

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, MAY 9, 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	A
Ms. Cook	P	Mr. Lifton	P
Mr. Derflinger	P	Mr. Solasky	P
Mr. Glassberg	P	Dr. Spigner	A
Dr. Johnson-Marcus	P	Mr. Suss	P

**5. Showcase of Success**

❖ EMS Jazz Band

Please welcome the Edgar Middle School Jazz Band. This is the group's first year together, and they have been playing since February. The ensemble has members from the MHS Jazz Ensemble that act as peer coaches and share their jazz experience with their younger colleagues. Tonight, we will be playing a classic made popular by vocalist Bobby Darrin entitled "Mack the Knife." Please come watch us at our spring band concert on May 24 and for Jazz on the Plaza on June 7.

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

**7. Presentations**

- ❖ Anti-Bullying Bill of Rights / HIB Official Grade 2021-2022 SY - Dr. Caputo read the results.

**8. Reports**

- ❖ President's Report - None

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

Mr. Glassberg gave a report on the Construction Committee.  
Mr. Suss gave a report on the Finance/Facilities Committee.  
Mr. Lifton gave a small update on the Negotiations Committee.

- ❖ Student Board Member Report - None

**9. Old Business - None**

**10. New Business - None**

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

April 25, 2023	Special Business Meeting (1)
April 25, 2023	Special Business Meeting (2)
April 25, 2023	Board Meeting

Mr. Lifton motioned. Mr. Benderly seconded. Motion carried 7-0-0.

**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 Janice Billik, School Nurse at Edgar Middle School, effective June 30, 2023.

**2. Medical Leave of Absence - Extension**

Move to approve the extension of the medical leave of absence of Jo-Ann Rice, Secretary at Edgar School, through approximately May 31, 2023 (Agenda 3/28/23, Section 13 A8).

**3. Reappointment - Non-Tenured Administrators**

Move to approve the reappointment of the following non-tenured administrators for the 2023-2024 school year as shown on Attachment 1 (first page).

**4. Reappointment - Non-Tenured Teachers**

Move to approve the reappointment of the following non-tenured teachers for the 2023-2024 school year as shown on Attachment 1 (second through fourth pages).

**5. Retirement - Certificated Staff**

Move to accept, with regret, the retirement of Janis Lewandowski, Math Teacher at Metuchen High School, effective June 30, 2023.

**6. Appointment of Substitute Teachers**

Move to approve the appointment of the following additional substitute teachers for the 2022-2023 school year (Agenda 8/23/2022 Section 13 A16):

<b>Substitute</b>	<b>Certification</b>	<b>Per Diem Rate</b>
Francesca Ghezzeo	Substitute w/college degree	\$105/day
Ken Graf	Substitute w/teacher cert	\$110/day
Tony Hogrebe	Substitute w/teacher cert	\$110/day
Judith Graziano	Substitute w/teacher cert	\$110/day
Cal Harkness	Substitute w/college degree	\$105/day
Catherine LaMoreaux	Substitute w/teacher cert	\$110/day

**7. 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>
Donna Corrigan	\$15/hour

**8. Appointment of Substitute Paraprofessional**

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

<b>Substitute Paraprofessional</b>	<b>Rate</b>
Gresy Johnson	\$15/hour

**9. Resignation - Certificated Staff**

Move to accept the resignation of Thomas Dowling, Science Teacher at Edgar School, effective June 30, 2023.

Mr. Lifton motioned. Mr. Glassberg seconded. Motion carried 7-0-0.

Dr. Caputo wished Ms. Lewandowski and Ms. Billik a happy and healthy retirement.

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

**B. FINANCE**

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

**1. Resolution - NJSIG**

The Metuchen Board of Education hereby approves the submission of a grant for the 2023 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC

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NORTH Subfund for the purposes described in the application in the amount of \$6,267.00 for the period of July 1, 2023 through June 30, 2024.

