

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BOARD MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, December 11, 2018

1. Call to Order

2. Flag Salute

3. 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 Criterion Sentinel, The Star Ledger, and by filing a copy with the Borough Clerk as prescribed by this law.

4. Roll Call

Mr. Benderly	P	Mr. Manley	A
Mr. Glassberg	P	Ms. McGuire	P
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

5. Showcase of Success

- MHS Winter Concert Preview
The Vivaldi Strings Ensemble performed Winter Wonderland/Let It Snow arranged by Bob Cerulli, and directed by Elisabeth Sato.

- Metuchen Fall Sports Championship Teams – Dr. Caputo, Mr. Cathcart, and Mr. McPeek presented the following 5 sports teams with certificates of achievement.

Girls Cross Country
White Division Champions
Central Jersey Group II Sectional Champions
Group II Champions

Emma Kacani
Sara Lignell
Camille Lussier
Molly Malague
Tasha Pais
Caroline Schleif
Nina Suss
Bridget Thomas

Kelli Holleran: White Division Coach of the Year,
Group II Girls Coach of the Year

Field Hockey
GMC Conference Champions

<i>Alexandra Battaglia</i>	<i>Sarah Jeney</i>
<i>Arielle Benderly</i>	<i>Claire Kenny</i>
<i>Sophia Caposino</i>	<i>Maeve Kenny</i>
<i>Anna Capron</i>	<i>Noelle Leaf</i>
<i>Kamryn Chaudry</i>	<i>Amelia Lorenzo</i>
<i>Alexandra Glutz</i>	<i>Isabel Weiner</i>
<i>Emily Glutz</i>	<i>Jodie Zeng</i>
<i>Lauren Hausser</i>	<i>Matt Murphy, Manager</i>

Boys Soccer
Blue Division Champions

<i>Sam Basilici</i>	<i>Matt Lai</i>
<i>Thomas Cordes</i>	<i>Trent Leaf</i>
<i>Ben Cunningham</i>	<i>Brayan Lino</i>
<i>Michael Cyran</i>	<i>Griffin Makar</i>
<i>Jonathan Davis</i>	<i>James McGuire</i>
<i>Ryan Doyle</i>	<i>Jake Musmanno</i>
<i>Michael Fuccile</i>	<i>Ben Rabinowitz</i>
<i>Ryan Grice</i>	<i>Luke Rivera</i>
<i>Parth Gujrathi</i>	<i>Giacomo Spasiano</i>
<i>Colin Hueston</i>	<i>Arun Subramanian</i>
<i>Avi Hogan-Appell</i>	<i>Liam Walker</i>
<i>Griffin Kick</i>	<i>Justin Wentnick</i>

**Edgar Middle School
Undefeated Girls Soccer Team**

<i>Kayla Berenfeld</i>	<i>Samantha Pfeiffer</i>
<i>Macey Bradley</i>	<i>Samantha Rabinowitz</i>
<i>Charlotte Breen</i>	<i>Maggie Rivera</i>
<i>Mary Chura</i>	<i>Nika Rockafeller</i>
<i>Cassidy Connors</i>	<i>Austen Rodey</i>
<i>Victoria Espinosa</i>	<i>Claire Schleck</i>
<i>Kayla Fineman</i>	<i>Chloe Soden</i>
<i>Brooke Fuccile</i>	<i>Leah Wentnick</i>
<i>Katie Gray</i>	<i>Maddie Wheeler</i>
<i>Sarah Hausser</i>	<i>Juliana Woods</i>
<i>Alexandra Lipshutz</i>	<i>Ella Polakowski, manager</i>

