

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, AUGUST 11, 2020

BOARD 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, The Metuchen Mirror, and by filing a copy with the Borough Clerk as prescribed by this law.

4. Roll Call

Mr. Benderly	P	Mr. Lifton	P
Ms. Cook	P	Mr. Manley	P
Mr. Derflinger	P	Mr. Small	P
Mr. Glassberg	P	Mr. Suss	A
Ms. Killean	P		

5. Superintendent's Remarks

- ❖ District Goals – Dr. Caputo presented 2019-2020 District Goals Final Report and Self-Assessments
- ❖ Reopening Plan- Dr. Caputo discussed the Schools Reopening Plan submitted to the County/State on July 31st. Then opened up the discussion for questions from members of the public.

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

The following members of the public asked questions, either in writing prior to the meeting, or on Zoom/Facebook during the meeting: Tim Molineux, 91 Linden

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Avenue, William Karunaratne, 28 Orchard Avenue, Jill Bottone-Fedison, 45 Lexington Avenue, Kasper Larsen, 14 Brunswick Avenue, Dan Cea, 58 Robbins Place, Susan Molineux, 91 Linden Avenue, Cyndi Strathman, 36 Home Street, David Diaz, 58 Upland Avenue, Sue Cea, 58 Robbins Place, April Compertore, 540 Wakefield Drive, Jennifer Lopez, 312 Middlesex Avenue, Willie Jung, 386 Wakefield Drive, Stephanie Parkas Goodman, 58 McPherson Avenue.

7. Showcase of Success – *nothing at this time*

8. Presentations/Discussions – *nothing at this time*

9. Reports

- ❖ President’s Report - Mr. Manley emphasized that everything discussed so far at this meeting is what the District has been working on around the clock.
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
 - Policy – Mr. Glassberg gave report
 - DLT – Mr. Glassberg and Mr. Benderly gave report
 - Curriculum – Ms. Killean gave report
 - Finance – Mr. Small gave report
 - Facilities – Mr. Manley gave report
 - The other Committees have not met since last Board meeting

10. Old Business – *nothing at this time*

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meeting:

July 21, 2020	Special Business Meeting (1)
July 21, 2020	Special Executive Meeting (2)
July 21, 2020	Board Meeting

Mr. Manley motioned. Ms. Cook seconded. Motion carried 8-0-0.

12. Meeting Open to the Public

(for any topic discussed up to this point in the meeting and for comments on the recommendations of the Superintendent of Schools)

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
- B. Finance
- C. Policy
- D. Curriculum

14. Meeting Open to Public *(for anything you wish to discuss)*

Nothing at this time

15. Announcements

Ms. Cook reported that the next Board of Education meeting is August 25, 2020.

16. New Business

Mr. Small resigned from the Board, after serving 13 years. He is moving out of state. Dr. Caputo and Mr. Manley presented him with parting gifts, and many Board members also spoke to wish him well and thank him for his service.

17. Motion to Go Into Executive Session

Mr. Manley read the *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 board member replacement process and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

18. Adjournment

Mr. Manley motioned. All in favor.

MOTION ADJOURNED 10:10 PM

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

A. PERSONNEL

1. Summer Work – Metuchen High School Peer Leadership

Move to approve the following peer leadership trainers for summer work at Metuchen High School:

Name	# Days	Per Diem Rate*
Laura Connolly	2	\$384.06/day
Karen Van de Castle	2	\$371.12/day

2. Retirement – Certificated Staff

Move to accept with regret the retirement of Patricia Glave, MHS School Librarian, effective October 16, 2020.

3. Resignation – Certificated Staff

Move to accept the resignation of Jennifer List, MHS Special Education Teacher, effective September 21, 2020 or when a replacement is found.

4. Resignation – Certificated Staff

Move to accept the resignation of Schuyler Fannell, MHS Physical Education Teacher, effective September 22, 2020 or when a replacement is found.

5. Resignation – Certificated Staff

Move to accept the resignation of Amy Piekarski, EMS/MHS Speech Therapist, effective September 28, 2020 or when a replacement is found.

6. Resignation – Paraprofessional

Move to accept the resignation of Wally Cook, Paraprofessional, effective August 3, 2020.

