

**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, December 17, 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	A	Mr. Manley	P
Mr. Derflinger	P	Mr. Small	P
Mr. Glassberg	P	Mr. Suss	A
Ms. Killean	P		

5. Showcase of Success

- Fall Sports Champions – Dr. Caputo, Mr. Cohen and Mr. Peragallo presented the following student athletes with certificates.

***Metuchen High School
Undeclared Girls Cross Country Team
White Division Champions***

*Zoey Brown
Sara Lignell
Caroline Leon
Molly Malague*

*Caroline Schleif
Bridget Thomas
Charlotte Waring*

Individual GMC Champion

Caroline Schleif

**Metuchen High School
Undeclared Boys Cross Country Team
White Division Champions**

<i>Romir Anand</i>	<i>Tanuj Gupta</i>
<i>Colin Beacher</i>	<i>Thomas Kwok</i>
<i>Ryan Breen</i>	<i>Giovanni Ortega</i>
<i>Joshua Byrne</i>	<i>Raj Safi</i>
<i>Jai Dreher</i>	<i>Aakash Sood</i>
<i>Jun Gesteland</i>	<i>Alan Wu</i>

**Metuchen High School
Field Hockey Team
GMC Champions**

<i>Lily Almeida</i>	<i>Melanie McNeil</i>
<i>Arielle Benderly</i>	<i>Kaylee Mendez</i>
<i>Olivia Bortman</i>	<i>Caitlin O'Leary</i>
<i>April Calish</i>	<i>Skyler Pearsall</i>
<i>Angelina Gassaway</i>	<i>Isabel Small</i>
<i>Claire Kenny</i>	<i>Haley Sullivan</i>
<i>Elizabeth Lackland</i>	<i>Katie Sullivan</i>
<i>Noelle Leaf</i>	<i>Isabel Weiner</i>
<i>Erica Li</i>	<i>Sela Wyetzner</i>
<i>Carly Manfre</i>	<i>Jodie Zeng</i>

GMC Player of the Year

Noelle Leaf

**Girls Soccer Team
Blue Division Champions**

<i>Merin Boucher</i>	<i>Alexandra Lipshutz</i>
<i>Charlotte Breen</i>	<i>Sophie Lipshutz</i>
<i>Cassidy Connors</i>	<i>Nika Rockafeller</i>
<i>Annalise Della Ventura</i>	<i>Nicole Trolaro</i>
<i>Serena Deniz</i>	<i>Caitlin Waldron</i>
<i>Erin Eustace</i>	<i>Emma Walters</i>
<i>Michaela Gwozdz</i>	<i>Leah Wentnick</i>
<i>Jena Kaul</i>	<i>Grace Wetzel</i>

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

Nothing at this time

7. Presentations/Discussions

Nothing at this time

8. Reports

- ❖ President’s Report
- ❖ Superintendent’s Report
- ❖ Business Administrator/Board Secretary’s Report
- ❖ Committee Reports

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 26, 2019	Special Meeting I
November 26, 2019	Special Executive Meeting II
November 26, 2019	Board Meeting

Mr. Manley motioned. Mr. Benderly seconded. Motion carried 7-0-0.

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)

Ms. Linda Crownover, Windy Hill Road, spoke about her concerns with the Mental Health referendum tax.

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. Lifton seconded. All in favor.

MEETING ADJOURNED 9:32 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
Genna Pinto	Substitute – teacher certification, psychology and family and consumer science	\$90/day
Jaimee DePietro	Substitute – college degree	\$85/day

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Julia Salmon	Substitute – 60+ college credits	\$80/day
Joe DiMeglio	Substitute – teacher certification	\$90/day
Michael Kindler	Substitute – college degree	\$85/day

2. Appointment – 2019-2020 Title I Tutoring Teacher

Move to approve the following additional 2019-2020 Title I Tutoring teacher at the rate of \$45/hour, plus an additional .5 preparation time for each hour of student contact time (Agenda 11/26/19 Sec 13 A2)

Sophia Lopes

3. Rescission and Approval of MHS Co-Curricular Stipends

Move to rescind and approve the following MHS co-curricular stipends for the 2019-2020 school year: (Agenda 07/23/19 Sec 13 A27)

Name	Club	Stipend
Rescind:		
Evan Robbins	Mock Trial	\$2630.00 Step 3
Approve:		
Alexa Baird	Mock Trial	\$2278.00 Step 1
Rescind:		
Chris Giddes	Star Awards (A) .5	\$539.50
Lauren Volosin	Star Awards (A) .5	\$539.50
Approve:		
Danielle Cermak	Star Awards (A) .5	\$539.50
Janis Lewandowski	Star Awards (A) .5	\$539.50

4. Rescission and Approval of EMS Co-Curricular Stipends

Move to rescind and approve the following EMS co-curricular stipends for the 2019-2020 school year: (Agenda 07/23/19 Sec 13 A27)

Name	Club	Stipend
Rescind:		
Laura McCadden	Math Club 7 th & 8 th (B) .5	\$623.50
Danielle Kennedy	Math Club 7 th & 8 th (B) .5	\$623.50
Approve:		
Laura McCadden	Math Club 7 th & 8 th (B) .75	\$935.25
Danielle Kennedy	Math Club 7 th & 8 th (B) .25	\$311.75

5. Maternity/Family Leave of Absence

Move to approve the maternity/family leave of absence of Candace Evans, CES Teacher, effective approximately March 25, 2020 through June 30, 2020.

