

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, JULY 16, 2024

**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. Bhatt	P	Ms. Killean	A
Ms. Cook	P	Mr. Lifton	P
Mr. Derflinger	P	Dr. Spigner	P
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

- ❖ HIB Report Period 2 (January 1, 2024 – June 30, 2024) – Dr. Caputo gave the report.
- ❖ SSDS Report Period 2 (January 1, 2024 - June 30, 2024) - Dr. Caputo gave the report.
- ❖ Update - Safe Return Plan - Dr. Caputo let the Board know the updates to the safe return plan.
- ❖ Open for Public Comment on Safe Return Plan - There was no public comment.

8. Reports

- ❖ President's Report - Mr. Lifton gave a report
- ❖ Superintendent's Report - Dr. Caputo gave a report.
- ❖ Committee Reports

Dr. Derflinger gave a report on the Curriculum Committee.
 Mr. Glassberg gave an update on the Construction Committee.
 Dr. Caputo gave a report on the Extra-Curricular/Athletics Committee.
 Dr. Spigner gave a report on the Equity Committee.
 Mr. Harvier gave a report on the Finance/Tech Committee.

9. Old Business - None

10. New Business - Dr. Caputo mentioned the Bulldog Bark MHS News paper.

11. Approval of Minutes of the Board of Education Meetings

June 25, 2024	Special Business Meeting (1)
June 25, 2024	Special Business Meeting (2)
June 25, 2024	Board Meeting

Mr. Lifton motioned. Dr. Johnson-Marcus seconded. Motion carried 6-0-1. Mr. Bhatt 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. Safety Care Training - Certificated Staff

Move to approve the following certified staff to participate in Safety Care Training at the the rate of \$50/hour, not to exceed 12 hours each:

Lauren Corrigan	Emily Rebelo	Jeremy Barnes	Shannon Macmenamie	Jenny Pasquale
Dana Donatelli	Tom Yakowenko	Scott Delaney	Lindsey Omark	Emily Sporer
Francine Galassa				

2. Safety Care Training - Non-Certificated Staff

Move to approve the following non-certified staff to attend Safety Care Training at their hourly rate, not to exceed 12 hours each:

Elizabeth Linthurst	Victoria Dunyak	Sandra Spinelli	Neha Jansari	Deb Stolz
---------------------	-----------------	-----------------	--------------	-----------

3. Appointment - ESY Paraprofessional

Move to approve the appointment of Nicolette DiSerio as a paraprofessional for the 2024 Extended School Year Program at the rate of \$20.84/hour, not to exceed 90 hours.

4. Rescind ESY Paraprofessional

Move to rescind Suzette Brown as a paraprofessional in the 2024 Extended School Year program (Agenda 6/25/2024, Section 13, A11).

5. Appointment - Home Instruction ESY

Move to approve the following for Summer 2024 Home Instruction, as needed:

Name	Rate
Tomasz Sobieniak	\$61/hour

6. Appointment - Supplemental Instruction ESY

Move to approve the following for Summer 2024 Supplemental Instruction, at the Home instruction rate:

Name	Rate
Samantha Murphy	\$61/hour

7. Professional Work

Move to approve Tara Siesputowski to complete professional work during the month of July and August 2024, at the rate of \$50/hour, not to exceed 60 hours.

8. Sports Physicals Review

Move to approve Michelle Brinkerhoff to review sports physicals in July and August 2024, at the rate of \$74.33/hour, not to exceed 15 hours.

9. Appointment - Paraprofessional

Move to approve the appointment of Nicole Lewis, Paraprofessional at Moss School, for the 2024-2025 school year, at a salary of \$24,852/year, effective August 26, 2024 through June 30, 2025, pending criminal history clearance.

10. MHS High School Summer Stipends

Move to rescind and approve the following teacher for Summer Academy (additional guidance and support to students preparing for college admissions and algebra courses; as well as for pre-advanced placement instruction, Agenda June/25/2024, Section 13, A1):

Name	Class	2024 Stipend
Rescind:		
Emily Caponigro	Alg 2 Session 2	\$500
Emily Caponigro	Geometry	\$500
Approve:		
Emily Caponigro	Alg 2 Session 2	\$1,000
Emily Caponigro	Geometry	\$1,000

11. Nurse Practicum

Move to approve the following Nurse Practicum student placement in the Metuchen Public School District for the Fall 2024 school year.

Name	School	Supervisor
Erika Stankovicova	MHS	Michele Brinkerhoff

12. Fieldwork Experience

Move to approve Lindsay Nalepa to complete 25 hours of fieldwork experience related to coursework towards Supervisor Certification during the months of July and August 2024 under the supervision of the Director of Special Services.

