

**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, March 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	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

**4. Presentation/Discussion Items**

- **Showcase of Success**
  - ❖ Winter Sports Champions

<b><i>EMS Undefeated Girls Basketball</i></b>			
Merin	Boucher	Caitlin	O'Leary
Charlotte	Breen	Amanda	Orozco
Zoey	Brown	Skyler	Pearsal
Anna	Catalanello	Carly	Pichalski
Cassidy	Connors	Claire	Schleck
Zoey	Kaplan	Caitlin	Waldron
Sarah	Knoll	Catherine	Xarhoulakos
Molly	Malague		

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<b>MHS Girls Swimming</b>			
<b>White Division Champions</b>			
Simone	Boucher	Lauren	Piovoso
Abigail	Brooks	Macie	Schaper
Patricia	Dela Cruz	Ashima	Sharma
Chloe	Jacques	Megan	Shen
Sarah	Jeney	Kyra	Stolarski
Rebecca	Jockwer	Bridget	Thomas
Elizabeth	Lackland	Natalie	Tiu
Frances	Lee	Lara	Vaz
Courtney	Little	Regina	Wilcox
Mary Kate	McCunney	Sammie	Zhu
Arianna	Pinto	Simie	Zhu
Jim Thomas - Girls White Division Coach of the Year			
<b>MHS Boys Swimming</b>			
<b>White Division Champions</b>			
Garrison	Chura	Daniel	Martynovick
Joey	DeVizio	James	McGuire
Daniel	Dragan	Julian	Park
Saahas	Hari	Jace	Ritzdorf
Bram	Kaplan	Daniel	Schleif
Matthew	Karlovitch	Hruday	Shah
Alex	Koskoski	Arav	Sharma
Rafael	Lacson	Jason	Tang
Andrew	Lau	Chris	Whittington
Alex	Liu	Andrew	Whittington
Nicholas	Malamug	Alan	Xia
<b>NJSIAA 1600 &amp; 3200 Meter Race Sectional Champion</b>			
Nina	Suss		

- **Presentation**

- ❖ Review personnel and co-curricular budgets
- ❖ Review of the preliminary budget

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

Mr. Benderly attended the Student Advisory Board Meeting on March 15, 2018.

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

Dr. Caputo introduced Raquel Williams, Spanish Teacher at Campbell Elementary School and provided an update on district goals.

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

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

**8. Committee Reports**

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

Technology – report given by Mr. Suss

Policy – report given by Ms. Lunt

Athletics – report given by Mr. Lunt

**9. New Business**

Mr. Suss reported that the Thursday after the last snow day, a lot of walkways on Grove Avenue were not shoveled and very dangerous. Mr. Cohen explained the collaboration between Rutgers University Social Emotional Learning Interns and Metuchen Public Schools.

Mr. Glassberg motioned to establish a full day kindergarten committee for the 2019-2020 school year. Seconded by Mr. Benderly. The purpose of the committee would be to develop a plan for implementation for full day kindergarten comprised of the public, board member(s), teachers and administration.

After a lengthy discussion, Mr. Lifton motioned to table the discussion on 3/27/18 seconded by Mr. Benderly. Motion failed: (4-4-0) Yes votes = tabling the discussion on 3/27/18, No votes = not to table the motion

Mr. Glassberg revised the motion to the following: motion to establish an ad-hoc committee for the purpose of submitting a proposal for full day kindergarten for the 2019-2020 school year to include stakeholders of diverse opinions. Seconded by Mr. Benderly. Motion failed: (4-4-0) Yes votes = to form an ad-hoc committee, No votes = not to form an ad-hoc committee.

**10. Old Business**

Nothing at this time.

**11. Minutes**

Move to approve the minutes of the following meetings:

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

Mr. Benderly

Moved

Motion Carried:

Special Business Meeting (1) & Special Executive Meeting (2): (7-1-0) Mr. Small abstained;

Board Meeting: (8-0-0)

**12. Meeting Open to the Public**

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

Mr. Chris Derflinger – SB1055 is floating around the State of NJ to mandate full day kindergarten. If full day kindergarten is mandated by the State, does the State provide funding or does the district have to find the money? According to the State of New Jersey Constitution the State must provide funding for mandated laws, however, the amount of funding is at their discretion. If the amount is not sufficient, the district would have to fund the rest of the mandate.

Ms. April Compatore – representative from the full day kindergarten group asked for a motion to include funds for full day kindergarten staffing and construction question. Why was full day kindergarten funds not included in asking the state for additional funding? The waiver that the district asked the state for doesn't cover the cost of full day kindergarten, it included funding to reduce class sizes.

Ms. Risby – many are disappointed with the board actions tonight to not form the full day kindergarten committee.

