

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, December 9, 2014**

**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	Mr. Lifton	P
Ms. deVries	P	Ms. Matise	P
Mr. Flaherty	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	P		

**IV. Showcase of Success**

Grade 5 Chorus members, under the direction of Stefeny Stofa-Krombholz, "*Do You Want to Build a Snowman?*"

Seventeen Metuchen High School Orchestra strings members, under the direction of Elisabeth McPeak will play 2 short sections from Humperdinck's "Hansel & Gretel": "*Prayer*" and "*Brother, Please Come and Dance With Me.*"

Mr. Cathcart will presented Fall Sports Champions:

- Girl's Tennis - Blue Division Champions - Coach Rob Strauss introduced the starters in his undefeated team. This accomplishment was

especially remarkable other since schools played were all 3 and 4 division schools.

- Rachel Suss, Cross Country GMC Champion, Central Jersey Group 1 Sectional Champion, 4<sup>th</sup> place Meet of Champions was introduced by Mr. Cathcart and Coach Kelli Holleran who both recounted Rachel's unique accomplishments this year. Mr. Cathcart also mentioned that since Rachel is only a junior, we will have the benefit of her talent next year.
- EMS Field Hockey - The team's undefeated season is actually a "three-peat" and as Mr. Cathcart said bodes well for a high school team losing ten of its starters. The coach and assistant coach Beth McLaughlin and Kelley O'Brien praised the girls and their tremendous work ethic resulting in this accomplishment.

#### **V. Presentation/Discussion Items**

Audit 2013-2014: Robert Fodera, Licensed School Accountant, from Baker Tilly LLP will be present to discuss the results of the 2013-2014 school year audit. The audit was "clean" with no significant findings to report.

Policy: Committee Chair Jackie Gibson announced a discussion of the flowing policies which will be on tonight's agenda for a first reading.

- Policy 3240 – Professional Development for Teachers and Students
- Policy 2412 – Home Instruction Due to Health Condition
- Policy 2417 – Pupil Intervention and Referral Services
- Policy 2481 – Home or Out-of-School Instruction for General Education Students
- Policy and Regulations 5611 – Removal of Students for Firearms Offenses
- Policy and Regulations 5612 – Assault on District Board 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

#### **VI. Report of the President of the Board of Education**

Mr. Lifton expressed sentiments for the board when he said how very much retiring board member Artie Flaherty will be missed.

#### **VII. Report of the Superintendent of Schools**

Mr. Caputo gave a goals update on the two goals of keeping students safe and keeping them engaged. Several students are involved with film and made a videotape for EMS 8<sup>th</sup> grader's called "Bulldog Madness." The tape

was a five minute tour of Metuchen High School led by the MHS Bulldog mascot. The 8<sup>th</sup> grade students enjoyed the tape very much.

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

Nothing at this time.

**IX. Committee Reports**

Curriculum Tiffany Goodson, Supervisor of Guidance, joined the meeting and spoke about the course of studies program. The final version will be ready sometime in January. They also discussed a proposed new course. There was a discussion of the MHS scheduling committee.

**X. New Business**

Motion to move date of Re-organization to January 2, 2015

Ms. deVries  
Moved

Ms. Gibson  
Seconded

Motion tied 4-4-1  
Ms. Lanton abstained

**XI. Old Business**

Nothing at this time.

**XII. Minutes**

Move to approve the minutes of the following meetings:

- Special Executive Meeting Minutes 11-11-14
- Special Executive Meeting Minutes 11-25-14

Mr. Lifton  
Moved

Ms. Matisse  
Seconded

Motions carry 9-0  
with the following abstentions;  
11-11-15 8-0-1 Mr. Benderly abstained  
11-25-15 7-0-2 Mr. Flaherty, Ms. Matisse  
abstained

**XIII. Meeting Open to the Public**

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

**XIV. Meeting Open to the Public**

(for comments on the Recommendations of the Superintendent)

**XV. Recommendations of the Superintendent of Schools**

*(At this time the Board will take formal action on the following items).*

**A. PERSONNEL**

**1. Retirement – Certificated Staff**

Move to accept the retirement, with regret, of MHS Art Teacher Linda

Graf effective July 1, 2015.

