

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, AUGUST 22, 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	A	Dr. Spigner	A
Mr. Glassberg	P	Mr. Suss	A
Dr. Johnson-Marcus	P		

**5. Showcase of Success**

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

**7. Presentations**

❖ ACCESS Data Presentation - Natalie Dougherty gave her presentation. The Board had questions and made comments.

**8. Reports**

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

Mr. Benderly gave a report on the District Leadership Team.  
Mr. Glassberg gave a report on the Construction Committee.  
Dr. Johnson-Marcus made an announcement.

**9. Old Business** - None

**10. New Business** - None

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

August 8, 2023	Special Business Meeting (1)
August 8, 2023	Special Business Meeting (2)
August 8, 2023	Board Meeting

Mr. Lifton motioned. Mr. Glassberg seconded. Motion carried 4-0-2. Mr. Benderly and Ms. Killean 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. Resignation - Certificated Staff**

Move to accept the resignation of Audra Smith, Spanish Teacher at Edgar Middle School, effective October 10, 2023, or earlier if a replacement is hired.

**2. Appointment - Zone Staff**

Move to approve the following Zone Staff at Edgar Middle School for the 2023-2024 school year:

**Supervisors and Office Staff:**

<b>Name</b>	<b>Hourly Rate</b>
Roseanna Misuraca(Supervisor & Co-Director)	\$48.00
Allyson Rescorl(Supervisor & Co-Director)	\$48.00
Emily Tzetzos (Supervisor)	\$48.00
Paul Mruczinski (Supervisor)	\$48.00
Todd Gural (Supervisor)	\$48.00
Vivian Petrakakos (Supervisor)	\$48.00
MaryJo Paulmenn (Bookkeeper)	\$23.00

**Paraprofessionals:**

<b>Name</b>	<b>Hourly Rate</b>
Will Colavito	\$23.00
MaryJo Paulmenn	\$23.00

Judi Hoffman	\$23.00
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**Mentors:**

<b>Name</b>	<b>Hourly Rate</b>
Gianna Vega (College)	\$18.00
Miles Elster (College)	\$18.00
Annabelle Fedun (MHS)	\$16.00
Savanna Rodrigues (MHS)	\$16.00

**3. Appointment - Paraprofessional**

Move to approve the appointment of Suzette Brown, Paraprofessional at Campbell School, for the 2023-2024 school year, at a salary of \$23,127/year, effective August 30, 2023 through June 30, 2024.

**4. Appointment - Paraprofessional**

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

**5. Appointment - Paraprofessional**

Move to approve the appointment of Neha Jansari, Paraprofessional at Moss School, for the 2023-2024 school year, at a salary of \$24,255/year, effective August 30, 2023 through June 30, 2024.

**6. Non-Instructional Stipend - Athletic Trainer**

Move to approve the non-instructional stipend of \$6750 for Molly Yelencsics, Athletic Trainer for Metuchen High School, for the 2023-2024 school year.

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

Move to approve the medical leave of absence of Lisa Chango, Guidance at Edgar Middle School, effective approximately November 2, 2023 through approximately February 1, 2024.

**8. Medical Leave of Absence - Paraprofessional**

Move to approve the medical leave of absence for Hope Serratelli, Paraprofessional at Campbell Elementary School, effective August 30, 2023 through approximately September 27, 2023.

**9. Clubs and Co-Curricular Activities**

Move to approve the following co-curricular stipends for the co-curricular activities for the 2023-2024 school year as listed on the attached chart.

**10. MHS and EMS Volunteer Clubs**

Move to approve the following MHS and EMS volunteer clubs for the 2023-2024 school year as listed on the attached chart.

**11. Appointment of Substitutes**

Move to approve the appointment of substitutes for the 2023-2024 school year on the attached chart, pending completion of substitute training and criminal history clearance.

**12. Appointment – Re-Registration Support Staff**

Move to approve the following support staff to work the re-registration sessions for incoming 5<sup>th</sup> and 9<sup>th</sup> grade families, through approximately August 19, 2023, at their hourly rates, not to exceed 26 hours per support staff member.

