

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, September 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. Matisse	P
Mr. Flaherty	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	A
Ms. Lanton	P		

**IV. Showcase of Success**

Nothing at this time.

**V. Presentation/Discussion Items**

Nothing at this time.

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

Nothing at this time.

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

Mr. Caputo gave a further brief update on the district goals for 2014-2015. He spoke about new responsibilities formally assigned to supervisory staff members. He also spoke about dual credit offerings (high school and college) at Metuchen high School and the new social medial policy which is being shared with staff and parents. He thanked the staff at Borough Hall for making the Board's summer meeting transition there so easy.

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

Nothing at this time.

**IX. Committee Reports**

Technology: The committee discussed the new hire for the network administrator position, the need for a formal technology assessment for the district, the roll-out for the BYOD policy, and the distribution of approximately twenty-five decoissioned monitors to the public.

Policy: The BYOD/BYOT policy was discussed as well as a new attendance policy required by changes in code.

Personnel: The committee discussed the appointment for the network administrator which will appear on the agenda.

**X. New Business**

It was the consensus of a number of Board members that the Honeywell system is sending out too many messages to too wide an audience. A suggestion to remediate the problem, if it is perceived as one, is for the individual to go into the system and change their profile to reflect the kinds of messages they wish to receive and the means by which it is delivered.

**XI. Old Business**

Nothing at this time.

**XII. Minutes**

Move to approve the minutes of the following meeting:

August 26, 2014                      Board Meeting, Special Executive Session

Mr. Lifton                      Mr. Benderly  
Moved                              Seconded                      Motion carried (7-0)

**XIII. 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. Recommendations of the Superintendent of Schools**

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

**A. PERSONNEL**

**1. Salary Adjustment - Non Certificated Staff**

Move to increase the salary of Noel Naughton, custodian, by \$710/year retroactive to 7/1/14 as a result of receiving a Black Seal Boiler License.

**2. Rescission – Non-certificated Staff**

Move to rescind the appointment of Julian Meloni as Network Administrator for the 2014-2015 school year. (A18 - 8/26/14).

**3. Substitute Teachers**

Move to approve the following as substitute teachers for the 2014-2015 school year:

	<b>Name</b>	<b>Certification</b>
Reappointment	Alexie Zachariades	Substitute
	Steven Rezac	Substitute
Additional Substitutes	Chelsea Mercurio	Substitute
	Amber Michaliszyn	Substitute
	John Nye	Substitute
	Paola Razzino	Substitute
	Nitan Sood	Substitute

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

Move to approve the following as paraprofessionals for the 2014-2015 school year:

- Karen Capron retroactive to 8/27/14 at the rate of \$16.11/hour
- Joseph DiMeglio retroactive to 8/27/14 at the rate of \$16.11/hour
- Roberto Rodriguez effective 9/10/14 at the rate of \$16.11/hour

**5. Appointment - Non-certificated Staff**

Move to approve Debra Voorhees as lunch/playground aide at Campbell School effective 9/10/14 at the rate of \$11.60/hour.

**6. Appointment Non-Certificated Staff**

Move to appoint the following as Youth Mentors for The Zone effective 9/10/14 (pending criminal history clearance) at the rate of \$9.00/hour on an as needed basis:

- Devon Zienkiewicz
- Aarti Bhatia
- Dominick Ovalles

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

Move to reappoint Thomas Bilgrav as substitute custodian for the 2014-2015 school year at the rate of \$10/hour on an as needed basis.

**8. Summer 2014 Work**

Move to approve retroactive payment for work completed during summer 2014 as Substance Awareness Coordinator and Anti-Bullying Coordinator:

Judi Cheung – 3 days @ \$505.08 per diem.

**9. Resignation**

Move to accept the resignation of Kenneth Smith as JV Baseball Coach for the Spring 2015 season.

**10. Appointment - Non-Certificated Staff**

Move to appoint Jeffrey Ruhnke as Network Administrator for the 2014-2015 school year effective September 24, 2014 or upon release by his current employer at the rate of \$58,000/(prorated.)

Ms. deVries  
Moved

Ms. Lanton  
Seconded

Motion carried (7-0)

**B. FINANCE**

**1. Payment of Bills – Fund 30**

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.

