

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

MEETING AGENDA

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

**Tuesday, November 14, 2017
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
Ms. Gibson	P	Ms. McGuire	P
Ms. Killean	P*	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	A		

*Ms. Killean left the board meeting at 9:25 pm

4. Presentation/Discussion Items

- **Showcase of Success**
 - ❖ Campbell School – Mr. Porowski and Ms. Kirschner presented the National School of Character Awards
- **Presentation**
 - ❖ Demographer – Dr. Richard Grip presented the Demographic Study

5. Demographic Discussion with Public

Discussion was held with Dr. Richard Grip, members of the public – Mr. Brian Glassberg and board members regarding the demographic study.

6. Report of the President of the Board of Education

Mr. Benderly, Mr. Cohen and Mr. Robbins participated in Collaborative Leadership workshops in California on October 25 & 26, 2017.

7. Report of the Superintendent of Schools

Dr. Caputo congratulated board members Dan Benderly and Ben Smalls for being re-elected to the board and welcomed Brian Glassberg to the board. Dr. Caputo and Mr. Benderly thanked Jackie Gibson for her years of service as a board member.

8. Report of the Business Administrator/Board Secretary

Nothing at this time.

9. Committee Reports

The technology and finance committee have not met since the last board meeting.

Curriculum:

Report given by Mr. Benderly.

Athletics:

Report given by Ms. McGuire

Policy:

The policy committee meet since the last board meeting. Ms. Lunt will give the report at the next meeting.

10. New Business

Nothing at this time.

11. Old Business

Nothing at this time.

12. Minutes

Move to approve the minutes of the following meetings:

October 17, 2017	Special Business Meeting (1)
October 17, 2017	Special Executive Meeting (2)
October 17, 2017	Board Meeting

Mr. Benderly
Motedioned

Mr. Suss
Seconded

Motion Carried:

Special Business Meeting (1): (5-2-0) Mr. Manley & Mr. Small abstained
Special Executive Meeting (2) and Board Meeting: (6-1-0) Mr. Manley abstained

13. Meeting Open to the Public

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

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Mr. Glassberg asked why the feasibility study and demographic study were completed at different times and not together. The finance committee tried to complete an internal demographic study, however, due to all the variables with new development and funding was available, they decided to hire an outside demographer.

14. Meeting Open to the Public

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

15. 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

16. Meeting Open to Public

Nothing at this time.

17. Announcements

Mr. Suss read announcements.

18. Motion to Go Into Executive Session

Mr. Benderly	Ms. Gibson	
Motioned	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 personnel and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

MEETING ADJOURNED: 10:09 PM

**Personnel Attachment
Section 15, A1-A12**

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

A. PERSONNEL

1. Leave of Absence – Certificated Staff

Move to approve a leave of absence of Pam Stead, Social Studies Teacher at Edgar Middle School effective October 26, 2017 through December 8, 2017.

2. Appointment – Non-Certificated Staff

Move to approve Pamela Hatzlhoffer as a Secretary (12 months) at Campbell Elementary School effective November 15, 2017 at the salary of \$40,180/year (pro-rated).

3. Appointment – Leave Replacement

Move to approve the appointment of Alan Ames as a leave replacement for Pam Stead, Social Studies Teacher at Edgar Middle School from October 26, 2017 through December 8, 2017 at the rate of \$274.15/day.

4. Appointment – Substitute Teachers

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

Name	Certification	Pay Rate
Kimberly Zavistoski	Substitute with degree	\$85/day
Kathryn Getty	Substitute with 60+ credits	\$80/day

5. Appointment – Substitute Paraprofessional

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

Name	Position	Hourly Rate
Rebecca DiSerio	Substitute Paraprofessional	\$13.00/hr.

6. Appointment – Substitute Custodian

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

Name	Position	Hourly Rate
Argely Araujo-Ortiz	Substitute Custodian	\$12.00/hr.

7. Appointment – The Zone

Move to approve the appointment of the following Zone staff for the 2017-2018 school year:

Activity Leader	Hourly Rate
Lori Meyer	\$31.91/hr.
Mentor	Hourly Rate
Minerva Yvonne Caratzas	\$8.00/hr.