Allison Sullivan
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**13. Appointment - Paraprofessional**

Move to approve the appointment of Deborah Stolz, Paraprofessional at Moss School, for the 2023-2024 school year, at a salary of \$24,255/year, effective August 30, 2023 through June 30, 2024.

**14. Mentoring**

Move to approve Emily Bianchi to provide mentoring to Brianna Fortino for Speech license requirements at a rate of \$49/hr, not to exceed 36 hours.

**15. Student Observations**

Move to approve Middlesex College Nursing Program student observations for 2023-2024 school year.

**16. Beyond School Day Nursing Services**

Move to approve the following staff to provide nursing services beyond the school day, as needed, at an hourly rate of \$49/hour:

Nga Pham	Susan Fackler	Michele Brinkerhoff	Jillieanna Peguero
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**17. Home Based Services**

Move to approve the following Special Educators to provide home based services and parent training at a rate of \$49/hour, as needed:

Katherine McKenna	Shannon MacMenamie	Brian Jeney	Samantha Murphy
Kelsee Young	Jessica Kovacs	Kaitlyn Kodersha	Amrita Bindra
Alexis Wolford	Christina Dybas	Dawn Valocin	Karen Calantoni
Dana Donatelli	Karla Riera	Courtney Crawford	Patricia Lewis
Emily Bianchi	Emily Rebelo	Brianna Fortino	Eric Stein
Nicole Benfatti	Christina Theiss	Lisa Granados	Emily Peluso
Isabella Massaro			

**18. Informal Mentor Teacher Assignment**

Move to approve the following additional informal mentor assignment for the 2023-2024 school year, to be paid at a rate of \$49/hour, not to exceed six hours (Agenda 8/8/23, Section 13 A12):

New Teacher	School	Mentor
Laurie Hathaway	EMS	Vivian Petrakakos

**19. Retirement - School Secretary**

Move to accept, with regret, the retirement of Mary Miranowic, School Secretary at Metuchen High School, effective November 1, 2023.

**20. Appointment – 1:1 Substitute Nurses**

Move to approve the appointment of the following 1:1 per diem substitute registered nurses for the 2023-2024 school year, at a rate of \$280/day:

Mary Beth Sondergaard
Hireshel Berame
Kim Galeota
Laura Hermans
Nicole Coughlin
Sylwia Straub
Soraya Camille
Katrina Jacobson

**21. Resignation - Paraprofessional**

Move to accept the resignation of Raquel Class, Paraprofessional at Campbell Elementary School, effective August 18, 2023.

**22. Appointment - Certificated Staff**

Move to approve the appointment of Joelle Williams, Special Education Kindergarten Teacher at Moss School, for the 2023-2024 school year, at a salary of \$76,925/year, prorated, Step 1K, effective October 23, 2023 (or earlier if released from current district) through June 30, 2024.

**23. Appointment - Paraprofessional**

Move to approve the appointment of Ernest Svolto, Paraprofessional at Edgar Middle School, for the 2023-2024 school year, at a salary of \$23,127/year, effective August 30, 2023 through June 30, 2024, pending criminal history clearance.

**24. Appointment - Paraprofessional**

Move to approve the appointment of Karen Brock, Paraprofessional at Moss School, for the 2023-2024 school year, at a salary of \$24,255/year, effective August 30, 2023 through June 30, 2024, pending criminal history clearance.

**25. Coaches - Metuchen High School Fall 2023**

Move to approve the following Metuchen High School coaches for the Fall 2023 school sports season (Agenda 06/13/2023, Section 13, A18):

<b>Fall 2023 Coaches</b>			
<b>Assignment</b>	<b>Name</b>	<b>Step</b>	<b>Stipend</b>
Assistant Cheerleading Coach	Celine Yurnet	1	\$3369
Freshman Soccer Coach	Nick Zaneto	1	\$5999

**26. Appointment - Paraprofessional**

Move to approve the appointment of Chelsea Coxon, Paraprofessional at Moss School, for the 2023-2024 school year, at a salary of \$24,255/year, effective August 30, 2023 through June 30, 2024, pending criminal history clearance.

