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	Р	Mr. Lifton	Р
Ms. Cook	Р	Mr. Manley	Р
Mr. Derflinger	Р	Mr. Small	Р
Mr. Glassberg	Р	Mr. Suss	Р
Ms. Killean	Р		

6. Announcement of Election Results

Candidates in Ballot Order	Total Votes
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.

Votes for Board President			
Board Member	Vote	Board Member	Vote
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.

Votes for Board Vice President			
Board Member	Vote	Board Member	Vote
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 18th minutes (Ms. Cook and Mr. Derflinger abstained); and 6-0-3 for December 11th 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-	\$90/day
	6	
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; \$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; \$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
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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 afterschool program for 3rd and 4th 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.

Teacher
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:

Name	Funding Source
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)

Name	Certification	Ray Rate
From:		
Jennifer Azzara	Substitute – 60+ credits	\$80/day
To:		
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:

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

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

Student	School	Tuition
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

Metuchen Board of Education Annual Reorganization Minutes

- 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:

12/17/182:30 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 -----

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Professional Development for Board Approval 1/8/19

FIELD TRIPS for Board Approval 1/8/2019

			Teacher/		# of	Board Cost Transport-	Board Cost
School	Destination	Class/Group/Purpose	Advisors	Date(s)	Students	ation	Substitutes
MHS	FDA Lab, Jamaica, NY	Gr 10 - Learning through experiencing firsthand what an analytical lab is. Provides students with ideas for career opportunities in the field of chemistry/ biochemistry	L. Falzon	1/17/2019	51	\$700	\$90
	Jaillaica, NT	biochemistry	L. Faizon	1/1//2019	51	3700	290
EMS	Livingston Student Center, Rutgers	6th Gr G&T Students will participate in the Future City Competition for which they have been preparing since September	K. McPeek	1/19/19 (Saturday)	6	\$360	
EMS	MHS	Gr 8 Rogate - to make presentations to an audience of grade 9 students, many of whom are former Rogate students. The trip provides an authentic audience of peers	D. Brown, M. O'Connell	1/28/2019	18	\$100	2 x \$90
		Music presentation to Grade 4 students by High School					
MHS	Campbell	muscians	C. DeSimone	1/30/2019	4	\$50	

Metuchen Board of Education Annual Reorganization Minutes

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
		AP Macroeconomics - Compete in Fed		2/5		students	
MUG	NY Federal Reserve Bank, 33 Liberty St,	Challenge - details to follow as to exact dates - 2-3 days. Cost is strictly	K Ven de Cestle	2/5 or 2/6/19; 3/12 or 3/13/19;	7	to pay 99.50 max for 3 days (NJT,	2 ¢00
MHS	NYC	transportation	K. Van de Castle	4/16/19	7	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	
		Gr 6 - Education Day - students will compete a packet before and after the game. These exercises focus on					
EMS	Somerset Patriots (Bridgewater NJ)	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