

**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, September 25, 2018
8:00 PM**

1. Call to Order

2. Flag Salute

3. 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 Criterion Sentinel, The Star Ledger, and by filing a copy with the Borough Clerk as prescribed by this law.

4. 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		

5. Presentations/Discussions

NJQSAC Preview: Personnel – Dr. Caputo

6. Reports

- ❖ President’s Report – Mr. Benderly said the construction of the science labs continues
- ❖ Superintendent’s Report – no report
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier discussed the findings of the State Audit completed by the Office of Fiscal Accountability and Compliance. These findings showed a net result of an extra \$1,800 in state aid. The Board received copies and the report will be published on the website.

- ❖ Committee Reports

Board Meeting Minutes – September 25, 2018

- Technology – has not met; meeting 9/26/18
- Curriculum – has not met; meeting 9/27/18
- Personnel – Mr. Benderly said the committee met tonight prior to open session; gave report
- Policy/ESCNJ – ESCNJ met Friday. Report given by Ms. Lunt
- Athletics – has not met; meeting 9/26/18
- Finance – Report given by Mr. Small

7. New Business

Nothing discussed

8. Old Business

Nothing discussed

9. Approval of Minutes of the Board of Education Minutes

Move to approve the minutes of the following meetings:

September 4, 2018	Board Meeting
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Mr. Benderly moved. Mr. Small seconded. Motion carried 8-0

11. Meeting Open to the Public

(for any topic discussed up to this point in the meeting)

Ten+ teachers in attendance. MHS Teacher Mr. Jonathan Stevens, MEA President, spoke about air conditioning needs in the schools. EMS Teacher Jennifer Miller, EMS Teacher Emily Presuto and CES Teacher Joe Fitzgibbon also spoke on the same topic.

12. Meeting Open to the Public

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

Nothing at this time

13. Recommendations of the Superintendent of Schools

- A. Personnel
- B. Finance
- C. Policy
- D. Curriculum

14. Meeting Open to Public *(for anything you wish to discuss)*

Nothing at this time

15. Announcements

Mr. Glassberg read the School Calendar and noted upcoming events and meetings.

16. Motion to Go into Executive Session *(when applicable)*

Mr. Benderly moved. Ms. Lunt seconded.

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 HIB and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

17. Adjournment

MEETING ADJOURNED 9:19 PM

**Personnel Attachment
Section 13, A1-A10**

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

A. PERSONNEL

1. Stipend Rescission-Co-Curricular

Move to rescind the stipend for Kathleen Zaleck and Sofia Lopes, Campbell, Yearbook Club, Grade 4, for the 2018-2019 school year.
(Agenda 7/17/18, Section 13, A2)

2. Stipend Approval-Co-Curricular

Move to approve the following stipends for the following teachers at Campbell School:

Name	Position	Stipend
Jennifer Spak	Yearbook Advisors-Grade 4 .5	\$715/yr.
Lisa Levin	Yearbook Advisors-Grade 4 .5	\$715/yr.

3. Rescind-Federal Family Leave-Certificated Staff

Move to rescind the federal family leave of absence for Robert Strauss, 2nd Grade Teacher at Campbell School, from October 8, 2018 through November 26, 2018.
(Agenda 8/7/18, Section 13, A38)

4. Federal Family Leave-Certificated Staff

Move to approve the federal family leave of absence for Robert Strauss, 2nd Grade Teacher at Campbell School, from September 27, 2018 through November 7, 2018.

5. Appointment of Leave Replacement

Move to approve Lauren Galski, leave replacement for Robert Strauss, 2nd Grade Teacher at Campbell School, from September 26, 2018 through November 7, 2018, at a rate of \$274.15/day.

6. Appointment-Certificated Staff

Move to approve Ken Eagel, Technology Education/Industrial Arts Teacher, Metuchen High School for the 2018-2019 school year at a salary of Step 1J, \$71,268, pro-rated.

7. Stipend Adjustments

Move to approve the following stipend adjustments

Name	Assignment	Stipend	Agenda Date
John McDonald	MHS Engineering/Technology	Adjust effective date 9/4/18 to 9/30/18; \$6930/yr (pro-rated)	Agenda 9/4/18, Section 13, A7)
Joseph Keagle	MHS Engineering/Technology	Adjust effective date 9/4/18 to 9/30/18; \$6930/yr (pro-rated)	(Agenda 9/4/18, Section 13, A8)

8. Appointment-The Zone

Move to approve Piper Finn as a Zone Youth Mentor as a rate of \$10/hour, effective September 26, 2018.

9. Stipend-Co-Curricular-Certificated Staff

Move to approve the stipend for Dan Scanlon as AP Coordinator at MHS for 2018-2019 school year at the rate of \$2251/year.

10. Appointment of Substitute Teachers

Move to approve the appointment of Substitute Teachers for the 2018-2019 school year. See attached chart:

Mr. Benderly motioned. Mr. Manley seconded. Motion carried 8-0.

**Finance Attachment
Section 13, B1-B14**

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 July 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 September 25, 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. Budget Transfers

Move to approve budget transfers effective July 31, 2018.

