

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MEETING MINUTES  
of the Annual Reorganization Meeting**

**Metuchen Board of Education**  
Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, January 6, 2015 - 8:00 PM**

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

**II. 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.

**III. Flag Salute**

**IV. Administration of required oaths to Board Members elected on November 4, 2014.**

Mr. Harvier administered the oaths to Mr. Small, Ms. Gibson and Mr. Benderly.

**V. Roll Call**

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

**VI. Announcement of Election Results**Candidates in Ballot OrderTotal Votes

|               |       |
|---------------|-------|
| Ben Small     | 1,783 |
| Jackie Gibson | 1,784 |
| Dan Benderly  | 1,718 |

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

Mr. Harvier asked for nomination for Board President.

Ms. de Vries nominated Ms. Gibson for Board President.

Mr. Stern nominated Mr. Lifton for Board President. Vote 4-4.

Mr. Lifton asked Board Attorney Mr. Silvestro to explain the process because the 4-4 vote hasn't carried.

Mr. Silvestro informed the Board the Executive County Superintendent would select the Board President because the vote hasn't carried.

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

Mr. Harvier asked for nomination for Board Vice President.

Ms. Gibson nominated Ms. McGuire for Board Vice President.

Mr. Lifton nominated Mr. Benderly for Board Vice President. Vote 4-4.

Mr. Silvestro informed the Board the Executive County Superintendent would select the Board Vice President because the 4-4 vote hasn't carried.

**IX. President takes chair**

A president was not elected motion didn't carry.

Mr. Harvier remained as Pro-Tem Chair.

**X. Meeting Open to the Public on all previous items**

Nothing at this time.

**XI. Remarks by President**

Nothing at this time.

**XII. Report of Superintendent**

Mr. Caputo wished everyone a Happy New Year. All schools are up and running after the break and he is looking forward to a great second semester of the school year.

**XIII. Report of Business Administrator**

Nothing at this time.

**XIV. Committee Reports**

Nothing at this time.

**XV. Meeting Open to the Public on Recommendations of Superintendent of Schools**

Nothing at this time.

**XVI. Recommendations of the Superintendent of Schools**

**A. PERSONNEL**

**1. Appointment – Additional Certificated Staff**

Move to appoint the following as teachers for the 3<sup>rd</sup>-8<sup>th</sup> Grade After-School Program at the following hourly rate:

| Teacher              | Hourly Rate         | Number of Sessions | Total   | Funds from:       |
|----------------------|---------------------|--------------------|---------|-------------------|
| Nicole Valera        | \$33 x 3 hrs = \$99 | 23                 | \$2,277 | STREAM enrollment |
| Deanna Kindler-Arout | \$33 x 3 hrs = \$99 | 23                 | \$2,277 | STREAM enrollment |
| Sarah Karger         | \$33 x 3 hrs = \$99 | 23                 | \$2,277 | STREAM enrollment |

**2. Appointment - Certificated Staff**

Move to approve Kerry Smyth as a long-term substitute for Stephanie Angus (Campbell School - Resource Room from January 20, 2015 to the end of the school year; salary status days 1 through 20 -- \$99.71 per diem (current para rate), days 21 through end of assignment \$266.04 per diem.

**3. Appointment - Long Term Substitute**

Move to appoint Shannon Connors as a long-term substitute for Laura McCadden (EMS Math), effective January 7, 2015 at the rate of \$80 per diem for the first 20 days, and \$266.04 from the 21<sup>st</sup> day through the end of the assignment.

**4. Medical Leave of Absence**

Move to approve a medical leave of absence for MaryEllen Kulesza (2<sup>nd</sup> grade - Campbell) effective February 2, 2015 until approximately May 15, 2015.

**5. Appointment - Substitute Custodian**

Move to approve the appointment of Cheryl Donovan as a substitute custodian for the 2014-2015 school year effective January 7, 2015 at the rate of \$10.00/hr.

**6. Substitute Teacher**

Move to approve Kiley Therghesen (substitute certified) as a substitute teacher for the 2014-2015 school year.

