

**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, September 10, 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

- Introduction of New Teachers – Dr. Caputo introduced and welcomed five additional new teachers to the district.

**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 congratulated the district on its 1:1 Chromebook initiative, completed one year earlier than planned.
- ❖ Superintendent’s Report – Dr. Caputo reported that the school year is off to a good start. He also mentioned that Chromebooks were given to all students in Grades 5 to 12. He and Mr. Manley reported that the Mental Health Initiative information is now housed on the district website on the top right corner. Information brochures will be distributed at all Back to School nights, as well as school PTO meetings. There are also two public sessions scheduled for Friday, Sept 27 at 10 am at Moss and Thursday, October 3 at 7 pm at MHS.
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
 - Policy – has not met since last BOE meeting
 - Curriculum – has not met
 - Extra-Curricular – has not met
 - Finance/Tech – Mr. Small gave report
 - Human Relations Committee – Mr. Small said they were meeting at the same time as this Board meeting; he will give report next meeting
 - Facilities – Mr. Manley gave report

9. New Business – *nothing at this time*

10. Old Business

Mr. Glassberg reported that it is Suicide Awareness Month, and that today (Sept 10) is Suicide Awareness Day. He stated some suicide statistics and said that the Mental Health Initiative will address this topic as well as others.

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

August 27, 2019	Special Meeting 1
August 27, 2019	Special Executive Meeting 2
August 27, 2019	Board Meeting

Mr. Manley motioned. Ms. Cook seconded. Motion carried 8-0-1. Mr. Lifton 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

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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 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 8:28 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. Appointment – Bus Driver

Move to approve Soraida Tolentino as a bus driver for the 2019-2020 school year at a rate of \$19.72/hour.

2. Instructional Stipend

Move to approve a full instructional stipend for Rebecca Dwyer, EMS Special Education English Language Arts Teacher, at \$7,069, for the 2019-2020 school year.

3. MHS Weight Room Supervisors

Move to approve the following as MHS weight room supervisors at the rate of \$25.00/hr. as needed:

Scott Rockhill	Joe Keagle	Mike Knoth**
Michele McCorkle	Beth Abbott	Nick Zaneto
Bob Ulmer	Guy Jensen**	Matt Sellitri
Schuyler Fannell		

**not a member of district staff

4. Rescission and Approval of EMS Field Hockey Coach

Move to rescind and approve the following for EMS Field Hockey Coach for the 2019-2020 school year (Agenda 6/11/19, Sec 13 A9):

Name	Sport	Stipend
Rescind: Margo Banner	EMS Field Hockey	\$3,351
Approve: Lauren Scala	EMS Field Hockey	\$3,351

5. Appointment of Substitutes

Move to approve the appointment of substitute teachers, nurses, paraprofessionals and secretaries for the 2019-2020 school year on the attached chart:

6. Appointment – Title IV Grant

Move to approve the following teachers for the 2020 Title IV Grant, MHS Community Service Club, October 2019 through June 2020, at the hourly rate of \$38/hour, not to exceed a total of \$2,200:

Staff members
Bonnie Stanski
Sarah Karger

7. Stipend Rescission

Move to rescind Moss PE stipend for Michele McCorkle for the 2019-2020 school year (Agenda 7/23/19, Sec 13 A28).

8. Appointment – Long-Term Substitute

Move to approve Mike Knoth as long-term substitute at MHS, effective September 11, 2019, as needed, for the 2019-2020 school year at a rate of \$274.15/day.

9. Administrative Leave – Non-certificated Staff

Move to approve administrative leave with pay for Employee #101336, retroactive to August 29, 2019. End date to be determined.

10. Appointment – Certificated Staff

Move to approve Amberleigh Scarcella as MHS Physical Education/Health Teacher, Step 1-B \$51,518, pro-rated, effective September 11, 2019 or when she is released from her current employer, through June 30, 2020.

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. NJ Special Olympics Unified Grant

Move to approve receipt of the NJ Special Olympics Unified Grant for MHS in the amount of \$2,500 for the 2019-2020 school year.

2. Appointment-Special Olympics Play Unified Grant, MHS Unified Club

Move to approve the following staff members for the MHS Unified Club, from the Special Olympics Unified Play Grant, for the 2019-2020 school year:

Name	Stipend
Val Gazda	\$500.00, paid directly from Special Olympics
Deneane Bonassisa	volunteer

3. Applied Behavior Analytic Services

Move to approve Puzzle Solutions, a vendor for Applied Behavior Analytic Services, to provide consultation as needed, at a rate of \$85/hour, effective August 19, 2019.

4. Excel Urgent Care

Move to approve Excel Urgent Care to provide drug testing as needed for the 2018-2019 and 2019-2020 school year.

5. Training and Consultation Services

Move to approve Judith Shapiro to provide professional development at \$225/hour on an as needed basis.

6. Applied Behavior Analytic Services

Move to approve Melissa Engasser to provide Applied Behavior Analytic Services at \$125/hour on an as needed basis.

