

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**BOARD MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen Borough Hall  
500 Main Street  
Metuchen, NJ 08840

**Tuesday, July 18, 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 | A | Mr. Manley  | A |
| 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**

**• Presentation**

- ❖ HIB Report Period 2 (January 1, 2017 – June 30, 2017) – Dr. Caputo
- ❖ EVVRS Report Period 2 (January 1, 2017 – June 30, 2017) – Dr. Caputo
- ❖ HIB Trainings & Programs Period 2 (January 1, 2017 – June 30, 2017) – Dr. Caputo

**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**

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

**8. Committee Reports**

The policy, curriculum, and athletic committees have not met since the last meeting.

Technology:

Report given by Ms. Gibson.

Finance:

Report given by Mr. Small.

**9. New Business**

**10. Old Business**

Residents have expressed concerns to Ms. Gibson that because the feasibility study was completed means the district is automatically holding a referendum. Completion of the feasibility study doesn’t mean an automatic referendum. The study has provided the board with information on building updates, deeds, and other information. Ms. Gibson is in favor of an early learning center if and when the information is needed.

Ms. Lunt reported that the transportation committee is looking into safety concerns in front of the high school.

**11. Minutes**

Move to approve the minutes of the following meetings:

|               |                               |
|---------------|-------------------------------|
| June 27, 2017 | Special Business Meeting (1)  |
| June 27, 2017 | Special Executive Meeting (2) |
| June 27, 2017 | Board Meeting                 |
| June 27, 2017 | Special Executive Meeting (3) |

Ms. Lunt  
Moved

Mr. Lifton  
Seconded

Motion Carried:

Board Meeting and Special Executive Meeting (3): (5-2-0) Ms. Lunt and Ms. McGuire abstained.

Special Business Meeting (1) and Special Executive Meeting (2) were tabled until the August 8, 2017 board meeting.

**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. Killean 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.

MEETING ADJOURNED 8:46 P.M.

**Personnel Attachment**  
**Section 14, A1-A17**

**14. Recommendations of the Superintendent of Schools**

*(at this time the Board will take formal action on the following items)*

**A. PERSONNEL**

**1. Rescission – Certificated Staff**

Move to approve the rescission of Andreia Ribau as a (.8) French Teacher at Edgar Middle and Metuchen High Schools, Step 3-A, at the salary of \$42,519\* (pro-rated .8 of \$53,149) effective August 30, 2017 through June 30, 2018. (Agenda 6/27/17, Section 14, A3)

**2. Medical Leave of Absence – Certificated Staff**

Move to approve a medical leave of absence for Deborah Brown, Social Studies Teacher at Edgar Middle School from September 11, 2017 through on or about November 6, 2017.

**3. Leave of Absence Extension – Certificated Staff**

Move to approve the leave of absence extension for Christine Rockwell-Wardlow, English Teacher at Metuchen High School, from returning to work on August 30, 2017 to January 2, 2018. (Agenda 10/18/16, Section 14, A2)

**4. Medical Leave of Absence Extension – Non-Certificated Staff**

Move to approve the medical leave of absence extension for Patricia Lee, Secretary at Campbell Elementary School, from July 11, 2017 through a date to be determined. (Agenda 3/28/17, Section 14, A1)

**5. Appointment – Certificated Staff**

Move to approve the appointment of Rachel DiVanno as an Elementary Teacher at Edgar Middle School, Step 1-A, at the salary of \$50,618\*/year effective August 30, 2017 through June 30, 2018.

**6. Appointment – Certificated Staff**

Move to approve the appointment of Karen Van de Castle as a Comprehensive Business Teacher at Metuchen High School, Step 4-F, \$60,596\*/year effective August 30, 2017 through June 30, 2018.

**7. Appointment – Certificated Staff**

Move to approve the appointment of Cynthia Linkenheld as a Self-Contained Special Education Teacher at Metuchen High School, Step 4-F \$60,596\*/year effective August 30, 2017 through June 30, 2018.

**8. Appointment – Leave Replacement**

Move to approve the appointment of Zara Noori as a leave replacement for Andrea Elton, Grade 7 English Language Arts Teacher at Edgar Middle School, at the rate of \$273.61\*/day from August 30, 2017 through on or about December 5, 2017.

