

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

THE ANNUAL REORGANIZATION MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

**Tuesday, January 7, 2020
7:00 pm**

1. Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary

2. Sunshine Statement and Announcement of Purpose 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.

3. Flag Salute

4. Administration of required oaths to Board Members elected on November 5, 2019.

Newly re-elected board members Mr. Lifton, Ms. Killean and Mr. Suss read their required oaths aloud, administered by Mr. Harvier.

5. 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		

6. Announcement of Election Results

Candidates in Ballot Order	Total Votes
Jonathan Lifton	1,820
Alicia Killean	1,951
Eric Suss	1,767

7. Pro-Tem Chair will conduct election of the Board President

Mr. Harvier asked for nominations for Board President. Mr. Suss nominated Mr. Manley, seconded by Mr. Glassberg.

Votes for Board President			
Board Member	Vote	Board Member	Vote
Mr. Benderly	Yes	Mr. Lifton	Yes
Ms. Cook	Yes	Mr. Manley	Yes
Mr. Derflinger	Yes	Mr. Small	Yes
Mr. Glassberg	Yes	Mr. Suss	Yes
Ms. Killean	Yes		

8. Newly Re-elected President Mr. Manley Takes Chair**9. Board President will conduct election of the Board Vice President**

Mr. Manley asked for nominations for Board Vice President. He then nominated Mr. Suss, seconded by Mr. Benderly.

Votes for Board Vice President			
Board Member	Vote	Board Member	Vote
Mr. Benderly	Yes	Mr. Lifton	Yes
Ms. Cook	Yes	Mr. Manley	Yes
Mr. Derflinger	Yes	Mr. Small	Yes
Mr. Glassberg	Yes	Mr. Suss	Yes
Ms. Killean	Yes		

10. Meeting Open to the Public on all previous items**11. Presentations/Discussions**

- Audit 2018-2019: Representatives from Suplee, Clooney & Company presented the results of the 2018-2019 school year audit.

12. Remarks by President

Mr. Manley thanked the board for choosing him for the second year in a row. He spoke about the progress made over this past year, and the goals for the upcoming year, including our facilities, with the lists of immediate and future needs and wants.

13. Report of Superintendent

Dr. Caputo congratulated the three re-elected board members, as well as Mr. Manley and Mr. Suss on their re-election as President and Vice President. He highlighted a list of successes within the district from the fall.

14. Report of Business Administrator – *nothing at this time*

- 15. Committee Reports – no Committee Reports at this time, because none of them have met since the last Board meeting**

- 16. Meeting Open to the Public** (for comments on the recommendations of the Superintendent of Schools)

Ms. Linda Crownover, Windy Hill Road, spoke about her concerns with Mental Health issues and substance abuse in schools.

- 17. Approval of Minutes of the Board of Education Meetings:**

Move to approve the minutes of the following meetings:

December 17, 2019	Special Business Meeting (1)
December 17, 2019	Special Executive Meeting (2)
December 17, 2019	Board Meeting

Mr. Manley motioned. Mr. Glassberg seconded. Motion carried 7-0-2. Ms. Cook and Mr. Suss abstained.

- 18. Recommendations of the Superintendent of Schools**

(at this time the Board will take formal action on the following items – see attachments)

- A. Personnel
- B. Finance
- C. Policy
- D. Curriculum

- 19. Reorganization**

- a. Set Regular Meetings of the Board of Education**

Move to approve the Board of Education Meeting Schedule for 2020.

- b. NJSBA Code of Ethics**

Move to approve the adoption of the NJSBA Code of Ethics for the 2020.

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

- 20. Meeting Open to Public** (for anything you wish to discuss)

Nothing at this time

- 21. Announcements**

Ms. Cook read announcements.

- 22. Motion to Go Into Executive Session (when applicable)**

Resolution to Close Meeting, read by Mr. Manley:

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 contractual matters and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

Mr. Manley motioned. Mr. Lifton seconded. All in favor.

23. Adjournment

MEETING ADJOURNED AT 8:17 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 – Leave Replacement**

Move to approve Kelsey Harcourt as CES School Counselor Leave Replacement from January 8, 2020 to approximately April 3, 2020, at a rate of \$274.15/day.

2. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for David Joseph Fitzgibbon, CES Teacher, from Step 3M, \$87,956/year to Step 4M, \$90,051/year, as a result of his completing 30 additional credits beyond his Master's Degree, effective January 1, 2020.

