

**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, December 6, 2016**

**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	Ms. McGuire	P
Ms. Gibson	P	Mr. Mindler	P
Mr. Lifton	P	Mr. Small	A
Ms. Lunt	P	Mr. Stern	P
Mr. Manley	P		

**4. Presentation/Discussion Items**

• **Showcase of Success**

- ❖ Metuchen High School Winter Concert Preview: Members of the Metuchen High School Choir, directed by Stefeny Stofa-Krombholz, will sing “When I Fall In Love”, arranged by Kirby Shaw

❖ **Edgar Middle School Undefeated Field Hockey Team**

<i>Lily Almeida</i>	<i>Claire Kenny</i>	<i>Caitlin O'Leary</i>
<i>Lilly Bennett</i>	<i>Chase Klavon</i>	<i>Skyler Pearsall</i>
<i>Olivia Bortman</i>	<i>Elizabeth Lackland</i>	<i>Alexandria Phelan</i>
<i>Alana Capron</i>	<i>Alyssa Laporte</i>	<i>Haley Sullivan</i>
<i>Kayla Ciampi</i>	<i>Noelle Leaf</i>	<i>Kaitlyn Sullivan</i>
<i>Sophie DeCoite</i>	<i>Erica Li</i>	<i>Isabella Terracina</i>
<i>Jenna DeVizio</i>	<i>MaryKate McCunney</i>	<i>Isabel Weiner</i>
<i>Annika Fricke</i>	<i>Kaylee Mendez</i>	<i>Sela Wyetzner</i>
<i>Alexandra Glutz</i>		

❖ **Edgar Middle School Cross Country Team - Girls**

<i>Kira Aldinger</i>	<i>Haijing Long</i>
<i>Kayla Berenfeld</i>	<i>Isabel Melendez</i>
<i>Merin Boucher</i>	<i>Kaitlyn O'Brien</i>
<i>Charlotte Breen</i>	<i>Sarina Oliveri Kuhnle</i>
<i>Avery Byrne</i>	<i>Jaya Rao</i>
<i>Natalie Clark</i>	<i>Claire Schleck</i>
<i>Brooke Fuccile</i>	<i>Caroline Schleif</i>
<i>Sarah Hausser</i>	<i>Madeleine Wheeler</i>
<i>Jaimie Hong</i>	<i>Juliana Woods</i>
<i>Makenna Lamela</i>	<i>Hannah Zhang</i>
<i>Alexandra Lipshutz</i>	<i>Cecilia Zuniga</i>

❖ **Edgar Middle School Cross Country Team - Boys**

<i>Eitan Berenfeld</i>	<i>Carmelo Dumapit</i>	<i>Matthew Pichalski</i>
<i>Joshua Blom</i>	<i>Benjamin Fricke</i>	<i>Nick Pocchia</i>
<i>Kyle Blom</i>	<i>Robert Geigerich</i>	<i>Brian Popeck</i>
<i>Ryan Breen</i>	<i>Sahil Gujrathi</i>	<i>Joshua Puerzer</i>
<i>Matthew Breen</i>	<i>Aaron Honig</i>	<i>Ben Richards</i>
<i>Henry Busch</i>	<i>Dylan Jaques</i>	<i>Jace Ritzdorf</i>
<i>Ethan Byrne</i>	<i>Pratyush Jha</i>	<i>Justin Roberson</i>
<i>Joshua Byrne</i>	<i>Thomas Kacani</i>	<i>Graeme Schnarre</i>
<i>Matthew Byrne</i>	<i>Liam Kelly</i>	<i>Brandon Sinclair</i>
<i>Daniel Capron</i>	<i>Maximillan Kuehnrich</i>	<i>Isaiah Stoecker</i>
<i>Alex Cherry</i>	<i>Harry Kuhne</i>	<i>Carson Tramontin</i>
<i>Jake Chinchar</i>	<i>Zachary Lanton</i>	<i>David Vanegas</i>
<i>Matthew Chinchar</i>	<i>Tristan Leto</i>	<i>Nicolas Vanleeuwen</i>
<i>Max Cohn</i>	<i>John McGowan</i>	<i>Alan Wu</i>
<i>Jack Cunningham</i>	<i>Tim Miller</i>	<i>Antoni Zaniecki</i>
<i>Christopher DeVizio</i>	<i>Nick Mills</i>	
<i>Ethan Draper</i>	<i>Maxximus Montalto</i>	

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

Nothing at this time.