13. Appointment - School Secretary

Move to approve the appointment of Karen Longo, Secretary at Metuchen High School, for the 2024-2025 school year, effective August 1, 2024 through June 30, 2025, at a salary of \$51,701/year, prorated, pending criminal history clearance.

14. MHS Chemical Storage and Inventory Project - Summer 2024

Move to approve the following staff to complete MHS chemical storage and inventory project, over the summer, at a rate of \$50/hour, not to exceed a total of 15 hours each:

Trey Jaworski	Samantha Green
---------------	----------------

15. Volunteers - Metuchen High School Band Camp

Move to approve the following volunteers for 2024 summer work at Metuchen High School band camp, pending criminal history clearance (Agenda 6/25/2024, Section 13. A2):

Natalia Alcieri	Robert Lazenberry	Nicholas DiMari	Jenna Greenfeder	Lisa Allgauer
-----------------	-------------------	-----------------	------------------	---------------

16. Appointment - Certificated Staff

Move to approve the appointment of Amanda Ludwig, Second Grade Teacher at Campbell School, for the 2024-2025 school year, at a salary of \$58,675/year, Step 1C, effective August 26, 2024 through June 30, 2025, pending criminal history clearance.

17. Resignation - Certificated Staff

Move to accept the resignation of Leslie Keeble, Math Intervention Teacher at Edgar Middle School, effective September 10, 2024, or earlier if a replacement is hired.

18. Appointment - Paraprofessional

Move to approve the appointment of Donna Delvescovo, Paraprofessional at Moss School, for the 2024-2025 school year, at a salary of \$24,852/year, effective August 26, 2024 through June 30, 2025, pending criminal history clearance.

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

-----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 July 16, 2024 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. Budget Transfers

Move to approve budget transfers effective May 31, 2024.

3. Resolution

WHEREAS the Metuchen Board of Education (“Board”) has received three grants from the New Jersey Schools Development Authority (“NJSDA”) for the 1) HVAC Systems Upgrades at Edgar Middle School (DOE Project # 3120-070-23-R502, SDA Project # 3120-070-23-G5MC, Grant # G5-6727), 2) HVAC Systems Upgrades at Metuchen High School (DOE Project # 3120-050-23-R501, SDA Project # 3120-050-23-G5MJ, Grant # G5-6725), and HVAC Systems Upgrades at Campbell Elementary School ((DOE Project # 3120-060-23-R502, SDA Project # 3120-060-23-G5MK, Grant # G5-6726) (collectively “Projects”); and

WHEREAS the Board requires the services of a New Jersey licensed architect to provide professional design services for the Projects; and

WHEREAS pursuant to N.J.S.A. 18A:18A-5, the Board may enter into contracts for professional services without public bidding; and

WHEREAS Spiegle Architectural Group, Inc. (“SAG”), the Board’s current architect for its referendum projects, provided a proposal to provide the necessary professional design services for a total fee of \$75,000; and

WHEREAS the Board has determined SAG has the necessary qualifications to provide the design services and that the proposed fee is reasonable.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby awards and authorizes a contract with Spiezele Architectural Group, Inc. to provide the design services for the Projects in an amount of \$75,000.

BE IT FURTHER RESOLVED that the Board delegates to SAG the authority to prepare all plans, specifications, drawings and necessary bid-related documents for the Project.

BE IT FURTHER RESOLVED that this award is subject to the execution of an agreement with SAG, and SAG’s compliance with all requirements of, and execution of all documents required by, the NJSDA grant agreement applicable to Design Consultants.

BE IT FURTHER RESOLVED that the Administration is authorized to take all steps necessary to effectuate the purposes of this resolution, including execution of the agreement with SAG.

4. Approval of Contract PEPPM Marketplace Solution – Amazon Business

Move to approve the Metuchen Board of Education to purchase goods and services from Amazon Business for the 2024-2025 school year. When using Amazon Business, the approved identification number, 540042-001, shall appear on all board resolutions, contract documents and purchase orders, not to exceed \$60,000 for the school year.

5. Interlocal Services Agreement

Move to approve the interlocal services agreement between the Metuchen Public Library and the Metuchen Board of Education for the 2024-2025 school year, to share the cost of certain library services in the amount of \$3,257.53.