3. Rescission and Approval of MHS Softball Coach

Move to rescind and approve the following MHS Softball Coach stipends for the 2019-2020 school year: (Agenda 6/11/19 Sec 13 A10)

Name	Position	Stipend
Rescind: Kate McKenna	Junior Varsity Coach	\$6,381 Step 2
Approve: Ken Eagel	Junior Varsity Coach	\$6,027 Step 1

4. Resignation – Supervisor

Move to accept the resignation of Derek Khoudja, ELA, Social Studies and ELL Supervisor, effective February 16, 2020 or earlier if a replacement is found.

5. Rescind and Appointment – Non-certificated Staff

Move to rescind and appoint Katherine Eosso, as follows, effective January 8, 2020 through June 30, 2020 (Agenda 6/25/19 Sec 13 A17):

Rescind: Katherine Eosso	Campbell Elementary School	Secretary (part-time; 10 months)	\$25,373
Approve: Katherine Eosso	Campbell Elementary School and Special Services Department	Full-time Secretary (½ time CES, ½ time Special Services; 12 months)	\$42,627/year, prorated

6. Appointment – Lunch Aide

Move to approve Sheri Kady as a CES Lunch Aide for the 2019-2020 school year, at a rate of \$13.35/hour.

7. Appointment – Transportation Coordinator

Move to approve Marissa Plancher as Transportation Coordinator for 2019-2020 school year, effective January 22, 2020 or earlier if released by her current district, at a pro-rated salary of \$55,000/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

1. Contract – Professional Services

Move to approve the contract for Rutgers University Behavioral Health Care, to provide professional services, effective January 15, 2020 through June 30, 2020, at a fixed fee of \$82,814.

2. Professional Development

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

3. 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. Benderly seconded. Motion carried 9-0-0 for Items 2 and 3, and 7-0-2 for Item 1. Mr. Benderly and Mr. Suss abstained.

----- 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 December 13, 2019-January 3, 2020.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- a. CES112219001
- b. CES120219001

3. Second Reading of Policies and Regulations

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

- Policy 6163 Advertising on School Property
- Regulation 5200 Attendance

4. District Calendar

Move to approve the district calendar for the 2020-2021 school year.

5. Duties of Business Administrator/Secretary

Move to approve the following duties/position of Michael A. Harvier, Business Administrator/Board Secretary through December 31, 2020:

- a) PACO – Purchasing Agent Compliance Office for Administrative Action

6. ESCNJ Appointment

Pursuant to enacted legislation, P.L. 192-1989, Chapter 254, the Metuchen Board of Education moves to elect Dr. Vincent Caputo, Superintendent, to the Representative Assembly of the Educational Services Commission of New Jersey. Move to approve Dr. Caputo’s term as ESCNJ representative through December 31, 2020.

Mr. Small motioned to table Item 3, Second Reading of Policy 6163. Mr. Lifton seconded. Motion carried 7-2-0 to table Item 3, Second Reading of Policy 6163. Mr. Glassberg and Mr. Manley voted no.

Mr. Glassberg motioned. Mr. Benderly seconded. Motion carried 9-0-0 for Items 1, 3-6. Motion carried 7-0-2 for Item 2. Ms. Cook and Mr. Suss abstained.

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

D. CURRICULUM**1. Appointment – 2019-2020 Student Teachers/Observers/Interns**

Move to approve the following 2019-2020 Student Teachers, Observers and Interns in our schools:

Name	School
Brittney Fennell, Observation	EMS
Anna Capron, Observation	CES
Kelsee Young, Student Teacher	CES
Frank (Francis) Capron, Observation	MHS
Shawn Nagpal, Intern	MHS
Steven Thompson, Intern	MHS

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

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

Professional Development for Board Approval 1-7-20

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
12/2/2019	12/2/2019	NJ Public School Labor Management Collaborative	Fitzgibbon, David	CES	\$ -	No cost	
1/7/2020	1/28/2020	Classroom Management for CI Classrooms	Cermak, Danielle	MHS	\$ 130.00	FFPI	20-104
1/10/2020	1/10/2020	Stop the Bleed for New Jersey Schools	Porowski, Edward	CES	\$ -	No cost	
1/15/2020	1/15/2020	NJSDC Correcting Inequities in Student Learning and Teacher PD	Logan, Karen	EMS	\$	included in membership	
1/18/2020	1/18/2020	AENJ Breakfast and a Workshop	Brusca, Gina	CES	\$ 20.00	FFPI	20-112
1/27/2020	1/29/2020	Anti-Bullying Specialist Certificate Program	Azevedo, Suzy	C/O	\$ 500.00	Other	

