

**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, March 19, 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**

- ❖ MHS Students performed “Come Out of the Dumpster” from their upcoming production of “The Wedding Singer”, directed by Stefeny Stofa-Krombholz. Dates for the play are March 28, 29, 30 at 7:00 p.m.

- ❖ Metuchen Winter Sports Champions – Dr. Caputo, Mr. Cathcart and Mr. McPeck presented the following athletes and teams with certificates of achievement.

**Girls Winter Track**  
**State Sectional Championship – 3200 meter**  
*Nina Suss*

**Girls Winter Track**  
**Group I Distance Medley Relay Champions**  
*Emma Kacani*  
*Paige Larson*  
*Joy Li*  
*Nina Suss*

**Girls Swim Team**  
**White Division Champions**

<i>Simone Boucher</i>	<i>Mary Kate McCunney</i>
<i>Abby Brooks</i>	<i>Emily Mundy</i>
<i>Sophie DeCoite</i>	<i>Arianna Pinto</i>
<i>Patricia Dela Cruz</i>	<i>Lauren Piovoso</i>
<i>Jenna DeVizio</i>	<i>Caroline Schleif</i>
<i>Domonique Dudley</i>	<i>Megan Shen</i>
<i>Erin Eustace</i>	<i>Kyra Stolarski</i>
<i>Emma Hille</i>	<i>Bridget Thomas</i>
<i>Chloe Jacques</i>	<i>Natalie Tiu</i>
<i>Sarah Jeney</i>	<i>Lara Vaz</i>
<i>Rebecca Jockwer</i>	<i>Charlotte Waring</i>
<i>Anna Keenan</i>	<i>Regina Wilcox</i>
<i>Elizabeth Lackland</i>	<i>Sammie Zhu</i>
<i>Sara Lignell</i>	<i>Simie Zhu</i>
<i>Courtney Little</i>	

**Boys Swim Team**  
**White Division Champions**

<i>Thomas Cordes</i>	<i>Julian Park</i>
<i>Joey DeVizio</i>	<i>Devon Pell</i>
<i>Evan Djeu</i>	<i>Daniel Schleif</i>
<i>Bram Kaplan</i>	<i>Hruday Shah</i>
<i>Matthew Karlovitch</i>	<i>Arav Sharma</i>
<i>Alex Koskoski</i>	<i>Giacomo Spasiano</i>
<i>Rafael Lacson</i>	<i>Jason Tang</i>
<i>Andrew Lau</i>	<i>Andrew Whittington</i>
<i>Alex Liu</i>	<i>Chris Whittington</i>
<i>Nicholas Malamug</i>	<i>Alex Wu</i>
<i>Daniel Martynovich</i>	<i>Alan Xia</i>
<i>Jimmy McGuire</i>	

**Edgar Middle School  
Undefeated Girls Basketball Team**

<i>Kayla Berenfeld</i>	<i>Katie Gray</i>
<i>Charlotte Breen</i>	<i>Zoey Kaplan</i>
<i>Zoey Brown</i>	<i>Alexx Lipshutz</i>
<i>Mary Chura</i>	<i>Madison Orozco</i>
<i>Natalie Clark</i>	<i>Samantha Pfeiffer</i>
<i>Cassidy Connors</i>	<i>Claire Schleck</i>
<i>Keira Dowd</i>	<i>Catherine Xarhoulakos</i>
<i>Fiona Drumetski</i>	

**6. Meeting Open to the Public – nothing at this time**  
*(for any topic)*

**7. Presentations/Discussions**

- ❖ Review of preliminary budgets – Mr. Harvier gave presentation

**8. Reports**

- ❖ President’s Report – no report
- ❖ Superintendent’s Report – Dr. Caputo gave District Goals update
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
  - Policy – has not met
  - Curriculum – has not met
  - Extra-Curricular – has not met
  - Finance/Tech – Mr. Small gave report
  - Human Relations Committee – Mr. Small gave report
  - Facilities – Mr. Manley gave report. The next meeting is April 8<sup>th</sup> at Campbell School and is open to the public.
  - METECH – Mr. Suss reported on the Metuchen Technology Symposium held on March 16<sup>th</sup> at MHS. He said it was a successful first-time event.
  - District Leadership Team – Mr. Benderly attended the DLT meeting on March 14<sup>th</sup> and gave report.

