

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**THE ANNUAL REORGANIZATION MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, January 8, 2019  
8:00 pm**

**1. Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary**

**2. Sunshine Statement and Announcement of Purpose 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.

**3. Flag Salute**

**4. Administration of required oaths to Board Members elected on November 6, 2018.**

Newly elected board members Ms. Cook and Mr. Derlinger, and re-elected board member Justin Manley read their required oaths aloud, administered by Mr. Harvier.

**5. Roll Call**

|                |   |            |   |
|----------------|---|------------|---|
| Mr. Benderly   | P | Mr. Lifton | P |
| Ms. Cook       | P | Mr. Manley | P |
| Mr. Derflinger | P | Mr. Small  | P |
| Mr. Glassberg  | P | Mr. Suss   | P |
| Ms. Killean    | P |            |   |

**6. Announcement of Election Results**

| <b>Candidates in Ballot Order</b> | <b>Total Votes</b> |
|-----------------------------------|--------------------|
| Michelle Cook                     | 3,904              |
| Chris Derflinger                  | 3,266              |
| Justin Manley                     | 3,172              |
| William Waldron Jr.               | 1,862              |

**7. Pro-Tem Chair will conduct election of the Board President**

Mr. Harvier asked for nominations for Board President. Ms. Killean nominated Mr. Manley, seconded by Mr. Glassberg.

| <b>Votes for Board President</b> |             |                     |             |
|----------------------------------|-------------|---------------------|-------------|
| <b>Board Member</b>              | <b>Vote</b> | <b>Board Member</b> | <b>Vote</b> |
| Mr. Benderly                     | Yes         | Mr. Lifton          | Yes         |
| Ms. Cook                         | Yes         | Mr. Manley          | Yes         |
| Mr. Derflinger                   | Yes         | Mr. Small           | Yes         |
| Mr. Glassberg                    | Yes         | Mr. Suss            | Yes         |
| Ms. Killean                      | Yes         |                     |             |

**8. Newly Elected President Mr. Manley Takes Chair****9. Board President will conduct election of the Board Vice President**

Mr. Manley asked for nominations for Board Vice President. Mr. Small nominated Mr. Suss, seconded by Mr. Benderly.

| <b>Votes for Board Vice President</b> |             |                     |             |
|---------------------------------------|-------------|---------------------|-------------|
| <b>Board Member</b>                   | <b>Vote</b> | <b>Board Member</b> | <b>Vote</b> |
| Mr. Benderly                          | Yes         | Mr. Lifton          | Yes         |
| Ms. Cook                              | Yes         | Mr. Manley          | Yes         |
| Mr. Derflinger                        | Yes         | Mr. Small           | Yes         |
| Mr. Glassberg                         | Yes         | Mr. Suss            | Yes         |
| Ms. Killean                           | Yes         |                     |             |

**10. Meeting Open to the Public on all previous items – *nothing at this time*****11. Remarks by President**

Mr. Manley thanked the fellow board members for their trust and support. He thanked Mr. Benderly for his leadership the past two years. He thanked the people of Metuchen who voted, and his parents, for raising him in Metuchen. Mr. Manley noted he volunteered for the position to advocate for the students, teachers and the physical schools.

**12. Report of Superintendent**

Dr. Caputo welcomed new board members Ms. Cook and Mr. Derflinger, and congratulated Mr. Manley.

**13. Report of Business Administrator – *nothing at this time*****14. Committee Reports**

- Human Relations Committee – Mr. Small gave report. The Committee was meeting prior to this meeting this evening.

**15. Meeting Open to the Public**

*(for comments on the recommendations of the Superintendent of Schools) – nothing at this time*

**16. Approval of Minutes of the Board of Education Meetings:**

Move to approve the minutes of the following meetings:

|                   |                               |
|-------------------|-------------------------------|
| December 11, 2018 | Special Business Meeting (1)  |
| December 11, 2018 | Special Executive Meeting (2) |
| December 11, 2018 | Board Meeting                 |
| December 11, 2018 | Special Executive Meeting (3) |
| December 18, 2018 | Board Retreat                 |

Mr. Benderly motioned. Mr. Glassberg seconded. Motion carried 7-0-2 for December 18<sup>th</sup> minutes (Ms. Cook and Mr. Derflinger abstained); and 6-0-3 for December 11<sup>th</sup> minutes (Ms. Cook, Mr. Derflinger and Mr. Manley abstained).