\*Amount may change based upon settlement of contract

**9. Stipends - Custodians**

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

| <b>Position</b>      | <b>Custodian</b> | <b>Stipend Amount*</b> | <b>Effective Dates</b> |
|----------------------|------------------|------------------------|------------------------|
| Head Custodian       | Lenny Kosciusko  | \$4,038                | 7/1/17 – 6/30/18       |
| Night Head Custodian | Carlos Ramos     | \$4,038                | 7/1/17 – 6/30/18       |
| Head Custodian       | Bruce Heline     | \$4,038                | 7/1/17 – 6/30/18       |
| Night Head Custodian | Lorenzo Asiain   | \$4,038                | 7/1/17 – 6/30/18       |
| Head Custodian       | Chad Lesniak     | \$3,115                | 7/1/17 – 6/30/18       |
| Head Custodian       | Angela Moreno    | \$3,115 (pro-rated)    | 7/1/17 – 7/31/17       |
| Night Head Custodian | Juan Luna        | \$3,115 (pro-rated)    | 7/1/17 – 7/15/17       |
| Night Head Custodian | Mark Cooper      | \$3,115 (pro-rated)    | 7/16/17 – 6/30/18      |

**10. Summer Work – Metuchen High School Weight Room Supervisor**

Move to approve Bob Ulmer as a summer weight room supervisor at the rate of \$25.00/hr.\* as needed.

**11. Summer Work – Technology**

Move to approve Andres Elias as a summer Technology Help Desk Technician effective July 19, 2017 at the rate of \$10/hr. (pending clearance of background check).

**12. Salary Adjustments – Tenured Administrators**

Move to approve the salary adjustments for the following central office administrators for the 2017-2018 school year retroactive to July 1, 2017 through June 30, 2018 at the annual salary as follows: (Agenda 6/27/17, Section 14, A7)

| <b>Name</b>     | <b>Position</b>                        | <b>Salary</b> |
|-----------------|--|---------------|
| Michael Harvier | Business Administrator/Board Secretary | \$157,686     |
| Rick Cohen      | Assistant Superintendent/Principal     | \$145,991     |

**13. Salary Adjustment – Supervisor of Building and Grounds**

Move to approve the salary adjustment for Gerard Redmond, Supervisor of Buildings and Grounds for the 2017-2018 school year retroactive to July 1, 2017 through June 30, 2018 at the salary of \$99,928/year. (Agenda 6/27/17, Section 14, A13)

**14. Salary Adjustments – Technology Staff**

Move to approve the salary adjustments for the following technology staff members for the 2017-2018 school year retroactive to July 1, 2017 through June 30, 2018 at the annual salary as follows: (Agenda 6/27/17, Section 14, A14)

| <b>Name</b>         | <b>Position</b>                 | <b>Salary</b> |
|---------------------|---------------------------------|---------------|
| Christopher Thumann | District Technology Coordinator | \$99,016      |
| Jeffrey Ruhnke      | Network Administrator           | \$65,073      |
| Marcos Elias-Ortiz  | Help Desk Technician            | \$47,683      |
| David Ho            | Technology Assistant            | \$20/hr.      |

\*Amount may change based upon settlement of contract

**15. Salary Adjustments – Central Office Staff**

Move to approve salary adjustments for the following central office staff members for the 2017-2018 school year retroactive to July 1, 2017 through June 30, 2018 at the annual salary as follows: (Agenda 6/27/17, Section 14, A15)

| <b>Superintendent’s Office</b> |  |               |
|--------------------------------|--|---------------|
| <b>Name</b>                    | <b>Position</b>                                | <b>Salary</b> |
| Theresa Nemeth                 | Administrative Assistant to the Superintendent | \$50,000      |
| Barbara Zaneto                 | Personnel Coordinator                          | \$60,766      |
| <b>Curriculum Office</b>       |  |               |
| Amy Opitz                      | Secretary                                      | \$45,000      |
| <b>Special Services</b>        |  |               |
| Alexandria Corrado             | Confidential Secretary                         | \$41,476      |

**16. Salary Adjustments – Business Office Support Staff**

Move to approve salary adjustments for the following business office support staff members for the 2017-2018 school year retroactive to July 1, 2017 through June 30, 2018 at the annual salary as follows: (Agenda 6/27/17, Section 14, A16)

| <b>Business Office</b> |  |               |
|------------------------|--|---------------|
| <b>Name</b>            | <b>Position</b>  | <b>Salary</b> |
| Debbie Finden          | Administrative Assistant to the Business Administrator/Board Secretary | \$55,651      |
| Sheila Donohue         | Payroll Coordinator  | \$66,189      |
| Tracey Orcutt          | Accounts Payable Coordinator   | \$59,586      |
| Lisa Cook              | Transportation Coordinator   | \$53,779      |
| Maryann Simms          | Business/Benefits/Facilities   | \$45,000      |

