

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, NOVEMBER 9, 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, and by filing a copy with the Borough Clerk as prescribed by this law.

**4. Roll Call**

Mr. Benderly	P	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**

❖ Zachary Lanton, senior Footlighter, will be performing “Seize the Day”

The MHS Footlighters will be joining thousands of theatrical organizations around the globe by producing their own local production of Music Theatre International’s All Together Now!: A Global Event Celebrating Local Theatre. Theatrical licensor Music Theatre International (MTI) created this revue for theatres across the globe to use as a local fundraising event performed over the same weekend of November 12, 2021. The Footlighters’ performances are scheduled for Friday November 12 & Saturday November 13, 2021. All tickets are \$12. They are reserved online at:

<https://www.mhsfootlighters.com/>

All Together Now! features songs from MTI's beloved catalogue of musicals including Newsies, Charlie and the Chocolate Factory, Disney and Cameron Mackintosh's Mary Poppins, Fiddler on the Roof, Godspell, Hairspray, Les Misérables, Mamma Mia!, Matilda, Waitress and more! Come see your Footlighters perform all your favorite songs and come and be part of this GLOBAL event!

Zachary Lanton sang, "Empty Tables, Empty Chairs" from Les Misérables.

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

-None

**7. Presentations**

❖ ACCESS, AP, SAT, ACT Assessment Data: Mr. Cohen, Ms. Dougherty, and Ms. Kurtin

Mr. Cohen, Ms. Dougherty and Ms. Kurtin gave a report. Mr. Lifton, Mr. Suss and Mr. Bendarly, Ms. Killean and Mr. Glassberg made comments and asked questions regarding the information presented. No Comment from the public.

❖ Dr. Caputo presents QSAC results

No comment from the public.

❖ Dr. Caputo presents HIB/SSDS reporting for January - June 2021

No comment from the public.

**8. Reports**

❖ **President's Report** - Mr. Glassberg gave a report.

❖ **Superintendent's Report** - No report

❖ **Committee Reports**

Dr. Johnson - Marcus gave announcements for the Human Relations Committee.

Mr. Lifton gave a report on the Facilities Committee.

Mr. Manley gave a report on the Finance/Tech Committee.

**9. Old Business**

-None

**10. New Business**

-None

**11. Approval of Minutes of the Board of Education Meetings**

October 26, 2021	Special Business Meeting (1)
October 26, 2021	Special Business Meeting (2)
October 26, 2021	Board Meeting

Mr. Glassberg motioned. Mr. Derflinger seconded. Motion Carried 8-0-1. Ms. Cook abstained.

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

-None

**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 Clarence Stone, MHS Practical Arts Teacher, effective December 31, 2021.

**2. Maternity Leave of Absence**

Move to approve the maternity leave of absence of Gina Kustelski, Campbell School Art Teacher, effective approximately March 7, 2022 through June 30, 2022.

**3. Appointment – EMS Community Service Mentorship Program Supervisor**

Move to approve Linda Donohue at a rate of \$47/hr. to serve as Supervisor of EMS Community Service Mentorship Program for the 2021-2022 school year. Not to exceed \$2,200 using Title IV Funds.

**4. In-Service Professional Development**

Move to approve the following staff as providers on November 2, 2021, for teacher led professional development at a rate of \$47 per hour as indicated below:

<b>Name</b>	<b>Workshop</b>	<b>Total # of Hours</b>
Bob Ulmer	CPR	6
Nick Zaneto	CPR	6
Ann Leghorn	Dyslexia	6
Sarah Jensen	Engaging Students in Small Group Review Activities for Paraprofessional	6
Nga Pham	Epi Pen	3
Amanda Marciante	Epi Pen	3
Janice Billik	Epi Pen	3
Michele Brinkerhoff	Epi Pen	3

**5. Appointment – Metuchen High School Coach**

Move to approve the following addition to the 2021-2022 Metuchen High School Coach Appointments, pending criminal history clearance (Agenda 6/22/2021, Section 13 A27 and Agenda 9/28/21, Section 13 A6):

Name	School	Assignment	Step	21-22 Stipend
<b>Approve:</b> James Cardillo	MHS	Boys Basketball Head Coach	1	\$9,715

**6. Clubs and Co-Curricular Activities – Edgar Middle School**

Move to rescind the following co-curricular stipend at Edgar Middle School for the 2021-2022 school year (Agenda 8/24/21, Section 13 A14):

Co-Curricular/Club	School	Advisor	2021-2022 Stipend
<b>Rescind:</b> Breaking the Chain Club	EMS	Todd Gural	\$1,297