Ms. de Vries  
Moved

Mr. Benderly  
Seconded

Motion Carried (8-0)

**B. FINANCE**

**1. Non-Public Technology**

Move to approve the following non-public technology purchases:

| School                | Vendor         | QTY | Item #  | Description            | Price   | Total   |
|-----------------------|----------------|-----|---------|------------------------|---------|---------|
| St. Francis Cathedral | CDW Government | 2   | 2831337 | Ethernet - USB Adapter | \$27.91 | \$55.82 |
| St. Francis Cathedral | CDW Government | 3   | 2921190 | LG DVD Drive           | \$27.76 | \$83.28 |

**2. IDEA Carryover**

Move to approve the carryover included in the amended 2014-15 IDEA grant. The allocations are as follows:

IDEA Basic Grant

Public funds - \$8,283

Non public funds - \$7,636

IDEA Preschool Grant

Public Funds – \$8737

Non public funds - \$0

**3. Field Trips**

Move to approve the following field trips:

| School | Destination                                     | Class/Group  | Teachers/<br>Advisors   | Date(s)               | No. of<br>Students |
|--------|---|--|---|-----------------------|--------------------|
| EMS    | St. Joseph's H.S.<br>Metuchen, NJ               | 7 <sup>th</sup> & 8 <sup>th</sup> Grade Math Team<br>will compete in the annual<br>Middle School Math<br>Competition | Math teachers<br>TBD  | 1/17/15<br>(Saturday) | 20                 |
| EMS    | American Museum<br>of Natural History<br>NY, NY | 7 <sup>th</sup> Grade students will<br>develop an appreciation for<br>the diversity of life on our<br>planet.        | 7 <sup>th</sup> Grade Team  | 5/21/15               | 178                |
| EMS    | Camp Mason                                      | 5 <sup>th</sup> grade students will<br>attend annual Outdoor<br>Education Trip                                       | 5 <sup>th</sup> Grade Staff<br>plus additional<br>Campbell/EMS<br>Staff | 5/27, 28,<br>29, 2015 | 194                |

#### 4. Professional Development

Move to approve the following professional development activities:  
as on attached sheet. (Attachment #1)

Mr. Lifton  
Moved

Ms. Gibson  
Seconded

Motion Carried (8-0)

### C. POLICY

#### 1. Resolution to Join the New Jersey Schools Insurance Group

Move to approve a resolution to join the New Jersey Schools  
Insurance Group (NJSBAIG) ERIC North 2014-2017 as shown on the  
attached resolution. (Attachment#2)

#### 2. NJSBAIG Resolution Indemnity and Trust Renewal Agreement

Move to approve the NJSBAIG Resolution Indemnity and Trust  
Renewal Agreement as shown on the attached resolution.  
(Attachment #3)

#### 3. Second Reading of Policies

There will be a second reading of the following policies:

- Policy 3240 – Professional Development for Teachers and School Leaders
- Policy 2412 – Home Instruction Due to Health Condition
- Policy 2417 – Student Intervention and Referral Services
- Policy 2481 – Home or Out-of-School Instruction for a General Education Student for Reasons Other Than a Temporary or Chronic Health Condition

- Policy and Regulations 5611 – Removal of Students for Firearms Offenses
- Policy and Regulations 5612 – Assaults on District Board of Education Members or Employees
- Policy and Regulations 5613 – Removal of Students for Assaults with Weapons Offenses
- Policy 5620 – Expulsion
- Policy and Regulations 8462 – Reporting Potentially Missing or Abused Children

**4. Harassment, Intimidation, and Bullying**

Move to approve the findings of the previously reported cases:  
EMS 120214 001  
EMS 120514 001

Ms. Gibson asked Mr. Harvier to give an overview of the resolutions. The district purchases all insurance except Health Insurance through NJSBAIG for a cost savings. A resolution needs to be approved every 3 years to join the group.

|            |            |                      |
|------------|------------|----------------------|
| Ms. Gibson | Mr. Lifton |                      |
| Moved      | Seconded   | Motion Carried (8-0) |

**XV. Reorganization**

**1. Set Regular Meetings of the Board of Education**

Move to approve the Board of Education Meeting Schedule for 2015. (Attachment #4)

**2. NJSBA Code of Ethics**

Move to approve the adoption of the NJSBA Code of Ethics for the 2015 school year. (Attachment #5)

Mr. Benderly read the NJSBA Code of Ethics in its entirety.

|              |            |                      |
|--------------|------------|----------------------|
| Mr. Benderly | Ms. Gibson |                      |
| Moved        | Seconded   | Motion Carried (8-0) |

Board Attorney Mr. Silvestro opened the meeting to the public. Nothing at this time.

