

**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, January 21, 2020

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 – *nothing at this time*

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

Mr. Dave Lieberfarb, Edison resident, who covers Board meetings for the Metuchen Mirror, spoke briefly about how much he enjoyed the MHS fall production of “25th Annual Putnam County Spelling Bee.”

7. Presentations/Discussions

- Mr. Harvier presented a review of baseline data, maintenance and custodial budgets

8. Reports

- ❖ President’s Report – Mr. Manley reported that 2020 Board Committee assignments are set (and are posted on the district website). He said that the Facilities Committee will be looking at long-range plans to address physical school building needs.
- ❖ Superintendent’s Report – Dr. Caputo updated the Board on District Goals. Also, as part of School Board Recognition Month in January, Dr. Caputo acknowledged Board members for their dedication, commitment and the significant contributions they have given to the children and parents of the Metuchen Public Schools.
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Mr. Benderly gave District Leadership Team report
 - Mr. Glassberg gave MHS PTO report
 - Mr. Suss gave EMS PTO report
 - Mr. Small gave Human Relations Commission report
 - None of the seven Board Committees have met since the last Board meeting

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:

January 7, 2020	Board Meeting
January 7, 2020	Special Executive Meeting

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

MEETING AJOURNED 9:00 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
Kirsty MacDonald	Sub with college degree	\$85/day
Kathleen McCunney	Sub with college degree	\$85/day

2. Rate Adjustment – Substitute Teacher

Move to approve the substitute teacher rate adjustment for the following substitute teacher, effective November 1, 2019, for the 2019-2020 school year: (Agenda 8/27/19, Section 13, A11)

Name	Certification	Ray Rate
From: Danielle Mauro	Substitute – college degree	\$85/day
To: Danielle Mauro	Substitute – teacher certification P-3 & TOSD	\$90/day

3. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for Deneane Bonassisa, MHS Special Services Child Study Team, from Step 3M, \$87,956/year to Step 4M, \$90,051/year, as a result of her completing 30 additional credits beyond her Master’s Degree, effective January 1, 2020.

4. Appointment – Event Staff

Move to approve the following as Event Staff for the 2019-2020 school year (Agenda 6/11/19, Sec 13 A7):

Beth Abbott	Maureen Azzara	John Butler
Karin Flores	Anthony Hoglebe	Kathleen Keers-Nolde
Jordan Leitner	Kathleen Mallory	Amber Scarcella
Kenneth Smith	Tom Vahalla	Nicholas Zaneto
Paul Mruczinski		

5. Appointment – Non-certificated Staff

Move to approve Javier Garcia-Ramirez as a substitute custodian, at a rate of \$12.75/hour, effective upon completion of background check, for the 2019-2020 school year.

6. Reading Intervention

Move to approve the following to provide reading intervention for 4 hours per week for the 2019-2020 school year at \$45/hour.

Stephanie Angus

7. Off-Site Paraprofessional Support

Move to approve the following to provide paraprofessional support off-site, including Middlesex County Arts High School, for the 2019-2020 school year.

Bill Latta
Rhonda Silverman

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

8. 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 November 30, 2019.

9. 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 January 21, 2020 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.

10. Budget Transfers

Move to approve budget transfers effective November 30, 2019.

11. Acceptance of the 2018-2019 School Year Audit (CAFR)

Move to accept the Comprehensive Audit Financial Report (CAFR), the accompanying Report to Management, and the synopsis prepared by the Superintendent, the Business Administrator, and Suplee, Clooney & Company, with no corrective action necessary for the fiscal year that ended June 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
Metuchen Christian Academy	CDW-G	3	5363336	Acer Chromebook	\$175.77	\$527.31
	CDW-G	13	143562	Belkin Mouse Pad	\$1.90	\$24.70
	CDW-G	13	3420613	Verbatim Corded Mouse	\$6.64	\$86.32
Apple Montessori School	Apple Inc.	1	MW742LL/A	10.2 iPad Wi-Fi 32GB - Space Gray	\$299.00	\$299.00
	CDW-G	1	5394700	Verbatim Wireless Cube Speaker	\$21.90	\$21.90
	CDW-G	3	2628427	EDGE Memory DiskGO 8GB USB2.0	\$6.66	\$19.98

13. Resolution – Apple Developer Program

Move to approve the participation of the Metuchen Board of Education in the Apple Developer Program. In connection with the development of a new District website app, the Board delegates to the Business Administrator the authority to sign current and subsequent versions of Apple Developer Program legal agreements towards the ends of making District apps available in the Apple App Store.

14. Appointment – Applied Behavior Analysis (ABA) Services

Move to approve the appointment of Brett DiNovi & Associates as a provider of independent BCBA at a rate of \$130/hour, and Clinical Associate Services at a rate of \$60.50/hour, for the 2019-2020 school year.

15. First Children Services

Move to approve First Children Services to provide school based services as needed, per the rates on the attachment.

16. Professional Development

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

17. 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.

-----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 January 3-17, 2020.

