

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**TUESDAY, NOVEMBER 12, 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, 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	A	Mr. Lifton	P
Mr. Derflinger	P	Ms. Shrestha	P
Mr. Glassberg	P	Dr. Spigner	A
Dr. Johnson-Marcus	P	Mr. Suss	A

**5. Showcase of Success**

❖ MHS Fall Play Preview

The MHS Footlighters will present the comedy Clue on Friday Nov 15th at 7pm and Saturday Nov 16th at both 2pm and 7pm. Tickets are available at MHSFootlighters.com and at the door. Clue is based on the classic board game, and 1985 film of the same name, in which six anonymous guests are given aliases and invited to a dinner party. Once there, they must solve a comedic mystery similar to that of the board game: Who did it? With what? And in what room? Tonight, we will present an introductory skit, written by senior Zoe Soneyvtsky, and featuring seniors: Luke Krombholz, Meredith Inverso, Zoe Soneyvtsky, Juniors: Emily Grosso, Manali Weller, Saanvi Karthik, Ryan Stein, and Sophomore: Daniel Stone. The Footlighters can't wait to see everyone at the show!

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

**7. Presentations**

- ❖ AP/SAT/ACT Presentation - Ed Porowski gave the presentation.

**8. Reports**

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

Dr. Johnson-Marcus gave a report on the Policy Committee and the District Leadership Team.

Mr. Derflinger gave a report on the Curriculum Committee.

Mr. Glassberg gave a report on the Construction 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 Meeting**

October 15, 2024	Board Meeting
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Mr. Lifton motioned. Dr. Johnson-Marcus seconded. Motion carried 5-0-0.

**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. Mentor Teacher Revision**

Move to rescind and approve the following mentor assignment for the 2024-2025 school year (Agenda 8/13/24, Section 13 A5):

Mentor	New Teacher/Leave Replacement	School	Payment: Formal Traditional Route \$550 for 30 weeks; Formal Alternate Route \$1000 for 30 weeks; Informal -\$50/hour, not to exceed 6 hours

<b>Rescind:</b> Lindsey Omark	Laura Petty	CES	Informal Mentor: \$50/hour, not to exceed 6 hours
<b>Approve:</b> Lindsey Omark	Laura Petty	CES	Formal mentor/traditional route: \$550 for 30 weeks

**2. Leave of Absence - Paraprofessional**

Move to approve the leave of absence of Marian Sharkaway, Paraprofessional at Edgar School, effective October 14, 2024 through approximately February 3, 2025.

**3. Retirement - Bus Aide**

Move to accept, with regret, the retirement of Linda Rhodes, Bus Aide and Bus Driver for Metuchen Public Schools, effective November 1, 2024.

**4. Appointment - Leave Replacement**

Move to approve the appointment of Laurie Walker, Leave Replacement for Eric Stein, Speech Therapist at Campbell School, effective October 30, 2024 through approximately December 6, 2024, at a rate of \$311.76/day.

**5. Appointment - Intermittent Leave Replacement**

Move to approve the appointment of Laurie Walker, Intermittent Leave Replacement for Eric Stein, Speech Therapist at Campbell School, to do per diem work as needed, throughout Mr. Stein's intermittent leave, at a rate of \$311.76/day for the 2024-2025 school year.

**6. Paraprofessionals as Substitutes**

Move to approve the following Paraprofessionals to serve as substitutes, as needed and assigned, for an additional stipend of \$50/day:

Tara Tay	Kelly Vissichelli	Michelle Duggan
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**7. Paraprofessional Mentor - Additional**

Move to approve the following additional staff to serve as a Paraprofessional Mentor, for a stipend in the amount of \$250 for the 2024-2025 school year (Agenda 8/13/24, Section 13, A20):

Tara Tay
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**8. Home Instruction**

Move to approve the following to work Home Instruction for the 2024-2025 school year, as needed, at a rate of \$61/hour:

Eileen Kuchar
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**9. Appointment - Bus Aide**

Move to approve the appointment of Sheri Kady, Bus Aide for Metuchen Schools District, for the 2024-2025 school year, effective November 11, 2024, at a rate of \$16/hour.

