

**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, November 28, 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	P		

**4. Presentation/Discussion Items**

• **Showcase of Success**

- ❖ The Footlighters Club will feature Matt Murphy and Regina Wilcox in a short presentation of the fall play, “*She Kills Monsters*”
- ❖ Sustainable NJ for Schools Awards – Presented by Ed Porowski – Campbell Elementary School, Kevin McPeak – Edgar Middle School and Susan LaFauci – Metuchen High School

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

The Metuchen Human Relations Committee has been reinstated. Mr. Benderly appointment Mr. Small to represent the board of education.

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

Mr. McPeak will be the district representative on the Human Relations Committee. Dr. Caputo updated the board and the public on district goals.

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

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

**8. Committee Reports**

The athletic committee has not met since the last board meeting.

Technology: Report given by Mr. Manley.

Policy: Report given by Ms. Lunt

Finance: Report given by Mr. Small

Curriculum: Report given by Mr. Benderly.

**9. New Business**

Nothing at this time.

**10. Old Business**

Ms. Gibson and Ms. Killean parents to attend the Hidden in Plain Sight workshop held on December 6, 2017 at Edgar Middle School at 6:30 pm.

**11. Minutes**

Move to approve the minutes of the following meetings:

November 14, 2017	Board Meeting
November 14, 2017	Special Business Meeting

Mr. Benderly  
Motioned

Mr. Lifton  
Seconded

Motion Carried:

Board Meeting & Special Business Meeting (8-1-0) Ms. Lunt 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**

Mr. Horowitz expressed his dissatisfaction with the demographer indicating that the residents of Metuchen has enough income to elect to send his/her child to private or parochial school for a full day kindergarten. Mr. Horowitz also asked the question why is there no desire for full day kindergarten in Metuchen. A discussion was held regarding the budgetary impact, staffing, and lack of space for a full day kindergarten program.

**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: 9:20 pm

**Personnel Attachment  
Section 14, A1-A7**

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

**A. PERSONNEL**

**1. Maternity/Childcare Leave of Absence Adjustment – Certificated Staff** (Agenda 9/26/17, Section 14, A3)

Move to approve the start date adjustment for Jaclyn Salit, 3<sup>rd</sup> Grade Elementary Teacher at Campbell Elementary School from December 14, 2017 to December 8, 2017.

**2. Appointment – Leave Replacement**

Move to approve Jennifer Pasquale as a leave replacement for Jaclyn Salit, 3<sup>rd</sup> Grade Elementary Teacher at Campbell Elementary School from December 7, 2017 through May 23, 2018 at the rate of \$274.15/day.

**3. Appointment – 2017-2018 After-School Brain S.T.R.E.A.M. Teachers**

Move to approve the following teachers for the 2017-2018 After-School Brain S.T.R.E.A.M. program effective November 30 for prep work, and for the program, 19 Thursdays from December 7, 2017 through May 3, 2018, 3 hours/session at \$36/hour:

<b>Name</b>	<b>School</b>	<b>Funding Source</b>	<b>Amount</b>
Alex Gonzalez	Campbell	Title IA	\$2,160
Julie Anderson	Campbell	Title IA	\$2,160
Margie Thomas	Campbell	Title IA	\$2,160
Deana Kindler Arout	Campbell	Title IA	\$2,160
Melissa Saverese	Campbell	Title IA	\$2,160
Virginia Wetzal	Edgar	Title IA	\$2,160
Emily Presuto	Edgar	Title IA	\$2,160
Chris Wardlow	Edgar	Title IA	\$2,160
Sofia Lopes	Edgar	STREAM enrollment	\$1,440

**4. Appointment – Non-Certificated Staff**

Move to approve the appointment of Katherine Eosso as a Part-Time Secretary (10 months) at Campbell Elementary School, at the salary of \$23,917/year (pro-rated) effective December 1, 2017 through June 30, 2018.

**5. Appointment – Substitute Teachers**

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

Substitute Teacher	Certification	Pay Rate
Zara Noori	K-6, ELA 5-8	\$90/day
Sara Yocum	Social Studies	\$90/day

**6. Stipend – Amendments and Additions**

Move to approve the amendments and additions of the following stipends for the 2017-2018 school year: (Agenda 8/29/17, Section 14, A25 and Agenda 8/11/17, Section 14, A10)

Name	Assignment	Stipend
<b>Amend:</b>		
Val Gazda	<b>From:</b> MHS Adapted Physical Therapy – Spec. Ed. (Instructional)	\$6,794
Val Gazda	<b>To:</b> MHS Adaptive Physical Education (Instructional)	\$6,794
Julie Herzog	<b>From:</b> Assistive Technology effective 10/18/17 – 12/22/17 (non-instructional)	2/5 \$2,353.60 (pro-rated)
Julie Herzog	<b>To:</b> Assistive Technology effective 10/18/17 – 1/31/18 (non-instructional)	2/5 \$2,353.60 (pro-rated)
Marcie Stoner	<b>From:</b> Assistive Technology effective 10/18/17 – 12/22/17 (non-instructional)	2/5 \$2,353.60 (pro-rated)
Marcie Stoner	<b>To:</b> Assistive Technology effective 10/18/17 – 11/17/17 (non-instructional)	2/5 \$2,353.60 (pro-rated)
Veronica Araneo	<b>From:</b> Assistive Technology effective 10/18/17 – 12/22/17 (non-instructional)	2/5 \$2,353.60 (pro-rated)
Veronica Araneo	<b>To:</b> Assistive Technology effective 10/18/17 – 11/17/17 (non-instructional)	2/5 \$2,353.60 (pro-rated)
<b>Add:</b>		
Vivian Petrakakos	Edgar (0.05) Instructional stipend	\$339.70
Rachel DiVanno	Assistive Technology effective 11/20/17 – 1/31/18 (non-instructional)	2/5 \$2,353.60 (pro-rated)

