

**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, May 24, 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

- ❖ Edgar Middle School 8th Grade Chorus, under the direction of Stefeny Kromholz, sang “Shoshone Love Song (The Heart’s Friend)”, Traditional Native American Lyric with music by Roger Emerson

- ❖ Dr. Caputo and Mr. Porowski presented Campbell Elementary School Spring 2016 Noetic Math Winners:

Grade 3:

Daniel Afkhami
Kaitlyn Hsueh
Madison DeFrancisco
Ronan Pell
Julia Espinosa
Ripley Wong

Grade 4:

Arjun Gupta
Jared Popeck
Bennett Santus
Logan MacPherson
Aaron Ruiz
Emily Lan
Juliana Johnston
Mason Liu
Vedant Naik
Leila Shao

- **Presentation**

- ❖ Dr. Caputo presented the 2014-2015 Metuchen Public School Performance Reports

5. Report of the President of the Board of Education

Mr. Lifton attended the Inaugural Metuchen High School Hall of Fame Induction. It was a wonderful, well attended event, with 11 inductees. Mr. Lifton thanked the community and the committee for the wonderful program.

6. Report of the Superintendent of Schools

Dr. Caputo gave a preview to approve a resolution for professional development assessment at the high school. Approve Authentic Education to facilitate the development of a professional development program.

7. Report of the Business Administrator/Board Secretary

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

8. Committee Reports

Technology:

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

Policy:

Report given by Mr. Lifton.

Finance:

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

Curriculum:

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

Athletics:

Report given by Mr. Benderly.

NJSBA Delegate Assembly:

Ms. Gibson attended the NJSBA Delegate Assembly on May 14, 2016. A discussion was held on 7 different resolutions. If any of the board members are interested in becoming an alternate NJSBA delegate, please send an email to Mr. Lifton.

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:

May 10, 2016	Special Business Meeting (1)
May 10, 2016	Special Executive Meeting (2)
May 10, 2016	Board Meeting

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Mr. Lifton Mr. Benderly
Motioned Seconded

Motion Carried:

Special Business Meeting (1) (8-0-1) Ms. McGuire abstained
Special Executive Meeting (2) (8-0-1) Ms. McGuire abstained
Board Meeting (8-0-1) Ms. McGuire 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: 11:09 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.

**Finance Attachment
Section 14, B1-B8**

B. FINANCE

1. Treasurer of School Monies and Board Secretary's Reports

Move to approve the Treasurer of School Monies' Report, and Board Secretary's Report as of March 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 May 24, 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 March 31, 2016.

4. Resolution – Educational Services Commission of New Jersey

Move to approve ESCNJ to provide the services of Educational Data Services, Inc. the sole administrative agent for the Educational Cooperative Pricing System #26EDCP, to provide to the Board of Education access to their proprietary software at a membership cost of \$8,505 for the 2016-2017 school year.

5. Resolution – Food Service 2016-2017

Metuchen Board of Education

Food Service 2016-2017

Management Fee and Guarantee Language

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of twenty thousand six hundred and eighty dollars (\$20,680.00) to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$2,068.00 per month as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC.

A per meal administrative/management fee shall apply to all special function and vended meals receipts deposited in the LEA’s account. All special function and vended meals receipts deposited into the LEA’s account shall be divided by \$1.00 to arrive at a meal equivalent. The administrative/management fee charged for special function and vended meals will be \$.10 per meal equivalent.

The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2016-2017.

6. Transition Services

Move to approve The ARC of NJ Project Hire as a provider of transition services at a rate of \$51/hr.

7. Professional Development

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

8. Field Trips

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

Mr. Small
Motioned

Mr. Benderly
Seconded

Motion Carried (9-0-0)

**Finance Attachment
Professional Development Chart
Section 14, B7**

Professional Development for Board Approval					5-24-16		
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
5/12/2016	5/12/2016	The Brain, the Body, the Joy in Learning (evening)	Spring, Christina	Moss	\$ 10.00	FFPI	16-201
6/1/2016	6/1/2016	LibraryLinkNJ Spring Membership meeting and conference	Glave, Patricia	MHS	\$ -	No cost	
6/8/2016	6/8/2016	NJ SMART Course Roster Submission Working Session	Azevedo, Suzy	C/O	\$ -	No cost	
6/24/2016	6/24/2016	FY2017 ESEA/NCLB Consolidated Grant Application TA Session	Opitz, Amy	C/O	\$ -	No cost	

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7/13/2016	7/14/2016	2nd Annual NJ Data Forward Institute	Vorensky, Sandra	EMS	\$ 225.00	FFPI	17-007
7/13/2016	7/14/2016	NJ Data Forward Summer Institute	Misuraca, Roseanna	EMS	\$ 225.00	FFPI	17-006
7/20/2016	7/20/2016	Fundations Level 2 Workshop	Jacheo-Smith, Rebecca	CES	\$ 303.40	FFPI	17-008
7/30/2016	7/30/2016	The Daily 5 and Daily Math 3	Spak, Jennifer	CES	\$ 255.00	FFPI	17-009

**Finance Attachment
Field Trips Chart
Section 14, B8**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Stop N Shop Edison, NJ	Teacher and student will shop for ingredients to make healthy snacks and desserts that they researched – Life Skills.	V. Gazda Personal Para	6/1/16	1
MHS	Monroe Twp. High School Monroe, NJ	Adaptive PE class will attend picnic and activities while interacting with general education and other special needs students – Socialization.	V. Gazda Personal Para	6/6/16	3
EMS	Metuchen HS	5-8 th grade Orchestra students will spend the day in EMS music classes and prepare for end of day combined performance.	E. McPeak J. Gallagher M. Thomas	6/10/16	110
CES	Hands of Hope Edison, NJ	4 th grade students will deliver non-perishable goods that they collected for their service learning project.	M. Savarese E. Santasieri S. Lopes	6/7/16	46

**Policy Attachment
Section 14, C1-C4**

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for May 9 – 20, 2016.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES042516001

3. Second Reading of Policies and Regulations

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

- Policy #0167 Public Participation in Board Meetings
- Policy #2422 Health and Physical Education
- Policy #5310 Health Services
- Policy #8462 Reporting Potentially Missing or Abused Children
- Regulation #5310 Health Services
- Regulation #8462 Reporting Potentially Missing or Abused Children
- Policy #2425 Physical Education (ABOLISH)

4. Resolution

Move to elect Merrill Lunt as the Metuchen Board of Education's representative to the Educational Services Commission of New Jersey from June 1, 2016 through May 31, 2017 pursuant to enacted legislation P.L. 192-1989, Chapter 254.

Mr. Lifton
Motioned

Mr. Mindler
Seconded

Motion Carried:

C1, C2, C3 (9-0-0)

C4 (8-0-1) Ms. Lunt abstained

**Curriculum Attachment
Section 14, D1**

D. CURRICULUM

1. Nothing at this time.