6. 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 #
7/19/2024	7/19/2024	NJASCD Board Planning Retreat	Dougherty, Natalie	Central Office	0	0	No cost
10/17/2024	10/18/2024	NJPSA/FEA/NJASCD Fall Conference	Dougherty, Natalie	Central Office	\$380	\$380	Other

Mr. Lifton motioned. Mr. Derflinger seconded. 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:

- EMS061224001
- CES061424001
- EMS062034001

2. Safe Return Plan

Move to approve the Metuchen School District’s June 2024 Updated Safe Return Plan.

Ms. Cook motioned. Dr. Spigner seconded. Motion carried 7-0-0.

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

D. CURRICULUM

Motion/Second/Comments/Roll Call

1. Book Disposal

Move to approve the disposal of the following textbook from Metuchen High School:

Textbook	Publisher	Copyright	ISBN	Qty
World Civilizations Global Experience, 5th Edition	Pearson	2007	0-13-220699-4	50

2. Lifelines Implementation

Move to approve Lifelines Implementation and training for the 2024-2025 school year, not to exceed \$10,000 (ESEA Title IVA funded).

3. Academic Intervention

Move to approve the following services for academic intervention during the 2023-2024 school year, partially funded by ESSER:

- Jessica Fessock, Personalized Learning Success, not to exceed \$15,000 of ESSER funds.
- Jodi Reiner. Reiner Reading Consulting, not to exceed \$15,000 of ESSER funds

4. Speech Intern

Move to approve the following Speech Intern from Teachers College, Columbia University, in the Metuchen Public School District for the Fall 2024 school year:

Name	School	Supervisor
Vienne Park	MHS/EMS	Emily Rebelo

5. Curriculum Writer - Rescind

Move to rescind and approve the following Curriculum writer and amounts for 2024-2025 school year (Agenda 6/13/23, Section 13, D3):

Course	Author	Amount
Rescind: ESL: Grade K(summer 2023)	Janelle Fisher	\$1,000
Approve: ESL: Grade K	Janelle Fisher	\$1,000

6. Curriculum Writer - Rescind

Move to rescind and approve the following Curriculum writer and amounts for 2024-2025 school year (Agenda 6/14/22, Section 13, D2):

Course	Author	Amount
Rescind: World Cultures (High School World History)	Laura Connolly	\$1,000
Approve: World Cultures	Laura Connolly	\$1,000

7. Clinical Work

Move to approve Peter Conroy to complete clinical classroom work for alternate route teaching requirements, up to 10 hours, under the supervision of Beth McLaughlin and Rebecca Dwyer, during Summer 2024.

8. Equipment Disposal

Move to approve the disposal of the following microscopes at Metuchen High School and Edgar Middle School:

Equipment	Course	Model	Quantity
Stereoscope with lights	Biology/AP Biology	Leica ZOOM 2000	2
Compound Light (4X, 10X, 40X)	Biology	Boreal Digital # 6071 2288	1
Compound light (4X, 10X, 40X)	AP Environmental, Biology	Boreal Digital # 6071 2319	1

9. Student Teacher

Move to rescind and approve the following Student Teacher from The College of New Jersey, in the Metuchen Public School District for the 2024-2025 school year (Agenda 6/25/24, Section 13, D11):

Name	School	Teacher
Rescind: Emily Park	Campbell	Lindsey Omark
Approve: Emily Park	Campbell	Lindsey Omark, Special Education Jenny Pasquale, General Education

Mr. Derflinger motioned. Ms. Cook seconded. Motion carried 7-0-0.

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

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

15. Announcements - Mr. Bhatt 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. Derflinger seconded. All in favor.

Adjournment at 8:47 pm.

Vincent Caputo
Vincent Caputo (Aug 14, 2024 15:36 EDT)


20240716 Board Minutes


Final Audit Report


2024-08-14


Created:	2024-08-14
By:	Jennifer Alijewicz (jalijewicz@metuchenschools.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAFVAI6J7D_Wb0rcRdBPIVOwUfohUWXX0y


"20240716 Board Minutes" History


 Document created by Jennifer Alijewicz (jalijewicz@metuchenschools.org)
2024-08-14 - 6:50:45 PM GMT

 Document emailed to vcaputo@metboe.k12.nj.us for signature
2024-08-14 - 6:51:17 PM GMT

 Email viewed by vcaputo@metboe.k12.nj.us
2024-08-14 - 7:36:14 PM GMT

 Signer vcaputo@metboe.k12.nj.us entered name at signing as Vincent Caputo
2024-08-14 - 7:36:45 PM GMT

 Document e-signed by Vincent Caputo (vcaputo@metboe.k12.nj.us)
Signature Date: 2024-08-14 - 7:36:47 PM GMT - Time Source: server

 Agreement completed.
2024-08-14 - 7:36:47 PM GMT