

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BUSINESS MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, February 23, 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. Small	P
Mr. Lifton	P	Mr. Stern	P
Ms. Lunt	P		
Mr. Manley	P		

4. Presentation/Discussion Items

• Showcase of Success

❖ Edgar Middle School previewed a selection from the Spring Musical, "The Lion King"

❖ Dr. Caputo and Mr. Porowski presented the Campbell Elementary School Noetic Math Winners with certificates:

<i>Ava Barasch</i>	<i>Joseph Duhme</i>	<i>Audrey Feng</i>
<i>Elizabeth Garner</i>	<i>Arjun Gupta</i>	<i>Marina Krumins-Beens</i>
<i>Emily Lan</i>	<i>Mason Liu</i>	<i>Jason Ma</i>
<i>Alexander Serban</i>	<i>Chloe Shen</i>	<i>Andrew Surgan</i>
<i>Alyssa Tay</i>	<i>Ryan Timko</i>	<i>Ripley Wong</i>

- ❖ Dr. Caputo and Mr. Porowski presented the Campbell Elementary School Drug-Free Contest Finalists with certificates: *Humera Delia Alisammond & Anika Kundu*
- ❖ Dr. Caputo and Mr. Porowski presented the Campbell Elementary School National Geographic Bee winner with a certificate: *Thomas Dickey*

• **Presentation**

- ❖ Review of budgets: Mr. Capra presented the special education budget, Mr. Thumann presented the technology budget, and Mr. Cohen presented the curriculum budget.

5. Statements by Board Member Candidates

Introductions/statements were made by: Amit Agrawal, Carolyn Chaudry, John Mindler, Jr., Jessica Riccardi, JoAnn Sabatino-Falkenstein and Eric Suss.

6. Motion to go into Closed Session

At the conclusion of the statements by board member candidates, Mr. Lifton motioned, and Mr. Benderly seconded the motion to go into closed session.

BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Metuchen Board of Education will now meet in closed session to conduct a confidential discussion, regarding the qualifications or appointment of a public officer/Board Member and information regarding Board candidates, the disclosure of which may constitute an unwarranted invasion of individual privacy.

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board’s closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists.

7. Nominations

Mr. Lifton motioned to waive the normal by-laws for voting and substitute voting for a candidate through nominations.

Mr. Lifton asked for nomination(s) for the new board member. Mr. Benderly nominated Mr. Suss, Mr. Manley nominated Mr. Mindler and Ms. McGuire nominated Ms. Sabatino-Falkenstein.

8. Voting Results

	Amit Agrawal	Carolyn Chaudry	John A. Mindler	Jessica A. Riccardi	JoAnn Sabatino-Falkenstein	Eric B.Suss
Mr. Benderly						X
Ms. Gibson					X	
Mr. Lifton			X			
Ms. Lunt						X
Mr. Manley			X			

Business Meeting Minutes – February 23, 2016

Ms. McGuire					X	
Mr. Small			X			
Mr. Stern			X			

Tally: John Minder (4), JoAnn Sabatino-Falkenstein (2), and Eric Suss (2)

For a candidate to be appointed to the board, the candidate must receive 5 votes. There was a tie between JoAnn Sabatino-Falkenstein and Eric Suss. Mr. Lifton motioned, seconded by Mr. Benderly to go back into closed session to compare and contrast candidates.

BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S.A. 10:4-12 and 13, the Metuchen Board of Education will now meet in closed session to conduct a confidential discussion, regarding the qualifications or appointment of a public officer/Board Member and information regarding Board candidates, the disclosure of which may constitute an unwarranted invasion of individual privacy.

The aforesaid subjects are within the exemptions permitted to be discussed in closed session in accordance with N.J.S.A. 10:4-13. Information regarding the Board’s closed session discussion will be disclosed to the public as soon as the need for confidentiality no longer exists.