7. Appointment – Certificated Staff

Move to approve the appointment of Vincent Signorile, CES Special Education Teacher, for the 2020-2021 school year, at a salary of \$50,718*, Step 1A, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

8. Appointment – Certificated Staff

Move to approve the appointment of Sarah Masters, Moss School Special Education Kindergarten/Preschool Teacher, for the 2020-2021 school year, at a salary of \$50,718*, Step 1A, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

9. Appointment – Certificated Staff

Move to approve the appointment of Lauren Thompson, EMS Special Education English/Language Arts Teacher, for the 2020-2021 school year, at a salary of \$52,418*, Step 1C, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

10. Appointment –Certificated Staff

Move to approve the appointment of Kelsee Young as Moss Half-day Special Education Kindergarten/Preschool Teacher and Half-day Paraprofessional, for the 2020-2021 school year, at a salary of \$25,359*, Step 1A (.5 Teacher), plus \$10,583 (.5 Moss Paraprofessional), effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

11. Appointment – Administrative Staff

Move to approve the appointment of Allison Sullivan as EMS Secretary, for the 2020-2021 school year, at a salary of \$42,627/year, 12-month position, effective August 12, 2020 (salary may be adjusted upon the settlement of the new contract).

12. Revision to Appointment – Certificated Staff

Move to revise the previous appointment of Meghan Hartigan as MHS PE/Health Teacher, for the 2020-2021 school year, at a salary of \$54,094*, Step 3B, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract). This appointment is pending receipt of NJ Teacher certification.

13. Appointment – 2020-2021 Proctors

Move to approve the following 2020-2021 G&T proctors at the contractual rate of \$38/hour, for no more than 18 hours per proctor:

Proctor
Joe Fitzgibbon
Ed Ronk

14. School Nurses – Summer Work

Move to approve the following School Nurses for hourly summer work, to develop student health plans and revised school health procedures:

School Nurse	Hourly Rate*
Nga Pham, Moss	\$48.26
Jennifer Decker, Campbell	\$57.54
Janice Billick, Edgar	\$83.71
Michele Brinkerhoff, MHS	\$54.21

15. School Counselors – Summer Work

Move to approve the following School Counselors for hourly summer professional work, as needed, at their hourly rate, as per below:

School Counselor	Hourly Rate*
Erica Hsu, Campbell	\$60.42
Lauren Campbell, Edgar	\$50.67
Lisa Chango, Edgar	\$90.96
Leigh Hanbridge, MHS	\$77.16
Elizabeth DeMott, MHS	\$64.01
Traci Grauer, MHS	\$86.34

16. IEP Training/Individualized ESY Programs

Move to approve Lindsay Fishman to provide individualized ESY programs and related IEP training at \$45 per hour.

17. IEP Trainings

Move to approve the following teachers to participate in IEP related trainings during the summer at the hourly rate of \$45:

Stefeny Krombholz	Chris Peckhardt
Margo Banner	Jennifer Gumbrecht
Rick Carter	Kristen Khulthau
Mike Butler	Melanie Gilbert
Frank Jones	Roseann Misuraca
Ginny Wetzal	Emily Presuto

18. NJDOE Post School Outcome Study

Move to approve Deneane Bonassisa for up to 5 days at her per diem rate of \$486.76* to complete the compliance required NJDOE Post School Outcome Study (subject to reimbursement from the NJDOE).

19. Appointment – Paraprofessionals

Move to appoint the following Paraprofessionals for the 2020-2021 school year:

Paraprofessional	School	Salary*
Leila Baiod	Edgar	\$20,182/year
Jenan Badwan	Moss	\$21,167/year

20. Paraprofessional Assignment Transfer

Move to approve the transfer of Margie Clark, Paraprofessional, from Campbell School to Edgar School for student’s needs.

21. Medical Leave of Absence

Move to approve the Medical Leave of Absence of Maryrose Little, EMS Librarian, from September 1, 2020 to approximately September 25, 2020.

22. Appointment – Certificated Staff

Move to approve the appointment of Casey Sullivan, EMS/MHS Speech Therapist, for the 2020-2021 school year, at a salary of \$53,254*, Step 3A, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

23. Appointment – Certificated Staff

Move to approve the appointment of Stephanie Coleman, MHS .6 Sp. Ed. 18-21 Year Old Transition Program Teacher; .4 Speech Therapist, for the 2020-2021 school year, at a salary of \$53,254*, Step 3A, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

24. Appointment – Leave Replacement

Move to approve the appointment of Cristina Acosta as a leave replacement for Suzy Palmer, EMS English Language Arts Teacher, at a rate of \$274.15*/day, effective September 1, 2020 through approximately December 2, 2020 (salary may be adjusted upon the settlement of the new contract).

Dr. Caputo wished both Patricia Glave and Donna Huntress (retiree on July 21 agenda) a happy and healthy retirement, and thanked them for their service to Metuchen Public Schools.

Mr. Manley motioned. Mr. Benderly seconded. Motion carried 8-0-0.

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

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

B. FINANCE

1. Use of Surplus to Maintain Budgeted Appropriations

Move to approve the use of \$179,934 in surplus to make up for the loss of 20/21 state aid.