8. Appointment – Coach

Move to approve the following coach for the 2017-2018 school year:
(Agenda 8/29/17, Section 14, A44)

Sport	Coach	Position	Stipend
Boys' Basketball (MHS)	Jayson Reid**	Volunteer Coach	-
Girls' Basketball (MHS)	George Micak**	Volunteer Coach	-

**Represents adjunct coach

9. Transfer – Non-Certificated Staff

Move to approve the building transfer of the following paraprofessional effective November 6, 2017:

Name	Position	Previous Location	New Location	Salary
Michele Duggan	Paraprofessional	Campbell	Edgar	\$19,556

10. Stipends

Move to approve the following stipends for the 2017-2018 school year effective October 18 – December 22, 2017: (Agenda 8/29/17, Section 14, A25)

Name	Assignment	Stipend
Marcie Stoner	Assistive Technology	2/5 \$2,353.60 (pro-rated)
Veronica Araneo	Assistive Technology	2/5 \$2,353.60 (pro-rated)
Julie Hertzog	Assistive Technology	2/5 \$2,353.60 (pro-rated)

11. Assistive Technology

Move to approve Marcos Elias for Assistive Technology support and programming effective October 18 – December 22, 2017 at the rate of \$24/hour.

12. CEU Salary Increments

Move to approve the following CEU Increments/Payments effective September 1, 2017:

\$150 One-time payment for completing 5 CEU's		
Lisa Granados		
\$300 One-time payment for completing 10 CEU's		
Christine Cuthbertson		
\$150 Salary Increment for completing 5 CEU's	From	To
Karin Flores	\$76,518	\$76,668
Michael Clarke	\$104,237	\$104,394
Val Gazda	\$98,358	\$98,516
Lisa Chango	\$97,558	\$97,715
\$300 Salary Increment for completing 10 CEU's		

Robin Darrah	\$97,102	\$97,415
Yoko Kato	\$84,813	\$85,113
\$600 Salary Increment for completing 20 CEU's		
Judy Graziano	\$88,236	\$88,836

Mr. Manley Mr. Small
 Motioned Seconded Motion Carried: (7-0-0)

**Finance Attachment
 Section 15, B1-B7**

B. FINANCE

1. Nonpublic Technology

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Joseph High School	Keyboard Consultants	1	SB885E	SMART BOARD 885 87" Diagonal with Espon Projector	\$6,242.00	\$6,242.00
St. Joseph High School	Keyboard Consultants	1	SBID-7275	SMART BOARD with IQ and Smart Learning Suite	\$7,422.00	\$7,422.00
Friends of the Family School	Apple	1	MP2F2LL/A	iPad Wi-Fi 32 GB Space Gray	\$299.00	\$299.00
Friends of the Family School	Apple	1	S5193LL/A	Apple Care	\$99.00	\$99.00
Friends of the Family School	Apple	1	HL662ZM/A	iPad Case	\$49.95	\$49.95
St. Joseph High School	Keyboard Consultants	2	SBID-7275	7275 IFP with IQ and SMART Learning Suite	\$14,524.00	\$14,524.00

2. Comprehensive Maintenance Plan

Move to approve the district's Comprehensive Maintenance Plan for the 2018-2019 school year.

3. Out of District Placement

Move to approve the following out of district placements for the 2017-2018 school year:

Local ID#	Placement	Tuition
02029030	Lincoln Elementary Achievement Program	\$52,429 (pro-rated) effective 11/2/17
02018222	Bridgebank	\$39,600

4. Appointment – Integrated Speech Pathology, LLC

Move to approve Integrated Speech Pathology, LLC for the following services:

Service	Fee
Augmentative & Alternative Communication Evaluation	\$1,000

Other specialized speech evaluations	\$300 - \$750
Consultation and Direct Services	\$110/hr. - \$130/hr.

5. Appointment – VerifyResidence.com

Move to approve VerifyResidence.com for the following services:

- Database Audit Report at \$1.50/per student
- Student Residence Investigations at \$85/hour and \$0.55/per mile

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
Motioned

Mr. Manley
Seconded

Motion Carried: (7-0-0)

**Policy Attachment
Section 15, C1-C8**

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for October 11 – November 8, 2017

2. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- EMS100417001
- CES092717001
- EMS101217001

3. Second Reading of Regulation

Move to approve the second reading of the following regulation for abolishment:

- Regulation 5514 Pupil Use of Vehicles

4. First Reading of Policies and Regulations

Move to approve the first reading of the following policies and regulations:

- Policy 2700 Services to Nonpublic School Students
- Policy 7100 Long-Range Facilities Planning
- Regulation 7100 Long-Range Facilities Planning
- Policy 7101 Educational Adequacy of Capital Projects
- Regulation 7101 Educational Adequacy of Capital Projects
- Policy 7102 Site Selection and Acquisition
- Regulation 7102 Site Selection and Acquisition
- Policy 7130 School Closing
- Policy 7300 Disposition of Property

- Regulation 7300.1 Disposal of Instructional Property (Abolish)
- Regulation 7300.2 Disposal of Land
- Regulation 7300.3 Disposition of Personal Property
- Regulation 7300.4 Disposition of Federal Property

5. NJQSAC

Move that upon recommendation of the Superintendent of Schools, the Metuchen Board of Education approve the 2017-2018 NJQSAC District Performance Review and Statement of Assurance.

