

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, FEBRUARY 28, 2023

**MEETING AGENDA
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		Ms. Killean	
Ms. Cook		Mr. Lifton	
Mr. Derflinger		Mr. Solasky	
Mr. Glassberg		Dr. Spigner	
Dr. Johnson-Marcus		Mr. Suss	

5. Showcase of Success

- ❖ Student Advisory Board

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

7. Presentations

- ❖ Curriculum, Technology, School Based Budget, Special Education - Mr. Harvier

8. Reports

- ❖ President's Report
- ❖ Superintendent's Report
- ❖ Committee Reports
- ❖ Student Board Member Report

9. Old Business

10. New Business

11. Approval of Minutes of the Board of Education Meetings

February 7, 2023	Special Business Meeting (1)
February 7, 2023	Special Business Meeting (2)
February 7, 2023	Board Meeting

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

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 - School Secretary

Move to accept, with regret, the retirement of Charlene Nicholls, Secretary at Metuchen High School, effective June 1, 2023.

2. Resignation - Paraprofessional

Move to accept the resignation of Andrea Romano, Paraprofessional at Campbell School, effective February 8, 2023.

3. Reappointment - Superintendent of Schools

Be It Resolved that Dr. Vincent Caputo is hereby reappointed as Superintendent of Schools for the period July 1, 2023 through June 30, 2028, pursuant to the terms of a written employment agreement approved by the Executive County Superintendent of Schools.

4. Clubs and Co-Curricular Activities – Revision

Move to approve the following co-curricular stipend revision for the co-curricular activity for the 2022-2023 school year as listed (Agenda 08/23/22, Section 13 A14):

Edgar Middle School		
Advisor	Club	2022-2023 Stipend
Rescind: Melanie Gilbert (Spring)	Intramurals	\$3,083.00
Approve: Rick Carter (Spring)	Intramurals	\$3,083.00

5. Intervention Services

Move to approve the following certified staff to provide beyond the school day intervention services for the 2022-2023 school year at the hourly rate of \$48/hr (ESSER III funded):

Eileen Kuchar	Beth McLaughlin	Patricia Lewis	Emily Presuto
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6. Retirement - Certificated Staff

Move to accept, with regret, the retirement of Deborah Brown, Social Studies Teacher at Edgar School, effective June 30, 2023.

7. Resignation - Paraprofessional

Move to approve the resignation of Ashley Keller, Paraprofessional at Campbell School, effective February 17, 2023.

8. YMCA Before and After Care

Move to approve the YMCA of Metuchen, Edison, Woodbridge and South Amboy as the before and after school provider for Moss and Campbell pursuant to N.J.S.A. 18A:18A-4.1 et seq for the 2023-2024 SY plus extensions as set forth in the request for proposals.

9. Appointment - Certificated Staff

Move to approve the appointment of Jessica Gesumaria, English Teacher at Metuchen High School, for the 2022-2023 school year, at a salary of \$55,000/year, Step 1C, prorated, effective approximately May 1, 2023, or earlier if she is released from her current district.

10. Medical Leave of Absence - Extension

Move to approve the extension of the medical leave of absence of JoAnn Rice, Secretary at Edgar School, through approximately March 31, 2023 (Agenda 2/7/23, Section 13 A9).

11. Medical Leave of Absence - Extension

Move to approve the extension of the medical leave of absence of Mark Cooper, Custodian at Campbell School, through approximately March 31, 2023 (Agenda 2/7/23, Section 13 A4).

12. Medical Leave of Absence - Extension

Move to approve the extension of the medical leave of absence of Sandra Spinelli, Paraprofessional at Moss School, through approximately March 10, 2023 (Agenda 1/17/23, Section 13 A5).

13. Appointment of Substitute Teachers

Move to approve the appointment of the following additional substitute teachers for the 2022-2023 school year, pending criminal history clearance and substitute certification (Agenda 8/23/2022 Section 13 A16):

Substitute	Certification	Per Diem Rate
Amy Dees	Substitute w/teacher cert	\$110/day
Damaris Isales	Substitute w/teacher cert	\$110/day
Lauren Kim	Substitute w/college degree	\$105/day
Deborah Stolz	Substitute w/college degree	\$105/day
Laura Juarez	Substitute w/college credits	\$100/day
Thalia Lauren	Substitute w/college degree	\$105/day
Laura Petty	Substitute w/teacher cert	\$110/day

