

**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, March 10, 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

❖ Seniors Emma Rogers and Rebecca Perlmutter performed a scene from *Legally Blonde the Musical* which will be held in the MHS auditorium on March 26, 27 and 28 at 7 pm.

❖ Dr. Caputo, Mr. Cohen and Mr. McPeek presented certificates to the Edgar Middle School Science Fair Winners

5th grade: 1 st Place:	Jordan Cruz & Jackson Cruz	Hot Summer, Cool Drinks
6th grade: 1 st Place:	Leila Freis & Emmi Benedict	Rockin' Sunsets
7th grade: 1 st Place:	Daniel Afkhami	Suck the Air Out
8th grade: 1 st Place:	Vedant Naik	Why So Tens(ile)

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

Ms. Merrill Lunt, Graham Avenue, spoke about Fall and Winter Cheer, and asked the Board to consider additional funding. She was joined by other cheer parents and cheerleaders.

Ms. Linda Crownover, Windy Hill Road, then asked if the Mental Health referendum funds could be used for cheer.

7. Presentations/Discussions

- ❖ The following Budgets were presented: Moss School – Mr. Cohen; Curriculum – Mr. Cohen; Co-Curricular – Dr. Caputo; Athletics – Mr. Cathcart; Special Education – Dr. Herzog; Mental Health – Dr. Herzog; Line Item Budget – Mr. Harvier

8. Reports

- ❖ President’s Report – Mr. Manley thanked the budget presenters
- ❖ Superintendent’s Report – no report
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
 - Technology – Mr. Benderly gave report
 - Extra-Curricular – Mr. Suss gave report
 - Negotiations – Mr. Lifton gave report
 - Finance – Mr. Small gave report
 - Policy, Curriculum and Facilities have not met since the last meeting

9. New Business

Mr. Manley reported about the Coronavirus situation. Dr. Caputo also spoke about the situation and planning, and said that an updated Pandemic Plan was being submitted to the County Office

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 meeting:

February 25, 2020	Special Business Meeting (1)
February 25, 2020	Special Executive Meeting (2)
February 25, 2020	Board Meeting

Mr. Manley motioned. Mr. Benderly seconded. Motion carried 8-0-1. Mr. Suss abstained.

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

Ms. Cook 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 10:55 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, effective upon completion of background check, for the 2019-2020 school year as follows:

Substitute Name	Position	Rate
Rosario Maciel	Substitute Custodian	\$12.75/hour
Rosario Maciel	Substitute Bus Driver	\$19.15/hour
Luis Alberto Rojas Aguilar	Substitute Custodian	\$12.75/hour

2. Family Leave of Absence – Certificated Staff

Move to approve the family leave of absence of Jaclyn Salit, CES Teacher, from approximately March 18, 2020 through May 14, 2020.

3. CEU Salary Increments

Move to approve salary increments for the following staff members as a result of their completing CEU hours, effective March 1, 2020:

Name	Salary Increment	From	To
Janice Billik	\$150	\$92,758	\$92,915
Kristin Bruno	\$300	\$97,389	\$97,702
Lisa Chango	\$150	\$100,810	\$100,968
Laura Fischer	\$150	\$99,326	\$99,480
Joseph Fitzgibbon	\$150	\$96,773	\$96,923
Karin Flores	\$450	\$88,706	\$89,156
Alexandra Gonzalez	\$150	\$95,700	\$95,857
Michele Gouveia	\$150	\$105,246	\$105,402
Judy Graziano	\$300	\$93,899	\$94,208
Jennifer Gumbrecht	\$150	\$91,581	\$91,736
Martin Holleran	\$150	\$93,488	\$93,646
Yoko Kato	\$150	\$94,326	\$94,481
Lisa Levin	\$300	\$96,763	\$97,072
John Messenger	\$300	\$93,554	\$93,863
Roseanna Misuraca	\$300	\$102,605	\$102,914
Jonathan Nolde	\$300	\$98,642	\$98,957
Evan Robbins	\$150	\$99,860	\$100,017
Edward Ronk	\$300	\$90,051	\$90,351
Danielle Rubinowitsch	\$150	\$93,863	\$94,018
Jennifer Spak	\$300	\$92,045	\$92,354
Pamela Stead	\$150	\$95,991	\$96,145
Jonathan Stevens	\$150	\$105,040	\$105,197

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Marsha Stoner	\$150	\$87,187	\$87,337
Robert Ulmer	\$300	\$93,804	\$94,121
Sandra Vorensky	\$300	\$100,554	\$100,863
Nicholas Zaneto	\$300	\$94,978	\$95,278

4. CEU One-Time Payments

Move to approve one-time payments to the following staff members as a result of their completing CEU hours:

