

**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, May 14, 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

- ❖ The MHS Jazz Band, under the direction of John Messenger, performed *Celia* by Bud Powell
- ❖ Dr. Caputo presented certificates to School Geography Bee champions – Jiya Narayanan, Campbell School 4th grader, and Ryan Stein, Edgar Middle School 5th grader

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

7. Presentations/Discussions – *nothing at this time*

8. Reports

- ❖ President’s Report – Mr. Manley thanked the teachers and staff, in honor of last week’s Teacher Appreciation Week
- ❖ Superintendent’s Report – no report
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Policy – Mr. Glassberg gave report
 - Curriculum – Ms. Killean gave report
 - Extra-Curricular – has not met since last Board meeting
 - Finance/Tech – Mr. Small gave report
 - Human Relations Committee – Mr. Small gave report
 - Facilities – Mr. Manley gave report
 - District Leadership Team – Mr. Benderly gave report

9. New Business – Mr. Derflinger reported he attended the Middlesex School Boards Association meeting. He said Mr. Small was acknowledged for being a milestone recipient for being a Board member for 10 years.

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:

April 30, 2019	Board Meeting
April 30, 2019	Special Meeting 1
April 30, 2019	Special Executive Meeting 2

Mr. Manley motioned. Mr. Glassberg seconded. Motion carried 9-0-0 for Board meeting minutes, and 8-0-1 for Special Meeting 1 and Special Executive Meeting 2 minutes. Mr. Derflinger 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)

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

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. Manley motioned. Mr. Lifton seconded. All in favor.

MEETING ADJOURNED AT 9:24 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 – Substitute Teachers

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

Substitute	Certification	Pay Rate
Patricia Kobayashi, sub para	n/a	\$13.35/hour
Mollie Zuvich, sub nurse	College degree	\$120/day
Maria Pan, sub teacher	College degree	\$85/day
Kathy Garry, sub teacher	College degree	\$85/day
Kathleen Davis, sub teacher	College degree	\$85/day
Amanda Katko, sub teacher	College degree w/teaching certification (P-3 & K-6)	\$90/day

2. Maternity/Family Leave of Absence

Move to approve the maternity/family leave of absence for Danielle Kennedy, EMS 8th Grade Math Teacher, effective approximately September 5, 2019 to February 13, 2020.

3. Reappointment – Non-Tenured Administrators

Move to approve the reappointment of the following non-tenured administrators for the 2019-2020 school year as shown on Attachment 1.

4. Reappointment – Non-Tenured Teachers

Move to approve the reappointment of the following non-tenured teachers for the 2019-2020 school year as shown on Attachment 2.

Mr. Manley motioned. Mr. Benderly 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. Treasurer of School Monies and Board Secretary’s Reports

Move to approve the Treasurer of School Monies’ Report, Board Secretary’s Report as of March 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 May 14, 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 March 31, 2019.

4. 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	7	TruVision TVD-4404	TruVision HD-TVI analog dome camera, 1080P, 2.8-12mm VF lens, True D/N, WDR, 40m IR, 960H monitor & HD-TVI dual-output, coax & button OSD control, 12VDC/24VAC, IP66, IK10, NTSC	\$240.00	\$1,680.00
St Francis Cathedral School	Open Systems	2	PTZ815	RG59 Coax 18A WG 2C Plenum Siamese Cable	\$912.27	\$1,824.54

5. Resolution – NJSIG

The Metuchen Board of Education hereby approves the submission of a grant submission for the 2019 Safety Grant Program through the New Jersey Schools Insurance Group’s ERIC NORTH Subfund for the purposes described in the application in the amount \$17,449.46 for the period of July 1, 2019 through June 30, 2020.

6. Food Service Agreement

Metuchen Board of Education
 Food Service 2019-2020
 Management Fee and Guarantee Language

MANAGEMENT AND/OR ADMINISTRATIVE FEE

Management/Administrative Total Flat Fee of \$22,945 SY 2019-2020

FINANCIAL GUARANTEES

For SY 2019-2020, FSMC Guarantee a Breakeven operation to the SFA

7. Co-Curricular

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

Name of club	Advisor
Woodworking Club	Mr. Eigel

8. Band Camp

Move to approve the agreement with Camp Wayne for Boys, Inc. for MHS Band Camp for the dates August 14-18, 2019.

9. Resolution - Healthcare

Move to approve Aetna as the health insurance, prescription, and dental carrier for the Metuchen School District for the 2019-2020 school year. Authorize the Superintendent and Business Administrator to sign contract with Aetna after all relevant information is received from Aetna.

