

**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, February 5, 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** *(when applicable)*

**6. Presentations/Discussions**

- ❖ Dr. Caputo reported on Student Safety Data System (SSDS), including HIB Trainings and Programs – for Period 1 (September – December 2018); and also Option G for same period.
- ❖ Mr. Harvier presented a review of school based budgets, along with Principals Mr. Peragallo, Mr. McPeek, Mr. Porowski and Mr. Cohen.

**7. Reports**

- ❖ President’s Report – Mr. Manley announced that the next four Facilities Committee Meetings will be open to the public (February 11 at MHS, March 11 at EMS, April 8 at CES and May 13 at Moss).
- ❖ Superintendent’s Report – Dr. Caputo welcomed and introduced Ms. Nga Pham, new leave replacement nurse at Moss School.
- ❖ Business Administrator/Board Secretary’s Report – no report`
- ❖ Committee Reports
  - Mr. Manley reported that he attended last night’s PT Council meeting, and that they are in need of a treasurer.
  - Extracurricular Committee – Mr. Suss gave report. The Committee met January 29 and discussed MHS Footlighters, coaching vacancies, and school clubs.
  - Finance/Technology Committee – has not met
  - Facilities Committee – has not met
  - Policy Committee – Mr. Glassberg gave report. The Committee met January 29<sup>th</sup> and discussed the policies up for first reading tonight.
  - Curriculum Committee – has not met
  - Mr. Benderly said he attended the Garden State Coalition of Schools meeting, and that he and Mr. Manley attended the District Leadership Team meeting on January 24<sup>th</sup>.

**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 22, 2019	Board Meeting
January 22, 2019	Special Meeting 1
January 22, 2019	Special Executive Meeting 2

Mr. Manley motioned. Mr. Glassberg 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)*

*Nothing at this time*

**13. Recommendations of the Superintendent of Schools**

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

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- 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**

Ms. Cook 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. Manley motioned. Mr. Suss seconded. All in favor.

**MEETING ADJOURNED 10:09 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. 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>
Caroline Forde	Title IA
Emily Mertz	Title IA
Pamela Lemansky	Title IA

**2. Family Medical Leave of Absence/Maternity Leave Extension – Certificated Staff**

Move to approve the family medical leave of absence/maternity leave extension of Melissa Harley, English Teacher at Edgar Middle School, from March 31, 2019 until June 21, 2019. (Agenda 6/12/18, Sec 13A4).

**3. Leave Replacement Extension**

Move to approve the leave replacement extension of Katie Tencza, English Teacher at Edgar Middle School, for Melissa Harley, at a rate of \$274.15/per day, through June 21, 2019. (Agenda 8/7/18, Sec 13A7)

**4. Appointment – Certificated Staff**

Move to approve Nickolas Vosinas, Spanish Teacher, Metuchen High School, for the 2018-2019 school year at a salary of Step D, \$56,246/year, pro-rated, effective February 6, 2019 (or when he is released from current school district).

**5. Stipend Rescission – Co-Curricular**

Move to rescind the stipend of \$1,058/year for Scott Rockhill, Metuchen High School Garden Club, for the 2018-2019 school year. (Agenda 7/17/18, Sec 13A3)

**6. Stipend Approval – Co-Curricular**

Move to approve the stipend of Scott Rockhill of \$529 for the Metuchen High School Garden Club (A), from September 1, 2018 through January 31, 2019.

**7. Stipend Approval – Co-Curricular**

Move to approve the stipend of Christine Wardlow of \$529 for the Metuchen High School Garden Club (A), from February 1, 2019 to June 21, 2019.

**8. Maternity Leave of Absence Adjustment**

Move to approve the new start date of maternity leave for Jaclyn Reisman, MHS Special Education/Math Teacher, from approximately March 11, 2019 to approximately March 4, 2019, through June 21, 2019 (Agenda 12/11/18 Sec 13A6)

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

----- 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. 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
St. Francis Cathedral School	Open Systems	1	Aiphone JFS-2AEDV	Hands free video intercom set w/power supply	\$969.68	\$969.68
		1	Aiphone JF-2HD	Hands free sub master station	\$431.12	\$431.12
		1	MISC	Misc. installation materials	\$250.00	\$250.00
		4	Hourly Rate	Project Management Labor	\$125.00	\$500.00
		16	Hourly Rate	Installation Labor	\$109.00	\$1,744.00
		4	Hourly Rate	Programming Labor	\$125.00	\$500.00

### 2. Appointment – Stress Care

Move to approve the appointment of Stress Care to conduct Psychiatric Assessments at a rate of \$300 per assessment.

