

**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, January 23, 2018  
8:00 PM**

**1. Flag Salute**

**2. 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.

**3. Roll Call**

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

**4. Presentation/Discussion Items**

• **Showcase of Success**

- ❖ Under direction of Christofer Peckhardt, the Edgar Middle School 6<sup>th</sup> Grade Chorus will perform "I'm a Believer"
- ❖ EMS 2017-2018 Geography Bee Champion: *Alan Wu*

• **Presentation**

- ❖ Review of budget calendar, baseline data, maintenance and custodial budgets – Mr. Harvier

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

Nothing at this time.

**6. Report of the Superintendent of Schools**

- ❖ District Goals Update – Dr. Caputo

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

Mr. Harvier presented the treasurers and secretary’s reports, bill list and budget transfers.

**8. Committee Reports**

Technology, policy, finance and athletic committees have not met since the last meeting.

Curriculum:

Report given by Ms. Killean.

**9. New Business**

Nothing at this time.

**10. Old Business**

Nothing at this time.

**11. Minutes**

Move to approve the minutes of the following meetings:

January 2, 2018	Annual Reorganization Meeting
January 9, 2018	Special Meeting Minutes (1)
January 9, 2018	Special Executive Meeting Minutes (2)

Mr. Benderly  
Moved

Ms. Lunt  
Seconded

Motion Carried:

Annual Reorganization Meeting: (7-0-0)

Special Meeting Minutes (1) & Special Executive Meeting Minutes (2): (6-1-0)

Ms. Lunt abstained.

**12. Meeting Open to the Public**

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

Mr. Stevens read statements on behalf of the MEA regarding the elimination of skills classes in grades 3-12.

**13. Meeting Open to the Public**

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

Nothing at this time.

**14. 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

**15. Meeting Open to Public**

Mr. Derflinger commented about wording used in descriptions on the field trip chart.

**16. Announcements**

Mr. Glassberg read announcements.

**17. Motion to Go Into Executive Session**

*(when applicable)*

Mr. Benderly  
Moved

Ms. Lunt  
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 the selection of legal counsel and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

Meeting Adjourned: 9:55 PM

**Personnel Attachment  
Section 14, A1 – A11**

**14. Recommendations of the Superintendent of Schools**

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

**A. PERSONNEL**

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

Move to approve the following paraprofessional for the 2017-2018 school year effective January 24, 2018:

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Salary</b>
Jessica Gilman	Paraprofessional	Edgar	\$19,556/year (pro-rated)

**2. Appointment – Substitute Teachers**

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

<b>Substitute Teacher</b>	<b>Certification</b>	<b>Pay Rate</b>
Sarah Regn	Substitute with college degree	\$85/day
Brian Jeney	Substitute with 60+ credits	\$80/day
Saadia Rizwan	Substitute with college degree	\$85/day

**3. Appointment – Substitute Paraprofessional**

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

<b>Name</b>	<b>Position</b>	<b>Pay Rate</b>
Anne Sookchand	Substitute Paraprofessional	\$13/hr.

**4. Appointment – Home Instruction**

Move to approve the following substitute teacher to provide home instruction for the 2017-2018 school year: effective January 19, 2018:

<b>Name</b>	<b>Pay Rate</b>
Sara Yocum	\$45/hour

**5. Appointment – 2018 Title I Algebra Tutoring Teachers**

Move to approve the following teachers for the 2018 Title I Algebra Teachers programs at \$36/hour, not to exceed \$6,000/per teacher:

<b>Name</b>	<b>School</b>	<b>Funding Source</b>
Janis Lewandowski	MHS	Title IA
Sherry Lifson	MHS	Title IA

**6. Salary Adjustment – Certificated Staff**

Move to approve a change in base salary for Kenneth Smith for earning a Master’s degree from Step 2D, \$54,907/year to Step 3D, \$56,246/year (pro-rated) effective January 1, 2018.