**2. 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 #
5/12/2023	5/12/2023	Bias Crime/Incident Training for School Administrators	Porowski, Edward	MHS	\$0	No cost	
5/16/2023	5/16/2023	Behavioral Health Round Table Workshop	Bindra, Amrita	CES	\$0	No cost	
5/16/2023	5/16/2023	Behavioral Health Roundtable Discussion and Workshop Session	Crawford, Courtney	EMS	\$0	No cost	
5/16/2023	5/16/2023	Behavioral Health Roundtable Discussion and Workshop Session	Grauer, Traci	MHS	\$0	No cost	
5/16/2023	5/16/2023	Behavioral Health Roundtable Discussion and Workshop Session	Kurtin, Ilana	Central Office	\$0	No cost	
5/16/2023	5/16/2023	Middlesex County Board of County Commissioners Behavioral Health Roundtable	Herzog, Tania	Central Office	\$0	No cost	
5/18/2023	5/18/2023	NJASA/NJAPSA Spring Leadership Conference	Manziano, Lou	Central Office	\$250	Other	
5/23/2023	5/23/2023	NJASECD Conference	Cohen, Richard	Central Office	\$75	Other	
5/23/2023	5/23/2023	NJASECD Conference	McKenna, Katherine	Moss	\$75	Other	
5/23/2023	5/23/2023	023 NJASECD Conference "FROM SURVIVAL TO SUCCESS!"	Omark, Lindsey	CES	\$75	Other	
5/23/2023	5/23/2023	2023 NJASECD Conference "FROM SURVIVAL TO SUCCESS!"	Pasquale, Jennifer	CES	\$0	Other	
5/23/2023	5/23/2023	NJASECD 2023 Conference	Kirschner, Brooke	CES	\$150	Other	
5/23/2023	5/23/2023	NJASECD Annual Conference: "FROM SURVIVAL TO SUCCESS"	Young, Kelsee	Moss	\$75	FFPI	23-139
6/2/2023	6/2/2023	NJASECD North Region Network Meeting	Kirschner, Brooke	CES	\$0	No cost	
6/9/2023	6/9/2023	Summer Inclusion Leadership Conference	McKenna, Katherine	Moss	\$175	FFPI	23-135
7/24/2023	7/27/2023	AP Summer Institute: Computer Science Principles	Cundari, Richard	MHS	\$900	Other	
7/11/	7/25/	Frontline Absence Management	Taylor,	Central	\$0	\$695	

2023	2023	Certification Course	Carolyn	Office		Fee waived	
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**3. Resolution**

BE IT RESOLVED: The Metuchen Board of Education will switch its dental insurance plan to Delta Dental of New Jersey Inc. and its vision insurance plan to Delta Vision® in partnership with VSP effective July 1, 2023.

**4. Record Scanning**

Move to approve the Accu Scan proposal for scanning and digitally storing records, not to exceed \$80,000.

**5. Bus Purchase**

Move to approve the purchase of a 2023 Trans Techpl, 29 passenger van from Creative Bus Sales for \$103,678 (ESCNJ BID #22/23-24, ITEM #7).

**6. Resolution**

WHEREAS, the Metuchen Board of Education (“Board”) has determined that it is in the District’s best interests to procure the services of a construction management firm to provide construction advisory services in connection with the construction projects associated with the recently approved referendum (“Services”); and

WHEREAS, the Division of Local Government Services in the Department of Community Affairs has issued guidance that construction advisory services are the type of service that would qualify as an extraordinary unspecifiable service (“EUS”) under the Public School Contracts Law; and

WHEREAS, while the procurement of an EUS only requires the solicitation of quotations for the Services, the Board publicly advertise for receipt of proposals for the Services; and

WHEREAS, the Board received nine (9) proposals in response to the public advertisement; and

WHEREAS, the Board offered interviews to all proposers who submitted a proposal; and

WHEREAS, following the Board’s interview of the proposers who chose to be interviewed, the Board has determined that the proposal from Greyhawk Inc , was the best overall proposal and in the best interests of the Board, price and other factors considered, based on, among other factors, Greyhwak’s extensive experience in public school construction and competitive price proposal.

NOW, THEREFORE, BE IT RESOLVED, that the above recitals are incorporated herein.

BE IT FURTHER RESOLVED that the Board hereby awards a contract to Greyhawk Inc to provide the Services.

BE IT FURTHER RESOLVED that this award is subject to attorney review of the proposed contract between the Board and Greyhawk, and approval of the agreement by the Board President and Superintendent.

