

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, SEPTEMBER 10, 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	P
Ms. Cook	P	Mr. Lifton	P
Mr. Derflinger	P	Ms. Shrestha	P
Mr. Glassberg	P	Dr. Spigner	P
Dr. Johnson-Marcus	P	Mr. Suss	P

**5. Showcase of Success**

- ❖ Introduction of New Teachers

Amy Dees, MHS Math  
David Katz, CES LR (Rentenberg)  
Michael Mazzola, CES LR (Lopes)  
Amanda Ludwig, CES 2<sup>nd</sup> Grade  
Laura Vergara, EMS Math

- ❖ New Student Representative - Prisha Shrestha was introduced.

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

**7. Presentations** - None

**8. Reports**

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

Mr. Glassberg gave a report on the Construction Committee.  
Dr. Johnson-Marcus gave a report on the District Leadership Team.  
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. Shrestha gave a report.

**9. Old Business** -None

**10. New Business** -None

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

August 27, 2024	Special Business Meeting (1)
August 27, 2024	Special Business Meeting (2)
August 27, 2024	Board Meeting

Mr. Lifton motioned. Mr. Glassberg seconded. Motion carried 8-0-1. Ms. Cook 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)*

Oftentimes 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. Leave of Absence Revision - Certificated Staff**

Move to approve the revised dates of the leave of absence of Samantha Murphy, Special Education Teacher at Campbell School, effective approximately September 16, 2024 through approximately February 14, 2025 (Agenda 4/24/2024, Section 13, A1).

**2. Revised Dates - Leave Replacement**

Move to approve the revised dates for Laura Petty, Leave Replacement for Samantha Murphy, Special Education Teacher at Campbell School, effective approximately September 12, 2024 through approximately February 18, 2025, at a rate of \$311.76/day, pending NJ certification.

**3. Leave of Absence - Paraprofessional**

Move to approve the leave of absence of Suzette Brown, Paraprofessional at Campbell School, effective August 26, 2024 through approximately October 15, 2024.

**4. Formal Mentor Teacher**

Move to approve the following formal mentor teacher to work with the following mentee teacher for the 2024 – 2025 school year:

<b>New Teacher/Leave Replacement</b>	<b>School</b>	<b>Mentor</b>	<b>Payment Traditional Route \$550.00 Alternate Route \$1,000.00</b>
Eric Farwell	MHS	Alexa Baird	\$1000 prorated

**5. Edgar School Robotics**

Move to approve the following as volunteer coaches for the Robotics Team at Edgar School for the 2024-2025 school year, pending criminal history clearance:

Jerred Cook	Ngwe Zin	Sandeep Nechikat	Francesca Ghezzeo (CES employee)
John Manchisi	Luke Kwon	Kara Gumnick	Shawn Afkhami
Ankur Gandhi	Amit Kaushik	Leo Hwang	Matthew Sielski
Amy Dees (MHS employee)	Leigh Hanbridge (MHS employee)		

**6. Metuchen High School Volunteer Clubs- Rescind and Approve**

Move to rescind and approve the following Metuchen High School volunteer clubs for the 2024-2025 school year as listed (Agenda 08/27/2024, Section 13, A3):

<b>Name</b>	<b>Position</b>
<b>Rescind:</b> Anais Ortega Emily Caponigro	Dungeons and Dragons (D&D) Chess Club Advisor
<b>Approve:</b> Trey Jaworski	Dungeons and Dragons (D&D)

**7. Metuchen High School Club Advisor**

Move to approve the following co-curricular stipend for the 2024-2025 school year as listed (Agenda 8/27/2024, Section 13, A2):

<b>Name</b>	<b>Assignment</b>	<b>2024-2025 Stipend</b>
Matt Sutin	English Honor Society (c) .25	\$402.75

**8. Interim Guidance Supervisor**

Move to approve the appointment of Heather Mills-Pevonis, Interim Guidance Supervisor for Ilana Kurtin, Supervisor of Guidance, effective approximately October 31, 2024 through approximately May 13, 2025, or earlier if needed, at a per diem rate of \$500/day.

**9. Supplemental Instruction**

Move to approve Ann Leghorn-Orapallo to provide Supplemental Instruction as needed for the 2024-2025 school year at the rate of \$50/hour (IDEA Grant Funded).

**10. Salary Adjustment - Certificated Staff**

Move to approve a change in base salary for Danielle Cermak, Spanish Teacher at Metuchen High School, from Step 3L, \$86,625/year, to Step 4L, \$88,688/year, as a result of her earning 30 credits beyond her Master's Degree (Master's +30), effective October 1, 2024.