**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**

The technology, finance, curriculum and athletics committees have not met since the last meeting. The policy committee report was given by Mr. Lifton.

**9. New Business**

Mr. Stern attended the inaugural ice hockey game – they won. He thanked everyone for their support and encourages people to check the schedule and attend the games.

Mr. Benderly attended the Collaborative Leadership workshop which focuses on union/labor management in school districts to drive student achievement. Ms. Gibson recommended a possible board retreat with Dr. Rubinstein that would be held in the evening. It would be beneficial for the board members.

**10. Old Business**

Nothing at this time.

**11. Minutes**

Move to approve the minutes of the following meetings:

November 22, 2016	Special Business Meeting (1)
November 22, 2016	Special Executive Meeting (2)
November 22, 2016	Board Meeting

Mr. Lifton  
Moved

Mr. Manley  
Seconded

Motion Carried: Special Business Meeting (1) (6-2-0) Ms. Gibson and Ms. McGuire abstained.  
Special Executive Meeting (2) (6-2-0) Ms. Gibson and Ms. McGuire abstained.  
Board Meeting (7-1-0) Ms. Gibson 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**

Nothing at this time.

**16. Announcements**

Ms. Lunt read announcements.

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

*(when applicable)*

*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: 9:11 PM

**Personnel Attachment  
Section 14, A1-A14**

**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**

Move to approve the appointment of Sheila Donohue, Payroll Coordinator effective February 1, 2017 at the salary of \$64,000/year (pro-rated), 12 month position.

**2. Appointment – Non-Certificated**

Move to approve the appointment of Theresa Coleman, Guidance Secretary at Metuchen High School effective December 19, 2016 at the salary of Step A, \$39,350/year (pro-rated), 12 month position.

**3. Appointment – Non-Certificated**

Move to approve the appointment of Lisa Cook, Transportation Coordinator effective date determined upon release from current employer, at the salary of \$52,000/year (pro-rated).

**4. Appointment – Long Term Substitute**

Move to approve the appointment of Wally Cook, as a long term substitute for Christine Wardlow, English Teacher at Metuchen High School from December 7, 2016 through December 23, 2016 at the rate of \$105.16/day.

**5. Appointment – Non-Certificated**

Move to approve the following paraprofessionals for the 2016-2017 school year effective December 7, 2016:

<b>Name</b>	<b>Hourly Rate</b>
Danielle Mauro	\$17.11/hr.
Kelly Vissichelli	\$17.11/hr.

**6. Title I Leveled Literacy (LLI) Intervention**

Move to approve the following teachers to provide an afterschool Title I instructional sessions using the Leveled Literacy Intervention (LLI) at the rate of \$35/per session, 3 days per week. The afternoon sessions will be scheduled for 24-25 weeks throughout the school year:

<b>Teacher</b>	<b>School</b>	<b>Funds</b>
Linda Donohue	Edgar	Title I
Marilyn Lewis	Edgar	Title I

**7. Title I Leveled Literacy Intervention (LLI) Substitute**

Move to approve Kristin Bruno to provide substitute coverage for the Title I Leveled Literacy Intervention (LLI) program at a rate of \$35/per session.

