

**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 24, 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, The Metuchen Mirror, 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 (late)
Ms. Killean			

5. Showcase of Success

- Dr. Caputo introduced and welcomed two additional new teachers to the district.

6. Presentations/Discussions (switched order with Meeting Open to Public)

- Student Safety Data System report - January-June 2019 – Dr. Caputo gave report
- Mental Health Initiative – Mr. Manley introduced the topic, followed by Dr. Herzog, who presented “Mental Health/Emotional Support – Proposal of Services”

7. Meeting Open to the Public (switched order with Presentations/Discussions)
(for any topic)

Approximately 20 members of the public were in attendance. Seven of them spoke at the microphone during this time, regarding the Mental Health Initiative: Michelle Smith, 22 Kentnor St; Alison Inserro, 194 Woodbridge Ave; Jackie Gibson, Lake Ave, Tim Murphy, Lake Ave; Todd Benedict 79 Graham Ave; Sophia Tytla, 51 Carson Ave; and Christine Alvarez, 45 Elm Ave. Dr. Caputo, Dr. Herzog and Mr. Manley responded to their questions and comments.

8. Reports

- ❖ President’s Report – no report
- ❖ Superintendent’s Report – no report
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Facilities – has not met since last Board meeting
 - Finance/Tech – has not met
 - Extra-Curricular – Mr. Suss gave report
 - Curriculum – Ms. Killean gave report
 - Policy – Mr. Glassberg 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:

September 10, 2019	Special Meeting 1
September 10, 2019	Special Executive Meeting 2
September 10, 2019	Board Meeting

Mr. Manley motioned. Mr. Benderly 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)

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)

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 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 10:38 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. Instructional Stipend

Move to approve a full instructional stipend for Beth Abbott, MHS Physical Education Teacher (replacing “Phys Ed Teacher – TBD”), at \$7,069, for the 2019-2020 school year (Agenda 7/23/19 Sec 13 A28)

2. Medical Leave – Certificated Staff

Move to approve the medical leave of Danielle Cermak, MHS Spanish Teacher, effective on or about November 12, 2019 returning on or about February 5, 2020.

3. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for Karin Flores, MHS Spanish Teacher, from Step 1M, \$83,768/year, to Step 2M, \$85,862/year, as a result of her earning her bachelor’s degree plus 30 credits, effective September 1, 2019.

4. Maternity/Family Leave of Absence

Move to approve the maternity/family leave of absence for Erica Hsu, CES School Counselor, effective approximately January 2, 2020 to April 3, 2020.

5. In-service teacher-led workshops staff – additional hours

Move to approve the following teachers for additional hours of preparation time for the August 29 In-service teacher-led workshops at the teacher hourly rate of \$38/hour:

Staff members	Additional Hours
Jeremy Barnes	4
Sofia Lopes	2
Lindsay Omark	2
Jennifer Pasquale	2
Alyssa Polesky	2

6. Appointment of MHS Zone Mentors

Move to approve the following MHS Zone Mentors for the 2019-2020 school year:

Name	Hourly Rate
Vishali Govender	\$10/hour
Alex Liu	\$10/hour
Natalie McHam	\$10/hour

7. Appointment of Substitutes

Move to approve the appointment of substitute teachers for the 2019-2020 school year as follows:

College degree, \$85/day	
Michael Romanyshyn	Substitute with college degree
Antoinette McHam	Substitute with college degree
Mili O'Brien	Substitute with college degree
Doris Salmon	Substitute with college degree
Susan Fackler	Substitute with college degree
Paola Razzino	Substitute with college degree

Teacher certification, \$90/day	
Eileen O'Connor	P-3

8. Appointment – MHS Volunteer Girls Soccer Coach

Move to approve Amberleigh Scarcella, MHS Physical Education Teacher, as MHS volunteer girls soccer coach, for the 2019-2020 school year.

Mr. Manley motioned. Ms. Cook 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

9. Treasurer of School Monies and Board Secretary's Reports

Move to approve the Treasurer of School Monies' Report, and Board Secretary's Report as of July 31, 2019.

10. 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 September 24, 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.

11. Field Trips

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

12. Professional Development

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

13. Nonpublic Technology

Move to approve the following nonpublic technology for the 2019-2020 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
Metuchen Christian Academy	CDW-G	2	MISC	Dahua Pro Series Penta-brid DVR 32	\$1,120.80	\$2,241.60
		2	5544929	Tripp Lite Rack Enclosure Server Cabinet	\$531.28	\$1,062.56
		2	5175275	WD Purple Surveillance Hard Drive	\$217.55	\$435.10
		1	4213635	Tripp Lite 1000ft. Cat6 Gigabit Bulk Cable	\$306.02	\$306.02
		1	2504394	Tripp Lite UPS 1500VA Smart LCD AVR 120V	\$285.39	\$285.39
		1	4546762	HPE OfficeConnect 1920S 24G 2SFP	\$344.56	\$344.56
		1	MISC	Disassemble Existing Video Surv. Sys.; Install floor mount network rack, 2 Dahua Pro Series hybrid NVRs, 1 HPE POE switch, 1 UPS to support equip, reconfigure all existing cameras to new system, set up remote access and train staff.	\$5,937.50	\$5,937.50

14. Principals and Supervisors Sidebar Agreement

Move to approve the following Principals and Supervisors Sidebar Agreement as follows:

Sidebar Agreement

Whereas, the Metuchen Board of Education (“the Board”) and the Metuchen Principals and Supervisors Association (“the Association”) are parties to a collective negotiations agreement commencing July 1 2017 and ending June 30 2020; and

Whereas, the parties have agreed on certain terms for contributions to an Internal Revenue Code §403(b) retirement program established by the Board;

Now, Therefore, it is agreed as follows:

1. The Board has established a 403(b) retirement program funded through voluntary employees salary reduction contributions and non-elective contributions made by the Board for the purpose of enhancing retirement income for eligible employees.

2. All severance pay, pay that employees in the Metuchen Principals and Supervisors Association negotiating unit would have received, or leave that could have been taken, if the employee had continued to work, shall be paid in the form of an employer non-elective contribution to the §403(b) Plan for employees age 55 or older with an amount of severance pay \$5,000.00 or more. Said employer non-elective contributions will be fully paid by the end of the taxable year of the employee in which he or she ceases to be an employee and through the end of each of the next three taxable years. The non-elective contributions will be made to the extent of the Section 415(c) limits (\$56,000 in 2019), as indexed.

3. The signatories to this Sidebar Agreement represent that they are duly authorized to execute it on behalf of their respective principals.

Metuchen Board of Education

Dated: _____

By: _____

Metuchen Education Association

Dated: _____

By: _____

Mr. Small motioned. Mr. Lifton 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 September 3-20, 2019.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- EMS082719001
- MHS081919001

3. First Reading of Policies

Move to approve the first reading of the following policies:

- Policy 0143 – Board Member Election and Appointment
- Policy 0152 – Board Officers
- Policy 0157 – Board of Education Website

After discussion, Mr. Glassberg motioned to amend Policy 0157, to include “and/or a delegate” in the first paragraph. Mr. Suss seconded. Motion carried 9-0-0.

Mr. Glassberg motioned to approve the first reading of the policies, with the amendment above. Mr. Manley seconded. Motion carried 9-0-0.

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

D. CURRICULUM

Nothing at this time