Meeting was adjourned 8:30PM.

**ATTACHMENT #1**

| Professional Development for Board Approval |            |  |                       |          |                         | January 6, 2015 |        |
|---|------------|--|-----------------------|----------|-------------------------|-----------------|--------|
| Start Date                                  | End Date   | Activity Title   | Last, First Name      | Building | Requested Expense Total | Payment Method  | FFPI # |
| 12/17/2014                                  | 12/17/2014 | League of Global Scholars  | Robbins, Evan         | MHS      | \$ -                    | No cost         |        |
| 12/17/2014                                  | 12/17/2014 | The League of Global Scholars  | Gonzalez, Alexandra   | CES      | \$ -                    | No cost         |        |
| 12/17/2014                                  | 12/17/2014 | The League of Global Scholars- P-16, dedicated to bringing global competencies into 21st century schools and classrooms. | Anderson, Julie       | CES      | \$ -                    | No cost         |        |
| 1/7/2015                                    | 1/7/2015   | Special Education and Mathematics conference Preparing For Common Core State Standards & Assessments                     | Araneo, Veronica      | EMS      | \$ -                    | No cost         |        |
| 1/7/2015                                    | 1/7/2015   | 7th Annual Special Education and Mathematics   | Reisman, Jaclyn       | MHS      | \$ 179.00               | FFPI            | 15-109 |
| 1/8/2015                                    | 1/8/2015   | Relias Academy   | Cornely, Nicole       | EMS      | \$ 300.00               | FFPI            | 15-108 |
| 1/20/2015                                   | 1/20/2015  | Effectively Dealing With Disruptive Students: Practical, Classroom-Proven Techniques                                     | Kindler Arout, Deanna | CES      | \$ 229.00               | FFPI            | 15-100 |
| 1/20/2015                                   | 1/20/2015  | EXCEL Basics   | Rackley, Adele        | EMS      | \$ 79.00                | Other           |        |
| 1/21/2015                                   | 1/21/2015  | EXCEL: Beyond the Basics   | Ohlson, Donna         | EMS      | \$ 99.00                | Other           |        |
| 1/21/2015                                   | 1/21/2015  | Using iPads and Other Effective Technology Tools to Enhance Student Learning in Your World Language Classroom            | Smith, Audra          | EMS      | \$ 235.00               | FFPI            | 15-110 |
| 1/22/2015                                   | 1/22/2015  | Autism Meltdowns in Children and Adolescents   | Calantoni, Karen      | EMS      | \$ 199.99               | FFPI            | 15-121 |
| 1/22/2015                                   | 1/22/2015  | Autism Meltdowns in Children and Adolescents   | Chango, Lisa          | EMS      | \$ 209.99               | FFPI            | 15-111 |
| 1/23/2015                                   | 1/23/2015  | ANJEE Annual Conference: E-Stem Inside and Out   | Graziano, Judith      | EMS      | \$ 125.00               | FFPI            | 15-126 |

