

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, JANUARY 27, 2026

**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 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. Cheatham	P	Ms. Michaels-LaMorte	P
Mr. Derflinger	P	Dr. Spigner	P
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P	Ms. Zimmerman	P

5. Showcase of Success - None

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

7. Presentations

Review of Audit, Corrective Action Plan and Budget Calendar - Mr. Harvier gave his report.

8. Reports

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

Mr. Glassberg gave a report on the Construction Committee.

Ms. Killian gave a report on the Extra-Curricular/Athletics Committee.

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

- ❖ Student Board Member Report - Ms. Michaels-LaMorte gave a report.

9. Old Business - None

10. New Business - None

11. Approval of Minutes of the Board of Education Meetings

January 6, 2026	Special Business Meeting (1)
January 6, 2026	Special Business Meeting (2)
January 6, 2026	Board Meeting

Dr. Johnson-Marcus motioned. Mr. Derflinger seconded. Motion carried 8-0-1. Mr. Suss 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. Appointment - Event Staff

Move to approve the following Event Staff for the 2025-2026 school year, at the rate of \$55 per event:

Emily Almeida	Ryan Krum
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2. Appointment - Leave Replacement

Move to approve the appointment of Matthew Marino, Leave Replacement for Jessica Lanigan, Teacher at Metuchen High School, effective January 21, 2026 through approximately April 6, 2026, at a per diem rate of \$329.73/day.

3. Appointment - Certificated Staff

Move to approve the appointment of Jayne Bruinooge, Teacher at Edgar Middle School, for the 2025-2026 school year, at a salary of \$72,266/year, Step 3I, prorated, effective approximately March 27, 2026, or earlier if she is released from her current district, through June 30, 2026.

4. Extension - Leave Replacement

Move to approve the extended appointment of Bruce Peragallo, Leave Replacement for Michelle Huff, Teacher at Edgar Middle School and Metuchen High School, at a salary of \$329.73/day, through approximately February 3, 2026 (Agenda 1/6/26, Section 13, A5).

5. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Sean Rappleyea, Teacher at Metuchen High School, from Step 1I, \$68,825/year, to Step 3I, \$72,266/year, as a result of earning his Master's Degree, effective February 1, 2026.

6. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Julie Youngman, Teacher at Metuchen High School, from Step 1G, \$63,500/year, to Step 3G, \$66,675/year, as a result of her earning her Master's Degree, effective February 1, 2026.

7. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Molly Grant, Athletic Trainer at Metuchen High School, from Step 1E, \$62,500/year, to Step 3E, \$65,625/year, as a result of earning her Master's Degree, effective February 1, 2026.

8. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Julia Vaughn, Teacher at Edgar Middle School, from Step 1C, \$61,500/year, to Step 3C, \$64,575/year, as a result of earning her Master's Degree, effective February 1, 2026.

9. Instructional Stipends

Move to approve the following Edgar Middle School instructional stipends for the 2025-2026 school year, retroactive January 21, 2026 through approximately March 28, 2026:

Name	Assignment	Instructional Stipend
Veronica Araneo	6th Grade Science	\$9,050 prorated
Marjorie Rosenberg	7th Grade Math	\$9,050 prorated
Lauren Thompson	8th Grade Science	\$9,050 prorated
Rebecca Dwyer	8th Grade Science	\$9,050 prorated
Marcie Stoner	7th Grade Math	\$9,050 prorated

10. Volunteer Club- Metuchen High School

Move to approve the following volunteer club at Metuchen High School for the 2025-2026 school year:

Volunteer Club	School	Advisor
National High School Ethics Bowl	MHS	Chris Giddes

11. Appointment - Paraprofessional

Move to approve the appointment of Leenam Dalal, Paraprofessional at Edgar Middle School, at a salary of \$24,241/year, prorated, effective January 28, 2026 through June 30, 2026.

12. Leave of Absence - Certificated Staff

Move to approve the leave of absence of Samantha Murphy, Teacher at Campbell School, effective approximately April 20, 2026 through June 30, 2026.