**27. Appointment - Paraprofessional**

Move to approve the appointment of Erin Gawronski, Paraprofessional at Campbell School, for the 2023-2024 school year, at a salary of \$23,127/year, effective August 30, 2023 through June 30, 2024.

**28. Medical Leave of Absence – Certificated Staff**

Move to accept the medical leave of absence of Kerry Blaze, Social Studies Teacher at Metuchen High School, effective August 30, 2023 through approximately October 1, 2023.

Mr. Lifton motioned. Ms. Cook seconded. Motion carried 6-0-0.  
Dr. Caputo wished Mary Miranowic a happy and healthy retirement.

-----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 June 30, 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 August 22, 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 June 30, 2023.

**4. RESOLUTION RATIFYING COLLECTIVE AGREEMENT WITH the Metuchen Education Association**

WHEREAS, Metuchen Board of Education (“Board”) and the Metuchen Education Association President (“President”) have reached an agreement concerning a successor collective agreement (“Agreement”) covering the period of July 1, 2023 through June 30, 2026; and

WHEREAS, the Board has been advised by the president of the Metuchen Education Association that it has properly approved and/or ratified said Agreement;

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby ratifies and approves the terms of said Agreement;

BE IT FURTHER RESOLVED, that this Board authorizes and directs the Board President and the Business Administrator/Board Secretary to execute the Agreement referenced above, as well as any other documents necessary to effectuate the Agreement, on behalf of the Board; and

BE IT FURTHER RESOLVED, that this Board hereby approves the appropriation of any additional funds necessary to implement the terms of said Agreement.

**5. RESOLUTION RATIFYING COLLECTIVE AGREEMENT WITH the Metuchen Paraprofessional Association**

WHEREAS, Metuchen Board of Education (“Board”) and the Metuchen Paraprofessional Association President (“President”) have reached an agreement concerning a successor collective agreement (“Agreement”) covering the period of July 1, 2023 through June 30, 2026; and

WHEREAS, the Board has been advised by the president of the Metuchen Paraprofessional Association that it has properly approved and/or ratified said Agreement;

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby ratifies and approves the terms of said Agreement;

BE IT FURTHER RESOLVED, that this Board authorizes and directs the Board President and the Business Administrator/Board Secretary to execute the Agreement referenced above, as well as any other documents necessary to effectuate the Agreement, on behalf of the Board; and

BE IT FURTHER RESOLVED, that this Board hereby approves the appropriation of any additional funds necessary to implement the terms of said Agreement.

**6. RESOLUTION RATIFYING COLLECTIVE AGREEMENT WITH the Metuchen Custodial and Maintenance Association**

WHEREAS, Metuchen Board of Education (“Board”) and the Metuchen Custodial and Maintenance Association President (“President”) have reached an agreement concerning a successor collective agreement (“Agreement”) covering the period of July 1, 2023 through June 30, 2026; and

WHEREAS, the Board has been advised by the president of the Metuchen Custodial and Maintenance Association that it has properly approved and/or ratified said Agreement;

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby ratifies and approves the terms of said Agreement;

BE IT FURTHER RESOLVED, that this Board authorizes and directs the Board President and the Business Administrator/Board Secretary to execute the Agreement referenced above, as well as any other documents necessary to effectuate the Agreement, on behalf of the Board; and

BE IT FURTHER RESOLVED, that this Board hereby approves the appropriation of any additional funds necessary to implement the terms of said Agreement.

**7. RESOLUTION RATIFYING COLLECTIVE AGREEMENT WITH the Metuchen Principals and Supervisors Association**

WHEREAS, Metuchen Board of Education (“Board”) and the Metuchen Principals and Supervisors Association President (“President”) have reached an agreement concerning a successor collective agreement (“Agreement”) covering the period of July 1, 2023 through June 30, 2026; and

WHEREAS, the Board has been advised by the president of the Metuchen Principals and Supervisors Association that it has properly approved and/or ratified said Agreement;

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby ratifies and approves the terms of said Agreement;

BE IT FURTHER RESOLVED, that this Board authorizes and directs the Board President and the Business Administrator/Board Secretary to execute the Agreement referenced above, as well as any other documents necessary to effectuate the Agreement, on behalf of the Board; and

BE IT FURTHER RESOLVED, that this Board hereby approves the appropriation of any additional funds necessary to implement the terms of said Agreement.