**10. Supplemental Instruction - Rescind and Approve**

Rescind and approve the following staff to provide Supplemental Instruction as needed for the 2024-2025 school year, IDEA Grant funded (Agenda 9/10/2024, Section 13, A9 Agenda 09/24/2024, Section 13, A2 Agenda 10/15/2024, Section 13, A3):

<b>Name</b>	<b>Rate</b>
<b>Rescind:</b>	
Ann Leghorn-Orapallo	\$50/hour
Lauren Thompson	\$50/hour
Veronica Araneo	\$50/hour
Beth McLaughlin	\$50/hour
Julie Anderson	\$50/hour
Vincent Signorile	\$50/hour
Melissa Robbins	\$50/hour
<b>Approve:</b>	
Ann Leghorn-Orapallo	\$61/hour
Lauren Thompson	\$61/hour
Veronica Araneo	\$61/hour
Beth McLaughlin	\$61/hour
Julie Anderson	\$61/hour
Vincent Signorile	\$61/hour
Melissa Robbins	\$61/hour
Tomasz Sobieniak	\$61/hour

**11. Appointment of Substitutes**

Move to approve the appointment of substitutes for the 2024-2025 school year as listed on the chart below, effective October 21, 2024, pending completion of substitute training and criminal history clearance.

<b>2024-2025 Substitutes for Board Approval 11/12/24</b>	
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	
<b>Sub Name</b>	<b>Certification/Sub Category</b>
Henry Busch	Substitute with college credits
Nathan Arnold	Substitute with college degree
Carolyn Herrera	Substitute with college degree
Sandra Davis	paraprofessional substitute
Kate Manchisi	Substitute with college degree

**12. Resignation - Supervisor**

Move to accept the resignation of Natalie Dougherty, Supervisor at the Metuchen School District, effective November 27, 2024.

Mr. Lifton motioned. Mr. Derfinger seconded. Motion carried 5-0-0.

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

**B. FINANCE**

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

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**1. 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 #
10/22/2024	10/22/2024	NJSBA Conference	Azevedo, Suzy	Edgar	\$20	Other	
10/23/2024	10/23/2024	NJSBA Conference	Lemerich, Kathryn	Central Office	\$127.50	Other	
11/1/2024	11/1/2024	Beginning Conversational Spanish For Teachers	Robbins, Melissa	Edgar	\$49.95	FFPI	25-064
11/13/2024	11/13/2024	The Intersection of Trauma and Neurodivergence	Benfatti, Nicole	MHS	\$119	FFPI	25-065
11/18/2024	11/18/2024	Unconference	Robbins, Evan	MHS	\$100	FFPI	25-066
11/22/2024	11/22/2024	NJCHE Annual Conference	Butler, Michael	Edgar	\$220	FFPI	25-073
12/5/2024	12/5/2024	21st Annual Suicide Prevention Conference Enhancing Suicide Prevention Practices	Theiss, Christina	Edgar/MHS	\$145	FFPI	25-069
12/6/2024	12/6/2024	NJSELA	Lemerich, Kathryn	Central Office	\$8.08	Other	
12/10/2024	12/10/2024	NJPSA FEA Mentoring Workshop	Herzog, Tania	Central Office	\$70	Other	
12/10/2024	12/10/2024	Specialized Instruction for Students with Disabilities: Utilizing Universal Design for Learning (UDL) and High Leverage Practices to Meeting Individual Needs in the Classroom (PSEL Standards 3,4,5)	Lewis, Patricia	Edgar	\$0	No cost	
12/10/2024	6/3/2025	Child Fatality and Near-Fatality Review Board Suicide Subcommittee meetings	Paredes, Susan	Edgar/MHS	\$0	No cost	
12/13/2024	12/13/2024	NJ Association of School Psychologists	Theiss, Christina	Edgar/MHS	\$175	FFPI	25-067
12/13/2024	12/13/2024	NJASP Winter Conference 2024	Crawford, Courtney	Edgar	\$125	FFPI	25-068
12/18/2024	12/20/2024	International Orchestra Conference	Gallagher, Jordyn	Edgar/Moss	\$1000	FFPI	25-071
12/18/2024	12/21/2024	National Band Conference	Messenger, John	MHS	\$1000	FFPI	25-070
12/18/2024	12/20/2024	Orchestra Conference	McEwan, Christopher	MHS	\$1000	FFPI	25-059
12/18/2024	12/20/2024	Band Conference	Flynn, John	Campbell	\$1000	FFPI	25-072
1/24/2025	1/24/2025	New Jersey Math Supervisors' Meeting	Lemerich, Kathryn	Central Office	\$29.23	Other	
2/11/2025	2/11/2025	Mental Health Forum	Huff, Michelle	Edgar	\$0	No cost	
3/6/2025	3/7/2025	Navigating Tomorrow Together: Building Bridges with Today Youth	Palermo, Samantha	MHS	\$0	No cost	

**2. Comprehensive Maintenance Plan**

Move to approve the district's Comprehensive Maintenance Plan for the 2025-2026 school year.