**7. Appointment – Substitutes**

Move to approve the additional substitute teachers for the 2021-2022 school year, effective November 10, 2021, pending completion of substitute paperwork and criminal background clearance (Agenda 8/24/2021, Section 13 A5):

Substitute Teacher	Certification	Ray Rate
Mili O'Brien	Sub with college degree	\$90/day
Paisley Terenzi	Sub with college degree	\$90/day

**8. Appointment - Substitute Paraprofessionals**

Move to approve the additional substitute paraprofessionals for the 2021-2022 school year, effective November 10, 2021, at a rate of \$13.75/hour, pending completion of substitute paperwork and criminal background clearance (Agenda 8/24/2021, Section 13 A6):

Pili Nunez
Most Salma
Donna McLaren

**9. Appointment – Additional Substitute Secretary**

Move to approve the additional substitute secretary for the 2021-2022 school year, effective November 10, 2021, at a rate of \$14.38/hour, pending completion of substitute paperwork and criminal background clearance (Agenda 8/24/2021, Section 13 A8):

Mili O'Brien
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**10. Appointment - Lunch Aide**

Move to approve the following as a lunch aide in Metuchen Public Schools for the 2021-2022 school year, pending criminal history clearance:

Name	Rate
Charlene Featherman	\$13.75/hour

**11. Appointment - Paraprofessional**

Move to approve the appointment of Michael Small, Paraprofessional at Campbell School, for the 2021-2022 school year, at a salary of \$21,785/year, prorated, effective November 11, 2021.

**12. Appointment - District Safety Coordinator**

Move to approve William Ortman to serve as District Safety Coordinator and District Liaison to Law Enforcement Authorities for the 2021-2022 School Year.

**13. Salary Adjustment - Substitute**

Move to approve the salary adjustment for the following substitute, effective September 29, 2021:

Substitute Teacher	Certification	Pay Rate
<b>Rescind:</b> Kerrilyn Sidal-Boisvert	Sub with 60+ college credits	\$85/day
<b>Approve:</b> Kerrilyn Sidal-Boisvert	Sub with college degree	\$90/day

Mr. Glassberg motioned. Mr. Suss seconded. Items A1-4 and items A6-13 carried 9-0-0. Item A5 carried 8-0-1. Mr. Glassberg abstained.

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

**B. FINANCE**

**Motion/Second/Comments/Roll Call**

**1. Nonpublic Technology Aid**

Move to approve the following nonpublic technology aid for the 2021-2022 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 Government	2	2357125	StarTech.com 6 ft Slim 3.5mm Stereo Audio Cable - M/M - 3.5mm Audio Cable	\$4.22	\$8.44
		4	4077896	Link 8.7" Mini DisplayPort (M) to VGA (F) Video Adapter	\$17.75	\$71.00
		24	5988499	Google Chrome Education Upgrade	\$32.50	\$780.00
		2	3909352	eReplacements ELPLP57-OEM, V13H010L57-OEM (OSRAM Bulb) - projector lamp	\$104.78	\$209.56
		1	4734497	Samsung T5 MU-PA1T0 - solid state drive - 1 TB - USB 3.1 Gen 2	\$142.89	\$142.89
		1	6614018	UAG Case for iPad 10.2-in (9/8/7 Gen, 2021/2020/2019) - Scout Black	\$39.66	\$39.66
		1	6248843	Kingston DataTraveler Exodia - USB	\$4.76	\$4.76

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				flash drive - 32 GB		
		1	4824317	WD Blue 3D NAND SATA SSD WDS500G2B0A	\$57.15	\$57.15

**2. Comprehensive Maintenance Plan**

Move to approve the district's Comprehensive Maintenance Plan for the 2022-2023 school year.

**3. Expenditure**

Move to approve the expenditure of \$49,090.83 to SHI to Erate for network equipment.

**4. Corrective Action Plan**

Move to approve the corrective action plan for the Special Education Medicaid Initiative (SEMI).