13. Appointment - Substitute Custodian

Move to approve the appointment of Dick Philippe, Substitute Custodian for Metuchen Public Schools, for the 2025-2026 school year, at a rate of \$20/hour, effective January 28, 2026, pending criminal history clearance.

14. Appointment of Substitutes

Move to approve the appointment of substitutes for the 2025-2026 school year as listed on the chart below, effective January 28, 2026, pending completion of substitute training and criminal history clearance:

2025-2026 Substitutes for Board Approval 1/27/26	
Teacher sub with certification - \$125/day	
Teacher sub with bachelor's degree - \$120/day	
Teacher sub with 30+ credits - \$115/day	
Nurse sub - \$210/day	
Para sub - \$105/day	
Nurse 1:1 sub - \$280/day	
Sub Name	Certification/Sub Category
Anne Cralle	Substitute with college degree
Lynn Audet	Substitute with teacher cert
Julia Winn	Substitute with teacher cert
Jeremy Gombin-Sperling	Substitute with college degree
Ken Graf	Substitute with teacher cert
Caleb Walters	Substitute with college credits

15. Appointment - Leave Replacement

Move to approve the appointment of Lois Medrano, Leave Replacement for Danielle Cermak, Teacher at Metuchen High School, effective approximately January 28, 2026 through approximately February 27, 2026, at a rate of \$329.73/day, pending criminal history clearance.

16. Resignation - Technology Staff

Move to approve the resignation of Catherine LaMoreaux, Technology Assistant, effective January 31, 2026.

17. Sheltered English Instruction

Move to approve the following staff member to participate in Sheltered English Instruction (SEI) Training at an hourly rate of \$51/hour, not to exceed 15 hours:

Melissa Gallo

18. In-service Planning

Move to approve the following certified staff for In-service Planning on January 16, 2026, and to be paid at the hourly rate of \$51/hour, as indicated below:

Staff Name	Topic	Not to exceed
Ann Leghorn-Orapallo	Literacy Mandate	2.25 hours

19. Adjustment – Leave Replacement

Move to approve the adjusted end date of Sue Fackler, Leave Replacement for Nga Fizur, Nurse at Moss School, through approximately March 20, 2026 (Agenda 8/26/25, Section 13, A27).

20. Appointment – Leave Replacement

Move to approve the appointment of Eve Tricarico, Leave Replacement for Nga Fizur, Nurse at Moss School, effective approximately March 23, 2026 through approximately May 4, 2026, at a rate of \$329.73/day.

Dr. Johnson-Marcus motioned. Mr. Bhatt seconded. Motion carried. 9-0-0.

-----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 November 30, 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 January 27, 2026 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. 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 #
1/14/2026	1/14/2026	RU Public School Collaborative	Wright, Danielle	Moss	\$0	No cost	
1/14/2026	1/14/2026	RU Public School Collaborative	Rodriguez, Bianca	Campbel 1	\$0	No cost	
1/22/2026	1/22/2026	Site to Millburn Middle School	Ronk, Edward	Edgar	\$0	No cost	
1/26/2026	1/26/2026	Site to Millburn Middle School	Herzog, Tania	Central Office	\$0	No cost	
1/29/	1/29/	Building Bridges NJPSA	Leghorn-Orap	Edgar/	\$0	No cost	