**3. Nonpublic Security Aid - Rescind**

Move to rescind 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 (Agenda 09/10/2024, Section 13, B2):

School	QTY	Item #	Description	Price	Total	Canceled
<b>Rescind:</b>						
St. Francis Cathedral School	2	Select	SL57 CL HD X 83" WD/SDTF X CL- Hinge - Continuous	\$236.72	\$473.44	10/16/2024
St. Francis Cathedral School	2	LCN	4040XP.RWPA.689 X 689 - Closer	\$641.52	\$1,283.04	10/16/2024
St. Francis Cathedral School	16	Stock-L BR	Labor Rate State Contract T0675 - Journeyman	\$128.29	\$2,052.64	10/16/2024

**4. Special Olympics Grant**

Move to accept the Special Olympics Grant Award of \$3,500 for Metuchen High School for the 2024-2025 school 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 November 12, 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.

Mr. Lifton motioned. Mr. Glassberg seconded. Motion carried 5-0-0.

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

**C. POLICY**

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

**1. Suspensions**

The Board hereby acknowledges receipt of the suspension report summary for October 14, 2024 - November 8, 2024.

**2. School Bus Emergency Evacuation Drill Reports**

Move to accept the following reports on the completion of the School Bus Emergency Evacuation Drills:

- 10/17/2024 8:30 AM, Metuchen High School, student parking lot. Van 16. Supervised by Brian Stike
- 10/22/2024 8:00 AM – 2:15 PM, Edgar School, back bus circle. Full School Evacuation Practice during Physical Education & Health Classes, Busses 29 & 23 were used for all. Supervised by Neyda Evans. Teachers Leading the drill were John Butler, Rick Carter, Michelle Huff, Nicolette Jomo, and Drew Bandola
- 10/22/2024 8:43 AM, Moss School, front school loop on Simpson Pl. Van 20. Supervised by Marissa Plancher, Jen Asprocolas, and Billy Ortman
- 10/22/2024 9:05 AM, Moss School, front school loop on Simpson Pl. Van 14, Van 24, and Van 16. Supervised by Marissa Plancher and Jen Asprocolas
- 10/22/2024 11:54 AM, Moss School, front school loop on Simpson Pl. Van 24. Supervised by Marissa Plancher and Jen Asprocolas
- 10/22/2024 9:30 – 11:00 AM, Campbell Elementary School, Location for the drill was Campbell driveway between Talmadge & Durham. Full school evacuation practice at assigned times. Supervised by Marissa Plancher, Brooke Kirschner, Joe Fitzgibbon, and Billy Ortman

**3. First Reading of Policies and Regulations**

Move to approve the first reading of the following policies and regulations:

- ❖ P 0141 Board Member Number and Term
- ❖ P 0164.6 Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
- ❖ P 2200 Curriculum Content (M)
- ❖ P & R 3160 Physical Examination (M)
- ❖ P & R 4160 Physical Examination (M)
- ❖ R 5200 Attendance (M)
- ❖ P 5337 Service Animals
- ❖ P & R 5350 Student Suicide Prevention (M)
- ❖ P 7231 Gifts From Vendors (M) (Abolished)
- ❖ P 8420 Emergency and Crisis Situations (M)
- ❖ P & R 8467 Firearms and Weapons (M)
- ❖ P 9181 Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants
- ❖ R 2464 Gifted and Talented Students

**4. QSAC - Self Assessment Score**

Move to accept the QSAC report and the following scores:

<b>QSAC Section</b>	<b>Score</b>
Instruction & Program	100%
Fiscal Management	96%
Governance	100%
Operations	100%
Personnel	97%

Mr. Lifton motioned. Mr. Bhatt seconded. Motion carried 5-0-0.

-----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	Bound Brook High School	Grade 7; This trip is for one of the Teams in the 7th grade G&T class to attend a robotics competition and demonstrate what they have learned.	Ed Ronk and Ashley Jaye	11/24/24	9	\$375	no subs needed
CES	Target	Grades 1-4, 5 and 8; We will be working on shopping skills and locating items in the store. We will also work on finding items from a category. For example, they will be given "dairy" or "fruit" and they will have to think of something that matches that category. They will also be able to utilize this time to generalize social skills into the community. Community-based instruction to Target to learn and generalize social and emotional/behavioral goals, as well as communication goals.	Alexis Wolford, Brian Jeney, Abeera Omarzai, Dorothea Parker, Kinjal Vakharia, Michelle Duggan, Gunisha Chadha, Laura Petty, Kelly Vissichelli, Debbie De Cerbo, Francesca Ghezze, Suzette Brown, Emily Bianchi, Isabella Massaro, Lori Anne Diserio, Alexis Wolford, Brendan McCunney	12/6/24	16	\$60	no subs needed
MHS	Bridgewater-Raritan High School	Grade 9-12; The MHS Chamber Orchestra will participate in the CJMEA High School Orchestra Festival at Bridgewater-Raritan High School. Students will perform their festival setlist in front of professionals in the string orchestra field, receive written comments, and a	Christopher McEwan, Jordyn Gallagher	2/26/2025	23	\$160	no subs needed