|           |           |   |                        |      |           |      |        |
|-----------|-----------|---|------------------------|------|-----------|------|--------|
| 1/23/2015 | 1/23/2015 | Rutgers 47th Annual Conference on Reading and Writing                               | Huntress, Donna        | CES  | \$ 180.00 | FFPI | 15-102 |
| 1/23/2015 | 1/23/2015 | Rutgers Reading and Writing Conference  | Gubernat, Melissa      | CES  | \$ 180.00 | FFPI | 15-101 |
| 1/23/2015 | 1/23/2015 | Rutgers Reading and Writing Conference  | Valera, Nicole         | CES  | \$ 180.00 | FFPI | 15-103 |
| 1/29/2015 | 1/29/2015 | flipped learning  | Cichetti, Steve        | MHS  | \$ 235.00 | FFPI | 15-123 |
| 1/30/2015 | 1/30/2015 | Meeting the Writing Demands of the PAARC Performance Based Assessment               | Presuto, Emily         | EMS  | \$ 23.00  | FFPI | 15-122 |
| 2/3/2015  | 2/3/2015  | Improving Instruction and success on PARCC Assessments                              | Albanese, Edward       | EMS  | \$ 154.00 | FFPI | 15-124 |
| 2/10/2015 | 2/10/2015 | Close Reading Strategies  | Sharkey, Pat           | CES  | \$ 235.00 | FFPI | 15-118 |
| 2/10/2015 | 2/10/2015 | Close Reading Strategies  | Sneddon, Denise        | CES  | \$ 235.00 | FFPI | 15-119 |
| 2/10/2015 | 2/10/2015 | Implementation of the Next Generation Science Standards: Leveraging the Common Core | Logan, Karen           | EMS  | \$ 135.00 | FFPI | 15-106 |
| 2/10/2015 | 2/10/2015 | Implementation of the Next Generation Science Standards: Leveraging the Common Core | Miller, Jennifer       | EMS  | \$ 147.00 | FFPI | 15-105 |
| 2/10/2015 | 2/10/2015 | Implementation of the Next Generation Science Standards: Leveraging the Common Core | O'Brien, Kelley        | EMS  | \$ 132.00 | FFPI | 15-114 |
| 2/10/2015 | 2/10/2015 | Implementation of the Next Generation Science Standards: Leveraging the Common Core | Petrakakos, Vivian     | EMS  | \$ 122.00 | FFPI | 15-104 |
| 2/27/2015 | 2/28/2015 | Foreign Language Educators of New Jersey (FLENJ) Annual Conference                  | Smith, Audra           | EMS  | \$ 180.00 | FFPI | 15-115 |
| 3/3/2015  | 3/4/2015  | Everyone Reading  | Cuthbertson, Christine | Moss | \$ 511.50 | FFPI | 15-107 |



|           |           |   |                |     |             |       |        |
|-----------|-----------|---|----------------|-----|-------------|-------|--------|
|           |           | CLOSE READING STRATEGIES:<br>Practical Ways to Help Students Use Analytical Reading Strategies to Meet the Rigorous Common Core State Standards |                |     |             |       |        |
| 3/26/2015 | 3/26/2015 |   | Presuto, Emily | EMS | \$ 264.00   | FFPI  | 15-117 |
| 4/1/2015  | 4/3/2015  | Deeper Learning 2015  | Cohen, Richard | C/O | \$ 1,312.00 | Other |        |
|           |           |   |                |     |             |       |        |



Attachment 2

## NEW JERSEY SCHOOLS INSURANCE GROUP RESOLUTION INDEMNITY AND TRUST RENEWAL AGREEMENT

**THIS AGREEMENT**, made this 6<sup>th</sup> day of January, 2014, in the County of Middlesex, State of New Jersey, by and between New Jersey Schools Insurance Group, hereinafter referred to as "**NJSIG**", and the Metuchen Board of Education, hereinafter referred to as "**Educational Institution**";

**WHEREAS**, the **NJSIG** seeks to provide its members with protection, services and savings relating to insurance and self-insurance;

**WHEREAS**, two or more educational institutions have collectively formed a joint insurance fund as is authorized and described in N.J.S.A. 18A:18B-1 *et. seq.* and the regulations promulgated pursuant thereto;

**WHEREAS**, the **Educational Institution** has resolved to apply for and/or renew its membership with **NJSIG**; and

**WHEREAS**, the **Educational Institution** certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to **NJSIG**.

**NOW, THEREFORE**, it is agreed as follows:

1. The **Educational Institution** hereby establishes/renews its membership with **NJSIG** for a three (3) year period, beginning July 1, 2014, and ending July 1, 2017 at 12:01 a.m. eastern standard time.
2. The **Educational Institution** agrees to participate in **NJSIG** with respect to the types of coverage stated in the Renewal of Membership Resolution, attached hereto as Exhibit "A".
3. The **Educational Institution** hereby ratifies and affirms the bylaws and other organizational and operational documents of **NJSIG** and as from time to time amended by **NJSIG** and/or Department of Banking and Insurance in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith.
4. The **Educational Institution** agrees to be a participating member of **NJSIG** for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the **NJSIG** Plan of Risk Management.
5. In consideration of membership in **NJSIG**, the **Educational Institution** agrees that for those types of coverage in which it participates, the **Educational Institution** shall jointly and severally assume and discharge the liability of each and every member of **NJSIG** all of whom, as a condition of membership in **NJSIG**, shall execute a verbatim counterpart to this Agreement. By execution hereof the full faith and credit of the **Educational Institution** is pledged to the punctual payment of any sums which shall become due to **NJSIG** in accordance with the bylaws thereof, this Agreement or any applicable statute or regulation.
6. If **NJSIG**, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the **Educational Institution** agrees to reimburse **NJSIG** for all such reasonable expenses, fees and costs on demand.