7. Field Trips

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

8. Professional Development

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

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. Second Reading of Policies

Move to approve the second reading of the following policies:

- Policy 144 Board Member Orientation and Training
- Policy 151 Organization Meeting
- Policy 153 Annual Appointments
- Policy 154 Annual Motions and Designations
- Policy 157 Board of Education Website
- Policy 161 Call, Adjournment, and Cancellation

Mr. Suss questioned whether teacher websites were in compliance with Policy 157. He motioned to table a vote on Policy 157 until it was discussed further. Mr. Manley seconded. Motion carried 9-0-0.

Mr. Glassberg motioned to vote on Second Reading of Policies, except for Policy 157. Mr. Suss seconded. Motion carried 9-0-0.

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

D. CURRICULUM

Nothing at this time

SUBSTITUTE ATTACHMENT

SEC 13, A5

Additional Substitutes 9-10-19	
Substitute with 60+ credits - \$80/day	
Substitute with college degree - \$85/day	
Substitute with NJ Teaching Certification - \$90/day	
Substitute Nurse - \$120/day	
Adnan, Saima	Substitute with college degree
Azzara, Jennifer	Substitute with college degree
Colby, Michael	English
Festa, Rosa	Substitute with college degree
Garry, Kathleen	Substitute with college degree
Grubman, Jamie	Substitute with college degree
Hamel, Phyllis	Substitute Nurse
Healey, Anne Marie	C of E P-3, K-5, LA/Lit. Subject Matter 5-8
Kukuruza, Anna Maria	Substitute with college degree
Kukuvka (Poandl), Mary	Sub Teacher with college degree/Sub Nurse
LeFever, Laureen	Substitute with college degree
Lipson, Adam	Substitute with college degree
Mandelbaum, Fred	Substitute with college degree
Marwa, Alison	Substitute with college degree
Obszarny, Matthew	Music
Pan Carro, Maria	Substitute with college degree
Perkins, Lorraine	Sub Teacher with college degree/Sub Nurse
Poandl, Thomas	Substitute with college degree
Rosamilia, Dana	Substitute 60+ credits
Sookchand, Anne	Substitute Para - \$13.35/hour
Yourstone, Gail	Substitute Secretary - \$13.88/hour

FIELD TRIPS ATTACHMENT

SEC 13, B7

Field Trips for Board Approval 9-10-19										
Name	School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs	Bus Cost to
Kevin McPeck	EMS	8	176	Review programming and courses for the 8th grade students, tour of the building	11/15/2019 0:00	MHS	8 homeroom teachers	0	\$ -	\$ 240.00
Stefeny Kromholz	MHS	9,10,11,12	29	Puccini opera in Italian. Professional Opera house rehearsal - see workings of final dress rehearsal and performances - students will observe and critique opera's style, cultural importance, performance and rehearsal practices.	10/8/2019 0:00	Metropolitan Opera House, NY, NY	S. Kromholz, R. Kamin, L. Wisniewski	3	\$ 270.00	Paid by students

PROFESSIONAL DEVELOPMENT ATTACHMENT

SEC 13, B8

Professional Development for Board Approval 9/10/19							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
8/1/2019	8/1/2019	Practical Strategies that Improve Students' Reading Comprehension	Little, Maryrose	EMS	\$ 139.00	FFPI	20-014
8/6/2019	6/2/2020	Child Fatality and Near Fatality Review Board Suicide Subcommittee	Paredes, Susan	MHS	\$ -	No cost	
8/19/2019	8/19/2019	Grant Writing 101: Innovating on a Lean Budget	Herzog, Tania	C/O	\$ -	No cost	
8/21/2019	8/21/2019	SEL/NJArts task force meeting	Thomas, Margaret	CES	\$ -	No cost	
9/11/2019	9/11/2019	Presenting at Drexel University Annual Assessment Conference	Vorensky, Sandy	EMS	\$ 250.00	Other	
9/24/2019	9/24/2019	NJASA: Legal Update: Hot Topics that Affect You and Your District	Caputo, Vincent	C/O	membership		
9/24/2019	9/24/2019	NJASA: Legal Update: Hot Topics that Affect You and Your District	Harvier, Michael	C/O	membership		
9/24/2019	9/24/2019	NJASA: Legal Update: Hot Topics that Affect You and Your District	McPeek, Kevin	EMS	membership		
9/24/2019	9/26/2019	Wilson Reading System Training	Dwyer, Rebecca	EMS	\$ 600.00	Other	
9/24/2019	9/26/2019	Wilson Reading System Training	Fishman, Lindsay	EMS	\$ 600.00	Other	
9/27/2019	9/27/2019	NJPSEA Council Meeting	Paredes, Susan	MHS	\$ -	No cost	
10/4/2019	10/4/2019	New Jersey School Counselor Association Fall Conference:Fostering Grit in Students	Azevedo, Suzy	C/O	\$ 99.00	Other	
10/24/2019	10/25/2019	Character.Org National Forum	Anderson, Julie	CES	\$ 844.00	FFPI	20-016

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