

**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, February 27, 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	A
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	A		

**4. Presentation/Discussion Items**

- **Showcase of Success**
  - ❖ EMS Spring Play preview of Shrek, Jr.
- **Presentation**
  - ❖ Dr. Herzog reviewed the special education budget, Mr. Cohen reviewed the curriculum budget and Mr. Thumann reviewed the technology budget

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

Mr. Benderly addressed student safety.

**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 report, bill list and budget transfers.

**8. Committee Reports**

The policy and finance committees have not met since the last board meeting.

Technology: Report given by Mr. Suss  
Curriculum: Report given by Mr. Lifton  
Athletics: Report given by Mr. Suss

**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:

February 13, 2018	Special Business Meeting (1)
February 13, 2018	Special Executive Meeting (2)
February 13, 2018	Board Meeting

Mr. Benderly                      Mr. Suss  
Moved                                      Seconded

Motion Carried: (5-1-0) Mr. Manley abstained

**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)*

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**

Ms. Getem addressed the board and regarding hiring 2 full-time school counselors at Campbell Elementary School. Ms. Messina requested 2 full-time and 1 part-

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time counselor at Campbell Elementary School. Campbell currently has part-time counselor who is a valuable resource and asset to Campbell School.

**16. Announcements**

Mr. Glassberg read announcements.

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

Mr. Benderly moved, Mr. Suss 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 tactics and techniques utilized to protect the public and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

**Personnel Attachment**  
**Section 14, A1-A4**

**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 Evette Collier, Social Worker effective July 1, 2018.

**2. Resignation – Certificated Staff**

Move to accept the resignation of Maha Hadi, Special Education Teacher at Campbell Elementary School effective April 16, 2018.

**3. Appointment – Substitute Teachers and Nurse**

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

Name	Certificated	Pay Rate
Virginia Haase	Elementary, Teacher of Handicapped, SAC	\$90/day
Amber Mallory	Substitute with degree	\$85/day
Amber Mallory	Nurse	\$120/day
Summer Thomas	Substitute with degree	\$85/day
Ashley Doctor	Elementary, Sp. Ed.	\$90/day

**4. Appointment – The Zone**

Move to approve the appointment of the following zone personnel for the 2017-2018 school year:

Activity Leader	Hourly Rate
Rachel DiVanno	\$31.91/hour

Dr. Caputo and Mr. Benderly wishes Ms. Collier a happy and healthy retirement.

Mr. Suss  
Moved

Mr. Lifton  
Seconded

Motion Carried: (6-0-0)

**Finance Attachment  
Section 14, B1-B6**

**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 December 31, 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 February 27, 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 December 31, 2017.

**4. Out of District Placement**

Move to approve the out of district change of placement based upon IEP needs effective February 20, 2018:

<b>Student ID#</b>	<b>From</b>	<b>To</b>	<b>Tuition</b>
02018040	Collier	East Mountain	\$77,506.80 (pro-rated)

**5. Professional Development**

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

**6. Field Trips**

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

Mr. Manley  
Moved

Mr. Glassberg  
Seconded

Motion Carried: (6-0-0)

**Policy & Curriculum Attachment**  
**Section 14, C1-C4**  
**Section 14, D1**

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for February 12 – 23, 2018.

**2. Harassment, Intimidation, and Bullying**

Move to affirm the findings of the previously reported cases:

- CES011718001
- EMS020218001

**3. Second Reading of Policies**

Move to approve the second reading of the following policies:

- Policy 2624 Grading System
- Policy 5420 Reporting Student Progress
- Policy 5514 Student Use of Vehicles on School Grounds
- Policy 7461 District Sustainability Policy
- Policy 3437 Military Leave
- Policy 4437 Military Leave
- Policy 7425 Lead Testing of Water in Schools
- Policy 7440 School District Security
- Policy 7441 Electronic Surveillance in School Buildings and on School Grounds
- Policy 8630 Bus Driver/Bus Aide Responsibility

**4. Calendar**

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

Mr. Glassberg  
Moved

Mr. Lifton  
Seconded

Motion Carried: (6-0-0-)

**D. CURRICULUM**

1. Nothing at this time.

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**Finance Attachment**  
**Section 14, B5 Professional Development**

