

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**BUSINESS MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen Borough Hall  
Metuchen, NJ 08840

**Tuesday, July 14, 2015**

**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 arrived 8:30pm	Ms. Matise	P
Ms. deVries	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Small	A
Ms. Lanton	P	Mr. Stern	P
Mr. Lifton	P		

**IV. Presentation/Discussion Items**

None

**V. Report of the President of the Board of Education**

None

**VI. Report of the Superintendent of Schools**

Dr. Caputo presented a Wellness Report as required by policy 8505.

Dr. Caputo presented the semi-annual report on Bullying/Violence and Vandalism.

Dr. Caputo thanked the Board for approving his new four year contract.

**VII. Report of the Business Administrator/Board Secretary**

Mr. Harvier reported on the July 2015 Bill List, June 2015 Budget Transfers, May 2015 Secretary and Treasurer's Report.

**VIII. Committee Reports**

Ms. McGuire presented the Curriculum Report.  
Mr. Lifton presented the Personnel Committee Report.

**IX. New Business**

Mr. Cohen answered questions on the DRA.

**X. Old Business**

Ms. Matise asked about the status of Metuchen High School participating in the Sustainability Program.

Mr. Stern asked about the process for adding sports.

Ms. Gibson asked about mid-year and final exams at MHS.

**XI. Minutes**

Move to approve the minutes of the following meetings:

June 23, 2015	Business Meeting 1 & 2, Executive Session 1 & 2
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Mr. Lifton, moved, Mr. Benderly seconded – Motion carried 6-0  
Ms. McGuire abstained

June 29, 2015	Special Business Meeting
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Motion carried 6-0 Ms. Gibson abstained

**XII. Meeting Open to the Public**

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

Mr. Fernandez asked about entrance policy for first grade.

Ms. Reed discussed MHS math program.

**XIII. Meeting Open to the Public**

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

No comments

**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 Tiffany Goodson, Supervisor of Guidance effective September 15, 2015.

**2. Rescind Appointment – Certificated Staff Leave Replacement**

Move to rescind the appointment of Caroline Murphy as leave replacement for EMS PE/Health teacher Melanie Gilbert from August 31, 2015 through November 13, 2015 (Agenda – June 23, 2015, Item XVII-A-5).

**3. Appointment – Non-certificated Staff**

Move to approve Thomas Bilgrav as substitute custodian for the 2015-16 school year effective July 1, 2015 at the rate of \$10/hour.

**4. Co-curricular Clubs**

Move to approve the following Co-curricular Clubs for the 2015-16 school year as shown *on the attached chart*.

**5. Sixth Period Stipends**

Move to approve the following Sixth Period Stipends for the 2015-16 school year as shown *on the attached chart*.

**6. Summer Work – MHS Band Camp**

Move to approve John J. Flynn, Jr. (Assistant MHS Band Director) for participation at Band Camp.

**7. Transfer**

Approve transfer of Gina Westover from EMS/MHS to Campbell School.

Mr. Lifton  
Moved

Ms. McGuire  
Seconded

Motion Carried (7-0)

**B. FINANCE**

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

Move approval of the Treasurer of School Monies' Report, Board Secretary's Report as of May 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 July 14, 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 and claims, as shown on the attached list(s) that have been certified by the Board Secretary and filed in the Business Office.

**3. Budget Transfers**

Move to approve budget transfers effective June 30, 2015.

**4. Renewal of 2008-2009 School Year Transportation Bids**

Move to approve the awarding of the following renewal for the period of August 1, 2015, through June 30, 2016, as follows:

Bid # 08/09-03 Athletic Transportation Services to George Dapper Inc. of Iselin, NJ for the High School and Edgar School as follows:

54 passenger w/ seatbelts	3 hours	\$214.37
	4 hours	\$275.61
	5 hours	\$336.87
	one-way in town shuttle	\$139.21
	additional hour amount after 5 hours:	\$ 66.32

7<sup>th</sup> year renewal. (1.34 % increase in price from previous school year CPI)

**5. No Child Left Behind (NCLB) Grant Application**

Move to approve the district's refusal of 2015-2016 NCLB Grant Application Title III Supplemental Immigrant Student Aid:

Title	Amount	Description
Title III*	\$4,628	Supplemental Immigrant Student Aid

\*Both public and non-public allocations

**6. Professional Development**

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

## 7. Field Trips

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
Edgar	North Shore Animal League Port Washington, NY	STREAM Program: To experience empathy and compassion by taking care of shelter pets	Emily Presuto, Vivian Petrakakos and Virginia Wetzel	7/21/15	27
Edgar	Downtown Metuchen	STREAM Program: To post flyers advertising the Canine Carnival to be held on 7/29/15	Emily Presuto, Vivian Petrakakos and Virginia Wetzel	7/23/15 Rain date: 7/27/15	27
Edgar	MHS	STREAM Program: students will bake doggie biscuits for Canine Carnival	Emily Presuto, Vivian Petrakakos and Virginia Wetzel	7/28/15	27