14. Appointment of Substitute Paraprofessionals

Move to approve the appointment of the following additional substitute paraprofessionals for the 2022-2023 school year (Agenda 8/23/2022 Section 13 A17):

Substitute Paraprofessional	Rate
Kinjal Vakharia	\$15/hour
Ashley Keller	\$15/hour

15. Appointment of Substitute Secretary

Move to approve the appointment of the following additional substitute secretary for the 2022-2023 school year (Agenda 6/28/2022 Section 13 A21):

Substitute Secretary	Rate
Marisa Toomey	\$15/hour

16. Appointment - 1:1 Substitute Nurse

Move to approve the appointment of Katrina Jacobson to provide 1:1 per diem substitute nursing services for the 2022-2023 school year, at a rate of \$280/day, effective 02/27/2023 (Agenda 08/23/22 Section 13 A22).

17. Clubs and Co-Curricular Activities - Revision

Move to rescind and approve the following co-curricular stipends for the co-curricular activities for the 2022-2023 school year as listed (Agenda 10/11/22, Section 13 A9):

Metuchen High School		
Advisor	Club	2022-2023 stipend
Rescind		
Martin Klee	Robotics	\$5,000
Approve		
Martin Klee	Robotics (.5)	\$2,500
Kevin Smedley	Robotics (.5)	\$2,500

-----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 December 31, 2022.

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 February 28, 2023 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 December 31, 2022.

4. Nonpublic Security Aid

Move to approve the following nonpublic security aid for the 2022-2023 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
Apple Montessori School	CDW-G	1	5753800	Barracuda Advanced Threat Protection for Firewall VF250	\$82.24	\$82.24
Apple Montessori School	CDW-G	1	5753814	Barracuda Advanced Threat Protection for Firewall VF50	\$27.08	\$27.08
Apple Montessori School	CDW-G	1	5753817	Barracuda Malware Protection for Firewall VF50	\$19.34	\$19.34

5. Nonpublic Technology Aid

Move to approve the following nonpublic technology aid for the 2022-2023 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
Apple Montessori School	CDW-G	1	5979943	Creative T100 2-0 Bluetooth Speaker System - 40W RMS	\$119.35	\$119.35
Apple Montessori School	CDW-G	3	6204290	Total Micro Power Adapter-Apple iPad, i-Phone, iPod-12W	\$33.50	\$100.50
Apple Montessori School	CDW-G	2	6248854	Kingston DataTraveler Exodia 128GB USB Flash Drive	\$9.47	\$18.94

6. Athletic Transportation Routes

Move to approve the following rates for athletic transportation routes with George Dapper Inc. for the 2023-2024 school year.

Vehicle	Hours	Amount
54 passenger w/seatbelts	3	\$248.46
	4	\$319.43
	5	\$390.42
Additional hourly amount after 5 hours		\$76.84
One way in town shuttle		\$161.35

7. In-District Transportation Routes

Move to approve the following daily routes for in-district transportation routes with George Dapper Inc. for the 2023-2024 school year.

C1	\$211.19	E1	\$211.19
C2	\$211.19	E2	\$211.19
C3	\$211.19	E3	\$211.19
C4	\$211.19	E4	\$211.19
C5	\$211.19	E5	\$211.19
C6	\$211.19	E6	\$211.19
C7	\$211.19	E7	\$211.19
C8	\$211.19	E8	\$211.19
C9	\$246.39		

8. Resolution to Accept High Offer of School Bus Sale

SO BE IT RESOLVED that, in accordance with with N.J.S.A. 40A:65-1, et.seq. and N.J.S.A. 18A:6-51, et.seq., the Metuchen Board of Education, via active Inter-Local Vehicle Sale Agreement with the HCESC accept the highest bid offer at a sealed-bid public bid opening which was held on February 9, 2023 at the Hunterdon County Education Services Commission Administration Office, located at 37 Hoffmans Crossing Road, Califon, New Jersey 07830 at 12:30 PM on the following vehicles:

Metuchen Board of Education Bus #6, a 2007 Chevy/Girardin G5 Small DRW Bus 20 passenger school bus (VIN 1GBJG31U561219563)

The winning bid was received from WadeMade Shoppe in the amount of \$4,736.

BE IT FINALLY RESOLVED that, as per this agreement the Metuchen Board of Education agrees that the vehicle or title shall be released to the buyer “WadeMade Shoppe” once the BOE receives the amount paid in full.