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2026	2026		allo, Ann	MHS			
2/7/2026	2/7/2026	NJIDA PRESENTS WIFFT: Winter Institute Food For Thought	Bethe, Michelle	Campbel 1	\$70	FFPI	26-114
2/7/2026	2/7/2026	NJIDA PRESENTS WIFFT: Winter Institute Food For Thought	Leghorn-Orap allo, Ann	Edgar / MHS	\$105	FFPI	26-117
2/7/2026	2/7/2026	NJIDA PRESENTS WIFFT: Winter Institute Food For Thought	Smith, Rebecca	Campbel 1	\$140	FFPI	26-116
2/11/2026	2/11/2026	Elementary Math Labs: How to Transform your Math Classroom into an Inquisitive and Investigative Classroom	Cecchine, Jennifer	Edgar	\$208.40	FFPI	26-100
2/12/2026	2/12/2026	Navigating the AI Era in Education: Leveling Up Teaching and Learning with AI	Lewis, Patricia	Central Office	\$0	No cost	
2/12/2026	2/12/2026	Monuments, Memory and Meaning: A Panel Discussion	Benfatti, Nicole	MHS	\$0	No cost	
2/12/2026	2/12/2026	Monuments, Memory and Meaning: A panel Discussion	Theiss, Christina	Edgar / MHS	\$0	No cost	
2/18/2026	2/18/2026	Fractions to Functions	Cecchine, Jennifer	Edgar	\$164.40	FFPI	26-101
2/19/2026	2/21/2026	2026 NJMEA New Jersey State Conference	Messenger, John	MHS	\$0	No cost	
2/23/2026	2/24/2026	NJAHPERD Annual Convention 2026	Mooney, Mark	MHS	\$400	FFPI	26-103
2/24/2026	2/24/2026	NJASCD Heart of the Matter Summit	Kurtin, Ilana	Central Office	\$0	No cost	
2/24/2026	2/24/2026	NASCD Heart of the Matter Summit	Lezama, Ann	MHS	\$174	FFPI	26-109
2/24/2026	2/24/2026	NJASCD Heart of the Matter Summit	Nalepa, Lindsay	MHS	\$150	FFPI	26-104
2/24/2026	2/24/2026	NJASCD Heart of the Matter Summit	Upshaw, Katherine	Moss	\$149	FFPI	26-115
3/2/2026	3/2/2026	Tri-State High School Psychology Teacher Workshop	Connolly, Laura	MHS	\$23.45	FFPI	26-105
3/2/2026	3/2/2026	Effective IEPs in Action: Practical Tools for Writing and Data Collection	MacMenamie, Shannon	Moss	\$150	FFPI	26-112
3/6/2026	3/6/2026	Insight 2026 Navigating the Now	MacMenamie, Shannon	Moss	\$0	No cost	
3/6/2026	3/6/2026	Fascism and Nazism	Connolly, Laura	MHS	\$524.80	FFPI	26-106
3/16/2026	3/16/2026	NJCEC 2026 Spring Conference	MacMenamie, Shannon	Moss	\$175	FFPI	26-110
4/12/	4/16/	41st Space Symposium,	Divanno,	Edgar	\$1000	FFPI	26-102

2026	2026	Colorado Springs, CO	Rachel				
4/15/2026	4/15/2026	Supporting Executive Functioning and Behavior Management	MacMenamie, Shannon	Moss	\$115	FFPI	26-111
4/17/2026	4/17/2026	Martin Luther: The Man Who Changed the World	Connolly, Laura	MHS	\$52.80	FFPI	26-107
5/1/2026	5/1/2026	World War II on the Eastern Front: Nazi Germany, the Soviet Union, and the Fate of the Jews	Connolly, Laura	MHS	\$52.80	FFPI	26-108
5/12/2026	5/12/2026	Leveraging Inclusion Collaboration for Professionals, Students, Families, and Communities	MacMenamie, Shannon	Moss	\$115	FFPI	26-113

4. Acceptance of the 2024-2025 School Year Audit

Move to accept the Annual Comprehensive Financial Report (ACFR), the accompanying Report to Management, and the synopsis prepared by the Superintendent, the Business Administrator, And Supplee Clooney. Also move to accept the attached corrective action plan.

5. Change Order M&M Construction

Move to approve the change orders as listed below:

Change Order #	Description	Amount
33	PCO # 135 HS Column pack-out: ADD \$2,268.01 PCO # 123 HS Unsuitable soils: ADD \$32,510.73 PCO # 136 HS Transfer grilles at the BOE offices: ADD \$13,695.51	\$48,474.25

6. Co-Curricular Competitions

Move to approve the following Co-Curricular Competitions for the 2025-2026 school year:

Date	Day	Event	Location	Transportation Needs	Ensemble Attending	Total Cost
1/31/2026	Sat	Hillsborough HS Indoor Show	Hillsborough High School	1 bus, 1 16" Ryder	Winter Guard	\$1,441
2/6/2026	Fri	Edison Jazz Festival	Edison High School	1 bus, 1 16" Ryder	Jazz Ensemble	\$1,441
2/12/2026	Thur	Elizabeth	EHSFJC Annex and Academy	1 bus, 1 16" Ryder	Jazz Ensemble	\$1,441
2/13/2026	Fri	Bridgewater-Raritan High School Jazz Festival	Bridgewater-Raritan High School	1 bus, 1 16" Ryder	Jazz Ensemble	\$1,441
2/21/2026	Sat	USBands Indoor Percussion	@West Milford HS	1 bus, 1 26' Ryder	Indoor Percussion	\$1,888
2/21/2026	Sat	WGI Philadelphia Regional - Prelims	Council Rock High School South - Holland PA	1 bus, 1 16" Ryder	Winter Guard	\$1,565

2/22/ 2026	Sun	WGI Philadelphia Regional - Finals	Council Rock High School South - Holland PA	1 bus, 1 16" Ryder	Winter Guard	\$1,985
2/27/ 2026	Fri	South Brunswick	South Brunswick High School	1 bus, 1 16" Ryder	Jazz Ensemble & Jazz Band	\$1,441
2/28/ 2026	Sat	USBands Indoor Percussion	@JFK HS	1 bus, 1 26' Ryder	Indoor Percussion	\$1,888
2/28/ 2026	Sat	South Brunswick HS Indoor Show	South Brunswick High School	1 bus, 1 16" Ryder	Winter Guard	\$1,441
3/5/ 2026	Thur	Jazz Prelims	Steinert High School	1 bus, 1 16" Ryder	Jazz Ensemble & Jazz Band	\$1,441
3/7/ 2026	Sat	BRHS Indoor Show	Bridgewater-Rari tan High School	1 bus, 1 16" Ryder	Winter Guard	\$1,689
3/26/ 2026	Thur	Allentown Festival	Allentown High School, NJ	1 bus, 1 16' Ryder	Jazz Band	\$1,466
3/27/ 2026	Fri	Scotch Plains-Fanwood Festival	Scotch Plains-Fanwood High School	1 bus, 1 16" Ryder	Jazz Ensemble	\$1,441
3/28/ 2026	Sat	USBands Indoor Percussion	@Fair Lawn HS	1 bus, 1 26' Ryder	Indoor Percussion	\$1,888
3/28/ 2026	Sat	Elizabeth HS Indoor Show	Elizabeth High School	1 bus, 1 16" Ryder	Winter Guard	\$1,689
4/10/ 2026	Sat	Essential Ellington Regional Jazz Competition	Newark Academy, Livingston, NJ	1 bus, 1 16" Ryder	Jazz Ensemble	\$1,838
4/11/ 2026	Sat	USBands Indoor Percussion	@South Brunswick HS	1 bus, 1 26' Ryder	Indoor Percussion	\$1,888
4/17/ 2026	Fri	JP Stevens Jazz	JP Stevens High School	1 bus, 1 16" Ryder	Jazz Ensemble & Jazz Band	\$1,441
4/18/ 2026	Sat	M.A.I.N. Championships	Stabler Arena-Bethlehem , PA	1 bus, 1 16" Ryder	Winter Guard	\$2,012
4/25/ 2026	Sat	Chapter VII: Jazz Championships	Lawrence High School	1 bus, 1 16" Ryder	Jazz Band	\$1,838
5/1/ 2026	Fri	Atlantic Coast Jazz Band Championships	Wildwood Convention Center	1 bus, 1 16" Ryder	Jazz Band	\$2,694

7. Home Instruction Services

Move to approve Stepping Forward Counseling Center to provide home instruction services, as needed for the 2025-2026 school year, at the rate of \$100/hour.

8. Home Instruction Services

Move to approve Brookfield Schools Homebound Division/For KEEPS Program at St. Peter's University Hospital to provide home instruction services as needed for the 2025-2026 school year, at the rate of \$61/hour.