### 3. Settlement Agreement

Move to approve the agreement regarding Student #2030015.

### 4. Settlement Agreement

Move to approve the agreement regarding Student #2029130.

### 5. Appointment – Independent Neuro Psych Assessment

Move to approve Dr. Daniele Chase, Ph.D., LLC, Pediatric Neuro-Psychologist, to conduct assessments ranging from \$2,500-\$5,000; hourly related services ranging from \$225-\$425; and travel if needed \$75-\$150/hour.

### 6. Field Trips

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

School	Destination	Class/Group/Purpose	Teacher/Advisor	Date(s)	# of Students	Board Cost – Transportation	Board Cost - Subs
CES	MHS	Campbell 3 <sup>rd</sup> Gr – Music Shop presentation	Anderson, Zaleck, Bethe, Delaney, Hunt, Pasquale, Omark, Salit, Weitzner,	6/6/19	170	\$240	

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			Wong & paras				
MHS	Knob Hills Country Lanes in Manalapan	MHS Unified Physical Education – compete in bowling w/ Monroe & Old Bridge schools	Gazda, Linkenheld, 3 paras & nurse	3/14/19	15	(grant paying)	90

**7. Professional Development**

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

Mr. Small motioned. Mr. Suss seconded. Motion carried 9-0-0 for Items 1-3, 5-7. Motion carried 9-0-1 for Item 4. Ms. Cook abstained.

----- 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 21-February 1, 2019.

**2. Harassment, Intimidation and Bullying**

Move to affirm the findings of the previously reported case:

- CES121818001

**3. First Reading of Policies**

Move to approve the first reading of the following policies:

- Policy 155 - Board Committees
- Policy 164 - Conduct of Board Meeting
- Policy 167 - Public Participation in Board Meetings
- Policy 4212 - Support Staff Attendance
- Regulation 8420.1 - Fire and Fire Drills

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Mr. Benderly motioned to revise Sec 13C, Policy 155, by removing the specific committee names. Mr. Glassberg seconded. Motion carried 9-0-0.

Mr. Glassberg motioned to approve Sec 13C Policy Items, 1, 2, 3 (with revision above). Mr. Derflinger seconded. Motion carried 9-0-0.

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

**D. CURRICULUM**

Nothing at this time

**Finance Attachment Sec 7 – Professional Development for Board Approval 2-5-19**

Start Date	End Date	Activity Title	Last, First Name	Building	Requested_Expense_Total	Payment Method	FFPI #
1/25/2019	2/13/2019	DOE Data and Reporting Working Group	Evans, Neyda	CO	33	No cost	
1/30/2019	2/12/2019	Portfolio Appeals Working Group	Evans, Neyda	CO	51	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Logan, Karen	EMS	0	No cost	
2/5/2019	2/5/2019	Instructional Strategies to Support Struggling Students in Inclusive Classrooms	Reed, Michele	Moss	135	FFPI	19-144
2/5/2019	6/4/2019	Child Fatality and Near Fatality Review Board-Suicide Subcommittee	LaFauci, Susan	MHS	0	No cost	
2/13/2019	2/13/2019	Implementation and Rollout Working Group	Evans, Neyda	CO	33	No cost	
2/15/2019	2/15/2019	Confidentiality and Counseling Ethics	Granados, Lisa	MHS	139	FFPI	19-146
2/20/2019	2/20/2019	Youth Mental Health First Aid Certification Training	Kirschner, Brooke	CES	0	No cost	