Name	One Time Payment
Ed Albanese	\$150
Sara Anderson	\$300
Margaret Banner	\$450
Gina Brusca	\$150
Danielle Cermak	\$150
Laura Connolly	\$150
Elizabeth DeMott	\$300
Barbara Derer	\$300
Patricia Glave	\$300
Lisa Granados	\$150
Traci Grauer	\$150
Eileen Kuchar	\$150
Sarah Karger	\$300
Maryrose Little	\$150
Sofia Lopes	\$300
Jennifer Muller	\$150
Ellen Park	\$150
Emily Peluso	\$150
Emily Presuto	\$150
Melissa Savarese	\$150
Christina Spring	\$450
Lauren Volosin	\$150
Alaina Warakowski	\$150
Kathleen Zaleck	\$150

5. Appointment – 2019-2020 Student Teachers/Observers

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

Name	School
Divya Vikram, Observation	Campbell
Yokasta Ventura, Observation and Lesson Delivery	Campbell

6. Appointment – Certificated Staff

Move to appoint Kristina Borman as CES Reading Intervention Teacher, at a salary of Step 3-H, \$67,061/year, prorated, effective as soon as she is released from her current district through June 30, 2020.

7. Appointment – Certificated Staff

Move to appoint Kim Fahy as MHS Math Intervention Teacher, at a salary of Step 1-F, \$56,868/year, prorated, effective March 16, 2020 through June 30, 2020.

8. Appointment – Leave Replacement

Move to approve Lauren Galski as a leave replacement substitute for Moss Elementary Teacher, at a rate of \$274.15/day, effective February 3, 2020 through June 30, 2020.

9. Maternity/Family Leave of Absence – Date Adjustment

Move to approve the maternity/family leave of absence date adjustment of Candace Evans, CES First Grade Teacher, effective approximately March 16, 2020 through approximately December 23, 2020. (Agenda 12/17/19, Sec 13 A5)

10. Appointment – Leave Replacement

Move to approve Chloe Edson as a leave replacement substitute for Candace Evans, CES First Grade Teacher, at a rate of \$274.15/day, effective March 11, 2020 through June 30, 2020.

11. Retirement – Certificated Staff

Move to accept with regret the retirement of Rosann Kamin, MHS Spanish Teacher, effective June 30, 2020.

12. Appointment – Certificated Staff

Move to appoint Cindy Bagnoli as EMS Math Intervention Teacher, at a salary of Step 3-J, \$75,041/year, prorated, effective as soon as she is released from her current district through June 30, 2020.

13. Appointment – Leave Replacement

Move to approve Sheila Temkin as a leave replacement substitute for Julie Anderson, CES Special Education Teacher, at a rate of \$274.15/day, effective February 19, 2020 to approximately April 3, 2020.

14. Appointment – 2019-2020 Proctors

Move to approve the following 2019-2020 G&T proctors at the contractual rate for class coverage, for no more than four hours:

Proctor	School
Joe Fitzgibbon	Campbell
Ed Ronk	Edgar
Lauren Campbell	Edgar
Emily Presuto (alternative)	Edgar

15. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for Alaina Warakomski, CES Special Education Teacher, from Step 1-H, \$63,868/year to Step 2-H, \$65,465/year, as a result of her 30 credits beyond her bachelor’s degree, effective March 1, 2020.

16. Appointment – Leave Replacement

More to approve Darcy Moran as a leave replacement substitute for Jaclyn Salit, CES Teacher, at a rate of \$274.15/day, effective approximately March 18, 2020 to approximately May 14, 2020.

17. Retirement – Certificated Staff

Move to accept with regret the retirement of Judith Graziano, EMS Science Teacher, effective June 30, 2020.

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

Dr. Caputo wished Ms. Kamin and Ms. Graziano 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. Resolution Authorizing Request to Commissioner of Education

Be it Resolved by the Board of Education of the Borough of Metuchen in the County of Middlesex as follows:

The Superintendent and Business Administrator of this School District are authorized to request approval from the Commissioner of Education to calculate enrollment projections pursuant to N.J.S.A. 18A:7F-38(b)(2) for purposes of the FY 2020/2021 budget in order to address increases in class size.

19. Transportation Providers 2019-2020

Move to approve Mercy Transportation as transportation providers for the 2019-2020 school year.

20. Adoption of the 2020-2021 Tentative School Budget

WHEREAS, the Board of Education must adopt and submit a tentative 2020-2021 school district budget for the New Jersey Department of Education review and approval.

WHEREAS, the Board of Education is requesting authority to utilize \$33,302 in unused spending for an unusual increase in special education costs and these costs must be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the tentative 2020-2021 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$42,172,615	\$38,961,669
Total Special Revenue Fund	\$1,180,285	
Total Debt Service Fund	\$2,504,031	\$2,267,733

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations.

21. 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.