**17. 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

**18. Reorganization****a. Set Regular Meetings of the Board of Education**

Move to approve the Board of Education Meeting Schedule for 2019.

**b. NJSBA Code of Ethics**

Move to approve the adoption of the NJSBA Code of Ethics for the 2019. Mr. Manley read the Code of Ethics aloud.

Mr. Manley motioned to approve both a. and b. above. Mr. Benderly seconded. Motion carried 9-0-0.

**19. Meeting Open to Public** *(for anything you wish to discuss) – nothing at this time***20. Announcements**

Ms. Cook read the announcements.

**21. 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 security, HIB and personnel, and that

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

Mr. Manley motioned. Mr. Benderly seconded. All in favor.

## 22. Adjournment

**MEETING ADJOURNED 8:36 PM**

## PERSONNEL ATTACHMENT

### 17. Recommendations of the Superintendent of Schools

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

#### A. PERSONNEL

##### 1. Resignation – Certificated Staff

Move to approve the resignation of Patricia Craig, Spanish Teacher at Metuchen High School, effective February 18, 2019.

##### 2. Appointment – Substitute Teachers

Move to approve the appointments of the following substitute teachers for the 2018-2019 school year:

| Substitute Teacher | Certification              | Pay Rate |
|--------------------|----------------------------|----------|
| Rebecca DiSerio    | 60+ college credits        | \$80/day |
| Morgan Duffy       | Teacher certification, K-6 | \$90/day |
| Qing Dong          | College degree             | \$85/day |
| Lisa Stanley       | Teacher certification, Art | \$90/day |
| Amaya Ayala        | College degree             | \$85/day |

##### 3. Stipend Adjustments

Move to approve the following stipend adjustments:

| Name            | Assignment                      | Stipend   | Agenda                         |
|-----------------|---------------------------------|---|--------------------------------|
| Julie Hertzog   | Edgar Assistive Technology (.4) | Adjust effective dates to 9/4/18 to 12/31/18;<br>\$2,401/yr (pro-rated) | Agenda 7/17/18, Section 13, A2 |
| Beth McLaughlin | Edgar Assistive Technology (.4) | Adjust effective dates to 9/4/18 to 12/31/18;<br>\$2,401/yr (pro-rated) | Agenda 7/17/18, Section 13, A2 |

|               |                                 |  |                                |
|---------------|---------------------------------|--|--------------------------------|
| Eileen Kuchar | Edgar Assistive Technology (.4) | Adjust effective dates to 9/4/18 to 12/31/18; \$2,401/yr (pro-rated) | Agenda 7/17/18, Section 13, A2 |
|---------------|---------------------------------|--|--------------------------------|

**4. Handle with Care Training**

Move to approve the following staff to attend Handle with Care training after school at their hourly rate for up to three hours each:

|                    |                  |                   |
|--------------------|------------------|-------------------|
| Cynthia Linkenheld | Joseph Dimeglio  | Michael Molfetto  |
| Jordan Leitner     | Alissa Trapanese | Deneane Bonasissa |

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

Move to approve Sonia Aswani as a Paraprofessional at MHS, effective January 2, 2019, at a salary of \$19,358/yr, pro-rated.

**6. CES Conflict Resolution Program Teacher Appointments**

Move to approve the following teachers to provide a supervision for an after-school program for 3<sup>rd</sup> and 4<sup>th</sup> graders to be trained peer mediators and implement a school-wide Conflict Resolution program at CES. Teachers will be paid at the teacher contractual hourly rate of \$37/hour, not to exceed a total of \$2,700. Funding will be the Peace Squad enrollment tuition funds.

|                   |
|-------------------|
| <b>Teacher</b>    |
| Erica Hsu         |
| Sofia Lopes       |
| Jennifer Pasquale |

