

**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, May 8, 2018
8:00 PM**

1. Call to Order

2. Flag Salute

3. 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.

4. Roll Call

Mr. Benderly	P	Mr. Manley	8:15 PM
Mr. Glassberg	P	Ms. McGuire	P
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	A		

5. Showcase of Success *(when applicable)*

- ❖ Musicians from the Metuchen High School Orchestra and Orchestra Director, Elizabeth Sato, will preview the Spring Concert with *March* from “Carmen”, arranged by Charles Woodhouse

6. Presentations/Discussions *(when applicable)*

- ❖ HIB Trainings and Programs – Period 1 (September 2017 – December 2017)
- ❖ Student Safety Data System (SSDS) HIB Cases – Period 1 (September 2017 – December 2017)

7. Reports

- ❖ President’s Report:

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- On behalf of the board of education, teachers are the heart and soul of the classroom, thank you for your dedication
- Mr. Benderly attended the Middlesex County School Board Association meeting
- Mr. Benderly attended the Student Achievement Conference
- Mr. Rubin, Board Attorney provided HIB training for board members
- ❖ Superintendent's Report
- ❖ Business Administrator/Board Secretary's Report
- ❖ Committee Reports:
 - The finance and curriculum committees have not met since the last board meeting
 - Technology committee report given by Mr. Suss
 - Policy committee report given by Mr. Suss
 - Athletics committee report given by Ms. McGuire
 - Human Relations committee report given by Mr. Small

8. New Business

Nothing at this time.

9. Old Business

Nothing at this time.

10. Approval of Minutes of the Board of Education Minutes

Move to approve the minutes of the following meetings:

April 24, 2018	Special Business Meeting (1)
April 24, 2018	Special Executive Meeting (2)
April 24, 2018	Board Meeting

Mr. Benderly
Moved

Ms. McGuire
Seconded

Motion Carried: (8-0-0)

11. Meeting Open to the Public

(for any topic discussed up to this point in the meeting)

Nothing at this time.

12. Meeting Open to the Public

(for comments on the recommendations of the Superintendent of Schools)

Nothing at this time.

13. Recommendations of the Superintendent of Schools

- A. Personnel
- B. Finance
- C. Policy
- D. Curriculum

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14. Meeting Open to Public *(for anything you wish to discuss)*

Nothing at this time.

15. Announcements

Mr. Glassberg read announcements

16. Motion to into Executive Session *(when applicable)*

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 and that matters HIB and attorney client information discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

17. Adjournment

8:40 PM

**Personnel Attachment
Section 13, A1-A4**

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

A. PERSONNEL

1. Retirement – Non-Certificated Staff

Move to accept with regret the retirement of Elaine Smyth, Paraprofessional effective July 1, 2018.

2. Extension Medical Leave of Absence

Move to approve a medical leave of absence extension for Theresa Nemeth, Administrative Secretary to the Superintendent to May 11, 2018. (Agenda 2/13/18, Section 14, A6, Agenda 4/10/18, Section 14, A2)

3. Reappointment – Non-Tenured Administrators

Move to approve the reappointment of the following non-tenured administrators for the 2018-2019 school year as shown on attachment 1.

4. Reappointment – Non-Tenured Teachers

Move to approve the reappointment of the following non-tenured teachers for the 2018-2019 school year as shown on attachment 2.

5. Coaches - Rescission and Addition

Move to approve the following coaches rescission and addition for MHS coaches for the 2017-2018 school year effective April 30, 2018 (Agenda 8/29/17, Section14, 44)

Sport	Coach	Position	Step	Stipend
Rescind: Boy's Tennis	Summer Thomas**	JV Coach	2	\$2,316.50
Add: Boy's Tennis	Nick Zaneto	JV Coach	1	\$2,258

**Represents adjunct coach

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

Mr. Lifton
Moved

Mr. Manley
Seconded

Motion Carried: (8-0-0)

Finance Attachment
Section 13, B1-B7

B. FINANCE

1. Nonpublic Security Aid

Move to approve the following nonpublic security aid for the 2017-2018 school year. These expenditures are required for the district to fulfill certain legal obligations under state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction.

