

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, APRIL 27, 2021

**MEETING MINUTES
of the Metuchen Board of Education**

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

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	A	Ms. Killean	P
Ms. Cook	P	Mr. Lifton	P
Mr. Derflinger	P	Mr. Manley	P
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P		

5. Showcase of Success

- ❖ The Metuchen High School Jazz Ensemble performed. The ensemble has been recognized as one of the finest in the state and were the NJAJE State Jazz Band Finalists in 2016 and 2020 and the NJAJE State Silver Award Winners in 2018 and 2020. Tonight they will be performing “Groovin’ Hard” by Don Menza, which was made popular by the Buddy Rich Band. We would also like to recognize and thank our senior members for all of their hard work and dedication to music and the preservation of jazz: Yun Hyon, Alto Saxophone; Julian Ossa, Piano; and Phil Xie, Piano.

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

-None.

7. Presentations

- ❖ Budget Hearing – Dr. Caputo and Mr. Harvier presented for the 2021-2022 Budget.

Mr. Glassberg thanked them for being so responsible with the school budget.

Mr. Manley also made positive comments about the handling of school funds.

Mr. Suss also spoke words of praise to Dr. Caputo and Mr. Harvier. He also mentioned that there would be three new coaches this year not just two. One girl’s wrestling coach, and two cheerleading coaches.

8. Reports

- ❖ President’s Report – Mr. Glassberg differed to Dr. Caputo.
- ❖ Superintendent’s Report – Dr. Caputo said that Moss school went full-time last Monday. Campbell school will be going full-time this following Monday. Waiting for there to be a yellow status before determining Edgar’s full-time status.
- ❖ Business Administrator/Board Secretary’s Report - Mr. Harvier had no report.
- ❖ Committee Reports
 - Policy – Ms. Cook gave report
 - Curriculum – Mr. Derflinger gave report
 - Extracurricular – Mr. Suss gave report
 - Finance/Tech – Mr. Manley gave report
 - Facilities- Mr. Lifton gave report
 - Equity – No report
 - Human Relations Commission- Dr. Johnson-Marcus gave report

9. Old Business

-None

10. New Business

-None

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

April 13, 2021	Special Business Meeting (1)
April 13, 2021	Special Executive Meeting (2)
April 13, 2021	Board Meeting

Mr. Glassberg motioned. Mr. Derflinger seconded. Motion carried 8-0-0.

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

Ms. Linda Crownover, 15 Windy Hill Road, suggested that the board members get bigger nameplates.

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

Motion/Second/Comments/Roll Call

1. Retirement – Certificated Staff

Move to accept, with regret, the retirement of Marty Holleran, MHS Science Teacher, effective June 30, 2021.

2. Approval and Rescission of MHS Spring Coaches

Move to rescind and approve the following Metuchen High School spring coaches for the 2020-2021 school year (Agenda 4/13/21 Section 13 A7):

Name	Assignment	20-21 Stipend
Rescind: Joe DiMeglio (Step 3)	Assistant Track Coach	\$6,419
Approve: Michael Spark (Step 3)	Assistant Track Coach	\$6,419

3. Approval of MHS Volunteer Coaches

Move to approve the following the MHS volunteer coaches for the 2020-2021 school year:

Name	Assignment	
Jayson Reid	MHS boys basketball volunteer coach	volunteer
Will Colavito	MHS boys baseball volunteer coach	volunteer

4. Resignation – Lunch Aide

Move to accept the resignation of Bharti Trivedi, Campbell School lunch aide, effective April 21, 2021.

5. Appointment – 2020-2021 Proctors

Move to approve the following 2020-2021 G&T proctors at the contractual rate of \$46/hour, for no more than 18 hours per proctor:

Proctor
Joe Fitzgibbon
Ed Ronk

6. Appointment - Lunch Aide

Move to approve Alisa Ryan as Campbell School lunch aide, at a rate of 13.35/hour for the 2020-2021 school year, pending criminal history clearance.

