

**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, April 28, 2015 – 8:00 PM

I. Flag Salute

II. 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.

III. Roll Call

| | | | |
|--------------|---|-------------|---|
| Mr. Benderly | P | Ms. Matise | P |
| Ms. deVries | P | Ms. McGuire | P |
| Ms. Gibson | P | Mr. Small | P |
| Ms. Lanton | P | Mr. Stern | P |
| Mr. Lifton | P | | |

IV. Presentation/Discussion Items

Showcase of Success –

Ms. Christine DeSimone presented:

EMS 7/8 Concert Preview – Members of the 7th & 8th grade combined chorus in "Give Us Hope", directed by Stefeny Stofa-Krombholz and;

8th grade band in selections from a "Stevie Wonder Medley", directed by Robyn Keyes.

Ms. Kathy Glutz presented:

EMS National History Bee Finalists Liam Walker, Chloe Jaques, and Alanna Redwood. They will move to the National History Bee Finals in Kentucky at the end of May.

Presentation –

Dr. Caputo and Mr. Harvier presented the 2015-2016 Budget.

Discussion –

There was a discussion of Policy and Regulation 5610 – Suspension and Policy 5305 – Health Services Personnel.

V. Report of the President of the Board of Education

Nothing at this time.

VI. Report of the Superintendent of Schools

Dr. Caputo reported on the district goals.

VII. Report of the Business Administrator/Board Secretary

Mr. Harvier reported the Secretary Report, Treasurer's Report, Bill Lists and Budget Transfers.

VIII. Committee Reports

Technology:

Report given by Ms. Matise.

Personnel:

Report given by Mr. Lifton.

Curriculum:

Report given by Mr. Benderly.

Athletics:

Ms. de Vries reported the committee has not met since last Board Meeting.

Policy:

Ms. Gibson reported the committee has not met since last Board Meeting.

Finance:

Report given by Mr. Small.

IX. New Business

Nothing at this time.

X. Old Business

Dr. Caputo reported all schools are participating in Sustainable Jersey Schools and are organizing their green teams.

Dr. Caputo reported at this time we do not have a co-op for an Ice Hockey Team.

XI. Minutes

Move to approve the minutes of the following meetings:

| | |
|----------------|-----------------------------------|
| April 14, 2015 | Board Meeting & Executive Session |
|----------------|-----------------------------------|

Mr. Lifton Ms. McGuire Motion Carried (8-0-1) Ms. de Vries abstained
Moved Seconded

XII. Meeting Open to the Public

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

Mr. Justin Manley a Metuchen resident asked for an update on the proposal he presented at the April 14, 2015 Board of Education Meeting to start an Ice Hockey Program at Metuchen High School. Ms. de Vries the Chairperson of the Athletic Committee reported the committee needs more time and information.

Mr. Anthony Sarka a Metuchen resident presented his request to the Board of Education asking for support to start an Ice Hockey Program at Metuchen High School.

XIII. Meeting Open to the Public

(for comment on the recommendations of the Superintendent of Schools.)
Nothing at this time.

XIV. 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 accept the resignation of Deborah Sills, Part Time (0.5 FTE) Pre-school Handicapped Teacher at Moss School effective April 16, 2015.

2. Maternity/Childcare Leave of Absence

Move to approve a maternity/childcare leave of absence for Lindsay Kenyon (EMS Math Teacher) from August 31, 2015 through June 30, 2016.

3. Appointment of Coach

Move to approve Tim Holleran as Assistant Spring Track Coach for the 2014-15 school year – Step 2 - \$5,434.

4. Substitute Teacher

Move to approve the following as substitute teacher for the 2014-2015 school year:

| | |
|-------------------|---------------|
| Name | Certification |
| Richard Rosenblum | Substitute |

Items A1-A4

Mr. Lifton Ms. Lanton

Moved Seconded

Motion Carried (9-0)

B. FINANCE

1. 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 April 28, 2015 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, claims, secretary's report and treasurer's report for February 28, 2015 as submitted that have been certified by the Board Secretary and filed in the Business Office.

2. Adoption of the 2015-16 School District Budget

WHEREAS, the Board of Education must adopt and submit a 2015-16 school district budget and,

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the 2015-16 school district budget as follows:

| | Appropriations | Local Tax Levy |
|----------------------------|----------------|----------------|
| Total General Fund | \$34,387,585 | \$32,825,065 |
| Total Special Revenue Fund | \$1,055,834 | |
| Total Debt Service Fund | \$2,646,121 | \$2,383,161 |

The supporting documentation of the budget includes an itemization of certain expenditures required under administrative regulations.

3. Budget Transfers

Move to approve budget transfers effective March 31, 2015.

4. Non-public Technology

Move to approve the following non-public technology purchases for the 2014-15 school year:

| School | Vendor | QTY | Item # | Description | Price | Total |
|-----------------------|-------------------|-----|---------------|---------------------------------|---------|-----------------|
| St. Francis Cathedral | Apple Inc. | 7 | HGYM2VC/A | Tangible Play OSMO-CAF for iPad | \$79.95 | \$559.65 |
| St. Francis Cathedral | Clever Prototypes | 1 | Teacher Acct. | 50 Students (one year) | \$59.95 | \$59.95 |

5. Appoint – Executive Function Coach

Move to appoint PTS Coaching, Cindy Goldrich, as Executive Function Coach for the 2014-2015 school year, using NCLB Title IIA funds, not to exceed \$15,300.

