (8-0-1) Mr. Benderly abstained

Special Executive Meeting (2) 7/12/15: (8-0-1) Mr. Benderly abstained

Board Meeting 7/12/16: (8-0-1) Mr. Benderly abstained

Special Business Meeting (1) 7/18/16: (8-0-1) Mr. Small abstained

Board Retreat (2) 7/18/16: (8-0-1) Mr. Small abstained

Special Business Meeting (1) 7/25/16: (6-0-3) Mr. Manley, Mr. Small & Mr. Stern abstained

Board Retreat (2) 7/25/16: (6-0-3) Mr. Manley, Mr. Small & Mr. Stern abstained

12. Meeting Open to the Public

(for comment on any Presentation/Discussion items, Reports and New/Old Business)

Alicia Killean had questions about the metacognition coach and current enrollment numbers.

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

Alicia Killean questioned the need for revising high school assessments and the average class size at Metuchen High School.

16. Announcements

Nothing at this time.

17. Motion to Go Into Executive Session

(when applicable)

Mr. Lifton
Moved

Ms. Gibson
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: 9:18 PM

**Personnel Attachment
Section 14, A1-A19**

14. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Resignation – Certificated Staff

Move to approve the resignation of Kristine Walters, School Nurse at Metuchen High School, effective August 2, 2016.

2. Resignation – Certificated Staff

Move to approve the resignation of Kelley O'Brien, 5th Grade Math/Science Teacher at Edgar Middle School and JV Field Hockey Coach at Metuchen High School, effective August 12, 2016.

3. Resignation – Non-Certificated Staff

Move to approve the resignation of Rachel Valovcin, Paraprofessional at Edgar Middle School, effective August 1, 2016.

4. Resignation – Non-Certificated Staff

Move to approve the resignation of Smita More-Potdar, Secretary at Campbell Elementary School, effective August 31, 2016.

5. FMLA/Maternity/Childcare Leave of Absence

Move to approve FMLA/Maternity/Childcare Leave of Absence for Candace Evans, 1st Grade Teacher at Campbell Elementary School, from on or about December 5, 2016 through April 21, 2017.

6. Appointment – Certificated Staff

Move to approve the appointment of Erica Fuchs as 0.5 School Counselor at Campbell Elementary School effective August 31, 2016 at the salary of Step 3-E, \$28,753 (pro-rated 0.5 from \$57,506).

7. Appointment – Certificated Staff

Move to approve the appointment of John McDonald as Technology Education Teacher at Metuchen High School effective August 31, 2016 at the salary of Step 1-A, \$50,618.

8. Appointment – Certificated Staff

Move to approve the appointment of Katherine Adamczyk as School Nurse at Campbell Elementary School effective August 31, 2016 at the salary of Step 2-D, \$54,805.

9. Appointment – Certificated Staff

Move to approve the appointment of Michele Brinkerhoff as School Nurse at Metuchen High School effective August 31, 2016 at the salary of Step 1-D, \$53,468.

10. Appointment – Certificated Staff

Move to approve the appointment of Ellissa Cadel as a Special Education Teacher at Campbell Elementary School effective August 31, 2016 at the salary of Step 1-D, \$53,468.

11. Appointment – Certificated Staff

Move to approve the appointment of Gina Keane as School Nurse at Moss School effective August 31, 2016 at the salary of Step 1-D, \$53,468.

12. Appointment – Certificated Staff

Move to approve the appointment of Lori Meyer as an Elementary Teacher (Grade 5, Math/Science) at Edgar Middle School from August 31, 2016 at the salary of Step 1-C, \$52,268.

13. Appointment – Certificated Staff

Move to approve the appointment of Barbara Zeman as a Teacher of Science at Metuchen High School effective August 31, 2016 at the salary of Step 1-G, \$59,668.

14. Appointment – Non-Certificated Staff

Move to approve the appointment of Veronica Arvizu as a Custodian effective August 16, 2016, at the salary of \$33,241 (pro-rated).