	Amit Agrawal	Carolyn Chaudry	John A. Mindler	Jessica A. Riccardi	JoAnn Sabatino-Falkenstein	Eric B.Suss
Mr. Benderly			X			
Ms. Gibson					X	
Mr. Lifton			X			
Ms. Lunt			X			
Mr. Manley			X			
Ms. McGuire					X	
Mr. Small			X			
Mr. Stern			X			

Tally: John Mindler (6), JoAnn Sabatino-Falkenstein (2)

Mr. Lifton motioned to waive the normal by-laws for voting and substitute voting for a candidate through nominations

During the closed session, Mr. Suss withdrew his name from consideration.

Mr. Benderly nominated John A. Mindler, Jr. and Ms. Gibson nominated Ms. JoAnn Sabatino-Falkenstein.

9. Appointment of New Board Member

Mr. John A. Mindler was appointed to the Board of Education.

10. Administration of Required Oath

Mr. Harvier administered the oath to Mr. Mindler.

11. Report of the President of the Board of Education

Nothing at this time.

12. Report of the Superintendent of Schools

Dr. Caputo welcomed Mr. Mindler to the Board.

13. Report of the Business Administrator/Board Secretary

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

14. Committee Reports

Technology:

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

Policy:

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

Finance:

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

Curriculum:

Report given by Ms. McGuire.

Athletics:

Report given by Mr. Benderly.

15. New Business

Nothing at this time.

16. Old Business

Nothing at this time.

17. Minutes

Move to approve the minutes of the following meeting:

February 9, 2016	Special Business Meeting (1)
February 9, 2016	Special Executive Meeting (2)
February 9, 2016	Board Meeting

Mr. Lifton

Moved

Mr. Benderly

Seconded

Motion Carried (7-0-2) Ms. McGuire & Mr. Mindler Abstained

18. Meeting Open to the Public

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

Nothing at this time.

19. Meeting Open to the Public

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

Nothing at this time.

20. 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

21. Meeting Open to Public

Nothing at this time.

22. Announcements

Mr. Manley read the announcements.

23. Motion to Go Into Executive Session

(when applicable)

MEETING ADJOURNED: 11:00 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 – A13

14. Recommendations of the Superintendent of Schools
(at this time the Board will take formal action on the following items)

A. PERSONNEL

1. Family Medical Leave and Unpaid Leave of Absence

Move to approve Avellaneda Pena's (Custodian) request for family medical leave act effective February 23, 2016 for 12 weeks and continue on unpaid leave of absence until further notice.

2. Appointment – Certificated Staff

Move to approve the appointment of Sarah Jensen as a Part-Time Pre-School Teacher of the Handicapped at Moss School effective February 24, 2016 at the salary of Step 3-G, \$61,181 (pro-rated/0.5).

3. Appointment – Non-certificated Staff

Move to approve Jessica Kovacs a Paraprofessional effective date depending upon criminal background history clearance, at the rate of \$16.61/hr.

4. Appointment – Non-certificated Staff

Move to approve Michelle Kleiman as a Custodian effective March 1, 2016, at the salary of \$32,075 (pro-rated).

5. Appointment – Non-certificated Staff

Move to approve Ronald Hall, Jr. as a Custodian effective date depending upon criminal history background clearance, at the salary of \$32,075 (pro-rated). Official start date was March 2, 2016.

6. Appointment – Non-certificated Staff

Move to approve Lorenzo Asiain as a Custodian effective date depending upon criminal history background clearance, at the salary of \$32,075 (pro-rated) and a stipend of \$730 (pro-rated) for Black Seal License.

7. Appointment – Substitute Teacher

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

Name	Certification
Woods, Jennifer	TOSD & Elementary

8. Appointment – Substitute Paraprofessional

Move to approve the appointment of Melissa Delaney as a substitute paraprofessional for the 2015-2016 school year at the rate of \$13.00/hr.