**17. Extended School Year Substitute Staff – Special Services**

Move to approve the following as substitute staff for the 2017 Extended School Year Program:

| <b>Name</b>        | <b>Program</b>     | <b>Per Diem*</b> |
|--------------------|--------------------|------------------|
| Cynthia Linkenheld | Substitute Teacher | \$90             |

Mr. Lifton  
Moved

Mr. Small  
Seconded

Motion Carried: (7-0-0)

\*Amount may change based upon settlement of contract

**Finance Attachment  
Section 14, B1-B8**

**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 May 31, 2017.

**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 June 30, 2017 and July 18, 2017 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. Resolution**

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Principals and Supervisors Association, for the collectively bargained agreement covering July 1, 2017 through June 30, 2020, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

**4. Resolution**

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Association of Educational Secretaries, for the collectively bargained agreement covering July 1, 2017 through June 30, 2020, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

**5. Resolution**

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Paraprofessional Association, for the collectively bargained agreement covering July 1, 2017 through June 30, 2020, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

**6. Resolution**

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Custodial and Maintenance Association, for the collectively bargained agreement

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covering July 1, 2017 through June 30, 2020, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

**7. Field Trips**

Move to approve the following field trips as listed on the chart below:

| School | Destination                                    | Class/Group   | Teachers/<br>Advisors                                      | Date(s)   | No.<br>of<br>Stds. |
|--------|--|---|--|---|--------------------|
| CES    | Ozanam Family Shelter, Edison, NJ              | 2 <sup>nd</sup> Grade STREAM students will clean up and plant a vegetable garden for the Ozanam community to use. | M. Savarese<br>M. Thomas                                   | 7/26/17<br>7/31/17<br>8/1/17                      | 22                 |
| EMS    | Davidson’s Mill Pond Park, South Brunswick, NJ | 5/6 Grade STREAM students will experience hands-on ecology lessons and activities delivered by Rutgers ecologists | V. Wetzel<br>V. Petrakakos                                 | 7/25/17<br>7/26/17 (rain date)                    | 15                 |
| EMS    | Tommy’s Pond Metuchen, NJ                      | 5-9 Grade STREAM students will observe and analyze pond ecology   | V. Wetzel<br>V. Petrakakos<br>J. Lewandowski<br>C. Wardlow | 7/17 – 7/20/17<br>7/24 – 7/27/17<br>7/31 – 8/3/17 | 25                 |
| EMS    | Downtown Metuchen                              | Deliver flyers to local businesses promoting STREAM Tommy’s Pond Boat Regatta                                     | V. Wetzel<br>V. Petrakakos                                 | Week of<br>7/24/17                                | 15                 |

**8. Professional Development**

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

Mr. Small  
Moved

Ms. McGuire  
Seconded

Motion Carried: (7-0-0)



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

**C. POLICY**

**1. Harassment, Intimidation, and Bullying**

Move to affirm the findings of the previously reported cases:

- EMS062017001
- CES062217001
- CES062217002
- CES062617001

**2. Statement of Assurances – Comprehensive Equity Plan**

Move to approve the 2017-2018 Statement of Assurance for the Comprehensive Equity Plan (CEP)

**3. First Reading of Policies & Regulations**

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

- Policy 1240 Evaluation of Superintendent
- Regulation 1240 Evaluation of Superintendent
- Policy 3126 District Mentoring Program
- Regulation 3126 District Mentoring Program
- Policy 3221 Evaluation of Teachers
- Regulation 3221 Evaluation of Teachers
- Policy 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- Regulation 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
- Policy 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- Regulation 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
- Policy 3224 Evaluation of Principals, Vice Principals, and Assistant Principals
- Regulation 3224 Evaluation of Principals, Vice Principals and Assistant Principals
- Policy 3240 Professional Development for Teachers and School Leaders
- Regulation 3240 Professional Development for Teachers and School Leaders
- Policy 5350 Student Suicide
- Regulation 5350 Student Suicide
- Policy 5610 Suspension
- Regulation 5610 Suspension
- Policy 5620 Expulsion
- Policy 8505 Local Wellness Policy/Nutrient Standards for Meals and Other Foods
- Policy 8550 Unpaid Meal Charges/Outstanding Food Service Charges

Mr. Suss  
Moved

Mr. Small  
Seconded

Motion Carried: (7-0-0)

