

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, JULY 18, 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 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	A
Ms. Cook	A	Mr. Lifton	P
Mr. Derflinger	P	Dr. Spigner	P
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P		

5. Showcase of Success

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

7. Presentations

- ❖ NJGPA Results Presentation - Mr. Porowski and Mr. Cohen gave the presentation.
- ❖ HIB Report Period 2 (January 1, 2023 – June 30, 2023) – Dr. Caputo
- ❖ SSDS Report Period 2 (January 1, 2023 - June 30, 2023) - Dr. Caputo

The Board members made comments and asked questions on SSDS and HIB.

- ❖ Update - Safe Return Plan and Virtual Instruction - Dr. Caputo spoke.
- ❖ Open for Public Comment on Safe Return Plan and Virtual Instruction - None

8. Reports

- ❖ President's Report - None
- ❖ Superintendent's Report - Dr. Caputo gave a short report.

❖ Committee Reports

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

9. Old Business - None

10. New Business - None

11. Approval of Minutes of the Board of Education Meetings

June 27, 2023	Special Business Meeting (1)
June 27, 2023	Special Business Meeting (2)
June 27, 2023	Board Meeting

Mr. Lifton motioned. Mr. Glassberg seconded. Motion carried 6-0-1. Mr. Suss 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. Salary Adjustment- Non-Tenured and Tenured Teachers

Move to approve the salary adjustment of the following non-tenured and tenured teachers for the 2023-2024 school year, as shown on the attachment. (Agenda 06/13/2022, Section 13, A14, Agenda 05/9/2023, Section 13, A4).

2. Salary Adjustment – Paraprofessionals

Move to approve the salary adjustment of the following paraprofessionals for the 2023-2024 school year as shown on the attachment (Agenda 06/27/2023, Section 13, A29).

3. Salary Adjustment - Certificated Staff

Move to approve the salary adjustment of Amanda Rossmeissl, Art teacher for Campbell School, for the 2023-2024 school year, at a salary of \$55,775/year, Step 1-A, effective August 30, 2023 through June 30, 2024 (Agenda 06/27/2023, Section 13, A38).

4. Salary Adjustment - Certificated Staff

Move to approve the salary adjustment of Jessica Kovacs, Preschool Teacher at Moss School, for the 2023-2024 school year, at a salary of \$56,275/year, Step 1B, effective August 30, 2023 through June 30, 2024 (Agenda 06/27/23, Section 13, A47).

5. Salary Adjustment - Certificated Staff

Move to approve the salary adjustment of Shannon MacMenamie, Special Education Preschool Teacher at Moss School, for the 2023-2024 school year, at a salary of \$56,275/year, Step 1B, effective August 30, 2023 through June 30, 2024 (Agenda 06/27/2023, Section 13, A48).

6. Stipend Adjustments Coaches – Metuchen High School and Edgar Middle School Fall 2023

Move to approve the stipend adjustments of the Metuchen High School and Edgar Middle School coaches for the Fall 2023 school sports season as shown on the attached list (Agenda 06/13/2023, Section 13, A18).

7. Stipend Adjustments Coaches – Metuchen High School and Edgar Middle School Winter 2023- 2024

Move to approve the stipend adjustments of the Metuchen High School and Edgar Middle School coaches for the Winter 2023-2024 school sports season as shown on the attached list (Agenda 06/13/2023, Section 13, A19).

8. Stipend Adjustments Coaches – Metuchen High School and Edgar Middle School Spring 2024

Move to approve the stipend adjustments of the Metuchen High School and Edgar Middle School coaches for the Spring 2024 school sports season as shown on the attached list (Agenda 06/13/2023, Section 13, A20).

9. Salary Adjustment - MHS Weight Room Supervisors

Move to approve the salary adjustment of the following weight room supervisors for the 2023-2024 school year, effective July 1, 2023, at the rate of \$30/hour, as needed (Agenda 06/13/2023, Section 13, A21):

Nick Zaneto	Molly Yelencsics	Bob Ulmer	Marcus Farris**
Joe Keagle	Joseph Migacz**	James Cardillo**	Mike Knoth**
Joelle Williams**	Jordan Leitner	Julie Youngman	Mark Mooney

**adjunct coach (not a member of district staff)

10. Salary Adjustment - Extended School Year Special Services Staff-Paraprofessionals

Move to approve the salary adjustment of the following paraprofessionals for the 2023 Extended School Year (Agenda 06/27/2023, Section 13, A17).