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

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

D. CURRICULUM

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

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

Name	School
Marion Byun, Rutgers Intern	EMS
Sabrina Veldran Rutgers Intern	EMS
Areej Abdullah, Rutgers Intern	MHS
Janina Sulikowski, MCC Observation	Moss
Stephen Thompson, Rutgers Intern	MHS

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

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

FIELD TRIPS FOR BOARD APPROVAL

School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs	Bus Cost to District
MHS	10, 11	10	Quarterly Meeting of Waksman Student Scholar Program	1/30/2020	Waksman Institute, Rutgers University, Piscataway, NJ	Falzon	0	\$ -	\$ 120.00

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MHS	11, 12	approx. 5 - 8	Orientation for the Federal Reserve Challenge - students will learn how to create, present and defend a pitch summarizing the state of the US economy	2/4/2020	Federal Reserve Bank, NY, NY	Van de Castle, TBD	1	\$ 90.00	\$ -
EMS	7, 8	4	Math club students will participate in the MathCounts Regional Competition	2/8/20 (Saturday)	Union County College, Cranford, NJ	McCadden	0	\$ -	\$ 308.40
MHS	9, 10, 11, 12	40	Students will watch documentary "Swagger" taking them into the minds of children growing up in underprivileged neighborhoods in France, participate in Q&A session, go to lunch at French Restaurant	3/10/2020	Alliance Francaise and Restaurant La Sel et Poivre in NY, NY	Girin, Hanbridge, TBD	2	\$180.00	paid by students
MHS	11, 12	approx. 8 - 10	Trip to Jostens Cover workshop to plan next year's cover for the yearbook	4/27/2020	Homeward Suites, Eatontown, NJ	Levy	1	\$ 90.00	\$ 120.00
MHS	12	approx. 86 - 100	Senior Class Trip cruise	6/16/2020	Spirit Cruises, Weehawken, NJ	Lezama, TBD	0	\$ -	paid by students

PROFESSIONAL DEVELOPMENT FOR BOARD APPROVAL

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
11/7/2019	11/8/2019	NJ Teacher's Convention	Ronk, Edward	EMS	\$ -	No cost	
12/2/2019	12/2/2019	Inter-District Learning Network Meeting	North, Jennifer	EMS	\$ 28.00	FFPI	20-083
1/15/2020	1/15/2020	Correcting Inequities in Student Learning and Teacher Professional Development	Logan, Karen	EMS	\$ -	No cost	

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1/27/2020	2/3/2020	SECD Instructional Leadership	Williams, Raquel	CES	\$ 398.00	FFPI	20-114
1/27/2020	2/3/2020	Social Emotional Learning and Character Development Course	Falzon, Liliana	MHS	\$ 416.60	FFPI	20-123
1/27/2020	2/3/2020	Social-Emotional Learning and Character Development	Strauss, Robert	CES	\$ 419.00	FFPI	20-122
1/27/2020	2/3/2020	Social-Emotional Learning and Character Development (SECD)	Pasquale, Jennifer	CES	\$ 398.00	FFPI	20-115
2/11/2020	2/11/2020	The Fourth Annual Early Childhood Summit	Cohen, Richard	C/O	\$ 160.40	Other	
2/20/2020	2/22/2020	NJMEA	Flynn, John	CES	\$ 170.00	FFPI	20-121
2/24/2020	2/24/2020	NJ AHPERD	Fannell, Schuyler	MHS	\$ 140.00	FFPI	20-120
3/2/2020	3/2/2020	2020 Statewide Assessment District Test Coordinator training	Cohen, Richard	C/O	\$ 15.40	Other	
3/6/2020	3/6/2020	Differentiated Instruction & Universal Design (Grades 5-12)	Nalepa, Lindsay	MHS	\$ 123.29	FFPI	20-117
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)	Peluso, Emily	Moss	\$ 992.82	FFPI	20-116
5/1/2020	5/1/2020	Mindfulness	Nalepa, Lindsay	MHS	\$ 123.29	FFPI	20-119
5/11/2020	5/11/2020	Self-Care & Avoiding Burnout for Those Working with Challenging Students	Nalepa, Lindsay	MHS	\$ 123.29	FFPI	20-118

First Children Learning Services 2019-20

List of Services

Appendix A

SERVICE	RATES
Registered Behavior Technician™ (RBT)	\$60/Hour
Behavior Technician	\$50/Hour
Paraprofessional	\$30/Hour
BCBA Consultation	\$125/Hour
BCaBA Consultation	\$80/Hour
Functional Behavior Assessment	\$1,500
Mental Health performed by a Licensed Clinician	\$65/Hour
Parent Training	\$125/Hour
Home Instruction (Tutoring)	\$75/Hour
OT/ST/PT Evaluations	\$495/Evaluation
Assessment of Basic Language and Learning Skills (ABLLS)	\$1,200/Evaluation
Verbal Behavior Milestones Assessment and Placement Program (VB-MAPP)	\$1,200/Evaluation
Assessment of Functioning Living Skills (AFLS)	\$1,200/Evaluation
Biopsychosocial	\$495/Evaluation
Educational /Learning Evaluation	\$495/Evaluation
Applied Behavior Analysis Trainings / Behavioral Staff Trainings	\$100/Hour
Safety Care Initial Training (2 day)	\$1,500
Safety Care Recertification Training (1 day)	\$1,000