**Curriculum Attachment  
Section 14, D1-D2**

**D. CURRICULUM**

**1. Textbooks**

Move to approve the purchase of the following textbooks:

| <b>Textbook</b>  | <b>Grade</b> | <b>School</b> |
|------------------|--------------|---------------|
| Life Science     | 7            | Edgar         |
| Physical Science | 8            | Edgar         |

**2. Summer Work – Curriculum**

Move to approve the following staff to participate in the Authentic Student Engagement Problem-Based Learning Workshop with Metuchen Administrators and Teachers on June 28, 2017 and June 29, 2017, at a rate of \$35/hour for 12 hours from the 2016-2017 Curriculum Writing funds:

| <b>Teacher</b>      | <b>Funding</b>     |
|---------------------|--------------------|
| Deana Kindler-Arout | Curriculum Writing |

Ms. Killean  
Moved

Mr. Suss  
Seconded

Motion Carried: (7-0-0)

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**Finance Attachment  
Section B8, Professional Development**

| Professional Development for Board Approval |           |  |  | 7/18/17 |           |                |        |
|---|-----------|--|--|---------|-----------|----------------|--------|
| Start Date                                  | End Date  | Activity Title   | Last, First Name   | Bldg.   | Requested | Payment Method | FFPI # |
| 6/26/2017                                   | 6/28/2017 | Union Management Facilitators Workshop                                   | Robbins, Evan  | MHS     | \$ 124.92 | FFPI           | 18-009 |
| 7/11/2017                                   | 8/9/2017  | Rutgers Math & Science Partnership NGSS Workshops                        | Graziano, Judith   | EMS     | \$ -      | No cost        |        |
| 7/18/2017                                   | 7/17/2017 | OSHA Job Hazard Analysis Training  | Colegrove, Darren,<br>Horincewich, Dave<br>Jerscheid, Paxton<br>Gilles, Jean,<br>Moreno, Angela<br>Comtess, Chris<br>Ramos, Carlos<br>Alijewicz, Jon<br>Arvizu, Veronica<br>Jean Gilles, Magdeline<br>Nunez, Marisol | All     | \$ -      | No cost        |        |
| 7/26/2017                                   | 7/27/2017 | LinkIt Data Forward Summer Institute                                     | Powers, Sean   | C/O     | \$ 200.00 | Other          |        |
| 8/1/2017                                    | 8/1/2017  | NJAKE "Differentiated Instruction in the Classroom"                      | Spring, Christina  | Moss    | \$ 50.00  | FFPI           | 18-010 |
| 8/4/2017                                    | 8/4/2017  | Regional Training Session for Certification and Professional Development | Zaneto, Barbara  | C/O     | \$ -      | No cost        |        |
| 8/15/2017                                   | 8/15/2017 | High Functioning Autism  | Fischer, Laura   | Moss    | \$ 199.99 | FFPI           | TBD    |
| 8/21/2017                                   | 8/21/2017 | 2018 ESEA Consolidated Subgrant Application Work Session                 | Opitz, Amy   | C/O     | \$ -      | No cost        |        |
| 8/22/2017                                   | 8/24/2017 | Affirmative Action Officer Certificate Program                           | Porowski, Edward   | CES     | \$ 450.00 | Other          |        |
| 9/28/2017                                   | 9/28/2017 | New Jersey Arts Education Summit 2017                                    | DeSimone, Christine  | C/O     | \$ 149.00 | Other          |        |
| 9/29/2017                                   | 9/29/2017 | 2017 Annual School Counselor Conference                                  | Chango, Lisa   | EMS     | \$ 99.00  | FFPI           | 18-012 |
| 9/29/2017                                   | 9/29/2017 | NJSCA School Counselor Conference  | Campbell, Lauren   | EMS     | \$ 99.00  | FFPI           | 18-011 |
| 10/7/2017                                   | 10/7/2017 | NJAKE Fall Conference with Peggy Campbell-Rush                           | Spring, Christina  | Moss    | \$ 85.00  | FFPI           | 18-013 |

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|            |            |   |                  |     |           |         |        |
|------------|------------|---|------------------|-----|-----------|---------|--------|
| 10/27/2017 | 10/27/2017 | 50th Annual Conference on Reading and Writing   | Stoner, Marsha   | EMS | \$ 200.00 | FFPI    | 18-015 |
| 10/27/2017 | 10/27/2017 | Rutgers Center for Literacy Development-50th Annual Conference on Reading and Writing | Lewis, Marilyn   | EMS | \$ 180.00 | FFPI    | 18-014 |
| 11/15/2017 | 11/15/2017 | Bleeding Control for the Injured  | Porowski, Edward | CES | \$ -      | No cost |        |