**Edgar Middle School
Undefeated Boys Soccer Team**

<i>Ardi Ahmed</i>	<i>Aaron Honig</i>
<i>Eitan Berenfeld</i>	<i>Thomas Kacani</i>
<i>Henry Busch</i>	<i>Harry Kuhne</i>
<i>Jake Chinchar</i>	<i>Matheus Marques</i>
<i>Max Cohn</i>	<i>Nicholas Mills</i>
<i>Daniel Cordes</i>	<i>Brandon Sinclair</i>
<i>James Cotton</i>	<i>Armon Singh</i>
<i>Jack Cunningham</i>	<i>Tim Sullivan</i>
<i>Jonathan Dereka</i>	<i>Chayse Stolarski</i>
<i>Ben Galeota</i>	<i>Nicolas Van Leeuwen</i>
<i>Sahil Gujrathi</i>	<i>Antoni Zaniecki</i>

6. Presentations/Discussions

- ❖ Mr. Benderly thanked outgoing Board members Ms. McGuire and Ms. Lunt, and presented them with blue apple awards for their years of service.
- ❖ Audit 2017-2018: A representative from Baker Tilly LLP presented the results of the 2017-2018 school year audit.
- ❖ Dr. Caputo presented the Student Safety Data System (SSDS) – Period 2 (January – June 2018).

7. Reports

- ❖ President’s Report – Mr. Benderly gave an update on the science lab project. He reported that the Board is holding the annual Self-Evaluation Retreat next week.
- ❖ Superintendent’s Report – Dr. Caputo gave a District Goals Update. He also thanked outgoing Board members Ms. McGuire and Ms. Lunt.

- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Technology Committee – Mr. Suss gave report.
 - Curriculum Committee – Mr. Lifton gave report.
 - Personnel/Negotiation Committee – Mr. Benderly gave report.
 - Policy Committee/ESCNJ/Municipal Alliance – Ms. Lunt gave report.
 - Athletics Committee – Ms. McGuire gave report.
 - Finance Committee/Human Relations Committee – Mr. Small gave report. Mr. Benderly said there will be a closed session regarding security prior to the next Board meeting on January 8th.

8. New Business

- ❖ Mr. Suss mentioned that Board Attorney Mr. David Rubin gave an HIB presentation last week, and he urged the community to take advantage of these opportunities in the future.
- ❖ Mr. Small issued a clarifying statement on behalf of the Board regarding a story on the front page of the Criterion Sentinel regarding full day kindergarten. He said that the heading of the article was inaccurate in stating that Metuchen was pursuing full day kindergarten. Mr. Small reported the Finance Committee and the Board will continue to explore the topic, but that the word pursues is not correct and not representative of the current Board. He wanted to clarify this for the record.

9. Old Business – nothing at this time

10. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

November 27, 2018	Special Business Meeting 1
November 27, 2018	Board Meeting
November 27, 2018	Special Executive Meeting 2
November 27, 2018	Special Executive Meeting 3

Mr. Benderly motioned. Mr. Suss seconded. Motion carried 6-2-0 on the Board Meeting. Ms. Killean and Ms. Lunt abstained. Motion carried 5-3-0 on Special Business Meeting 1, Special Executive Meeting 2 and Special Executive Meeting 3. Ms. McGuire, Ms. Lunt and Mr. Glassberg abstained.

11. Meeting Open to the Public *(for any topic discussed up to this point in the meeting)* – nothing at this time

12. Meeting Open to the Public *(for comments on the recommendations of the Superintendent of Schools)* – nothing at this time

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items – see attachments)

- A. Personnel
- B. Finance
- C. Policy
- D. Curriculum

14. Meeting Open to Public *(for anything you wish to discuss)* – nothing at this time

15. Announcements – Ms. Lunt read the announcements.

16. Motion to Go Into Executive Session - Mr. Benderly motioned. Mr. Lifton seconded. All in favor

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 HIB and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

17. Adjournment

MEETING ADJOURNED AT 10:00 PM

PERSONNEL ATTACHMENT

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

A. PERSONNEL

1. Appointment – Substitute Teacher

Move to approve the appointment of the following substitute teacher for the 2018-2019 school year:

Substitute Teacher	Certification	Pay Rate
Jules Richards	College degree	\$85/day

2. Appointment – JV Softball Coach

Move to approve the appointment of the following staff member as JV Softball Coach for the 2018-2019 school year:

Name	Stipend
Kate McKenna, Moss Teacher	\$5909/year (Step 1)

3. Appointment – Volunteer Girls Basketball Coach

Move to approve the appointment of the following staff member as Volunteer Girls Basketball Coach at MHS for the 2018-2019 school year:

Name	Stipend
Dan Scanlon, MHS Teacher	volunteer

4. District Affirmative Action Officer

Move to approve the annual appointment of CES Principal Ed Porowski as the District Affirmative Action Officer for the 2018-2019 school year.

