

**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, April 16, 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. Meeting Open to the Public – *nothing at this time
(for any topic)*

7. Presentations/Discussions

- ❖ Dr. Herzog presented a Mental Health/Emotional Support Proposal

8. Reports

- ❖ President’s Report – no report
- ❖ Superintendent’s Report – no report
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
 - Finance/Technology – Mr. Small gave report
 - Human Relations Committee – Mr. Small gave report
 - Policy – Mr. Glassberg gave report
 - Curriculum – Ms. Killean gave report
 - Extra-Curricular – Mr. Suss gave report
 - Facilities – Mr. Manley 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 19, 2019	Board Meeting
March 19, 2019	Special Meeting 1
March 19, 2019	Special Executive Meeting 2

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

12. Meeting Open to the Public

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

Ms. Matisse said she supports the Mental Health Programming proposal and thanked Dr. Herzog and the Board for their support of the program.

13. Recommendations of the Superintendent of Schools

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

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

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. Ms. Cook seconded. All in favor.

MEETING ADJOURNED 9:33 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 – Non-certificated Staff

Move to approve Adora Jones as Administrative Assistant in Special Services, replacing Alexandria Corrado, effective 4/17/19 at a salary of \$43,500/yr., pro-rated.

2. Resignation – Non-certificated staff

Move to accept the resignation of Gresy Johnson, Edgar Middle School paraprofessional, effective April 5, 2019.

3. Appointment – Metuchen High School Head Football Coach

Move to approve Guy Jensen as Metuchen High School Head Football Coach for the 2019-2020 school year at a stipend of \$11,234/year, Step 1.

4. Maternity/Family Leave of Absence

Move to approve the maternity/family leave of absence of Sarah Jensen, Moss School Kindergarten Special Education Teacher, for the 2019-2020 school year.

5. Appointment – Affirmative Action Officer

Move to approve Edward C. Porowski as Affirmative Action Officer of the Metuchen School District for the 2019-2020 school year.

6. Appointment – Volunteer for EMS Social Skills Group

Move to approve Beth McLaughlin, EMS Special Education Teacher, to volunteer to provide short term social skills group at Edgar Middle School after school.

7. Appointment – 2019 Title I Math Tutoring Teachers

Move to approve the following 2019 Title I Math Tutoring program teachers for an additional \$1500 per teacher at the contractual rate of \$37/hour:

Name	School	Funding Source
Danielle Weitzner	CES	Title IA
Sofia Lopes	CES	Title IA
Tara Pata	CES	Title IA
Rachel DiVanno	EMS	Title IA
Lori Meyer	EMS	Title IA
Jennifer Miller	EMS	Title IA
Karen Logan	EMS	Title IA
Eileen Kuchar	EMS	Title IA

8. Co-Curricular

Move to approve the following additional volunteer MHS club for the 2018-2019 school year:

Name of club	Advisor
Ultimate Frisbee Club	John McDonald

Mr. Manley motioned. Mr. Derflinger 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. Resolution Authorizing Submission of an additional spending proposal to the legally qualified voters of the school district at the annual school election

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF METUCHEN IN THE COUNTY OF MIDDLESEX, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a spending proposal will be submitted for voter approval at the Annual School Election scheduled for November 5, 2019. The form of the proposal will read substantially as follows with such adjustments as provided by bond counsel in accordance with guidelines or requirements of the Department of Education:

PROPOSAL FOR ADDITIONAL FUNDS

RESOLVED that there shall be raised an additional \$700,000.00 for General Funds in the 2019-2020 School Year. These taxes will be used exclusively to provide a district wide Mental Health/Emotional Support Program, including appropriate staff and services, intervention, professional development, benefits and related costs. Approval of these taxes will result in a permanent increase in the district's tax levy. These proposed additional expenditures are in addition to those necessary to achieve the New Jersey Student Learning Standards.

2. This Board of Education hereby approves and adopts the proposal set forth above and, subject to the approval of the legal voters of the school district, hereby determines to carry out the purposes described therein.

3. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the proposal to the County Clerk as required by N.J.S.A. 19:60-2 and to request the County Clerk to arrange for it to be voted on at the Annual School Election.