School	Vendor	QTY	Description	Price	Total
St. Joseph High School	Signal Electric	2	Security Improvements - Labor	\$1,200.00	\$2,400.00
		9	Milestone License	\$169.00	\$1,521.00
		9	One Year Care Plus	\$27.90	\$251.10
		1	Precision Workstation	\$2,160.00	\$2,160.00
		9	5MP IR Vandal Dome	\$675.00	\$6,075.00
		9	Cable, Termination, Testing	\$300.00	\$2,700.00
		1	General Requirements	\$2,047.71	\$2,047.71
		1	General Requirements	\$11,264.68	\$11,264.68
		1	Openings	\$6,571.04	\$6,571.04
		1	Electrical	\$818.83	\$818.83
		1	Communications	\$4,184.46	\$4,184.46

22. Nonpublic Technology

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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	6	39121006	Lenovo USB-C 65W AC Adapter - Power Adapter 65 Watt	\$60.32	\$361.92

23. Speech Services

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

24. Professional Development

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

25. 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. Manley seconded. Motion carried 9-0-0.

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

POLICY AND 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 February 21-March 6, 2020.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported case:

- CES020720001

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Mr. Glassberg motioned. Mr. Manley seconded. Motion carried 9-0-0 for Motion 1, and 8-0-1 for Motion 2 (Mr. Suss abstained).

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

D. CURRICULUM

Nothing at this time

Professional Development for Board Approval 3-10-20							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
2/24/2020	2/24/2020	APHERD Annual Convention	Gilbert, Melanie	EMS	\$ 140.00	FFPI	20-166
3/5/2020	3/26/2020	School Safety Specialist Training 3/5, 3/12, 3/19, 3/26	Ortman, William	C/O	\$ -	No cost	
3/20/2020	3/20/2020	AMTNJ: Good Ideas In teaching Pre Calculus, & Calculus, Algebra, Geometry, Discrete Math, Probability & Statistics	Lewandowski, Janis	MHS	\$ 175.00	FFPI	20-168
3/20/2020	3/20/2020	Good Ideas in Teaching Precalculus, And...	Ruggiero, Frank	MHS	\$ 175.00	FFPI	20-167
3/23/2020	3/23/2020	Dyslexia	Mertz, Emily	EMS	\$ 219.00	FFPI	20-165
3/27/2020	3/28/2020	2020 Annual FLENJ Conference	Vosinas, Nickolas	MHS	\$ 220.00	FFPI	20-164
4/3/2020	4/3/2020	Student Voices Summit	Cohen, Richard	C/O	\$ 2.10	Other	
4/28/2020	4/28/2020	Continuity of Operations Planning Workshop	Porowski, Edward	CES	\$ -	No cost	
5/3/2020	5/4/2020	Code.org 2020 Facilitator Summit	Misuraca, Roseanna	EMS	\$ -	No cost	
7/6/2020	7/7/2020	Expanding Access to Computer Science Education through Professional Learning - Rowan Academy of Mobile Programming	Misuraca, Roseanna	EMS	\$ 400.00	FFPI	21-005
11/11/2020	11/12/2020	LLI Intermediate/Middle/Secondary (Grs. 3-12)	Pasquale, Jennifer	CES	\$ 635.00	FFPI	21-003
11/11/2020	11/12/2020	Multi-Day Institute: LLI Intermediate, Middle, Secondary Grades 3-12	Omark, Lindsey	CES	\$ 635.00	FFPI	21-004

Field Trips for Board							
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Approval 3/10/20									
Name	School	Grade Level	# of Students	Description of Trip	Proposed Date	Destination	Teacher(s) Participating	# of Subs	Cost of Subs
Liliana Falzon	MHS	10	10	Trip will develop critical thinking skills, promote interest & highlight career opportunities in STEM	3/20/2020	Frick Chemistry Laboratory, Princeton University	Falzon	1	\$ 90.00
Theresa Desantis	MHS	9, 10, 11, 12	12	Students will work in a retail store collecting donations for Habitat for Humanity to prepare for workforce.	4/24/2020	Habitat for Humanity Restore, Manville, NJ	Desantis,- Paras: Latta, DellaSalla	1	\$ -
Ryan Clapp	MHS	12	35	Honors Health Science students will visit Functional Human Anatomy Lab to view cadaver and discuss body systems & human organs.	5/6/2020	Rutgers University Busch Campus, Piscataway, NJ	Clapp, Falzon	2	\$180.00
Susan Paredes	MHS	11, 12	10	Fed Challenge Trip changed to remote phone presentation.	3/10/2020	Board of Ed Office, Metuchen	Paredes, Van de Castle	1	\$ 90.00
Jennifer Spak	CES	2	9-Jul	Students will gain understanding of animal life cycles & how they adapt in their habitats to survive	4/20/2020	Turtle Back Zoo, West Orange, NJ	All 2nd Grade Teachers & Paras & Nurse	0	\$ -