15. Appointment – Mentors for Provisional Teachers

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

New Teacher	School/Position	Mentor	Formal/ Informal	Payment
Fuchs, Erica	CES/Counselor	Cheung, Judi	Informal	CEU Credits/Mentor
Barnes, Jeremy	CES/Grade 3	Bethe, Michelle	Informal	CEU Credits/Mentor
Shapiro, Megan	CES/Grade 2	Spak, Jennifer	Informal	CEU Credits/Mentor
Anderson, Sarah	CES/Grade 2	Wong, Kara	Informal	CEU Credits/Mentor
Cadel, Ellissa	CES/Sp. Ed.	Anderson, Julie	Informal	CEU Credits/Mentor
Okoszko, Brittany	CES/Sp. Ed.	Warakomski, Alaina	Informal	CEU Credits/Mentor
Adamczyk, Katherine	CES/Nurse	Collier, Evette	Formal	CEU Credits/Mentor
Kuhlthau, Kristen	EMS/Health/PE	Gilbert, Melanie	Informal	CEU Credits/Mentor
Buddin, Anna	EMS/French	King, Barbara	Formal	\$550/full year
Meyer, Lori	EMS/Grade 5	Petrakakos, Vivian	Informal	CEU Credits/Mentor
Scala, Lauren	EMS/ELA	McCadden, Laura	Informal	CEU Credits/Mentor
Dooley, Ann	EMS/Industrial Arts	Gumbrecht, Jennifer	Informal	CEU Credits/Mentor
Romanak, Nicholas	MHS/Math	Wrublewski, Frank	Informal	CEU Credits/Mentor
McDonald, John	MHS/Technology Ed.	Stanski, Bonnie	Formal	\$550/full year
Keagle, Joseph	MHS/Physics	Kato, Yoko	Informal	CEU Credits/Mentor
Zeman, Barbara	MHS/Physics	Kato, Yoko	Informal	CEU Credits/Mentor

Board Meeting Minutes – August 16, 2016

Lezama, Ann	MHS/Chemistry	Kato, Yoko	Informal	CEU Credits/Mentor
Seibles, Josette	MHS/Chemistry	Kato, Yoko	Informal	CEU Credits/Mentor
TBD	Moss.Kindergarten	Fischer, Laura	TBD	TBD

16. Appointment – Bus Driver

Move to approve the appointment of Ed Wetzel as a bus driver for the 2016-2017 school year, effective August 16, 2016 at the rate of \$18.94/hr.

17. Reappointment – Paraprofessionals

Move to reappoint the following paraprofessionals for the 2016-2017 school year as shown on the attached chart:

18. Mentor Teachers

Move to approve the following mentor teachers to work with mentee teachers at the New Teacher Academy on August 25, 2016 from 8:30 am – 11:30 am at the rate of \$35.00/hour for three hours for a total of \$105.00 per teacher:

Anderson, Julie	Bethe, Michelle	Cheung, Judi
Collier, Evette	Fischer, Laura	Gumbrecht, Jennifer
Kato, Yoko	Stanski, Bonnie	Warakomski, Alaina
Wrublevski, Frank		

19. The Zone

Move to approve the following reappointments and appointments of The Zone staff for the 2016-2017 school year:

Activity Leaders	Hourly Rate	Office Staff/ Supervisors	Hourly Rate	Youth Mentors	Hourly Rate
Vivian Petrakakos	\$30.85	Roseanna Misuraca	\$41.13	Emma Leuschen	\$10.00
Emily Mertz	\$30.85	Todd Gural	\$41.13	Tahmidul Karim	\$10.00
Jennifer Muller	\$30.85	Allyson Rescorl	\$41.13	Nancy Hafrez	\$10.00
Eileen Kuchar	\$30.85			Sean Howe	\$10.00
Emily Presuto	\$30.85	Bookkeeper		Bennett Pincus	\$8.00
Veronica Araneo	\$30.85	Mary Jo Paulmenn	\$18.51	Andrew Lackland	\$8.00
Virginia Wetzel	\$30.85			John Hoffman	\$8.00
Rick Carter	\$30.85	Alternate Supervisors			
John Butler	\$30.85	Emily Mertz	\$41.13		
Christopher Peckhardt	\$30.85	John Butler	\$41.13		
Suzy Menafro	\$30.85	Rick Carter	\$41.13		
Paraprofessionals					
Wally Cook	\$17.11				
Judith Hoffman	\$17.56				
Will Colavito	\$17.11				

Board Meeting Minutes – August 16, 2016

Mr. Benderly Mr. Small
 Motioned Seconded

Motion Carried:

A2, A3, A4, A5, A6, A7, A8, A9, A10, A12, A13, A14, A15, A16, A18, A19:
 (9-0-0)

A1: (8-1-0) Mr. Manley voted no.

A11: (8-0-1) Ms. McGuire abstained.

A17: (8-0-1) Mr. Manley abstained.