Special Education In-District Extended School Year 2023- Paraprofessionals				
Name	Program	Hourly Rate	# of Hours	Total

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Gayathri Karthik	Preschool Disabled- MIPP	\$20.94	90	\$1884.60
Annie Kim	Preschool Disabled- MIPP	\$20.64	90	\$1857.60
Alyssa Harrigane	Preschool Disabled- MIPP	\$20.34	90	\$1830.60
Rebecca DiSerio	Preschool Disabled- MIPP	\$20.34	90	\$1830.60
Michele Herold	Preschool Disabled- MIPP	\$24.44	90	\$2199.60
Sandy Iacona	Preschool Disabled- MIPP	\$20.64	90	\$1857.60
Ben Hohmann	Preschool Disabled- MIPP	\$20.64	90	\$1857.60
Laurie Toth	Resource K	\$21.24	90	\$1911.60
Pam Malone	Resource K & 1	\$21.24	90	\$1911.60
Donna McClaren	Resource 1 & 2	\$20.64	90	\$1857.60
Hope Serratelli	Resource 2 & 3	\$25.09	90	\$2258.10
Elizabeth Smith	Resource 2 & 3	\$24.44	90	\$2199.60
Kathi Pearsall	Resource 4	\$21.84	90	\$1965.60
Scott Delaney	Resource K-4	\$24.44	90	\$2199.60
Tom Yakowenko	Resource K-4	\$24.44	90	\$2199.60
Ghadeer Afifi	Resource 4-8	\$20.34	90	\$1830.60
Mary Jo Paulmenn	Resource 5-8	\$22.49	68	\$2024.10
Farhana Omarzai	Resource 5-8	\$21.84	68	\$1965.60
Abeera Faizan	Multiply Disabled 1-4	\$20.64	90	\$1857.60
Rose DiLeonardo	Multiply Disabled 1-4	\$20.34	90	\$1830.60
Jeremy Barnes	Multiply Disabled 1-4	\$24.44	90	\$2199.60
Emily Almeida	Multiply Disabled 1-4	\$20.34	90	\$1830.60
Jenny Pasquale	Multiply Disabled 1-4	\$24.44	90	\$2199.60
Jen Lesniak	Multiply Disabled 1-4	\$21.84	90	\$1965.60
Francine Galassa	Multiply Disabled 5-8	\$24.44	90	\$2199.60
Judi Hoffman	Multiply Disabled 5-8	\$22.19	90	\$1997.10
Marilyn Levine	Multiply Disabled 9-12	\$20.64	90	\$1857.60
Sonia Aswani	Multiply Disabled 9-12	\$20.94	90	\$1884.60
Dee Parker	Multiply Disabled 9-12	\$20.64	90	\$1857.60
Michelle Schutz	Multiply Disabled 18-21	\$20.64	90	\$1857.60
Ann DellaSala	Multiply Disabled 18-21	\$21.84	90	\$1965.60
Joe DiMeglio	Multiply Disabled 18-21	\$21.84	90	\$1965.60
Jan Gaven	Transitions and Learning Strategies 5	\$21.84	72	\$1572.48
Charmane Montgomery	Transitions and Learning Strategies 6-8	\$24.44	18	\$439.92

11. Salary Adjustment - ESY Substitute Paraprofessionals

Move to approve the salary adjustment of the following Substitute Paraprofessionals as needed for 2023 ESY (Agenda 06/27/2023, Section 13, A36):

Name	Position	Rate
Rhonda Silverman	Substitute Para	\$20.94/hour
Sandra Spinelli	Substitute Para	\$20.64/hour
Kelly Vischelli	Substitute Para	\$21.84/hour
Carmela Fogarile	Substitute Para	\$20.64/hour

Christine Lacaskey	Substitute Para	\$21.24/hour
Mili O'Brien	Substitute Para	\$20.64/hour

