

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, SEPTEMBER 26, 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, and by filing a copy with the Borough Clerk as prescribed by this law.

**4. Roll Call**

Mr. Benderly	P	Dr. Johnson-Marcus	P
Ms. Cook	P	Ms. Killean	P
Mr. Derflinger	P	Mr. Lifton	P
Ms. Dimbeng	P	Dr. Spigner	P
Mr. Glassberg	P	Mr. Suss	P

**5. Showcase of Success**

- ❖ Introduction of New Teachers - The new teachers came and gave introductions.

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

**7. Presentations**

- ❖ NJSLA ELA and Math - Mr. Cohen, Dr. Costanza, Ms. Azevedo and Mr. Porowski made their presentations.

**8. Reports**

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

Ms. Cook gave a report on the Policy Committee.

Mr. Derflinger gave a report on the Curriculum Committee.

Mr. Glassberg gave a report on the Construction Committee.

Ms. Killean gave a report on the Extra-curricular/Athletics Committee.

Mr. Suss gave a report on the Finance/Facilities Committee.

❖ Student Board Member Report - Ms. Dimbeng gave her student report.

**9. Old Business** - None

**10. New Business** - None

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

September 12, 2023	Special Business Meeting (1)
September 12, 2023	Special Business Meeting (2)
September 12, 2023	Board Meeting

Mr. Lifton motioned. Mr. Glassberg seconded. Motion called 9-0-0.

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

Mr. John Mindler of 50 Salmen Court, came and spoke about the softball trip.

**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. Appointment - Paraprofessional**

Move to approve the appointment of Sharon Mok, Paraprofessional at Campbell School, for the 2023-2024 school year, at a salary of \$23,127/year, prorated, effective September 27, 2023 through June 30, 2024.

**2. Appointment of Additional Substitutes**

Move to approve the appointment of the additional substitutes for the 2023-2024 school year on the attached chart, effective September 15, 2023, pending completion of substitute training and criminal history clearance.

**3. Resignation - Assistant Superintendent and Moss School Principal**

Move to accept the resignation of Richard Cohen, Assistant Superintendent of Metuchen School District and Moss School Principal, effective October 9, 2023.

**4. Special Education Trainings**

Move to approve the following staff members to prepare and provide trainings for special education programs and mandated professional development for the 2023-2024 school year, at the hourly rate of \$49/hour:

<b>Name</b>	<b>Training</b>
Ann Leghorn Orapallo	Dyslexia Training
Andrea Agnone	Dyslexia Training
Emily Bianchi	Communication Strategies/AAC
Emily Rebelo	Communication Strategies/AAC
Dawn Valovcin	Job Coaching/Work Based Learning
Isabella Massaro	Behavior Intervention Strategies
Nga Pham	Health Mandates
Susan Fackler	Health Mandates
Jillieanna Peguero	Health Mandates
Michele Brinkerhoff	Health Mandates
Christina Dybas	Safety Care
Isabella Massaro	Safety Care

**5. Special Services Intern**

Move to approve Julia Kenny as School Psychologist intern from Rutgers University, at Moss and Campbell.

**6. Home Instruction**

Move to approve Michelle Duggan to Provide Home Instruction, as needed, at a rate of \$60/hour for the 2023-2024 school year.

**7. Clinical Experience**

Move to approve Nicole Benfatti to conduct a supervised clinical experience towards clinical Social Work licensure during the 2023-2024 school year, as overseen by the Director of Special Services.

**8. Paraprofessional Mentors**

Move to approve the following staff to serve as Paraprofessional Mentors, for a stipend in the amount of \$250 for the 2023-2024 school year:

Michelle Duggan	Kelly Vissichelli	Tary Tay	Deb Decerbo
Marilyn Levine	Mary Jo Paulmenn	Pam Malone	Tina Huber
Farhana Khan	Hope Serratelli		

**9. Intervention Services - Certificated Staff**

Move to approve Emily Bianchi, to provide supplemental intervention services for the 2023-2024 school year at the rate of \$49/hour (ESSER funded).