Professional Development for Board Approval 2/27/18							
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested	Payment Method	FFPI #
2/27/2018	2/27/2018	Parental Authority in Today's Schools: Who Has Rights and Why It Matters	LaFauci, Susan	MHS	\$ 299.00	Other	
2/27/2018	2/27/2018	Parental Authority in Today's Schools: Who Has Rights and Why It Matters	Azevedo, Suzy	C/O	\$ -	No cost	
2/27/2018	2/27/2018	Parental Authority in Today's Schools: Who Has Rights and Why It Matters	Porowski, Edward	CES	\$ -	Other	
3/2/2018	3/2/2018	Educating the Whole Child Conference	Presuto, Emily	EMS	\$ 153.00	FFPI	18-152
3/6/2018	3/6/2018	New Jersey Public School Labor Management Collaboration Conference	Cohen, Richard	C/O	\$ 6.20	Other	
3/10/2018	3/10/2018	Middlesex County Spring Workshop with Jeff Williamson	Spring, Christina	Moss	\$ 25.00	FFPI	18-154
3/12/2018	3/14/2018	Annual NJ School Buildings & Grounds Assoc./National Schools Plant Managers Assoc. Meeting	Redmond, Gerard	C/O	\$ 300.00	Other	
3/13/2018	3/13/2018	Guided Reading: Differentiating Using Small Group Instruction (Grades K-2)	Doherty, Jennifer	CES	\$ 239.00	FFPI	18-153
3/15/2018	3/15/2018	NSOC Evaluation	Porowski, Edward	CES	\$ -	No cost	
3/20/2018	3/20/2018	National School of Character Evaluation	Porowski, Edward	CES	\$ -	No cost	
3/21/2018	3/21/2018	Executive Function, ADHD and Stress in the Classroom	Fischer, Laura	Moss	\$ 199.99	FFPI	18-155
3/22/2018	3/22/2018	Teaching the Whole Child: Integrating SEL	Cohen, Richard	C/O	\$ 30.27	Other	

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		with Powerful Literacy Instruction					
3/22/2018	3/22/2018	English Language Learners Summit: Best Practices and Emerging Legal Issues	Khoudja, Derek	C/O	\$ 113.20	Other	
4/14/2018	4/14/2018	NJAKE Spring Conference with Dr. Jean	Spring, Christina	Moss	\$ 60.00	FFPI	18-156
4/20/2018	4/20/2018	LGBTQ Youth-Clinical Strategies to Support Sexual Orientation and Gender Identity	Cheung, Judith	MHS	\$ 189.99	FFPI	18-157
4/27/2018	4/27/2018	Community-based Instruction Program Showcase 2017-2018	Karger, Sarah	MHS	\$ -	FFPI	18-151
5/18/2018	5/18/2018	Building Community Through Character	Cheung, Judith	MHS	\$ -	No cost	
5/18/2018	5/18/2018	NJASECD Conference	Porowski, Edward	CES	\$ 149.00	Other	
5/18/2018	5/18/2018	NJASECD Annual Conference	Kirschner, Brooke	CES	\$ 149.00	Other	
6/28/2018	6/29/2018	NJCIE's 16th Annual Summer Inclusion Conference	Herzog, Tania	C/O	\$ 225.00	Other	



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**Finance Attachment  
Section B6, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Princeton University Princeton, NJ	10 <sup>th</sup> grade students will attend Young Women’s Stem Conference. They will meet women scientists and engineers, attend presentations, tour chemistry labs, and participate in hands-on activities	L. Falzon	3/22/18	10
MHS	Sourland Mountain Preserve Hillsborough, NJ	Outdoor Wellness students will participate in a 5.4 mile moderate hike over boardwalks and boulders.	A Girin D. Scala	3/22/18 (2:00 – 7:00 p.m.)	35
MHS	New York City Cruise	Seniors will spend an all-inclusive evening on a cruise boat eating dinner, dancing while sailing around the Hudson.	B. Peragallo K. McKeown E. Wagenblast J. MacDonald, S. Doremus K. Blaze	6/12/18 Evening	Approx. 100
EMS	Pine Brook School Manalapan, NJ	Battle of the Books Club students will battle other schools and test their knowledge of the books read.	E. Presuto	4/16/18	Approx. 15

## 2018-2019 School Calendar

August 2018						
S	M	T	W	T	F	S
				1	2	3
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

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

**Moss School Conferences**  
 November 12, 13, 14  
 March 13, 14, 15

**Moss School Graduations**  
 June 20: 9:00 am & 11:40 am

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			

**Campbell School Conferences**  
 November 28, 29, 30 (Early Dismissal)  
 April 3, 4, 5 (Early Dismissal)

**Edgar Middle School Conferences**  
 November 13, 14, 15 (Early Dismissal)  
 March 19, 20, 21 (Early Dismissal)

**Metuchen High School Conferences**  
 November 5 (Early Dismissal - AM & PM conferences)

November 7 (Early Dismissal - MHS student only - no conferences)

School Closed	Inservice
Early Dismissal	First & Last Day of School

Parent Teacher Conferences	Make-up Snow Day
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