

**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 24, 2017**

**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
Ms. Gibson	P	Ms. McGuire	P
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

**4. Presentation/Discussion Items**

• **Showcase of Success**

- ❖ The Metuchen High School Jazz Band, under the direction of John Messenger, will play “Peg” by Steely Dan

• **Presentation**

- ❖ Review of budget calendar, baseline data, maintenance and custodial accounts – Mr. Harvier
- ❖ HIB Training & Program Period 1 (September 1, 2016 – December 31, 2016) – Dr. Caputo
- ❖ EVVRS Report Period 1 (September 1, 2016 – December 31, 2016) – Dr. Caputo
- ❖ HIB Report Period 1 (September 1, 2016 – December 31, 2016) – Dr. Caputo

- ❖ Review of the 2015-2016 Anti-Bullying Bill of Rights grades assigned by the Commissioner – Dr. Caputo

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

Nothing at this time.

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

Dr. Caputo introduced Derek Khoudja, Supervisor of English, Social Studies and ESL. On behalf of the board members, Mr. Benderly welcomed Mr. Khoudja.

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

Mr. Harvier presented the bill list, treasurer’s and secretary’s reports.

**8. Committee Reports**

Technology:

Report given by Mr. Manley.

Finance:

Report given by Mr. Small.

Curriculum:

Report given by Mr. Benderly

Negotiations:

The negotiations committee has not met however, all bargaining units contracts expire at the end of the school year.

Personnel:

The personnel committee met before the board meeting. Relevant information will be released at later board meetings.

**9. New Business**

Ms. Gibson attended the January 9<sup>th</sup> MHS PTO meeting. Dr. Norma Bowe, Professor at Kean University was very unique and interesting.

**10. Old Business**

Nothing at this time.

**11. Minutes**

Move to approve the minutes of the following meetings:

January 3, 2017	Reorganization Meeting
January 3, 2017	Special Executive Meeting (1)

Mr. Benderly  
Motioned

Mr. Lifton  
Seconded

Motion Carried: (9-0-0)

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**12. Meeting Open to the Public**

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

Nothing at this time.

**13. Meeting Open to the Public**

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

Ms. April Compertore and members of the Metuchen Full Day Kindergarten Facebook Community checked on the status of the architect's feasibility study. At this time the feasibility study has been completed but the report is not finished.

**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**

Nothing at this time.

**16. Announcements**

Mr. Suss read the announcements.

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

Mr. Benderly Motioned, Ms. Gibson 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.

MEETING ADJOURNED 9:38 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. Retirement – Certificated Staff**

Move to accept with regret the retirement of Janet Irenski, LDTC, effective July 1, 2017.

**2. Resignation – Non-Certificated Staff**

Move to accept the resignation of Ron Hall, Custodian effective January 27, 2017.

**3. Resignation – Certificated Staff**

Move to accept the resignation of Rebecca Flowers, Metuchen Intervention Preschool Teacher (MIPP) at Moss School effective immediately.

**4. Appointment – Certificated Staff**

Move to approve the appointment of Katherine McKenna as a Metuchen Intervention Preschool Teacher (MIPP) at Moss School from January 25, 2017 through June 30, 2017 at the salary of Step 1-B, \$51,468 (pro-rated).

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

Move to approve the appointment of Coleen Hines as a Paraprofessional at Metuchen High School, effective January 25, 2017 at the salary of \$18,872/yr. (pro-rated).

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

Move to approve the appointment of Ann Della Sala as a Paraprofessional at Edgar Middle School, effective January 30, 2017 at the salary of \$19,454/yr. (pro-rated).

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

Move to approve the appointment of Kimberley Kolodny as a Paraprofessional at Edgar Middle School, effective January 25, 2017 at the salary of \$19,454/yr. (pro-rated).

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

Move to approve the appointment of Marisol Nunez as a Custodian, effective February 1, 2017, at the salary of \$33,241/yr. (pro-rated).

**9. Appointment – Substitute Teachers**

Move to approve the following substitute teachers for the 2016-2017 school year:

<b>Substitute Teacher</b>	<b>Certification</b>	<b>Rate</b>
Roger Baran	Substitute	\$85/day
Kelsey Tonery	Substitute	\$85/day
Elliott Glassman	Substitute	\$85/day

**10. Appointment – Substitute Secretaries**

Move to approve the following substitute secretaries for the 2016-2017 school year:

<b>Substitute Secretary</b>	<b>Rate</b>
Lisa Campbell*	\$12.64/hr.
Donna Ohlson	\$12.64/hr.
Deborah Zupan	\$12.64/hr.

\*start date depends upon receipt of criminal background clearance

**11. Appointment – Substitute Paraprofessionals**

Move to approve the following substitute paraprofessionals for the 2016-2017 school year:

<b>Substitute Paraprofessional</b>	<b>Rate</b>
Kacey Harrell	\$13.00/hr.
Barbara Trapanese*	\$13.00/hr.

\*start date depends upon receipt of criminal background clearance

Mr. Lifton  
Motioned

Mr. Small  
Seconded

Motion Carried: (9-0-0)

Dr. Caputo and Mr. Benderly on behalf of the board members wish Ms. Irenski a healthy, happy and well deserved retirement.