**10. Intervention Services - Paraprofessionals**

Move to approve the following paraprofessional staff to provide supplemental intervention services for the 2023-2024 school year at their hourly rate:

<b>Name</b>	<b>Hourly Rate</b>
Kelly Vissichelli	\$21.84/hour
Ben Hohmann	\$20.64/hour

**11. Salary Adjustment – School Secretaries**

Move to approve the salary adjustment of the following school secretaries for the 2023-2024 school year effective July 1, 2023 through June 30, 2024 at the annual salary as follows (Agenda 06/27/23, Section 13, A24):

<b>Metuchen High School</b>	
<b>Name</b>	<b>Salary</b>
Kathy Mallory	\$58,765
Mary Miranowic	\$58,765
Lisa Latham	\$49,789
Teresa Coleman	\$51,013
Maureen Azzara (part-time 10 month)**	\$26,587

<b>Edgar Middle School</b>	
<b>Name</b>	<b>Salary</b>
Allison Sullivan	\$49,789
Audrey Hausser	\$49,789
Adele Rackley (½ time @ EMS & ½ time Sp. Svcs)**	\$28,790

<b>Campbell Elementary School</b>	
<b>Name</b>	<b>Salary</b>
Laura Chiusano	\$55,677
Pamela Hatzelhoffer	\$49,789
Katherine Eosso (½ time @ CES and ½ time Sp. Svcs)**	\$24,894

<b>Moss School</b>	
<b>Name</b>	<b>Salary</b>
Patricia Hallas	\$51,013

\*\*Part-time secretaries may be used as substitute secretaries at their hourly rate.

**12. Salary Adjustment - Central Office Staff**

Move to approve the salary adjustment of the following central office support 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, A22):

<b>Special Services</b>		
<b>Name</b>	<b>Position</b>	<b>Salary</b>
Adele Rackley	Part-time Secretary (½ time @ EMS and ½ time Sp. Svcs.)	\$28,790
Katherine Eosso	Part-time Secretary (½ time @ CES and ½ time Sp. Svcs)	\$24,895

**13. Appointment - Interim Moss Principal**

Move to approve the appointment of Kathy Glutz as Interim Principal at Moss School, from October 10, 2023 through October 17, 2023 at a rate of \$600/day.

Mr. Lifton motioned. Mr. Benderly seconded. Motion carried 9-0-0.

Dr. Caputo and members of the Board said kind words and gave well wishes to Mr. Cohen.

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

**B. FINANCE**

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

**1. 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 September 26, 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.

**2. Professional Development**

Move to approve the professional development activities as shown on the attachment.

**3. Resolution**

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Association of Educational Secretaries, 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.

**4. Special Olympics Unified Grant**

Move to accept the Special Olympics of NJ Unified Grant in the amount of \$2,500 to implement Unified Programs at Metuchen High School.

**5. Grant Application**

Move to approve the submission of the New Jersey Learning Acceleration Program: High Impact Competitive Grant application for Fiscal Year 2024, and accept the grant award of \$111,211 upon the subsequent approval of the High Impact Tutoring Competitive Grant.

Mr. Suss motioned. Mr. Derflinger seconded. Motion carried 9-0-0 for items 2-5. Motion carried 8-0-1 for item 1. Mr. Benderly abstained.

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

**C. POLICY**

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

**1. Suspensions**

The Board hereby acknowledges receipt of the suspension report summary for September 11, 2023 - September 22, 2023.

Ms. Cook motioned. Mr. Suss seconded. Motion carried 9-0-0.

-----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	Number of Subs Needed.
MHS	Woodbridge High School	12th Grade; To assist seniors in learning about different colleges and universities in order to make informed decisions about their future education. Seniors will be able to: -Learn about different colleges and universities from admission reps -Get their questions answered about the college admission process -Get information about financial aid and scholarships -Meet other students who are interested in the same colleges -Get a feel for different college campuses. We will pilot the fair this year with a total of 40 seniors.	Ilana Kurtin Leigh Hanbridge Elizabeth DeMott	10/18/ 2023	40	0	no subs needed
CES	Von Thun Farm	Grade 1; SW understand that living things grow and change over time SW understand what living things need to survive SW observe plants at different stages of their life cycle SW read Spookly the Square Pumpkin throughout a corn maze and develop an awareness of bullying and its effects.	Tara Palmieri, Deanna Kindler, Candace Evans, Ellissa Cadel, Samanta Jackson, Megan Shapiro, Jeremy Barnes, Tara Pata, Bailey Tocci, Rupel Conzo, Julie Anderson	10/26/ 2023	155	0	no subs needed