**Personnel Attachment
 Section 14, A17 Paraprofessionals**

Name	16-17 Assignment	16-17 Total Salary
Aggarwal, Roxanne	Campbell	\$ 19,454
Amend, Lisa	Campbell	\$ 19,681
Ames, Alan	Edgar	\$ 19,454
Aquadro, Kathy	Campbell	\$ 24,173
Artman, Amy	Campbell	\$ 19,966
Capron, Karen	Campbell	\$ 19,454
Colavito, William	Edgar	\$ 19,454
Cook, Wally	Edgar	\$ 19,454
Czochanski, Josephine	Moss	\$ 20,404
Dalfonsi, Tracy	Edgar	\$ 20,762
DeCerbo, Debbie	Campbell	\$ 19,454
DeNicola, Kathy	Campbell	\$ 24,173
Fisher, Roseanne	Edgar	\$ 19,454
Gaudet, Denise	Campbell	\$ 20,534
Gaven, Jan	Edgar	\$ 19,454
Giegerich, Roseanne	Moss	\$ 19,454
Gold, Debbie	Edgar	\$ 21,671
Gordon, Jody	Campbell	\$ 24,173
Hines, Colleen	Edgar	\$ 19,454
Hoffman, Judy	Edgar	\$ 19,966
Hronich, Mary Beth	Moss	\$ 20,642
Jaques, Kelly	Moss	\$ 20,404
Johnson, Gresy	Edgar	\$ 19,454
Jurcsek, Christine	MHS	\$ 18,872
Khan, Farhana	Moss	\$ 20,404
Kovacs, Jessica	Moss	\$ 19,454
Latta, William	MHS	\$ 23,450
Lesniak, Jennifer	Edgar	\$ 19,454
Liapes, Eric	Edgar	\$ 19,454
Linthurst, Elizabeth	Campbell	\$ 19,454

Board Meeting Minutes – August 16, 2016

Manley, Suzanne	Moss	\$ 20,404
Michaliszn, Amber	Moss	\$ 19,454
Oliver, Debbie	Edgar Library	\$ 24,173
Omarzai, Farhana	Campbell	\$ 19,454
Paulmenn, Mary Jo	Edgar	\$ 20,307
Pearsall, Kathy	Edgar	\$ 19,454
Piegaro, Cathy	Campbell	\$ 24,173
Reed, Pat	Edgar	\$ 24,173
Rodriguez, Roberto	MHS	\$ 18,872
Serratelli, Hope	Campbell	\$ 21,444
Smyth, Elaine	Campbell	\$ 21,444
Sullivan, Allison	Moss	\$ 20,404
Sutherland, Mary	Moss	\$ 20,642
Tay, Tara	Campbell	\$ 19,454
Torzilli, Jeana	Moss	\$ 19,681
Walsh, Kathleen	Moss	\$ 20,642
Winhold, Jason	MHS	\$ 18,872
DiMeglio, Joseph	out of district	\$ 17.11/hr.

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

B. FINANCE

1. Bill List

Move to approve the August 16, 2016 Bill List.

2. Renewal of 2016-2017 School Year Bids

Move to approve the awarding of the following renewal for the period of August 1, 2016 through June 30, 2017 as follows:

Bid #08/09-03 Athletic Transportation Services to George Dapper, Inc. of Iselin, NJ for Metuchen High School and Edgar Middle School as follows:

54 passenger with seatbelts	3 hours	\$215.59
54 passenger with seatbelts	4 hours	\$277.18
54 passenger with seatbelts	5 hours	\$338.79
One-way in town shuttle		\$140.00
Additional hour amount after 5 hours		\$66.69
8 th year renewal (.57% increase in price from previous school year CPI)		

3. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Joseph's HS	Promethean World	2	AW 135	ActivWall 135 Bundle	\$6,749.00	\$13,498.00
St. Joseph's HS	Promethean World			Handling Charges		\$67.49
St. Joseph's HS	Promethean World	2		Installation Cost	\$500.00	\$1,000.00
St. Joseph's HS	Promethean World			Delivery		\$375.73
Metuchen Christian Academy	CDW-G	4	3977915	Dell Lat 3570	\$558.59	\$2,234.36
Metuchen Christian Academy	CDW-G	1	3732264	Batt Tech AC Adapt	\$45.11	\$45.11
Metuchen Christian Academy	CDW-G	4	3847354	HP SB 250	\$381.04	\$1,524.16
Metuchen Christian Academy	CDW-G			S & H		\$58.25

4. 2016-2017 IDEA Grant

Move to approve the allocations for the 2016-2017 IDEA grant as follows:

Basic Grant Total Allocation:	\$627,503
Public School Share:	\$517,388
Non Public Share:	\$110,115
Preschool Grant Total Allocation:	\$16,416
Public School Share:	\$14,774
Non Public Share:	\$1,642

5. Appointment – Authentic Assessment and Benchmark Coach

Move to approve the appointment of Denise Wilbur as the Metuchen High School Authentic Assessment and Benchmark Coach from September 2016 – August 2017 at the salary of \$19,500, for a total of three sessions, and provide virtual review and feedback of Metuchen High School assessment design.

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 Mr. Benderly
Motioned Seconded

Motion Carried:

B1, B2, B3, B4, B6 & B7: (9-0-0)

B5: (5-4-0) Ms. Gibson, Mr. Manley, Ms. McGuire & Mr. Mindler voted no.

