

# MINUTES

## Metuchen Board of Education

### MEETING

Metuchen Borough Hall  
Middlesex Avenue  
Metuchen, NJ 08840

**Tuesday, August 6, 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	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	P		

#### IV. Showcase of Success

Nothing at this time.

#### V. Presentation/Discussion Items

There will be a presentation and discussion of the following policies:

Policy 0142.1 - Nepotism

Policy 3223 - Evaluation of Administrators

Superintendent Caputo presented the Anti-Bullying Bill of Rights Self-Assessment Grade Report to the Board and the public. The self-assessment was done with the oversight of the district's Anti-Bullying Coordinator Judi Cheung. Each school followed a rubric consisting of eight core elements with indicators to be

examined. Indicators were worth between -0- and 3 points with a perfect score being worth 75 points. The district score was an average of the scores of all four schools. The district self-scored at 55.50 points. Mr. Caputo said that at this point we had no districts to compare to and did not expect any summary to be released until well after August 30, the due date for reporting.

Public comment on the Anti-Bullying Bill of Rights Self-Assessment Grade Report. None.

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

Nothing at this time.

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

Nothing at this time.

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

The Business Administrator's report consisted of the bill list and the report of the Secretary and the Treasurer of School Moneys.

#### **IX. Committee Reports**

Technology The committee met the previous evening. Two long-term projects were discussed – network switch replacement and replace some internet wiring at Campbell School. They are both expensive and may be included as part of the 5-year plan. There is possible grant money for these items. The Technology Supervisor is working on inventory improvement to better track what we own. The committee is interested in researching ways that students might register by way of a web portal.

Athletics The committee met on August 1 and discussed coaching recommendations for fall and winter, additional swim time for the team, practice schedules, the Week of Lights, and the Shop-Rite Cup.

Curriculum The committee met on July 17. Evan Robbins attended to speak about the proposed trip to Ghana. He was asked to provide additional information. The committee discussed the K-5 report card, reviewed Math professional development programs for 2013-14.

Personnel The committee reviewed candidate information as well as open positions. The new teacher evaluation system was also discussed.

#### **X. New Business**

Nothing at this time.

**XI. Old Business**

Nothing at this time.

**XII. Meeting Open to the Public**

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

No comments.

**XIII. Meeting Open to the Public**

(for comments on the Recommendations of the Superintendent)

No comments.

**XIV. Minutes**

Move to approve minutes of the following meetings:

July 16, 2013	Board of Education Meeting
July 23, 2013	Executive Session
August 1, 2013	Executive Session

Mr. Lifton

Ms. Lanton

Moved

Seconded

Motion carried (8-0)

Abstentions on July 16, 2013 –McGuire, Matise

Abstention on August 1, 2013 – deVries

**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 Sviatlana Khalpukova, German teacher at Metuchen High School/Edgar Middle School, effective September 20, 2013, (as per law, sixty days after notification of resignation) unless released by the Superintendent.

**2. Resignation – Coaching Staff**

Move to accept the resignation of the following as coaches for the 2013-3014 school year:

- a) Megan Knoth as Girls' JV Soccer Coach;
- b) Erin Keenan as Middle School Field Hockey Coach; and
- c) Jack Barrett as Assistant Wrestling Coach.

**3. Appointment – Certificated Staff**

Move to approve Franchesca Hunt as teacher at Campbell School (third grade) for the 2013-2014 school year, effective August 28, 2013 through June 30, 2014 – salary status step 1A - \$48,418.

**4. Appointment – Certificated Staff**

Move to approve Karen Calantoni as LDTC (Learning Disabilities Teacher Consultant) at Edgar Middle School for the 2013-2014 School year effective August 28, 2013 through June 30, 2014 salary status - 3A - \$50,839.

**5. Appointment – Certificated Staff**

Move to approve Frank Minnella as Technology Education teacher at Metuchen High School for the 2013-2014 School year effective August 28, 2013 through June 30, 2014 salary status - 1C - \$50,068.

**6. Appointment – Long Term Substitute**

Move to approve Jillian Raider as a long term substitute teacher PE/Health (for Kelly Evans) at Metuchen High School 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.

**7. Appointment – Long Term Substitute**

Move to approve Michele Zeiderbaum as a long term substitute teacher Language Arts (for Andrea Elton) at Edgar Middle School effective August 28, 2013 through November 1, 2013; salary status - days 1 through 20 - \$80 per diem; day 21 through end of assignment - \$261.71 per diem.

