

**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, January 22, 2019

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

5. Showcase of Success

- ❖ Edgar Vocal Concert Preview - The 7/8 grade chorus, under the direction of Stefeny Stofa-Krombholz, performed "A Million Dreams."

6. Presentations/Discussions

- ❖ Mr. Harvier presented a review of baseline data, maintenance and custodial budgets

7. Reports

- ❖ President’s Report – Mr. Manley announced new Board Committee assignments, which can now be found on district website. Board will be approving new 4-year Superintendent contract. He discussed budget concerns, and encouraged the public to be involved.
- ❖ Superintendent’s Report – Dr. Caputo presented District Goals update. Ms. Paredes, Mr. McPeek, Mr. Porowski and Mr. Cohen updated the Board on their scheduling committee meeting discussions.
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Policy Committee – has not met
 - Curriculum Committee – Ms. Killian gave report. She and Mr. Cohen spoke about the Saturday, March 16 event - METECH Day, Metuchen Technology Symposium
 - Extra-Curricular Committee – has not met
 - Finance/Tech Committee – Mr. Small gave report
 - Facilities Committee – Mr. Manley gave report. He announced the next 4 Facilities Committee meetings will be open to the public (Feb 11 at MHS, March 11 at EMS, April 8 at CES and May 13 at Moss)

Mr. Manley asked Mr. Glassberg and the Policy Committee to review/discuss the current agenda policy (164) to see if there is a way the “Meeting Open to the Public” segment could be earlier in the agenda.

8. New Business

Nothing at this time

9. Old Business

Nothing at this time

10. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

January 8, 2019	Board Meeting
January 8, 2019	Special Executive Meeting

Mr. Manley motioned. Mr. Lifton seconded. Motion carried 9-0-0.

11. Meeting Open to the Public

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

Nothing at this time

12. Meeting Open to the Public

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

Mr. Manley read a “Statement to the Public” about how the Board works, and specifically how issues are placed on the agenda at a public meeting, and the process leading up to that.

13. 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

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

Nothing at this time

15. Announcements

Mr. Derflinger read the announcements.

16. 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.

17. Adjournment

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

MEETING ADJOURNED 10:28 PM

PERSONNEL ATTACHMENT

13. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Resolution

WHEREAS, the current Employment Agreement between the Metuchen Board of Education (“Board”) and Dr. Vincent Caputo, Superintendent of Schools, expires on July 1, 2019; and

WHEREAS, the Board and Dr. Caputo have negotiated a new Employment Agreement, which will be effective from July 1, 2019 through June 30, 2023; and

WHEREAS, the Board has submitted the proposed Employment Agreement to the Executive County Superintendent (“ECS”) for approval pursuant to N.J.A.C. 6A:23A-3.1; and

WHEREAS, the ECS has approved the Employment Agreement and authorized the Board to take formal action with respect to the Employment Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Metuchen Board of Education hereby approve the Employment Agreement with Dr. Vincent Caputo, Superintendent of Schools, for the period from July 1, 2019 through June 30, 2023.

2. Appointment of Leave Replacement Nurse

Move to approve Nga Pham as a leave replacement School Nurse at Moss, for Gina Young, from approximately January 25 (or when she is released from current employer) to on or about June 5, 2019, at a rate of \$274.15/day.

3. Appointment – 2019 Title I ELA Tutoring Teachers

Move to approve the following teacher 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
Jennifer Muller	Title IA

4. Appointment – Substitute Teachers

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

Substitute Teacher	Certification	Pay Rate
Amalie Webb	College degree	\$85/day
Sonali Jasma	Elementary certified	\$90/day

5. FMLA Intermittent Leave of Absence – Certificated Staff

Move to approve FMLA on an intermittent basis for Liliana Falzon, Chemistry Teacher at Metuchen High School, from January 22, 2019 through on or about June 21, 2019.

6. Handle with Care Training

Move to approve the following additional staff to attend Handle with Care training after school at her hourly rate for up to three hours (Agenda 1/8/19, Section 17, A4):

Sonia Aswani

7. Resignation – Non-Certified Staff

Move to approve the resignation of Jaclyn Dancsecs, Paraprofessional at Edgar Middle School, effective January 22, 2019.

