

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**Agenda**

**Business Meeting**

of the Metuchen Board of Education

Metuchen Borough Hall  
Middlesex Avenue  
Metuchen, NJ 08840

**Tuesday, August 28, 2012**

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- VI. Report of the Board President**
- VII. Report of the Superintendent**
- VIII. Report of the Business Administrator/Board Secretary**
- IX. Committee Reports**
- X. Minutes**  
Move to approve minutes of the following meeting:  
July 17, 2012 – Closed Session
- XI. Meeting Open to the Public**
- XII. Recommendations of the Superintendent of Schools**
  - A. PERSONNEL**
    - 1. Sidebar Agreements**  
Move that, upon the recommendation of the Superintendent of Schools, the Metuchen Board of Education approve the previously submitted Sidebar Agreements regarding salary guides between the Board and the following collective negotiations units:
      - The Metuchen Principals and Supervisors Association;
      - The Metuchen Association of Educational Secretaries; and

- The Metuchen Custodial and Maintenance Association. The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement the aforesaid Sidebar Agreements.

**2. Reappointment – Tenured Administrator**

Move to reappoint Michael Harvier as Business Administrator/Board Secretary for the July 1, 2012 through June 30, 2013.

**3. Reappointment – Tenured Administrator**

Move to reappoint Robert Capra as Supervisor of Special Education for the July 1, 2012 through June 30, 2013.

**4. Salary Adjustment – Central Office Administrators**

Move to approve an adjustment in the salaries of Central Office administrators for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A4:

**5. Salary Adjustment – Principals and Assistant Principals**

Move to approve an adjustment in the salaries of Principals and Assistant Principals for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A5:

**6. Salary Adjustment – Supervisors**

Move to approve an adjustment in the salaries of Supervisors for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A6:

**7. Salary Adjustment – Non-Tenured Teachers**

Move to approve an adjustment in the salaries of non-tenured teachers for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A7:

**8. Salary Adjustment – School Secretaries**

Move to approve an adjustment in the salaries of school secretaries for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A8:

**9. Salary Adjustment – Custodial/Maintenance Staff**

Move to approve an adjustment in the salaries of the school custodial/maintenance staff, retroactive to July 1, 2012, as shown on attachment A9:

**10. Salary Adjustment – Central Office Support Staff, Special Services Support Staff, and Technology Staff**

Move to approve an adjustment in the salaries of the Central Office Support Staff, the Special Services Support Staff, and the Technology Staff for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A10:

**11. Salary Adjustment – Bus Drivers and Aides**

Move to approve an adjustment in the salaries of bus drivers and aides for the 2012/2013 school year, retroactive to July 1, 2012, as shown on attachment A11:

**12. Appointment – Certificated Staff**

Move to appoint Jaclyn Scharf as Special Education Teacher /HQ Math at Metuchen High School effective August 29, 2012 through June 30, 2013, salary status 1-A --\$48,418.

**13. Appointment – Leave Replacement**

Move to approve Gina Brusca as an Art teacher replacement an Art teacher leave replacement at Edgar Middle School (Jenn Gumbrecht) effective October 1, 2012 through February 1, 2013, salary status 1-A --\$48,418 (prorated).

**14. Appointment – Long Term Substitute**

Move to appoint Caroline Hudak as Special Education/HQ Mathematics long term substitute (for Michelle Gouveia) effective August 29, 2012 through November 5, 2012 at the rate of \$261.71 per diem.

**15. Re-Appointment – Substitute Teachers**

Move to re-appoint the following as substitute teachers for the 2012-2013 school year as shown on attachment A15.

**16. Appointment – Additional Substitute Teachers**

Move to appoint the following as additional substitute for the 2012-2013 school year as shown on attachment A16:

**17. Substitute Staff Members**

Move to appoint the following as substitute staff members for the 2012/2013 school year as shown on attachment A17.

**18. Appointment – Certificated Staff**

Move to appoint Kristina Servidio as 2/5 Special Education teacher at Campbell School for the 2012-2013 school year

effective August 29, 2012 through June 30, 2013, salary status \$20,336 (2/5 of 3A - \$50,539. prorated).

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

Move to accept the resignation of Nicole Sperber, part-time secretary in Special Services, effective September 15, 2012.

**20. Additional Summer Work**

Move to approve, retroactively, the following payments for Peer Leadership Training on August 1- 2, 2012 at the following rates:

- a) Laura Connolly at the rate of \$281.84 per diem; and
- b) Valerie Gazda at the rate of \$431.52 per diem.

**21. Additional Sixth Period Stipends**

Move to approve sixth period stipends of \$5,202 for the following:

- a) Valerie Gazda to provide five scheduled periods of adaptive P.E. for three students due to physical/cognitive limitations,
- b) Janet Irenski for duties in addition to her work as LDTC,
- c) Steve Cichetti to provide individual instruction for student 20161954
- d) Kathy Sullivan to provide individual instruction for student 2016954

**22. Stipend**

Move to approve a 2/5 stipend (\$5,202, prorated) for Michael Clarke for weekly supervision of ninety minutes of extended detention.

**23. Additional Coaching Staff**

Move to approve the following as additional coaching staff for the Fall 2012 Athletic season:

- a) Dijuan Miller as volunteer football coach at MHS;
- b) Karen Logan as Girls' Soccer Coach at EMS for a stipend of \$2,833,
- c) Daniele Brabston as Girls' Cross-Country Coach at EMS for a stipend of \$2,833.

**B. FINANCE**

**1. Treasurer of School Monies' and Board Secretary's Reports**

Move approval of the Treasurer of School Monies' Report, Board

Secretary's Report as of June 30, 2012.

**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 August 28, 2012 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 Secretary and filed in the Business Office.

**3. No Child Left Behind Grant Application 2012-2013**

Move to approve the district's No Child Left Behind Grant Application for 2012-2013.

**4. Change of Contractor**

Move to approve a change in contract with Meridien Healthcare to Katherine Velozzi, a private contractor, to provide services to student 002015124 for the 2012-2013 school year at the rate of \$22/hr. (6.5 hrs./day) for 181 days )total \$25,883).

**5. Resolution – Workshops/Conferences**

Move to approve the attendance of Michael Harvier at a Training Session for Fall E-Rate Applicants in Newark, NJ on Tuesday, October 23, 2012 at no cost to the district.

**C. POLICY**

**1. Second Reading of Policy**

Move to approve a second reading of the following policies:

#0142—Board Member Qualifications, Prohibited Acts, and Code of Ethics—Mandated

#1140—Affirmative Action Program--Mandated

#1400—Job Descriptions—Mandated

#1523—Comprehensive Equity Plan—Mandated

#1620—Administrative Employment Contracts—  
Recommended

#2260 – Affirmative Action Program for School and Classroom Practices—Mandated

**2. First Reading of Policy**

Move to approve a first reading of the following policies:

#2422 – Program Health Education

#3240 – Teaching Staff Members  
Professional Development

**D. CURRICULUM**

**1. Curriculum Submissions**

Move to approve the following curriculum submissions:

Revised:

Biological Science

Science Grade 3

Science Grade 3 Lab

Spanish Grades 3, 4, and 5

Introduction to Art

Band Grades 7/8

New:

Applied Science

**XII. Meeting Open to Public**

**XIII. Announcements**

**XIV. Adjournment**

**XV. Motion to adjourn to Closed Session**

*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 closed session to discuss PERSONNEL, PROPERTY, AND COLLECTIVE BARGAINING MATTERS, and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exists.