**11. Mentor Teacher Training**

Move to approve the following mentor to attend mentor training, for 1 hour at the rate of \$50/hour:

Alexa Baird
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**12. New Teacher Academy Presenters**

Move to approve Ann Burnett and Amanda Shorr as presenters on co-teaching strategies for the New Teacher Academy workshop series for the 2024-2025 school year, at a rate of \$50/hour, not to exceed 4 hours each.

**13. Metuchen High School Summer Institute**

Move to rescind and approve the following teachers for additional guidance and support to students preparing for college admissions through summer institute; as well as for pre-advanced placement instruction (Agenda 6/25/2024, Section 13, A1):

Name	Class	2024 Stipend
<b>Rescind:</b> Chris Giddes	APUSH 2 Sess 1	\$1,000.00
<b>Approve:</b> William Schlavis	APUSH 2 Sess 1	\$1,000.00

**14. Appointment of Substitutes**

Move to approve the appointment of substitutes for the 2024-2025 school year on the attached chart effective September 5, 2024, pending completion of substitute training and criminal history clearance.

**15. Leave Replacement - Certificated Staff**

Move to approve the appointment of Lisa Parr, Leave Replacement for Adrianna Reyes, ESL Teacher at Campbell School, effective approximately November 21, 2024 through approximately April 24, 2025, at a rate of \$311.76/day.

Mr. Lifton motioned. Dr. Johnson-Marcus seconded. Motion carried 9-0-0 for items 1-13 and item 15. Motion carried 8-0-1 for item 14. Mr. Lifton abstained.

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

**B. FINANCE**

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

**1. Nonpublic Technology Aid**

Move to approve the following nonpublic technology aid for the 2024-2025 school year. These expenditures are required for the district to fulfill certain legal obligations under

state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction:

School	Vendor	QTY	Item #	Description	Price	Total
St. Joseph High School	CDW-G	24	7495094	Dell Latitude 3445 Chromebook - 14" AMD Ryzen 3 7320C-4 GB Ram- 64GB	\$647.72	\$15,545.28
St. Joseph High School	CDW-G	23	7796926	Dell USB C power adapter 65 watt	\$50.74	\$1,167.02
St. Joseph High School	CDW-G	5	4468202	Chief fusion x-large ultrawide Mobile TV Cart for Displays 55-100 Blac	\$1885.22	\$9,426.10

**2. Nonpublic Security Aid**

Move to approve the following nonpublic security aid for the 2024-2025 school year. These expenditures are required for the district to fulfill certain legal obligations under state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction:

School	QTY	Item #	Description	Price	Total
St. Francis Cathedral School	2	Select	SL57 CL HD X 83" WD/SDTF X CL- Hinge - Continuous	\$236.72	\$473.44
St. Francis Cathedral School	2	LCN	4040XP.RWPA.689 X 689 - Closer	\$641.52	\$1,283.04
St. Francis Cathedral School	16	Stock-L BR	Labor Rate State Contract T0675 - Journeyman	\$128.29	\$2,052.64

**3. Settlement Agreement**

Move to approve the settlement agreement of student # 2030057.

**4. Out of District Placement**

Move to approve the placement of student #2030057 for the 2024-2025 school year at Newgrange School for the total tuition of \$67,999.04/year.

**5. 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 10, 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

Board Minutes - September 10, 2024

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.