6. Appoint – Achievement Coaches

Move to appoint as Achievement Coaches the following teachers and administrators using NJ Achievement Coaches Training Grant funds:

| Name | School | Amount |
|----------------|----------------------------|---------|
| Lisa Levin | Campbell | \$6,000 |
| Pat Sharkey | Campbell | \$6,000 |
| Dee Sneddon | Campbell | \$6,000 |
| Jen Spak | Campbell | \$6,000 |
| Marilyn Lewis | Edgar | \$6,000 |
| Melissa Kovacs | Edgar | \$6,000 |
| Sandy Vorensky | Edgar | \$6,000 |
| Chris Giddes | MHS | \$6,000 |
| Rick Cohen | Assistant Superintendent | \$6,000 |
| Ed Porowski | Principal, Campbell School | \$6,000 |

7. 2015-16 Courtesy Bussing Fee

Move to approve the partial courtesy bussing fee in the amount of \$150 per student for the 2015-16 school year.

8. Transportation Jointures and Individual Routes 2015-16

Move to approve transportation jointures and individual routes for the 2015-16 school year with the following districts and educational services commissions: Edison School District, Piscataway School District, South Plainfield School District, Middlesex Regional Educational Services Commission, Monmouth/Ocean Educational Services Commission, and Somerset Educational Services Commission.

9. Transportation Provider – 2015-16

Move to approve South Plainfield School District as a transportation provider for the 2015-16 school year.

10. In-district Transportation Routes

Move to approve the following daily rates for in-district transportation routes with Dapper Bus Company for the 2015-16 school year:

| | | | | |
|----|----------|--|----|----------|
| C1 | \$123.46 | | E1 | \$123.46 |
| C2 | \$123.46 | | E2 | \$123.46 |
| C3 | \$121.62 | | E3 | \$121.62 |
| C4 | \$121.62 | | E4 | \$121.62 |
| C5 | \$121.62 | | E5 | \$121.62 |
| C6 | \$121.62 | | E6 | \$121.62 |
| C7 | \$121.62 | | E7 | \$121.62 |

11. School Bus Emergency Evacuation Drill Report

Move to accept the School Bus Emergency Evacuation Drill Reports from Moss, Campbell and Edgar Schools as submitted.

12. Professional Development

Move to approve the following professional development activities as shown on the attached chart.

13. Field Trips

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

Items B1-B13

Mr. Small Ms. Matise

Moved Seconded

Motion Carried (9-0)

C. Policy

1. First Reading of Policies and Regulations

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

- o Policy and Regulation 5610 – Suspension
- o Policy 5305 – Health Services Personnel

2. Suspensions

The board hereby acknowledges receipt of the suspension report summary for April 13 through April 24, 2015.

3. Harassment, Intimidation, and Bullying

Move to approve the findings of the previously reported cases:

METHS120414001

METHS121914001

METHS012015001

METHS012015002

METHS012215001

METHS021715002

EMS041015001

EMS032715001

Items C1-C3

Ms. Gibson

Ms. Lanton

Moved

Seconded

Motion Carried (9-0)

D. CURRICULUM

1. Textbook Purchases

Move to approve the purchase of the following textbooks:

- a. *World History 2016 Student Edition + 6 Year Digital Courseware*, as the new textbook for World Cultures for Metuchen High School
- b. *High School United States History 2016 Student Edition + 6 Year Digital Courseware*, as the new textbook for United States History I & II for Metuchen High School

2. Curriculum Revision

Move to approve the revisions to the following curricula:

- a. Survey of Theater History (formerly Rep. 1)
- b. Classic American Theater (formerly Rep. 2)

Items D1-D2

Mr. Benderly

Ms. Matise

Moved

Seconded

Motion Carried (9-0)

XV. Meeting Open to Public

Nothing at this time.

XVI. Announcements

Ms. Lanton read a list of announcements and of upcoming events.

XVII. Motion to Go Into Executive Session

(when applicable)