8. Appointment – 2019 Title IV MHS STREAM Service, Mentor and Design Thinking Internship

Move to approve the following teachers for the 2019 following teachers for the Title IV MHS STREAM Service, Mentor and Design Thinking Internship posting at the rate of \$250 per session, not to exceed 5 Saturday sessions:

Name	Funding Source
Erica Hsu	Title IV
Emily Presuto	Title IV
Lauren Campbell	Title IV
Christine Wardlow	Title IV

9. CEU Salary Increments

Move to approve the following CEU Salary Increments effective September 1, 2018:

\$150 Salary Increment for completing 5 CEU's Effective 9/1/2018	From	To
Julie Anderson	\$95,496	\$95,650
Janice Billik	\$91,377	\$91,534
Yoko Kato	\$95,772	\$95,922
Jonathan Stevens	\$101,987	\$102,141
Laurie Walker	\$96,259	\$96,416
\$300 Salary Increment for completing 10 CEUs Effective 9/1/2018		
Jonathan Nolde	\$97,035	\$97,350

Mr. Manley motioned. Mr. Small seconded. Motion carried 9-0-0. Dr. Caputo then thanked the Board for approving his contract.

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

FINANCE ATTACHMENT

13. Recommendations of the Superintendent of Schools

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

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 November 30, 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 January 22, 2019 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 November 30, 2018.

4. Field Trips

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

5. Professional Development

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

Mr. Small motioned. Mr. Glassberg seconded. Motion carried 9-0-0.

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

POLICY ATTACHMENT

13. 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 January 4-18, 2019.

2. District Calendar

Move to approve the district calendar for the 2019-2020 school year.

Mr. Small motioned that this item C2 be tabled. Mr. Benderly seconded. Motion carried 8-1-0. Mr. Derflinger voted no.

3. ESCNJ Appointment

Pursuant to enacted legislation, P.L. 192-1989, Chapter 254, the Metuchen Board of Education elected Michele Cook to the Representative Assembly of the Educational Services Commission of New Jersey at the January 8, 2019 board meeting. Move to approve Ms. Cook’s term as ESCNJ representative through December 31, 2019.

Mr. Glassberg motioned to approve Items 1 and 3. Mr. Benderly seconded. Motion carried 9-0-0.

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

D. CURRICULUM

Nothing at this time

Professional Development for Board Approval 1/22/19							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested_Expense_Total	Payment Method	FFPI #
10/2/2018	10/2/2018	Student internalization, practice and generalization of NJ SEL Competencies: Responsible Decision Making, Self-Awareness, Social Awareness	Gonzalez, Alexandra	CES	\$ -	No cost	
1/14/2019	1/14/2019	NJ DOE Implementation and Rollout Working Group	Evans, Neyda	C/O	\$ 11.16	No cost	
1/22/2019	1/22/2019	Special Education Policy and Practice	Bonassisa, Deneane	MHS	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision Making and Problem Solving	Santasieri, Erin	CES	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Brusca, Gina	CES	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Divanno, Rachel	EMS	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Lopes, Sofia	CES	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Meyer, Lori	EMS	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Petrakakos, Vivian	EMS	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Polesky, Alyssa	CES	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Savarese, Melissa	CES	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Movsessian, Danielle	CES		No cost	
2/5/2019	2/5/2019	Site Visit	Little, Maryrose	EMS	\$ -	No cost	
2/5/2019	2/5/2019	Site Visit	Presuto, Emily	EMS	\$ 20.46	FFPI	19-129
2/7/2019	2/7/2019	Excellence Through Equity	McPeek, Kevin	EMS	\$ -	Other	
2/8/2019	2/8/2019	Mental Health Issues Facing 21st Century Learners	Gouveia, Michele	Edgar Middle School	\$ 120.00	FFPI	19-134
2/8/2019	2/8/2019	Mental Health Issues Facing	Kuchar, Eileen	Edgar Middle School	\$ 120.00	FFPI	19-132