Board Meeting Minutes – August 16, 2016

Finance Attachment
Section 14, B6 Professional Development

Professional Development for Board Approval 8-16-16							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
8/8/2016	8/19/2016	Rutgers NGSS Professional Development and Curriculum Design Partnership	Graziano, Judith	EMS	\$44.64	FFPI	17-022
8/18/2016	8/18/2016	Classroom Management	Lauren Scala	EMS	\$99.00	FFPI	TBD
8/23/2016	8/23/2016	The DBQ Project Workshop	Jacobson, Tiffany	C/O	\$75.00	Other	
8/29/2016	8/29/2016	Bullying Law Update and the Role of the ABS	Kirschner, Brooke	CES	\$150.00	Other	
9/13/2016	9/13/2016	Breaking the Cycle: A New Approach to Addressing Student Behavior	Kirschner, Brooke	CES	\$150.00	Other	
9/13/2016	9/13/2016	Legal One Breaking the Cycle: A New Approach to Addressing Student Behavior	Azevedo, Suzy	C/O	\$150.00	Other	
9/17/2016	2/18/2017	Orton Gillingham Workshop Part 2 and Practicum	Cuthbertson, Christine	Moss	\$1,000.00	FFPI	17-020
9/27/2016	9/27/2016	Teaching Elections Workshop	Stead, Pamela	EMS	\$ -	No cost	
10/6/2016	10/6/2016	A Basic Guide To Intervention and Referral Services (I&RS)	Azevedo, Suzy	C/O	\$149.00	Other	
10/18/2016	10/18/2016	Safe and Secure Schools - Prevention and response Strategies	Porowski, Edward	CES	\$209.00	Other	
10/19/2016	10/19/2016	Fall 2016 Training Institute for School Counselors Registration	Azevedo, Suzy	CES	\$ -	No cost	
10/28/2016	10/28/2016	Rutgers Center for Literacy Development 49th Annual Conference on Reading & Writing	North, Jennifer	EMS	\$198.00	Other	
11/2/2016	11/2/2016	Intervention and Referral Services: The Next Generation	Azevedo, Suzy	C/O	\$ -	No cost	
11/17/2016	11/19/2016	NJASL 2016 Fall Conference	Little, Maryrose	EMS	\$185.00	FFPI	17-021
4/25/2017	4/25/2017	Advanced HIB Investigation Techniques	Kirschner, Brooke	CES	\$150.00	Other	

**Finance Attachment
Section 14, B7 Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Dodge Poetry Festival Newark, NJ	AP English 12 students will hear great poets read and discuss poetry	Brian Elliott Adam Levy	10/21/16	12
CES	Raritan Valley Community College, Somerville, NJ	1 st Grade students will observe shows at the planetarium to enhance study of sun, solar system, and space travel.	All 1 st grade teachers and paras – split between 3 dates	5/2/17 5/3/17 5/4/17	150 total

**Policy Attachment
Section 14, C1**

C. POLICY

1. Merit Goal

Move to certify that the Superintendent has satisfied merit goal #4 and to authorize payment for same subject after the approval of the Executive County Superintendent.

Mr. Lifton Mr. Benderly
Motioned Seconded

Motion Carried:
C1: (8-0-1) Mr. Manley abstained.

D. CURRICULUM

1. Rescission of Curriculum Writing

Move to approve the rescission of the following curriculum writing documents, writers, and amounts for summer 2016: (Agenda 6/28/16, Section XIV, D1)

Department	Course Title	Written by:	Amount
MAPS	Integrated AP English Lang/Composition & AP US 1	Eileen Wagenblast, Christopher Giddes	\$35/hr. Max 10 hrs./teacher

2. Curriculum Writing

Move to approve the following curriculum writing documents, writers, and amounts for summer 2016:

Board Meeting Minutes – August 16, 2016

Department	Course Title	Written by:	Amount
MAPS	English 10 Honors and AP US 1	Eileen Wagenblast, Christopher Giddes	\$35/hr. Max 10 hrs./teacher
Math	AP Statistics	Jim Thomas	\$1,000

3. Summer Work – Curriculum Writing

Move to approve the following teachers to write Authentic Student Engagement Model Curriculum Unit Development (model interdisciplinary units of study incorporating the Metuchen Common Research Cycle), from July 1 – August 30, 2016, at a rate of \$35/hour, 9-12 hours, from 2016-2017 Curriculum Writing funds:

3 rd Grade Unit:	Danielle Weitzner	Franchesca Hunt	
5 th grade ELA unit:	Jen Miller	Emily Presuto	
5 th Grade Social Studies Unit:	Jen Muller	Emily Mertz	Emily Presuto

Ms. McGuire
Motioned

Mr. Mindler
Seconded

Motion Carried: (9-0-0)