**9. New Business – nothing at this time**

**10. Old Business – nothing at this time**

**11. Approval of Minutes of the Board of Education Meetings**

Move to approve the minutes of the following meetings:

March 5, 2019	Board Meeting
March 5, 2019	Special Meeting 1
March 5, 2019	Special Executive Meeting 2

Mr. Manley motioned. Mr. Lifton seconded. Motion carried 9-0-0 for the Board Meeting Minutes, and 9-0-2 for both Special Meeting 1 and Special Executive Meeting 2 Minutes. Mr. Glassberg and Ms. Killean abstained.

**12. Meeting Open to the Public – *nothing at this time***

*(for any topic discussed up to this point in the meeting and for comments on the recommendations of the Superintendent of Schools)*

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

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

Mr. Manley read this statement:

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate board committee. The members of the board committee work with administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then, is it placed on the agenda for action at a public meeting.

- 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 9:54 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. Retirement – Certificated Staff**

Move to accept with regret the retirement of Valerie Niemiera, Edgar School teacher, effective July 1, 2019.

**2. Resignation – Non-certificated staff**

Move to accept the resignation of Alexandria Corrado, Special Services Administrative Assistant, effective April 18, 2019.

**3. Resignation – Non-certificated staff**

Move to accept the resignation of Michelle Duggan, Edgar Middle School paraprofessional, effective March 21, 2019.

**4. Salary Adjustment – Certificated Staff**

Move to approve a change in base salary for Megan Shapiro from Step 1E, \$54,868/year, to Step 3E, \$57,611/year, as a result of her earning her master’s degree, effective March 1, 2019.

**5. Appointment – Substitute Teacher**

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

<b>Substitute Teacher</b>	<b>Certification</b>	<b>Pay Rate</b>
Casey Chrapuch	Social Studies certified	\$90/day

**6. Rate Increase – Substitute Teacher**

Move to approve a change in pay rate for Taylor Donato, Substitute Teacher, from \$80/day to \$85/day, as a result of her earning her BA, effective March 1, 2019.

Mr. Manley motioned. Mr. Benderly seconded. Motion carried 9-0-0. Dr. Caputo thanked Ms. Niemiera for her years of service and wished her a happy and healthy retirement.

----- 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 January 31, 2019.

**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 March 19, 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 January 31, 2019.

**4. Adoption of the 2019-2020 Tentative School Budget**

**WHEREAS**, the Board of Education must adopt and submit a tentative 2019-2020 school district budget for the New Jersey Department of Education review and approval.

**WHEREAS**, the Board of Education is requesting authority to utilize \$33,302 in unused spending for an unusual increase in special education costs and these costs must be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

**NOW THEREFORE BE IT RESOLVED** that the Metuchen Board of Education adopt the tentative 2019-2020 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$39,755,634	\$37,233,009
Total Special Revenue Fund	\$1,180,285	
Total Debt Service Fund	\$2,506,382	\$2,269,847

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations.

**5. Nonpublic Technology**

Move to approve the following nonpublic technology 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	CDW-G	1	3892562	Total Micro AC Adapter Dell Latitude 7350 XPS 13 45W	\$45.00	\$45.00
		1	2684573	StarTech.com Mini Display Port to VGA Video Adapter	\$22.81	\$22.81
		1	2995816	Kingston Data Traveler 100 G3 16 GB USB 3.0	\$4.76	\$4.76

**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
St. Francis Cathedral School	Whirl Construction, Inc.		NA	Site prep/demo @10 tons	\$2,500.00	\$2,500.00
				2,030 sq. ft. stone blend @ 4" depth	\$2,070.00	\$2,070.00
				2,030 sq. ft. of poured in place surfacing	\$20,320.30	\$20,320.30
				50/50 black standard color @ 1.5" depth, 186 linear feet of 6x6 concrete curbs	\$3,534.00	\$3,534.00