School	Vendor	QTY	Item #	Description	Price	Total
Metuchen Friends of the Family	CDW	1	4469386	Samsung WiseNet HD+SRD-1685	\$686.99	\$686.99
Metuchen Friends of the Family	CDW	2	5029950	Samsung 1.3 MP Analog Dome CAM	\$169.41	\$338.82
St. Joseph High School	CDW	24	4874718	Arecont 5MP Microdome Outdoor Dome IP Camera	\$546.74	\$13,121.76
St. Joseph High School	CDW	3	3965503	Samsung Techwin SNV-8081RN-network surveillance camera	\$943.33	\$2,829.99
St. Joseph High School	CDW	3	4541487	Samsung WiseNet P PNV-9080R-network surveillance camera	\$998.26	\$2,994.78
St. Francis Cathedral School	Open Systems	1	Aiphone JFS-2AEDV	Hands free video intercom set w/power supply	\$969.68	\$969.68
St. Francis Cathedral School	Open Systems	1	Aiphone JF-DV	Vandal Video Door Station	\$231.20	\$231.20
St. Francis Cathedral School	Open Systems	1	Aiphone JF-2HD	Hands free sub master station	\$431.12	\$431.12
St. Francis Cathedral School	Open Systems	2	Aiphone MCWSA	Desk Stand	\$25.84	\$51.68
St. Francis Cathedral School	Open Systems	1	Aiphone 871804	Master to Sub-Master cable	\$244.80	\$244.80
St. Francis Cathedral School	Open Systems	1	Aiphone 871802	Master to Door Cable	\$121.04	\$121.04
St. Francis Cathedral School	Open Systems	1	Aiphone RY-3DL	Selective door release relay	\$89.76	\$89.76
St. Francis Cathedral School	Open Systems	2	OE-32LEDMON	32" LED Monitor BNC, HDMI, VGA	\$374.99	\$749.98
St. Francis Cathedral School	Open Systems	2	OE-40APM1337	Wall mount for 32 LEDMON	\$49.99	\$99.98
St. Francis Cathedral School	Open Systems	2	OE-HDMI15	15 FT HDMI V1.4 Cable	\$11.24	\$22.48
St. Francis Cathedral School	Open Systems	1	MISC	Miscellaneous installation materials	\$250.00	\$250.00
St. Francis Cathedral School	Open Systems	4	Hourly Rate	Project Management Labor	\$125.00	\$500.00
St. Francis Cathedral School	Open Systems	8	Hourly Rate	Installation Labor	\$109.00	\$872.00
St. Francis Cathedral School	Open Systems	4	Hourly Rate	Programming Labor	\$125.00	\$500.00
St. Francis Cathedral School	Open Systems	2	Hourly Rate	Training	\$125.00	\$250.00

2. Resolution – NJSIG

The Metuchen Board of Education hereby approves the submission of a grant submission for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group’s ERIC NORTH Subfund for the purposes described in the application in the amount of \$6,973.57 for the period of July 1, 2018 through June 30, 2019.

3. Resolution for Approving the Use of Competitive Contracting

WHEREAS, the Metuchen Board of Education (sometimes “Board”) desires to contract with a vendor to procure a telephone system replacement on behalf of the Board, and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.1(d), the Board may use competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold, for Telecommunications Transmission services that are not part of a tariff or schedule of charges filed with the Board of Public Utilities; and

WHEREAS, the Board desires to use competitive contracting to procure the specialized services mentioned above; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(a), the Board is required to pass a resolution authorizing the use of competitive contracting for the aforementioned services; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.3(b), N.J.S.A. 18A:18A-4.4 and N.J.S.A. 18A:18A-4.5, the competitive contracting process, including the preparation of a request for proposal documentation (“RFP”), solicitation of proposals, and award of a contract based upon the methodology set forth in the aforesaid RFP, must be administered by the Board’s qualified purchasing agent.