## 8. Renewal of Middlesex Regional Educational Services Commission Contracts

Move to approve the following contracts for renewal as follows:

- Master Collaborative Educational Services Agreement (July 1, 2015 through June 30, 2020)
- Master Special Education Tuition Agreement (July 1, 2015 through June 30, 2025)
- Nonpublic Chapters 192/193 Agreement (July 1, 2015 through June 30, 2025)
- Nonpublic IDEA-B Agreement (July 1, 2015 through June 30, 2025)
- Nonpublic Nursing Services (July 1, 2015 through June 30, 2025)
- Nonpublic Technology Initiative Program (July 1, 2015 through June 30, 2025)
- Nonpublic Textbook Services Agreement (July 1, 2015 through June 30, 2025)
- Nonpublic Title I Direct Services Agreement (July 1, 2015 through June 30, 2025)
- Nonpublic Title III Limited English Proficient Services Contract (July 1, 2015 through June 30, 2025)

**9. Resolution Increasing the Bid Threshold - Qualified Purchasing Agent**

WHEREAS, Michael Harvier, School Business Administrator/Board Secretary possesses a qualified purchasing agent (QPA) certificate;

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A. 18A:18A-3 (b), on July 1 , 2015 has increased the bid threshold amount for school districts with purchasing agents who possess qualified purchasing agent certificates, from \$36,000 to \$40,000;

NOW, THEREFORE BE IT RESOLVED that the Metuchen Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$40,000 for the board of education, and further authorizes Michael Harvier to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Mr. Lifton  
Moved

Mr. Stern  
Seconded

Motion Carried (7-0)

**C. POLICY**

**1. Harassment, Intimidation, and Bullying**

Move to approve the findings of the previously reported case:  
EMS 061605001

**2. Revision to School Calendar**

Move to approve the revision of the 2015-16 School Calendar as follows: Move MHS Fall Teacher Conferences from November 10 and 12 (2015) to November 17 and 19 (2015).

**3. Approve District Improvement Plan and Submission to NJDOE and QSAC office.**

Mr. Gibson  
Moved

Mr. Benderly  
Seconded

Motion Carried (7-0)

**D. CURRICULUM**

**1. Summer Curriculum Writing**

Move to approve the following curriculum writing documents and writers for Summer 2015:

<u>Subject</u>	<u>Curriculum Development</u>	<u>Writers</u>	<u>Amount</u>
ESL	K-12 ESL	Ellen Park	\$1,000

## 2. Textbook/Subscription Purchase

- a. Move to approve the purchase of Science and Technology Concepts (STC) Science Kit: Organisms and Building Blocks of Science (BBS) kits: Sky Watchers and Light & Sound Waves, all by Carolina Biological as new kits for Science for Campbell School, grade 1.
- b. Move to approve the purchase of Science and Technology Concepts (STC) Science Kits: Understanding Weather and Climate, Space Systems Exploration, and Exploring Plate Tectonics by Carolina Biological as new kits for Science for Edgar Middle School, grade 6.
- c. Move to approve the purchase of the following textbook: Principles of General Chemistry, 3 Ed., as a new textbook for Honors Chemistry for Metuchen High School.
- d. Move to approve the purchase of the following textbook: Aspekte Neu, as a new textbook for German IV & V, grades 11 and 12.

## 3. Pre-school Integrated Curriculum Map Overview

Move to approve the following: writers for 10 hours each at the teacher hourly rate of \$33 per hour: Rebecca Flowers, Karen Ryder, Sivan Peleg.

Mr. Benderly  
Moved

Ms. McGuire  
Seconded

Motion Carried (7-0)

## XV. Meeting Open to Public

## XVI. Announcements

**XVII. Motion to Go Into Executive Session**  
(when applicable)

Mr. Lifton  
Moved

Mr. Stern  
Seconded

Motion Carried (7-0)