Ms. Lanton  
Moved

Mr. Benderly  
Seconded

Motion carried (7-0)

**2. Professional Development**

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

Ms. Lanton  
Moved

Mr. Benderly  
Seconded

Motion carried (7-0)

except Trip to China No - deVries, Matise Motion carried (5-0)

**3. Field Trips**

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

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Camp Johnsonburg Johnsonburg, NJ	Peer Leadership students will practice and reinforce peer leadership skills: problem solving, confidence building, cooperation and conflict resolution.	Laura Connolly, Kerry Blaze, Nora Ruhno	10/2/14	44
MHS	Hands of Hope Food Pantry Edison, NJ	Grades 9-12 student volunteers will communicate in Spanish with clients to complete documents, registration procedures and carry groceries for them.	Rosann Kamin	1 <sup>st</sup> and 3 <sup>rd</sup> Saturday mornings (parent transportation)	Varies by week

Ms. Lanton  
Moved

Mr. Benderly  
Seconded

Motion carried (7-0)

**C. POLICY**

**1. Second Reading – Policies**

Move to approve the second reading for the following policies:

- a) Bylaw 0141 - Board Member Number and Term
- b) Bylaw 0143 – Board Member Election and Appointment.
- c) Policy 1581 - Victim of Domestic or Sexual Violence Leave

Ms. Gibson  
Moved

Mr. Benderly  
Seconded

Motion carried (7-0)

**D. CURRICULUM**

**1. New Course**

Move to approve the following as New Course – Etymology (the study of word origins) Curriculum Map Overview writers for 6 hours at the teacher hourly rate of \$35 per hour: Christine Wardlow

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)

*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.

<b>Professional Development for Board Approval 9-9-14</b>							
<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>
8/27/2014	8/27/2014	Global Issues Conference	Robbins, Evan	MHS	\$ -	No cost	
9/14/2014	9/14/2014	Accelerated Motion Lab Make-n-Take & Intro to Modeling	Smith, James	MHS	\$ 31.00	FFPI	15-029
9/16/2014	9/16/2014	Growth, Innovation and Leadership	Robbins, Evan	MHS	\$ -	No cost	
9/18/2014	9/18/2014	NJ Cancer Prevention Summit	Sessa, Mary Kay	Moss	\$ -	No cost	
9/18/2014	9/26/2014	Stronge Teacher Evaluation Training	Pepe, Richard	C/O	\$ 447.00	Other	
9/28/2014	9/30/2014	Nothing But Nets Champions Summit	Anderson, Julie	CES	\$ 200.00	FFPI	15-028
9/28/2014	9/30/2014	Nothing But Nets Champions Summit	Gonzalez, Alexandra	CES	\$ -	No cost	
9/30/2014	3/3/2015	RIISA's Middle Grades Network	Kovacs, Melissa	EMS	\$ 490.00	Other	
10/5/2014	10/7/2014	Make Your Mark Art Educators NJ	Gaffney, Carol	Moss	\$ 300.00	FFPI	15-022
10/6/2014	10/7/2014	Art Educators of New Jersey Fall Conference	Brusca, Gina	EMS	\$ 245.00	FFPI	15-033
10/6/2014	10/7/2014	Art Educators of New Jersey	Gumbrecht, Jennifer	EMS	\$ 265.00	FFPI	15-034
10/10/2014	10/10/2014	World War 1 and the global history of the 20th century	Blaze, Kerry	MHS	\$ 30.00	FFPI	15-023
10/10/2014	10/10/2014	World War I and the Global History of the Twentieth Century	Connolly, Laura	MHS	\$ 46.00	FFPI	15-024
10/13/2014	10/13/2014	NJSCA Annual Fall Conference: ASCA Ramp Camp	Goodson, Tiffany	C/O	\$ 99.00	Other	
10/15/2014	10/15/2014	New Jersey Science Convention	Nolde, Jonathan	C/O	\$ 183.02	FFPI	15-031
10/17/2014	10/17/2014	HESAA 2014 Training Institute	Goodson, Tiffany	C/O	\$ -	No cost	

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10/17/2014	10/17/2014	Conflict Solutions	DeMott, Elizabeth	MHS	\$ 99.00	FFPI	15-025
10/20/2014	10/20/2014	Northern District Regional Workshop "A Day in a LMAS" Let's Move! Active Schools Quality Physical Education/Physical Activity	Zaneto, Nicholas	MHS	\$ 30.00	FFPI	15-032
10/27/2014	10/27/2014	New Jersey Association of School Librarians 2014 Fall Conference Taking Charge of Your Destiny	Derer, Barbara	CES	\$ 85.00	FFPI	15-021
10/29/2014	10/29/2014	Curriculum Connections: Bringing the Importance of Family & Consumer Sciences Back to NJ Schools"	Stanski, Bonnie	MHS	\$ 85.00	FFPI	15-035
10/29/2014	10/29/2014	NJSBA Conference	Savarese, Melissa	Campbell School	\$ 47.50	No cost	
10/30/2014	12/11/2014	Curriculum Training: How to Use Mindfulness with Children and Adloescents	Cheung, Judith	CES EMS MHS	\$ 550.00	FFPI	15-030
11/1/2014	11/1/2014	NJ K-12 Educators Study Tour to China	DeSimone, Christine	C/O	\$ 800.00	Other	
1/23/2015	1/23/2015	Center for Literacy Development at Rutgers presents the 47th annual conference on Reading and Writing	Gordon, Robin	EMS	\$ 188.30	FFPI	15-020
1/30/2015	1/30/2015	Teaching the French Revolution	Connolly, Laura	MHS	\$ 46.00	FFPI	15-027