Ms. Jessica Leiss – The programs at Moss School are great but the ½ day program doesn't include enough time for the students to play and form lasting relationships.

Ms. April Salazar – supports the full day kindergarten program but is disappointed that the motion for the full day kindergarten committee to be formed to explore possibilities failed.

Ms. Nadia Cheetum – thanked Dr. Caputo for proposing to increase the ½ time counselor position to a full time counselor position at Campbell Elementary School.

Ms. Angela Sielski – thank you for taking into consideration the additional staff needed at Campbell Elementary School. She appreciates all of the hard work.

Ms. Vanessa Pietro – disappointed in the vote not to explore the full day kindergarten committee. Please continue the conversation.

Ms. Carolina Prohodka – please continue the conversation of forming a for full day kindergarten committee.

**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**

Mr. Glassberg 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 \_\_\_\_\_ and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

Mr. Benderly  
Moved

Mr. Lifton  
Seconded

All in favor

Meeting Adjourned: 11:40 PM

**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. Retirement - Non-Certificated Staff**

Move to accept with regret the retirement of Kathy DeNicola, Paraprofessional at Campbell Elementary School effective July 1, 2018.

**2. Resignation – Certificated Staff**

Move to approve the resignation of Lindsey Conley, Part-time Kindergarten Teacher at Moss Elementary School effective June 30, 2018.

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

Move to approve the resignation of Elise Vermane, Paraprofessional at Campbell Elementary School effective April 2, 2018.

**4. Start Date Adjustment – Certificated Staff**

Move to approve the start date for Raquel Williams, Spanish Teacher at Campbell Elementary School effective April 16, 2018. (Agenda 2/13/18, Section 14, A7)

**5. Start Date Adjustment – Long Term Substitute**

Move to approve the start date adjustment for Walter Cook, long term substitute teacher for Suzanne Palmer, English Language Arts Teacher at Edgar Middle School from April 16, 2018 to April 11, 2018. (Agenda 3/13/18, Section 14, A4)

**6. Maternity/Childcare Leave of Absence – Certificated Staff**

Move to approve a maternity/childcare leave of absence for Melanie Gilbert, Physical Education/Health Teacher at Edgar Middle School from August 29, 2018 through December 4, 2018.

**7. CEU Salary Increments**

Move to approve the following CEU Increments/Payments effective March 1, 2018:

<b>\$150 One-time payment for completing 5 CEU's</b>		
Jennifer Doherty		
<b>\$300 Salary Increment for completing 10 CEU's</b>	<b>From</b>	<b>To</b>
Margaret Thomas	\$79,714	\$80,014

**8. Appointment – Substitute Teachers**

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

<b>Name</b>	<b>Certificated</b>	<b>Pay Rate</b>
Benjamin Hohmann	Substitute with degree	\$85/day
Kathleen McCunney	60+ credits	\$80/day

**9. Appointment – Substitute Custodian**

Move to approve the following substitute custodian for the 2017-2018 school year:

<b>Name</b>	<b>Position</b>	<b>Pay Rate</b>
Maritza Nunez	Substitute Custodian	\$12/hour

**10. Stipend**

Move to approve the following stipend for the 2017-2018 school year

<b>Name</b>	<b>Assignment</b>	<b>Stipend</b>
Beth Abbott	MHS Adaptive Health (.18) Instructional	\$1,198

Dr. Caputo and Mr. Benderly on behalf of the board of education wishes Ms. DeNicola a happy and healthy retirement.

Mr. Lifton  
Moved

Mr. Small  
Seconded

Motion Carried: (8-0-0)

**Finance Attachment  
Section 14, B1-B7**

**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 January 31, 2018.

**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 March 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. Adoption of the 2018-2019 Tentative School Budget**

**WHEREAS**, the Board of Education must adopt and submit a tentative 2018-2019 school district budget for the New Jersey Department of Education review and approval.

**WHEREAS**, the Board of Education is requesting authority to utilize \$9,890 in unused spending for an unusual increase in special education costs and these costs must be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

**WHEREAS**, the Board of Education is requesting authority to utilize a factor of 1.00 for DOE enrollment projection and is requesting an enrollment adjustment of \$373,300.

**NOW THEREFORE BE IT RESOLVED** that the Metuchen Board of Education adopt the tentative 2018-2019 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$38,502,502	\$36,239,985
Total Special Revenue Fund	\$1,162,982	
Total Debt Service Fund	\$2,506,432	\$2,269,915



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The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations.