**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 #
9/3/2024	9/4/2024	Capturing Kids Hearts	Kurtin, Ilana	Central Office	\$0	No cost	
9/17/2024	5/13/2024	NJSBA PAA Meetings (5 Tuesday dates)	Taylor, Carolyn	Central Office	Not to exceed \$110 mileage/tolls	Other	
9/9/2024	9/9/2024	LEGAL ONE Affirmative Action Officer (AAO) Certificate Program - ONLINE	Asprocolas, Jennifer	Moss School	\$500	Other	
9/18/2024	6/11/2025	Association of Student Assistance Professionals (ASAP-NJ)	Rubin, Samantha	MHS	\$0	No cost	
9/27/2024	6/6/2025	NJMAA Meetings	Jaye, Ashley	Central Office	\$0	No cost	
10/4/2024	10/4/2024	Comprehensive Plan for Addressing Student Substance Use	Palermo, Samantha	MHS	\$150	FFPI	25-023
10/4/2024	10/4/2024	Creating a Unified Team Approach and Comprehensive Plan for Addressing Student Substance Use	Kurtin, Ilana	Central Office	\$150	Other	
10/11/2024	10/11/2024	Childhood in Americas	Connolly, Laura	MHS	\$54.74	FFPI	25-018
10/14/2024	10/14/2024	A Day with Maria Ellis	Krombholz, Stefeny	MHS	\$0	No cost	
10/14/2024	10/14/2024	AP Psychology Teacher's Roundtable	Connolly, Laura	MHS	\$54.52	FFPI	25-022
10/15/2024	10/15/2024	NJAGC Sharefest	Jaye, Ashley	Central Office	\$30	Other	
10/16/2024	10/16/2024	New Jersey Science Convention	Nalepa, Lindsay	MHS	\$225	FFPI	25-014
10/16/2024	10/16/2024	NJ science convention	Wang, Jingjing	MHS	\$240	FFPI	25-015
10/17/2024	10/18/2024	Kaleidoscope Conference 2024	Banner, Margaret	Edgar/MHS	\$265	FFPI	25-019
10/17/2024	10/18/2024	Kaleidoscope: Perspective is everything!	Gumbrecht, Jennifer	Edgar	\$265	FFPI	25-020
10/17/2024	10/17/2024	NJPSA/FEA/NJASCD Fall Conference -	Manziano, Lou	Central Office	\$230	Other	
10/21/2024	10/21/2024	New Jersey Council for the Social Studies Annual Conference - Challenges and Changes: Past, Present, and Future	Connolly, Laura	MHS	\$109.74	FFPI	25-017
10/25/2024	10/25/2024	2nd Annual DrewTEACH AI & Writing Symposium	Manziano, Lou	Central Office	\$77.78	Other	
10/25/2024	10/25/2024	The New Jersey	Siesputowski, Tara	Edgar	\$211	FFPI	25-013

Board Minutes - September 10, 2024

2024	2024	Association of Learning Consultants Fall Symposium 2024: Order and Law - New Assessments for Legally Defensible IEPs					
11/22/2024	11/24/2024	ACTFL's Annual World Language Convention & Expo	Vosinas, Nickolas	MHS	\$883	FFPI	25-021
11/22/2024	11/22/2024	AMTNJ Fall Conference	Kremer, Christine	Edgar	\$355	FFPI	25-016
12/3/2024	12/3/2024	Lifeline Suicide Prevention Training	Ulmer, Robert	MHS	\$0	No cost	
12/3/2024	12/3/2024	Lifeline Suicide Prevention Training	Zaneto, Nicholas	MHS	\$0	No cost	
12/3/2024	12/3/2024	Lifeline Suicide Prevention Training	Abbott, Beth	MHS	\$0	No cost	
12/11/2024	12/11/2024	Lifeline Suicide Prevention Training	Youngman, Julie	MHS	\$0	No cost	
12/11/2024	12/11/2024	Lifeline Suicide Prevention Training	Bandola, Drew	Edgar/MHS	\$0	No cost	
12/11/2024	12/11/2024	Lifeline Suicide Prevention Training	Mooney, Mark	MHS	\$0	No cost	

Mr. Suss motioned. Mr. Derflinger seconded. Motion carried 9-0-0.

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

**C. POLICY**

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

**1. Appointment - Student Board of Education Member Representative**

Move to approve Prisha Shrestha as the Metuchen High School Student Board of Education Representative for the 2024-2025 school year.

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.
EMS	Six Flags Great Adventure	8th Grade; Students will be able to communicate effectively using math and science concepts. Students	Chrissy Kremer, Danielle Kennedy, Lauren Scala, Alyssa Dugasz, Ed Ronk,	5/29/25	200	\$0	2-3 subs needed

Board Minutes - September 10, 2024

		will understand and apply the forces and laws of movement using real-world situations (velocity, distance, time, Newton's Laws of Motions, etc...) as well as calculating costs of admission, food and souvenir costs.	Rachel DiVanno, Todd Gural, Rich Stoner, Barbara King, Michele Gouveia				
MHS	New York City	Grades 9-12; Students interested in the fashion industry will be able to observe new trends of fashion display, participate in a museum exhibition, experience a variety of textile and materials in a renowned fabric supplier. Staff and students will meet at the train station.	Anais Ortega, Nickolas Vosinas, Ann Lezama, Ashley Jaye	12/13/24	40	\$0	3 subs needed