**2. Maternity/Childcare Leave of Absence**

Move to approve a change in the beginning date of the maternity/childcare leave of absence for Stephanie Angus (Sp. Ed. at CES) from February 1, 2015 to January 16, 2015 (10/7/14, Item XV A4) through the end of the school year.

**3. Leave Replacement**

Move to approve the extension of the assignment of Megan Dunne as a leave replacement for Jessica Walker (1<sup>st</sup> grade at CES) through the end of the school year at the rate of \$266.04/day.

**4. Leave Replacement**

Move to approve Heather Zierold as leave replacement for Erin Santasieri (4<sup>th</sup> grade at CES) from approximately January 20, 2015 through May 1, 2015. Salary status: Days 1 through 20 - \$80.00/day and days 21 through end of assignment - \$266.04/day.

**5. Non-certificated Staff**

Move to approve the following as paraprofessionals for the 2014-2015 school year effective December 10, 2014:

Tara Tay – \$16.11/hour

Christine Jurcsek – \$16.11/hour

**6. Extension of Maternity/Childcare Leave of Absence**

Move to approve a change in the dates of a maternity/childcare leave of absence for Lauren Korellis (Sp. Ed. - MHS) from 3/9/15 until the end of the school year to Monday, April 18 to October 12, 2015.

**7. Request for NJ FMLA**

Move to approve a childcare leave of absence for Rick Carter (PE - EMS) starting approximately January 16 for the subsequent three weeks.

**8. Job Description -- After School Program Clerical Assistant/Bookkeeper**

Move to approve a revised job description for the Clerical Assistant/Bookkeeper position at the Zone.

Ms. deVries

Moved

Ms. Gibson

Seconded

Motions carried 9-0

**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 October 31, 2014.

**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 December 9, 2014 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. Acceptance of the 2013-2014 School Year Audit (CAFR)**

Move the acceptance of the Comprehensive Annual Financial Report (CAFR), the accompanying Report to Management, and the synopsis prepared by the Superintendent, the Business Administrator, and Baker Tilly LLP, with no corrective action necessary for the fiscal year ended June 30, 2014.

**4. IDEA Funded Salaries**

Move to approve the following salaries be paid from Fund 20, Title VI B:

<b>Fund 20</b>	<b>2014-2015</b>		
<b>acct#</b>	<b>20-250-100-101-0218-0012</b>		
Approve the following salaries be paid from Title VI B IDEIA			
<b>Name</b>	<b>Salary</b>	<b>per cent</b>	
Lisa Amend	\$17,957	100	
Kathleen Aquadro	\$22,306	100	
Amy Artman	\$18,233	100	
Wally Cook	\$18,446	100	
Tracy Dalfonsi	\$19,763	100	
Katherine DeNicola	\$22,306	100	
Roseann Fisher	\$18,446	100	
Denise Gaudet	\$18,783	100	
Jody Gordon	\$22,306	100	
Gresy Johnson	\$17,737	100	
Susan Nemer	\$22,306	100	
Megan O'Connor	\$8,640	48.71	
Farhana Omarzai	\$17,737	100	
Mary Jo Paulmenn	\$19,305	100	
Catherine Piegaro	\$22,306	100	
Kerry Smyth	\$18,466	100	
Jean Torzilli	\$19,957	100	
<b>Total</b>	<b>\$325,000</b>		
<b>acct#</b>	<b>20-257-200-100-0000-0012</b>		
Approve the following salary be paid from Title VI B IDEIA Preschool			
Kathleen Walsh	\$10,000	51.41	
<b>acct#</b>	<b>20-250-200-100-0000-0012</b>		
Approve the following salary be paid from Title VI B IDEIA Personal Service			
Maureen Barry Millar	\$15,000	31.35	

**5. Non-Public Technology**

Move to approve the following non-public technology purchase

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	Dell Computers	1	225-4432	Dell Mobile Computing Cart	\$1,462.99	\$1,462.99

**6. Professional Development**

Move to approve the following Professional Development Activities as shown on the attached list.

