

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BOARD MEETING MINUTES

of the Metuchen Board of Education

Metuchen Borough Hall
500 Main Street
Metuchen, NJ 08840

Tuesday, August 30, 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**

- ❖ Breaking the Chain Through Education – Charity Champions
Evan Robbins, Alyssa Sugarman, Gianna Dowd and Brooke Margolin explained what the charity does and some of the fundraising events.

• **Presentation**

- ❖ Dr. Caputo presented the 2016-2017 District Goals

5. Report of the President of the Board of Education

6. Report of the Superintendent of Schools

Dr. Caputo introduced the following new staff: Katherine Adamczyk, Nurse at Campbell, Michele Brinkerhoff, Nurse at Metuchen High, Ellissa Cadel, Special

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Education Teacher at Campbell, Gina Keane, Nurse at Moss, Barbara Zeman, Physics Teacher at Metuchen High and Lauren Scala, ELA Teacher at Edgar Middle School.

The buildings are staffed, supplies have been distributed, and the grounds are ready for the opening of school.

7. Report of the Business Administrator/Board Secretary

Mr. Harvier presented the Treasurers Report, Secretary's Report, Bill List and Budget Transfers.

8. Committee Reports

Technology:

Report given by Ms. Gibson.

Policy:

The policy committee has not met since the last meeting.

Curriculum:

The curriculum committee has not met since the last board meeting, however, Mr. Cohen talked about hiring a metacognition coach.

Athletics:

Report given by Mr. Benderly. There was a discussion about ice hockey.

9. New Business

Mr. Small talked about friends who visited from Springfield, Virginia and how the 6th graders played the game of Life during the last 2 weeks of school.

10. Old Business

Nothing at this time.

11. Minutes

Move to approve the minutes of the following meetings:

August 16, 2016	Special Business Meeting (1)
August 16, 2016	Special Executive Meeting (2)
August 16, 2016	Board Meeting (3)
August 16, 2016	Special Executive Meeting (4)
August 17, 2016	Special Business Meeting (1)
August 17, 2016	Board Retreat (2)

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried:

Special Business Meeting (1) 8/16/16: (9-0-0)

Special Executive Meeting (2) 8/16/16: (9-0-0)

Board Meeting (3) 8/16/16: (9-0-0)

Special Executive Meeting (4) 8/16/16: (8-0-1) Mr. Manley abstained.

Special Business Meeting (1) & Board Retreat (2) 8/17/16: (6-0-3)

Ms. McGuire, Mr. Small & Mr. Stern abstained.

12. Meeting Open to the Public

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

Ms. Killean asked for goals clarification on the Rutgers University survey and suggested some ways to increase participation.

Ms. Sneddon asked how the need for a metacognition coach was determined. Metacognition is part of the K-8 ELA Standards. Ms. Sneddon fully supports metacognition practices.

13. Meeting Open to the Public

(for comment on the recommendations of the Superintendent of Schools)

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 announcements.

17. Motion to Go Into Executive Session

(when applicable)

MEETING ADJOURNED 10:06 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-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 – Non-Certificated Staff

Move to accept with regret the retirement of Jo Ellen Toro, Guidance Secretary at Metuchen High School effective January 1, 2017.

2. Resignation – Non-Certificated Staff

Move to approve the resignation of Amber Michaliszyn, Paraprofessional at Moss School, effective August 22, 2016.

3. Appointment – Certificated Staff

Move to approve the appointment of Stephanie Kandel as a Kindergarten Teacher at Moss School effective August 31, 2016 at the salary of Step 3-D, \$56,141.

4. Appointment – Leave Replacement

Move to approve the appointment of Caroline Forde as a leave replacement for Lindsay Kenyon at Edgar Middle School from August 31, 2016 through June 30, 2017 at the salary of Step 1-A, \$50,618.

5. Salary Adjustment – Certificated Staff

Move to approve the salary adjustment of Lori Meyer, Elementary Teacher (Grade 5) at Edgar Middle School from the salary of Step 1-C, \$52,268 to Step 1-F, \$56,368 (pro-rated) effective date depends upon her release date from another district.