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Metuchen Christian Acad.	CDW	1	3463187	NETGEAR 8-port Gigabit Smart Managed Plus Switch	\$95.49	\$95.49
		1	4213637	Tripp Lite 1000ft Cat6 Gigabit Bulk Cable	\$306.02	\$306.02
		4	4060249	Tripp Lite 3ft Cat6 Gigabit Molded Patch Cable	\$3.37	\$13.48
		1	4060226	Tripp Lite 10ft. Cat6 Gigabit Molded Patch Cable	\$5.07	\$5.07
		2	4972067	WD Ultrastar DC HC510 Hard Drive	\$388.52	\$777.04
		4	NA	5 MP IP Dome 2.7-13.5MM	\$420.00	\$1,680.00
		3	NA	Wall Mount	\$24.98	\$74.94
		1	NA	Market	\$212.48	\$212.48
		1	NA	4 Exterior Cameras, 1 Interior Camera	\$8,550.00	\$8,550.00

**7. Parent-Paid Tuition for 2019-2020**

Move to approve the parent-paid tuition for the 2019-2020 school year:

<b>Grade</b>	<b>2019-2020</b>
Kindergarten	\$5,530.00
Grades 1-8	\$11,062.00
Grades 9-12	\$14,039.00
<b><i>Children of Employees</i></b>	
Kindergarten	\$2,765.00
Grades 1-8	\$5,530.00
Grades 9-12	\$7,019.00

**8. Integrated Pre-School Tuition**

Move to approve integrated pre-school tuition for the 2019-2020 school year at a rate of \$295/month.

**9. Appointment – Advancing Opportunities**

Move to approve Advancing Opportunities for Assistive Technology and Alternative Augmentative and Communication evaluations, training and travel at the following rates:

AT Evaluation	\$925/service
AAC Evaluation	\$1,200/service
AT Training	\$120/hour
AAC Training	\$150/hour
Travel	\$60/hour



**10. Field Trips**

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

<b>School</b>	<b>Destination</b>	<b>Class/Group / Purpose</b>	<b>Teacher/ Advisor</b>	<b>Date(s)</b>	<b># of Students</b>	<b>Board Cost – Transportation</b>	<b>Board Cost – Subs</b>
MHS	Downtown Metuchen	Unified PE – decorate stores to bring awareness to Developmental Disabilities and Autism	Linkenheld, Gazda	3/21/19	9	-	-
MHS	Wegmans	MILE 9 <sup>th</sup> -12 <sup>th</sup> Grades - Community Based Instruction – SLE students will be learning through Job Shadowing in various depts	Karger, Romanak	3/22/19	6	\$60	\$90
MHS	First Presbyterian Church	9-12 students from band, chorus and orchestra will perform for the Lenten Concert Series at the church	Sato, Messenger, Stofa-Krombholz	4/10/19	50	\$160	\$90
MHS	Monroe Township HS	12 <sup>th</sup> Grade – engage students in competitions and activities that will increase awareness and knowledge of the meaning of Memorial Day	Gazda, Ulmer	5/17/19	25-30	\$160	\$90
MHS	Imperia on Easton in Somerset	12 <sup>th</sup> Gr Safety Ambassadors – Recognition Luncheon	Karger	5/23/19	8	\$80	-
Moss	Von Thuns Farm,	Kindergarten – to learn	Fischer, Kandel	6/4/19	124	\$350	\$120 (nurs

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	South Brunswick	about agriculture and the food we eat thru presentations by our farmers at a real working farm. It's connected to the Lang Arts & Science curriculums and career exploration	Ryder and Spring; school nurse				e sub)
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**11. Professional Development**