**4. Parent-Paid Tuition for 2018-2019**

Move to approve the parent-paid tuition for the 2018-2019 school year:

<b>Grade</b>	<b>2018-2019</b>
Kindergarten	\$5,267
1-8	\$10,535
9-12	\$13,370
<b>Children of Employees</b>	<b>2018-2019</b>
Kindergarten	\$2,633
1-8	\$5,267
9-12	\$6,685

**5. Nonpublic Technology**

Move to approve the following nonpublic technology for the 2017-2018 school year:

School	Vendor	QTY	Item #	Description	Price	Total
Metuchen Christian Academy	Apple, Inc.	1	MP2F2LL/A	iPad Wi-Fi 32GB - Space Gray	\$299.00	\$299.00

**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 listed below:

School	Destination	Class/Group	Teachers/Advisors	Date(s)	No. of Students
MHS	Repertorio Espanol NY, NY	Spanish 4 Honors students will attend performance of <i>El Quijote</i> in Spanish after they have read the book in class.	R. Kamin	3/23/18	15
MHS	Liberty Science Center Jersey City, NJ	AP Calculus students will explore the mathematical and science exhibits at the center.	J. Stevens T. Grauer L. DeMott J. Cheung	5/22/18	Approx. 37
MHS	EMS	Performance for 8 <sup>th</sup> graders	J. Messenger	3/28/18	Approx. 70

Mr. Small  
Moved

Mr. Suss  
Seconded

Motion Carried: (8-0-0)

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

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for March 20-24, 2017.

**2. First Reading of Policies**

Move to approve the first reading of the following policies:

- Policy 0164 Conduct of Board Meeting
- Policy 9242 Use of Electronic Signatures
- Policy 3134 Assignment of Additional Duties
- Policy 3160 Physical Examination
- Policy 3270 Professional Responsibilities
- Policy 3212 Attendance

**3. Calendar Revision**

Move to approve the revision of the 2017-2018 calendar.

Ms. Lunt  
Moved

Mr. Manley  
Seconded

Motion Carried: (8-0-0)

**Curriculum Attachment  
Section 14, D1**

**D. CURRICULUM**

1. Nothing at this time.

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**Finance Attachment**  
**Section 14, B6 Professional Development**

Professional Development for Board Approval					3/27/18		
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested	Payment Method	FFPI #
3/29/2018	3/29/2018	Physical Education Class	Fannell, Schuyler	MHS	\$ -	No cost	
4/3/2018	4/4/2018	5th Grade NJSLA- S Science Assessment Item Writer Training	Nolde, Jonathan	CES	\$ -	No cost	
4/18/18 (rescheduled from 3/22/18)	4/18/18	Teaching the Whole Child	Caputo, Vincent	B/O	\$	No cost	
4/18/18 (rescheduled from 3/22/18)	4/18/18	Teaching the Whole Child	Khoudja, Derek	B/O		No cost	
4/25/2018	4/25/2018	NJ National College Fair	DeMott, Elizabeth	MHA	\$ 45.00	FFPI	18-163
4/30/2018	4/30/2018	Accelerate Your Students' Use of the Target language: Interactive, High-Engagement Activities that Work	King, Barbara	EMS	\$ 239.00	FFPI	18-161
5/3/2018	5/3/2018	ACCELERATE YOUR STUDENTS' USE OF THE TARGET LANGUAGE: Interactive, High-Engagement Activities that Work (Grades 6-12)	Camargo, Laura	EMS	\$ 239.00	FFPI	18-164
5/4/2018	5/4/2018	NJSBA Student Achievement Conference	Powers, Sean	C/O	\$ -	No cost	
5/16/2018	5/16/2018	Best, Specially Designed Instruction Strategies to Strengthen Your CO TEACHING	North, Jennifer	EMS	\$ 279.00	FFPI	18-166
5/18/2018	5/20/2018	2018 National Core Advocate Convening Lead, Learn, Impact	Lopes, Sofia	CES	\$ 300.00	FFPI	18-165
5/21/2018	5/22/2018	NJACAC Annual Conference	DeMott, Elizabeth	MHS	\$ 280.00	FFPI	18-162
6/25/2018	6/28/2018	School Safety Specialist Training	Porowski, Edward	CES	\$ -	No cost	

## 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	Early Dismissal Staff & Students
Apr 2-6	Spring Recess
Apr 30	Make-up Snow Day #2
May 25	Early Dismissal for Students
May 28	Memorial Day
May 29	Make-up Snow Day #3
June 18-20	Early Dismissal for Students
June 20	Last Day of School
June 21	In-service Day
July 4	Independence Day

**MAKEUP SNOW DAYS**

Make-up snow days will be taken in the following order: February 16, April 30, May 29  
 March 30 make-up snow day for March 8  
 May 25 make-up snow day for March 21

**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
						22 Days

April 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					
						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 9, 14, 15 (Early Dismissal)

**Metuchen High School Conferences**

November 14, 16 (Early Dismissal)

Schools Closed	In-service
Early Dismissal	First & Last Day of School

Parent Teacher Conferences
Actual Snow Day
Previous Make-up Snow Day