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		rating.					
MHS	Mayor Macs Cafe	<p>Grades 10-12; Students learn how to run a cafe from a 18-21 year old program CRP1 Act as a responsible and contributing citizen CRP2 Apply appropriate academic and technical skills CRP3 Attend to personal health and financial wellbeing CRP4 Communicate clearly and effectively and with reason CRP5 Consider the environmental, social and economic impacts of decisions CRP8 Utilize critical thinking to make sense of problems and persevere in solving them</p>	Dawn Valovcin, Christina Dybas, Michelle Schutz, Joseph DeMeglio	2/28/2025	7	\$80	no subs needed
CES	Majestic Lanes	<p>Grades 1-8; Community based instruction to Majestic Lanes to generalize social emotional/behavioral goals, engaging socially with peers, awareness in the community, and communication goals. 0.1.2 Express ideas for activities and initiate discussions. 0.1.4 Discuss their own actions and efforts. 0.4.5 Express needs verbally or nonverbally to teacher and peers without being aggressive.</p>	Brian Jeney, Abeera Omarzai, Dee Parker, Kinjal Vakharia, Michelle Duggan, Gunisha Chadha, Samantha Murphy, Laura Petty, Kelly Vissichelli, Deb De Cerbo, Francesca Ghezze, Suzette Brown, Emily Bianchi, Isabella Massaro, Lori Anne Diserio, Lexi Wolford, Brendan McCunney	3/7/2025	16	\$70	no subs needed

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CES	Friendly's	Grades 1-4; Community based instruction to Friendlys to generalize social emotional/behavioral goals, engaging socially with peers, awareness in the community, and communication goals. 0.1.2 Express ideas for activities and initiate discussions. 0.1.4 Discuss their own actions and efforts. 0.4.5 Express needs verbally or nonverbally to teacher and peers without being aggressive.	Lori Anne DiSerio, Samantha Murphy, Laura Petty, Kelly Vissichelli, Deb De Cerbo, Francesca Ghezze, Suzette Brown, Brian Jeney, Abeera Omarzai, Dee Parker, Kinjal Vakharia, Michelle Duggan, Gunisha Chadha, Emily Bianchi, Isabella Massaro	3/7/2025	13	\$0	no subs needed
MHS	High Notes Festivals	Grades 7-8; Adjudicated festival for middle school musicians-students are given the opportunity to have 2 vocal professionals evaluate our performance and provide us written and audio commentary along with a numerical rating-the comments are played back for the students for a clinic and self reflection.	Stefeny Stofa-Krombholz, Christopher McEwan, Robyn Keyes, Jordyn Gallagher	5/9/24	110	\$0	4 subs needed

**2. Wellspring Center for Prevention**

Move to approve Wellspring Center for Prevention for character development lessons, using the Why Try program resource at Edgar Middle School, not to exceed \$5,400 (partially funded through ESEA Title IV funds).

**3. Professional Development**

Move to approve Magnolia Consulting Group to provide professional development for I&RS and 504 teams on tiered interventions and supports, not to exceed \$5,600.

**4. Curriculum Guides**

Move to approve the implementation of the following curriculum guides:

Curriculum Guide	
Subject/Course	Grade
French 1	8
Spanish 4	9-12

German 5	9-12
Modern Physics	11-12
Digital Graphics (previously Digital Graphics 1)	9-12
Architecture (previously Digital Graphics 2)	9-12
School Counseling Program	Elementary
School Counseling Program	Middle School
School Counseling Program	High School
Student Assistance Counseling Program	District wide
Curriculum Guide on Accommodations and Modifications	District wide

Mr. Deflinger motioned. Dr. Johnson-Marcus seconded. Motion carried 5-0-0.

-----**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. Mr. Deflinger seconded. All in favor.  
Adjournment at 9:00 pm.

*Vincent Caputo*  
Vincent Caputo (Dec 11, 2024 17:37 EST)






# 20241112 Board Minutes

Final Audit Report

2024-12-11

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## "20241112 Board Minutes" History

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