Mr. Suss motioned. Dr. Johnson-Marcus seconded. The motion carried 7-0-0.

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

**C. POLICY**

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

**1. Harassment, Intimidation and Bullying**

Move to affirm the findings of the previously reported cases:

- CES041123001
- METHS041223001
- EMS041723001
- EMS042023001

**2. Suspensions**

The Board hereby acknowledges receipt of the suspension report summary for April 24, 2023 - May 5, 2023.

Ms. Cook motioned. Mr. Derflinger seconded. Motion carried 6-0-1 for item 1. Mr. Benderly abstained. Motion carried 7-0-0 for item 2.

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

**D. CURRICULUM**

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

**1. Facilitator for MHS SEL Mentor Program**

Move to approve the following teacher to serve as facilitator for the MHS 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. 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.
MHS	Skyzone	Grades 9-12; The main objectives for this trip are for students in the Unified P.E. program to go out into the community and apply the skills they have learned and have	Christina Dybas, Beth Abbott, Dawn Valovcin	5/30/ 2023	40	\$70	0

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		<p>been working on during class. The students will be in the community and have the opportunity to communicate their needs and wants to their peers, as well as practice modeling desired behaviors in the community. For example, using manners, requesting items, following proper safety guidelines in the community.</p> <p>Standards:            HE.K-12.2.5.2 - Perform, combine, and modify movement to participate in games, sports, and lifetime recreational pursuits.            HE.K-12.2.5.3 -Choose and participate in physical activities for recreation.            AAAA.K-12.3.2- Make appropriate choices in the community, in the classroom, and on the job.            AAAA.K-12.5.2- Demonstrate safe physical movement in school, at home, and in the community.</p>					
MHS	NJ State Teen Arts Festival	<p>Grades 9-12; We had 17 students qualify for the state festival after participating in the Middlesex County Teen Arts festival. Students will compete and receive adjudication.</p>	<p>Ashley Jaye, Kelly Murphy, Margo Banner, Christopher McEwan</p>	5/30/2023	30	\$120	2 subs needed

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MHS	Moss	Grades 11 & 12; Teach Moss School using SEL about students in Ghana who don't have as much as they do. We will be developing a puppet show.	Evan Robbins	5/16/2023	40	No cost	1 sub needed
MHS	Moss	Grades 11 & 12; Teach Moss School using SEL about students in Ghana who don't have as much as they do. We will be developing a puppet show.	Evan Robbins	5/31/2023	30	No cost	1 sub needed
MHS	Six Flags Great Adventure	Grades 9-12; This is the annual trip to Six Flags, where the New Jersey Association of Student Council organizes a day for the students to attend the awards ceremony and then enjoy the rides in the afternoon. It is the students' reward for their dedication and commitment to the school throughout the year.	Christina Dybas, Chris Giddes, Dawn Valovcin, Nick Vosinas	5/31/2023	40	No cost	4 subs needed
Moss	Campbell School	Kindergarten students to tour Campbell School; meet Principal and teachers	Stephanie Kandel, Emily Sporer, Magy Naguib, Alicia Haller, Sarah Masters, Janelle Fisher, Pam Malone, Kajal Desai	6/5/2023 (am & pm sessions)	75 am; 30 pm	\$80	1 sub needed
MHS	George Street Playhouse	Grades 9-12; Footlighter students will have the opportunity to see a professional production of a play (The Pianist by Emily Mann). The George Street Playhouse produces student	Jacquelyn Jacobi, Stefeny Krombholz	10/4/2023	18	\$90	2 subs needed



		<p>matinee performances, which are followed by a talk-back with actors, director, and producer, during which students are able to ask questions of both art and craft, and to learn about the process of mounting a professional production. About the play: The Pianist - a survivor of Nazi-occupied Warsaw, who is an acclaimed composer, is disconnected from his family when they are sent to concentration camps and is forced to use music as his only means of survival.</p>					
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Mr. Lifton motioned. Dr. Johnson-Marcus seconded. Motion carried 7-0-0.

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

- 14. Meeting Open to Public** *(for any topic)* - None
- 15. Announcements** - Ms. Cook made 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. Lifton motioned to adjourn. Mr. Benderly seconded. All in favor.

Adjourned at 8:32 pm.