

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

THE ANNUAL REORGANIZATION MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, January 5, 2016

1. Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary

2. Sunshine Statement and Announcement of Purpose 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. Flag Salute

4. Administration of required oaths to Board Members elected on November 3, 2015.

Mr. Harvier administered the oaths to Ms. Lunt, Mr. Manley, and Ms. McGuire.

5. Roll Call

Mr. Benderly	P	Mr. Manley	P
Ms. deVries	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Small	P
Mr. Lifton	P	Mr. Stern	P
Ms. Lunt	P		

6. Announcement of Election Results

Candidates in Ballot Order	Total Votes
Aileen McGuire	1,721
Merrill Lunt	1,438
Justin Manley	1,276
Joanne Sabatino-Falkenstein	1,270

7. Pro-Tem Chair will conduct election of the Board President

Mr. Harvier asked for nomination(s) for Board President. Mr. Benderly nominated Mr. Lifton for Board President. Vote 9-0.

8. Pro-Tem Chair will conduct election of the Board Vice-President

Mr. Harvier asked for nomination(s) for Board Vice-President. Ms. McGuire nominated Mr. Benderly for Board Vice-President. Vote 9-0.

9. President Takes Chair

10. Meeting Open to the Public on all previous items

Nothing at this time.

11. Presentation/Discussion Items

• **Showcase of Success**

- ❖ Edgar Middle School 6th Grade Chorus performed “A Mozart Canon”, led by Mr. Christopher Peckhardt.
- ❖ MHS Fall Sports Champs: Boys’ Soccer, Girls’ Cross Country, Girls’ Tennis, Boy’s Cross Country: Mr. Rob Strauss introduced the girls’ undefeated in the blue division tennis team. Mr. Strauss is also coach of the year for the blue division.
- ❖ Ms. Kelli Holleran introduced the girls’ cross country team. The team is Sectional and Fall Classic Champions.
- ❖ Mr. Ed Albanese introduced the boys’ soccer team. The team placed 3rd in Group 1 for the state of NJ.
- ❖ Mr. Marty Holleran introduced the boys’ cross country team. The team is Group 1 and state Sectional champions.

12. Remarks by President

Mr. Lifton thanked the Board for showing confidence in him by electing him as Board President and he will do his very best this upcoming year. Mr. Lifton also welcomed the returning board member Ms. McGuire and the new board members, Ms. Lunt and Mr. Manley.

13. Report of Superintendent

Dr. Caputo welcomed the new Board members.

14. Report of Business Administrator

Nothing at this time.

15. Committee Reports

Committees did not meet since the last Board meeting. The committees are currently reorganizing.

16. Meeting Open to the Public

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

Nothing at this time.

17. Minutes

Move to approve the minutes of the following meetings:

December 15, 2015	Special Business Meeting
December 15, 2015	Special Executive Meeting
December 15, 2015	Board Meeting

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried (7-2)
Ms. Lunt & Mr. Manley Abstained

18. 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

19. Reorganization

a. Set Regular Meetings of the Board of Education

Move to approve the Board of Education Meeting Schedule for 2016.

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried (9-0)

b. NJSBA Code of Ethics

Move to approve the adoption of the NJSBA Code of Ethics for the 2016 school year.

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried (9-0)

20. Meeting Open to Public

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 & HIB and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

MEETING ADJOURNED: 8:56 PM

**Personnel Attachment
Section 14, A1-A9**

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

A. PERSONNEL

1. Appointment – Leave Replacement

Move to approve the appointment of Kristen Kuhlthau as a leave replacement for SueAnn Caruso (Physical Education Teacher at Edgar Middle School) from December 16, 2015 through January 15, 2016 at the rate of \$266.04/day.