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	5	100%
Fiscal Management	9	90%
Governance	10	100%
Personnel	5	100%
Operations	18	90%

6. Memorandum of Agreement

Move to approve the 2015 Memorandum of Agreement between Metuchen Public Schools and Metuchen Police Department

7. Ice Hockey

WHEREAS, the Metuchen Board of Education (“Board”) is a corporate body politic responsible for the provision of a thorough and efficient public school system for the residents of the Borough of Metuchen; and WHEREAS, the Edison Township Ice Hockey Parents Association, Inc. (“Association”) is a private non-profit corporation organized under the laws of the State of New Jersey for the purpose of raising funds to support public school student participation in a varsity ice hockey program; and

WHEREAS, the Association currently supports a varsity ice hockey program in cooperation with the Edison Township Board of Education for the Edison and John P. Stevens High Schools; and

WHEREAS, on October 11, 2017, the New Jersey State Interscholastic Athletic Association Executive Committee approved the creation of a cooperative sports program between Edison High School, John P. Stevens High School and Metuchen High School for ice hockey for the 2017-2018, 2018-2019 seasons; and

WHEREAS, the Board has previously agreed to authorize interested students enrolled in Metuchen High School to participate in the cooperative ice hockey program subject to the negotiation and approval of an acceptable agreement regarding the program; and

WHEREAS, the Board and the Association have negotiated the terms of an agreement whereby the Board would not be responsible for any of the costs associated with the ice hockey program;

NOW, THEREFORE, BE IT RESOLVED, that the Metuchen Board of Education hereby:

1. Approve the Memorandum of Understanding between the Board and the Association for the 2017-2018, 2018-2019 school years;
2. Authorizes and acknowledges the Edison Township Board of Education’s role as lead agency in charge of the ice hockey program, including the supervision of the program participants; and
3. Authorizes the Board’s administration and Board Attorney to take all necessary and appropriate steps to carry out this action of the Board.

8. School Bus Emergency Evacuation Drill Report

Move to approve the report on the completion of the School Bus Evacuation Drill:

1. 10/19/17, 12:15 pm, Edgar Middle School, bus loading/unloading, Edgar parking lot, buses E1, E2, E3, E4, E5, E6, E7, E8 and van #14, supervised by Brian Stike, Assistant Principal
2. 11/2/17, 12:30 pm, Campbell Elementary School, bus loading/unloading, CES parking lot, buses C1, C2, C3, C4, C5, C6, C7, C8, C9, van #6, van #12, supervised by Ed Porowski, Principal

Mr. Suss
Motioned

Mr. Lifton
Seconded

Motion Carried: (7-0-0)

**Curriculum Attachment
Section 15, D1**

1. Curriculum

Move to approve curriculum for the following subjects:

NJSLS English Language Arts	Social Studies
Grade 1	World Cultures
Grade 3	Visual and Performing Arts
Grade 4	Introduction to Art
Grade 8	Innovative Art
Grade 11	Music
AP Grade 11 English Language & Composition	Concert Choir
Introduction to Film	Music Technology
Filmmaking	Comprehensive Health & PE
Poetry of Song	Health 5-8
NJSLS Mathematics	Physical Ed 5-8
Grade 1	Physical Ed 9-12
Grade 2	World Languages
Grade 5	Spanish Communication & Culture 2
Grade 7	Spanish 3

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Pre-Algebra	Spanish 4 Communications
Algebra 1	Spanish 5 Communications
Algebra 2	German 2
Plane Geometry	German 3
Plane and Solid Geometry Honors	Technology
Pre-Calculus	Web Programming/Visual Basic
Trigonometry	Computer Programming-JAVA
Science	21st Century Life & Careers
Grade 2	Food Science
Grade 3	Woods Advanced
Grade 3 Lab	Woods I
Grade 4	Wood II
Grade 4 Lab	
Grade 5	
Applied Science	
Ecology & Environmental Science	
Modern Environmental Science	
Advanced Studies Bio-Chemistry	

Mr. Benderly
 Motioned

Ms. McGuire
 Seconded

Motion Carried: (7-0-0)