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

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

C. POLICY

Motion/Second/Comments/Roll Call

1. Suspensions

The Board hereby acknowledges receipt of the suspension report summary for January 5, 2026 - January 23, 2026.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- CES121125001
- EMS121225001

3. School Calendar

Move to approve the district calendar for the 2026-2027 school year.

Dr. Spigner motioned. Ms. Cheatham 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	Cranford Movie Theater	Grade 12, 18-21 Program: This trip will give students the opportunity to practice social and communication goals, utilize problem solving strategies and apply academic and technical skills in authentic recreation and leisure settings	Dawn Valovcin, Michelle Schutz, Joe DiMeglio, Marilyn Levine	2/3/ 2026	6	\$60	no subs needed
CES and EMS	Shoprite	Grades 1-5 and 7; Students will practice shopping skills by locating items in the store and their corresponding prices.	Alexis Wolford, Brian Jeney, Michella Maldonado, Michelle Duggan, Brendan McCunney, Suzette Brown, Gianna Vega, Patcharapan	2/6/ 2026	14	\$40	no subs needed

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			Erden, Gunisha Chadha, plus one extra para				
MHS	Harvard Model Congress	Grades 11-12; Harvard Model Congress is a government simulation conference, run by Harvard University students, that is held annually in February.	Lauren Kim, Alexa Baird and Chris Giddes	2/19/ 2026 (Thur); 2/20/ 2026 (Friday), 2/21/ 2026 (Sat) and 2/22/ 2026 (Sun)	32	\$0	3 subs needed
CES and EMS	Tony's Pizza	Grades 3-5 and 7; Students will practice ordering food off of a menu and eating in a restaurant with peers.	Alexis Wolford, Brian Jeney, Michelle Duggan, Brendan McCunney, Alexis Wolford, Lori-Anne Diserio, Emily Bianchi	2/20/ 2026	7	\$50	no subs needed
MHS	NJPSA Conference Center	Grades 9-12; The Future Educators club aims to provide enriching experiences to student members to educate students in all aspects of a whole-child approach to education.	Lindsey Nalepa and Ann Lezama	2/24/ 2026	10	\$0	2 subs needed
MHS	Rowan University	Grades 9-12; MHS Chamber Orchestra will participate in the annual Rowan String Festival at Rowan University. Student will perform their festival set for a panel of adjudicators who will then work with the ensemble and present master classes for them.	Christopher McEwan and Chioma Ossai	3/2/ 2026	23	\$130	1 sub needed
MHS	Liberty Science Center	Grade 9; Students will engage in hands-on, curriculum aligned science activities.	Trey Jaworski, Christina Dybas, Lauren Kim, Nicholas Zaneto, Margo Banner, Emily Caponigro, Matt Sutin and Stephanie Tortolani	3/5/ 2026	82	\$0	8 subs needed
EMS	Wendy's	Grades 1-5 and 7; Students	Alexis	3/6/	14	\$50	no subs

		will work on selecting foods off of a menu and eating with peers.	Wolford, Brian Jeney, Michella Maldonado, Michelle Duggan, Brendan McCunney, Suzette Brown, Gianna Vega, Patcharapan Erden, Gunisha Chadha, plus one extra para	2026			needed
CES and EMS	Mayor Mac's	Grades 3-4 and 7; students will visit a cafe run with students with special needs and practice ordering from a menu and eating with peers.	Alexis Wolford, Brian Jeney, Brendan McCunney, Michelle Duggan, Emily Bianchi, Lori-Anne Diserio	3/10/2026	7	\$50	no subs needed
MHS	Middlesex County Teen Arts Festival	Grades 9-12; The Teen Arts Festival is a celebration of the arts for students in Middlesex County. Teen Arts Festival activities focus on recognizing the accomplishments of Middlesex County teen artists by showcasing their creative efforts. Students who excel in the visual arts, creative writing, dance, music and theatre will be showcased along with their peers from other county schools	Ashley Bosgra, Kelly Murphy, Margaret Banner, John Flynn, Stefeny Stofa-Krombholz	3/11/2026	80	\$240 (total for busses) & approx \$250 truck for an approx total of \$490	4 subs needed
Moss	State Theater	Grade K; Students will be able to retell the sequence of a short story that blends three classic tales by naming at least three key events in order and describing one way the friends showed courage or kindness.	Sarah Jensen, Stephanie Kandel, Emily Sanchez, Sarah Valovcin, Danielle Pallotta, Francine Galassa, Jackie Salit, Ryan Krum, Jessica Sorrenti, Emily Almeida	3/24/2026	148	\$0	no subs needed
MHS	Peru: Cuzco, Machu	Grades 11-12; Tour Proposal Document, with detailed	Chris Giddes, Karin Flores,	Sunday, 3/29/	46	\$0	4 subs needed on