6. Amendment – Certificated Staff

Move to approve the contract amendment of Anna Buddin to a 3/5 Long Term Substitute effective August 31, 2016, at the rate of \$164.17/day (pro-rated 3/5), start date of tenure track position begins upon receipt of certification. (Agenda 6-28-16, XIV, A2)

7. Amendment – Certificated Staff

Move to approve the amendment of the effective date for Barbara Zeman from August 31, 2016 to the effective date depends upon her release date from another district. (Agenda 8-16-16, XIV, A13)

8. Appointment – Long Term Substitute

Move to approve the appointment of Danielle Pallotta as a long term substitute for Lori Meyer (Grade 5) at Edgar Middle School starting August 31, 2016, at the rate of \$90/day for days 1-20 and \$273.61/day for days 21 through the end of the assignment.

9. Appointment – Substitute Teachers

Move to approve the appointment of the following substitute teachers for the 2016-2017 school year as shown on the attached chart:

10. Appointment – Non-Certificated Staff

Move to approve the appointment of the following paraprofessionals effective August 31, 2016:

Name	Assignment	Hourly Rate
Christian Erbig	Edgar	\$17.11/hr.
Jennifer Woods	Moss	\$17.11/hr.

11. Appointment – Substitute Paraprofessionals

Move to approve the appointment of the following substitute paraprofessionals for the 2016-2017 school year:

Name	Position	Rate
New Hire:		
William McDuffie, Jr.	Substitute Paraprofessional	\$13.00/hr.
Reappointments:		
Raquel Class	Substitute Paraprofessional	\$13.00/hr.
Mary Ellen DeMary-Polye	Substitute Paraprofessional	\$13.00/hr.
Amy Jeney	Substitute Paraprofessional	\$13.00/hr.
Lucy Ann MacDonald	Substitute Paraprofessional	\$13.00/hr.
Caryn Skolnick	Substitute Paraprofessional	\$13.00/hr.
Annamarie Sorg	Substitute Paraprofessional	\$13.00/hr.
Deborah Zupan	Substitute Paraprofessional	\$13.00/hr.

12. Summer Work Curriculum

Move to approve the following teacher to design a teacher-led workshop in Authentic Student Engagement at the September 1, 2016 In-service from July 1, 2016 – August 30, 2016, 3-6 hours at a rate of \$35.00/hr. from 2016-2017 Curriculum Writing funds:

Nick Zaneto	Google Classroom for PE/Health
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13. The Zone

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

Youth Mentor	Rate
Saxena, Arvind	\$8.00/hour

14. Coach

Move to approve the following coach for the fall 2016-2017 school sport season: (Agenda 2-23-16, XIV, A13)

Sport	Coach	Position	Step	Stipend
Boys' Soccer	Sean Haugh*	Freshman Coach	1	\$5,223
Field Hockey	Beth McLaughlin	Assistant Coach	1	
Field Hockey	Joelle Vitale*	Freshman Coach	1	

*not a member of the district staff

15. Rescissions, Additions and Amendments – Sixth Period Stipends

Move to approve the following rescissions, additions and amendments of Sixth Period Stipends for the 2016-2017 school year as shown on the chart listed below: (Agenda 7-12-16. XIV, A5)

Name	Assignment	2016-2017 Stipend
Rescind		
Sarah Anderson	Moss extended day	\$ 6,661
Christine Rockwell Wardlow	MHS English language Arts .5	\$ 3,331
Amend		
Karen Logan	From Edgar G&T (5) .5 to Edgar G&T (6) .5	\$ 3,331
Nicole Valera	Tobii Eye Gaze System & Tobii Eye Gaze System Programming	\$5,679 \$5,679
Add		
Vivian Petrakakos	Edgar G&T (5) .5	\$ 3,331

16. Rescissions, Additions and Amendments – Co-Curricular Salaries

Move to approve the following rescissions, additions and amendments 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	Dates
CO-CURRICULAR:			
Amend			
Class Advisors Senior	Christine Rockwell Wardlow(3)	\$ 3,809	Sept./Dec. \$1,905.00
Add			
Class Advisors Senior	Katie McKeown (1)	\$ 3,478	Jan./June \$1,739.00
CLUBS:			
Rescind			
Gay Straight Alliance (GSA)	Christine Rockwell Wardlow	\$ 1,375	Dec./June \$ 687.50
Add			
Gay Straight Alliance (GSA)	Shawn Doremus	\$ 1,375	Dec./June \$ 687.50

