

**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 7, 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

- ❖ Edgar Middle School Students, under the direction of Stefeny Stofa-Krombholz will present “Xanadu”
- ❖ Edgar Middle School Geography Bee Champion 2016-2017: *Alan Wu*
- ❖ Recognize Governor’s Educators of the Year 2016-2017:

Campbell: *Rupel Conzo, Teacher*
Hope Serratelli, Paraprofessional

Edgar: *Jennifer Muller, Teacher*
Christina Theiss, Psychologist

MHS: *Michael Mazza, Teacher*
Leigh Hanbridge, Counselor

- ❖ Recognize Parent Teacher Council, Parent Teacher Organizations and the Metuchen Educational Foundation: *Kelly Vissichelli & Cher Krumins-*

Beens represented the Moss PTO and Jennifer Woods represented the EMS PTO.

- **Presentation**

- ❖ Mr. Bruce Peragallo presented the Metuchen High School budget, Mr. Ed Porowski presented the Campbell Elementary School budget, Ms. Kathy Glutz presented her final Edgar Middle School budget, Mr. Rick Cohen presented the Moss School budget and Mr. Harvier presented the transportation budget.

5. Report of the President of the Board of Education

Dan Benderly invited liaisons from the collaborative school leadership initiative to attend board committee meetings to increase the board’s participation in the initiative.

6. Report of the Superintendent of Schools

Nothing at this time.

7. Report of the Business Administrator/Board Secretary

Nothing at this time.

8. Committee Reports

Technology, curriculum, and the personnel committees have not met since the last board meeting.

Policy:

Report given by Ms. Lunt.

Finance:

Report given by Mr. Small

Athletics:

Report given by Ms. McGuire.

9. New Business

Nothing at this time.

10. Old Business

Dr. Caputo reported on the EVVRS Period 1 weapons category.

11. Minutes

Move to approve the minutes of the following meetings:

January 24, 2017	Special Executive Meeting (1)
January 24, 2017	Special Executive Meeting (2)
January 24, 2017	Board Meeting
January 24, 2017	Special Executive Meeting (3)

**Personnel Attachment
Section 14, A1-A10**

14. Recommendations of the Superintendent of Schools
(at this time the Board will take formal action on the following items)

A. PERSONNEL

1. Maternity/Childcare Leave of Absence

Move to approve a Maternity/Childcare Leave of Absence for Andrea Elton, Edgar Middle School Language Arts Teacher, from on or about May 8, 2017 through October 31, 2017.

2. Medical Leave of Absence

Move to approve a medical leave of absence for Danielle Kennedy, Edgar Middle School Math Teacher from April 19, 2017 through May 9, 2017.

3. Appointment – Certificated Staff

Move to approve the appointment of William Latta as a Special Education Teacher at Metuchen High School, from February 8, 2017 through June 30, 2017 at the salary of Step 3-A, \$53,149 (pro-rated).

4. Resignation

Move to approve the resignation of William Latta, Paraprofessional effective February 8, 2017.

5. Appointment – Non-Certificated Staff

Move to approve the appointment of Joenette Hunt, Paraprofessional at Metuchen High School, effective February 8, 2017 at the rate of \$17.11/hr.

6. Appointment – Substitute Teacher

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

Substitute Teacher	Certification	Rate
Julie DeFillippo	Music	\$90/day

7. Salary Adjustment – Certificated Staff

Move to approve the salary adjustment of Katherine Adamczyk from Step 2-D, \$54,805 to Step 3-D, \$56,141 as a result of earning her Master's degree effective February 1, 2017. (Agenda 8/16/16, XIV, A8)

8. Salary Adjustment – Certificated Staff

Move to approve the salary adjustment of Ann Dooley from Step 1-J, \$71,268 to Step 3-J, \$74,831 as a result of earning her Master's degree effective February 1, 2017. (Agenda 6/14/16, XIV, A2)

9. Stipend

Move to approve the stipend of \$750 (pro-rated) for Cheryl Donovan, Custodian as a result of obtaining her Black Seal License effective September 1, 2016.

