

**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, November 12, 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
Ms. Killean	P		

5. Showcase of Success

- The Metuchen High School Footlighters' fall/winter production is *The 25th Annual Putnam County Spelling Bee*, to be performed Dec 5-7 at MHS. The song "I Speak Six Languages" was performed by Alex Wong with Maggie Kleiner, Rebecca Perlmutter and Emma Rogers.
- The Community-Based Robotics Competition Team, Metuchen Momentum, gave a presentation to the Board on the team's progress and plans.

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

7. Presentations/Discussions

- Dr. Caputo gave a District Goals Report

8. Reports

- ❖ President's Report – Mr. Manley reported that the Mental Health Initiative vote passed on Election Day, and thanked everyone for their support.
- ❖ Superintendent's Report – Dr. Caputo reported on next steps for the Mental Health Initiative.
- ❖ Business Administrator/Board Secretary's Report – no report
- ❖ Committee Reports
 - Policy, Curriculum and Extra-Curricular Committees have not met since the last Board meeting
 - Finance/Tech – Mr. Small gave report
 - Human Relations Commission – Mr. Small 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:

October 29, 2019	Special Meeting I
October 29, 2019	Special Executive Meeting II
October 29, 2019	Board Meeting

Mr. Manley motioned. Mr. Benderly seconded. Motion carried 7-0-2 on Special Meeting I (Ms. Killean and Mr. Lifton abstained). Motion carried 6-0-3 on Special Meeting II (Ms. Cook, Ms. Killean and Mr. Lifton abstained). Motion carried 8-0-1 on Board Meeting (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 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 - *nothing at this time
(for anything you wish to discuss)*

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 AT 9:15 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 of Substitutes

Move to approve the appointment of the following substitutes at the rates listed below, for the 2019-2020 school year as follows:

Substitute Name	Position	Rate
Chetan Sodhi	Sub w/60+ college credits	\$80/day
Sandra Spinelli	Sub Paraprofessional	\$13.35/hour
Donna McLaren	Sub Paraprofessional	\$13.35/hour

2. Resignation – Certificated Staff

Move to accept the resignation of Gina Young, Moss School Nurse, effective December 31, 2019.

3. Rescission and Approval of EMS Co-Curricular Stipend

Move to rescind and approve the following EMS co-curricular stipends for the 2019-2020 school year: (Agenda 7/23/19 Sec 13 A27)

Name	Club	Stipend
Rescind:		
Marilyn Lewis	Makerspace Club	.33 - \$486
Maryrose Little	Makerspace Club	.33 - \$486
Shannon Connors	Makerspace Club	.33 - \$486
Approve:		
Maryrose Little	Makerspace Club	.5 - \$729.50
Shannon Connors	Makerspace Club	.5 - \$729.50

4. MHS Clubs and Co-Curricular Activities

Move to approve the following advisors for MHS Clubs and Co-Curricular Activities for the 2019-2020 school year:

Name	Club/Co-Curricular	Stipend
Ann Lezama	Senior Class Advisor	\$3,691
Virginia Hixson	Sophomore Class Advisor	\$2,012
Alexa Baird	Freshman Class Advisor	\$1,573
Kelly Murphy	Art Honor Society Club	\$1,459

5. Volunteer Clubs and Co-Curricular Activities

Move to approve the following MHS Volunteer Clubs for the 2019-2020 school year, as listed on the attached chart.

	Metuchen High School
Volunteer Club	Advisor
Asian Heritage Club	Yoko Kato
Club 116	Danielle Cermak
Cooking Club	Bonnie Stanski

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Economics Club	Karen Van de Castle
Guitar Club	Christopher McEwan
Investment Club	Karen Van de Castle
MHS Pawdcast	Lynda Wisniewski
Origami	Yoko Kato
Physics & Astronomy Club	Joe Keagle
Stickball Club (Spring)	Ken Eagel
Strategy Games	Virginia Hixson
Tri-M Music Honor Society	John Flynn/Chris McEwan
Ultimate Frisbee	Ryan Clapp
Unicef Club	Janis Lewandowski/Valerie Gazda
Vegan Club	Nicholas Vosinas
Woodworking Club	Ken Eagel

6. Active Military Leave – Administrator

Move to approve the Active Military Leave of Brian Stike, Assistant Principal at EMS, effective approximately December 6, 2019 through approximately May 6, 2020.

7. Appointment – Interim Assistant Principal

Move to appoint Mike Knoth as Interim Assistant Principal at EMS, effective approximately December 2, 2019 to approximately May 6, 2020, at a rate of \$515/day.

8. Appointment – Supervisor

Move to approve Ashley Jaye, Supervisor of World Languages, Fine and Performing Arts, 12-month employee, for the 2019-2020 school year, effective November 13, 2019 or when she is released from her current district, at a salary of \$107,500/year, prorated.

9. Appointment – Safety Coordinator

Move to approve William Ortman, as District Safety Coordinator, 10-month employee, for the 2019-2020 school year, effective November 13, 2019, at a salary of \$60,000/year, prorated.