12. Salary Adjustment – ESY Bus Aides

Move to approve the salary adjustment of the following additional Bus Aides for 2023 ESY (Agenda 06/27/2023, Section 13, A18):

Name	Rate
Raquel Class	\$21.84/hour
Michael Molfetto	\$20.94 /hour
Judi Hoffman	\$22.19/hour

13. Salary Adjustment – Custodial/Maintenance Staff

Move to approve the salary adjustment of the following custodial staff for the 2023- 2024 school year effective July 1, 2023 through June 30, 2024 at the annual salary as follows (Agenda 06/27/2023, Section 13, A25):

Name	Salary
Alijewicz, Jonathan	\$49,428
Almeida, Jose	\$42,153
Arvizu, Veronica	\$43,245
Asiain, Lorenzo (Head Day Custodian)	\$48,115
Butler, Paula (Head Day Custodian)	\$76,379
Colegrove, Darren (Head Groundsperson)	\$50,130
Comtess, Chris	\$49,428
Cooper, Mark (Head Night Custodian)	\$50,430
Horincewich, David	\$57,512
Jean Gilles, Jean Robert	\$54,693
Jean Gilles, Magdaline	\$45,112
Jerscheid, Paxton	\$53,528
Lesniak, Chad (Head Custodian)	\$57,348
Luna, Juan	\$45,112
Morales, Raul (Head Night Custodian)	\$46,615
Moreno, Angela (Head Custodian)	\$48,422
Nunez, Marisol	\$43,245
Ramos, Carlos (Head Night Custodian)	\$56,080
Reyes, Horacio	\$46,610
Rojas-Aguilar, Armando	\$41,245
Rojas-Aguilar, Luis	\$41,245
Saccente, Elizabeth	\$44,602
Tafoya-Decruz, Angelica	\$40,337
Uhrlass, Mulyanti	\$53,785
Valdez, Estela	\$41,245
Weir, William	\$58,420

14. Salary Adjustment – Custodial Longevity

Move to approve a change in total salary for Juan Luna, Custodian, from \$45,112/year to \$45,328/year as a result of completing 15 years of service, effective August 1, 2023.

15. Salary Adjustment – Bus Drivers/Substitute Bus Drivers

Move to approve the salary adjustment of the following as bus drivers for the 2023-2024 school year (Agenda 06/27/2023, Section 13, A27):

Name	Position	Hourly Rate
Anna Szwest	Driver	\$29.69
Angelina Delgado	Driver	\$26.93
Ed Wetzell	Driver	\$26.25
Denise Newcomen	Driver	\$24.83
Oscar Colbert	Driver	\$26.25
Jean Jean-Gilles	Substitute Driver	\$26.29
Marissa Plancher	Substitute Driver	\$38.36

16. Appointment - Certificated Staff

Move to approve the appointment of Jillieanna Peguero, School Nurse at Edgar Middle School, for the 2023-2024 school year, at a salary of \$56,775/year, Step 1C, effective August 30, 2023 through June 30, 2024.

17. Maternity Leave of Absence - Certificated Staff

Move to approve the maternity leave of Sofia Lopes, 4th Grade Teacher at Campbell School, effective approximately January 8, 2024 through approximately May 23, 2024.

18. Appointment - ESY Substitute Teachers

Move to approve the following as Substitute Teachers as needed for 2023 ESY:

Name	Position	Rate
Jessica Kovacs	teacher or para sub	\$110/day
Michelle Duggan	teacher or para sub	\$110/day

19. Summer Work – Metuchen High School Peer Leadership

Move to approve the following peer leadership trainer for 2023 summer work at Metuchen High School:

Name	2023 Stipend
Laura Connolly	\$1000
Lynda Wisniewski	\$1000

20. Safety Care Training

Move to approve the following certified staff to participate in Safety Care Training at the the rate of \$49 per hour, not to exceed 12 hours each:

Beth Abbott	Lindsey Omark	Brianna Fortino	Elizabeth Smith	Alyssa Polesky
Jeremy Barnes	Jessica Kovacs	Francine Galassa	Shannon MacMenamie	

21. Supplemental Intervention Services

Move to approve the following certified staff to provide supplemental intervention services for the 2023-2024 school year at the hourly rate of \$49/hr (ESSER funded):

Kristina Bormann	Lindsey Omark
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22. Appointment - ESY

Move to approve the appointment of Gina Barrett, Occupational Therapist for 2023 Extended School Year, at a rate of \$65/hour, not to exceed 100 hours.

