

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MINUTES**

**MEETING**

**of the Metuchen Board of Education**

Metuchen Borough Hall  
Middlesex Avenue  
Metuchen, NJ 08840

**Tuesday, August 27, 2013**

**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**

Nothing at this time.

**V. Presentation/Discussion Items**

As part of the award requirements, Girl Scout Amberjean Leist presented her Silver Award project to the Board of Education. Her project consisted of handmade three dimensional replications of several body parts: heart, brain, \_\_\_\_\_, and \_\_\_\_\_. She was inspired to make the models knowing how expensive they are to purchase and how much easier it is to learn about an organ using a model of it.

#### Policies

- Policy 0142.1 – Nepotism
- Policy 1530 – Equal Employment Opportunities
- Policy 1550 – Affirmative Action for Employment and Contract Practices
- Policy 1570 – Internal Controls

Policies were discussed. The Nepotism Policy was the subject of most of the discussion. Some Board members felt that the policy should preclude relatives of board members working in any position in the district. Others supported work by students and daily substitutes.

#### Calendar Revision

Due to an error, the previously approved calendar contained the legal number of days for students (180) not the usually planned 181 days. In addition it allowed for 184 days of work for teachers, one day fewer than the contractual 185. Mr Caputo suggested that the day after Memorial Day be changed from a day off to a school day for parents and teachers.

#### District Goals 2013-2014

Mr. Caputo gave a PowerPoint presentation outlining goals for the 2013-2014 school year. The result of an open discussion after the August 6 Board meeting, the goals and indicators were unanimously applauded by the Board for their scope and ambition.

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

Mr. Lifton gave a brief report on the status of renovation and construction at Campbell School. The thirteen interior classrooms that underwent renovation are ready for the opening of school. The addition of the modular classrooms has been problematical and according to the units will not be complete until September 9. The short week at the beginning of school will allow the additional time without too much inconvenience to staff and students. Mrs. Carter has already developed contingency plans for the first few days of school.

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

Mr. Caputo reported that he will deliver a State of the Schools address to the staff as he welcomes them back for a new school year. In the address he will acknowledge new hires as well as newly tenured teachers. He will also mention our Middlesex County teacher of the year, our Teacher of the Year candidates, our Governor's Teacher Recognition honorees and MEF grant recipients.

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

Mr. Harvier presented the Bill List for Fund 20 as of August 2, Secretary and Treasurer's Report as of August 28, 2013 and the Secretary's and Treasurer's Report and transfers, all as of June 30, 2013

**IX. Committee Reports**

Policy The committee discussed the policies on the agenda.

Finance The committee discussed potential Special Education increases, the health insurance exemption, the new boiler needed at Campbell School and grant money that might be available to pay for it, money being saved on transportation by re-routing, costs of repairs to Myrtle Field (which we use but is owned by the borough) that the borough is hoping to share with us, an error in the custodial contract, and technology needs. The committee also reviewed transfers.

Curriculum The committee reviewed the twelve items listed on the agenda under Curriculum. They discussed the CCS alignment with Mr. Cohen.

Personnel The committee discussed resignations, leave replacement recommendations and Zone Youth Mentors.

**X. New Business**

A question was asked about the report on the graduating class. The report will be obtained from Guidance and shared at the next meeting.

**XI. Old Business**

A report was given pertaining to the status of the Week of Lights celebration.

**XII. Meeting Open to the Public**

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

**XIII. Meeting Open to the Public**

(for comments on the Recommendations of the Superintendent)

**XIV. Minutes**

Move to approve minutes of the following meetings:

August 6, 2013	Board Meeting
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Mr. Lifton recommended that the minutes be tabled (motion carried 9-0)

**XV. 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 Michelle Minelli as 4<sup>th</sup> grade teacher at Campbell School effective August 28, 2013 or upon release by the Superintendent.

**2. Resignation – Non-Certificated Staff**

Move to accept the resignation of Justine Rowe as paraprofessional effective August 17, 2013.

**3. Resignation – Non-Certificated Staff**

Move to accept the resignation of Kathleen Casey as paraprofessional effective August 17, 2013.

**4. Appointment – Certificated Staff**

Move to approve Melissa Savarese as 4<sup>th</sup> grade teacher at Campbell School for the 2013-2014 school year effective August 28, 2013, salary status 1A -- \$48,418.

**5. Appointment – Certificated Staff**

Move to approve the appointment of Brian Elliott as German teacher at Metuchen High School and Edgar Middle School for the 2013-2014 school year, effective August 28, 2013 or upon release by his current district, salary status 4L -- \$80,107.

**6. Appointment – Long-Term Substitute**

Move to appoint Barbara King as a long-term substitute for Laura Hale (EMS – Spanish) effective August 28, 2013 through January 4, 2014; salary status - days 1 through 20 - \$80 per diem; day 21 through end of assignment - \$261.71 per diem.