17. Rescind and Approval of Mentor Teachers

Move to approve the rescission of the mentor teacher chart approved on the July 12, 2016, XIV, A18 agenda and approve the following mentor teachers who worked with mentee teachers at the New Teacher Academy

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on August 25, 2016 from 8:30 am – 11:30 am at the rate of \$35.00/hour for a total of \$105.00 per teacher:

Anderson, Julie	Bethe, Michelle	Cheung, Judi
Fischer, Laura	Gil, Staci	Gumbrecht, Jennifer
Kato, Yoko	Stanski, Bonnie	Wrublewski, Frank

Dr. Caputo and Mr. Lifton thanked Jo-Ellen Toro for her years of service to Metuchen. Have a happy and healthy retirement.

Ms. Gibson Mr. Benderly
 Motioned Seconded

Motion Carried:

A1, A2, A4, A5, A6, A7, A8, A9, A10, A11, A12, A13, A14, A15, A16, A17:
 (9-0-0)
 A3: (8-0-1) Mr. Manley abstained.

**Personnel Attachment
 Section 14, A9**

2016-2017 Substitute Teachers		8/30/16
Pay Rates: \$80/day - Substitute with 60 credits		
\$85/day - Substitute with BA and above (no teacher cert.)		
\$90/day - NJ Teacher Certified		
New Hire:	Certification	
Haugh, Sean	Substitute - no degree	
Reappointments:		
Substitute Teacher	Certification	
Ajani, Taiwo	Substitute with college degree	
Arshed, Ayesha	Substitute with college degree	
Beuhn, Stephen	Elementary	
Colby, Michael	C of E english	
Dakelman, Mitchell	Library Media	
Deutschman, Martin	Substitute - assoc. degree	
Facchini, Elizabeth	Substitute with college degree	
Festa, Rosa	Substitute with college degree	
Flynn, Rene	Substitute with college degree	
Gioia, Carolyn	Substitute with college degree	
Gray, Susan, R.N.	Sub Teacher with college degree & Sub Nurse	
Healey, AnnMarie	C of E P-3,K-6, LA 5-8	
Hines, Coleen	Substitute with college degree	
Holloway, Bruce	Substitute - assoc. degree	

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Johnson, Kelly	Substitute with college degree
Karamanos, James	Substitute with college degree
Kaufman, Elaine	Elementary
Levy, William	English
Liapes, Peter	Social Studies
Mallory, Amber	Sub Teacher with college degree & Sub Nurse
Mandelbaum, Fred	Substitute with college degree
Mauro, Danielle	Substitute - assoc. degree
Megonathan, Subashini	Substitute with college degree
Michaliszyn, Henry	Substitute with college degree
Movsessian, Danielle	Substitute - college degree
Murphy, Katelyn	Substitute - no degree
Nicodemo, Debbie	Substitute with college degree
O'Brien, Mili	Substitute with college degree
Oliveri, Antoinette	Substitute with college degree
Pallotta, Danielle	Elementary
Pasquale, Jennifer	Elementary
Perkins, Lorraine	Sub Teacher with college degree & Sub Nurse
Poandl, Mary	Substitute - Assoc. degree & Sub Nurse
Razzino, Paola	Substitute with college degree
Rosamilia, Dana	Substitute - assoc. degree
Rosamilia, Kristina	Substitute - assoc. degree
Salmon, Doris	Substitute with college degree
Silverman, Rhonda	Substitute with college degree
Smith, Pamela	Nursery & Elementary
Stoler, Debra	Elementary & TOSD
Sukovich, Christine	Social Worker
Swift, Douglas	Substitute - college degree
Temkin, Sheila	Elementary, Sp. Ed., Spanish
Tracey, Michael	Elementary
Vosinas, Nickolas	Substitute - no degree
Vydelingum, Rose	English, ESL, French, German
Wagner, Joseph	Social Studies
Yourstone, Gail	Substitute with college degree
Zelley, Gail	Substitute with college degree

**Finance Attachment
Section 14, B1-B13**

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 June 30, 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 August 30, 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. Budget Transfers

Move to approve budget transfers effective June 30, 2016 and July 31, 2016.