2. Maternity/Childcare Leave of Absence Extension

Move to approve the maternity/childcare leave of absence extension for Andrea Elton (Edgar Middle School LAL Teacher) from January 31, 2016 to March 11, 2016. (Agenda 3/24/15, Section XIV, A1)

3. Leave Replacement Extension – Certificated Staff

Move to approve the leave replacement extension of Wally Cook for Andrea Elton (Edgar Middle School LAL Teacher) from January 31, 2016 to March 11, 2016. (Agenda 8/11/15, Section XIV, A8)

4. Retirement – Certificated Staff

Move to accept with regret the retirement of SueAnn Caruso, Physical Education Teacher at Edgar Middle School effective July 1, 2016.

5. Resignation – Paraprofessional

Move to approve the resignation of Barbara Grossman as a Paraprofessional effective December 23, 2015.

6. Stipend Adjustments – Recess/Lunch

Move to approve the adjustment of recess/lunch stipends at Campbell Elementary School for the 2015-2016 school year. (Agenda 8/25/15, Section XIV, A4)

TEACHER	ASSIGNMENT	RATIONALE	Salary
ALLISON VELEZ/ MICHELLE BETHE	Grade 3 Lunch/Recess	<ul style="list-style-type: none"> Shared because of leave replacement Velez January 4 through March 18, 2016; Bethe March 21, 2016 through June 2016 5 days/week Oversight of third grade students for recess and lunch. 	\$5,610.00 (pro-rated)

7. Adjustment of S.T.R.E.A.M. Teachers

Move to approve the following S.T.R.E.A.M. teachers for additional .75 hour for 15 days due to increased contact time for the Edgar 2015-2016 Afterschool S.T.R.E.A.M. program effective January 7, 2016 through May 28, 2016:

Name	School	Funding Source
Jennifer Miller	Edgar	Enrollment
Vivian Petrakakos	Edgar	Enrollment
Emily Presuto	Edgar	Enrollment

8. Appointment – Substitute Teachers

Move to appoint the following substitute teachers listed below for the 2015-2106 school year:

Name	Certificate(s)
Cascio, Kim	Nursery School, Elementary and Teacher of the Handicapped
McKenna, Katherine	Substitute
Omark, Lindsey	Substitute

9. Rescission – Coach

Move to approve the rescission of Beth McLaughlin at Softball Coach at Edgar Middle School for the 2015-2016 school year. (Agenda 6/23/15, XIV, A10)

Dr. Caputo thanks SueAnn Caruso for her years of service in Metuchen. On behalf of the Board of Education, Dr. Caputo wishes her a healthy and happy retirement.

Mr. Lifton
Motioned

Mr. Benderly
Seconded

Motion Carried (9-0)

Finance Attachment
Section 14, B1-B6

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

B. FINANCE

1. Professional Development

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

2. Field Trips

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

3. Out of District Student Placement

Move to approve student 2021410 at Collier Middle School for the remainder of the school year for the pro-rated amount of \$31,900 effective January 4, 2016.

4. Nonpublic Technology

Move to approve the following nonpublic purchases for the 2015-2016 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral School	CDW-G	2	3770913	Makerbot Replicator 5 th Gen 3D Printer	\$3,504.00	\$7,008.00
Metuchen Christian Academy	CDW-G	1	0108C001	Canon PowerShot SX410 IS – Digital Camera	\$208.99	\$208.99

5. Nonpublic Security Aid

Move to approve the following nonpublic security aid purchases for the 2015-2016 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral School	PMC Associates	27	EVX-534-DO-5	EVX-534-DO-5 VHF 136-174 MHZ	\$368.52	\$9,950.00
St. Francis Cathedral School	PMC Associates	27	QA03680AA	FNB-V134LI LI-ION Battery 2300 MAH	\$22.00	\$599.40
St. Francis Cathedral School	PMC Associates	16	Programming	Programming	\$37.00	\$592.00

6. Out of District Placement

Move to approve the following out of district placements for the 2015-2016 school year:

2015-16 Regular School Year Eden Institute

Student 2022011 \$71,321.20

2015-16 Regular School Year and ESY Extended Day Programs Eden Institute

Student 2022011 \$12,616

Student 2019170 \$8,453

Student 2022005 \$6,634

Mr. Small
Motioned

Ms. Gibson
Seconded

Motion Carried (9-0)