**7. Stipend**

Move to approve the following stipends for the 2017-2018 school year effective February 1, 2018 through June 30, 2018: (Agenda 11/28/17, Section 14, A6)

Name	Assignment	Stipend
Julie Hertzog	Assistive Technology (non-instructional)	3/5 \$2,353.60 (pro-rated)
Rachel DiVanno	Assistive Technology (non-instructional)	3/5 \$2,353.60 (pro-rated)

**8. Assistive Technology Extension**

Move to approve Marcos Elias to provide assistive technology support and programming effective February 1, 2018 through June 30, 2018 at the rate of \$24/hour. (Agenda 11/28/17, Section 14, A7)

**9. Rescission – Club**

Move to rescind the following club for the 2017-2018 school year: (Agenda 8/29/17, Section 14, A24)

Edgar Middle School		
Club		Stipend
<b>Rescind:</b>		
Science Club/Stem Club (B) (full year)	Ed Ronk	\$1,198

**10. Coach Rescission**

Move to approve the following coach rescission for the 2017-2018 school year: (Agenda 8/29/17, Section 14, A44)

Metuchen High School				
Sport	Coach	Position	Step	Stipend
Winter Cheerleading	Sara Yocum**	Head Coach	1	\$3,324

\*\*Represents adjunct coach

**11. Rescission and Appointment**

Move to approve the rescission and appointment of the following teacher for the 2017-2018 After-School Brain S.T.R.E.A.M. program effective November 30, 2017 for prep work, and for the program, 19 Thursdays from December 7, 2017 through May 3, 2018, 3 hours/session at \$36/hour: (Agenda 11/28/17, Section 14, A3)

Name	School	Funding Source	Amount
<b>Rescind:</b>			
Sofia Lopes	EMS	STREAM Enrollment	\$1,440
<b>Appoint:</b>			
Sofia Lopes	EMS	Title IA	\$2,160

Mr. Manley  
Moved

Mr. Suss  
Seconded

Motion Carried: (7-0-0)

**Finance Attachment  
Section 14, B1-B8**

**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 November 30, 2017.

**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 January 23, 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. Budget Transfers**

Move to approve budget transfers effective November 30, 2017.

**4. Every Student Succeeds Act Grant Application**

Move to approve the district’s carryover from the 2016-2017 NCLB Grant to the 2017-2018 ESSA Grant:

Title	Amount	Description
Title I	\$11,910	Improving Programs (Academically At-Risk students)
Title IIA*	\$4,810	Teacher and Principal Training (Professional Development)

\*Metuchen Public Schools receives \$3,015 of the Title II allocation

**5. Nursing**

Move to approve Bayada to provide health aide support and school nurse coverage for the 2017-2018 school year at the following rates:

RN	\$54.50/hr.
LPN	\$44.50/hr.

**6. Nonpublic Technology**

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis School	Keyboard Consultants	3	N/A	On-site Service and Support for SMART Boards	\$95.00	\$285.00

**7. Professional Development**

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

**8. Field Trips**

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

Mr. Small  
Moved

Mr. Manley  
Seconded

Motion Carried: (7-0-0)

**Policy Attachment  
Section 14, C1-C3**

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for January 2 - 19, 2018.

**2. Calendar**

Move to approve the calendar for the 2018-2019 school year.

**3. Appointment – District School Safety Specialist**

Move to appoint Edward Porowski as the District School Safety Specialist for the 2017-2018 school year.

Ms. Lunt  
Moved

Mr. Suss  
Seconded

Motion Carried:

C1 & C3: (7-0-0)

C2: (6-1-0) Mr. Suss voted no.

**Curriculum Attachment  
Section 14, D1**

**D. CURRICULUM**

1. Nothing at this time.

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**Finance Attachment**  
**Section 14, B7, Professional Development**