**7. Appointment – Long Term Substitute**

Move to appoint Erin Santasieri as a long-term substitute for Meghan Jeney (Campbell – 4<sup>th</sup> grade) effective August 28, 2013 through June 30, 2014; salary status - days 1 through 20 - \$80 per diem; day 21 through end of assignment - \$261.71 per diem.

**8. Appointment – Non-Certificated Staff**

Move to approve Kerry Smyth as a paraprofessional (replacing Kathleen Casey) for the 2013-2014 school year effective August 28, 2013 at the rate of \$15.70/hr.

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

Move to approve a Maternity/Childcare Leave of Absence for Laura Camargo (Spanish teacher – EMS) from on or about December 16, 2013 through February 14, 2014.

**10. Unpaid Childcare Leave of Absence**

Move to approve an unpaid childcare leave of absence for Meghan Jeney (Campbell School) from August 27, 2013 through June 30, 2014.

**11. Appointment – Non-Certificated Staff**

Move to approve Prajakta (Smita) Potdar as 3/5 time secretary (12 month position) at Campbell School at the rate of \$23,584 effective August 28, 2013 through June 30, 2014, prorated.

**12. Appointment – Non-Certificated Staff**

Move to approve Marcos Elias as technology assistant for the 2013-2014 school year effective September 7, 2013 on an as needed basis at the rate of \$10/hr.

**13. Appointments – The Zone**

Move to appoint the following as Youth Mentors at The Zone effective August 28, 2013 at the rate of \$9.00/hr.: John Darabos, Rebecca Groninger, and Jennifer Hill.

**14. Appointments – The Zone**

Move to appoint the following as Youth Mentors at The Zone effective August 28, 2013 pending fingerprint clearance, at the rate of \$9.00/hr.: Towanna Edwards, Emma Leuschen, Jaswin Singh, and Christopher Vroome.

**15. Sixth Period Stipend**

Move to approve a sixth period stipend for Kyle Thomas for teaching one period of Adaptive Physical Education at Edgar Middle School.

**16. Substitute Teachers**

Move to approve the following as substitute teachers for the 2013-2014 school year as shown on the attached list.

**17. Substitute Paraprofessionals/Secretaries**

Move to approve the following as substitute paraprofessionals/secretaries for the 2013-2014 school year as shown on the attached list.

Items A1 through A17

Ms. deVries

Ms. Lanton

Moved

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 June 30, 2013.

**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 August 28, 2013 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) (Fund 12) that have been certified by the Board Secretary and filed in the Business Office.

**3. Budget Transfers**

Move to approve budget transfers as of June 30, 2013 .

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

Move to approve the district's NCLB Application for 2013-2014:

Title	Amount	Description
Title I	\$92,985	Improving Programs (Children At-Risk)
Title IIA*	\$43,875	Teacher and Principal Training (Professional Development)
Title III**	\$4,377	Immigrant Learners (English Language Learners)

\* Metuchen Public Schools receives \$25,886 of the Title II allocation.

\*\* The district receives \$2,831 of the Title III allocation. Spotswood School District oversees the consortium Metuchen participates in.

**5. NCLB Grants 2013-2014**

Move to approve the stipend being paid out of NCLB Grant 2013-2014 (Title IA) for administrative costs.

Fund 20 Account 2023120010000000000

Amy Opitz Stipend – \$4,649

**6. In-District Professional Development**

Move to approve a revision to the August 6, 2013 In-District Professional Development resolution to reflect the use of 2012-2013 Title I funds for the following teacher participant changes to attend in-district summer professional development on August 26 and 27, 2013, for Math Workshop and Using Data to Drive Instruction Workshop at the hourly rate of \$33.00:

Participants	Hours	School
Jennifer Spak (Aug. 26 only)	6	Campbell
Dee Sneddon (Aug. 27 only)	6	Campbell
Pat Sharkey (instead of Lingenfelter)	12	Campbell
Jonathan Nolde (instead of Strauss)	12	Campbell
Penny Silver (instead of Jeney)	12	Campbell
Jennifer Miller (instead of Valera)	12	Edgar

**7. Non-Public Technology Requests**

Move to approve non-public technology requests for 2012-2013 as listed below.