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

MEETING ADJOURNED 10:02 PM

Mr. Lifton
Moved

Ms. Matisse
Seconded

Field Trips for Approval

Board of Education Meeting 4-28-15

| School | Destination | Class/Group | Teachers/ Advisors | Date(s) | No. of Students |
|-----------|--|--|--|---------------------|--------------------|
| MHS | Campbell School | Breaking the Chain Through Education Club members will present information about their cause to Campbell students. | Evan Robbins | 5/1/15 | 10 |
| MHS | NYC, NY | Students from Band Orchestra and Chorus will see B'way musical "Something Rotten." | John Morrison John Messenger Elisabeth McPeak Stefeny Krombolz | 5/20/15 | appx. 80 |
| MHS | Monroe Township High School | Adaptive PE class will have the opportunity to interact socially and physically with other schools' special needs students and general education students. | Val Gazda Lisa Granados Kathy Vezzozi (Para) | 6/1/15 | 6 |
| MHS | Robert Wood Johnson University New Brunswick, NJ | 12 th grade students (Safety Ambassadors) will attend end-of-year Recognition Ceremony/Luncheon | Karin Flores Sarah Karger | 6/2/15 | 8 |
| MHS | Dorney Park and Wildwater Kingdom Pennsylvania | Senior Class annual class trip. | Christine Wardlow Bruce Peragallo John Cathcart Val Gazda Chris Giddes | 6/12/15 | 148 |
| MHS | Paris France | High School students will participate in a linguistic and cultural immersion program in France. | Anna Girin Leigh Hanbridge Chris Giddes & TBD | 3/24/16 – 4/2/16 | Approx. 30 |
| EMS | Walmart Edison, NJ | Students will practice shopping skills | Nicole Cornely Judy Hoffman Will Colavito | 5/1/15 | 3 |
| EMS | Edison Wetlands Assoc./Triple C Ranch | Environmental Club members will learn about wetlands ecosystem and compare to Edgar Forrest. | Judy Graziano Tony Hogrebe | 5/15/15 | 18 |
| EMS | Wegman's Woodbridge, NJ | Students will practice shopping in a food store | Nicole Cornely Judy Hoffman Will Colavito | 5/15/15 | 3 |
| EMS & CES | Somerset Patriots Stadium Bridgewater, NJ | Students will attend a Somerset Patriots Baseball Game | Nicole Cornely Alaina Warakomski 4 paras | 5/20/15 | 13 |
| EMS | Downtown Metuchen | Students will walk downtown to work on making purchases | Nicole Cornely Judy Hoffman Will Colavito | 5/29/15 | 3 |

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|-----|----------------------|--|---|----------|-----|
| EMS | Metuchen High School | 5 th – 8 th Grade orchestra students will join H.S. orchestra students for the first ever Orchestra Day. | J. Gallagher Elisabeth McPeak John Morrison Chris DeSimone | 6/5/2015 | 109 |
|-----|----------------------|--|---|----------|-----|

Professional Development for Board Approval 4/28/15

| Start Date | End Date | Activity Title | Last, First Name | Building | Requested Expense Total | Payment Method | FFPI # |
|------------|-----------|--|---------------------|----------|-------------------------|-----------------|--------|
| 4/4/2015 | 4/4/2015 | Research with Rigor: Guided Inquiry Design Reaching to Higher Expectations of the Core | Little, Maryrose | EMS | \$ - | No cost | |
| 4/17/2015 | 4/17/2015 | Technical Assistance Session for NCLB Coordinators | Cohen, Richard | C/O | \$ - | No cost | |
| 4/17/2015 | 4/17/2015 | Technical Assistance Session for NCLB Coordinators | Opitz, Amy | C/O | \$ - | No cost | |
| 4/28/2015 | 4/28/2015 | Inquiry Circles: Collaborative Learning in Guided Inquiry | Little, Maryrose | EMS | \$ - | No cost | |
| 4/30/2015 | 4/30/2015 | The Impact of Culture on Education | DeSimone, Christine | C/O | \$ - | No cost | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Levin, Lisa | CES | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Sharkey, Pat | CES | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Sneddon, Dee | CES | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Spak, Jen | CES | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Porowski, Ed | CES | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Lewis, Marilyn | EMS | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Kovacs, Melissa | EMS | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Vorensky, Sandy | EMS | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Giddes, Chris | MHS | | Paid from Grant | |
| 4/30/2015 | 4/30/2015 | Achievement Coach Meeting | Cohen, Richard | C/O | | Paid from Grant | |
| 5/1/2015 | 5/1/2015 | Kean University Diversity Council General Membership Meeting | Wagenblast, Eileen | MHS | \$ - | No cost | |
| 5/7/2015 | 5/7/2015 | The Magical Makerspace Tour - North Jersey | Little, Maryrose | EMS | \$ 25.00 | FFPI | 15-165 |
| 5/14/2015 | 5/14/2015 | Mommy. I Don't feel So Good! | Walters, Kristine | MHS | \$ 189.99 | FFPI | 15-166 |
| 5/19/2015 | 5/19/2015 | 2015 Adam Taliaferro Foundation Medical Symposium | Butler, Lauren | MHS | \$ 40.00 | FFPI | 15-167 |

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|------------|------------|---|--------------------|-----|-----------|---------|--------|
| 5/19/2015 | 5/19/2015 | Kean University Diversity Council High School Student Leader Conference | Wagenblast, Eileen | MHS | \$ - | No cost | |
| 5/28/2015 | 5/28/2015 | Career Readiness Institute/DOE Career & Technical Education | Stanski, Bonnie | MHS | \$ - | No cost | |
| 10/23/2015 | 10/23/2015 | 48th Annual Conference on Reading and Writing | Stoner, Marcie | EMS | \$ 200.00 | FFPI | 16-001 |