7. **The Educational Institution** and **NJSIG** agree that **NJSIG** shall hold all monies paid by the **Educational Institution** to **NJSIG** as fiduciaries for the benefit of **NJSIG** claimants all in accordance with applicable statutes and/or regulations.
8. **NJSIG** shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A: 18B-1 *et. seq.* and such other statutes and regulations as may be applicable.
9. The Business Official designated in the Resolution to Renew Membership is hereby authorized to execute this Agreement to renew membership.

By: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Executive Director, Martin Kaibach,  
New Jersey Schools Insurance Group

Attachment 3



# RESOLUTION TO JOIN

## THE NEW JERSEY SCHOOLS INSURANCE GROUP ERIC NORTH 2014-2017

**WHEREAS**, N.J.S.A. 18A:18B-1, *et seq.*, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

**WHEREAS**, the Board of Education of the Metuchen School District desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

**WHEREAS**, the Board of Education of the Metuchen School District finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

**WHEREAS**, the Board of Education of the Metuchen School District under its obligations as a member of the New Jersey Schools Insurance Group does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Group.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE Metuchen School District:**

**THAT** the Board of Education of Metuchen joins with other school districts in organizing and becoming members of the New Jersey Schools Insurance Group; and

**THAT**, by adoption and signing of this resolution, the Board of Education is hereby joining the New Jersey Schools Insurance Group in accordance with the terms of the attached Indemnity and Trust Agreement, effective the date indicated below, for the following types of insurance:

- Property                       EDP                       General Liability                       Umbrella/Excess
- Equip Breakdown                       Crime/Bonds                       Automobile Liability                       Errors Omissions
- Auto Physical Damage                       Workers' Compensation

Adopted by the Board of Education of the Metuchen School District, Metuchen, New Jersey, this 6<sup>th</sup> day of January 2015 for a one year term.

ATTEST

Print Name and Title



Martin Kalbach, Executive Director  
New Jersey Schools Insurance Group

6759613v2

**Attachment 4**Metuchen Board of Education  
Metuchen, New JerseyBoard of Education Meeting Calendar  
2015

All meetings will be held at Metuchen High School and will begin at 8:00 p.m. unless otherwise specified. The Board of Education will meet two times a month. The schedule is as follows:

|                    |                              |
|--------------------|------------------------------|
| January 6, 2015    | Reorganization Board Meeting |
| January 27, 2015   | Board Meeting                |
| February 10, 2015  | Board Meeting                |
| February 24, 2015  | Board Meeting                |
| March 10, 2015     | Board Meeting                |
| March 24, 2015     | Board Meeting                |
| April 14, 2015     | Board Meeting                |
| April 28, 2015     | Board Meeting                |
| May 12, 2015       | Board Meeting                |
| May 26, 2015       | Board Meeting                |
| June 9, 2015       | Board Meeting                |
| June 23, 2015      | Board Meeting                |
| July 14, 2015      | Board Meeting                |
| August 11, 2015    | Board Meeting                |
| August 25, 2015    | Board Meeting                |
| September 8, 2015  | Board Meeting                |
| September 29, 2015 | Board Meeting                |
| October 13, 2015   | Board Meeting                |
| October 27, 2015   | Board Meeting                |
| November 10, 2015  | Board Meeting                |
| November 24, 2015  | Board Meeting                |
| December 15, 2015  | Board Meeting                |

Action will be taken at these meetings.

## Attachment 5

### Board Member Code of Ethics

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

May 10, 1975 Delegate Assembly, New Jersey School Boards Association.