NOW THEREFORE, pursuant to the aforementioned statutes, the Metuchen Board of Education hereby authorizes the use of competitive contracting to obtain proposals for the provision of a telephone system replacement for the Metuchen School District, and

BE IT FURTHER RESOLVED that the Business Administrator, who also serves the Board in the capacity of Qualified Purchasing Agent, is hereby authorized and directed to take all necessary steps to implement this action of the Board.

4. In-district Transportation Routes

Move to approve the following daily rates for in-district transportation routes with the Educational Services Commission of New Jersey for the 2018-2019 school year:

CSF1A	\$95.86	CSF1B	\$200.00
CSF2A	\$98.90	CSF2B	\$200.00

5. Bussing Fee

Move to approve the partial subscription bussing fee of \$175 for the 2018-2019 school year.

6. Professional Development

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

7. 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: (8-0-0)

**Policy Attachment
Section 13, C1-C2**

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for April 23 – May 4, 2018.

2. First Reading of Policies

Move to approve the first reading of the following policies:

- Policy 5330.01 Administration of Medical Marijuana
- Policy 8462 Reporting Potentially Missing or Abused Children
- Policy 8651 Community Use of Transportation
- Policy 8660 Transportation by Private Vehicle
- Policy 8670 Transportation of Disabled Pupils

Mr. Suss
Moved

Mr. Lifton
Seconded

Motion Carried: (8-0-0)

**Curriculum Attachment
Section 13, D1**

D. CURRICULUM

1. Nothing at this time.

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**Personnel Attachment
Section 13, A3 & A4**

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Attachment #1 (A3)

Reappointment of Non-tenured Administrators for the 2018-2019 School Year

Name	School	Assignment	Tenure Date	2018-2019 Salary
Stike, Brian	Edgar Middle School	Assistant Principal	8/2/2018	\$114,584
Powers, Sean	District	Supervisor of Math & Instructional Technology	3/31/2019	\$110,239
Azevedo, Suzy	District	Supervisor of Guidance	11/3/2019	\$110,116
Khoudja, Derek	District	Supervisor of Social Studies, ELA & ELL	3/7/2021	\$107,544
Herzog, Tania	District	Director of Special Services	7/2/2021	\$133,750* (2017-2018 Salary)
McPeck, Kevin	Edgar Middle School	Principal	7/25/2021	\$143,962

*2018-2019 Salary to be Determined

Attachment #2 (A4)

Reappointment of Non-tenured Teachers for the 2018-2019 School Year

Name	School	Assignment	Tenure Date	2018-19 Step/Salary
Lopes, Sofia	CES	Classroom Teacher	9/1/2018	3-D, \$56,246
Zaleck (Roder), Kathleen	CES	Special Education	9/1/2018	2-F, \$58,290
Santasieri, Erin	CES	Classroom Teacher	9/1/2018	1-E, \$54,868
McLaughlin, Beth	EMS	Special Education	9/1/2018	1-D, \$53,568
Peckhardt, Christofer	EMS	Music	9/1/2018	1-D, \$53,568
Little, Maryrose	EMS	Library Media Specialist	10/21/2018	3-K, \$79,714
McCorkle, Michelle	MHS	Athletic Trainer	8/14/2018	3-F, \$59,711
Doremus, Shawn	MHS	English	9/1/2018	1-E, \$54,868
Sato, Elisabeth	MHS	Music/Strings	9/1/2018	4-E, \$58,983

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Schlavis, William	MHS	Social Studies	9/1/2018	3-I, \$70,421
Wagenblast, Eileen	MHS	English	9/1/2018	3-E, \$57,611
Murray, Chad	MHS	Math	9/18/2018	3-M, \$91,814
Baumgartner (Peleg), Sivan	Moss	Integrated Pre-school	9/1/2019	1-J, \$71,268
Flynn, John	CES	Music	9/1/2019	1-D, \$53,568
Campbell, Lauren	EMS	School Counselor	9/1/2019	3-C, \$55,039
Connors, Shannon	EMS	Math	9/1/2019	3-D, \$56,246
King, Barbara	EMS	Spanish	9/1/2019	3-I, \$70,421
Rice, Kathy	EMS	Special Education	9/1/2019	3-K, \$79,714
Banner (Poandl), Margaret	EMS/MHS	Art	9/1/2019	1-D, \$53,568
North, Jennifer	EMS	Special Education	12/2/2019	3-L, \$86,575