Section B1, Professional Development

Professional Development for Board Approval 1-5-16							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
1/11/2016	1/12/2016	Google Educator - Certification Bootcamp	Doremus, Shawn	MHS	\$ 350.00		16-114
2/9/2016	2/9/2016	National Association of School Psychologists	Brown, Theresa	Moss	\$ 400.00	FFPI	16-107
2/9/2016	2/9/2016	2016 Annual Winter Conference	Petrakakos, Vivian	EMS	\$ 149.99	FFPI	16-115
2/9/2016	2/9/2016	Section 504 in New Jersey	Chango, Lisa	EMS	\$ 219.99	FFPI	16-111
2/9/2016	2/9/2016	Section 504 in New Jersey	Campbell, Lauren	EMS	\$ 199.99	FFPI	16-110
2/11/2016	2/11/2016	NECTFL 2016	Smith, Audra	EMS	\$ 195.00	FFPI	16-112
2/18/2016	2/20/2016	2016 NJMEA State Music Educators Conference	Messenger, John	MHS	\$ 165.00	FFPI	16-116
2/22/2016	2/22/2016	2016 NJAHPERD	Gilbert, Melanie	EMS	\$ 147.20	FFPI	16-108
2/22/2016	2/22/2016	Promoting Healthy, Active Lifestyles	Carter, Douglas	EMS	\$ 147.20	FFPI	16-109
2/23/2016	2/24/2016	Master Schedule Building Workshop	Azevedo, Suzy	C/O	\$ -	No cost	
2/26/2016	2/27/2016	FLENJ Annual Conference	Smith, Audra	EMS	\$ 180.00	FFPI	16-113
3/9/2016	3/9/2016	2016 AASA, NJASA, FEA Women's Leadership Conference	Volosin, Lauren	MHS	\$ 149.00	FFPI	16-117

Section B2, Field Trips

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Verona H.S. Verona, NJ	Mock Trial Competition Team will practice with Verona H.S.	Evan Robbins	1/7/16 After school	15
MHS	Community Food Bank Hillside, NJ	American Social Issues students will learn about hunger in NJ and volunteer to help. They will have lunch at Joey's Pizza.	Evan Robbins Jaclyn Reisman	1/13/16	40
MHS	Camelback Mountain Resort Tannersville, PA	MHS Ski Trip to allow students to participate in a day of skiing activities.	Anna Girin Laura Connolly TBD	1/23/16 Saturday	40
MHS	Middlesex County Courthouse New Brunswick, NJ	Mock Trial Competition Team will compete against other high schools.	Evan Robbins	1/25/16 1/26/16 1/27/16 After school	15
MHS	Bishop Ahr High School Edison, NJ	11 th grade students will attend college fair.	Leigh Hanbridge Liz DeMott	2/10/16	40

Policy Attachment
Section 14, C1-C4

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

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for December 14 – 23, 2015.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- EMS120715001
- CES112315001
- EMS121115001

3. Appointment – District Affirmative Action Officer

Move to appointment Kathryn Glutz as district Affirmative Action Officer for the 2016-2017 school year.

4. Appointment – Affirmative Action Team

Move to appoint the following personnel to serve as the Affirmative Action Team (AAT) and authorizes this team to conduct a needs assessment and develop a three-year Comprehensive Equity Plan (CEP) for 2016-2019:

Glutz, Kathryn	Affirmative Action Officer
Cohen, Richard	AAT Member
Capra, Robert	AAT Member
Powers, Sean	AAT Member
Henn, Kathleen	AAT Member
Azevedo, Suzy	AAT Member
Jacobson, Tiffany	AAT Member
Cathcart, John	AAT Member

Ms. Gibson
Motioned

Mr. Benderly
Seconded

Motion Carried: C1 & C2 (7-2) Ms. Lunt & Mr. Manley Abstained
C3 & C4 (9-0)

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

D. CURRICULUM

1. Nothing at this time.