**8. Appointment – Long Term Substitute**

Move to approve Lauren Such as a long term substitute teacher Special Education (for Lauren Korellis) at Edgar Middle School effective August 28, 2013 through December 20, 2013; salary status - days 1 through 20 - \$80 per diem; day 21 through end of assignment - \$261.71 per diem.

**9. Appointment – Long Term Substitute**

Move to approve Amanda Yonks as a long term substitute teacher Special Education (for Stephanie Angus) at Campbell School effective August 28, 2013 through January 31, 2014; salary status - days 1 through 20 - \$80 per diem; day 21 to end of assignment - \$261.71 per diem.

**10. Appointment – Long Term Substitute**

Move to approve Beth McLaughlin as a long term substitute teacher Special Education (for Melissa Gubernat) at Campbell School effective

August 28, 2013 through December 20, 2013; salary status - days 1 through 20 - \$80 per diem; day 21 to end of assignment - \$261.71 per diem.

**11. Appointment – Long Term Substitute**

Move to approve Kathleen Roder as a long term substitute teacher Special Education (for Rebecca Jacheo-Smith) at Campbell School effective August 28, 2013 through January 31, 2014; salary status - days 1 through 20 - \$80 per diem; day 21 through end of assignment - \$261.71 per diem.

**12. Change in Assignment – Non-Certificated Staff**

Move to approve Pat Lee from 3/5 secretary to full-time secretary (12 month position) at Campbell School for the 2013-2014 school year effective August 16, 2013 through June 30, 2014; salary status \$41,472 prorated.

**13. Appointment – Paraprofessional Staff**

Move to appoint the following as paraprofessionals for the 2013-2014 school year at the rate of \$15.70/hr: Alan Ames, Roseanne Fisher, and Farhana Omarzai.

**14. Salary Adjustment – Certificated Staff**

Move to approve an increase in the salary of Jaclyn Salit from 2-E \$53,370 to 3-E \$54,671 as a result of earning a Master's Degree effective August 28, 2013.

**15. Sixth Period Stipend**

Move to approve Judi Cheung for a sixth period stipend of \$5,306 as District Anti-Bullying Coordinator.

**16. Coaching Staff**

Move to approve the following as coaches for the stipends listed:

	<b>Coach</b>	<b>Stipend</b>
<b>Fall Sports</b>		
Girls JV Soccer	Jillian Raider	\$5,313
MS Field Hockey	Beth McLoughlin	2,890
<b>Winter Sports</b>		
Wrestling	Jack Barrett (volunteer assistant)	-0-

**17. Zone Activity Leaders/Mentors for 2013-2014**

Move to approve the following to work at the Zone for the 2013-2014 school year:

Supervisors		
	Roseann Misrahi	\$40/hr.
	Lauren Korellis	\$40/hr.
	Alyson Rescorl	\$40/hr.
Activity Leaders		
	Veronica Araneo	\$30/hr.
	John Butler	\$30/hr.
	Rick Carter	\$30/hr.
	Andrea Elton	\$30/hr.
	Todd Gural	\$30/hr.
	Robin Gordon	\$30/hr.
	Emily Mertz	\$30/hr.
	Emily Presuto	\$30/hr.
	Vivian Petrakakos	\$30/hr.
Paraprofessionals		
	Alan Ames	\$15.70/hr.
	Stephen Irenski	\$15.70/hr.
	Judi Hoffman	\$16.15/hr.
	Mary Jo Paulmenn	\$16.45/hr.
Student Mentors		
	Alice Chunn	\$9.00/hr.

Items 1 – 17

Ms. deVries

Moved

Ms. Gibson

Seconded

Motion carried (8-0)

**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, 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 July 16, 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. Behavioral Consultant**

Move to approve Dr. Christopher Trigani as a behavioral consultant for the 2013-2014 school year at a cost of \$300/hr., up to ten hours, or a maximum of \$3,000.

