

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

THE ANNUAL REORGANIZATION MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

**Tuesday, January 2, 2018
8:00 pm**

1. Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary

2. Sunshine Statement and Announcement of Purpose 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.

3. Flag Salute

4. Administration of required oaths to Board Members elected on November 7, 2017.

5. Roll Call

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

6. Announcement of Election Results

Candidates in Ballot Order	Total Votes
Benjamin Small	2,338
Dan Benderly	2,289
Brian Glassberg	2,273

7. Pro-Tem Chair will conduct election of the Board President

Mr. Harvier asked for nominations for Board President. Mr. Suss nominated Mr. Benderly, seconded by Ms. Lunt.

Votes for Board President			
Board Member	Vote	Board Member	Vote
Mr. Benderly	N/A	Mr. Manley	Yes
Mr. Glassberg	Yes	Ms. McGuire	Yes
Ms. Killean	Yes	Mr. Small	Yes
Mr. Lifton	Yes	Mr. Suss	Yes
Ms. Lunt	Yes		

8. President Takes Chair

9. Board President will conduct election of the Board Vice-President

Mr. Benderly asked for nominations for Board Vice-President. Mr. Small nominated Ms. Lunt, seconded by Mr. Suss.

Votes for Board Vice-President			
Board Member	Vote	Board Member	Vote
Mr. Benderly	Yes	Mr. Manley	Yes
Mr. Glassberg	Yes	Ms. McGuire	Yes
Ms. Killean	Yes	Mr. Small	Yes
Mr. Lifton	Yes	Mr. Suss	Yes
Ms. Lunt	N/A		

10. Meeting Open to the Public on all previous items

Nothing at this time.

11. Remarks by President

Mr. Benderly thanked the board members for their support and confidence in him and Ms. Lunt. Mr. Benderly also congratulated the new Mayor of Metuchen, Mr. Jonathan Busch. Mr. Busch is currently the board attorney. He submitted a letter of resignation as the board attorney. The Board has begun the process of interviewing for a new attorney. In the meantime, the firm will continue to represent the board in matters. Mr. Busch will not be involved in any matters associated with Metuchen Board of Education.

12. Report of Superintendent

Congratulations to Mr. Glassberg, Mr. Benderly and Mr. Small. Happy New Year!

13. Report of Business Administrator

Nothing at this time.

14. Committee Reports

Committees have not met since the last board meeting.

15. Meeting Open to the Public

(for comment on the recommendations of the Superintendent of Schools.)

Nothing at this time.

16. Minutes

Move to approve the minutes of the following meetings:

December 12, 2017	Special Business Meeting (1)
December 12, 2017	Special Executive Meeting (2)
December 12, 2017	Board Meeting
December 12, 2017	Special Executive Meeting (3)

Mr. Benderly Mr. Manley
Moved Seconded

Motion Carried: (6-0-3)

Mr. Glassberg, Ms. Lunt, and Mr. Small abstained to all of the minutes.

17. 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

18. Reorganization**a. Set Regular Meetings of the Board of Education**

Move to approve the Board of Education Meeting Schedule for 2018.

Mr. Benderly Mr. Suss
Moved Seconded Motion Carried: (9-0-0)

b. NJSBA Code of Ethics

Move to approve the adoption of the NJSBA Code of Ethics for the 2018.

Mr. Benderly Mr. Lifton
Moved Seconded Motion Carried: (9-0-0)

19. Meeting Open to Public

Nothing at this time.

20. Announcements

Mr. Glassberg read announcements.

MEETING ADJOURNED: 8:24 PM

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

Personnel Attachment
Section 17, A1-A7

17. 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 approve the resignation of Alyxandra Cucinotta, Spanish Teacher at Campbell Elementary School effective February 19, 2018.

2. Resignation – Coach

Move to approve the resignation of Robert Bennetti, Metuchen High School JV Baseball Coach effective December 15, 2017.

3. Appointment – 2017-2018 After-School Brain S.T.R.E.A.M. Teacher

Move to approve the following teacher for the 2017-2018 After-School Brain S.T.R.E.A.M. program effective November 30 for prep work, and for the program, 19 Thursdays from December 7, 2017 through May 3, 2018, 3 hours/session at \$36/hour:

Name	School	Funding Source	Amount
Erica Hsu	Edgar	Title IA	\$2,160

4. Appointment – Mentor for Provisional Teacher

Move to approve the following mentor teacher for the 2017-2018 school year:

New Teacher	School/Position	Mentor	Formal/Informal	Payment
Jennifer Pasquale	CES/Elementary	Danielle Weitzner	Formal	\$225/partial year

5. Appointment – Substitute Teachers

Move to approve the following substitute teachers for the 2017-2018 school year:

Substitute Teacher	Certification	Pay Rate
Michelle Duggan	Elementary	\$90/day
Carolyn Gioia	Substitute with degree	\$85/day

6. Appointment – Home Instruction

Move to approve the following teacher to provide home instruction for the 2017-2018 school year:

Name	Pay Rate
Michelle Duggan	\$45/hour

7. Appointment – Bus Driver

Move to approve the following bus driver for the 2017-2018 school year:

Name	Pay Rate
Roy Plummer*	\$19.66/hour

*Pending transfer of license

Mr. Lifton
Moved

Mr. Manley
Seconded

Motion Carried: (9-0-0)

**Finance Attachment
Section 17, B1-B4**

B. FINANCE

1. Tax Shelter Annuity Company

Move to approve Plan Connect to administer tax shelter annuities for Metuchen Public School for the 2017-2018 school year.

