

**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 26, 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**

- Christopher McEwan's Vivaldi Ensemble performed as a preview to the Metuchen High School Music Department's Winter Concert on Thursday, December 12 at 7 pm. The Concert will feature performances by the Concert Choir, The Orchestra, Vivaldi Ensemble, Jazz Band and Concert Band.

This year the concert season will be dedicated in memory and celebration of the life and work of Edward Logue, former band director.

**6. Meeting Open to the Public** *(for any topic)*

Mr. Sarca, Durham Avenue, discussed high school ice hockey and funding

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

**8. Reports**

- ❖ President’s Report – Mr. Manley thanked the public again for voting to pass the Mental Health referendum and reported that the Initiative has been covered by various news outlets.
- ❖ Superintendent’s Report – Dr. Caputo reported that a Mental Health Advisory Committee has been formed. He also reported that the district received a \$7,000 anti-vaping grant from Hackensack Meridian. Dr. Caputo then introduced new hires: William Ortman, District Safety Coordinator, and Ashley Jaye, Supervisor of World Languages, Fine and Performing Arts.
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
  - Finance/Technology and Human Relations Committees have not met since the last Board meeting
  - Policy – Mr. Glassberg gave report
  - Curriculum – Ms. Killean gave report
  - Garden State Coalition of Schools – Mr. Benderly 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:

November 12, 2019	Special Meeting I
November 12, 2019	Special Executive Meeting II
November 12, 2019	Board Meeting

Mr. Manley motioned. Mr. Lifton seconded. Motion carried 9-0-0 for Board Meeting, and 8-0-1 for Special Meeting I and Special Executive Meeting II. 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)*

Mr. Sarca, Durham Avenue, discussed high school ice hockey further.

**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 9:02 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:

<b>Substitute Name</b>	<b>Position</b>	<b>Rate</b>
Cassandra Zelehoski	Sub paraprofessional	\$13.35/hour
Lauren Galski	Sub – teacher with elementary certification	\$90/day

**2. Appointment – 2019-2020 Title I Tutoring Teachers**

Move to approve the following 2019-2020 Title I Tutoring teachers at the rate of \$45/hour, plus an additional .5 preparation time for each hour of student contact time:

Karen Van de Castle	Jenifer Miller
Franchesca Hunt	Sydney Rudin
Tara Pata	Andrea Elton
Tom Yakowenko	Michael Butler
Kathy Zaleck	Paul Mruczinski
Lindsay Omark	Emily Presuto
Alex Gonzalez	Ellen Park
Michelle Bethé	Karen Logan
Megan Shapiro	Lindsay Fishman
Deanna Kindler	Jennifer Muller
Candace Evans	Emily Tzetzos
Jackie Salit	Clarence Stone
Kristin Bruno	Dan Scanlon
Lori Meyer	

**3. Rescission and Approval of MHS Girls Basketball Coaches**

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

Name	Position	Stipend
<b>Rescind:</b> Robert Capra	Junior Varsity/Freshman	\$6,779 Step 3
<b>Approve:</b> Robert Capra	Junior Varsity	\$6,779 Step 3
Schuyler Fannell	Freshman	\$6,469 Step 1

**4. Medical Leave – Certificated Staff**

Move to approve the medical leave of Julie Anderson, CES Special Education Teacher, from approximately January 7, 2020 to approximately February 18, 2020.

**5. MHS Volunteer Clubs**

Move to approve the following additional MHS Volunteers Clubs for the 2019-2020 school year, as listed below:

Volunteer Club	Advisor
Glee Club	Stefeny Krombholz
Book Club	Anna Girin
Chess Club	Frank Ruggiero

**6. Adjustment – Paraprofessional Assignment**

Move to approve the school assignment of Will Colavito, paraprofessional, as follows, effective November 25, 2019 (Agenda 8/27/19, Sec 13 A28):

Name	Assignment	Salary
<b>Rescind:</b> Will Colavito	Metuchen High School	\$20,902
<b>Approve:</b> Will Colavito	Edgar Middle School	\$21,546

**7. Adjustment – Paraprofessional Assignment**

Move to approve the school assignment of Rene Flynn, paraprofessional, from Edgar Middle School to Campbell School, effective December 2, 2019; no change in salary (Agenda 8/27/19, Sec 13 A29)

**8. Appointment – Bus Driver**

Move to approve Denise Newcomen as a bus driver for the 2019-2020 school year, effective November 25, 2019, at a rate of \$21.50/hour.

Mr. Manley motioned. Mr. Suss 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 September 30, 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 November 26, 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. Budget Transfers**

Move to approve budget transfers effective September 30, 2019.