**7. Assistive Technology Amendment**

Move to extend the effective dates for Marcos Elias to provide assistive technology support and programming from 10/18/17 – 12/22/17 to 10/18/17 – 1/31/18 at the rate of \$24/hour. (Agenda 11/14/17, Section 14, A11)

Ms. Killean  
Moved

Mr. Manley  
Seconded

Motion Carried: (9-0-0)

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

**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 September 30, 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 November 28, 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. Nonpublic Technology**

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

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral School	Dell Corporation	4	450-AENV	Dell 65 Watt 3-Prong AC Adapter w/6 ft Power Cord	\$44.99	\$179.96
St. Francis Cathedral School	Dell Corporation	12	WV7GO	Dell 55 WHr 6-Cell Primary Lithium -Ion Battery	\$69.29	\$831.48
St. Francis Cathedral School	Dell Corporation	1	NA	Optiplex 3050 AIO	\$841.93	\$841.93
St. Francis Cathedral School	CDW-Government	1	2873249	HP LaserJet Pro 500 M570dn	\$787.02	\$787.02
St. Francis Cathedral School	Apple, Inc.	4	MB572Z/B	Mini Display Port to VGA Adapter	\$29.00	\$116.00
St. Francis Cathedral School	Apple, Inc.	2	ML4M2LL/A	Beats Pill Speaker	\$179.95	\$359.90

**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:

Mr. Small  
Moved

Mr. Suss  
Seconded

Motion Carried: (9-0-0)

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

**C. POLICY**

**1. Suspensions**

The board hereby acknowledges receipt of the suspension report summary for November 13 - 20, 2017

**2. Second Reading of Policies and Regulations**

Move to approve the second 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

Ms. Lunt  
Moved

Mr. Lifton  
Seconded

Motion Carried: (9-0-0)

**Curriculum Attachment  
Section 14, D1**

**D. CURRICULUM**

1. Nothing at this time.

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**Finance Attachment  
Section B4, Professional Development**

Professional Development for Board Approval			11/28/17				
Start Date	End Date	Activity Title	Last, First Name	Bldg.	Requested	Payment Method	FFPI #
11/29/2017	11/29/2017	Support Student Achievement and Behavior by Promoting Social Emotional and Character Development and Positive School Culture and Climate	McKenna, Katherine	Moss	\$ 125.00	FFPI	18-106
11/29/2017	11/29/2017	Support Student Achievement and Behavior by Promoting Social Emotional and Character Development and Positive School Culture and Climate	Peleg, Sivan	Moss	\$ 125.00	FFPI	18-110
11/30/2017	11/30/2017	English Language Arts Classroom Instruction	Savarese, Melissa	CES	\$ 30.60	FFPI	TBD
12/5/2017	12/5/2017	Inter-District Learning Network Meeting	North, Jennifer	EMS	\$ 13.75	FFPI	18-108
12/5/2017	12/5/2017	Inter-District Learning Network	Bruno, Kristin	EMS	\$ -	FFPI	18-107
12/5/17 (evening workshop)	12/5/17	Understanding & Improving Challenging Behavior	McKenna, Katherine	Moss	N/A	N/A	N/A
12/7/2017	12/8/2017	US All Star Track and Field and XC Clinic	Holleran, Kelli	CES	\$ 99.00	FFPI	18-114
12/7/2017	12/8/2017	US All Star Track and Field and XC Clinic	Holleran, Martin	MHS	\$ 99.00	FFPI	18-113
12/13/2017	12/13/2017	ESSA Accounting/Reporting Requirements & Title I Requirements and the Impact on Supplement vs. Supplant & New Monitoring Requirements	Harvier Michael	C/O	\$ 100.00	Other	
1/17/2018	1/17/2018	Play Therapy Techniques that You Can Use Today	Granados, Lisa	MHS	\$ 149.00	FFPI	18-115
1/22/2018	1/22/2018	Louder Than Words: Understanding, Preventing and De-escalating Acting Out Behaviors for Students with Severe Communication Issues	Ryder, Karen	Moss	\$ 140.00	FFPI	18-111
1/22/2018	1/22/2018	Louder Than Words: Understanding, Preventing and De-escalating Acting Out Behaviors for Students With Severe Communication Issues	McKenna, Katherine	Moss	\$ 140.00	FFPI	18-109

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3/5/2018	3/6/2018	2018 Everyone Reading Conference	Cuthbertson, Christine	EMS	\$ 518.00	FFPI	18-112
3/9/2018	3/9/2018	School Counselor Appreciation Day at NJIT	Hanbridge, Leigh	MHS	\$ -	No cost	

**Finance Attachment  
Section B5, Field Trips**

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	JFK Hospital Edison, NJ	Chamber String Ensemble will perform at the JFK Holiday Celebration for the Auxiliary Volunteers.	E. Sato	12/4/17	19
MHS	Civile Cucina Metuchen, NJ	Italian Club students will discuss Italian holiday traditions while sampling Italian cuisine.	R. Kamin	12/21/17	20
MHS	Germany	Trip approved 6/27/17 Students will visit Germany to experience German language and culture.	B. Elliott C. Giddes Additional Chaperones: John Cathcart Lauren Scala	Correction of approved dates: Approved – 3/30/18 – 4/2/18. Correct dates 3/30/18 – 4/8/18	19