5. Appointment – Affirmative Action Team

Move to approve the appointment of the following personnel to serve as the Affirmative Action Team to conduct the needs assessment and develop the three-year Comprehensive Equity Plan for 2019-2022:

Ed Porowski, District Affirmative Action Officer, AAT Member
Richard Cohen, Assistant Superintendent, AAT Member
Dr. Tania Herzog, Director of Special Services, AAT Member
Neyda Evans, Supervisor, AAT Member
Kathleen Henn, Supervisor, AAT Member
Suzy Azevedo, Supervisor, AAT Member
Derek Khoudja, Supervisor, AAT Member
John Cathcart, Supervisor, AAT Member

6. Maternity Leave of Absence

Move to approve the maternity leave of Jaclyn Resiman, MHS Special Education/Math teacher, from approximately March 11, 2019 to June 21, 2019.

7. Co-Curricular

Move to approve the following MHS Co-Curricular Club Advisor for the 2018-2019 school year:

Name of Club	Advisor	Stipend
German Club (C)	Christine Wardlow	\$1431/year

Ms. Lunt motioned. Mr. Lifton seconded. Motion carried 8-0-0.

----- end of Personnel items -----

FINANCE ATTACHMENT

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

B. FINANCE

1. Treasurer of School Monies and Board Secretary’s Reports

Move to approve the Treasurer of School Monies’ Report, Board Secretary’s Report as of October 31, 2018.

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 11, 2018 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 of Education and filed in the Business Office.

3. Every Student Succeeds Act Grant Application

Move to approve the district’s carryover from the 2017-2018 ESSA Grant to the 2018-2019 ESSA Grant:

Title	Amount	Description
Title I	\$10,602	Improving Programs (Academically At-Risk students)
Title IIA*	\$4,621	Teacher and Principal Training (Professional Development)
Title IV**	\$3,853	Student Support and Academic Enrichment Program

* Metuchen Public Schools receives \$2,949 of the Title II allocation

** Metuchen Public Schools receives \$2,459 of the Title IV allocation

4. Nonpublic Security Aid

Move to approve the following nonpublic aid for the 2018-2019 school year. These expenditures are required for the district to fulfill certain legal obligations under state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction.

School	Vendor	Item #	Description	Price	Total
Saint Joseph High School	Open Systems Integrators, Inc.	NA	Security Camera Installation	\$3,731.00	\$3,731.00

5. School Nursing Plan for 2018-2019

Move to approve the attached School Nursing Plan for the 2018-2019 school year.

6. Professional Development

Move to approve the following professional development activities as listed on the attached chart:

7. Field Trips

Move to approve the following field trips for students in the Metuchen School District as shown on the attached chart:

8. Architect Services

Move to approve Thomas Rienzi to provide architectural services for Moss School roof replacement at a cost not to exceed \$15,000.

9. Commissioning Services

Move to approve Concord Engineering to provide Commissioning Services at a rate not to exceed \$24,500 for the science lab addition.

Mr. Small motioned. Mr. Suss seconded. Motion carried 8-0-0.