7. Appointment – Substitute Teachers

Move to approve the following substitute teachers for the 2020-2021 school year, effective April 28, 2021:

Name	Certification	Rate
Miranda Gido	Sub, 60+ college credits	\$85/day
Sarah Cosenza	Sub with teacher certification, K-5	\$95/day

8. Metuchen High School Weight Room Supervisor Addition

Move to approve the following staff member as an additional MHS weight room supervisor at the rate of \$25.00/hr. as needed during the 2020-2021 school year, effective April 28, 2021 (Agenda 3/9/21, Section 13 A4):

Jordan Leitner

9. Mentor Teacher Revision

Move to rescind and approve the following mentor teacher to work with the following mentee teacher for the 2020-2021 school year, effective April 5, 2021 (Agenda 4/13/21, Section 13 A5):

New Teacher	Mentor	Route
Rescind: Tomasz Sobieniak	Mike Warnock, MHS	Formal Alternate Route; Partial Year - % TBD
Approve: Tomacz Sobieniak	Mike Warnock, MHS	Informal Route; \$46/hour, not to exceed 6 hours

Mr. Glassberg motioned. Ms. Cook seconded. Ms. Killean abstained. Motion carried 7-0-1.

Dr. Caputo wished Marty Holleran a happy and healthy retirement, and thanked him for his service to the district and to the athletics department.

Mr. Suss also had kind words to say about Mr. and Mrs. Holleran.

-----**end of personnel section**-----

B. FINANCE

Motion/Second/Comments/Roll Call

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 February 28, 2021.

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 April 27, 2021 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. Budget Transfers

Move to approve budget transfers effective February 28, 2021.

4. Adoption of the 2021-2022 School District Budget

WHEREAS, the Board of Education must adopt and submit a 2021-2022 school district budget to the New Jersey Department of Education.

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the 2021-2022 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$44,876,429	\$39,747,869
Total Special Revenue Fund	\$1,180,285	
Total Debt Service Fund	\$2,508,731	\$2,272,023

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations. Maximum travel budget is established at \$75,000. Travel includes professional development that takes place outside the District.

5. Nonpublic Security Aid

Move to approve the following nonpublic security aid for the 2020-2021 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	Signal Electric	1	1	16 Gauge metal door frame, demolition and install		\$896.15
		1	2	Add for welded frames		\$104.08
		1	3	Add for 14 Gauge frame		\$114.04
		1	4	16 Gauge hollow metal door, install and demolition		\$987.10
		1	5	Installation 3-3.5 hrs. Door and FM Label		\$147.28
		1	6	Add for Polystyrene Core		\$78.87
		1	7	16 Gauge hollow metal door, installation and demolition		\$1,110.30
		1	8	Installation 3-3.5 hrs. Door and FM Label, Add		\$147.28
		1	9	Add for Polystyrene Core		\$89.47
		2	10	3' Push bar device, rim type, fire rated, satin aluminum, installation and demolition	\$1,411.28	\$2,822.56

		2	11	Add Satin chrome plating	90.87	\$181.73
		1	12	Keyed removable steel mullion		\$847.11
		2	13	Surface mounted heavy duty door closer, install and demolition	\$550.18	\$1,100.36
		1	14	Surface mounted electric strike, stainless steel, 12/24 volts rim exit device, installation and demolition		\$607.19

6. Parent-Paid Tuition for 2021-2022

Move to approve the parent-paid tuition for the 2021-2022 school year:

Grade	2021-2022
Kindergarten	\$6,097.00
Grades 1-8	\$12,196.00
Grades 9-12	\$15,478.00
<i>Children of Employees</i>	
Kindergarten	\$3,048.00
Grades 1-8	\$6,097.00
Grades 9-12	\$7,739.00

7. Integrated Preschool Tuition

Move to approve integrated preschool tuition for the 2021-2022 school year at a rate of \$295/month for half day program and \$590/month for full day.

8. Resolution – Food Service 2021-2022

**Metuchen Board of Education
Food Service 2021-2022
Management Fee and Guarantee Language**

Be it resolved that the Metuchen Board of Education “SFA” approves the renewal of the Food Service Management contract with The Pomptonian, Inc. “FSMC” for the food service operation for 2021-2022.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$23,620.00 to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$2,362.00 per month as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

As a result of the uncertainties during the public health emergency there is no guaranteed operating result for 2021-2022 school year.

9. Medical, Dental, and Vision Insurance

Move to approve Cigna as the districts medical, dental, vision insurance carrier for the 2021-2022 school year.