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	Picchu, & Lake Titicaca	information of this kind, has been submitted	Danielle Cermak, Nick Vosinas and John Cathcart	2026 - Monday, 4/6/2026 (9-day tour during Spring Recess)				Monday, 4/6/26
CES and EMS	No Limit's Cafe	Grade 3-5 and 7; Students will work on selecting food from a menu and eating with peers.	Alexis Wolford, Brendan McCunney, Michelle Duggan, Brian Jeney, Emily Bianchi, Lori-Anne Diserio	4/10/2026	7		\$80	1 sub needed
MHS	NYC-La Bonne Soupe and Moulin Rouge	Grade 12; Students will be able to make meaningful connections between classroom learning and real-world cultural expressions, enhancing both their linguistic proficiency and cultural understanding.	Anna Girin and Danielle Cermak	4/22/2026	18		\$0	2 subs needed
CES and EMS	Holland Ridge Farms	Grades 3-5 and 7; Students will take a tour of the farm, pet animals, ride a hay ride, pick tulips, and eat a packed lunch on the farm.	Brian Jeney, Alexis Wolford, Michelle Duggan, Brendan McCunney, Emily Bianchi, and Lori-Anne Diserio	4/24/2026	7		\$100	1 sub needed
CES and EMS	Majestic Lanes Bowling Alley	Grades 1-5 and 7; Students will go bowling and eat together.	Alexis Wolford, Brian Jeney, Michella Maldonado, Michelle Duggan, Brendan McCunney, Suzette Brown, Gianna Vega, Patcharapan Erdem, Avery Anderson, Gunisha Chadha, Emily Bianchi, Lori-Anne Diserio,	5/1/2026	14		\$50	no subs needed

			Isabella Harrington				
CES	Raritan Valley Community College Planetarium	Grade 1; Student will observe the patterns of day and night and will explore the daytime and nighttime sky, sun, moon, stars and planets along with their characteristics	Tara Pata and Nicole Hanson	5/5/2026	44	\$0	no subs needed
CES	Raritan Valley Community College Planetarium	Grade 1; Student will observe the patterns of day and night and will explore the daytime and nighttime sky, sun, moon, stars and planets along with their characteristics	Bailey Tocci, Candace Evans and Ellissa Cadel	5/6/2026	44	\$0	1 sub needed
CES	Raritan Valley Community College Planetarium	Grade 1; Student will observe the patterns of day and night and will explore the daytime and nighttime sky, sun, moon, stars and planets along with their characteristics	Tara Palmieri, Rupel Conzo, Emily Vanderhoff, Megan Shapiro	5/7/2026	64	\$0	1 sub needed
MHS	EF Tour to Austria, Germany and Switzerland	Grades 9-12; Students at Metuchen High School have the opportunity to learn about the history, culture and language of German-speaking countries through course offerings in both the Social Studies and World Language Departments	Chris Giddes, Nick Vosinas, Danielle Cermak, Anna Girin, Karin Flores, Alexa Baird, John Cathcart, Ilana Kurtin, Brian Stike, Lou Manziano, Ashley Bosgra (final list will depend on # of students, gender ratio, and availability of staff members)	6/30/2027	70	\$0	no subs needed

2. Student Observer

Move to approve the placement of the following student observer from Seton Hall University in the Metuchen Public School District during the 2025-2026 school year:

Name	School	Supervisor
Avery Anderson	Moss Edgar MHS	Ms. Bianchi, Ms. Rebelo, Mr. Stein and Mrs. Peluso

3. Student Observer

Move to approve the placement of the following student observer from Saint Joseph's University in the Metuchen Public School District during the 2025-2026 school year:

Name	School	Supervisor
Claire Kenny	Campbell Edgar	Ms. Rebelo Mr. Stein Ms. Bianchi

4. Student Observer

Move to approve the placement of the following student observer from Kean University in the Metuchen Public School District during the 2025-2026 school year:

Name	School	Supervisor
Sara Samartzis	Edgar	Mr. Stein

Mr. Deflinger motioned. Mr. Glassberg seconded. Motion carried 9-0-0.

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

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

15. Announcements - Ms. Zimmerman 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

Dr. Johnson-Marcus motioned. Mr. Glassberg seconded. All in favor.

Adjournment at 8:40 pm.

Vincent Caputo

Vincent Caputo (Feb 11, 2026 09:49:51 EST)

New Jersey Department of Education
Corrective Action Plan (CAP)
For the Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Submission Guidance

Applicability: A CAP should only be prepared if there is a finding(s) in the ACFR or AMR

- The completed CAP must be uploaded to the ACFR Repository within 45 days of Board acceptance of the audit.
- Save the file as **CAP.PDF** and email a copy to CAP@ag.nj.gov.

LEA Information

LEA Name: Metuchen Board of Education

LEA Number: 3120

County Name: Middlesex

County Number: 23

Type of Audit: FYE 25 Audit

Date of Board Meeting:

Contact Name: Michael Harvier

Contact Title: Business Administrator

Email: maharvier@metboe.k12.nj.us

Phone: 732 321 8726

ACFR/AMR Findings

Preparation:

- Column A:** Identify and note whether the finding(s) is in the ACFR and/or the AMR. Include the finding(s) number (e.g., ACFR 2025-001) and note the ACFR finding(s) first.
- Columns B and C:** Use the exact language noted as the condition for the ACFR. Use the exact language noted as the finding in the AMR. If the finding(s) appears in both documents, use the language noted in the ACFR.
- Column D:** Describe the method of implementation to prevent recurrence of finding(s). If applicable, include an explanation for “Questioned Costs”.
- Column F:** Document a definitive implementation date (MM-DD-YY). Entries such as “Immediate” or “Ongoing” are not acceptable.

A ACFR/AMR Finding	B Condition/Finding	C Recommendation	D Method of Implementation	E Person Responsible for Implementation>Title	F Implementation Date
AMR 2025 - 01	The reconciliation for the salary account includes incorrect items leading to reconciliations that do not match. Also, the split of funds between 10 and 20, and 30 and 40, was not matching to district records	That all salary account reconciliations be done correctly and that the split between funds for all other funds be allocated correctly in accordance with district records.	Meeting with Treasurer and Business Administrator to ensure reconciliations are prepared as per auditors' request and that funds 10, 20, 30 and 40 are allocated correctly on treasurer's report. Treasurer and Business Administrator will meet monthly if needed to compare balances.	Rebecca Cuthbert and Michael Harvier	Meeting took place on December 29 th , 2025.

A ACFR/AMR Finding	B Condition/Finding	C Recommendation	D Method of Implementation	E Person Responsible for Implementation>Title	F Implementation Date
AMR 2025 - 02	Our examination of the District's food service fund balances at year end revealed that the net cash resources exceeds three months average expenditures	That the District review procedures to ensure that new cash resources in the food service fund do not exceed three months average expenditures in compliance with 7CFR210:14.	Closely monitor monthly income statements and project excess cash. If there is excess cash allocate utility costs and purchase needed equipment	Michael Harvier	October 6, 2025

Attestation

Signature required below.

I hereby certify that the information provided in this CAP is accurate and complete to the best of my knowledge, and that the recommendation(s) will be implemented as noted.

Chief School Administrator:

Date:

Board Secretary / School Business Administrator:

Date:

20260127 Board Minutes with Cap attachment

Final Audit Report

2026-02-11

Created:	2026-02-11
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