

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

WEDNESDAY, APRIL 29, 2025

**MEETING AGENDA
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. Bhatt		Ms. Killean	
Ms. Cheatham		Mr. Lifton	
Mr. Derflinger		Ms. Shrestha	
Mr. Glassberg		Dr. Spigner	
Dr. Johnson-Marcus		Mr. Suss	

5. Showcase of Success

❖ Edgar Wind Ensemble

The Edgar Wind Ensemble is under the direction of Robyn Keyes and is a combination of Band students in grades 7 and 8. Tonight you will hear Arabian Dances by Roland Barrett. The piece is a celebration of life set around the fire in the desert in which nomads set up camp after a long day's journey to sing and dance. The Wind Ensemble has been working on this piece in preparation for the Spring Band Concert on May 14th, 7 PM at MHS.

❖ Introduction of New Hires

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

7. Presentations

❖ Final Budget Hearing - Dr. Caputo and Michael Harvier

- Motion to open public hearing
- Present budget

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- Accept comment from public
- Motion to close public hearing
- ❖ District Goals Update - Dr. Caputo

8. Reports

- ❖ President's Report
- ❖ Superintendent's Report
- ❖ Committee Reports
- ❖ Student Board Member Report

9. Old Business

10. New Business

11. Approval of Minutes of the Board of Education Meetings

April 8, 2025	Special Business Meeting (1)
April 8, 2025	Special Business Meeting (2)
April 8, 2025	Board Meeting

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. Supplemental Instruction

Move to approve the following certified staff to provide Supplemental Instruction as needed for the 2024-2025 school year at the rate of \$61/hr (IDEA Grant Funded):

Danielle Rubinowitsch

2. Resignation - Custodian

Move to accept the resignation of Veronica Acosta, Custodian, effective April 21, 2025.

3. Appointment (Revision) - Certificated Staff

Move to approve the appointment of Emily Vanderhoff, Teacher at Campbell School, for the 2025-2026 school year, at a salary of \$62,000/year, Step 1D, effective August 27, 2025 through June 30, 2026. (Agenda 4/8/25, Section 13 A7).

4. Leave of Absence - Certificated Staff

Move to approve the leave of absence of Jennifer Pasquale, Teacher at Campbell School, effective April 21, 2025 through approximately June 1, 2025.

5. Appointment of Substitutes

Move to approve the appointment of substitutes for the 2024-2025 school year as listed on the chart below, effective April 30, 2025, pending completion of substitute training and criminal history clearance:

2024-2025 Substitutes for Board Approval 4/29/25	
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
Willow Brown	Substitute teacher with college degree
Sarah Mendoza-Wrabel	Substitute teacher with college degree
Juliana Johnston	Paraprofessional sub

6. Retirement - Administrative Assistant to the Business Administrator

Move to accept, with regret, the retirement of Deborah Finden, Administrative Assistant to the Business Administrator, effective April 1, 2025.

7. Leave Replacement - Certificated Staff

Move to approve the appointment of Rebecca Porretto, Leave Replacement for Jennifer Pasquale, Teacher at Campbell School, effective April 28, 2025 though approximately June 2, 2025, at a per diem rate of \$311.76/day.

8. Resignation- Certificated Staff

Move to accept the resignation of Franchesca Hunt, Campbell School third grade teacher, effective June 30, 2025.

-----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 February 28, 2025.

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 April 29, 2025 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. Adoption of the 2025-2026 School District Budget

WHEREAS, the Board of Education must adopt and submit a 2025 – 2026 school district budget to the New Jersey Department of Education.

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the 2025 - 2026 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$54,371,455	\$45,573,917
Total Special Revenue Fund	\$1,351,514	
Total Debt Service Fund	\$6,138,640	\$4,173,380

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations. Maximum travel budget is established at \$90,000. Travel includes professional development that takes place outside the District.

The Board of Education is requesting authority to utilize \$218,428 in health care allowance and this allowance will be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

Included in the general fund budget is \$1,500,00 to be withdrawn from the board of education's approved Capital Reserve Account to supplement the approved November 8, 2022 referendum of \$84,436,225 for the Moss Elementary School, Edgar Middle School, Metuchen High School and Campbell Elementary School improvements authorized by the referendum. The additional Capital Reserve funds are needed in addition to the approved \$84,436,225 for the capital projects because costs are now higher than expected due to inflationary economic forces since the development of the costs pre-referendum.

The Board of Education includes in the general fund appropriations \$1,309,555 for deposit into the Board of Education's approved Capital Reserve Account for future funding.

The Board of Education includes in the budget a capital reserve withdrawal in the amount of \$639,542 for repayment of debt.