4. Resolution

Move to approve a resolution certifying that the findings of the Office of Fiscal Accountability and Compliance (OFAC) were discussed in a public board meeting and an attached corrective action plan was approved to address the issues raised in the findings. (See Attachment)

5. 2018-2019 IDEA Grant Funded Salaries

Name	Salaries
Sijo Merry George	Paraprofessional in Preschool \$15,104 salary and \$1,155 (FICA)
Stephanie Angus	Stipend to coordinate the Orton Gillingham practicum program, \$45/hr. not to exceed \$4,050 for the 18-19 school year

6. Nonpublic Security Aid

Move to approve the following nonpublic aid for the 2018-2019 school year. These expenditures are required for the district to fulfill certain legal obligations under state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction.

School	Vendor	Qty.	Item #	Description	Price	Total
Metuchen Christian Academy	Window Film Depot	17	3M Ultra 800w/IPA	Interior Security Film	\$3418.80	\$3418.80
Metuchen Christian Academy	Window Film Depot	17	3M-Safety S70 Exterior w/IPA	Exterior Security Film	\$3019.80	\$3019.80

7. Appointment of New Jersey Coalition for Inclusive Education

Move to approve New Jersey Coalition for Inclusive Education for professional development and consultation services at a rate of up to \$1,600 per day.

8. Appointment of Diane Janson, Psy.D.

Move to approve Diane Janson, Psy.D. to provide the following services:

- Consultations and Meetings \$150/hr.,
- InService Trainings \$600 per half day and \$1,200 per full day
- Psychological Testing \$1,000
- Neuropsychological Testing \$1,500
- Neuropsychological with Education Testing \$2,000.

9. Contract-Residency Investigator Shared Services

Move to approve a shared service agreement with North Brunswick Township Schools to provide Residency Investigation services needed at a rate of \$46/hr.

10. Contract-Maxim Nursing

Move to approve Maxim Nursing to provide nursing services at the following rate:

- 1:1 LPN \$50 per hr.
- 1:1 RN \$53/hr.
- Substitute RN \$55/hr.

11. Contract-Adam Krass Consulting

Move to approve Adam Krass Consulting to provide Assistive Technology services at the following rates:

- AT and AAC evaluations up to \$2,000
- AT services \$150/hr.
- AAC services \$200/hr.
- In Service Training \$600 per half day and \$1,000 per full day

12. Approval of Special Olympics Play Unified Grant

Move to accept the 2018-2019 Play Unified Grant for up to \$4,000 at MHS.

13. Field Trips

Move to approve the following field trips for students in the Metuchen School District as shown on the attached chart:

14. Professional Development

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

C. POLICY

1. Suspensions

The board hereby acknowledges receipt of the suspension report summary for September 4-21, 2018. (See Attached)

2. Second Reading of Policies

Move to approve the second reading of the following policy:

- Policy 5512 Harassment, Intimidation and Bullying

D. Curriculum

Nothing at this time

Mr. Small motioned. Mr. Glassberg seconded. Motion carried 8-0.

2018-19 Substitute Teachers for Board Approval 9/25/18				
Pay Rates - \$80/day - Substitute with 60+ credits				
\$85/day - Substitute with BA and above (no teacher cert.)				
\$90/day - NJ Teacher Certified				
\$120/day - Substitute Nurse				
Reappointments:				
Substitute Teacher	Certification			
Azzara, Jennifer	Substitute - 60 + credits			
Donohue, Marke	CEAS Social Studies			
Facchini, Elizabeth	Substitute with college degree			
Gioia, Carolyn	Substitute - 60 college credits			
Haase, Ginny	Elementary, Sp. Ed., Health/P.E./ Principal, SAC, Psychology,			
Jeney, Brian	Substitute - 60 + credits			
LaFever, Laurie	Substitute with college degree			
Levy, William	C of E English			
McCunney, Kathleen	Substitute with college degree			
Poandl, Mary	Substitute with college degree, Substitute Nurse			
Razzino, Paola	Substitute - 60+ college credits			
Rosamilia, Dana	Substitute - 60 college credits			
Rosamilia, Kristina	Elementary, Sp. Ed.			
Additional Substitute Teachers				
Galina, Lisa	Substitute - 60 college credits			
Jensen, Ryan	Substitute with college degree			
McHam, Antoinette	Substitute with college degree			
Quereshi, Iram	Substitute - 60 college credits			
Richards, Yanique	Substitute - 60 college credits			
Stepash, Mary	Art			
Win, Julia	Elementary			