23. Medical Leave of Absence - Custodian

Move to approve the medical leave of absence of Mark Cooper, Custodian at Campbell School, effective July 3, 2023 through approximately September 1, 2023.

24. Appointment - Paraprofessional

Move to approve the appointment of Francesca Ghezzeo, Paraprofessional at Campbell School, for the 2023-2024 school year, at a salary of \$23,127/year, prorated, effective September 5, 2023 through June 30, 2024.

25. Appointment - Leave Replacement

Move to approve the appointment of Laurie Hathaway, 5th Grade Teacher Leave Replacement for Emily Mertz at Edgar Middle School, for the 2023-2024 school year, at a rate of \$301.49/day, effective approximately August 28, 2023 through approximately December 4, 2023.

26. Resignation - Paraprofessional

Move to accept the resignation of Mili O'Brien, Paraprofessional at Moss School, effective June 30, 2023.

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

-----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 May 31, 2023.

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 July 18, 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 May 31, 2023.

4. Resolution for Award of Contract

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

WHEREAS, the Division of Local Government Services (“DLGS”) 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, notwithstanding the DLGS’s guidance, the services are of such a nature to qualify and an extraordinary unspecifiable service; and

WHEREAS, the Board solicited proposals from four (4) firms and received three (3) proposals in response to a scope of work for the Services provided to the firms; and

WHEREAS, the Board also conducted proposer interviews for the Services; and

WHEREAS, after reviewing the proposals and conducting interviews, the Board has determined that the lowest proposal did not adequately address the scope of services required by the Board; and

WHEREAS, despite not being the lowest proposal, the Board has determined that the proposal submitted by Concord Engineering was the best overall proposal and in the best interests of the Board, price and other factors considered, based on, among other factors, the substantially higher level of service offered by Concord, Concord’s familiarity with existing HVAC equipment in the District, and Concord’s understanding of the Services and the needs of the Board; and

WHEREAS, Concord’s proposal is below the anticipated cost for the Services based upon estimates provided by the Board’s professionals.

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

BE IT FURTHER RESOLVED that the Board hereby awards a contract to Concord Engineering to provide the Services in the amount of \$255,400.

BE IT FURTHER RESOLVED that this award is subject to the execution of a contract between the Board and Concord Engineering to be approved by the Board President and Superintendent.

5. Moss, Campbell, Edgar and Metuchen High School DOE Submission

BE IT RESOLVED, by the Metuchen Boro Board of Education to approve the submission of the following projects to the New Jersey Department of Education, for FEA review and Department approval of a “school facilities project” with debt service aid

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state funding and amendment of the long-range facilities plan to be consistent with the projects.

- ❖ Renovations and Addition at Edgar Middle School
 - State Project No. 3120-070-22-1000
- ❖ Renovations and Addition at Campbell Elementary School
 - State Project No. 3120-060-22-1000
- ❖ Cafeteria/Classroom/BOE Addition and Renovations at Metuchen High School
 - State Project No. 3120-050-22-1000
- ❖ Gymnasium Addition at Metuchen High School
 - State Project No. 3120-050-22-2000
- ❖ Classroom/ Cafeteria Addition and Renovations at Moss Elementary School
 - State Project No. 3120-090-22-1000

FURTHER, the Board authorizes Spiezle Architectural Group Inc, to make the submission to the Department of Education on behalf of the district.

BE IT FURTHER RESOLVED; the Board authorizes the School Business Administrator to solicit bids for the above noted projects.

6. Interlocal Services Agreement

Move to approve the interlocal services agreement between the Metuchen Public Library and the Metuchen Board of Education to share costs of certain library databases.

7. Resolution

Move to approve the replacement and upgrade of the Metuchen School District's telephones, clocks and paging systems for \$411,083.37 (ESCNJ 22/23-36).