10. Mentor of Provisional Teacher

Move to approve the following mentor teacher for the 2016-2017 school year:

New Teacher	School/ Position	Mentor	Formal/ Informal	Payment
Latta, William	MHS/Sp. Ed.	Mazza, Michael	Formal	\$550 (pro-rated)

Ms. McGuire
Moved

Mr. Lifton
Seconded

Motion Carried: (9-0-0)

**Finance Attachment
Section 14, B1-B4**

B. FINANCE

1. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis School	CDW Government	2	3255788	Epson Powerlite 575 W Projector	\$944.00	\$1,888.00
St. Francis School	CDW Government	1	3280309	Epson Powerlite 757W Bulb	\$47.41	\$47.41
St. Francis School	CDW Government	3	2002739	Epson Powerlite 450W Bulb	\$163.51	\$490.53
St. Francis School	CDW Government	9	2893256	Cyber Acoustics iPad 2 Cover	\$30.44	\$273.96
St. Francis School	CDW Government	3	3017681	Kensington SfeGrip iPad 2 Case - GK	\$44.28	\$132.84

2. Out of District Placement

Move to approve the placement of student 0202119 at Hunterdon Preparatory School, effective January 1, 2017, at a pro-rated tuition of \$23,141.30.

3. Professional Development

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

4. 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. Lifton
Seconded

Motion Carried: (9-0-0)

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 January 23 – February 3, 2017.

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- METHS122216001
- CES010517001

3. Second Reading of Policies

Move to approve the second reading of the following policies:

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

4. Calendar

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

Ms. Lunt
Moved

Ms. McGuire
Seconded

Motion Carried: (9-0-0)

D. CURRICULUM

1. Nothing at this time.

Finance Attachment
Section 14, B3 Professional Development Chart

Professional Development for Board Approval 2/7/17							
Start Date	End Date	Activity Title	Last, First Name	Building Name	Requested	Payment Method	FFPI #
2/8/2017	6/14/2017	Mindfulness Training for Teachers	Darrah, Robin	Moss	\$ 130.00	FFPI	17-154
2/8/2017	6/14/2017	Mindfulness Training for Teachers	Peleg, Sivan	Moss	\$ 130.00	FFPI	17-155
2/8/2017	6/14/2017	Mindfulness Training for Teachers	Spring, Christina	Moss	\$ 130.00	FFPI	17-144
2/8/2017	6/14/2017	Mindfulness Training for Teachers	Kandel, Stephanie	Moss	\$ 130.00	FFPI	17-148
2/8/2017	6/14/2017	Mindfulness Training for Teachers	Collier, Evette	Moss	\$ 130.00	FFPI	17-149
2/8/2017	6/14/2017	Mindfulness Training for Teachers	McKenna, Katie	Moss	\$ 130.00	FFPI	17-150
2/8/2017	6/14/2017	Mindfulness Training for Teachers	Walker, Laurie	Moss	\$ 130.00	FFPI	17-151
2/15/2017	2/15/2017	Pearson Regional Training for the PARCC Assessment: New Jersey	Kirschner, Brooke	CES	\$ -	No cost	
2/21/2017	2/21/2017	Making: A Model for Problem Solving in the 21st Century	Dooley, Ann	EMS	\$ 170.50	FFPI	17-141
3/2/2017	3/3/2017	NAEA National Art Convention	McKeown, Katie	MHS	\$ 564.50	FFPI	17-152
3/2/2017	3/3/2017	NAEA National Art Convention	Poandl, Margo	MHS/EMS	\$ 564.50	FFPI	17-153
3/2/2017	3/3/2017	NAEA National Art Convention	Gumbrecht, Jen	EMS	\$ 564.50	FFPI	17-146
3/2/2017	3/3/2017	NAEA National Art Convention	Westover, Gina	CES	\$ 564.50	FFPI	17-145
3/8/2017	3/8/2017	Realizing the Vision of Personalized Learning	Caputo, Vince	C/O		voucher	
3/8/2017	3/8/2017	Realizing the Vision of Personalized Learning	Cohen, Rick	C/O		voucher	
3/15/2017	3/15/2017	Planning NGSS-Aligned Lessons	Petrakakos, Vivian	EMS	\$ 125.00	FFPI	17-143
3/15/2017	3/15/2017	Planning NGSS-Aligned Lessons for Grades K-5	Forde, Caroline	EMS	\$ 125.00	FFPI	17-142
3/17/2017	3/17/2017	Good Ideas in Teaching Pre-Calculus	Stevens, Jonathan	MHS	\$ 165.00	FFPI	17-147
3/22/2017	3/24/2017	GPANJ, Inc. 2017 Annual Education Symposium	Orcutt, Tracey	C/O	\$ 650.00	Other	