- 8. Appointment – 2016-2017 After-School Brain S.T.R.E.A.M. Teachers**  
 Move to approve the following teachers for the 2016-2017 After-School Brain S.T.R.E.A.M. program, 3 hours for preparation, and for the program, 18 Thursdays from December 8, 2016 through April 27, 2017, 3 hours/per session at the rate of \$35/hour:

Name	School	Funds
Melissa Savarese	Campbell	Title I

- 9. Appointment – 2016-2017 After-School Brain S.T.R.E.A.M. Teachers**  
 Move to approve the following teachers for the 2016-2017 After-School Brain S.T.R.E.A.M. program, 3 hours for preparation, and for the program, 18 Thursdays from December 8, 2016 through April 27, 2017, 2 hours/per session at the rate of \$35/hour:

Name	School	Funds
Sophia Lopes	Edgar	Enrollment

- 10. Rescission – 2016-2017 After-School Brain S.T.R.E.A.M. Teachers**  
 Move to approve the rescission of Katie McKeown as a 2016-2017 After-School Brain S.T.R.E.A.M. teacher. (Agenda 11/22/16, XIV, A5)

- 11. Adjustment – Appointment of Substitute Paraprofessionals**  
 Move to approve the adjustments for the following substitute paraprofessionals for the 2016-2017 school year: (Agenda 11/22/16, XIV, A7)

Substitute Paraprofessional	From Rate	To Rate
Joenette Hunt	\$17.11/hr.	\$13.00/hr.
Samanta Jackson	\$17.11/hr.	\$13.00/hr.

- 12. Appointment – Substitute Teachers**  
 Move to approve the following substitute teachers for the 2016-2017 school year:

Substitute Teacher	Certification	Rate
Aileen Delgado	Social Studies	\$90/day
Carolyn Matson	Substitute	\$85/day
Joenette Hunt	Substitute	\$80/day
Samanta Jackson	Substitute	\$80/day

- 13. Sixth Period Stipend**  
 Move to approve Sarah Jensen to provide instructional modifications in the PM regular education kindergarten classes for a pro-rated instructional stipend of \$2,723 effective December 12, 2016.

**14. CEU Salary Increments**

Move to approve the following CEU Increments/Payments effective October 1, 2016:

<b>\$150 Salary Increment for completing 5 CEU's</b>	<b>From</b>	<b>To</b>
Julie Anderson	\$93,011	\$93,166
Alexandra Gonzalez	\$90,665	\$90,849
Becky Jacheo-Smith	\$91,791	\$91,945
Deanna Kindler	\$88,317	\$88,472
Lisa Levin	\$92,560	\$92,713
Jennifer Spak	\$76,668	\$76,818
<b>\$450 Salary Increment for completing 15 CEU's</b>		
Jennifer Miller	\$87,699	\$88,163
<b>\$150 One Time Payment for completing 5 CEU's</b>		
Elizabeth DeMott		
<b>\$300 One Time Payment for completing 10 CEU's</b>		
Christine DeSimone		

Mr. Lifton  
Moved

Mr. Manley  
Seconded

Motion Carried: (8-0-0)

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

**B. FINANCE**

**1. 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 December 6, 2016 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.

**2. Nonpublic Technology**

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Joseph's HS	CDWG	1	4115664	Prom Activwall 135	\$6,900.00	\$6,900.00
St. Joseph's HS	CDWG	1	3242426	Prom NYC Install	\$599.00	\$599.00

**3. Nonpublic Security Aid**

Move to approve the nonpublic security aid purchases for the 2016-2017 school year:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	Tech Services of New Jersey	1	NA	Win-Pak Se-Version 4.4		\$1,085.00
St. Francis Cathedral	Tech Services of New Jersey	1	NA	Access Control Computer		\$950.00
St. Francis Cathedral	Tech Services of New Jersey	100	NA	Provide 100 Access Fobs	\$5.00	\$500.00
St. Francis Cathedral	Tech Services of New Jersey	1	NA	Lobby Works Express Edition License		\$390.00
St. Francis Cathedral	Tech Services of New Jersey	1	NA	Logitech Desk Camera		\$220.00
St. Francis Cathedral	Tech Services of New Jersey	1	NA	Thermal Badge Printer		\$290.00
St. Francis Cathedral	Tech Services of New Jersey	1	NA	2 Rolls of Thermal Printer Badges		\$75.00
St. Francis Cathedral	Tech Services of New Jersey	1	NA	Labor		\$2,700.00