8. 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 #
7/27/2023	7/27/2023	18-21 Transition to Adulthood Community of Practice	Bonassisa, Deneane	Central Office	0	No cost	
8/3/2023	8/3/2023	What to do as a Gifted Director/Coordinator	Jaye, Ashley	Central Office	0	No cost	
8/25/2023	8/27/2023	EdReports Klawe Fellowship Convening	Dougherty, Natalie	Central Office	0	No cost	
10/11/2023	10/13/2023	NJPSA Fall Conference	Evans, Neyda	Edgar	780	Other	
10/12/2023	10/13/2023	2023 NJPSA/FEA/NJASCD Fall Conference: Making Excellence Happen	Dougherty, Natalie	Central Office	300	Other	

10/13/ 2023	10/13/ 2023	NJ School Counselor Association Fall Conference	Chango, Lisa	Edgar	149	FFPI	24-013
11/5/ 2023	11/7/ 2023	Character.org International Forum	Cohen, Richard	Central Office	751.5	Other	

9. Resolution

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Principals and Supervisors Association, for the collective bargaining agreement covering July 1, 2023 through June 30, 2026, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

Mr. Suss motioned. Dr. Spigner seconded. Motion carried 7-0-0 on items 1 and 3-9. Motion carried 6-0-1 for item 2. Mr. Benderly abstained.

-----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:

- CES061523001 (a)
- EMS061623001 (b)
- EMS062023001 (c)

2. District Calendar

Move to approve the Parent-Teacher Conference dates for the 2023-2024 district calendar.

Mr. Lifton motioned. Mr. Suss seconded. Motion carried 7-0-0 for items 1b, 1c and item 2. Motion carried 6-0-1 for item 1a. Mr. Suss abstained.

-----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:

School	Destination	Class/Group/ Purpose	Teachers/ Advisors	Date (s)	No. Of Students	Board Cost- Transportation	Board Cost- Subs.
MHS	Nashville, TN	Grades 9-12; Nashville is one area in the country where a musician can make a	Ashley Jaye, John Messenger, John Flynn,	4/3/ 2024 - 4/7/	80-130	\$0	No subs (Spring break)

	<p>living making music. It is important to teach our students about the 21st Century Life of a musician, and how it is possible to both make music and sustain yourself. Also, Nashville is at the crossroads of American music. It is where the blues went east and created what we know today as Country Music, derived from the Bluegrass Music of the Rocky Mountains. It is important for all students to be able to be in such a historic area for American Music to learn where popular music evolved. This trip also provides students with an educational opportunity to learn from and participate in a clinic at Vanderbilt University. Also important to the VPA 2020 standards is performance, which our students will have an opportunity to perform at the County Music Hall of Fame. Discussions throughout the trip will be focused on enduring understandings and essential questions from the VPA 2020 standards.</p>	<p>Christopher McEwan, Jordyn Gallagher, Stefeny Stofa-Kromholz, Ed Porowski, 1-2 staff TBD</p>	<p>2024</p>			
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2. Climate Change PD

Move to approve the following staff members to prepare Turn Key Teacher workshops for the Climate Studies initiative and for our district on the In-service workshop on August 31, 2023, not to exceed 9 hours at the hourly rate of \$49.

Name	School
Yoko Kato	MHS
Karen Van De Castle	MHS

Jonathan Nolde	CES
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3. Summer ESL Screening

Move to approve Janelle Fisher to administer Summer ELL Screening assessments for the 2023-2024 school year at the rate of \$49/hour to be paid from Title III funds.

4. Foundational Skills Curriculum Mapping

Move to approve the following staff member to create Foundational Skills Curriculum Maps for up to 5 hours at the current contractual hourly rate of \$49 for the grade level indicated below:

Name	Grade
Kristina Bormann	Grade 1

5. tNJMHFA Mental Health First Aid Training

Move to approve the following teachers to provide Mental Health First Aid training after-school for Metuchen High School for the 2022-2023 SY. 11th grade students, per the agreements within the tNJMHFA grant and per training provided at the contractual hourly rate of \$48/hr, not to exceed 5 hours each.

Name	School
Michelle Huff	MHS
Julie Youngman	MHS

Mr. Derflinger 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 - Dr. Spigner 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. Dr. Johnson-Marcus seconded. All in favor.

Adjournment at 9:00 pm.