Board Meeting Minutes – September 25, 2018

Finance Attachment
Section 13, A13

Professional Development for Board Approval 9/25/18							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
9/9/2018	9/9/2018	Registered Behavior Technician Series	Rice, Kathy	EMS	\$ 245.00	FFPI	19-031
9/27/2018	3/5/2019	Rutgers institute for Improving Student Achievement	Scala, Lauren	EMS	\$ -	FFPI	19-041
9/28/2018	6/14/2019	Middlesex County Traumatic Loss Coalition	Chango, Lisa	EMS	\$ 70.00	Other	
9/29/2018	9/29/2018	Coding Fundamentals	Presuto, Emily	EMS	\$ 33.00	FFPI	19-033
9/29/2018	9/29/2018	Computer Science Fundamentals	Wetzel, Virginia	EMS	\$ 62.00	No cost	
9/30/2018	10/2/2018	AENJ 2018 Conference	Banner, Margaret	EMS	\$ 275.00	FFPI	19-038
9/30/2018	10/2/2018	AENJ 2018 Conference	Banner, Margaret	MHS	\$ 275.00	FFPI	19-038
9/30/2018	10/2/2018	Made in New Jersey	Gumbrecht, Jennifer	EMS	\$ 274.00	FFPI	19-028
10/1/2018	10/2/2018	AENJ Conference	McKeown, Kathleen	MHS	\$ 285.00	FFPI	19-042
10/1/2018	10/2/2018	Art Educators of NJ Conference	Brusca, Gina	CES	\$ 251.00	FFPI	19-029
10/2/2018	10/2/2018	School Safety Specialist Gang & Suspicious Activity Training	Porowski, Edward	CES	\$ -	No cost	
10/2/2018	10/2/2018	Child Fatality and Near Fatality Review Board- Suicide Subcommittee	LaFauci, Susan	MHS	\$ -	No cost	
10/4/2018	10/6/2018	2018 National Forum on Character	Levin, Lisa	CES	\$ 1,268.98	FFPI	19-049
10/8/2018	10/8/2018	Registered Behavior Technician™ Series	Okoszko, Brittany	CES	\$ 174.30	FFPI	19-045
10/9/2018	10/9/2018	Empowering Users with Destiny Discover	Glave, Patricia	MHS	\$ 114.50	FFPI	19-034

Board Meeting Minutes – September 25, 2018

10/9/2018	10/9/2018	Empowering Users with Destiny Discover - Follett Institute - Delaware, NJ	Little, Maryrose	EMS	\$ 99.00	FFPI	19-036
10/12/2018	10/12/2018	2018 New Jersey School Counselors Association Annual Conference	Chango, Lisa	EMS	\$ 109.00	FFPI	19-048
10/12/2018	10/12/2018	NJSCA Fall Conference	Campbell, Lauren	EMS	\$ 109.00	FFPI	19-044
10/16/2018	10/18/2018	5th Grade NJSLA-S Science Assessment Item Review Committee	Nolde, Jonathan	CES	\$ -	No cost	
10/17/2018	10/17/2018	Opiate epidemic = Pain + Prescription Med	Cheung, Judith	EMS	\$ -	No cost	
10/17/2018	10/17/2018	Opiate epidemic = Pain + Prescription Med	Cheung, Judith	Moss	\$ -	No cost	
10/18/2018	10/19/2018	2018 NJPSA Fall Conference	Stike, Brian	EMS	\$ 320.00	Other	
10/18/2018	10/19/2018	NJPSA Fall Conference: Lead!	LaFauci, Susan	MHS	\$ 320.00	Other	
10/22/2018	10/22/2018	New Jersey Council for the Social Studies annual conference	Stead, Pamela	EMS	\$ 80.00	FFPI	19-047
10/22/2018	10/22/2018	NJSCC	Forde, Caroline	EMS	\$ 80.00	FFPI	19-040
10/22/2018	10/24/2018	2018 Annual NJSBA Workshop	Caputo Vince	C/O	not to exceed \$750.00	Other	
10/22/2018	10/24/2018	2018 Annual NJSBA Workshop	Benderly, Dan	Board Member	not to exceed \$750.00	Other	
10/24/2018	10/24/2018	HESAA Financial Aid Workshop - Secondary School Counselor Training Institute	DeMott, Elizabeth	MHS	\$ -	No cost	
10/24/2018	10/24/2018	New Jersey Science Convention	Anderson, Sarah	CES	\$ 175.00	FFPI	19-043
10/24/2018	10/24/2018	Change the Game Conference	Bonassisa, Deneane	MHS	\$ -	No cost	

Board Meeting Minutes – September 25, 2018

10/24/2018	10/24/2018	Change the Game Conference	Gazda, Valerie	MHS	\$ -	No cost	
10/26/2018	10/26/2018	51st Annual Conference on Reading and Writing	Stoner, Marsha	EMS	\$ 192.00	FFPI	19-039
11/16/2018	11/16/2018	Penn State University School Counselor event	Hanbridge, Leigh	MHS	\$ -	No cost	
12/3/2018	12/4/2018	New Jersey Assoc. of School Librarians 2018 Fall Conference: Reflect, Refresh, Renew	Derer, Barbara	CES	\$ 175.00	FFPI	19-035
2/20/2019	3/27/2019	Robotics Academy Certified Training for LEGO MINDSTORMS EV3 (Online)	Misuraca, Roseanna	EMS	\$ 599.00	FFPI	19-037

Finance Attachment
Section 13, C1

Suspensions for Metuchen School District-September 4-September 21, 2018

Moss School-no suspensions
Campbell School-no suspensions
MHS-no suspensions
Edgar School:

002023146	9/14/2018	1 day	Destruction of Property
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