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2/20/2019	2/20/2019	Youth Mental Health First Aid Certification Training	Miller, Jennifer	EMS	10.88	No cost	
2/20/2019	2/20/2019	YOUTH MENTAL HEALTH FIRST AID CERTIFICATION TRAINING	Pasquale, Jennifer	CES	0	No cost	
2/20/2019	2/20/2019	Youth Mental Health training	Cheung, J	CO	0	no cost	
2/20/2019	2/20/2019	Youth Mental Health Training	Delaney, Scott	CES	0	No cost	
2/21/2019	2/23/2019	NJMEA Conference	Gallagher, Jordyn	EMS	170	FFPI	19-145
2/21/2019	2/23/2019	NJMEA Conference	Gallagher, Jordyn	Moss	170	FFPI	19-145
2/21/2019	2/21/2019	NJSBA Innovations in School Finance and Employee Health Care	Derlinger, C	BOE	99	other	
2/21/2019	2/21/2019	NJSBA Innovations in School Finance and Employee Health Care	Cook, M	BOE	99	other	
2/21/2019	2/23/2019	NJMEA Music Teachers Conference	Messenger, John	MHS	170	Other	
2/22/2019	2/22/2019	NJMEA	Flynn, John	CES	0	Other	
2/22/2019	2/22/2019	Co Teaching	Warakowski, Alaina	CES	120	FFPI	19-147
2/22/2019	2/22/2019	Co-Teaching Workshop	Bethe, Michelle	CES	120	FFPI	19-148
2/23/2019	2/23/2019	AENJ Breakfast and a Workshop	Brusca, Gina	CES	20	FFPI	19-142
2/25/2019	2/25/2019	NJASPERD Annual Convention	Butler, Lauren	MHS	75	FFPI	19-143
2/26/2019	2/26/2019	2019 Mandatory District Test Coordinator and District Technology Coordinator Training	Kirschner, Brooke	CES	0	No cost	
2/26/2019	2/26/2019	PARCC State training	Stike, Brian	EMS	0	No cost	
2/27/2019	2/27/2019	Site Visit	Butler, Michael	EMS	0	No cost	
2/27/2019	2/27/2019	Site Visit	Stead, Pamela	EMS	0	No cost	
2/27/2019	2/27/2019	Scotch Plains Site Visit	Brown, Deborah	EMS	0	No cost	
2/27/2019	2/27/2019	Scotch Plains Site Visit	Khoudja, Derek	CO	0	No cost	



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2/27/2019	2/27/2019	Scotch Plains Site Visit	Smith, Kenneth	EMS	0	No cost	
2/27/2019	2/27/2019	Scotch Plains Site Visit	Stoner, Richard	EMS	0	No cost	
2/27/2019	2/27/2019	TCI - Scotch Plains Site Visit	Gural, Todd	EMS	0	No cost	
2/28/2019	2/28/2019	NJSSSA	Khoudja, Derek	CO	0	No cost	
3/1/2019	3/1/2019	Annual Regional Women's Educational Leadership Forum	Herzog, Tania	CO	40	Other	
3/6/2019	3/6/2019	Follett Institute - Empowering Users with Destiny Discover	Glave, Patricia	MHS	114.5	FFPI	19-149
3/6/2019	3/6/2019	Follett Institute - Empowering Users with Destiny Discover	Little, Maryrose	EMS	99	FFPI	19-150
3/8/2019	3/8/2019	NJSBA School Technology Conference	Thumann, C; Ruhnke, J.; Elias, M	CO	\$297.00	Other	
3/13/2019	3/13/2019	Equity Leadership Symposium	Evans, Neyda	CO	5.89	Other	
3/13/2019	3/13/2019	Equity Leadership Symposium	Khoudja, Derek	CO	150	Other	
3/15/2019	3/15/2019	Day of Distance	Holleran, Martin	MHS	100	FFPI	19-151
3/16/2019	3/16/2019	Metuchen Technology Symposium Leveraging Technology: Meeting Student Needs	Derer, Barbara	CES	0	No cost	
4/5/2019	4/5/2019	Columbia Suicide Severity Rating Scale Training	Chango, Lisa	EMS	10	No cost	
4/5/2019	4/5/2019	Columbia Suicide Severity Rating Scale Training	Fuchs, Erica	CES	0	No cost	
4/5/2019	4/5/2019	The Columbia Suicide Severity Rating Scale: Saving Lives and protecting Liability in Schools	Azevedo, Suzy	CO	0	No cost	

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4/5/2019	4/5/2019	The Columbia-Suicide Severity Rating Scale: Saving Lives and Protecting Liability in Schools	Hanbridge, Leigh	MHS	0	No cost	
6/3/2019	6/3/2019	AP Reading	Stevens, Jonathan	MHS	640	FFPI	19-152