4. The Business Administrator/Board Secretary is hereby further authorized and directed to send a certified copy of the proposal to the Executive County Superintendent of Schools for approval as required by N.J.S.A. 18A:7F-5(d) (9), 18A:7F-39 and N.J.A.C. 6A:23A-12.1.

5. The Board shall include a copy of the proposal as part of the legal notice of public hearing on the budget required pursuant to N.J.S.A. 18A:22-28 and shall post it at the public hearing held on the budget pursuant to N.J.S.A. 18A:22-29, when possible, and shall request that the County Clerk have a copy printed on the sample ballot pursuant to N.J.S.A. 19:60-10.

6. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, Bond Counsel and other appropriate representatives of the Board are hereby authorized to take all steps necessary to implement this resolution, and any action authorized herein and taken prior hereto is hereby ratified.

2. Transportation Providers 2018-2019

Move to approve Nelvi Transit Inc., Garas Transportation and Stars Transport Inc. as transportation providers for the 2018- 2019 school year.

3. Transportation Jointures and Individual Routes 2019-2020

Move to approve transportation jointures and individual routes for the 2019-2020 school year with the following districts and educational services commissions: Edison School District, Educational Services Commission of New Jersey, Plainfield School District, Piscataway School District, South Plainfield School District, Monmouth/Ocean Educational Services Commission, and Somerset Educational Services Commission.

4. Transportation Providers 2019-2020

Move to approve South Plainfield School District, Durham School Services, Nelvi Transit Inc., D & L Bus Services, and Road to Success as transportation providers for the 2019-2020 school year.

5. In-district Transportation Routes

Move to approve the following daily rates for in-district transportation routes with George Dapper Inc. for the 2019-2020 school year:

C1	128.23	E1	128.23
C2	128.23	E2	128.23
C3	126.34	E3	126.34
C4	126.34	E4	126.34
C5	126.34	E5	126.34
C6	126.34	E6	126.34
C7	126.34	E7	126.34

6. Transportation Athletic Routes

Move to approve the following rates for athletic transportation routes with George Dapper Inc. for the 2019-2020 school year:

Vehicle	Hours	Amount
54 passenger w/ seatbelts	3	222.69
	4	286.30
	5	349.84
Additional hourly amount after 5 hours		68.88
One-way in town shuttle		144.61

7. Resolution – Sanitary Sewer Easement Termination

Whereas, a sanitary easement across property at 21 School Street in Metuchen is no longer needed for school purposes; and

Whereas, the Board is amenable to terminating the agreement establishing said easement;

Now, Therefore, Be It Resolved that the Board President is hereby authorized to execute a written agreement, in a form acceptable to the Board Attorney, terminating the Sanitary Sewer Easement Agreement dated February 28, 1985 which was recorded in the Middlesex County Clerk’s Office on March 8, 1985 in deed book 3417, page 349.

8. Settlement Agreement

Move to approve the agreement regarding Student #002025004.

9. Settlement Agreement

Move to approve the agreement regarding Student #2029010.

10. Settlement Agreement

Move to approve the agreement regarding Student #2024962.

11. Out of District Placement

Move to approve Student #2029030 to attend Rutgers Child Therapeutic Day School at a pro-rated tuition of \$6,471.43 per month, effective start date to be determined.

12. New Jersey Coalition for Inclusive Education Training

Move to approve the New Jersey Coalition for Inclusive Education (NJCIE) to provide training at \$1,600/day.

13. Assistive Technology Consulting

Move to approve Besko Educational Consulting to provide professional services in the area of assistive technology at the following rates:

Assistive Technology Evaluation	\$ 899.00
On-site Consultation/Training	\$ 150.00/per hour
Full Day Professional Development Workshop	\$ 800.00
Half Day Professional Development Workshop	\$ 400.00
Travel Fee (Over 30 Miles of Travel)	\$ 60.00

14. Speech and Language Services

Move to approve Joan Bruno of Communication Technology Resources, LLC to provide professional services in the area of Speech and Language at the following rates:

AAC Evaluation	up to \$400- \$550
Hourly Consult Fee	\$120
In-service	\$450-\$600
Per ½ Hour travel	\$35

15. Speech and Language Services

Move to approve Garden State AAC Specialists, LLC to provide professional services in the area of Speech and Language at the following rates:

AAC Evaluation	\$150/hour
AAC Reports	\$300
Consultation	\$135/hour
Professional Development/Training	\$150/hour
Technical Assistance	\$75/hour

16. Special Education Medicaid Initiative Plan

Move to approve the Special Education Medicaid Initiative (SEMI) Action Plan.