10. Home Instruction

Move to approve Life Works Schools to provide home instruction at a rate of \$50 per hour.

11. Student Agreement

Move to approve settlement agreement for student #2026127.

12. Professional Development

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

Start Date	End Date	Activity Title	Name	Building	Requested	FFPI	FFPI #
3/24/2021	3/24/2021	Rutgers Interdisciplinary Collaboration Conference	Calantoni, Karen	Moss	0	No cost	
4/28/2021	5/1/2021	2021 NJSHA Annual Convention	Sullivan, Casey	Edgar	0	No cost	
5/4/2021	5/5/2021	Supporting Youth for A Better Tomorrow: Health, Hope, Justice, and Connection	Granados, Lisa	MHS	0	No cost	
5/7/2021	5/7/2021	The New Jersey Special Education Annual Summit-Lessons Learned: Shared Responsibilities to Support Students with Disabilities in the 2021-22 School Year and Beyond	Bonassisa, Deneane	MHS	149	Other	
5/7/2021	5/7/2021	NJSELA Spring 2021 Virtual Round Table	Henn, Kathleen	CO	0	No cost	
5/11/2021	5/11/2021	Improving Mathematical Thinking and Writing	Meyer, Lori	Edgar	70	FFPI	21-098
5/14/2021	5/14/2021	Computer Science Summit on Scalability and Diversity	Misuraca, Roseanna	Edgar	0	No cost	
6/8/2021	6/21/2021	College Board 2021 At-Home AP Reading	Flores, Karin	MHS	0	No cost	

13. Bus Purchase

Move to approve the purchase of a 2022 IC Bus LLC, 54 Passenger School Bus from Truck King International Bus Sales for \$117,971.60 (ESCNJ 20/21-33, ITEM # 8).

14. Bus Purchase

Move to approve the purchase of a 2022 Trans Tech SST, 29 Passenger Van from Alliance Bus Group, Inc. for \$73,038.10 (ESCNJ BID #20/21-33, ITEM #7).

Mr. Manley Motioned. Mr. Suss seconded. Motion carried 8-0-0.

----- **end of finance section** -----

C. POLICY

1. School Bus Emergency Evacuation Drill Reports

Move to accept the following reports on the completion of the School Bus Emergency Evacuation Drills:

- 4/12/2021 2:40 PM, Campbell Elementary School, Faculty Parking Lot. Van 6 and Van 12. Cohort A Students. Supervised by Brooke Kirschner.
- 4/19/2021 2:40 PM, Campbell Elementary School, Faculty Parking Lot. Van 6 and Van 12. Cohort B Students. Supervised by Brooke Kirschner.
- 4/20/2021 8:27 AM, Metuchen High School, Gym door side of building. Van 18. Supervised by Bruce Peragallo, Brian Stike, and Marissa Plancher.
- 4/20/2021 8:46 AM, Moss School, in back of school. Van 6. Supervised by Marissa Plancher and Rick Cohen.
- 4/20/2021 9:07 AM, Moss School, in back of school. Van 12, Van 6, Van 14. Supervised by Marissa Plancher and Karen Calantoni.
- 4/20/2021 11:53 AM, Moss School, in back of school. Van 2. Supervised by Marissa Plancher and Karen Calantoni.
- 4/22/2021 7:45 AM, Edgar School, front of school. Van 14, E2.0 Cohort B students. Supervised by Marissa Plancher, William Ortman, and Suzy Azevedo.
- 4/26/2021 7:40 AM, Edgar School, Horseshoe driveway at rear of building. E8, E7, E2, E5, E1, E3, E4, E6. Cohort A students. Supervised by Marissa Plancher, Roseanna Misuraca, Neyda Evans, Suzy Azevedo, and William Ortman.

Ms. Cook motioned. Dr. Johnson-Marcus seconded. Motion carried 8-0-0.

----- **end of policy section** -----

D. CURRICULUM

Nothing at this time

14. Meeting Open to Public *(for any topic)*

Ms. Linda Crowlover, 15 Windy Hill Road, came up inquiring when the Board of Education Meetings took place.

15. Announcements

Dr. Johnson- Marcus announced the next Board Meeting would be on Tuesday, May 11, 2021.

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. Glassberg motioned. All in favor. 9:20 PM Meeting Adjourned.