Professional Development for Board Approval				January 23, 2018			
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested	Payment Method	FFPI #
1/15/2018	1/15/2018	SEL Course 3	Savarese, Melissa	CES	\$ 360.00	FFPI	18-129
1/15/2018	1/15/2018	SEL PRACTICUM	Lopes, Sofia	CES	\$ 360.00	FFPI	18-128
1/17/2018	1/17/2018	ADA Compliance of District Website	Opitz, Amy	C/O	\$ -	No cost	
1/18/2018	1/18/2018	Writing Quality IEPs	Calantoni, Karen	Moss	\$ -	No cost	
1/23/2018	1/23/2018	Social and Emotional Learning Focus Group	Kirschner, Brooke	CES	\$ -	No cost	
1/30/2018	1/30/2018	Advisory Board Meeting: NJCU International High School Jazz Festival	Messenger, John	MHS	\$ -	No cost	
1/30/2018	1/30/2018	Equity - School Rules & Regulations: Who Does What?	Kirschner, Brooke	CES	\$ -	No cost	
1/30/2018	1/30/2018	Equity - School Rules & Regulations: Who Does What?	Caputo, Vincent	CES	\$ -	No cost	
1/30/2018	1/30/2018	Equity - School Rules & Regulations: Who Does What? - Presenting	Cohen, Richard	CES	\$ -	No cost	
1/30/2018	1/30/2018	Equity - School Rules & Regulations: Who Does What?	Khoudja, Derek	CES	\$ -	No cost	
2/1/2018	2/1/2018	The Principal / AP / VP's Survival Guide	Kirschner, Brooke	CES	\$ -	Other	
2/6/2018	2/6/2018	Site Visit	Fuchs, Erica	CES	\$ -	No cost	18-145
2/6/2018	2/6/2018	Site Visit	Presuto, Emily	EMS	\$ 32.00	FFPI	
2/6/2018	2/6/2018	Wycoff School Visit	Wetzel, Virginia	EMS	\$ -	No cost	18-134
2/7/2018	2/7/2018	AMTNJ 2018 Winter Conference Fostering Growth Mindsets in Every Math Classroom: Creative Productive Learning Environments	Divanno, Rachel	EMS	\$ 193.00	FFPI	18-132
2/7/2018	2/7/2018	AMTNJ Winter Conference	Miller, Jennifer	EMS	\$ 189.85	FFPI	
2/7/2018	4/23/2018	Mental Health Issues Certificate	Porowski, Edward	CES	\$ 300.00	Other	18-135
2/9/2018	2/9/2018	Discovery Education-STEAM: Connecting the Dots	Divanno, Rachel	EMS	\$ 39.00	FFPI	18-144



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2/15/2018	2/15/2018	What's NEW in YOUNG ADULT LITERATURE and How to Use It In Your Program (Grades 6-12)	Little, Maryrose	EMS	\$ 319.00	FFPI	
2/16/2018	2/16/2018	Student Achievement & Data Summit	McPeck, Kevin	EMS	\$ -	No cost	
2/16/2018	2/16/2018	Student Achievement & Data Summit	Caputo, Vincent	EMS	\$ -	No cost	18-130
2/21/2018	2/21/2018	Students in STEM	Chango, Lisa	EMS	\$ 55.00	FFPI	18-137
2/22/2018	2/24/2018	NJMEA Conference	Flynn, John	CES	\$ 170.00	FFPI	18-136
2/22/2018	2/24/2018	The New Jersey Music Educators Association State Conference	Peckhardt, Christofer	EMS	\$ 170.00	FFPI	18-131
2/26/2018	2/26/2018	NJASPERD Annual Convention	Carter, Douglas	EMS	\$ 146.00	FFPI	
2/28/2018	2/28/2018	Equity - School Rules & Regulations: Who Does What? - Presenting	Cohen, Richard	CES	\$ -	No cost	
3/3/2018	3/3/2018	Team EDCamp 2018, LEADING CULTURES OF LITERACY	Derer, Barbara	CES	\$ -	No cost	
3/5/2018	3/5/2018	State Mandated PARCC Training	Stike, Brian	EMS	\$ -	No cost	
3/5/2018	3/5/2018	2018 Mandatory District Training for PARCC	Cohen, Richard	C/O	\$ 6.82	Other	
3/6/2018	3/6/2018	New Jersey Public School Labor-Management Collaboration Conference	Caputo, Vincent	C/O	\$ -	No cost	
3/6/2018	3/6/2018	New Jersey Public School Labor-Management Collaboration Conference	DeSimone, Christine	C/O	\$ -	No cost	18-138
3/15/2018	3/15/2018	Elementary Peer Mediation Training	Fuchs, Erica	CES	\$ -	No cost	18-143
3/15/2018	3/15/2018	Elementary School Peer Mediation	Presuto, Emily	EMS	\$ -	FFPI	18-141
4/9/2018	4/11/2018	Lehigh Valley College Tour	DeMott, Elizabeth	MHS	\$ 165.00	FFPI	18-142
5/15/2018	5/15/2018	The 34th ANNUAL WINNERS! WORKSHOP: A CLOSER LOOK AT THE 100+ BEST BOOKS FOR CHILDREN, GRADES PRE-K-6, 2018	Derer, Barbara	CES	\$ 209.00	FFPI	
5/21/2018	5/22/2018	Annual NJACAC Conference	Hanbridge, Leigh	MHS	\$ 351.00	FFPI	
6/4/2018	6/8/2018	2018 AP Reading	Khoudja, Derek	C/O	\$ -	No cost	