School	Vendor	QTY	Item #	Description	Unit Price	Total
St. Joseph High School	CDW-G	16	3007070	Toshiba 50" LED	\$664.44	\$10,631.04
St. Joseph High School	CDW-G	1	2655387	Samsung 40" LED	\$484.99	\$484.99
Metuchen Christian Academy	Keyboard Consultants	2	SRP-PE-24	SMART Response PE 24 pack	\$1,269.00	\$2,538.00
Metuchen Christian Academy	Keyboard Consultants	3	SRP-PE-CC	Smart Response Carrying Case	\$7.00	\$21.00
Metuchen Christian Academy	Keyboard Consultants	3	SRP-PE-RCV-1	SMART Response Receiver	\$299.00	\$897.00

**8. Special Education – Out of District Placements**

Move to approve the following out-of-district placements for the 2013-2014 school year as shown on the attached list.

**9. Special Education – Out of District Placements**

Move to approve retroactively the following out-of-district placements of students 2014159 and 002015182 at East Mountain School for Extended School Year 2013 at a tuition rate of \$9,456 per student.

**10. Out-of-District Placement**

Move to approve the placement of a student at the Marine Academy of Science and Technology (Monmouth County Vocational School District) for an annual tuition of \$12,900.

**11. Contract**

Move to approve a contract with Tiny Tots Therapy, LLC for the 2013-2014 school year, six hours per week at \$75/hr.; total \$18,000.

**12. Renewal of 2008-2009 School Year Bids**

Move to approve the awarding of the following renewal for the period of August 28, 2013, through June 30, 2014, 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	\$208.02
	4 hours	\$267.45
	5 hours	\$326.89
	one-way in town shuttle	\$135.08
	additional hour amount after 5 hours	\$64.36

5<sup>th</sup> year renewal. (2.63 % increase in price from previous school year)

**13. District Professional Development Plan**

Move to approve the District Professional Development Plan for 2013-2014.

**14. Professional Development**

Move to approve Michael Harvier, Business Administrator/Board Secretary, to attend the following workshops sponsored by NJASBO (New Jersey Association of Business Officials) at a cost no greater than \$60 per workshop:

- *SDA Forms and Submission Review & Building Success In Your Next Project* –September 20, 2013
- *How to Prepare Bid Specifications For Capital Projects* – November 14, 2013
- *Ethics In Business Law And Purchasing* – December 17, 2013



## 15. Professional Development

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

Items B1 through B 15

Mr. Lifton

Mr. Stern

Moved

Seconded Motions carried (9-0)

## C. POLICY

### 1. First Reading – Policy

Move to approve a first reading of the following policy:

- a) Policy 0142.1 – Nepotism
- b) Policy 1530 – Equal Employment Opportunities
- c) Policy 1550 – Affirmative Action for Employment and Contract Practices
- d) Policy 1570 – Internal Controls

### 2. Second Reading – Policy

Move to approve a second reading of the following policy:

Policy 3223 - Evaluation of Administrators

### 3. QSAC

Move to approve the QSAC (Quality Single Accountability Continuum) Report for the 2012-2013 school year.

Items C1 through C3

Ms. Gibson

Mr. Benderly

Moved

Seconded

Item C1a Motion carried (5-4) No – deVriers, Gibson, McGuire, Matise  
Items C1b-d through C Motions carried (9-0)

## D. CURRICULUM

### 1. Revised Curriculum

Move to approve the revised curriculum for the following:

- ELA Kindergarten (reading and writing)
- ELA 2<sup>nd</sup> Grade (reading and writing)
- Math Grade K
- Math Grade 1
- Math Grade 4
- Math Grade 7

Pre-Algebra  
Algebra  
Plane Geometry  
Science Grade 2  
Science Grade 5  
Physical Education Grades 5 – 8

Mr. Benderly  
Moved

Ms. Lanton  
Seconded

Motion carried (9-0)

**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.

**Substitute Teachers for 2013-2014**

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<b>Name</b>	<b>Certification</b>
Alano, Charead	Substitute
Arooj, Shanza	Substitute
Barrett, Jack	Substitute (coach)
Brinkerhoff, Michele	Substitute School Nurse
Capron, Karen	Substitute
Colby, Michael	C of E English
Cook, Walter	English
Czochanski, Josephine	Substitute
DeCerbo, Debbie	Substitute
DiMeglio, Joseph	Substitute
Facchini, Elizabeth	Substitute
Flynn, Rene	Substitute
Gioia, Carolyn	Substitute
Giordano, Joseph	Substitute
Gonzalez-Wilson, Sandy	Substitute
Gray, R.N., Susan	Substitute Nurse & Substitute Teacher
Greenberg, Marilyn	Elementary
Grossman, Barbara	Substitute
Hale, Linda	Elementary
Hamid, Nasim	Substitute
Healey, AnnMarie	C of E P-3, K-5, LA/Lit. Subject Matter 5-8
Holloway, Bruce	Substitute
Karamanos, James	Substitute
Katchisin, Jr., Thomas	Substitute
King, Barbara	Spanish
Krygina, Alona	Elementary
Lammers, Jordan	Substitute (coach)
Leardi, Natasha	Substitute
Lebowitz, Chad	CEAS Elementary
Levy, William	English
Mandelbaum, Fred	Substitute
McLaughlin, Beth	K-5, TOSD
Millar, Matthew	Substitute
Mistretta, Vincent	Phys. Ed./Health
Morris, Christopher	Substitute
Newman, Annette	Elementary
Newman, Raymond	Physical Education & Health
Nicodemo, Debbie	Substitute
Poandl, Deborah	Substitute Teacher/Nurse
Poandl, Margaret	C of E Art
Raider, Jillian	PE/Health