9. Professional Development

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

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Start Date	End Date	Activity Title	Name	Building	Approved	Payment	FFPI Proposal #
2/9/2023	2/9/2023	Partnering to Prioritize Our Students Mental Health	Kurtin, Ilana	Central Office	0	No cost	
2/23/2023	2/25/2023	NJMEA All State Weekend Chaperone	Messenger, John	MHS	0	No cost	
2/24/2023	5/19/2023	Traumatic Loss Coalition	Chango, Lisa	EMS	\$20	Other	
3/1/2023	3/1/2023	Coaching Coaches to be Leadership Educators	Cathcart, John	Central Office	\$157.56	Other	
3/1/2023	3/1/2023	Resilience: Getting Through Stressful Times	Wang, Jingjing	MHS	0	No cost	
3/3/2023	3/3/2023	New Jersey Association for Behavior Analysis Conference	McLaughlin, Beth	EMS	\$300	FFPI	23-116
3/3/2023	3/3/2023	National School of Character Evaluation	Porowski, Edward	MHS	0	No cost	
3/3/2023	3/3/2023	NJABA	Massaro, Isabella	CES	\$150	FFPI	23-120
3/4/2023	3/4/2023	It's MoNique's World	Young, Kelsee	Moss	\$22	FFPI	23-119
3/4/2023	3/4/2023	NJAKE Zoom Workshop for Early Childhood Educators	Spring, Christina	CES	\$20	FFPI	23-118
3/8/2023	3/8/2023	2023 NJECC Annual Statewide Educational Technology Conference	Williams, Raquel	EMS	0	No cost	
3/9/2023	3/9/2023	Cutting-Edge, Best Strategies for Second Grade	Doherty, Jennifer	CES	\$279	FFPI	23-117
3/13/2023	3/13/2023	Embracing the Whole Child: Promoting Social Emotional Learning	Benfatti, Nicole	MHS	\$125	FFPI	23-111
3/13/2023	3/13/2023	Embracing the Whole Child: Promoting Social Emotional Learning	Crawford, Courtney	EMS	\$165	FFPI	23-114
3/13/2023	3/13/2023	NJEC Annual Spring Conference	Lewis, Patricia	EMS	\$145	FFPI	23-112
3/17/2023	3/17/2023	AMTNJ Annual Spring Conference	Rudin, Sydney	EMS	0	No cost	
3/24/2023	3/24/2023	Oppositional, Defiant, & Disruptive Children and Adolescents	Granados, Lisa	MHS	\$155	FFPI	23-113
3/28/2023	3/28/2023	PURPOSEFUL PLAY to Increase Students' Academic Learning and Social-Emotional Growth (Preschool-Kindergarten)	Upshaw, Katherine	Moss	\$279	FFPI	23-115
3/29/2023	3/31/2023	National SHAPE Conference	Gilbert, Melanie	EMS	Up to \$1,000	FFPI	23-108
3/29/2023	3/31/2023	Shape America National Convention 2023 #SHAPEseattle	Huff, Michelle	EMS	Up to \$1,000	FFPI	23-107

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3/30/ 2023	3/31/ 2023	Critical Practices for Social Justice Education	Wagenblast, Eileen	MHS	0	No cost	
4/14/ 2023	4/14/ 2023	IPM Coordinator Training	Azevedo, Suzy	EMS	0	No cost	
4/21/ 2023	4/21/ 2023	19th Annual School Counselor Conference sponsored by New Jersey School Counselor Association	Hanbridge, Leigh	MHS	\$35	FFPI	23-110
4/22/ 2023	4/22/ 2023	NJAKE Spring Conference	Spring, Christina	CES	\$25	FFPI	23-121
5/22/ 2023	5/23/ 2023	NJACAC Annual Conference	DeMott, Elizabeth	MHS	\$505	FFPI	23-109
5/25/ 2023	5/25/ 2023	Strengthening Collaboration	Park, Ellen	MHS	\$336	FFPI	23-122

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

C. POLICY

Motion/Second/Comments/Roll Call

1. Suspensions

The Board hereby acknowledges receipt of the suspension report summary for February 3, 2023 - February 24, 2023.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- CES010623001
- METHS010923001
- METHS011723001
- EMS020123001