2/17/2020	2/21/2020	5th Grade NJSLA- S Science Assessment Item Review Committee	Nolde, Jonathan	CES	\$ -	No cost	
2/21/2020	2/21/2020	Trauma-Informed Learning	Nalepa, Lindsay	MHS	\$ 123.29	FFPI	20-108
2/24/2020	2/25/2020	101st Annual NJAHPERD Convention	Scarcella, Amberleigh	MHS	\$ 100.00	FFPI	20-068
3/5/2020	3/5/2020	Co-Teaching Conference	Lopes, Sofia	CES	\$ 289.00	FFPI	20-106
3/5/2020	3/5/2020	Co-Teaching Workshop	Polesky, Alyssa	CES	\$ 289.00	FFPI	20-107
3/5/2020	3/5/2020	NJ Wage and HR Laws/Payment and Child Labor Laws	List, Jennifer	MHS	\$ 143.00	FFPI	20-109
3/18/2020	3/19/2020	OSHA 10 + Course	List, Jennifer	MHS	\$ 294.00	FFPI	20-110
3/22/2020	3/25/2020	NJ Buildings & Grounds Expo	Colegrove, Darren	MHS	\$ 250.00	Other	
3/26/2020	3/29/2020	When Children Won't Eat: Picky Eaters vs. Problem Feeders Assessment and Treatment Using the SOS Approach to Feeding (Sequential Oral Sensory)	Filiciello, Isabelle	CES	\$ 992.82	FFPI	20-105
4/20/2020	4/22/2020	Designing and Implementing Student Training Plans Course	List, Jennifer	MHS	\$ 429.00	FFPI	20-111

Field Trips for Board Approval 1-7-20

School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs	Bus Cost to District
CES	K-4	7	Students will walk to downtown Metuchen	2/7/2020	Downtown, Metuchen	DiSerio, Galassa, Horezga	0	\$ -	\$ -
EMS, MHS	6-12+	11	Students will take a boxing class	2/21/2020	Title Boxing, Metuchen	DiSerio, List, Linkenheld, Rice	0	\$ -	\$ 50.00
CES	K-4	7	Students will visit the library	2/28/2020	Metuchen Public Library	DiSerio, Galassa, Horezga	0	\$ -	\$ 60.00
EMS, MHS	6-12+	11	Students will go downtown.	3/6/2020	Downtown, Metuchen	DiSerio, Rice,	0	\$ -	\$ 75.00

						Linkenheld, List			
CES	K-4	7	Students will walk downtown	3/6/2020	Downtown, Metuchen	DiSerio, Galassa, Horezga	0	\$ -	0
EMS, MHS	6-12+	11	Students will work on shopping skills	3/20/2020	Stop & Shop, Edison	DiSerio, List, Linkenheld, Rice	0	\$ -	\$ 40.00
Moss, CES	MIPP - 4	16	Students will work on socialization while visiting aquarium	3/27/2020	Seaquest Aquarium, Woodbridge	DiSerio, Galassa, Horezga, McKenna	0	\$ -	\$ 60.00
MHS	10, 11, 12	11	Students will attend workshops in preparation for the NJ Environthon competition	4/1/2020	Forest Resource Education Center, Jackson, NJ	Kato	1	\$ 90.00	\$ 160.00
MHS	9, 10, 11, 12	20	Students will explore how science and history are interwoven	4/17/2020	Museum of Natural History, NY, NY	Karger, Cicchetti	2	#####	\$ 120.00
MHS	10, 11, 12	10	Students will compete in the NJ Envirothon Competition	5/1 & 5/2/20	Camp Topanemus YMCA, Millstone, NJ	Kato	0	Overnight payment \$100	245
EMS	6	6th grade student body	Education Day - Students complete exercises based on how baseball connects to Math, Science, ELA & SS.	6/3/2020	TD Bank Ballpark, Bridgewater, NJ	Mrucinski & approx. 15 more	TBD	TBD	Paid by students
EMS	5, 6, 7, 8	100	EMS Orchestra Students will collaborate with MHS students in music activities & perform as one group at the end of the day.	6/9/2020	Metuchen High School	Gallagher, McEwan, Messenger	1	\$ 90.00	\$ 240.00

MHS	11, 12	6	Carnival of the Animals program; MHS students work with kindergarten students and create music based on animals using kindergarten input	1/10/2020	Moss School; morning and afternoon visits	Krombholz	1	\$ 90.00	\$ 60.00
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