**5. Professional Development**

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

Start Date	End Date	Activity Title	Name	Building	Requested	Approved	Payment	FFPI Proposal #
10/27/2021	10/27/2021	Addressing Gender Identity in the K-12 Curriculum and Supporting Transgender Students	Hsu, Erica	Campbell	0	0	No Cost	
11/01/2021	11/01/2021	Anti-Bullying Specialist Certificate Program: Self-Paced	Zaneto, Nicholas	MHS	500	500	FFPI	22-038
11/13/2021	11/13/2021	Fun with Fairy Tales - Meet the Standards with Time-Tested Texts	Young, Kelsee	Moss	25	25	FFPI	22-039
12/02/2021	04/07/2022	TLC 18th Annual Suicide Prevention Conference 2021	Kurtin, Ilana	CO	70	70	Other	
12/03/2021	12/03/2021	Annual School Counselor Luncheon & Information Workshop	Hanbridge, Leigh	MHS	0	0	No Cost	
12/14/2021	12/14/2021	Zones of Regulation	Masters, Sarah	Moss	190	190	FFPI	22-040
12/14/2021	12/14/2021	Zones of Regulation Full Day Webinar	Donatelli, Dana	Moss	190	190	FFPI	22-041

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

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

**C. POLICY**

**Motion/Second/Comments/Roll Call**

**1. Second Reading of Policies and Regulations**

Move to approve the second reading of the following policies and regulations:

- P 2425                      Emergency Virtual or Remote Instruction Program (New)
- P & R 5751                Sexual Harassment of Students

**2. First Reading of Policy**

Move to approve the first reading of the following policy:

- P 1648.14                Safety Plan for Healthcare Settings In School Buildings - Covid 19

**3. QSAC - Self Assessment Score**

Move to accept the QSAC report and the following scores:

<b>QSAC Section</b>	<b>Score</b>
Instruction & Program	92%
Fiscal Management	96%
Governance	100%
Operations	100%
Personnel	100%

Ms. Cook motioned. Dr. Johnson-Marcus seconded. Motion carried 9-0-0.

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

**D. CURRICULUM**

**Motion/Second/Comments/Roll Call**

**1. Astronaut SEL**

Move to approve Martin Blank of Astronaut SEL, to provide Professional Development for the Coping Skills Pilot for the 2021-2022 school year using funds from Title IV Carryover \$4,000.00 and ESSER II Funds \$14,250.00.

**2. Curriculum Writing**

Move to approve the following curriculum writing document, writer, and amount:

<b>Course</b>	<b>Written By</b>	<b>Amount</b>
AP Music Theory	Stefeny Stofa-Krombholz	\$1,000.00

**3. Field Trips**

Move to approve the following field trips for students in the Metuchen School District as shown:

<b>School</b>	<b>Destination</b>	<b>Class/Group/ Purpose</b>	<b>Teachers/ Advisors</b>	<b>Date (s)</b>	<b>No. Of Students</b>	<b>Board Cost- Transportatio n</b>	<b>Board Cost- Subs.</b>
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MHS	South River High School	9 <sup>th</sup> – 12 <sup>th</sup> Grade - Participation in the Middlesex County Day of Dialogue program for Equity and Inclusion.	DeMott Porowski Rubin Schlavis	11/10/21	12	\$150.00	\$95.00
MHS	Michaels/ Panera	12 <sup>th</sup> Grade - Will be shopping at Michaels to purchase supplies for our fundraiser of bead candy canes. We will be out during our lunch period; we will eat at Panera which is 2 stores away in the same plaza.	Valovcin Dimeglio Grant Nurse Schutz	11/19/21	4	\$60.00	\$0
MHS	University of Pennsylvania	10 <sup>th</sup> - 12 <sup>th</sup> Grade – Students will attend a workshop with Penn Lions of University of Pennsylvania, and they will learn to perform the Lion Dance and drums.	Kato	12/4/21	12	\$0	\$95.00
EMS	MHS	Students will work effectively with classmates in completing a group activity(Thankful Feast, as demonstrated by the preparation and completion of a meal for blended classrooms and their invited guests. (2 self-contained HS classrooms and 1 self-contained MS classroom	Rice, plus 3 paras	11/23/21	5	\$70	0

**4. Field Trips - Amendments**

Move to approve the following field trip amendments (Agenda 10/26/2021, Section D3):

School	Destination	Class/Group/ Purpose	Teachers/ Advisors	Date(s)	No. Of Students	Cost to Students	Board Cost – Subs.
MHS	Six Mile Run State Park	9 <sup>th</sup> – 12 <sup>th</sup> Grade - Students in the Outdoor Wellness Club will participate in a 4-mile hike	Girin Cermak Vosinas, Nalepa	11/3/21	40	\$150	\$0



MHS	Cheesequake State Park	9 <sup>th</sup> – 12 <sup>th</sup> Grade - Members of the Outdoor Wellness Club will participate in a 4-mile	Girin Cermak Vosinas, TBD	11/24/21	40	\$160	\$0
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Mr. Derflinger motioned. Mr. Suss seconded. Motion carried 9-0-0.

-----end of curriculum section-----

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

-None

**15. Announcements**

Ms. Cook gave the 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. Glassberg motioned. All in favor.

Adjourned at 9:37pm