Reappointment of Non-tenured Teachers for the 2018-2019 School Year

Name	School	Assignment	Tenure Date	2018-19 Step/Salary
Jensen, Sarah	Moss	Special Education Kindergarten	2/25/2020	3-I, \$70,421
Kandel, Stephanie	Moss	Kindergarten	9/1/2020	3-F, \$59,711
Young (Keane), Gina	Moss	Nurse	9/1/2020	1-F, \$56,868
McKenna, Katherine	Moss	Pre-school Handicapped	1/26/2021	1-C, \$52,418
Barnes, Jeremy	CES	Classroom Teacher	9/1/2020	3-C, \$55,039
Shapiro, Megan	CES	Classroom Teacher	9/1/2020	1-E, \$54,868
Okoszko, Brittany	CES	Special Education	9/1/2020	1-E, \$54,868
Cadel, Elissa	CES	Special Education	9/1/2020	1-F, \$56,868
Hsu (Fuchs), Erica	CES	.5 School Counselor	9/1/2020	(.5) 3-G, \$31,588
Kuhlthau, Kristen	EMS	Phys. Ed./Health	9/1/2020	1-C, \$52,418

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Scala, Lauren	EMS	ELA	9/1/2020	1-F, \$56,868
Dooley, Ann	EMS	Technology Ed. Industrial Arts	9/1/2020	3-L, \$86,575
Meyer, Lori	EMS	5 th Grade	10/4/2020	1-H, \$63,268
Brinkerhoff, Michele	MHS	Nurse	9/1/2020	1-F, \$56,868
Keagle, Joseph	MHS	Physics	9/1/2020	3-L, \$86,575
Lezama, Ann	MHS	Chemistry	9/1/2020	3-I, \$70,421
McDonald, John	MHS	Technology Education	9/1/2020	1-C, \$52,418
Romanak, Nicholas	MHS	Special Education	9/1/2020	3-H, \$66,431
Zeman, Barbara	MHS	Science	10/4/2020	1-I, \$67,068

Reappointment of Non-tenured Teachers for the 2018-2019 School Year

Name	School	Assignment	Tenure Date	2018-19 Step/Salary
Walsh, Emily	Moss	Speech	9/1/2021	3-F, \$59,711
Decker, Jennifer	CES	Nurse	9/1/2021	1-G, \$60,168
Riera, Karla	CES	LDTC	9/1/2021	5-K, \$83,510
Movsessian, Danielle	CES	Classroom Teacher	9/12/2021	3-B, \$54,094
Williams, Raquel	CES	Spanish	4/17/2022	3-K, \$79,714
DiVanno, Rachel	EMS	5 th Grade	9/1/2021	1-B, \$51,518
Forde, Caroline	EMS	5 th Grade	9/1/2021	1-C, \$52,418
Bonassisa, Deneane	MHS	LDTC	9/1/2021	3-L, \$86,575
Falzon, Liliana	MHS	Chemistry	9/1/2021	5-I, \$73,775
Fannell, Schuyler	MHS	PE/Health	9/1/2021	1-G, 60,168
Hixson, Virginia	MHS	Math	9/1/2021	1-F, \$56,868
Linkenheld, Cynthia	MHS	Special Education	9/1/2021	4-G, \$64,681
Van de Castle, Karen	MHS	Comprehensive Business	9/1/2021	4-G, \$64,681

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Finance Attachment
Section 13, B6 Professional Development