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**Finance Attachment**  
**Section 14, B8, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Hillside Community Food Bank	AP Government class will learn about the food bank and helping the poor in NJ.	E. Robbins + 3 TBD	2/6/18	40
MHS	Campbell School	12 <sup>th</sup> grade Safety Ambassadors will teach lessons to 1 <sup>st</sup> grade students.	D. Scala K. Flores S. Karger K. Flores	2/8/18 3/8/18 4/12/18 5/24/18	8
MHS	David Geffen Hall New York, NY	Rescheduled trip from January 5, 2018. HS Orchestra, Band and Chorus students will attend performance of the NY Philharmonic.	E. Sato S. Krombholz J. Gallagher	2/9/18	
MHS	Brighton Gardens Edison, NJ	Community Outreach/Services – Food Science students will instruct and assist Senior Citizens with pastry decorating for Valentine’s Day	B. Stanski	2/13/18	9
MHS	Boston, MA	10 <sup>th</sup> – 12 <sup>th</sup> grade students will participate in Harvard Model Congress	C. Giddes D. Scala B. Schlavis	2/22- 25/18	32
MHS	Rutgers University New Brunswick, NJ	Grades 9 – 12 students will attend Engineering Career Day.	L. DeMott	3/14/18	20
MHS	The Cloisters New York, NY	French 4 and 5 students will attend a guided tour in the Cloisters – a medieval European castle including a lecture focusing on La Chanson de Roland.	A Girin L. Hanbridge	4/16/18	15
MHS	Middlesex County College Edison, NJ	9 <sup>th</sup> – 12 <sup>th</sup> grade students will attend Dare to Dream Leadership Conference, which includes strategies to prepare students with disabilities for college and career. They were invited to present a session titled, “What would you do if...?”	S. Karger S. Cichetti C. Hines (para)	5/18/18	15
MHS	Treescaples Vernon, NJ	Outdoor Wellness Club will participate in an outdoor activity involving ropes courses and zip lines of various difficulty levels.	A Girin D. Scala TBD	5/29/18	40
MHS	NJ Expo Center Edison, NJ	9 <sup>th</sup> – 12 <sup>th</sup> grade students will enhance their awareness by attending Construction Industry Career Day.	L. DeMott S. Cichetti	5/30/18	20
EMS	Union County College	7 <sup>th</sup> & 8 <sup>th</sup> grade Math Club students will compete in Math Counts Regional Math Competition.	L. McCadden D. Kennedy	2/10/18 (Saturday)	4
EMS	Moss School	Grade 6 ELA students will read the stories they wrote that have a character education theme to kindergarten students.	J. North J. Hughes G. Johnson (para)	3/2/18	16

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EMS	Treescapes Vernon, NJ	Students will participate in outdoor activities including ropes courses that will encourage teamwork and develop a sense of accomplishment.	10-12 Seventh Grade Teachers TBD	5/24/18	185-190
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### 2018-2019 School Calendar

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						16 Days

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			23 Days

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	17 Days

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					15 Days

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		21 Days

**METUCHEN PUBLIC SCHOOLS**  
**181 INSTRUCTIONAL DAYS**  
**185 STAFF DAYS**  
**EMS Graduation: June 20, 2019 6:00 PM**  
**MHS Graduation: June 21, 2019 5:00 PM**

- Aug 21-23 New Teacher Orientation
- Aug 27 All Administrators Meeting
- Aug 29-30 Inservice
- Sept 3 Labor Day
- Sept 4 First Day of School
- Sept 10-11 Rosh Hashanah
- Sept 19 Yom Kippur
- Nov 6 Inservice/Election Day
- Nov 8-9 NJEA Convention
- Nov 21 Early Dismissal
- Nov 22-23 Thanksgiving Recess
- Dec 21 Early Dismissal
- Dec 24-31 Winter Recess
- Jan 1 Winter Recess
- Jan 21 Martin Luther King Jr. Day
- Feb 15 Make-up Snow Day #1
- Feb 18 Presidents Day
- Mar 22 Make-up Snow Day #2
- Apr 19-26 Spring Recess
- May 24 Inservice
- May 27 Memorial Day
- May 28 Make-up Snow Day #3
- June 19-21 Early Dismissal for Students
- June 21 Last Day of School
- July 4 Independence Day

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		18 Days

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20 Days

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				16 Days

May 2019						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						20 Days

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15 Days

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**MAKE-UP SNOW DAYS**  
 Make-up snow days will be taken  
 in the following order:  
 February 15, March 22, May 28

**Moss School Conferences**  
 TBD

**Campbell School Conferences**  
 TBD  
 TBD

**Edgar Middle School Conferences**  
 TBD  
 TBD

**Metuchen High School Conferences**  
 TBD  
 TBD