-----end of finance items -----

POLICY & CURRICULUM ATTACHMENTS

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

C. POLICY

1. Suspensions

The Board hereby acknowledges receipt of the suspension report summary for November 26-December 7, 2018.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- EMS111620181
- CES111318001

3. QSAC – Self-Assessment Score

QSAC section	Score
Instruction & Program	84
Fiscal Management	96
Governance	100
Operations	100
Personnel	92

4. First Reading of Policies

- Policy 132 - Executive Authority
- Policy 162 - Notice of Board Meetings
- Policy 168 - Recording Board Meetings
- Policy 173 - Duties of Public School Accountant
- Policy 2428.1 - Standards Based Instructional Priorities
- Policy 3125.2 - Employment of Substitute Teachers
- Policy 5308 and Regulation 5308 - Student Health Records
- Policy 5320 and Regulation 5320 - Immunization
- Policy 6112 and Regulation 6112 - Reimbursement of Federal and other Grant Expenditures
- Policy 6422 and Regulation 6422- Budget Transfers
- Policy 6470 and Regulation 6470 - Payment of Claims
- Regulation 8420.10 - Active Shooter
- Policy 9191 - Booster Clubs

5. School Bus Emergency Evacuation Drill Report

Move to accept the report on the completion of the School Bus Emergency Evacuation Drill:

11/28/2018 8:00 AM, Campbell Elementary School parking lot, C1, C2, C3, C4, C5, C6, C7, C8, C9, Van 6, Van 12, supervised by Brooke Kirschner, CES Assistant Principal

Ms. Lunt motioned. Ms. McGuire seconded. Motion carried 8-0-0-.

----- end of Policy items -----

D. CURRICULUM

1. Revised Curriculum Guides

Move to approve the revised curriculum guides for the following subjects:

Revised Curriculum Documents	
Subject	Description
Phys. Ed.	Grades 5, 6, 7, 8, 9, 10, 11, 12
Health	Grades 5, 6, 7, 8, 10
Science	Grade 3 and Grade 3 Lab
Science	Grade 4 and Grade 4 Lab
Computer Sciences	Grades 1, 2, 3, 4, 5, 6, 7, 8
Math	Pre-Algebra
Math	Algebra I
Math	Geometry

Mr. Lifton motioned. Mr. Suss seconded. Motion carried 8-0-0.

----- end of Curriculum items -----

Professional Development for Board Approval 12/11/18							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
8/10/2018	8/10/2018	CBT with Latinos	Granados, Lisa	MHS	\$ 146.50	FFPI	19-020
11/28/2018	12/19/2018	You, Too, Can Do ABA	McKenna, Katherine	Moss	\$ 300.00	FFPI	19-109
11/30/2018	11/30/2018	Gifted Education Conference	Henn, Kathleen	C/O	\$ 189.00	Other	
12/5/2018	12/5/2018	Fostering Social-Emotional and Character Development Through the Arts with Dr. Elias	McKenna, Katherine	Moss	\$ 125.00	FFPI	19-110
12/5/2018	12/5/2018	Fostering Social-Emotional and Character Development Through the Arts with Dr. Elias	Reed, Michele	Moss	\$ 125.00	FFPI	19-111
12/6/2018	12/6/2018	NJECC's 33rd Annual Technology Conference	Fitzgibbon, David	CES	\$ -	No cost	
12/6/2018	12/6/2018	New Jersey School Development Council Professional Learning: Choice F: Supporting Teacher Leaders/Aspiring Administrators	Karger, Sarah	MHS	\$ -	No cost	
12/11/2018	12/11/2018	Wingman Program	Donohue, Linda	EMS	\$ -	No cost	
12/11/2018	12/11/2018	Wingman Student Mentoring Program	Kuhlthau, Kristen	EMS	\$ -	No cost	
12/11/2018	12/11/2018	Site Visit to Cranbury Middle School	Campbell, Lauren	EMS	\$ -	No cost	
12/11/2018	12/11/2018	Site Visit to Cranbury Middle School	Forde, Caroline	EMS	\$ -	No cost	
12/11/2018	12/11/2018	Site Visit to Cranbury Middle School	McPeek, Kevin	EMS	\$ -	No cost	
12/11/2018	12/11/2018	Wingman Program visit	Cheung, Judith	EMS	\$ -	No cost	
12/11/2018	12/11/2018	Wingman Student Mentoring Program	Carter, Douglas	EMS	\$ -	No cost	
1/8/2019	1/8/2019	Engaging Students in problem solving (Grades 5 - 9)	Albanese, Edward	EMS	\$ 90.00	FFPI	19-115
1/8/2019	1/8/2019	NJECC Conference	Meyer, Lori	EMS	\$ 110.00	FFPI	19-114
1/8/2019	1/8/2019	Tech Ed Conference	Presuto, Emily	EMS	\$ 159.60	FFPI	19-116
1/29/2019	1/29/2019	Yoga and Mindfulness in the Classroom: Tools to Improve Self-Regulation, Learning and Classroom Climate	Presuto, Emily	EMS	\$ 199.00	FFPI	19-117
2/7/2019	2/7/2019	2019 AMTNJ Winter Conference	Divanno, Rachel	EMS	\$ 149.00	FFPI	19-118