Professional Development for Board Approval			May 8, 2018					
Start Date	End Date	Activity	Last, First Name	Bldg.	Requested	Payment Method	FFPI #	
5/7/2018	5/7/2018	Partnership for a Drug-Free New Jersey Awards	Porowski, Edward	CES	\$ -	No cost		
5/15/2018	5/15/2018	the NJ Public School Labor Management Collaborative Inter-District Learning Network	Miller, Jennifer	EMS	\$ -	No cost		
5/15/2018	5/15/2018	Inter-District Learning Network	Powers, Sean	C/O	\$ -	No cost		
5/15/2018	5/15/2018	NJ Public School Labor Management Collaborative	Porowski, Edward	CES	\$ -	No cost		
5/19/2018	5/19/2018	The Brain, the Body, the Joy in Learning Part 2	Spring, Christina	Moss	\$ 20.00	FFPI	18-176	
6/1/2018	6/1/2018	Peer Observation at Manasquan High School	Abbott, Beth	MHS	\$ -	No cost		
6/4/2018	6/4/2018	Meeting NJ's Mandate: Evidence-Based Practices In Substance Abuse Prevention	Cheung, Judith	MHS	\$ 150.00	Other		
6/28/2018	6/28/2018	NJCIE 16th Annual Summer inclusion Conference	Cadel, Ellissa	CES	\$ 150.00	FFPI	18-178	
6/28/2018	6/28/2018	NJCIE's 16th Annual Summer Inclusion Conference	Gil, Staci	CES	\$ 150.00	FFPI	18-177	
7/23/2018	7/27/2018	IMSE Comprehensive Orton-Gillingham Training	Santasieri, Erin	CES	\$ 1,000.00	FFPI	19-002	
7/23/2018	7/27/2018	IMSE Comprehensive Orton-Gillingham Training	Savarese, Melissa	CES	\$ 1,000.00	FFPI	19-001	
7/30/2018	8/2/2018	AP Chemistry Summer Institute	Falzon, Liliana	MHS	\$ 1,025.00	Other		
7/30/2018	8/2/2018	AP Economics	Van de Castle, Karen	MHS	\$ 1,000.00	FFPI	18-178	
8/6/2018	8/9/2018	AP Spanish Language and Culture	Flores, Karin	MHS	\$ 1,049.80	Other		

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8/13/2018	8/16/2018	English Language and Composition-AP Summer Institute	Wardlow, Christine	MHS	\$ 1,033.96	Other	
Additional Workshops							
5/23/2018	5/23/2018	Rescheduled Workshop: Cyber Security: New Breaches & Threats	Powers, Sean	C/O	\$ 149.00	Other	
5/23/2018	5/23/2018	Rescheduled Workshop: Cyber Security: New Breaches & Threats	Thumann, Chris	C/O	\$149	Other	

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**Finance Attachment
Section 13, B7 Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Middlesex H.S. Middlesex, NJ	Metuchen H.S. athletes will spend the day at Middlesex H.S. as part of the Athlete Exchange program	R. Ulmer	5/4/18	5
MHS	Mason Gross School (Rutgers) New Brunswick, NJ	Music Tech Class will attend 2018 NJMEA Music Tech Expo and Competition. Students have submitted music for adjudication and will attend hands-on workshops.	S. Krombolz	5/21/18	12
MHS	William Patterson University	Previously Approved Rescheduled Trip: Dare to Dream Conference changed from Middlesex County College to William Patterson University	S. Karger W. Latta (para) C. Hines (para)	Changed from May 18 to May 22, 2018	15
MHS	Campbell School	Spanish 2 students will present a water conservation program to 3 rd grade students in preparation for World Environment Day.	R. Kamin	5/31/18	13
MHS	Mount Tammany Delaware Water Gap	Outdoor Wellness Club students will participate in a 35 mile hike at Mount Tammany.	A Girin D. Scala	6/3/18 (Sunday)	30
EMS	Mount Tammany Delaware Water Gap	Up to 20 eighth grade students will join the MHS Outdoor Wellness Club on a hike interacting with HS students and experience a club they can join.	A Girin D. Scala L. Scala	6/3/18 (Sunday)	Up to 20
CES	Edgar Middle School	4 th grade students will visit EMS for orientation.	4 th grade teachers and paras	6/6/18	180
MHS EMS CES	Train Station Metuchen Library Menlo Mall TD Ballpark Woodbridge Mall	Students will visit various destinations to practice social and life skills to help students gain independence.	B. Okoszko K. Rice C. Linkenheld R. DiSerio Paras	Various dates	6-15