Finance Attachment
Section 15, B6 Professional Development

Professional Development for Board Approval 11-14-17							
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested Expense Total	Payment Method	FFPI #
11/1/2017	5/1/2018	Community Based Instruction	Bonassisa, Deneane	MHS	\$ 268.00	FFPI	18-081
11/14/2017	11/14/2017	Elementary School Science Advisory Committee for the NJSLA-S Assessment	Nolde, Jonathan	CES	\$ -	No cost	
11/16/2017	11/16/2017	NJASL conference (NJ School Librarians)	Gaffney, Carol	Moss	\$ 390.00	FFPI	18-059
11/16/2017	11/17/2017	NJ Facilitator Workshop	Powers, Sean	C/O	\$ -	No cost	
11/17/2017	11/17/2017	Gifted Education Conference	Cucinotta, Alyxandra	CES	\$ 189.00	FFPI	18-091
11/17/2017	11/17/2017	Developing Social and Emotional Skills in Our Schools	Cohen, Richard	C/O	\$ 13.33	Other	
11/17/2017	11/17/2017	Hot Legal Topics in Education	Herzog, Tania	C/O	\$ -	No cost	
11/17/2017	11/17/2017	MCASES Presents The Third Annual Hot Legal Topics in Special Education	Trapanese, Alissa	CES	\$ -	No cost	
11/27/2017	2/8/2018	Is an evidence-based practice that involves the use of sustained and repeated instructional activities that take place in various natural community environments outside of the school building in order to facilitate skill development and generalization	Rice, Kathy	EMS	\$ 202.08	FFPI	18-104
11/27/2017	5/7/2018	Community Based Instruction	Linkenheld, Cynthia	MHS	\$ 84.00	FFPI	18-102
11/27/2017	2/8/2018	Seven-day Training Series in Community-Based Instruction for Students with Disabilities 2017-2018	Okoszko, Brittany	CES	\$ 188.16	FFPI	18-103
11/27/2017	5/7/2018	Community Based Instruction (CBI)	Herzog, Tania	C/O	\$ 84.00	Other	
11/29/2017	11/29/2017	Develop Growth Mindset in Mathematics to Increase Students Perseverance, Engagement and Success in Your Math Classroom	Petrakakos, Vivian	EMS	\$ 249.00	FFPI	18-090
11/30/2017	12/1/2017	Teaching Students Beyond the Test Score	Gonzalez, Alexandra	CES	\$ 75.00	FFPI	18-093

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11/30/2017	12/1/2017	Teaching Students Beyond the Test Score	Warakomski, Alaina	CES	\$ 75.00	FFPI	18-092
11/30/2017	11/30/2017	ELA Classroom Instruction	Santasieri, Erin	CES	\$ 30.60	FFPI	TBD
12/1/2017	12/1/2017	Athletic Training Continuing Education Credits	McCorkle, Michelle	MHS	\$ 279.00	FFPI	18-083
12/5/2017	12/5/2017	Inter-District Learning Network	Vince Caputo	C/O	\$ -	No cost	
12/5/2017	12/5/2017	Inter-District Learning Network	Cohen, Richard	C/O	\$ -	No cost	
12/5/2017	12/5/2017	Inter-District Learning Network Meeting	Herzog, Tania	C/O	\$ -	No cost	
12/5/2017	12/5/2017	Inter-District Learning Network Meeting	McPeek, Kevin	EMS	\$ -	No cost	
12/5/2017	12/5/2017	Inter-District Learning Network Meeting	Porowski, Edward	CES	\$ -	Other	
12/5/2017	12/5/2017	NJ Public School Labor Management Collaborative	Stevens, Jonathan	MHS	\$ -	No cost	
12/5/2017	12/5/2017	NJ School Labor Management Collaborative	Powers, Sean	MHS	\$ -	No cost	
12/6/2017	12/6/2017	Special Education/Math Conference	Reisman, Jaclyn	MHS	\$ 169.00	FFPI	18-105
12/6/2017	12/6/2017	The Association of Mathematics Teachers of New Jersey's 9th Annual SPECIAL EDUCATION/MATH CONFERENCE	Gouveia, Michele	EMS	\$ 164.00	FFPI	18-084
12/6/2017	12/6/2017	The Mathematics Teacher and the Special Education Teacher: Perfect Together	Hughes, Jeanne	EMS	\$ 172.00	FFPI	18-089
12/6/2017	12/6/2017	The Mathematics Teacher and the Special Education Teacher: Perfect Together	McLaughlin, Beth	EMS	\$ 179.00	FFPI	18-085
12/7/2017	12/7/2017	Keys to Prevention and Resiliency	Theiss, Christina	EMS MHS	\$ 69.00	FFPI	18-095
12/7/2017	12/7/2017	14th Annual Suicide Prevention Conference	Chango, Lisa	EMS	\$ 76.00	FFPI	18-094
12/7/2017	12/7/2017	Assessing Performance: Moving from Chapter Tests to Authentic Assessments	Smith, Audra	EMS	\$ 125.00	FFPI	18-101
12/8/2017	12/8/2017	Safe and Sound Schools Conference	Kandel, Stephanie	Moss	\$ 273.50	FFPI	18-086
12/8/2017	12/8/2017	Current Trends in Special Education Litigation	Riera, Karla	CES	\$ -	No cost	
12/11/2017	12/11/2017	Ethical Issues in the Schools	Granados, Lisa	MHS	\$ 147.00	FFPI	18-097
1/9/2018	1/9/2018	NJ Educational Technology Conference	Presuto, Emily	EMS	\$ 300.00	FFPI	18-088
1/9/2018	1/9/2018	NJECC Conference	Meyer, Lori	EMS	\$ 125.00	FFPI	18-087