9. Appointment – Substitute Custodian

Move to approve the appointment of Veronica Arvizu as a substitute custodian for the 2015-2016 school year at the rate of \$10.00/hr.

10. Appointment – Softball Coach

Move to approve George Micak as Head Varsity Softball Coach at Metuchen High School for the 2015-2016 school year for a stipend of \$8,098.

11. Rescission – Coach

Move to approve the rescission of SueAnn Caruso as Spring Track Coach at Edgar Middle School for the 2015-2016 school year. (Agenda 6/23/15, XIV, A10)

12. Appointment – Spring Track Coach

Move to approve Beth McLaughlin as Spring Track Coach at Edgar Middle School for the 2015-2016 school year for a stipend of \$3,066.

13. Coaches – Fall 2016

Move to approve the following as coaches for the fall 2016 school sports season:

Sport	Coach	Position	Step	Stipend
Football	Robert Ulmer	Head Coach	3	\$10,919
	Joseph Yoschak*	1 st Assistant Coach	3	\$7343
	Ned Ennis	Assistant Coach	3	\$7010
	George Micak*	Assistant Coach	3	\$7010
	John Thornton*	Assistant Coach	3	\$7010
	Ed Angus*	Volunteer	-	\$0
	Eric Leitner*	Volunteer	-	\$0
Boys' Soccer	Ed Albanese	Head Coach	2	\$8423
	Thomas Herd*	JV Coach	3	\$5971
	To Be Announced	Freshman	-	-
	Eric Coluccio*	Volunteer	-	\$0
Girls' Soccer	Michael Knoth*	Head Coach	1	\$8258
	Kerry Glynn*	JV Coach	1	\$5638
Field Hockey	Beth Abbott	Head Coach	3	\$8757
	Kelley O'Brien	JV Coach	2	\$6053
	Beth McLaughlin	Freshman	3	\$5556
	Joelle Vitale*	Volunteer	-	\$0
	Caroline Murphy*	Volunteer	-	\$0
Girls' Cross Country	Kelli Holleran	Head Coach	3	\$7176
Boys' Cross Country	Marty Holleran	Head Coach	3	\$7176
Girl's Tennis	Rob Strauss	Head Coach	3	\$6845
	Jim Thomas	Assistant	3	\$4655

Ms. Gibson Mr. Small
Motioned Seconded

Motion Carried (8-0-1)

Mr. Manley abstained from A13 voting on Ed Angus only –not the entire item
Mr. Mindler abstained

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

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 December 31, 2015.

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 February 23, 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. Professional Development

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

4. Field Trips

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

5. Resolution – Awarding Contract for Partial Roof Replacement and Repairs to Campbell Elementary School

WHEREAS, the Metuchen School District publicly advertised for bids for a single overall contract for partial roof replacement and repairs to Campbell Elementary School; and

WHEREAS, on February 11, 2016 five bids were received and publicly opened; and

WHEREAS, Integrity Roofing, Inc. submitted the lowest Bid; and

NOW THEREFORE BE IT RESOLVED on this 23rd day of February, 2016 by the Board of Education of the Metuchen School District that Integrity Roofing, Inc. be awarded the contract for the partial roof replacement and repairs at Campbell Elementary School in the amount of \$63,340.00.

6. Resolution – Awarding Contract for Site Work and Repairs to 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 site work and repairs at all three schools; and

WHEREAS, on February 11, 2016 four bids were received and publicly opened; and

WHEREAS, Halecon, Inc. submitted the lowest Bid; and

NOW THEREFORE BE IT RESOLVED on this 23rd day of February, 2016 by the Board of Education of the Metuchen School District that Halecon, Inc. be awarded the contract for the site work and repairs to Campbell Elementary School, Edgar Middle School and Metuchen High School in the amount of \$128,000.00.

Mr. Small
Motioned

Mr. Manley
Seconded

Mr. Mindler Abstained
Motion Carried (8-0-1)

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

C. POLICY

7. Suspensions

The board hereby acknowledges receipt of the suspension report summary for February 8 – 19, 2016.

8. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- METHS020816001

9. Second Reading of Policies and Regulation

Move to approve the second reading of the following policies and regulation:

- Policy 5530 Administration of Medication
- Regulation 5530 Administration of Medication
- Policy 5339 Screening for Dyslexia
- Policy 8820 Opening Exercises/Ceremonies

Mr. Lifton
Motioned

Mr. Small
Seconded

Motion Carried: C1 & C2 (7-0-2) Mr. Small & Mr. Mindler abstained
C3 (8-0-1) Mr. Mindler abstained

**Curriculum Attachment
Section 14, D1**

D. CURRICULUM

1. Curriculum

Move to approve the revised curriculum for the following subject:

Curriculum Documents 2015	
Subject	Description
Health	K-4 Grade Health Curriculum

Ms. McGuire
Motioned

Ms. Gibson
Seconded

Mr. Mindler abstained
Motion Carried (8-0-1)

Business Meeting Minutes – February 23, 2016

**Finance Attachment
Section B3, Professional Development**

Professional Development for Board Approval 2/23/16							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
2/6/2016	2/6/2016	AENJ Breakfast and a Workshop	Westover, Gina	CES	\$ 30.00	FFPI	16-131
2/22/2016	6/6/2016	Social Emotional Learning 103 Practicum	Thomas, Margaret	CES	\$ 360.00	FFPI	16-142
2/24/2016	2/24/2016	CHAMPION SUMMIT 2016 Building Leaders to Defeat Malaria	Anderson, Julie	CES	\$ 200.00	FFPI	16-130
2/24/2016	2/24/2016	Nothing But Nets Champion Summit	Gonzalez, Alexandra	CES	\$ -	No cost	
2/29/2016	2/29/2016	Designing Instruction for Grades 3-5 Content	Pata, Tara	CES	\$ 145.00	FFPI	16-134
2/29/2016	2/29/2016	Designing Instruction for Grades 3-5 Content	Yakowenko, Thomas	CES	\$ 145.00	FFPI	16-135
3/2/2016	3/2/2016	Northeastern Torch Interview Day	DeMott, Elizabeth	MHS	\$ 40.00	FFPI	16-153
3/3/2016	3/3/2016	STEAM for Young Learners	Spring, Christina	Moss	\$ 25.00	FFPI	16-143
3/7/2016	3/7/2016	District Test Coordinator and District Technology Coordinator - 2016 PARCC Training	Kirschner, Brooke	CES	\$ -	No cost	
3/8/2016	3/8/2016	New Resources and Strategies for Your First Grade Classroom Program	Evans, Candace	CES	\$ 239.00	FFPI	16-136
3/8/2016	3/8/2016	What's New In First Grade	Kindler, Deanna	CES	\$ 239.00	FFPI	16-144
3/8/2016	3/8/2016	What's New in First Grade	Dunne, Megan	CES	\$ 239.00	FFPI	16-145
3/9/2016	3/9/2016	Hillsborough Technology Visitation	Presuto, Emily	EMS	\$ -	No cost	
3/9/2016	3/9/2016	Hillsborough High School Technology Visit	Doremus, Shawn	MHS	\$ -	No cost	
3/9/2016	3/9/2016	Hillsborough High School: Integration of Technology. Onsite visit.	Girin, Anna	MHS	\$ -	No cost	
3/9/2016	3/9/2016	Technology Committee visit to Hillsborough HS	Little, Maryrose	EMS	\$ -	No cost	