**8. Out of District Student Placements - 2023-2024 School Year**

Move to approve the following 2023-2024 school year out of district student placements:

<b>ID#</b>	<b>School</b>	<b>Total</b>
20341125	Rutgers	\$79,900.00
002025005	New Roads Somerset	\$71,053.20
2020006	Piscataway Regional Day	\$48,780.00
2029040	The Center School	\$79,338.60
2028004	ECLC of Chatham	\$64,301.60
2022011	Eden Institute	\$149,033.95
2022238	Windsor Academy	\$79,560.00
2022005	Eden Institute	\$111,865.95
2031094	Newmark	\$62,042.00
2026127	Rockbrook School	\$65,677.00
2020004	Eden Institute	\$149,033.95
2029010	Rockbrook School	\$65,677.00



2031028	Windsor Academy	\$103,860.00
2029030	Collier School	\$65,700.00
2024962	The Center School	\$79,338.60
20281109	Collier School	\$65,710.80
2025022	The Calais School	\$73,544.40

**9. 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 #
7/26/2023	7/26/2023	Simple View of Writing	Harley, Melissa	Edgar	\$200	FFPI	24-014
10/12/2023	10/13/2023	2023 NJPSA/FEA/NJASCD Fall Conference	Kurtin, Ilana	Central Office	\$375	Other	
10/23/2023	10/23/2023	2023 NJCSS Conference	Stead, Pamela	Edgar	\$90	FFPI	24-015

**10. Resolution - Camera System**

WHEREAS, in connection with the referendum project (“Project”), the Metuchen Board of Education (“Board”) will be installing additional security cameras throughout the district in those areas that do not currently have such a system; and,

WHEREAS, the Board currently has installed at several of its facilities a camera system manufactured by Avigilon, which system is still within its useful life and is not being replaced; and,

WHEREAS, the Avigilon system 1) contains storage servers which only run on Avigilon software, 2) will not support off-branded cameras, and 3) is run on software that will only support Avigilon hardware; and,

WHEREAS, the District has invested hundreds of thousands of dollars for the Avigilon system, and has spent significant time training staff on the specifics of the system in order to maintain the security of the District, its buildings, personnel and students; and,

WHEREAS, the Board believed that introducing another brand of security cameras would compromise the safety and swift response practices built up in the district since the installation of the Avigilon system; and,

WHEREAS, the Board has determined that the Avigilon camera system meets the proprietary requirements of N.J.S.A. 18A:18A-5 and N.J.A.C. 5:34-9.1.

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

BE IT FURTHER RESOLVED that the for the reasons set forth above, the Board authorizes the bid specifications to include the Avigilon camera system as proprietary goods.

BE IT FURTHER RESOLVED that the Administration is authorized to take such other and further steps as necessary to effectuate the purposes of this resolution.

**11. Resolution – Door Security System**

WHEREAS, in connection with the referendum project (“Project”), the Metuchen Board of Education (“Board”) will be installing additional doors for the its door security system throughout the district in those areas that do not currently have such a system; and,

WHEREAS, the Board currently has installed at several of its facilities a door security system manufactured by Avigilon, which system is still within its useful life and is not being replaced; and,

WHEREAS, the equipment and software of the Avigilon system will only work with each other and do not support another company’s hardware or software; and,

WHEREAS, the District has invested significant funds for the Avigilon system, and has spent significant time training staff on the specifics of the system in order to maintain the security of the District, its buildings, personnel and students; and,

WHEREAS, the Board believed that introducing another brand of security doors would compromise the safety and swift response practices built up in the district since the installation of the Avigilon door security system; and,

WHEREAS, the Board has determined that the Avigilon door security system meets the proprietary requirements of N.J.S.A. 18A:18A-5 and N.J.A.C. 5:34-9.1.