**7. Appointment – 2019 Title I ELA Tutoring Teachers**

Move to approve the following teachers for the 2019 Title I ELA Tutoring Teachers program at the contractual rate of \$37/hour, not to exceed \$1,875 per teacher:

| <b>Name</b>       | <b>Funding Source</b> |
|-------------------|-----------------------|
| Sofia Lopes       | Title IA              |
| Alaina Warakowski | Title IA              |
| Danielle Weitzner | Title IA              |
| Jackie Salit      | Title IA              |
| Franchesca Hunt   | Title IA              |
| Emily Presuto     | Title IA              |
| Eileen Kuchar     | Title IA              |
| Erin Santasieri   | Title IA              |

**8. Rate Adjustment – Substitute Teacher**

Move to approve the substitute teacher rate adjustment for the following substitute teacher for the 2018-2019 school year: (Agenda 9/25/18, Section 13, A10)

| <b>Name</b>                     | <b>Certification</b>        | <b>Ray Rate</b> |
|---------------------------------|-----------------------------|-----------------|
| <b>From:</b><br>Jennifer Azzara | Substitute – 60+ credits    | \$80/day        |
| <b>To:</b><br>Jennifer Azzara   | Substitute – college degree | \$85/day        |

Mr. Manley motioned. Ms. Killean seconded. Motion carried 9-0-0.

----- end of Personnel items -----

**FINANCE ATTACHMENT**

**17. Recommendations of the Superintendent of Schools**

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

**B. FINANCE**

**1. Nonpublic Technology**

Move to approve the following nonpublic technology purchases for the 2018-2019 school year:

| <b>School</b>                | <b>Vendor</b> | <b>QTY</b> | <b>Item #</b> | <b>Description</b>  | <b>Price</b> | <b>Total</b> |
|------------------------------|---------------|------------|---------------|---|--------------|--------------|
| St. Francis Cathedral School | CDW-G         | 2          | 5329529       | LeapFrog LeapStart Learning Sys Grn                         | \$98.45      | \$196.90     |
| St. Francis Cathedral School | CDW-G         | 2          | 5329539       | LeapFrog LeapStart Activity Book                            | \$14.99      | \$29.98      |
| St. Francis Cathedral School | CDW-G         | 1          | 5329543       | LeapStart Space Science with Thinking Like a Scientist Book | \$14.99      | \$14.99      |
| St. Francis Cathedral School | CDW-G         | 1          | 5329544       | LeapStart Spy Math with Critical Thinking Activity Book     | \$25.30      | \$25.30      |
| St. Francis Cathedral School | CDW-G         | 1          | 5329547       | LeapStart STEM with Problem Solving Activity Book           | \$14.99      | \$14.99      |

**2. Contract – Invo Healthcare Agency**

Move to approve Invo Healthcare Agency for contracted Speech and Occupational therapy services at a rate of \$79/hour.

**3. Out of District Placement**

Move to approve the out of district placement for the 2018-2019 school year, effective 1/2/19:

| <b>Student</b> | <b>School</b>      | <b>Tuition</b> |
|----------------|--------------------|----------------|
| 002025004      | PG Chambers School | \$44,431.40    |

**4. Transportation Contract**

Move to approve agreement between RW and TW and the Board regarding student #002025004.

**5. Professional Development**

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

**6. 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. Lifton seconded. Motion carried 9-0 items 1-3, 5, 6. Motion carried 9-0-2 on item 4. Ms. Cook and Mr. Derflinger abstained.

-----end of Finance items -----

**POLICY & CURRICULUM ATTACHMENTS**

**17. Recommendations of the Superintendent of Schools**

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

**C. POLICY**

**1. Suspensions**

The Board hereby acknowledges receipt of the suspension report summary for December 10, 2018 – January 4, 2019.

