

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, MARCH 14, 2023**

**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 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. Solasky	A
Mr. Glassberg	P	Dr. Spigner	P
Dr. Johnson-Marcus	P	Mr. Suss	A

**5. Showcase of Success**

❖ MHS Spring Musical Preview - *Mamma Mia!*

ABBA's hits tell the hilarious story of a young woman's search for her birth father. This sunny and funny tale unfolds on a Greek island paradise. On the eve of her wedding, a daughter's quest to discover the identity of her father brings three men from her mother's past back to the island they last visited 20 years ago. Please join the MHS Footlighters for a performance of *Mamma Mia!* March 24th and 25th at 7 pm and March 26th at 2 pm at Metuchen High School. Tickets are available at the box office at the show or online at [mhsfootlighters.com](http://mhsfootlighters.com). Tonight, junior Katherine Meyer, who plays Donna, will sing "The Winner Takes it All".

**6. Meeting Open to the Public (for any topic) - None**

**7. Presentations**

- ❖ Curriculum, Athletics/Co-curricular, Line Item Budget and Tax Levy Analysis - Mr. Cohen, Mr. Cathcart and Mr. Harvier presented. The Board made comments and asked questions.

**8. Reports**

- ❖ President's Report - None
- ❖ Superintendent's Report - None
- ❖ Committee Reports

Dr. Johnson-Marcus gave the Human Relations Commission report.  
Mr. Lifton gave the Finance/Facilities Committee report.  
Mr. Glassberg gave the Construction Committee report.

- ❖ Student Board Member Report - None

**9. Old Business - None**

**10. New Business - None**

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

February 28, 2023	Special Business Meeting (1)
February 28, 2023	Special Business Meeting (2)
February 28, 2023	Board Meeting

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

**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 - Certificated Staff**

Move to accept, with regret, the retirement of Michael Mazza, English Teacher at Metuchen High School, effective June 30, 2023.

**2. Medical Leave of Absence - Certificated Staff**

Move to approve the medical leave of absence of John Butler, PE/Health Teacher at Edgar School, effective March 6, 2023 through approximately March 31, 2023.

**3. Appointment - Leave Replacement**

Move to approve the appointment of Shannon Desch, Leave Replacement for John Butler, PE/Health Teacher at Edgar School, effective March 6, 2023 through approximately March 31, 2023.

**4. Appointment - Certificated Staff**

Move to approve the appointment of Alexis Wolford, Special Education Teacher at Edgar School, for the 2023-2024 school year, at a salary of \$57,500\*, Step 1F, effective August 30, 2023 through June 30, 2024. (\*salary may be adjusted upon the settlement of the new contract).

**5. Appointment of Substitute Teacher**

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

<b>Substitute</b>	<b>Certification</b>	<b>Per Diem Rate</b>
Janine Haulenbeek	Substitute w/college degree	\$105/day

**6. 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):

<b>Substitute Secretary</b>	<b>Rate</b>
Nancy Fakeh	\$15/hour

**7. Appointment - Certificated Staff**

Move to approve the appointment of Lauren Kim, English Teacher at Metuchen High School, for the 2023-2024 school year, at a salary of \$58,275\*, Step 3D, effective August 30, 2023 through June 30, 2024. (\*salary may be adjusted upon the settlement of the new contract).

Mr. Lifton motioned. Ms. Cook seconded. Motion carried 8-0-0.

Dr. Caputo gave his best wishes to Mr. Mazza for a happy and healthy retirement.

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

**B. FINANCE**

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

**1. Bussing Fee**

Move to approve the partial subscription bussing fee of \$525 for the 2023-2024 school year.

**2. 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	MISC	Aiphone Intercom Install	\$1,296.00	\$1,296.00
Metuchen Christian Academy	CDW-G	60	4847023	Video Insight-Camera License/Maint.	\$193.03	\$11,581.80
Metuchen Christian Academy	CDW-G	1	6740208	Axis M7116-Video Server-16 Channels	\$1,074.60	\$1,074.60
Metuchen Christian Academy	CDW-G	3	6646058	WD Purple ProWD181PURP Hard Drive 18TB SATA 6GBS	\$383.49	\$1,150.47
Metuchen Christian Academy	CDW-G	1	6592169	Panasonic I-Ori Single Xeon 6 Core 16GB Rack NVR	\$5,581.25	\$5,581.25
Community Nursery School	Window Film Depot	22	3M Scotchshield	Window Security Film		\$3,207.84
Community Nursery School	CDW-G	1	6779555	Google Nest Doorbell	\$153.21	\$153.21
Community Nursery School	CDW-G	1	6779559	Google Nest Camera	\$153.21	\$153.21

**3. Acceptance of the 2021-2022 School Year Audit**

Move to accept the Annual Comprehensive Financial Report (ACFR), 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, 2022.

**4. Adoption of the 2023-2024 Tentative School District Budget**

**WHEREAS**, the Board of Education must adopt and submit a tentative 2023-2024 school district budget for the New Jersey Department of Education review and approval.

**NOW THEREFORE BE IT RESOLVED** that the Metuchen Board of Education adopt the tentative 2023-2024 school district budget as follows:

	Appropriations	Local Tax Levy
<b>Total General Fund</b>	\$46,926,775	\$42,896,156
<b>Total Special Revenue Fund</b>	\$1,481,514	
<b>Total Debt Service Fund</b>	\$2,469,150	\$2,233,604

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations. Maximum travel budget is established at \$85,000. Travel includes professional development that takes place outside the District.