Roder, Kathleen	Teacher of Students with Disabilities, Elementary
Salmon, Doris	Substitute
Scheller, Michael	Substitute

Substitutes for 2013-14

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Schwartz, Sheryl	Substitute
Sclafani, Kathy	Substitute Nurse
Silver, Marilyn	Spanish
Silverman, Rhonda	Substitute
Such, Lauren	K-5, TOSD
Sullivan, Allison	C of E Elementary
Szwast, Marek	Substitute
Tay, Tara	Elementary/Teacher of the Handicapped
Wagner, Joseph	Social Studies
Yonks, Amanda	K-5, TOSD
Yourstone, Gail	Substitute
Zederbaum, Michele	K-5 with 5-8 LAL

Substitute Paraprofessionals/Substitute Secretaries

Adie, Susan	Sub Para - \$13.00/hour
Gaven, Jan	Sub Para - \$13.00/hour Sub Secretary - \$11.75/hour
Hoover, Joanne	Sub Para - \$13.00 Sub Secretary - \$11.15/hour
Jeney, Amy	Sub Para - \$13.00/hour Sub Secretary - \$11.45/hour
Oulette, Joanne	Sub Para - \$13.00/hour Sub Secretary - \$12.05/hour

<b>Out of District Placements 2013-14</b>		<b>Actual</b>
<b>Student Name</b>	<b>Private Placements School</b>	<b>Tuition 2013-14</b>
20161954	Montgomery Academy	51,932
2017220	Collier School	51,332
2013053	Community Options	34,000
2027001	Community Nursery School	2,325
2027005	Community Nursery School	2,325
2028002	Community Nursery School	2,325
2013551	JFK Vocational Rehab	34,810
2015090	Celebrate The Children and Aide	88,702
2012098	New Road School Somerset	39,676
2017134	New Road School Somerset	39,676
2016512	New Road School Somerset	39,676
2015182	East Mountain School	56,734
2014159	East Mountain School	56,734
2015227	East Mountain School	56,734
2022005	Eden Institute	74,670
2019170	Eden Institute	74,670
2022011	Eden Institute	74,670
2020012	Lakeview C.P. School and Aide	95,604
2014066	Midland School	46,539
2011064	Midland School	46,539
2012400	New Road School Parlin	42,028
2015216	New Road School Parlin	42,028

2014111	Newgrange School	25,363
2017175	Rockbrook School	51,903
2011302	Search Day School	53,145
2011300	The Matheny School (residential)	76,860
2014155	YALE School	46,121
Total Private Tuition		1,307,121

<b>Student Name</b>	<b>Public Placements School</b>	
2020004	Douglass Developmental Inst.	101,000
2022034	UMDNJ - UBHC	56,375
2015255	Katzenbach School for the Deaf	39,874
2011301	Academy Learning Center	48,600
2020006	Bright Beginnings	39,780
2017002	Bright Beginnings	48,600
2011400	Burlington County	41,935
2025004	Center for Lifelong Learning and Aide	73,800
2017076	WR Satz School - Holmdel	52,000
2013211	Piscataway Regional Day	39,420
2014600	Piscataway Regional Day	39,420
2012181	Piscataway Regional Day	39,420
Total Public Tuition		620,223
<b>Total Public &amp; Private</b>		<b>1,927,344</b>

Professional Development for Board Approval 8-27-13

Start Date	End Date	Activity Title	Last,First Name	Building _Name	Requested _Expense_ Total	Payment Method	FPPI #
10/4/2013	10/5/2013	NJASL Annual Fall Conference	Glave, Patricia	MHS	\$ 149.84	FFPI	14-014
10/22/2013	10/22/2013	Curriculum, Instruction and Assessment: Robust, Relevant, Rigorous - The 3Rs for Instructional Leaders	Porowski, Ed	District	\$ 145.00	Other	
10/22/2013	10/22/2013	Curriculum, Instruction and Assessment: The 3Rs for Instructional Leadership	Zebrowski, Joann	District	\$ 145.00	Other	
10/22/2013	10/22/2013	The 3Rs for Instructional Leadership	Glutz, Kathryn	EMS	\$ 375.00	Other	