**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:

Ms. Gibson  
Moved

Mr. Mindler  
Seconded

Motion Carried: (8-0-0)

**Policy Attachment  
Section 14, C1-C2**

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for November 21 – December 9, 2016.

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

Move to affirm the findings of the previously reported cases:

- CES102816001



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- EMS110116001
- EMS111516001

Mr. Manley  
Moved

Ms. Lunt  
Seconded

Motion Carried: C1 (7-1-0) Ms. Gibson abstained.  
C2 (8-0-0)

**Curriculum Attachment  
Section 14, D1**

**D. CURRICULUM**

1. Nothing at this time.

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**Finance Attachment  
Section B4, Professional Development**

<b>Professional Development for Board Approval 12-6-16</b>							
<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last, First Name</b>	<b>Building</b>	<b>Requested</b>	<b>Payment Method</b>	<b>FFPI #</b>
10/28/2016	10/28/2016	Middlesex County Traumatic Loss Coalition	Chango, Lisa	EMS	\$ -	No cost	
11/8/2016	11/8/2016	Service Learning	Lopes, Sofia	CES	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative Leadership	Stike, Brian	EMS	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Powers, Sean	C/O	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Fitzgibbon, David	CES	\$ -	Other	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Robbins, Evan	MHS	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Shapiro, Megan	CES	\$ -	Other	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Sarte, Kevin	EMS	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Stevens, Jonathan	MHS	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Zaneto, Nicholas	MHS	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Gouveia, Michele	EMS	\$ -	No cost	
12/2/2016	12/2/2016	Collaborative School Leadership Conference	Darraha, Robin	Moss	\$ -	No cost	
12/6/2016	12/6/2016	Yoga and Mindfulness in the Classroom	Palmieri, Tara	CES	\$ 199.99	FFPI	17-097
12/8/2016	12/8/2016	Technology and Math Achievement	Wrublewski, Frank	MHS	\$ -	No cost	
1/31/2017	1/31/2017	Making Use of Tech Tools to Enhance Student Learning	Albanese, Edward	EMS	\$ 255.00	FFPI	17-104
2/27/2017	2/28/2017	2017 New Jersey Association of Health Physical Education and Dance Annual Convention	Gazda, Valerie	MHS	\$ 200.00	FFPI	17-105

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**Finance Attachment  
Section B5, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Civile Cucina Italian Restaurant Metuchen, NJ	Italian Club will sample Italian cuisine while discussing Italian holiday traditions.	R. Kamin	12/9/16 (after school)	12
MHS	Food Bank Hillside, NJ	10 <sup>th</sup> & 12 <sup>th</sup> grade students will volunteer and learn about feeding the homeless in NJ	E. Robbins K. Blaze	1/13/17	50
MHS	Killington, VT	Outdoor Wellness Club will go to Killington Resort for snowboarding	A Girin D. Scala	1/20 – 22/17 (Friday, after School)	25
MHS	Repertorio Espanol New York, NY	Spanish 4 Honors students will attend a performance of “Don Quijote”	R. Kamin	4/5/17	22
EMS	Drew University Madison, NJ	7 <sup>th</sup> grade students will attend “Science, Technology, Engineering and Math are for Girls” conference	R. Misuraca A Dooley	1/13/17	15
EMS	St. Joseph’s HS Metuchen, NJ	7 <sup>th</sup> & 8 <sup>th</sup> grade students will compete in the annual Math Competition	L. McCadden D. Kennedy	1/7/17 (Saturday – transport by parents)	10