10. Field Trips

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

11. Professional Development

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

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method
5/10/2019	5/10/2019	Collaborative School Leadership training	Blaze, Kerry	MHS	\$ -	No cost

Professional Development for Board Approval 5/14/19

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5/10/2019	5/10/2019	Collaborative School Leadership training	Cichetti, Steve	MHS	\$ -	No cost
5/10/2019	5/10/2019	Collaborative School Leadership Training	DeMott, Elizabeth	MHS	\$ -	Other
5/10/2019	5/10/2019	Collaborative School Leadership Training	Gazda, Valerie	MHS	\$ 32.00	Other
5/10/2019	5/10/2019	Collaborative School Leadership Training	Harmon, Jane	MHS	\$ -	No cost
5/10/2019	5/10/2019	Collaborative School Leadership Training	Lewandowski, Janis	MHS	\$ -	No cost
5/10/2019	5/10/2019	Collaborative School Leadership Training	Reed, Michele	Moss	\$ -	No cost
5/10/2019	5/10/2019	Collaborative School Leadership Training	Ryder, Karen	Moss	\$ -	No cost
5/10/2019	5/10/2019	Collabortive School Leadership training	Darrah, Robin	Moss	\$ -	No cost
5/29/2019	5/29/2019	GSCS Annual Meeting	McPeck, Kevin	EMS	\$ -	No cost
5/29/2019	5/30/2019	Two-Day Professional Grant Development	Herzog, Tania	C/O	#####	Other
6/3/2019	6/4/2019	PCAST: Person Centered Planning and Implementation for Families and Professionals	Karger, Sarah	MHS	\$ -	No cost
6/4/2019	6/4/2019	Campbell SLT	Strauss, Robert	CES	\$ -	No cost
6/4/2019	6/4/2019	Campbell SLT Meeting	Kirschner, Brooke	CES	\$ -	No cost
6/4/2019	6/4/2019	SLT Meeting June 4th	Delaney, Scott	CES	\$ -	No cost
6/4/2019	6/4/2019	Campbell SLT at the Labor Education Center	Fitzgibbon, David	CES	\$ -	No cost
6/4/2019	6/4/2019	Collaborative School Leadership Training	Bruno, Kristin	EMS	\$ -	No cost
6/4/2019	6/4/2019	Collaborative School Leadership Training	Logan, Karen	EMS	\$ -	No cost
6/4/2019	6/4/2019	Collaborative School Leadership training	North, Jennifer	EMS	\$ -	No cost
6/4/2019	6/4/2019	Collaborative School Leadership Training	Porowski, Edward	CES	\$ -	No cost
6/4/2019	6/4/2019	School Leadership Training	Muller, Jennifer	EMS	\$ -	No cost
6/11/2019	6/11/2019	Wingman Champions Workshop	Kuhlthau, Kristen	EMS	\$ -	No cost
6/11/2019	6/11/2019	Wingman Training	Carter, Douglas	EMS	\$ -	No cost
Additional PD for Board Approval						
6/4/2019	6/4/2019	School Leadership Training	Hughes, Jeane	EMS	\$ -	No cost
6/4/2019	6/4/2019	School Leadership Training	Gouveia, Michele	EMS	\$ -	No cost
6/4/2019	6/4/2019	School Leadership Training	Anderson, Julie	CES	\$ -	No cost
6/4/2019	6/4/2019	School Leadership Training	Bonassissa, Deneane	MHS	\$ -	No cost
6/11/2019	6/11/2019	Wingman Training	Forde, Caroline	EMS	\$ -	No cost
6/11/2019	6/11/2019	Wingman Training	Gural, Todd	EMS	\$ -	No cost

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 April 29-May 10, 2019.

2. First Reading of Policies

Move to approve the first reading of the following policy:

- Policy 2560 – Live Animals in School

3. Ice Hockey

Move to approve to continue the NJSIAA cooperative agreement with Edison and John P. Stevens High Schools for an ice hockey program for 2019-2020 and 2020-2021 school years.

4. Teacher Research Project

Per Policy 3245 (Research Projects by Staff Members), move to approve a research project with four students by MHS teacher Karin Flores, who is enrolled in graduate classes. The project is entitled “Heritage Language Learners in the L2 Classroom.”

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

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

D. CURRICULUM

Nothing at this time

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Attachment #1

Reappointment of Non-tenured Administrators for the 2019-2020 School Year

Name	School	Assignment	Tenure Date	2019-2020 Salary
Azevedo, Suzy	District	Supervisor of Guidance	11/3/2019	\$113,298
Khoudja, Derek	District	Supervisor of Social Studies, ELA & ELL	3/7/2021	\$110,652
Herzog, Tania	District	Director of Special Services	7/2/2021	* \$138,685 (2018-19 Salary)
McPeek, Kevin	Edgar Middle School	Principal	7/25/2021	\$148,122
Evans, Neyda	District	Supervisor of Math & Instructional Technology	8/15/2022	\$110,606