Business Meeting Minutes – February 23, 2016

3/12/2016	3/12/2016	NJCCA Partners in Education 2016 Conference	Spring, Christina	Moss	\$ 105.00	FFPI	16-146
3/19/2016	3/19/2016	Using Children's Literature to Inspire STEM Activities	Spring, Christina	Moss	\$ 10.00	FFPI	16-147
3/21/2016	3/21/2016	Feedback & Revision: Improving Writing Instruction through Formative Assessment	Doherty, Jennifer	CES	\$ 145.00	FFPI	16-137
3/21/2016	3/21/2016	Feedback and Revision: Improving Writing Instruction through Formative Assessment	Lopes, Sofia	CES	\$ 145.00	FFPI	16-138
3/21/2016	3/21/2016	Feedback and Revision: Improving Writing Instruction through Formative Assessment	Santasieri, Erin	CES	\$ 145.00	FFPI	16-139
3/23/2016	3/25/2016	Deeper Learning 2016	Rockwell, Christine	MHS	\$ 1,057.00	Other	
4/6/2016	4/8/2016	GPANJ Fourth Annual Educational Symposium	Orcutt, Tracey	C/O	Not to exceed \$550.00	Other	
4/9/2016	4/9/2016	NJAKE Spring Conference with Mary Amoson	Spring, Christina	Moss	\$ 35.00	FFPI	16-148
4/16/2016	4/16/2016	NJSBA Bootcamp: Legal	Harvier, Michael	C/O	\$ 99.00	Other	
4/15/2016	4/15/2016	Developmental Disabilities Lecture Series	Irenski, Janet	MHS	\$ -	No cost	
4/27/2016	4/27/2016	Engage Actively and Meaningfully with Shakespeare	Doremus, Shawn	MHS	\$ 149.00	FFPI	16-149
4/27/2016	4/27/2016	Engage Actively and Meaningfully with Shakespeare	Volosin, Lauren	MHS	\$ 149.00	FFPI	16-150
5/20/2016	5/20/2016	NJASECD conference	Cheung, Judith	C/O	\$ -	No cost	
5/26/2016	5/26/2016	Adjust the Unit Focus: Zoom in on Culture	Karger, Sarah	MHS	\$ 215.00	FFPI	16-151
5/26/2016	5/26/2016	Adjust the Unit Focus: Zoom in on Culture	Scala, Danielle	MHS	\$ 236.00	FFPI	16-152
6/7/2016	6/9/2016	54th Annual NJASBO Conference	Harvier, Michael	C/O	Not to exceed \$490.00	Other	

Business Meeting Minutes – February 23, 2016

**Finance Attachment
Section B4, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Edgar School	High School D.A.R.E. Role Model students meet with 6 th grade students as part of D.A.R.E. Program	Metuchen Police Officer	3/2 and 3/3/16	14
MHS	First Presbyterian Church, Metuchen	Band, Orchestra and Choir members will perform a Lenten Recital Concert	J. Messenger E. McPeak S. Krombholz	3/9/16	40
MHS	St. Francis School Metuchen, NJ	High School D.A.R.E. Role Model students meet with 6 th grade students as part of D.A.R. Program	Metuchen Police Officer	3/15/16	14
MHS	Repertorio Espanol NY, NY	Spanish 4 Honors students will attend performance of “El Quiote” after reading in class.	R. Kamin	3/15/16	23
MHS	Italy	Italian Club and Independent Study students will tour Italy practicing conversational Italian while immersed in culture of cities known for history and art.	R. Kamin S. LaFauci	6/26/17 – 7/4/17	12 - 16
EMS	Princeton University, Princeton, NJ	7 th and 8 th grade students will compete in iLearn Schools Math Contest	L. McCadden	3/12/16 (Saturday)	8
EMS/CES	Majestic Lanes Woodbridge, NJ	Self-contained classes – field trip to support activities of daily living	A.Warakomski K. Rice + paras	3/4/16	11
EMS/CES	Woodbridge Center Mall Woodbridge, NJ	Self-contained classes – field trip to support activities of daily living	A.Warakomski K. Rice + paras	3/18/16	11
CES	Kidz Village Woodbridge, NJ	Self-contained classes – field trip to support activities of daily living	A.Warakomski + paras	3/11/16	5