10. Resignation – Certificated Staff

Move to accept the resignation of Michelle McCorkle, Athletic Trainer, effective December 31, 2019.

11. Retirement – Non-certificated Staff

Move to accept with regret the retirement of Leonard Kosciusko, Head Custodian at MHS, effective April 30, 2020.

12. Volunteer EMS Girls Basketball Coach

Move to approve Rebecca Dwyer, EMS ELA teacher, as Volunteer EMS Girls Basketball Coach for the 2019-2020 school year.

13. Rescission and Approval of MHS Wrestling Coaches

Move to rescind and approve the following MHS Wrestling Coaching stipends for the 2019-2020 school year: (Agenda 6/11/19 Sec 13 A9)

Name	Team/Position	Stipend
Rescind: Nick Zaneto	Junior Varsity (assistant); shared	\$3,256. Step 3
Ben Hohmann	Junior Varsity (assistant); shared	\$3,081. Step 1
Approve: Nick Zaneto	Junior Varsity Coach	\$6,512. Step 3
Ben Hohmann	Volunteer Coach	

14. Appointment – Leave Replacement

Move to approve Robin Hjembo as MHS Spanish Teacher Leave Replacement from November 18, 2019 to approximately February 5, 2020, at a rate of \$274.15/day.

15. Appointment - EMS Social Skills Group Instruction

Move to approve Beth McLaughlin to provide social skills instruction twice weekly at Edgar Middle School after school for a rate of \$45/hr.

16. Appointment – Certificated Staff

Move to approve Danielle Mauro, Preschool Special Education Teacher (.5) at Moss School, for the 2019-2020 school year, effective November 1, 2019, at a salary of \$25,359/year, Step 1-A, prorated.

17. Mentor Teachers

Move to approve the following mentor teachers to work with mentee teachers for the 2019-2020 school year, as listed on the attached chart.

New Teacher	School/Assignment	Mentor	<u>Informal</u> Mentor = <u>30 CEU</u> <u>Credits</u>	<u>Formal Mentor</u> Traditional Route = \$550 Alternate Route = \$1,000
Wendy Keller	Moss/Kindergarten .5	Laura Fischer	X	
Danielle Mauro	Moss/MIPP .5	Katie McKenna		Alternate Route .5 = \$500
Eric Stein	CES/Speech	Emily Peluso	X	
Francine Galassa	CES/TOSD/ Self-contained	Stephanie Angus	X	
Megan Horezga	CES/TOSD/Self-contained	Julie Anderson	X	
Lindsay Fishman	EMS/English/TOSD	Jennifer North	X	
Sydney Rudin	EMS/5 th Grade	Vivian Petrakakos		Traditional Route \$550
Richard Cundari	EMS/Math	Laura McCadden		Traditional Route Partial Year - \$ TBD
Alyssa Dugasz	EMS/English	Lauren Scala	X	

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Rebecca Dwyer	EMS/English/TOSD	Eileen Kuchar	X	
Amy Piekarski	EMS/MHS/Speech	Emily Peluso	X	
Ryan Clapp	MHS/Science	Ann Lezama	X	
Christopher McEwan	MHS/Music	John Messenger		Traditional Route \$550
Martin Klee	MHS/Physics	Joseph Keagle		Alternate Route \$1,000
Jennifer List	MHS/Sp. Ed. 18-21 Year Old Program	Deneane Bonassissa		Traditional Route \$550
Samantha Rubin	District SAC	Liz DeMott	X	
Amberleigh Scarcella	MHS/PE/Health	Beth Abbott		Traditional Route \$550
Clarence Stone	MHS/Technology Education	Bonnie Stanski	X	
Kelly Murphy	MHS/Art	Stefeny Krombholz	X	
Lindsay Nalepa	MHS/TOSD/Science	Steve Cicchetti	X	
Katie Tencza	MHS English	Lauren Volosin	X	

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

Mr. Manley thanked Mr. Stike for his service. Dr. Caputo wished Mr. Kosciusko 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

18. Comprehensive Maintenance Plan

Move to approve the district's Comprehensive Maintenance Plan for the 2020-2021 school year.

19. Nonpublic Security Aid

Move to approve the following nonpublic aid 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.

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School	Vendor	QTY	Item #	Description	Price	Total
Metuchen Christian Academy	WB Mason	3	IMP7309	28" Traffic Cones	\$37.19	\$111.57
St. Francis Cathedral School	Open Systems			Replacement & Expansion of Intercom & PA System in school, cafeteria, gym, pre/K Bldg w/installation of Rauland Telecenter U Critical Communications System (TCU)	NA	\$56,025.00

20. 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
St. Joseph High School	CDW-G	14	5535326	Lenovo ThinkPad X390 Yoga 13.3"	\$1,283.16	\$17,964.24