**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	Approved	Payment	FFPI Proposal #
3/16/	3/16/	NJASCD Whole Child Conference	Cohen,	Central	\$0	No cost	

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2023	2023		Richard	Office			
3/16/2023	3/16/2023	NJASCD Whole Child Conference	Lopes, Sofia	CES	\$0	No cost	
3/17/2023	3/17/2023	Spring 2023 "Connections Matter!" Conference	Winters, Stacy	MHS	\$0	No cost	
3/17/2023	3/17/2023	Strengthening Your Students' Writing Skills by Teaching Smarter, Not Harder, Grades 6-12	Stoner, Marsha	EMS	\$159	FFPI	23-124
3/17/2023	3/17/2023	Association of Mathematics Teachers in New Jersey: "Connections Matter Conference 2023"	Kremer, Christine	EMS	\$209	FFPI	23-128
3/17/2023	3/17/2023	Increase Students' MINDFULNESS: Strengthen Your Students' Academic Success and Confidence While Reducing Disruptive Behaviors	Stoner, Richard	EMS	\$159	FFPI	23-125
3/21/2023	3/21/2023	Motivating Your Resistant and Reluctant Learners	Dwyer, Rebecca	EMS	\$279	FFPI	23-127
3/21/2023	3/21/2023	Motivating Your Resistant and Reluctant Learners (Grades 3-12)	Kaye, Lindsay	EMS	\$279	FFPI	23-126
3/23/2023	3/23/2023	The Role of the School Climate Team	Wang, Jingjing	MHS	\$0	No cost	
3/25/2023	3/25/2023	New Jersey State School Nurse Spring Conference March 25 2023	Pham, Nga	Moss	\$242.8	FFPI	23-129
3/29/2023	3/29/2023	HEARTSAVER FIRST AID CPR/AED COURSE	Sobieniak, Tomasz	MHS	\$127.98	FFPI	23-123
5/4/2023	6/1/2023	IMSE Impact Comprehensive Orton-Gillingham+ Training	Masters, Sarah	Moss	\$1500	Other - Spec Svcs	
5/30/2023	6/2/2023	2023 AP Reading	Flores, Karin	MHS	\$0	No cost	

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

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

**C. POLICY**

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

**1. Suspension Report**

The Board hereby acknowledges receipt of the suspension report summary for February 27, 2023 - March 10, 2023.

**2. Harassment, Intimidation and Bullying**

Move to affirm the findings of the previously reported cases:

- (a) METHS013023001
- (b) EMS020923001
- (c) METHS021323001
- (d) EMS021723001

Ms. Cook motioned. Mr. Glassberg seconded. Motion carried 8-0-0 for item 1. Motion carried 8-0-0 on item 2a. Motion carried 7-1-0 on item 2b. Mr. Benderly voted no. Motion carried 8-0-0 on item 2c. Motion carried 7-1-0 on item 2d. Mr. Benderly voted no.

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

**D. CURRICULUM**

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

**1. 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- Transportation</b>	<b>Number of Subs Needed.</b>
EMS	Campbell	Grades 7 & 8; EMS Mentor program	Mike Butler; Sydney Rudin; Courtney Crawford	3/17/ 2023	20	\$40	No subs needed.

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CES	Raritan Valley Community College Planetarium	1st Grade; The students study the Solar System patterns and night sky during our Science period. We read many informational books, do informational writing, even parlay facts about the Solar system into riddles. They do a STEM project at the end of that unit depicting our Solar System. This trip has always been the icing on the cake following our unit. The students observe the sun and moon and ways that describe patterns that can be predicted. The students determine a set of general rules describing when the sun and moon are visible based on sky observations. The students understand that the sun is a star and can be seen during the day and the moon is not a star but can sometimes be seen during the day and night.	Samanta Jackson; Jeremy Barnes; Tara Pata; Patricia Kobayashi; Brian Jenney; Iffat Rouhi; Abeera Omarzai; Julie Anderson; Leila Balod; Nurse	5/1/2023	69	\$0	No subs needed
			Candace Evans; Elissa Cadel; Bailey Tocci; Stephanie Sandbeck; Saadia Rizwan; Nurse	5/4/2023	61	\$0	No subs needed
			Deanna Kindler; Tara Palmieri; Rupel Conzo; Tara Tay; Azy Valanejad; Nurse	5/8/2023	41	\$0	No subs needed

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MHS	Monmouth County Fire Academy	Grades 10th & 11th; To compete in the Regional round of the NJ Consumer Bowl. In this competition, students demonstrate knowledge of consumer issues that teenagers may face in the future (e.g. fraud). The team won the Middlesex County competition and has been invited to participate in the Central Jersey Region competition. If we win the regional competition, there will be a third competition in Newark at the NJ Consumer Affairs Office.	Karen Van de Castle	4/20/2023	5	\$150	1 sub
EMS	Moss Elementary School	Grades 9-12; Participants will be paired with reading materials that are sensitive to cultural, gender and age diversity. Participants will prepare assigned reading materials to share as a read aloud for elementary-age students.	Charmane Montgomery	3/23/2023	10	\$80	No subs needed
MHS	Brooklyn Bridge, Little Italy	Grade 10; Hamilton shows early American History. Brooklyn Bridge was an engineering accomplishment of the 19th Century.	Steve Cichetti; Evans Robbins; Christopher Giddes; Beth Abbott	3/22/2023	46	\$0	4 subs

Mr. Derflinger motioned. Dr. Johnson-Marcus seconded. Motion carried 8-0-0.

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

- 14. **Meeting Open to Public** (*for any topic*) - None
- 15. **Announcements** - Announcements were made by Dr. Spigner.
- 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. Lifton motioned to adjourn. Mr. Derflinger seconded. All in favor.

Adjournment: 8:53 pm