17. Effective School Solutions

Move to approve Effective School Solutions to provide professional services, effective April 29, 2019 through June 30, 2019; and July 1, 2019 through June 30, 2020.

18. PTS Coaching

Move to approve PTS Coaching to provide professional development evening session for \$250.

19. Home Instruction Services

Move to approve LearnWell at the rate of \$49.00 per hour for home instruction services.

20. 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
Apple Montessori School	Apple Inc.	1	MK9N2LL/A	iPad mini 4 Wi-Fi 128GB - Space Gray	\$379.00	\$379.00
		1	S6560LL/A	3 Year AppleCare+ for iPad/iPad mini	\$79.00	\$79.00

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Apple Montessori School	CDW-G	2	3421966	Logitech X300 Wireless Bluetooth Speaker - Purple/Gray	\$78.11	\$156.22
		8	744081	Kensington Hi-Fi Headphone - Black	\$10.75	\$86.00
		3	2995816	Kingston Data Traveler 100 G3 16 GB USB 3.0	\$5.71	\$17.13

21. 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
Saint Joseph High School	Signal Electric Corp.		N/A	Replace existing double door with new frames, doors and hardware. Transom over double doors. Replace 2 existing single doors, frames and hardware		\$20,938.91
Saint Joseph High School	Open Systems Integrators, Inc.		N/A	Install 22 customer provided cameras, run cabling from camera locations to closest IDF w/available PoE ports		\$23,363.08
Apple Montessori School	Open Systems Integrators, Inc.	41	1346-LNSMN	Proximity Keyfob	\$4.91	\$201.31
		15	LA-361	AA Alkaline Battery	\$3.28	\$49.20
		20	LA-363	AAA Alkaline Battery	\$3.28	\$65.60
		30	LA-366	9V Alkaline Battery	\$2.49	\$74.70
Apple Montessori School	Window Film Depot, Inc.	1	N/A	3M Ultra 600 Security Film w/IPA 316.50 sq.ft.	\$7.70 sq. ft.	\$2,437.05
		1	N/A	3M S80 Safety Film 127.80 sq.ft. = 3 panes	\$6.50 sq. ft.	\$312.45
Metuchen Christian Acad.	CDW-G	3	B-900PTNN	HID Multiclass SE mini-mullion reader	\$163.28	\$489.84
		1	B-ACS300-E	Brivo Onair ACS300 IP/WiFi Door Controller	\$945.31	\$945.31
		1	B-ACS6008-E	Reader Capacity Ethernet Control Panel	\$4,339.85	\$4,339.85

22. Field Trips

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

School	Destination	Class/Group/ Purpose	Teachers/ Advisors	Date(s)	No. of Students	Board Cost - Transportation	Board Cost - Subs
MHS	CES	An MHS Senior will be presenting at CES “When I Grow Up Day” (needs transportation to/from CES)	Azevedo	4/3/19	1	\$50	-
CES, EMS, MHS	Various local destinations	Community based instruction for Self-Contained Classes – to learn social and life skills, to gain independence	Okoszko, Rice, Linkenheld, DiSerio, Paras & Nurse	Various weekdays from 5/3 to 6/7	14	If bus if neede: \$42.70; nurse on bus: \$50/hour	
MHS	Rutgers University	10 th 11 th grade students will see hands-on demos at Functional Human Anatomy Lab	Falzon Kato	5/3/19	45	\$400	\$90
MHS	Philadelphia Museum of Art & Melting Pot Restaurant	9 th – 12 th grade students will view impressionist art & will experience fondue lunch	Girin D. Scala Hanbridge	5/31/19	35	\$0 Students Pay \$60	\$180
MHS	Campbell School	Italian Independent Study students will present a lesson regarding rain gardens to 1 st graders	Kamin	6/5/19	10	\$40	\$90
Moss	JCC of Edison	Students in Ms. Ryder and Ms. McKenna’s classes will participate in gross motor activities appropriate for their ages.	Ryder McKenna Calantoni Walsh DiSerio Paras	5/9/19	9	\$60	\$0
Moss	Campbell School	Kindergarten students will visit Campbell School to become familiar with building and staff.	Kandel Fischer Spring	6/3/19	120	\$120	\$0