3. Second Reading of Policies and Regulations

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

- ❖ P 1648.11 The Road Forward COVID-19 – Health and Safety (M) (Abolish)
- ❖ P 1648.13 School Employee Vaccination Requirements (M) (Abolish)
- ❖ P 0161 Call, Adjournment, and Cancellation
- ❖ P 0162 Notice of Board Meetings
- ❖ P & R 2423 Bilingual and ESL Education (M)
- ❖ P 2425 Emergency Virtual or Remote Instruction Program (M)
- ❖ R 2425 Emergency Virtual or Remote Instruction Program (M) (New)
- ❖ P 5512 Harassment, Intimidation, or Bullying (M)
- ❖ P 6630 Athletic Fund
- ❖ P 8140 Student Enrollments (M)
- ❖ R 8140 Enrollment Accounting (M)
- ❖ P & R 8330 Student Records (M)
- ❖ R 8420.2 Bomb Threats (M)
- ❖ R 8420.7 Lockdown Procedures (M)
- ❖ R 8420.10 Active Shooter (M)

4. RESOLUTION TO APPROVE A COOPERATIVE SPORTS PROGRAM

WHEREAS, the Metuchen Board of Education does not sponsor a Boys’ Lacrosse Program at Metuchen High School because it currently has an insufficient number of students to participate in a Boys’ Lacrosse Sport Program; and

WHEREAS, there are students enrolled in the Metuchen High School who have expressed an interest in participating in a high school Boys’ Lacrosse Sport Program; and

WHEREAS, the New Jersey State Interscholastic Athletic Association permits cooperative sports programs between two or more member schools where those schools have an insufficient number of students to participate in a sport; and

WHEREAS, the Edison Board of Education has a Boys’ Lacrosse Program and has agreed to accept the Metuchen High School students into the John P. Stevens High School Boys’ Lacrosse program; and

WHEREAS, the Metuchen Board of Education and the Edison Board of Education have negotiated the terms of an agreement whereby the Metuchen High School students would be permitted to participate in John P. Stevens High School Boys’ Lacrosse Program, at no cost to the Metuchen Board of Education; and

WHEREAS, the Superintendent of Schools recommends that the Metuchen Board of Education approve the Cooperative Sports Program to permit Metuchen High School students to participate in the John P. Stevens High School Boys’ Lacrosse Program for the 2022-2023 and 2023-2024 school years.

NOW, THEREFORE, BE IT RESOLVED, that the Metuchen Board of Education hereby:

1. Approve the Agreement for the Cooperative Sports Program between the Metuchen Board of Education and the Edison Board of Education for the Boys’ Lacrosse Program for the 2022-2023 and 2023-2024 school years;
2. Authorize and acknowledge the Edison Board of Education’s role as lead agency in charge of the John P. Stevens High School Boys’ Lacrosse program, including the supervision of the program participants; and
3. Authorize the Metuchen Board of Education’s administration and Metuchen Board of Education’s Board Attorney to take all necessary and appropriate steps to carry out this action of the Metuchen Board of Education.

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

D. CURRICULUM

Motion/Second/Comments/Roll Call

1. Facilitator for EMS SEL Mentor Program

Move to approve the following teacher to serve as facilitator for the EMS SEL Mentor Program for the 2022-2023 school year, not to exceed 20 hours each at the contractual rate of \$48 per hour. To be paid from the Title IV Federal grant.

Teacher	School
Courtney Crawford	Edgar

2. Curriculum Writing

Move to approve the following curriculum writer and the following documents listed below, not to exceed \$1,400.

Writer	Subject	Grade	Rate
Jennifer Korpon	Health	1, 2, 3 & 4	\$350 each

3. Student Observer - Revision

Move to rescind and approve the following Student Observer and cooperating teachers in our school district for the Spring of 2023 (Agenda 12/13/2022 Section 13 A17):

Name	School	Teachers
Rescind: Edwin Espinal Ballina	MHS	Alexa Baird Adam Levy
Approve: Edwin Espinal Ballina	MHS	Christina Dybas Ann Burnett

4. Field Trips

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

School	Destination	Class/Group/ Purpose	Teachers/ Advisors	Date(s)	No. Of Students	Board Cost- Transportation	Number of Subs Needed
CES	Sea Quest	3rd Grade; Interact with animals from all over the planet. Increase appreciation for our planet's oceans. Develop respect for marine life. Help better understand ecosystems. Includes hands on activities to test observation and scientific reasoning skill	Danielle Rubinowitsch Michelle Bethe, Franchesca Hunt, Scott Delaney, Kara Wong, Francine Galassa, Jaclyn Salit, Sarah Anderson, Kathleen Zalek, Samantha Pauls	6/12/ 2023	165	0	1 sub