4. Professional Development

Move to approve the following professional development activities as shown on the following chart:

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Start Date	End Date	Activity Title	Name	Building	Approved	Payment	FFPI Proposal #
4/30/2025	5/7/2025	New Jersey Speech Language Hearing Association and the NJIDA Present the 33rd Annual Joint Conference	Cadel, Ellissa	Campbell	\$99	FFPI	25-144
5/13/2025	5/13/2025	Brick by Brick: A Leader's Guide to Building SEL in Schools	Williams, Raquel	Edgar	\$0	No cost	
5/20/2025	5/20/2025	2025 NJTESOL/NJ BE SPRING CONFERENCE	Reyes, Adrianna	Campbell	\$404	FFPI	25-143
5/20/2025	5/20/2025	NJTESOL Spring Conference	Bethe, Michelle	Campbell	\$400	FFPI	25-142
5/20/2025	5/20/2025	2025 Spring Conference	Herzog, Tania	Central Office	\$390	Other	
5/31/2025	5/31/2025	Orton Gillingham Revisited	Cadel, Ellissa	Campbell	\$45	FFPI	25-145
6/3/2025	6/3/2025	Executive Functioning: Research & Practices to Reduce Stress & Build Resiliency in the Classroom	Murphy, Samantha	Campbell	\$60	FFPI	25-148
6/3/2025	6/3/2025	Executive Functioning: Research & Practices to Reduce Stress & Build Resiliency in the Classroom	Santasieri, Erin	Campbell	\$60	FFPI	25-146
6/6/2025	6/6/2025	Summer Inclusion Leadership Conference	Kish, Gina	Campbell	\$125	FFPI	25-147
6/6/2025	6/6/2025	Summer Inclusion Leadership Conference	Pasquale, Jennifer	Campbell	\$0	No cost	

-----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 case.

- CES032425001

2. Comprehensive Equity Plan Submission

Move to approve the Comprehensive Equity Plan 2025-2028 submission to the Executive County Superintendent with the following Affirmative Action Team (Agenda 2/25/2025, Section 13, A3):

Ed Porowski, District Affirmative Action Officer, AAT Member
Dr. Tania Herzog, Assistant Superintendent, AAT Member
Dr. Deneane Bonassisa, Director of Special Services, AAT Member
Kate Lemerich, Supervisor, AAT Member
Lindsey Omark, Supervisor, AAT Member
Ilana Kurtin/Heather Mills-Pevonis, Supervisor, AAT Member
Louis Manziano, Supervisor, AAT Member
John Cathcart, Supervisor, AAT Member
Patricia Lewis, Supervisor, AAT Member
Ashley Jaye, Supervisor, AAT Member
Lindsay Nalepa, Teacher, Community Member, AAT Member

-----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	No. of Subs needed
CES	EMS	Grade 3; Fifth grade students are creating board games to play with third grade math pen pals as the culminating activity. To work collaboratively to reinforce fraction and number sense skills.	Jaclyn Salit, Sandy Vorensky, Morgan Schleuss	5/22/ 2025	19	\$30	no subs needed
CES	EMS	Grade 4; The 4th grade	Thomas Yakowenko,	5/27/ 2025	195	\$200	no subs needed

		students will attend a 5th grade school orientation meeting and school tour.	Kelli Holleran, Mike Mazzola, Alex Gonzalez, Nicole Valera, Melissa Fiore, Jennifer Pasquale, Michelle Bethe, Stephanie Angus, Alyssa Zimmerman, Gina Kish, Anu Bakshi, Debbie DeCerbo, Sadiia Rizwan, Beth Linthurst, Laurie Toth, Donna McLaren				
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2. Textbook Disposal

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

DEPT	QTY	TITLE	©	# YEARS OLD	PUBLISHER	ISBN
Science		Science Explorer Animals Student Guide	2005	20	Prentice Hall	0-13-115087-1
Science	1	Science Explorer Bacteria to Plants Student Guide	2005	20	Prentice Hall	0-13-115086-3
Science	1	Science Explorer Animals	2005	20	Prentice Hall	0-13-181120-7
Science	1	Science Explorer Bacteria to Plants	2005	20	Prentice Hall	0-13-181119-3
Science	1	Science Explorer Lab Manual			Prentice Hall	0-13-190199-0
Science	1	Life Science Concepts and Challenges			Pearson	0-13-023850-3
Science	1	Life Science	2002	23	Glencoe	0-07-823694-0
Science	1	Life Science	2002	23	Glencoe	0-07-861703-0
Science	1	Concepts and Challenges in Life Science	1998	27	Globe Fearon	0-835-92240-5
Science	1	Concepts and Challenges in Life Science	1998	27	Globe Fearon	0-835-92244-8
Biology (AP, Honors, Modern)	1	Goggle Cabinet (broken)				

3. Professional Development Title IIA - Rescind

Move to rescind the following teachers from St. Francis Cathedral School to attend the 2025 National Symposium education conference, using ESEA Title IIA Non-Funds not to exceed \$4,229. (Agenda 1/28/2025, Section 13, D9).

Name
Kathleen Dalton
Shira Barbone

4. Professional Development Title IV

Move to approve the following teachers from St. Francis Cathedral School to attend the 2025 National Symposium education conference, using ESEA Title IV Non-Funds not to exceed \$4,229.

Name
Kathleen Dalton
Shira Barbone

5. Student Intern

Move to approve the placement of the following student intern from Seton Hall University in the Metuchen Public School District for the 2025-2026 school year.

Name	School	Supervisor
Angelique Dulin	MHS	Leigh Hanbridge

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

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

15. 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