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

BE IT FURTHER RESOLVED that the for the reasons set forth above, the Board authorizes the bid specifications to include the Avigilon door security system as proprietary goods.

BE IT FURTHER RESOLVED that the Administration is authorized to take such other and further steps as necessary to effectuate the purposes of this resolution.

**12. Resolution - BMS**

WHEREAS, in connection with the referendum project (“Project”), the Metuchen Board of Education (“Board”) requires the installation of a building management system (“BMS”) for various HVAC units, both new and existing; and,

WHEREAS, the Board current BMS system is a Jersey State Controls (“Jersey State”) system; and,

WHEREAS, a substantial portion of the current Jersey State BMS system is not being replaced in the Project and will remain; and,

WHEREAS, the District's professionals advise that there is a strong possibility that systems from two separate vendors will not be able to be successfully or seamlessly integrated; and,

WHEREAS, having multiple BMS systems would complicate the District's ability to adequately control the systems at all of its facilities, would require multiple service providers and increase maintenance costs, and would undermine the District's investment in not only the existing equipment, but also the training of the District's employees on the Jersey Control BMS system; and

WHEREAS, the District has determined that the Jersey State BMS system meets the proprietary requirements of N.J.S.A. 18A:18A-5 and N.J.A.C. 5:34-9.1.

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

BE IT FURTHER RESOLVED that the for the reasons set forth above, the Board authorizes the bid specifications to include the Jersey State Controls BMS system as proprietary goods.

BE IT FURTHER RESOLVED that the Administration is authorized to take such other and further steps as necessary to effectuate the purposes of this resolution.

**13. Resolution –Notifier, Fire Alarm System by Honeywell**

WHEREAS, in connection with the referendum project ("Project"), the Metuchen Board of Education ("Board") will be installing additional Fire Alarm devices throughout the district in those areas that do not currently have such a system; and,

WHEREAS, the Board currently has the Notifier Fire Alarm System installed at all its facilities manufactured by Honeywell, which system is still within its useful life and is not being replaced; and,

WHEREAS, the equipment and software of the Notifier system will only work with each other and do not support another company's hardware or software; and,

WHEREAS, the District has invested significant funds for the Notifier Fire Alarm system, and has spent significant time training staff on the specifics of the system to maintain the security of the district, its buildings, personnel, and students; and,

WHEREAS, the Board believed that introducing another brand of Fire Alarm System would compromise the safety of the buildings and staff by adding an additional system to district, since the installation of the Notifier system; and,

WHEREAS, the Board has determined that the Notifier Fire Alarm System meets the proprietary requirements of N.J.S.A. 18A:18A-5 and N.J.A.C. 5:34-9.1.

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

BE IT FURTHER RESOLVED that the for the reasons set forth above, the Board authorizes the bid specifications to include the Notifier Fire Alarm system as proprietary goods.

BE IT FURTHER RESOLVED that the Administration is authorized to take such other and further steps as necessary to effectuate the purposes of this resolution. Mr. Lifton motioned. Ms. Cook seconded. Motion carried 6-0-0.

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

**C. POLICY**

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

**1. Revised Regulation and Policy**

Move to approve the Board of Education suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023

Ms. Cook motioned. Mr. Glassberg seconded. Motion carried 6-0-0.

-----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	East Brunswick High School	GMC Sportsmanship Symposium for High School Athletes to Promote Sportsmanship throughout the schools in the GMC	John Cathcart, Julie Youngman	9/12/2023	40	\$100	1

Mr. Lifton motioned. Dr. Johnson-Marcus seconded. Motion carried 6-0-0.

-----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)*

Mr. Lifton motioned to adjourn the public meeting and to go into executive session. Mr. Glassberg seconded. All in favor.

*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 \_\_\_\_\_HIB\_\_\_\_\_ and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

**17. Adjournment**

Public meeting adjourned at 8:53pm.