21. Professional Development

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

Professional Development for Board Approval 11/12/19							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
9/11/2019	9/11/2019	Drexel University Annual Assessment Conference	Vorensky, Sandra	EMS	\$ 250.00	Other	
11/12/2019	11/12/2019	Innerspace Counseling and Friends: Mental Wellness Resource Breakfast	Hsu, Erica	CES	\$ -	No cost	
11/12/2019	11/12/2019	Tackling Word Problems	Cohen, Richard	C/O	\$ 30.00	Other	
11/14/2019	11/14/2019	Erin Bruno	McKenna, Katherine	Moss	\$ -	No cost	
11/14/2019	11/14/2019	SEL Workshop-Franklin School House	Mertz, Emily	EMS	\$ -	No cost	
11/14/2019	11/14/2019	SEL Workshop-Franklin School House	Muller, Jennifer	EMS	\$ -	No cost	

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11/14/2019	11/14/2019	SEL Workshop-Franklin School House	Presuto, Emily	EMS	\$ -	No cost	
11/14/2019	11/14/2019	Session 1 of Year II SEL	Delaney, Scott	CES	\$ -	No cost	
11/14/2019	11/14/2019	Year II SEL Session	Hsu, Erica	CES	\$ -	No cost	
11/14/2019	11/14/2019	Year II SEL with Erin Bruno	Campbell, Lauren	Edgar Middle School	\$ -	No cost	
12/2/2019	12/2/2019	Inter-District Learning network	Bruno, Kristin	EMS	\$ -	No cost	
12/5/2019	12/5/2019	Create and Curate CI Resources While Making Connections- Flenj	Williams, Raquel	CES	\$ 125.00	FFPI	20-070
12/6/2019	12/6/2019	New Jersey Council For History Education 27th Annual History Conference	Smith, Kenneth	EMS	\$ 94.00	FFPI	20-071
12/6/2019	3/20/2020	NJPSA Council Meeting	Paredes, Susan	MHS	\$ -	No cost	
1/17/2020	1/17/2020	United Soccer Coaches Education Convention	Albanese, Edward	EMS	\$ 570.00	FFPI	20-072
1/22/2020	1/22/2020	Strengthening Student's Writing Skills While Decreasing Grading Time	Bruno, Kristin	EMS	\$ 279.00	FFPI	20-073
3/4/2020	3/7/2020	American String Teachers Association, National Conference	Thomas, Margaret	CES	Max. \$1,000	FFPI	TBD
3/27/2020	3/27/2020	Growing our Global Garden 2020 Flenj Annual Conference	Williams, Raquel	CES	\$ 50.00	FFPI	TBD

22. Field Trips

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

School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs	Bus Cost to District
EMS	8	19 - a.m. 21 - p.m.	Students in Guitar Cycle Class will perform for Moss Students.	12/5/2019	Moss School	Gallagher	0	\$ -	\$ 120.00
EMS	8	22- a.m. 21- p.m.	Students in Guitar Cycle Class will perform for Moss Students.	3/20/2020	Mos School	Gallagher	0	-	\$ 120.00
EMS	7, 8	160	7th & 8th Gr Orchestra students will perform at the Dorney Park main performance venue.	5/29/2020	Dorney Park, Allentown, PA	Krombholz, McEwan, Keyes, Gallagher, 20 parents	3	\$270.00	\$5,000.00

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MHS	9, 10, 11, 12	40	Students will visit Grounds for Sculpture will have access to culture, history and art in a safe environment.	11/15/19	Grounds for Sculpture, Hamilton, NJ	Banner, Murphy, + 2 TBD	4	\$360.00	paid by students
MHS	9, 10, 11, 12	26	Unified P.E. Class students will shop and work on appropriate behavior with friends in a social setting.	12/6/2019	Menlo Park Mall, Edison, NJ	Gazda, List, Linkenheld, Paras, Nurse	1 period for Gazda	\$ 38.00	\$ 105.00
MHS	9, 10, 11, 12	23	Upper Level Art Students will view art at MOMA and public art along the High Line.	12/12/19	MOMA, The High Line, The Vessel, NY, NY	Murphy, Banner	2	\$180.00	train & subway paid by students

23. ESCNJ Authorization

Move to authorize the Educational Services Commission of New Jersey to conference, discuss and solicit input in the development of the nursing services contract for the 2019-2020 school year which provides nursing services to the following non public schools located in the Metuchen School District: Edgar Learning Center, Apple Montessori, St. Joseph High School, Metuchen Christian Academy and St. Francis Cathedral.

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

-----end of Finance items-----

POLICY & CURRICULUM ATTACHMENTS

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 October 28-November 6, 2019.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported case:

- MHS101119002

3. Abolishing of Policy 143.2 – Second Reading

Second Reading to move to abolish Policy 143.2, Student Representatives to the Board of Education.

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

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

D. CURRICULUM

1. Curriculum Guides Revisions

Move to approve the revised curriculum guides for the following subjects:

Revised Curriculum Documents	
Subject	Description
Science	Grade 6
Science	Grade 8
Practical Arts	AP Microeconomics
Practical Arts	AP Macroeconomics

Ms. Killean motioned. Mr. Suss seconded. Motion carried 9-0-0.

-----end of Curriculum items-----