MEETING ADJOURNED 9:55PM

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





Metuchen BOE  
Stipends  
2015 / 2016

	Name	ASSIGNMENT	2015 2016
Moss	Robin Darrah	Moss lead teacher	\$ 5,610
	Sarah Anderson	Moss extended day	\$ 6,478
	Laura Fischer	Moss extended day	\$ 6,478
	Christina Spring	Moss extended day	\$ 6,478
Campbell	Joe Fitzgibbon	Campbell Technology Facilitator	\$ 5,610
	Kathy Keers- Noide	Campbell Administrative Assistant	\$ 5,610
	Panos Tzetzos	Student Supervision	\$ 5,610
	Leave Replacement /Tara Palmieri	Campbell lunch/recess	\$ 5,610
	Kevin LoPresti	Campbell lunch/recess	\$ 5,610
	Leave Replacement / Michelle Bethe	Campbell lunch/recess	\$ 5,610
	Kathleen Roder	Campbell lunch/recess	\$ 5,610
	Tom Yakowenko	Campbell lunch/recess	\$ 5,610
	Gina Westover	Campbell lunch/recess	\$ 5,610
Edgar	Melissa Kovacs	ELA	\$ 6,478
	Suzy Menafo	ELA	\$ 6,478
	Kevin Sarte	Social Studies	\$ 6,478
	Debbie Brown	Social Studies	\$ 6,478
	Paul Mruzinski	Life Studies	\$ 6,478
	Todd Gural	ICE	\$ 6,478
	Pam Stead	French	\$ 6,478
	Karen Logan	G&T 5 Stem (.5)	\$ 3,239
	Emily Mertz	G&T 5 ELA (.5)	\$ 3,239
	Ed Ronk	G&T 6 Stem (.5)	\$ 3,239
	Ken Smith	G&T 6 Humanities (.5)	\$ 3,239
	Ginny Wetzel	Instructional Technology Facilitator	\$ 5,610
	Roseanna Misuraca	Administrative Assistant	\$ 5,610
	High School	Clarke, Michael	Social Studies (.25)
Gallagher, Scott		English Language Arts/Virtual HS	\$ 6,478
Giddes, Christopher		Social Studies (.25)	\$ 1,620
Harmon, Jane		English Language Arts (.5)	\$ 3,239
Katie McKeown		Visual/Performing Art	\$ 6,478
Holleran, Martin		Science (.8)	\$ 5,182
Kamin, Rosann		MHS Italian	\$ 6,478
Kato, Yoko		Science (.6)	\$ 3,887
Lan, Thomas		Science (.8)	\$ 5,182
Levy, Adam		English Language Arts (.5)	\$ 3,239
Lewandowski, Janis		Mathematics	\$ 6,478
Lifson, Sheri		Mathematics	\$ 6,478
Murray, Chad		Mathematics (.2)	\$ 1,296
Rockhill, Scott		Science	\$ 6,478
Ruggiero, Frank		Mathematics (.2)	\$ 1,296
Schlavis, William		Social Studies	\$ 6,478
Smith, James		Science (.6)	\$ 3,887
Stanski, Bonnie		Practical Arts Foods & Nutrition	\$ 6,478
Thomas, James		Mathematics	\$ 6,478
Volosin, Lauren		English Language Arts	\$ 6,478
Wardlow, Christine		English Language Arts (.5)	\$ 3,239
Wrublevski, Frank		Mathematics Virtual HS	\$ 6,478
Cheung, Judi		MHS Anti-Bullying Coordinator	\$ 5,610
Cichetti, Steve		Bridge Duty full year	\$ 2,000
Clarke, Michael		Extended Detention Duty (.4)	\$ 2,244
Glave, Patricia		MHS Technology	\$ 5,610
Grauer, Traci		AP Test Coordinator (.25)	\$ 1,402
Stevens, Jonathan	MHS Treasurer	\$ 5,610	
Zaneto, Nick	Administrative Assistant	\$ 5,610	

ReportResults

Professional Development for Board Approval - 7-14-15							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
7/1/2015	8/2/2015	Online - Turning Learners into Leaders Empowering Youth Through Service in Education	Graziano, Judith	EMS	\$ -	No cost	
7/14/2015	7/14/2015	Keeping Our Children Safe; One School at a Time	Kirschner, Brooke	CES	\$ -	No cost	
7/14/2015	7/15/2015	New Jersey Data Forward Institute	Stike, Brian	EMS	\$ 200.00	Other	
7/15/2015	7/15/2015	17th Annual Legal Issues of A Drug-Free Workplace Members Seminar	LaFauci, Susan	MHS	\$ -	No cost	
7/29/2015	7/29/2015	Panelist - RAC Workshop	Glutz, Kathryn	EMS	\$ -	No cost	
7/29/2015	7/30/2015	NJACAC Executive Board Annual Planning Retreat	Goodson, Tiffany	C/O	\$ -	No cost	
8/10/2015	8/14/2015	NGSS Summer Institute	Smith, James	MHS	\$ 250.00	FFPI	TBD
8/10/2015	8/14/2015	NGSS Summer Institute	Kato, Yoko	MHS	\$ 250.00	FFPI	16-005
8/17/2015	8/17/2015	Creating-PARCC-like Math Tests:Preparing for the New Assessments (K-5)	Yakowenko, Thomas	CES	\$ 149.00	FFPI	16-006
10/28/2015	10/28/2015	NJSBA FALL CONFERENCE	Porowski, Edward	CES	\$ -	No cost	