**2. Harassment, Intimidation and Bullying**

Move to affirm the findings of the previously reported cases:

- EMS120618001

**3. Second Reading of Policies**

- Policy 132 - Executive Authority
- Policy 162 - Notice of Board Meetings
- Policy 168 - Recording Board Meetings
- Policy 173 - Duties of Public School Accountant
- Policy 2428.1 - Standards Based Instructional Priorities
- Policy 3125.2 - Employment of Substitute Teachers

- Policy 5308 and Regulation 5308 - Student Health Records
- Policy 5320 and Regulation 5320 - Immunization
- Policy 6112 and Regulation 6112 - Reimbursement of Federal and other Grant Expenditures
- Policy 6422 and Regulation 6422- Budget Transfers
- Policy 6470 and Regulation 6470 - Payment of Claims
- Regulation 8420.10 - Active Shooter
- Policy 9191 - Booster Clubs

**4. Duties of Business Administrator/Secretary**

Move to approve the following duties/position of Michael A. Harvier, Business Administrator/Board Secretary through December 31, 2019:

- a) PACO – Purchasing Agent Compliance Office for Administrative Action

**5. School Bus Emergency Evacuation Drill Report**

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

12/17/18 2:30 PM, Metuchen High School parking lot, ABC Van, supervised by Bruce Peragallo, MHS Principal

Mr. Glassberg motioned. Mr. Benderly seconded. Motion carried 7-0-2. Ms. Cook and Mr. Derflinger abstained.

----- end of Policy items -----

**D. CURRICULUM**

**1. Correction – 2019 Title I Math Tutoring Teachers**

Move to approve the following correction of the name of school associated with the following teachers for the 2019 Title I Math Tutoring Teachers program (10/16/18 Agenda, Section 13 D3):

| Name             | School | Funding Source |
|------------------|--------|----------------|
| Sofia Lopes      | CES    | Title IA       |
| Melissa Savarese | CES    | Title IA       |

Ms. Killean motioned. Mr. Suss seconded. Motion carried 9-0-0.

----- end of Curriculum items -----



## Professional Development for Board Approval 1/8/19

| Start Date | End Date  | Activity Title   | Last, First Name  | Building | Requested | Payment Method      | FFPI # |
|------------|-----------|--|-------------------|----------|-----------|---------------------|--------|
| 12/18/2018 | 3/27/2019 | 3 meetings - Tiered System of Support: Focus on Math   | Evans, Neyda      | C/O      | \$492.90  | Other               |        |
| 1/8/2019   | 1/8/2019  | Inter-District Learning Network  | Herzog, Tania     | C/O      | \$ -      | No cost             |        |
| 1/8/2019   | 1/8/2019  | Inter-district Learning Network Meeting  | Karger, Sarah     | MHS      | \$ -      | No cost             |        |
| 1/8/2019   | 1/8/2019  | Inter-District Learning Network Meeting  | North, Jennifer   | EMS      | \$ 26.00  | FFPI                | 19-123 |
| 1/9/2019   | 1/11/2019 | 5th Grade NJSLA- S Science Assessment Operational Test Range Finding                         | Nolde, Jonathan   | Campbell | \$ -      | No cost             |        |
| 1/9/2019   | 1/9/2019  | Handle With Care Training Seminar  | Trapanese, Alissa | District | \$450.00  | Local Sp. Ed. Funds |        |
| 1/9/2019   | 1/9/2019  | Handle With Care Training Seminar  | Dever, Alison     | District | \$450.00  | Local Sp. Ed. Funds |        |
| 1/10/2019  | 1/10/2019 | Meeting the Education Needs of Learners with Autism Spectrum Disorder                        | Calantoni, Karen  | Moss     | \$ -      | No cost             |        |
| 1/18/2019  | 1/18/2019 | Columbia Suicide Severity Rating Scale Training  | Chango, Lisa      | EMS      | \$ 10.00  | No cost             |        |
| 1/18/2019  | 1/18/2019 | Columbia Suicide Severity Rating Scale Training  | Fuchs, Erica      | Campbell | \$ -      | No cost             |        |
| 1/18/2019  | 1/18/2019 | The Columbia Suicide Severity Rating Scale: Saving Lives and protecting Liability in Schools | Azevedo, Suzy     | C/O      | \$ -      | No cost             |        |
| 1/18/2019  | 1/18/2019 | The Columbia-Suicide Severity Rating Scale: Saving Lives and Protecting Liability in Schools | Hanbridge, Leigh  | MHS      | \$ -      | No cost             |        |
| 1/22/2019  | 1/22/2019 | Presentation to the Middlesex County curriculum  | Williams, Raquel  | Campbell | \$ -      | No cost             |        |
| 1/23/2019  | 1/23/2019 | NJDOE Design Working Group   | Khoudja, Derek    | C/O      | \$ -      | No cost             |        |
| 1/30/2019  | 1/30/2019 | High Functioning Autism Anxiety: How to Help Students in Schools and Classrooms              | Karger, Sarah     | MHS      | \$125.00  | FFPI                | 19-102 |
| 1/31/2019  | 1/31/2019 | 2019 TECHSPO   | Williams, Raquel  | Campbell | \$259.00  | FFPI                | 19-120 |
| 2/11/2019  | 2/11/2019 | NJDOE Design Working Group   | Khoudja, Derek    | C/O      | \$ -      | No cost             |        |
| 2/21/2019  | 2/23/2019 | New Jersey Music Educators Association (NJMEA) February State Conference                     | Sato, Elisabeth   | MHS      | \$170.00  | FFPI                | 19-121 |