2. Nonpublic Technology

Move to approve the following nonpublic technology purchases for the 2017-2018 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Joseph High School	CDW Government	1	3866964	SanDisk Ultra - USB Flash Drive -256 GB	\$74.69	\$74.69
St. Joseph High School	CDW Government	1	4563667	Samsung UN65MU6300F 6 Series - 65" Class LED TV	\$1,015.87	\$1,015.87

3. Professional Development

Move to approve the following professional development activities as listed below:

Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested	Payment Method	FFPI #
9/4/2017	9/4/2017	Student Teacher Co-Operating Teacher	Messenger, John	MHS	\$ -	No cost	
1/8/2018	1/8/2018	Best Practices in CO-TEACHING: Increase Your Students Success in Meeting High Academic Expectations	Spak, Jennifer	CES	\$ 249.00	FFPI	18-121
1/10/2018	1/10/2018	Best Practices in Co-Teaching	Anderson, Julie	CES	\$ 249.00	FFPI	18-123
1/10/2018	1/10/2018	Best Practices in CO-TEACHING: Increase Your Students' Success in Meeting High Academic Expectations	Huntress, Donna	CES	\$ 249.00	FFPI	18-122
1/16/2018	2/7/2018	5th Grade NJSLA- S Science Assessment Item Review Committee	Nolde, Jonathan	CES	\$ -	No cost	
1/30/2018	1/30/2018	Extended School Year Legal Issues	Herzog, Tania	C/O	\$ -	No cost	
2/6/2018	2/6/2018	Strategies to Strengthen Your Special Needs Students' Executive Function Skills	Smith, Rebecca	CES	\$ 259.00	FFPI	18-124
2/9/2018	2/9/2018	Northeast Conference on the Teaching of Foreign Languages	King, Barbara	EMS	\$ 115.00	FFPI	18-125
2/22/2018	2/24/2018	NJMEA Conference	Messenger, John	MHS	\$ 170.00	FFPI	18-127

4. Field Trips

Move to approve the following field trips for students in the Metuchen School District as listed below:

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Metropolitan Museum of Art NY, NY	Art students will view original master works of art, observing how presentation affects how art is perceived and consider museum curatorship as a career.	K. McKeown M. Banner	2/9/18	25
EMS	Metuchen H.S.	Rogate students will present their research projects to MHS 9 th graders.	M. Harley M. O'Connell	1/18/18	15

Mr. Small
Moved

Mr. Manley
Seconded

Motion Carried: (9-0-0)

**Policy Attachment
Section 17, C1-C3**

C. POLICY**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for December 11 – 22, 2017.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES112117001
- CES11617001
- EMS120617001

3. Duties of Business Administrator/Board Secretary

Move to approve the following duties/position of Michael A. Harvier, Business Administrator/Board Secretary through December 31, 2018:

- a) PACO - Purchasing Agent Compliance Office for Administrative Action

Ms. Lunt
Moved

Mr. Lifton
Seconded

Motion Carried:
C1& C2 (8-1-0) Mr. Glassberg abstained
C3 (9-0-0)

**Policy Attachment
Section 17, D1**

D. CURRICULUM

1. Nothing at this time.

Section 18A Attachment

Metuchen Board of Education
Metuchen, New Jersey
Board of Education Meeting Calendar
2018

All meetings will be held at Metuchen High School and will begin at 8:00 p.m. unless otherwise specified. The Board of Education will meet two times a month. The schedule is as follows:

January 2, 2018	Reorganization Board Meeting
January 23, 2018	Board Meeting
February 13, 2018	Board Meeting
February 27, 2018	Board Meeting
March 13, 2018	Board Meeting
March 27, 2018	Board Meeting
April 10, 2018 (if needed)	Board Meeting
April 24, 2018	Board Meeting
May 8, 2018	Board Meeting
May 22, 2018	Board Meeting
June 12, 2018	Board Meeting
June 26, 2018	Board Meeting
July 17, 2018	Board Meeting
August 7, 2018	Board Meeting
August 21, 2018	Board Meeting
September 4, 2018	Board Meeting
September 25, 2018	Board Meeting
October 16, 2018	Board Meeting
October 30, 2018	Board Meeting
November 13, 2018	Board Meeting
November 27, 2018	Board Meeting
December 11, 2018	Board Meeting

*Board Approved January 2, 2018

Section 18B Attachment

Board Member Code of Ethics

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools, which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

May 10, 1975 Delegate Assembly, New Jersey School Boards Association.