**12. 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. Francis Cathedral School	CDW	1	2558195	Bretford Basics 30 Laptop/Netbook Cart MDMLAP30	\$2,862.01	\$2,862.01

**13. Appointment – Professional Services**

Move to approve Dr. Rajeswari Ramaswamy for Psychiatric Evaluations at \$525-\$600 per evaluation.

**14. Appointment – Professional Services**

Move to approve EBS to provide Educational Based Services to support students with IEPs as needed, with a paraprofessional rate of \$28.85/hour.

**15. Professional Development**

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

**16. Field Trips**

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

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 November 6-22, 2019.

**2. Harassment, Intimidation and Bullying**

Move to affirm the findings of the previously reported case:

- CES101819001

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

**D. CURRICULUM**

*Nothing at this time*

Board Meeting Minutes – November 26, 2019

**FIELD TRIPS ATTACHMENT**

School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs	Bus Cost to District
EMS	7	16	This trip is for the 7th grade G&T class to participate in the First Lego League (FLL) Robotics Competition. This will give the students an opportunity to demonstrate what they have learned in this class.	11/23/2019	Bridgewater-Raritan Middle School	Ronk	0	\$ -	\$ 394.35
MHS	10	75	Tenement Museum on the life of immigrants in the early 1900's.	3/5/2020	Tenement Museum, Brooklyn Bridge, Little Italy	Robbins, Reissman, Cichetti, Blaze	4	\$360	\$0
MHS	9, 10, 11, 12	12-15	Student Outreach Trip: Aligned with our mission for diverse students to socialize.	1/22/2020	Bowlero North Brunswick	Karger, Tencza	0	\$ -	\$ 120.00

**PROFESSIONAL DEVELOPMENT ATTACHMENT**

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
11/22/2019	11/24/2019	2019 ANNUAL CONVENTION AND WORLD LANGUAGES EXPO	Vosinas, Nickolas	MHS	\$ 681.00	FFPI	20-078
12/2/2019	12/2/2019	Inter-district Labor Relations Conference	Baird, Alexa	MHS	\$ -	No cost	
12/2/2019	12/2/2019	Inter-district Labor Relations Conference	Khoudja, Derek, Dr. Caputo, Rick Cohen	CO	\$ -	No cost	
12/2/2019	12/2/2019	Inter-district Labor Relations Conference	Tencza, Katherine	MHS	\$ -	No cost	
12/2/2019	12/2/2019	Inter-District Learning Network Meeting	McPeek, Kevin	EMS	\$ -	No cost	



Board Meeting Minutes – November 26, 2019

12/2/2019	12/2/2019	Rutgers NJ Collaborative Annual Inter-district Conference	Polesky, Alyssa	CES	\$ -	No cost	
12/2/2019	12/2/2019	Inter-District Network Collaboration	Granados, Lisa	MHS	\$ -	No cost	
12/2/2019	12/2/2019	Interdistrict Learning Network	Bonassisa, Deneane	MHS	\$ -	No cost	
12/5/2019	12/5/2019	16th Annual Suicide Prevention Conference	Theiss, Christina	EMS	\$ 102.00	FFPI	20-075
12/5/2019	12/5/2019	16th Annual Suicide Prevention Conference	Theiss, Christina	MHS	\$ 102.00	FFPI	20-075
12/5/2019	12/5/2019	Annual Suicide Conference	Granados, Lisa	MHS	\$ 105.00	FFPI	20-074
12/7/2019	12/14/2019	Non-Toxic Etching: Coffee Lift & Soft Ground w/ Len Merlo and Lindsey Knipe	Murphy, Kelly	MHS	\$ 273.00	FFPI	20-079
12/10/2019	12/11/2019	5th Grade NJSLA- S Science Assessment Training Session	Nolde, Jonathan	CES	\$ -	No cost	
12/11/2019	12/11/2019	AAA to Gen Z Teen Safety summit	Fannell, Schuyler	MHS	\$ -	No cost	
12/11/2019	12/11/2019	Critical Issues Committee (PSA Council)	Paredes, Susan	MHS	\$ -	No cost	
12/13/2019	12/13/2019	We're All Biased: Here is How We Can Manage it	Glave, Patricia	MHS	\$ 25.00	FFPI	20-080
12/13/2019	12/13/2019	We're All Biased: Here is How We Can Manage it	Little, Maryrose	EMS	\$ 25.00	FFPI	20-077
1/14/2020	1/14/2020	NJECC 34th Annual Statewide Educational Technology Conference	Williams, Raquel	CES	\$ -	No cost	

Board Meeting Minutes – November 26, 2019

1/22/2020	1/22/2020	Strengthening Students' Writing Skills	Kuchar, Eileen	EMS	\$ 279.00	FFPI	20-076
-----------	-----------	--	----------------	-----	-----------	------	--------