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2/11/2019	2/11/2019	Education Redesign: Building a New Model for All	Sato, Elisabeth	MHS	\$ 149.00	FFPI	19-113
2/18/2019	2/20/2019	Wilson Reading System Professional Development Workshop	Lemansky, Pamela	CES	\$ 910.64	FFPI	19-119
2/19/2019	2/19/2019	Formative Assessment, Productive Struggle, and Student Discourse, Grades 6-12	Stevens, Jonathan	MHS	\$ 195.00	FFPI	19-112
2/25/2019	2/25/2019	How to Teach the Holocaust	Mertz, Emily	EMS	\$ -	No cost	
2/25/2019	2/25/2019	How to Teach the Holocaust	Presuto, Emily	EMS	\$ -	No cost	

AGENDA ADDITIONS AS OF 12/11/18

1/8/2019	1/8/2019	<i>Inter-district Learning Network Meeting</i>	Dr Caputo, L Tramontin, E. Robbins, J. Fitzgibbon, R. Cohen, D. Benderly, J. North, S. Paredes	District Leadership Team		no cost	
12/14/2018	12/14/2018	PE Jam 2018	Fannell, Schuyler	MHS		no cost	

FIELD TRIPS for Board Approval 12/11/2018							
School	Destination	Class/Group/Purpose	Teacher/Advisors	Date(s)	# of Students	Board Cost Transportation	Board Cost Substitutes
MHS	Waksman Institute, Rutgers University	Waksman student scholarship program, 11th Gr	L. Falzon	12/7/2018 (after school)	12	\$80	
EMS	Moss School	8th Grade Guitar class travels to Moss to perform, for both AM and PM classes	J. Gallagher	12/7/2018	20	\$80	
CES, EMS, MHS	Various destinations	Community Based Instruction for Self-Contained Classes - to learn social and life skills, to gain independence while out in the community	Okoszko, Rice, Linkenheld, DiSerio, Paras & Nurse	Various Fridays; 1/4/19 thru 2/22/19	10-14	If bus needed: \$40; nurse on bus: \$50/hour	\$ -

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MHS	Moss School	Moss students & MHS Music Tech class are collaborating on Carnival of the Animals concert (for both AM and PM classes)	Krombholz, Gallagher	1/4/2019	10	\$40	\$90
MHS	Moss School	Moss students & MHS Music Tech class are collaborating on Carnival of the Animals concert (for both AM and PM classes)	Krombholz, Gallagher	1/18/2019	10	\$40	\$90
MHS	Solio's Millwork LLC, 30 Ocean Blvd, Long Branch	3 Woodshop Classes will observe the operation of a lumber millwork yard & how the wood we use comes from the tree to the finished lumber in boards	Eagel, McDonald	1/23/2019	50	\$100	2 x \$90
EMS	Union County College	Math Counts Regional Math Competition. The Math Club participates each year	McCadden, Kennedy	Sat 2/9/2019	4	\$150	
EMS	Six Flags Great Adventure	End of year 8th Grade class trip	Barbara King (Trip Coordinator) and 10-11 teachers	5/17/2019	approx 191	students pay	approx 4 x \$90