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EMS	Medieval Times	7th Grade; Students will be able to summarize the contribution that knights had regarding chivalry, understanding what chivalry is. Students will be able to link the social pyramid of medieval times to the social pyramids we have discussed in Ancient Civ. Students will be able to summarize the relationships of the people of the middle ages and relate them to Ancient Civ.	Michael Butler, Pam Stead, Ed Albanese, Shannon Connors, Linda Donohue, Melissa Robbins, Andrea Elton, Audra Smith	5/4/2023	200	0	No subs needed
MHS	Rutgers Functional Human Anatomy Lab	11th & 12th Grade; Students in this honors human anatomy class will be able to see a live dissection of a human cadaver performed by an anatomy professor at Rutgers. The professor will lead an observable dissection of the human anatomy and students will be able to see structures and learn more about functions of the human body learned throughout the year in class.	Ryan Clapp	5/3/2023	25	\$80	1 sub
MHS	Eden Autism	9th-12th Grade; Students from the Metuchen High School Chamber Orchestra will perform from residents at Eden Autism, a facility that works with, and cares for adults with autism. Students would speak beforehand with one of the directors at Eden to learn about how many adults with autism respond to music.	Christopher McEwan, Jordyn Gallagher	4/18/2023	20	\$90	1 sub

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MHS	National Jazz Festival	9th-12th Grade; We have auditioned for and have been invited to perform at the National Jazz Festival in Philadelphia, PA. Along with the high school jazz ensemble, students JJ Wyetzner and Nick Armeli have been invited to perform the the NJF Jazz Diplomats. This is our first time attending this national jazz event.	John Messenger and John Flynn	4/22/2023 & 4/23/2023	22	0	No subs
MHS	Party on Pearl	9th -12th Grade; This is an appreciation luncheon for Community based employers who provided our MHS students work based learning opportunities. CRP 1 Act as a responsible and contributing citizen and employee CRP 4 Communicate clearly and effectively and with reason CRP 12 Work productively in teams while using cultural global competence CRP 6 Demonstrate creativity and innovation	Dawn Valovcin, Christina Dybas, Sarah Karger, Michelle Schutz, Joe Dimeglio, Jordan Leitner, Marilyn Levine, Mike Molfetto, Jesse nurse	3/3/2023 thru 4/8/2023	12	\$90	MHS
MHS	Madrid, Spain	10th-12th Grade;	Nickolas Vosinas, Chris Giddes, Karin Flores, Anais Ortega, Lindsay Nalepa, John Cathcart, Ilana Kurtin	3/30/2023	43	0	MHS
EMS	Camp Mason	5th Grade; Outdoor Educational/SEL overnight trip	Jennifer Miller and approximately 30 staff members	4/12/2023 thru 4/14/2023	223	0	Edgar

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MHS	Teen Arts Festival at Middlesex County College	Grades 9-12th; Students will attend the Teen Arts Festival at Middlesex County College by participating in activities that include music performances, creative writing open mic, art exhibitions and master class workshops. The festival is attended by students from public, private and homeschools throughout the county which provides students and teachers with an opportunity to connect and learn from each other	Kelly Murphy, Margo Banner, Christopher McEwan, Stefeny Krombholz, Ashley Jaye	3/15/2023	30	\$120	MHS
MHS	Party on Pearl	9th -12th Grade; This is an appreciation luncheon for Community based employers who provided our MHS students work based learning opportunities. CRP 1 Act as a responsible and contributing citizen and employee CRP 4 Communicate clearly and effectively and with reason CRP 12 Work productively in teams while using cultural global competence CRP 6 Demonstrate creativity and innovation	Dawn Valovcin, Christina Dybas, Sarah Karger, Michelle Schutz, Joe Dimeglio, Jordan Leitner, Marilyn Levine, Mike Molfetto, Jesse nurse	3/3/2023 thru 4/8/2023	12	\$90	MHS

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

- 14. Meeting Open to Public** *(for any topic)*
- 15. Announcements**
- 16. Motion to Go Into Executive Session** *(when applicable)*

Resolution to Close Meeting

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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