2. Payment of Bills

a) Approve the Following Item Submitted by the Board Secretary

Payment of bus refunds, to refund families who sent in courtesy bussing money, prior to the cancellation of the bussing contract.

3. Digital Divide Grant Application

Move to approve the District's Digital Divide Grant Application for 2020-2021.

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4. Professional Development

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

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
8/24/2020	8/24/2020	SECD Practicum	Pasquale, Jennifer	Campbell School	\$ 495.00	FFPI	21-017
8/24/2020	8/25/2020	NJEC Remote /Hybrid Teaching Certificate program via Zoom	Bruno, Kristin	EMS	\$ 90.00	FFPI	21-018
8/25/2020	8/25/2020	Recording and Sharing Video Instruction	Spak, Jennifer	CES	\$ 45.00	FFPI	21-014
8/26/2020	8/26/2020	How to support the special needs and accommodations of students with an IEP or 504 plans in a remote/hybrid learning environment.	Hertzog, Julie	EMS	\$ 45.00	FFPI	21-019
8/26/2020	8/26/2020	Supporting Needs of IEP and 504 Students During Remote/Hybrid Learning	Spak, Jennifer	CES	\$ 45.00	FFPI	21-015
8/27/2020	8/27/2020	How to support the social and emotional needs of students engaged in remote/hybrid learning while also supporting the parents of students engaged in remote/hybrid learning.	Hertzog, Julie	EMS	\$ 45.00	FFPI	21-020
8/27/2020	8/27/2020	Supporting Social Emotional Needs of Students and Parents in Remote/Hybrid Learning	Spak, Jennifer	CES	\$ 45.00	FFPI	21-016
10/24/2020	10/24/2020	Art in Focus AENJ 2020	Murphy, Kelly	MHS	\$ 140.00	FFPI	21-021

5. Reading Instruction

Move to approve Jodi Reiner of Reiner Reading Consulting to provide Orton Gillingham Reading Instruction, at a rate of \$100/hour.

6. Nonpublic Technology

Move to approve the following nonpublic technology for the 2020-2021 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
Metuchen Christian Acad.	CDW-G	14	6017955	Acer Chromebook 11.6" Celeron N3060 4 GB RAM-32 GB	\$186.63	\$2,612.82
Metuchen Christian Acad.	CDW-G	18	3577022	Google Chrome License	\$25.50	\$459.00

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Metuchen Christian Acad.	CDW-G	1	5454209	Anywhere Cart	\$350.00	\$350.00
Metuchen Christian Acad.	CDW-G	2	4689028	SMART Learning Suite License	\$106.15	\$212.30
Metuchen Christian Acad.	CDW-G	7	2149652	Tripp Lite 25 ft.	\$12.67	\$88.69
Metuchen Christian Acad.	CDW-G	1	3074264	C2G Cat5e Network Patch Cable	\$10.14	\$10.14
Metuchen Christian Acad.	CDW-G	45	6010269	GoGuardian Suite 1 year	\$8.68	\$390.60
Metuchen Christian Acad.	CDW-G	1	4693036	Verbatim Corded Notebook Optical Mouse	\$6.64	\$6.64
St. Joseph High School	CDW-G	10	5830206	Lenovo ThinkPad X390-13.3 Core i5 10210U - 8 GB RAM	\$1,434.87	\$14,348.70

7. Bus Contract Addendum

Move to approve the contract addendum between the Metuchen Board of Education and George Dapper, LLC for routes METE / MPS with a bid number of 00/0109 and renewal numbers 17/18 as a result of the school closure from March 16, 2020 through June 19, 2020.

Mr. Small motioned. Mr. Manley seconded. Motion carried 8-0-0.

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

13. Recommendations of the Superintendent of Schools

(at this time the Board will take formal action on the following items)

C. POLICY

1. Second Reading of Policies and Regulations

Move to approve the second readings of the following policies and regulations:

- ❖ P & R 1581 Domestic Violence
- ❖ P 2422 Health and Physical Education
- ❖ P 3421.13 Postnatal Accommodations
- ❖ P 4421.13 Postnatal Accommodations
- ❖ P & R 5330 Administration of Medication
- ❖ P 7243 Supervision of Construction
- ❖ P 8210 School Year
- ❖ P 8220 School Day
- ❖ P 8462 Reporting Potentially Missing or Abused Children
- ❖ P 8613 Waiver of Student Transportation

2. Restart and Recovery Plan

Move to approve Metuchen School District’s Restart and Recovery Plan, which was submitted to the County Superintendent on July 31. The Plan includes a 2020-2021 Hybrid School Calendar.

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

D. CURRICULUM

Nothing at this time