Board Minutes - September 26, 2023

MHS	Red Robin	<p>Grades 5-12; Students will be going to Red Robin restaurant to work on restaurant skills including budgeting, ordering from a menu, monetary calculations and social skills. CRP1 Act a responsible and contributing citizen and employee CRP2 Apply appropriate academic and technical skills CRP4 Communicate clearly and effectively and with reason CRP 8 Utilize critical thinking to make sense of problems and persevere in solving them.</p>	<p>Dawn Valovcin, Christina Dybas, Alexis Wolford, Jordan Leitner, Michelle Schutz, Joseph DiMeglio, EJ Svolto, Marilyn Levine, Janine Haulenbeek,</p>	10/20/2023	13	\$50	no subs needed
Edgar	Norz Farm	<p>Grades 5-12; Students will be going to Norz Farm in Hillsborough to work on problem solving skills and social emotional learning. We will use problem solving skills by going through a corn maze. We will also work on recognizing one's thoughts and or feelings when we get stuck and need to turn around to find the correct way out of the maze. Lastly, we will work on finding ways to persevere to reach our goal of making it through the corn maze.</p>	<p>Dawn Valovcin, Christina Dybas, Janine Haulenbeek, Jordan Leitner, Michelle Shutz, Joseph DiMeglio, EJ Svolto, Marilyn Levine</p>	10/6/2023	13	\$90	no subs needed
MHS	Killington Ski Resort, Vermont	<p>Grade 9-12; Students will participate in skiing and snowboarding activities for two days at the Killington Ski Resort. Students will also participate in an indoor rock climbing activity at the Green Mountain Climbing gym. Upon completing the trip, students will develop</p>	<p>Anna Girin, Danielle Cermak, Lauren Scala, Ryan Clapp (might change)</p>	2/2/2024 - 2/4/2024 (2 nights/overnight trip)	46	0	no subs needed

Board Minutes - September 26, 2023

		a growth mindset by embracing challenges, accepting setbacks as learning opportunities, and displaying resilience in the face of difficulties encountered during skiing, snowboarding and climbing activities. By the end of the trip, students will be able to reflect on their skiing and snowboarding experience, identifying areas of improvement, and setting goals for future skiing endeavors based on their gained insights and skills					
MHS	New York City	Grades 9-12; Students interested in the fashion industry will be able to observe new trends of fashion by visiting different fashion displays, participate in a museum exhibition, experience a variety of textiles and materials in a renowned fabric supplier. Staff and students will meet at the train station.	Ann Lezama, Nickolas Vosinas and Anais Ortega	12/15/2023	35	\$0	3 subs needed
MHS	Museum Metropolitan Museum of Art and Hadestown	12th Grade; Impact of 9/11 on Government and Politics, Retrospective of European Art	Evan Robbins; Beth Abbott	12/8/2023	18	\$0	2 subs needed
MHS	Woodbridge High School	12th Grade; To assist seniors in learning about different colleges and universities in order to make informed decisions about their future education. Seniors will be able to: -Learn about different colleges and universities from admission reps -Get their questions answered about the college admission	Ilana Kurtin Leigh Hanbridge Elizabeth DeMott	10/18/2023	40	\$0	no subs needed



		process -Get information about financial aid and scholarships -Meet other students who are interested in the same colleges -Get a feel for different college campuses. We will pilot the fair this year with a total of 40 seniors.					
<b>MHS</b>	<b>Space Coast Florida Spring Ball</b>	<b>Grade 9-12; Students will develop teamwork and collaboration between athletes. Develop a positive relationship. Spring training develops team comradery as they practice together and develop a bond so they play effectively once the season begins.</b>	<b>Michelle Huff, Ed Porowski, Mark Mooney</b>	<b>3/21/2024-3/24/2024</b>	<b>16</b>	<b>\$0</b>	<b>1 sub needed</b>

**2. ESCNJ Appointment of Representative**

Pursuant to enacted legislation P.L. 192-1989, Chapter 254, the Metuchen Board of Education elected Vincent Caputo to the Representative Assembly of the Educational Services Commission of New Jersey from September 2023 to September 2024.

**3. Emergency Virtual or Remote Instructional Plan**

Move to approve the MetuchenPublic Schools Local Educational Agency Guidance for Emergency Virtual or Remote Instruction Plan for the 2023-2024 school year.

**4. Turn Key Training**

Move to approve the following staff members to prepare Turn Key Training for our district on the In-service workshop on October 9, 2023, not to exceed 9 hours at the rate of \$49/hour.

<b>Name</b>	<b>Workshop</b>
Yoko Kato	Climate Studies
Karen Van De Castle	Climate Studies
Jonathan Nolde	Science Training
Kristina Bormann	Dyslexia

Mr. Benderly motioned to table the softball field trip until the next Board meeting. Mr. Suss seconded. Motion carried 7-2-0. Mr. Derflinger and Mr. Lifton voted no.

Mr. Derflinger motioned to move all items in section D with the softball field trip removed. Ms. Cook seconded. The motion carried 9-0-0.

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

**14. Meeting Open to Public** *(for any topic)*

Mr. John Mindler of 50 Salmen Court, came up again and spoke about the softball trip.

**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 the meeting. Ms. Cook seconded. All in favor.

Adjournment at 10:03 pm.