*2019-2020 Salary to be determined

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Attachment #2

Reappointment of Non-tenured Teachers for the 2019-2020 School Year

Name	School	Assignment	Tenure Date	2019-2020 Step/Salary
Flynn, John	CES	Music	9/1/2019	1-E, \$54,868
Campbell, Lauren	EMS	School Counselor	9/1/2019	3-D, \$56,246
Connors, Shannon	EMS	Math	9/1/2019	3-E, \$57,611
King, Barbara	EMS	Spanish	9/1/2019	3-J, \$75,041
Rice, Kathy	EMS	Special Education	9/1/2019	3-L, \$83,651
Banner Margaret	EMS/MHS	Art	9/1/2019	1-E, \$54,868
North, Jennifer	EMS	Special Education	12/2/2019	3-M, \$87,956
Jensen, Sarah	Moss	Special Education Kindergarten	2/25/2020	3-J, \$75,041
Young, Gina	Moss	Nurse	9/1/2020	1-G, \$60,168
Kandel, Stephanie	Moss	Classroom Teacher	9/1/2020	3-G, \$63,176
McKenna, Katherine	Moss	Pre-school Handicapped	1/26/2021	1-D, \$53,568
Barnes, Jeremy	CES	Classroom Teacher	9/1/2020	3-D, \$56,246
Shapiro, Megan	CES	Classroom Teacher	9/1/2020	3-F, \$59,711

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Okoszko, Brittany	CES	Special Education	9/1/2020	1-F, \$56,868
Cadel, Elissa	CES	Special Education	9/1/2020	1-G, \$60,168
Hsu (Fuchs), Erica	CES	School Counselor	9/1/2020	3-H, \$67,061
Kuhlthau, Kristen	EMS	Phys. Ed./Health	9/1/2020	1-D, \$53,568
Scala, Lauren	EMS	ELA	9/1/2020	1-G, \$60,168
Meyer, Lori	EMS	5 th Grade	10/4/2020	1-I, \$67,668
Brinkerhoff, Michele	MHS	Nurse	9/1/2020	1-G, \$60,168

Reappointment of Non-tenured Teachers for the 2019-2020 School Year

Name	School	Assignment	Tenure Date	2019-2020 Step/Salary
Keagle, Joseph	MHS	Physics	9/1/2020	3-M, \$87,956
Lezama, Ann	MHS	Chemistry	9/1/2020	3-J, \$75,041
Romanak, Nicholas	MHS	Special Education	9/1/2020	3-I, \$71,051
Walsh, Emily	Moss	Speech	9/1/2021	3-G, \$63,176
Decker, Jennifer	CES	Nurse	9/1/2021	1-H, \$63,868

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Riera, Karla	CES	LDTC	9/1/2021	5-L, \$87,635
Movsessian, Danielle	CES	Classroom Teacher	9/12/2021	3-C, \$55,039
Williams, Raquel	CES	Spanish	4/17/2022	3-L, \$83,651
DiVanno, Rachel	EMS	5 th Grade	9/1/2021	1-C, \$52,418
Forde, Caroline	EMS	5 th Grade	9/1/2021	1-D, \$53,568
Bonassisa, Deneane	MHS	LDTC	9/1/2021	3-M, \$87,956
Falzon, Liliana	MHS	Chemistry	9/1/2021	5-J, \$78,615
Fannell, Schuyler	MHS	PE/Health	9/1/2021	3-H, 67,061
Hixson, Virginia	MHS	Math	9/1/2021	1-G, \$60,168
Linkenheld, Cynthia	MHS	Special Education	9/1/2021	4-H, \$68,658
Van de Castle, Karen	MHS	Comprehensive Business	9/1/2021	4-H, \$68,658

Name	School	Assignment	Tenure Date	2019-2020 Step/Salary
Whitlock, Susan	Moss/CES	Social Worker	9/1/2022	3-J, \$75,041
Delaney, Scott	CES	Classroom Teacher	9/1/2022	1-D, \$53,568
Omark, Lindsey	CES	Special Education	9/1/2022	3-D, \$56,246
Pasquale, Jennifer	CES	Classroom Teacher	9/1/2022	1-B, \$51,518
Polesky, Alyssa	CES	Special Education	9/1/2022	3-B, \$54,094
Smith, Elizabeth	CES	Special Education	9/1/2022	1-E, \$54,868
Filiciello, Isabelle	CES/EMS	Speech	9/1/2022	3-C, \$55,039
Jones, Frank	EMS	Technology Education	9/1/2022	1-K, \$75,568
Garfinkel, Linda	EMS/MHS	Part Time French	9/1/2022	(.8) 3-H, \$53,649
Eagel, Ken	MHS	Technology Education	9/28/2022	1-K, \$75,568
Baird, Alexa	MHS	English	10/9/2022	2-E, \$56,240
Scanlon, Daniel	MHS	English	9/1/2022	1-C, \$52,418
Vosinas, Nickolas	MHS	Spanish	4/9/2023	3-D, \$56,246