6. Medical Leave of Absence

Move to approve the medical leave of absence of Elizabeth Linthurst, CES Paraprofessional, effective December 16, 2019 through approximately March 8, 2020.

7. Salary Adjustment – Certificated Staff

Move to approve in a change in base salary for Maryrose Little, EMS Media Specialist, from Step 3L, \$83,651/year to Step 4L, \$85,643/year, as a result of her completing 30 additional credits beyond her Master’s Degree, effective November 1, 2019.

8. Mentor Teachers – Correction

Move to correct the mentor classification of Liz DeMott from “Informal Mentor = 30 CEU Credits” to “Formal Mentor/Traditional Route = \$550,” for mentoring Samantha Rubin, District SAC, for the 2019-2020 school year. (Agenda 11/12/19 Sec 13 A17)

9. Appointment – Certificated Staff

Move to approve Julie Youngman as MHS Athletic Trainer for the 2019-2020 school year, upon receipt of her certification at a salary of Step 1A, \$50,718/year, prorated according to her actual start date through June 15, 2020.

10. Appointment – Certificated Staff

Move to approve Nga Pham as Moss School Nurse for the 2019-2020 school year, effective as soon as she is released from her current district at a salary of Step 1D, \$53,568/year, prorated according to her actual start date, through June 30, 2020.

11. Appointment of Substitute Custodian

Move to approve Soraida Tolentino as a substitute custodian for the 2019-2020 school year at a rate of \$12.75/hour.

12. Resignation – Certificated Staff

Move to accept the resignation of Lisa Cook, Transportation Coordinator, effective February 7, 2020, or earlier if a replacement is found.

Mr. Manley motioned. Ms. Killean seconded. Motion carried 7-0-0.

----- 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, and Board Secretary’s Report as of October 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 December 17, 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. Appointment – Architectural Services

BE IT RESOLVED that following the receipt of proposals by various architectural firms, the Metuchen Board of Education (“Board”) hereby awards a professional service contract to EI Associates, Architecture, Engineering, Construction (“EI Associates”), Cedar Knolls, New Jersey for pre-referendum and potential referendum services in connection with a possible referendum to be submitted to the voters in 2020, subject to the negotiation and execution of a contract with EI Associates acceptable to the Administration and the Board President.

BE IT FURTHER RESOLVED that the Board authorizes its Construction Counsel to work with the Administration on the preparation of the contract.

4. Agreement

Motion to approve the agreement between M.P and N.B. and the Board of Education regarding student J.P.

5. 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	12	4946649	HP Chromebook 11 G6 Education Edition	\$169.00	\$2,028.00
St. Francis Cathedral School	CDW	1	5569075	Hamilton Buhl STEAM Education - Animation Kit	\$70.49	\$70.49
St. Francis Cathedral School	CDW	6	4431115	Re-Trak Utopia 360 - Virtual Reality Headsets	\$19.04	\$114.24
St. Francis Cathedral School	CDW	15	5438388	Kingston Data Traveler 104 USB FlashDrive 64 GB	\$5.71	\$85.65

6. Occupational Therapy Services

Move to approve Invo Health Care to conduct Occupational Therapy evaluations at a rate of \$300 per eval.

7. Professional Development

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

8. 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. Mr. Derflinger seconded. Motion carried 7-0-0.

-----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 22-December 13, 2019.

2. School Bus Emergency Evacuation Drill Report

Move to accept the report on the completion of the School Bus Emergency Evacuation Drill:

11/21/19 12:15 PM Edgar Middle School, back of school, Van 14, E1, E2, E3, E4, E5, E6, E7, E8. Supervised by Brian Stike, Assistant Principal.

3. First Reading of Policies and Regulations

Move to approve the first readings of the following policy and regulation:

- Policy 6163 Advertising on School Property
- Regulation 5200 Attendance

Mr. Glassberg motioned. Mr. Lifton seconded. Motion carried 7-0-0.

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

D. CURRICULUM

1. Curriculum Mapping Resolution

Move to approve the following curriculum map writers and amounts for the 2019-2020 school year at the rate of \$38/hour for 10 hours:

DEPARTMENT	COURSE TITLE	Written by:	Amount
Social Studies	Genocide	Chris Giddes	\$380
Social Studies	US I	William Schlavis	\$380
Social Studies	Sociology	Chris Giddes	\$380

Ms. Killean motioned. Mr. Small seconded. Motion carried 7-0-0.