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		21st Century Learners					
2/13/2019	2/13/2019	Modifications Vs Accommodations	Granados, Lisa	MHS	\$ 125.00	FFPI	19-130
2/20/2019	2/20/2019	Youth Mental Health First Aid Certificate Training	Fuchs, Erica	CES	\$ -	No cost	
2/23/2019	2/23/2019	Breakfast and a Workshop	Gumbrecht, Jennifer	EMS	\$ 20.00	FFPI	19-137
2/25/2019	2/25/2019	NJ AHPERD Conference	Fannell, Schuyler	MHS	\$ 75.00	Other	
2/25/2019	2/25/2019	NJ AHPERD Annual Convention	Kuhlthau, Kristen	EMS	\$ 75.00	FFPI	19-125
2/25/2019	2/25/2019	NJ AHPERD Convention	Gilbert, Melanie	EMS	\$ 75.00	FFPI	19-124
2/26/2019	2/26/2019	High Functioning Autism and Anxiety	Kuchar, Eileen	EMS	\$ 120.00	FFPI	19-131
2/26/2019	2/26/2019	High Functioning Autism and Awareness	Gouveia, Michele	EMS	\$ 120.00	FFPI	19-133
3/1/2019	3/1/2019	Multiplication and Division Concepts and Development of Calculation Fluency, Grades 3-5	Divanno, Rachel	EMS	\$ 195.00	FFPI	19-136
3/10/2019	3/11/2019	2019 NJSBGA Conference/Expo - Leading with Pride and Professionalism	Redmond, Gerard	C/O	\$ 350.00	Other	
3/15/2019	3/15/2019	Recent Advances in Understanding Word-Level Reading Problems: Assessment and Highly Effective Intervention	Lewis, Marilyn	EMS	\$ 188.72	FFPI	19-139
3/27/2019	3/27/2019	101 Best Strategies for Teaching Social Studies	Butler, Michael	EMS	\$ 269.00	FFPI	19-140
3/28/2019	3/28/2019	101 Best Strategies for Teaching Social Studies	Stead, Pamela	EMS	\$ 269.00	FFPI	19-141
3/28/2019	3/28/2019	Innovate and Inspire! Five Engaging Ways to Elevate and Integrate Your Literacy Instruction	Khoudja, Derek	C/O	\$ 95.00	Other	
4/9/2019	4/9/2019	Differentiating Instruction in Math: "It's not as hard as you	Divanno, Rachel	EMS	\$ 195.00	FFPI	19-135

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		think!”, Grades 2-5					
5/14/2019	5/14/2019	JUDY FREEMAN'S 35TH ANNUAL WINNERS! WORKSHOP	Derer, Barbara	CES		\$ 209.00	FFPI 19-138

FIELD TRIPS for Board Approval 1/22/2019

School	Destination	Class/Group/Purpose	Teacher/Advisors	Date(s)	# of Students	Board Cost Transportation	Board Cost Substitutes
MHS	Waksman Institute, Rutgers University	Grades 10, 11 for Waksman Student Scholar Program	Dr. Falzon	2/7/2019	10	\$90	
MHS	Campbell School	Gr 12, Safety Ambassadors - RWJ Program	Ms. Karger, Ms. Flores, Ms. Scala	2/7/19, 3/7/19, 4/2/19, 5/9/19	8	\$50 x 4 = \$200	\$90 x 4 days (1 teacher per trip)
MHS	Joey D's Restaurant, Metuchen	Gr 9-12 Italian Club - the students will celebrate Carnevale in Venice, Italy, by exchanging cultural information and sampling different varieties of pizza	Dr. Kamin	3/5/2019	15		
MHS	Woodbridge High School, Career Council College Fair	Gr 11 - The 2019 Career Council & National Hispanic College Fair. Juniors preparing for college will have the opportunity to meet representatives from more than 50 colleges	Ms. Hanbridge, Ms. DeMott	3/6/2019	40		
MHS	Newark Liberty Airport	Gr 9-12- students will explore careers in aviation ground services and security; and will also learn about the history of Newark Airport	Mr. Cichetti, Ms. Korellis	5/3/2019	23	\$120	\$90 x 2

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MHS	Great Times Day Camp, Watford Works, NJ	Environmental Club - to compete in NJ Envirothon	Ms. Kato	5/10 (after school) and 5/11 (Sat)	10	5/10 - \$325, 5/11 - \$144	
EMS	Camp Mason	Gr 5 Outdoor Education/SEL Trip	5th gr staff and other EMS/CES staff	5/29-31/19	177		yes - TBD