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1/22/2018	1/22/2018	Louder than words: Understanding, preventing and de-escalating acting out behaviors for students with severe communication issues	Walker, Laurie	CES	\$ 160.10	FFPI	18-100
1/30/2018	5/1/2018	Seven-Day Training Series in Community-Based Instruction for Students with Disabilities, 2017-18	Karger, Sarah	MHS	\$ 191.00	FFPI	18-095
1/30/2018	5/1/2018	Seven-Day Training Series in Community-Based Instruction for Students with Disabilities, 2017-18	Romanak, Nicholas	MHS	\$ 191.00	FFPI	18-099
2/27/2018	2/27/2018	NJ AHPERD	Fannell, Schuyler	MHS	\$ 83.00	FFPI	18-098
4/18/2018	4/19/2018	OSHA 10 Plus	Karger, Sarah	MHS	\$ 258.00	FFPI	18-071

**Finance Attachment
Section 15, B7 Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Hands of Hope Food Pantry Edison, NJ	American Foods class students will tour Food Pantry and develop a recipe book using foods at pantry to distribute to clients. (Service Learning Project)	B. Stanski + TBD	11/16/17	39
EMS	Ozanam Family Shelter Edison, NJ	Italian Club & Food Science students will participate in Service Learning activities with children living at shelter	R. Kamin B. Stanski	12/7/17 after school	20
MHS	Repertorio Espanol New York, NY	Spanish Classes and Culture Club will watch a theatrical production in Spanish & participate in Q&A at lunch (Cosi/Chipotle)	D. Scala S. Karger T. Yakowenko K. Flores	12/7/17	50
MHS	Stevens Institute of Technology Hoboken, NJ	Physics Club students will participate in NJ High School Ethics Bowl	J. Keagle	12/9/17 Saturday	10
MHS	MOMA Soho Galleries New York, NY	Art Students will view historic modern art at MOMA and travel to Soho to visit contemporary art galleries.	K. McKeown M. Banner + 1 TBD	5/21/18	30
MHS	Campbell School	AP Studio students will paint murals in the halls of CES that are inspired by literary sources.	K. McKeown M. Banner	5/23/28	24
MHS	Robert Wood Johnson University Hospital New Brunswick, NJ	12 th Grade Safety Ambassadors will attend Recognition Luncheon and end of year program review.	K. Flores	5/30/18	8
EMS	Metuchen Food Bank	8 th Grade students will visit local Metuchen food bank to promote social skills and character building/understand the importance of empathy in their interactions with the community and peers.	E. Kuchar M. Gouveia S. Vorensky	11/17/17	15
EMS	Bridgewater Raritan Middle School Bridgewater, NJ	7 th Grade STEM G & T class will present research to a panel and use the robots they programmed to compete against other schools.	E. Ronk	11/18/17 Saturday	28

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EMS	Metuchen HS	8 th Grade students will attend High School Orientation.	8 th Grade Teachers	12/15/17	192
EMS	Metuchen HS	8 th Grade Orchestra students will join the MS Orchestra in a side-by-side rehearsal to encourage 8 th graders to continue music at MHS	E. Sato	2/1/18	30
EMS	Six Flags Great Adventure Jackson, NJ	8 th Grade Students will have a hands-on experience with the laws of forces and motion as well as reinforce basic math skills.	TBD	5/18/18	196