**7. Field Trips**

Move approval of the following field trips for students in the Metuchen School District as shown on the attached list:

Mr. Lifton  
Moved

Mr. Benderly  
Seconded

Motions carried 9-0

**C. POLICY**

**1. First Reading of Policies**

There will be a first reading of the following policies:

- Policy 3240 – Professional Development for Teachers and Students
- Policy 2412 – Home Instruction Due to Health Condition
- Policy 2417 – Pupil Intervention and Referral Services
- Policy 2481 – Home or Out-of-School Instruction for General Education Students
- Policy and Regulations 5611 – Removal of Students for Firearms Offenses
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- Policy 5620 – Expulsion
- Policy and Regulations 8462 – Reporting Potentially Missing or Abused Children

**2. Harassment, Intimidation, and Bullying**

Move to approve the findings of the previously reported cases:

EMS 102214 001

METHS 103014 001

Ms. Gibson  
Moved

Ms. Lanton  
Seconded

Motions carried 9-0

**1. CURRICULUM**

*Nothing at this time*

**XVI. Meeting Open to Public**

**XVII. Announcements**

**XVIII. 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 COLLECTIVE BARGAINING MATTERS, and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exists.



**Professional Development for Board Approval 12-9-14**

<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last, First Name</b>	<b>Building</b>	<b>Requested_</b>	<b>Payment Method</b>	<b>FFPI #</b>
1/6/2015	1/6/2015	What's New in Second Grade	Sharkey, Pat	CES	\$ 235.00	FFPI	15-094
1/6/2015	1/6/2015	What's New in Second Grade	Sneddon, Denise	CES	\$ 235.00	FFPI	15-093
1/9/2015	1/9/2015	What Is Dyslexia?	Huntress, Donna	CES	\$ 120.00	FFPI	15-091
1/9/2015	1/9/2015	What is Dyslexia?	Roder, Kathleen	CES	\$ 120.00	FFPI	15-090
1/20/2015	1/20/2015	Effectively Dealing with Disruptive Students: Practical, Classroom-Proven Techniques	Evans, Candace	CES	\$ 229.00	FFPI	15-097
1/20/2015	1/20/2015	Effectively Dealing with Disruptive Students: Practical, Classroom-Proven-Techniques	Lass, Susan	CES	\$ 229.00	FFPI	15-098
1/21/2015	1/21/2015	Using iPads and other effective techonology tools to enhance student learning in your World Language Classroom	Park, Ellen	EMS & MHS	\$ 242.44	FFPI	15-096
1/21/2015	1/21/2015	NJ Leadership Summit: Understanding and Implementing PARCC	Glutz, Kathryn	EMS	\$ 125.00	Other	
1/23/2015	1/23/2015	47th Annual Conference on Reading and Writing	Stoner, Marcie	EMS	\$ 205.00	FFPI	15-095
2/6/2015	2/6/2015	Anti-Bullying Coordinator's (ABC) meeting	Cheung, Judith	CES, EMS & MHS	\$ -	No cost	
2/19/2015	2/21/2015	New Jersey Music Educators Conference	Messenger, John	CES & MHS	\$ 150.00	FFPI	15-089
3/23/2015	3/23/2015	Athletic Director's Workshop	Cathcart, John	C/O	\$ 375.00	Other	

## Field Trips

BOE Mtg 12-9-14

<b>School</b>	<b>Destination</b>	<b>Class/Group</b>	<b>Teachers/ Advisors</b>	<b>Date(s)</b>	<b>No. of Students</b>
MHS	Golda Och Academy, West Orange, NJ	Mock Trial Club will practice for competition with another school	Evan Robbins	12/22/14 after school	Less than 20
MHS	Middlesex County Courthouse, New Brunswick, NJ	Mock Trial Club will compete against other schools	Evan Robbins	1/26, 1/27, & 1/28/15 after school	Less than 20
MHS	Roosevelt Care Center Edison, NJ	MHS Chorus students will entertain patients at the Roosevelt Care Center.	Stefeny Krombholz	12/15/14	18