**Finance Attachment  
Section 14, B1-B5**

**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, 2016.

**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 24, 2017 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. Nonpublic Technology**

Move to approve the following nonpublic technology purchases for the 2016-2017 school year:

School	Vendor	QTY	Item #	Description	Price	Total
Friends of the Family	Apple	1	MNV22LL/A	iPad Air 2 Wi-Fi 32 GB	\$379.00	\$379.00
Friends of the Family	Apple	1	ME277LL/A	iPad Mini 2 Wi-Fi 32 GB	\$259.00	\$259.00
St. Francis School	Dell Marketing	3	N/A	Dell 55 WHr 6-Cell Primary Lithium-Ion Battery	\$ 69.29	\$207.87
St. Francis School	QuaverMusic.com LLC	1	CP-01a-R	Renewal-Class Play	\$ 95.00	\$ 95.00
St. Francis School	QuaverMusic.com LLC	1	ECR-ALLa-R	Renewal 30 Quaver Classrooms	\$300.00	\$300.00

**4. Professional Development**

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

**5. Field Trips**

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

Mr. Small  
Motioned

Mr. Manley  
Seconded

Motion Carried: (9-0-0)

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

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for January 3 – 20, 2017.

**2. Calendar**

Move to approve the calendar for the 2017-2018 school year.

**3. First Reading of Policies**

Move to approve the first reading of the following policies:

- Policy 5460 High School Graduation
- Policy 8454 Management of Pediculosis

Ms. Lunt  
Motioned

Mr. Lifton  
Seconded

Motion Carried: C1 & C3 (9-0-0)

C2 Tabled: Ms. Gibson Motioned & Mr. Suss Seconded

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**Curriculum Attachment  
Section 14, D1**

**D. CURRICULUM**

1. Nothing at this time.

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**Finance Attachment  
Section B4, Professional Development**

Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
12/2/2016	12/2/2016	Best practices for improving classroom Management, Social Skills, Behavior & Instruction for Children with Special needs	Cadel, Ellissa	CES	\$ 177.35	FFPI	16-066
1/10/2017	1/17/2017	Stronge Training	Khoudja, Derek	C/O	\$310.00	Other	
1/26/2017	1/26/2017	Energy Efficiency Plus Indoor Air Quality: Strategies for Improving Health and Reducing Energy Costs in Your School	Henn, Kathleen	C/O	\$ -	No cost	
1/26/2017	1/26/2017	Energy Efficiency Plus Indoor Air Quality: Strategies for Improving Health and Reducing Energy Costs in Your School	Kato, Yoko	MHS	\$ -	No cost	
1/26/2017	1/26/2017	GoToWebinar - Energy Efficiency Plus Indoor Air Quality: Strategies for Improving Health and Reducing Energy Costs in Your School	LaFauci, Susan	MHS	\$ -	No cost	
1/28/2017	1/28/2017	AENJ Breakfast and a Workshop	Westover, Gina	CES	\$ 20.00	FFPI	17-123
1/28/2017	1/28/2017	Winter Professional Development	Gumbrecht, Jennifer	EMS	\$ 20.00	FFPI	17-127
1/31/2017	1/31/2017	Middlesex County Vocational & Technical Schools - Piscataway Campus	Campbell, Lauren	EMS	\$ -	No cost	
1/31/2017	1/31/2017	Tour/visit of the Middlesex County Vocational & Technical Schools - Piscataway Campus	DeMott, Elizabeth	MHS	\$ -	No cost	
1/31/2017	1/31/2017	Tour/visit of the Middlesex County Vocational & Technical Schools - Piscataway Campus	Hanbridge, Leigh	MHS	\$ -	No cost	



**Finance Attachment  
Section B5, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Repertorio Español NY, NY	Spanish 4 Honors classes will attend a performance in Spanish of El Quijote	R. Kamin	5/31/17	22
MHS	Museum of Jewish Heritage NY, NY	Students will take the Staten Island Ferry to the Museum and study the impact of WW II and the Nazi led genocide on communities in Europe	S. Karger S. Cichetti W. Latta N. Romanak	2/28/17	35
MHS	Joey D's Pizzeria Metuchen, NJ	Students in Italian Club will discuss the Italian celebration of Carnevale wearing traditional masks of Venice and afterward sample various pizzas	R. Kamin	2/28/17 (after school)	20
MHS	Campbell School	Spanish V Communications students will present a lesson to 4 <sup>th</sup> graders concerning houses and customs in Latin America	R. Kamin	3/7/17	19
MHS	State Theatre New Brunswick, NJ	11 <sup>th</sup> & 12 <sup>th</sup> grade Orchestra, Band & Chorus members will attend a performance of the Sleeping Beauty Ballet.	E. Sato J. Gallagher	4/3/17	48
EMS	Wegman's Woodbridge, NJ	7 <sup>th</sup> grade math class will conduct a unit pricing scavenger hunt to prepare for in-class math project.	S. Vorensky	2/3/17	14
EMS	Philadelphia Zoo Philadelphia, PA	STREAM students will visit zoo to learn about animals facing extinction as part of preparation to enter UNLESS Contest related to global warming and animals.	V. Petrakakos, E. Presuto	2/9/17	24
EMS	Metuchen High School	8 <sup>th</sup> grade students in Orchestra will attend MHS Orchestra Rehearsal	E. Sato	2/16/17	25
EMS	Moss School	6 <sup>th</sup> Grade ELA class will read stories they have written to Kindergarten students to celebrate "Read Across America Day"	J. North A. Ames (para)	3/2/17	13

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CES	Rutgers Geology Museum New Brunswick, NJ	3 <sup>rd</sup> grade students will enhance their study of geology and earth science	J. Salit M. Bethe, D. Weitzner A. Warakowski	5/21/17	72
“	“	“	S. Anderson K. Wong	5/22/17	47
“	“	“	F. Hunt M. Gubernat J. Barnes	5/23/17	47
CES	Ellis Island	4 <sup>th</sup> grade classes will learn about immigration	All 4 <sup>th</sup> grade teachers and paras (split between 2 days)	5/15/17 and 5/16/17	70 on 15 <sup>th</sup> 87 on 16 <sup>th</sup>
EMS/CES	Wegman's	Special Education students will practice social and life skills while participating in the community.	B. Okoszko K. Rice Paras	2/3/17	14