**2. Textbook Disposal**

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

DEPT	QTY	TITLE	©	# YEARS OLD	PUBLISHER	ISBN	BOOK TYPE
Music	28	Spotlight on Music-Grade 1	2011	13	Macmillan/Mc Graw-Hill	978-0-02-296697-3	hardcover textbook
Music	2	Spotlight on Music-Grade 1-Piano Accompaniments	2005	19	Macmillan/Mc Graw-Hill	0-02-295856-8	softcover textbook
Music	2	Spotlight on Music-Grade 1-Teacher's Edition	2011	13	Macmillan/Mc Graw-Hill		softcover textbook
Music	28	Spotlight on Music-Grade 2	2011	13	Macmillan/Mc Graw-Hill	978-0-02-296698-0	hardcover textbook
Music	1	Spotlight on Music-Grade 2-Teacher's Edition	2008	16	Macmillan/Mc Graw-Hill		softcover textbook
Music	27	Spotlight on Music-Grade 3	2011	13	Macmillan/Mc Graw-Hill	978-0-02-296699-7	hardcover textbook
Music	1	Spotlight on Music-Grade 3-Piano Accompaniments	2005	19	Macmillan/Mc Graw-Hill	0-02-295858-4	softcover textbook
Music	1	Spotlight on Music-Grade 3-Teacher's Edition	2008	16	Macmillan/Mc Graw-Hill		softcover textbook
Music	23	Spotlight on Music-Grade 4	2011	13	Macmillan/Mc Graw-Hill	978-0-02-296701-7	hardcover textbook
Music	1	Spotlight on Music-Grade 4-Piano Accompaniments	2005	19	Macmillan/Mc Graw-Hill	0-02-295859-2	softcover textbook
World Cultures	28	World History Connections to Today	2005	19	Pearson/ Prentice Hall	03-13-181759-0	hardcover textbook
Psychology	53	Understanding Psychology	2001	23	Glencoe	0-07-820338-4	hardcover textbook



APUSH 1&2	76	The American Pageant, 15th Edition	2013	11	Cengage	13: 978-1-11 1-83106- 6  10: 1-111-83 106-8	hardcover textbook
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**3. Curriculum Guide**

Move to approve the implementation of the following revised curriculum guides:

Curriculum Guides	
Subject/Course	Grade
Geometry	8-10
Science 6: Earth Science	6
Science 8: Physical Science	8
Business Information Management	9-12
Digital Marketing	9-12
Honors Calculus	12
Pre Algebra 8	8
Physical Education Grade 1	1
Physical Education Grade 2	2
Physical Education Grade 3	3
Physical Education Grade 4	4

Mr. Derflinger motioned. Dr. Spigner seconded. Motion carried 9-0-0.

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

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

**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. Dr. Jonson-Marcus seconded. All in favor.

Adjournment at 8:22pm.

**2024-2025 Substitutes for Board Approval 9/10/24**

- Pay Rates - \$105/day - Substitute with 30+ college credits  
 \$110/day - Substitute with bachelor's degree (no teacher cert)  
 \$115/day - NJ Teacher Certification  
 \$16/hour - Paraprofessional Substitute  
 \$16/hour - Secretary Substitute  
 \$200/day - Nurse Substitute

Sub Name	Certification/Sub Category
ANDERSEN, RHEANNA	Substitute with teacher cert
AVILES, REBEKAH	Substitute with college degree
BERENFELD, TAL	Substitute with college degree
COHN, LAUREN	Substitute with college degree
DALAL, LEENAM	Substitute paraprofessional
DELOSSANTOS, MARISOL	Substitute with college degree
ERDEM, PATCHARAPAN	Substitute paraprofessional
FLYNN, RENE	Substitute with college degree
GARISON, CHRISTINA	Substitute with teacher cert
GRAFF, MARY-MARGARET	Substitute with college degree
HICKS, PAMELA	Substitute nurse
KIM, ANNIE	Substitute w/college degree; sub secretary
KOBAYASHI, PATRICIA	Substitute paraprofessional
LIFTON, PAULA	Substitute with college degree
MILLER, KEITH	Substitute with college degree
MILLER, RICHARD	Substitute with college degree
MOLFETTO, MIKE	Substitute paraprofessional
MULIANI, DIANA	Substitute with college degree
NARANJO, ERICA	Substitute with college degree
NEWCOMEN, CARLY	Substitute with college credits
ORLANDINI, ROSEMARY	Substitute secretary
PALLOTTA, DANIELLE	Substitute with teacher cert
PUERZER, CLARE	Substitute teacher; substitute secretary
SHAHID, SOFIA	Substitute with college degree
SOOKCHAND, ANNE	Substitute paraprofessional

STANKOVICOVA, ERIKA	Substitute nurse
TRICARICO, EVE	Substitute teacher; substitute nurse


# 20240910 Board Minutes with Attachment


Final Audit Report


2024-09-27


Created:	2024-09-27
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## "20240910 Board Minutes with Attachment" History


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 Signer vcaputo@metboe.k12.nj.us entered name at signing as Vincent Caputo  
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 Document e-signed by Vincent Caputo (vcaputo@metboe.k12.nj.us)  
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