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

<b>Professional Development for Board Approval 3-19-19</b>							
<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last, First Name</b>	<b>Building</b>	<b>Requested</b>	<b>Payment Method</b>	<b>FFPI #</b>
9/27/2018	3/5/2019	Rutgers Institute for Improving Student Achievement	Logan, Karen	EMS	\$ -	No cost	
1/30/2019	1/30/2019	Social Decision-Making Problem Solving Program	Logan, Karen	EMS	\$ -	No cost	
2/20/2019	2/20/2019	Youth Mental Health First Aid Certificate Training	Fuchs, Erica	CES	\$ -	No cost	
3/22/2019	3/22/2019	MLS Unified Exchange Program	Gazda, Valerie	MHS	\$ -	No cost	
4/3/2019	4/3/2019	AP Psychology Observation	Connolly, Laura	MHS	\$ -	No cost	
4/4/2019	4/4/2019	Effective School Solutions 1st Annual K-12 Mental Health Summit	Caputo, Vincent	C/O	-	No cost	
4/4/2019	4/4/2019	Effective School Solutions 1st Annual K-12 Mental Health Summit	Harvier, Michael	C/O	-	No cost	
4/4/2019	4/4/2019	Middlesex County College's Educational Opportunity Fund program	Hanbridge, Leigh	MHS	\$ -	No cost	
4/5/2019	4/6/2019	FLENJ 2019 Annual Conference	Smith, Audra	EMS	\$ 175.00	FFPI	19-168
4/5/2019	4/9/2019	AERA Annual Meeting	Vorensky, Sandra	EMS	\$ 295.00	Other	

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4/9/2019	4/12/2019	5th Grade NJSLA- S Science Assessment Item Review Committee	Nolde, Jonathan	CES	\$ -	No cost	
4/10/2019	4/10/2019	Student Records and Public Records	Herzog, Tania	C/O	\$ -	No cost	
5/15/2019	5/15/2019	ESCNJ 2019 Expo	Harvier, Michael	C/O	-	No cost	
6/18/2019	6/18/2019	Adventure Curriculum Course	Zaneto, Nicholas	MHS	\$ 100.00	FFPI	19-165
6/18/2019	6/18/2019	Adventure Curriculum in Physical Education	Butler, Lauren	MHS	\$ 100.00	FFPI	19-170
6/18/2019	6/18/2019	Adventure Curriculum Workshop	Abbott, Beth	MHS	\$ 100.00	FFPI	19-169
6/18/2019	6/18/2019	Adventure curriculum workshop	Ulmer, Robert	MHS	\$ 100.00	FFPI	19-167
6/18/2019	6/18/2019	Adventure Curriculum Training	Gazda, Valerie	MHS	\$ 100.00	FFPI	19-171
6/18/2019	6/18/2019	Adventure Curriculum Workshop	Fannell, Schuyler	MHS	\$ 100.00	FFPI	19-166
4/5/2019	4/5/2019	Building Bridges, Opening Doors, Creating Opportunities - FLENJ Spring Conference	Williams, Raquel	CES	\$ 150.00	FFPI	19-172
4/12/2019	4/15/2019	Student Mental Health Issues Certificate Program	Trapanese, Alissa	CES	\$ 300.00	FFPI	19-174

Mr. Small motioned. Mr. Derflinger 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 March 1-15, 2019.

**2. Second Reading of Policies**

Move to approve the second reading of the following policies:

- Policy 2415.06 - Unsafe School Choice Option
- Policy 2422 - Health and Physical Education
- Policy 2431.3 - Practice and Pre-Season Heat-Acclimation for School-Sponsored Athletics and Extra-Curricular Activities
- Regulation 2460.8 - Special Education – Free and Appropriate Public Education
- Policy 2610 - Educational Program Evaluation
- Policy 4219 - Commercial Driver’s License Controlled Substance and Alcohol Use Testing
- Policy & Regulation 5111 – Eligibility of Resident/Nonresident Students
- Policy & Regulation 5330.04 – Administering an Opioid Antidote
- Policy 5337 – Service Animals
- Regulation 5530 – Substance Abuse
- Policy & Regulation 5611 – Removal of Students for Firearms Offenses
- Policy & Regulation 5612 – Assaults on District Board of Education Members or Employees
- Policy & Regulation 5613 – Removal of Students for Assaults with Weapons Offenses
- Policy 5756 – Transgender Students
- Policy & Regulation 7440 – School District Security
- Policy & Regulation 8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
- Policy 8561 – Procurement Procedures for School Nutrition Programs
- Policy 8860 - Memorials

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

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

**D. CURRICULUM**

Nothing at this time