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3/23/2017	3/23/2017	Building the Technology Plan for Digital Learning	Powers, Sean	C/O		voucher	
3/23/2017	3/23/2017	Building the Technology Plan for Digital Learning	Thumann, Chris	C/O		voucher	
3/28/2017	3/30/2017	4th Grade NJ ASK Science Assessment Item Review Committee	Nolde, Jonathan	CES	\$ -	No cost	
3/30/2017	3/31/2017	2017 Women's Leadership Conference	Volosin, Lauren	MHS	\$ 325.00	FFPI	17-137
4/6/2017	4/8/2017	NAFME Eastern Division Conference	Flynn, John	CES	\$ 180.00	FFPI	17-138
6/2/2017	6/10/2017	2017 AP Reading Spanish Literature & Culture	Flores, Karin	MHS	\$ -	No cost	
6/6/2017	6/6/2017	Collaborative Decision Making: The Answer is in the Room	Caputo, Vince	C/O		voucher	
6/6/2017	6/6/2017	Collaborative Decision Making: The Answer is in the Room	Cohen, Rick	C/O		voucher	
6/6/2017	6/6/2017	Collaborative Decision Making: The Answer is in the Room	Henn, Kathleen	C/O		voucher	

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Finance Attachment
Section 14, B4 Field Trips

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Edgar Middle School	Band will perform at EMS for recruitment for MHS Band and Marching Band.	J. Messenger	2/15/17	90
MHS	Campbell School	Safety Ambassadors will present lessons to 1 st graders.	S. Karger	2/16/17	8
MHS	“	“	D. Scala	3/23/17	8
MHS	“	“	D. Scala	4/20/17	8
MHS	“	“	K. Flores	5/18/17	8
MHS	Ozanam Family Shelter Edison, NJ	Italian Club students will plan, prepare and serve an Italian dinner to residents.	R. Kamin	3/3/17 (after school)	16
MHS	Metropolitan Museum of Art NY, NY	Spanish 3 & 4 Communications students will view work of Spanish artists (guided tour) and attend a special luncheon at The Spanish Tavern in Newark, NJ	R. Kamin P. Craig K. Flores D. Scala Th. Yakowenko	3/15/17	49
MHS	Repertorio Espanol NY, NY	9 th – 12 th grade Spanish students will attend play about the history of democracy in Latin American countries. Lunch at Guantanamera Restaurant.	K. Flores S. Karger 1 teacher TBD	3/22/17	30 - 40
CES	Kidz Village Woodbridge, NJ	Special Education students will practice social and life skills while participating in the community.	B. Okoszko Paras	3/10/17	7
EMS/CES	East Brunswick, NJ Movie Theatre (Batman Lego Movie)	Special Education students will practice social and life skills while participating in the community.	B. Okoszko K. Rice Paras	2/10/17	14
“	Menlo Park Diner Edison, NJ	“	“	2/24/17	14
“	Bounce Factory Warren, NJ	“	“	3/3/17	14

2017-2018 School Calendar

METUCHEN PUBLIC SCHOOLS
181 INSTRUCTIONAL DAYS
185 STAFF DAYS
EMS Graduation Date: June 19, 2018
MHS Graduation Date: June 20, 2018

August 2017						
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 2017						
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

October 2017						
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				
						22 Days

November 2017						
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 2017						
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						16 Days

January 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			
						21 Days

Aug 30-31	In-Service
Sept 4	Labor Day
Sept 5	First Day of School for Students
Sept 21-22	Rosh Hashanah
Nov 7	In-Service/Election Day
Nov 9-10	NJEA Convention
Nov 22	Early Dismissal
Nov 23-24	Thanksgiving Recess
Dec 22	Early Dismissal
Dec 25-29	Winter Recess
Jan 1	Winter Recess
Jan 15	Martin Luther King Jr. Day
Feb 16	Make-up Snow Day #1
Feb 19	Presidents Day
Mar 30	Spring Recess
Apr 2-6	Spring Recess
Apr 30	Make-up Snow Day #2
May 25	In-Service
May 28	Memorial Day
May 29	Make-up Snow Day #3
June 18-20	Early Dismissal for Students
June 20	Last Day of School
July 4	Independence Day

MAKEUP SNOW DAYS
 Make-up snow days will be taken in the following order:
 February 16, April 30, May 29

Moss School Conferences
 November 13, 14, 15
 March 14, 15, 16

February 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			
						18 Days

March 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
						21 Days

April 2018						
S	M	T	W	T	F	S
	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

May 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		
						20 Days

June 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
						14 Days

July 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			

Campbell School Conferences
 November 1, 2, 3 (Early Dismissal)
 March 21, 22, 23 (Early Dismissal)

Edgar Middle School Conferences
 October 18, 19, 20 (Early Dismissal)
 March 7, 8, 9 (Early Dismissal)

Metuchen High School Conferences
 November 14, 16 (Early Dismissal)