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23. Professional Development

Move to approve the following professional development activities as shown:

Professional Development for Board Approval 4/16/19							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested Expense Total	Payment Method	FFPI #
3/11/2019	3/13/2019	NJSBGA Annual Conference	Colegrove, Darren	MHS	\$ 430.00	Other	
4/5/2019	4/5/2019	NJSBA - School Public Relations	Manley, Justin	BOE	\$ 75.00	Other	
4/12/2019	4/15/2019	Student Mental Health Issues Certificate Program	Trapanese, Alissa	CES	\$ 300.00	FFPI	19-174
5/1/2019	5/1/2019	Restorative Discipline: Help Your Students Improve Their Behavior and Strengthen Their Learning	Doherty, Jennifer	CES	\$ 259.00	FFPI	19-175
5/1/2019	5/1/2019	Using CBI Effectively for students Ages 18-21	Karger, Sarah	MHS	\$ -	No cost	
5/3/2019	5/3/2019	Rutgers Counselor Spring Workshop	Grauer, Traci	MHS	\$ -	No cost	
5/3/2019	5/3/2019	War of the Empires: The First World War and its Global Impact	Connolly, Laura	MHS	\$ 47.00	FFPI	19-176
5/3/2019	5/5/2019	NJSBA - GPS for Visionary Leadership Weekend	Derflinger, Chris	BOE	\$ -	No cost	
5/3/2019	5/5/2019	NJSBA - GPS for Visionary Leadership Weekend	Cook, Michele	BOE	-	No cost	
5/6/2019	5/6/2019	Annual Middlesex County School Security Symposium	Porowski, Edward	CES	\$ -	No cost	

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5/9/2019	5/9/2019	Cornerstone: Managing Legal Issues with Students Classified as Emotionally Disturbed	Herzog, Tania	C/O	\$ -	No cost	
5/20/2019	5/23/2019	EDUC6641.81 Orton Gillingham for Resource Center Teaching	Gil, Staci	CES	\$ 839.00	FFPI	19-179
5/21/2019	5/21/2019	NJACAC Annual Conference	DeMott, Elizabeth	MHS	\$ 260.00	FFPI	19-178
5/31/2019	5/31/2019	Peer observeration	Ulmer, Robert	MHS	\$ -	No cost	
6/4/2019	6/4/2019	Oppositional, Defiant, & Disruptive Children and Adolescents	Stoner, Marsha	EMS	\$ 229.99	FFPI	19-177
6/5/2019	6/7/2019	AP United States History Exam Grading	Schlavis, William	MHS	\$ -	No cost	
6/5/2019	6/5/2019	LibraryLinkNJ Membership Meeting	Glave, Patricia	MHS	\$ -	No cost	
7/1/2019	7/1/2019	CS 100. Roadmap to Computing. 3 credits, 3 contact hours	Stevens, Jonathan	MHS	\$ 600.00	FFPI	20-002
7/7/2019	7/12/2019	Confratute	Fitzgibbon, David	CES	\$ 1,000.00	FFPI	20-001
8/5/2019	8/8/2019	Environmental Science APSI	Kato, Yoko	MHS	\$ 900.00	FFPI	20-003

Mr. Small motioned. Mr. Manley 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 15-April 12, 2019.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- METHS030119001
- METHS031119001

3. Comprehensive Equity Plan

Move to approve the Board of Education of the Metuchen School District in the county of Middlesex, New Jersey, authorizing the submission of the Comprehensive Equity Plan (CEP) for 2019-2022.

4. School Bus Emergency Evacuation Drill Report

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

4/3/19 and 4/4/19 8:45 AM, Campbell School, front of school, Van 12, Van 6, C1, C2, C3, C4, C5, C6, C7, C8, C9; supervised by Ed Porowski, CES Principal

Mr. Glassberg motioned. Ms. Cook seconded. Motion carried 9-0-0.

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

D. CURRICULUM

Nothing at this time