**4. Amendment to No Child Left Behind Grant Application 2012-2013**

Move to approve the district's Amendment to No Child Left Behind Grant Application 2012-2013 for the purpose of staffing Title 1 Summer School and PD opportunities in Math Workshop and the Use of Data to Drive Instruction for Title 1 teachers in the following amount:

Title I Original Allocation	Title I New Allocation	Amount
Math Coaches	Title I Summer Program and In-District New Math Plan PD during the summer.	\$25,468

**5. In-District Professional Development**

Move to approve a revision to the June 11, 2013 In-District Professional Development for approval to reflect the use of 2012-2013 Title I funds for the following teachers 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	12	CES
Deanna Kindler-Arout	12	CES
Tara Lingenfelter	12	CES
Kevin LoPresti	12	CES
Meghan Jeney	12	CES
Lisa Levin	12	CES
Robert Strauss	12	CES
Staci Gil	12	CES
Jennifer Doherty	12	CES
Julie Anderson	12	CES
Susan Canter	12	CES

Rebecca Jacheo-Smith	12	CES
Donna Huntress	12	CES
Nicole Valera	12	CES
Sue Lass	12	CES
Carol Volkland	12	CES
Candace Ehmann	12	CES
Alex Gonzalez	12	CES

**6. In-District Professional Development**

Move to approve the following teachers 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 from the 2013-2014 Title I funds for:

<b>Participants</b>	<b>Hours</b>	<b>School</b>
Karen Logan	12	EMS
Lauren McCadden	12	EMS
Danielle Brabston	12	EMS
Lindsay McKenna	12	EMS
Paul Mruczinski	12	EMS
Vivian Petrakakos	12	EMS
Emily Presuto	12	EMS
Emily Mertz	12	EMS
Veronica Araneo	12	EMS
Jennifer Miller	12	EMS
Christina Spring	12	Moss
Sarah Anderson	12	Moss
Jonathon Nolde	12	CES
Pat Sharkey	12	CES
Penny Silver	12	CES

**7. Professional Development**

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

Items 1 – 7

Mr. Lifton  
Moved

Mr. Benderly  
Seconded

Motion carried (8-0)



**C. POLICY**

**1. First Reading – Policy**

Move to approve a first reading of the following policies:

- a) Policy 0142.1 - Nepotism
- b) Policy 3223 - Evaluation of Administrators

Item a)

Ms. Gibson

Moved

Ms. Lanton

Seconded

Motion tied (4-4)

tabled and returned to committee for more discussion

Item b)

Ms. Gibson

Moved

Ms. Lanton

Seconded

Motion carried (8-0)

**2. School Self-Assessment – HIB**

Move to approve the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights.

Ms. Gibson

Moved

Ms. Lanton

Seconded

Motion carried (8-0)

**D. CURRICULUM**

**1. Revised Curriculum**

Move to approve the revised curriculum for the following:

German 2 Curriculum Guide

Mr. Benderly

Moved

Ms. Lanton

Seconded

Motion carried (8-0)

**XVI. Meeting Open to Public**

**XVII. Announcements**

**XIII. Goals**

The board then convened in the conference room for an open session to discuss goals for the upcoming school year. Although the meeting was not able to be televised, the public was invited to attend the meeting in person.

**Professional Development for Board Approval 8-6-13**

<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last, First Name</b>	<b>Building</b>	<b>Amount Requested</b>	<b>Payment_Method</b>	<b>FFPI #</b>
		NJ ASK / PARCC			\$		
7/1/2013	7/3/2013	Range Finding	Carter, Florence	CES	-	No cost	
		Bosland's Learning			\$		
7/15/2013	7/15/2013	Plus Workshops	Spring, Christina	Moss	75.00	FFPI	14-009
		NJAKE Summer			\$		
		Institute with			\$		
8/6/2013	8/6/2013	Kimberly Jordano	Spring, Christina	Moss	50.00	FFPI	14-008
		NCLB Technical			\$		
8/8/2013	8/8/2013	Assistance Session	Opitz, Amy	C/O	-	No cost	
		Creating Student			\$		
		Growth Objectives			\$		
8/8/2013	8/8/2013	in ELA Grades K-8	Goldberg, Diane	EMS	49.00	Other	
		Service-Learning			\$		
		Educator			\$		
8/13/2013	8/13/2013	Conference	Cohen, Richard	C/O	75.00	Other	
		Vaccines for			\$		
		Children - Looking			\$		
9/25/2013	9/25/2013	Ahead in the State	Sessa, Mary Kay	Moss	65.00	FFPI	14-010