## FIELD TRIPS for Board Approval 1/8/2019

| School | Destination                                 | Class/Group/Purpose  | Teacher/<br>Advisors      | Date(s)               | # of<br>Students | Board<br>Cost<br>Transport-<br>ation | Board Cost<br>Substitutes |
|--------|---|--|---------------------------|-----------------------|------------------|--------------------------------------|---------------------------|
| MHS    | FDA Lab,<br>Jamaica, NY                     | Gr 10 - Learning<br>through experiencing<br>firsthand what an<br>analytical lab is.<br>Provides students<br>with ideas for career<br>opportunities in the<br>field of chemistry/<br>biochemistry | L. Falzon                 | 1/17/2019             | 51               | \$700                                | \$90                      |
| EMS    | Livingston<br>Student<br>Center,<br>Rutgers | 6th Gr G&T Students<br>will participate in the<br>Future City<br>Competition for<br>which they have been<br>preparing since<br>September   | K. McPeek                 | 1/19/19<br>(Saturday) | 6                | \$360                                |                           |
| EMS    | MHS   | Gr 8 Rogate - to<br>make presentations<br>to an audience of<br>grade 9 students,<br>many of whom are<br>former Rogate<br>students. The trip<br>provides an authentic<br>audience of peers        | D. Brown, M.<br>O'Connell | 1/28/2019             | 18               | \$100                                | 2 x \$90                  |
| MHS    | Campbell                                    | Music presentation<br>to Grade 4 students<br>by High School<br>musicians   | C. DeSimone               | 1/30/2019             | 4                | \$50                                 |                           |

|     |   |  |  |   |     |  |           |
|-----|---|--|--|---|-----|--|-----------|
| EMS | Moss School                                 | 6th & 7th Gr resource room ELA students are writing original children's stories, with a focus on problem-solving and character traits. They will be reading their stories to the students at Moss to celebrate Read Across America Day, and to teach lessons about decision-making | J. North, J. Hughes, D. Gold (para), M. Paulmann (para)  | 3/1/2019                                      | 17  | \$100  | 2 x \$90  |
| MHS | NY Federal Reserve Bank, 33 Liberty St, NYC | AP Macroeconomics - Compete in Fed Challenge - details to follow as to exact dates - 2-3 days. Cost is strictly transportation   | K. Van de Castle   | 2/5 or 2/6/19;<br>3/12 or 3/13/19;<br>4/16/19 | 7   | students to pay 99.50 max for 3 days (NJT, subway) | 3 x \$90  |
| CES | Turtle Back Zoo                             | Gr 2 - to further students' understandings of lifecycles, habitats, and animals' dependency on each other. We can contrast/compare this to the plant life cycle and dependency on bees   | Spak, Huntress, Levin, LoPresti, Strauss, Santasieri, Savarese, Movsessia, Gordon, Vissichelli, 1 nurse, DeCerbo | 5/10/2019                                     | 160 | students pay for bus                               |           |
| EMS | Somerset Patriots (Bridgewater NJ)          | Gr 6 - Education Day - students will compete a packet before and after the game. These exercises focus on how baseball connects to math, science, language arts and social studies   | 6th grade teachers, Phys Ed, Nurse, Paras - 16 total   | 6/5/2019                                      | 167 | students pay (\$992)                               | 16 x \$90 |