4. Annual Nonpublic School Nursing Services Contract for Services 2016-2017

The Metuchen Board of Education through contract with the Educational Services Commission of New Jersey authorizes the administrative personnel of the Commission to conference, discuss and solicit input in the development of the nursing services contract document for the 2016-2017 school year which provides nursing services to the following nonpublic schools located in the Metuchen school district:

- Apple Montessori
- CALLICORP LLC
- St. Joseph High School
- Metuchen Christian Academy
- St. Francis Cathedral

5. NCLB Grant 2016-2017

Move to approve the following stipends being paid out of NCLB Grant 2016-2017 for administrative costs:

Title 1A, Fund 20, Amy Opitz	Stipend Total \$5,465
Title IIA, Fund 20, Amy Opitz	Stipend Total \$2,072
Title III, Fund 20, Amy Opitz	Stipend Total \$346

6. NCLB Grant 2016-2017 - Balanced Literacy Coach

Move to re-appoint BDO, Deanne Opatosky, as NCLB Balanced Literacy Coach for the 2016-2017 school year using NCLB Title IA FOCUS funds of \$5,500 and Title IA funds of \$4,400 for a total of Title IA funds of \$9,900, and Title IIA funds not to exceed \$19,800 effective September 2016 through June 2017.

7. NCLB Grant 2016-2017 Executive Function Coach

Move to re-appoint PTS Coaching, Cindy Goldrich, as Executive Function Coach for the 2016-2017 school year, using NCLB Title IA FOCUS funds, not to exceed \$8,100, and Title IIA funds not to exceed \$2,400 effective September 2016 through June 2017.

8. Appointment – Consulting Services

Move to approve the appointment of Dr. Goodreader Consulting Services, Susan Stevens, as the Metacognitive Processing Coach within a Balanced Literacy Model for the 2016-2017 school year using local Professional Development funds at the hourly rate of \$100 per hour for individual coaching, \$125 per hour for group coaching and \$1,000 for full-day workshops, not to exceed \$8,900 effective September 1, 2016 through June 2017.

9. Out of District Placements

Move to approve the following out of district placements for the 2016-2017 school year:

Local ID #	Private School Placements	16/17 SY	
002017076	Center for Vocational Rehab	\$ 10,395.00	(estimated)
2019515	Collier School	\$ 56,520.00	
002022034	Collier School	\$ 56,520.00	
2020064	Collier School	\$ 56,520.00	
2019520	Collier School	\$ 56,520.00	
002017174	Collier School	\$ 56,520.00	
2021410	Collier School	\$ 56,520.00	
002017220	Collier School	\$ 56,520.00	
002017148	Cornerstone Day School	\$ 81,455.00	
2022011	Eden Institute	\$ 91,050.00	
2022005	Eden Institute	\$ 86,776.00	
2019170	Eden Institute	\$ 86,776.00	
2020138	Hunterdon Preparatory School	\$ 45,774.00	
2015099	JFK Vocational Rehab	\$ 34,810.00	
002015216	Midland School	\$ 56,437.00	
002014066	Midland School	\$ 56,437.00	
002015090	Montgomery Academy	\$ 58,860.00	
002016141	Montgomery Academy	\$ 58,860.00	
20161954	Montgomery Academy (1/2 Day)	\$ 29,430.00	
002017134	New Road School Somerset	\$ 48,359.00	
002015124	New Road School Somerset	\$ 48,359.00	

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002016002	New Road School Somerset	\$	48,359.00	
2020017	Newmark School	\$	34,786.00	
2020012	Perkins School for the Blind	\$	320,475.00	
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	Total Private Tuition	\$	1,593,038.00	
Public School Placements			16/17 SY	
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2020006	Bright Beginnings	\$	41,760.00	
002020015	Bright Beginnings	\$	51,120.00	
002017002	Bright Beginnings	\$	51,120.00	
2020004	Douglass Developmental Inst.	\$	101,000.00	
2017217	East Brunswick BOE	\$	68,154.00	
002017076	Holmdel Township BOE (Satz School)	\$	28,671.00	(estimated)
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	Total Public Tuition	\$	341,825.00	
	Total Public & Private	\$	1,934,863.00	

10. Out of District Placement

Move to approve the following out of district placement for the 2015-2016 school year, May 11, 2016 through June 16, 2016.