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

FIELD TRIP ATTACHMENT SEC 13 B8

School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs	Bus Cost to District
MHS	9, 10, 11, 12	88	HS students will play holiday concert for Campbell students	12/20/2019	Campbell School	Messenger	0	\$ -	\$ 500.00
EMS	6	approx. 6 to 9	Future Cities competition for G & T STEM class	1/18/2020 (school closed)	Rutgers University Livingston Student Center Piscataway, NJ	K. Smith, Henn	0	\$ -	\$330.00
CES, EMS, MHS	K-12 +	18	Students will work on shopping skills	1/10/2020	Walmart , Edison, NJ	DiSerio, List, Linkenheld, Rice, Galassa, Horezga	0	\$ -	\$ 60.00
Moss	MIPP	9	Students will be working on gross motor skills	1/17/2020	JCC of Edison, NJ	DiSerio, McKenna	0	\$ -	\$ 60.00

PROFESSIONAL DEVELOPMENT ATTACHMENT SEC 13B 7

Start Date	End Date	Activity Title	Name	Building	Requested	Payment Method	FFPI #
11/5/2019	11/5/2019	Adventure Curriculum	Fannell, Schuyler	MHS	\$ 100.00	FFPI	20-085
12/2/2019	12/2/2019	LAMP Training Workshop	Peluso, Emily	Moss	\$ 156.87	FFPI	20-098
12/5/2019	12/5/2019	Annual Suicide Prevention Conference	Trapanese, Alyssa	CES	\$ 95.00	FFPI	TBD
12/5/2019	12/5/2019	Annual Suicide Prevention Conference	Whitlock, Susan	CES	\$ 95.00	FFPI	20-082
12/6/2019	12/6/2019	NJSELA - New Jersey Science Education Leadership Assoc.	Henn, Kathleen	C/O	\$ -	No cost	
12/10/2019	12/10/2019	NJASL School Librarians	Gaffney, Carol	Moss	\$ 145.00	FFPI	20-089
12/11/2019	12/11/2019	The Zones of Regulation	Fischer, Laura	Moss	\$ 260.00	FFPI	20-084
12/11/2019	12/11/2019	The Zones of Regulation	Mauro, Danielle	Moss	\$ 260.00	FFPI	20-097
12/11/2019	12/11/2019	Zones of Regulation Conference	McKenna, Katherine	Moss	\$ 260.00	FFPI	20-086

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12/17/2019	12/17/2019	Linking Special Education and Response to Intervention: How Does Special Education Fit Into RTI	Logan, Karen	EMS	\$ 125.00	FFPI	20-091
12/17/2019	12/17/2019	Linking Special Education and Response to Intervention: How Does Special Education Fit Into RTI	McLaughlin, Beth	EMS	\$ 125.00	FFPI	20-090
12/17/2019	12/17/2019	Linking Special Education and Response to Intervention: How Does Special Education Fit Into RTI	Meyer, Lori	EMS	\$ 125.00	FFPI	20-093
1/8/2020	1/8/2020	Social Emotional Character Development Training	Fishman, Lindsay	EMS	\$ -	No cost	
1/31/2020	1/31/2020	School Refusal: Interventions and Coordination of Care between Schools, Families, and Clinics	Nalepa, Lindsay	Metuchen High School	\$ 123.29	FFPI	
2/6/2020	2/6/2020	Help Individuals Reach Their Potential through Assessment and Communication Training - ABA Part 3	Galassa, Francine	Campbell School	\$ 120.00	FFPI	20-103
2/6/2020	2/6/2020	Help Individuals Reach Their Potential through Assessment and Communication Training-ABA Part 3	Horezga, Megan	CES	\$ 120.00	FFPI	20-100
2/24/2020	2/24/2020	NJAHPERD	Carter, Douglas	EMS	\$ 140.00	FFPI	20-088
2/25/2020	2/25/2020	NJAHPERD Annual Convention	Kuhlthau, Kristen	EMS	\$ 75.00	FFPI	20-087
3/20/2020	3/20/2020	ABA Principles and Strategies for Skills Acquisition and Generalization	Galassa, Francine	CES	\$ 120.00	FFPI	20-102
3/20/2020	3/20/2020	ABA Principles and Strategies for Skills Acquisition and Generalization	Horezga, Megan	CES	\$ 120.00	FFPI	20-101

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3/20/2020	3/22/2020	PROMPT Introduction	Piekarski, Amy	EMS	\$ 700.00	FFPI	20-095
3/20/2020	3/22/2020	PROMPT Training-Introduction	Stein, Eric	CES	\$ 700.00	FFPI	20-096
12/3/2020	12/3/2020	Moving Forward with LAMP	Peluso, Emily	Moss	\$ 182.87	FFPI	20-099