<u>Local ID #</u>	<u>Placement</u>	<u>2015-2016 SY</u>
2018552	Vineland Public Schools	\$ 2,459.60

11. Appointment – Occupational Therapy

Move to approve the appointment of Leba Therapeutic Services to provide occupational therapy evaluations at the rate of \$350/evaluation for the 2016-2017 school year.

12. Appointment – Nursing and Educational Services

Move to approve the appointment of Delta T Group as a provider of nursing and educational services on an as needed basis for the 2016-2017 school year as per the attached billing list.

13. Professional Development

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

Mr. Small
Motioned

Ms. McGuire
Seconded

Motion Carried: (9-0-0)

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Finance Attachment
Section B13, Professional Development

Professional Development for Board Approval							
8-30-16							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
8/18/2016	8/18/2016	Assistive Technology for Struggling Readers	Jeney, Meghan	CES	\$ -	No cost	
9/18/2016	9/18/2016	NJ's Anti-Bullying Bill of Rights	Kirschner, Brooke	CES	\$ 25.00	Other	
9/25/2016	9/25/2016	Bullying 101 for Principals	Kirschner, Brooke	CES	\$ 25.00	Other	
9/27/2016	9/27/2016	Teaching Elections Workshop	Jacobson, Tiffany	C/O	\$ -	No cost	
10/13/2016	10/13/2016	Bullying Law Update and the Role of the ABS	Kirschner, Brooke	CES	\$ 150.00	Other	
10/19/2016	10/19/2016	Anxiety Disorders in Children and Adolescents	Fischer, Laura	Moss	\$ 199.99	FFPI	17-024
10/27/2016	10/27/2016	Helping Students Thrive In a 90+% Target Language Environment	Camargo, Laura	EMS	\$ 142.00	FFPI	17-025
10/28/2016	10/28/2016	Special Education Law in New Jersey	Fischer, Laura	Moss	\$ 199.99	FFPI	17-026
10/28/2016	10/28/2016	Transformational Leadership: Understanding, Leading, and Facilitating Change	Jacobson, Tiffany	C/O	\$ -	No cost	
11/17/2016	11/19/2016	New Jersey Association of School Librarians Annual Conference	Glave, Patricia	MHS	\$ 305.00	FFPI	17-027

**Policy Attachment
Section 14, C1**

C. POLICY

1. Merit Goal

Move to certify that the Superintendent has partially satisfied merit goal #2 and to authorize payment for same subject after the approval of the Executive County Superintendent.

Mr. Lifton Ms. Lunt
Motioned Seconded

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

**Curriculum Attachment
Section 14, D1**

D. CURRICULUM

1. Curriculum

Move to approve the new and revised curriculum for the following subjects:

Summer Curriculum Documents 2016	
Subject	Description
Music	MHS, Music Foundations Guide
Music	MHS, Musical Theater Guide
Music	Music, Edgar Chorus, Grades 5-8 Guide
LAL	4 th Grade Authentic Student Engagement Model Unit
English	9 th Grade Authentic Student Engagement Model Unit
English	10 th Grade Authentic Student Engagement Model Unit
English	11 th Grade Authentic Student Engagement Model Unit
English	12 th Grade Authentic Student Engagement Model Unit

2. Curriculum Writing

Move to approve the following teacher to write Authentic Student Engagement Model Curriculum Unit Development (model interdisciplinary units of study incorporating the Metuchen Common Research Cycle), at a rate of \$35/hour, 9-12 hours, from 2016-17 Curriculum Writing funds:

11 th Grade Unit – Phys. Ed.	Nick Zaneto
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Ms. McGuire
Motioned

Ms. Gibson
Seconded

Motion Carried: (9-0-0)