

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, AUGUST 25, 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	A
Ms. Cook	P	Mr. Manley	P
Mr. Derflinger	P	Mr. Suss	P
Mr. Glassberg	P		
Ms. Killean	P		

5. Board Vacancy and administration of required oath to new Board Member

Mr. Glassberg nominated Dr. Hazel-Anne Johnson-Marcus. Mr. Manley seconded. Board members voted in writing, and Mr. Harvier read the results. Dr. Johnson-Marcus was elected 7-0. Mr. Harvier administered the required Oath of Office to Dr. Johnson-Marcus. Dr. Johnson-Marcus read the Oath, then shared a few words about herself and why she sought the office.

6. Superintendent’s Remarks

Dr. Caputo began his Remarks by addressing questions from the public that were submitted earlier today, regarding Metuchen’s Reopening Plan.

7. Meeting Open to the Public

The following members of the public asked questions, either in writing prior to the meeting, or on Zoom/Facebook during the meeting, regarding Metuchen’s Reopening Plan: Tanya Hickey, 259 Main Street, Lucas Rabinowitz, 44 Finch, Jackie Morales, 29 Plainfield Avenue, Erica Jordan, 11 Herold Place, Jaimee Gordesky, 143 Christol Street, Sue Wernik, 165 East Chestnut Avenue, Lea Lanton, 32 Stirling Court, Asela Laguna-Mourao, 283 Newman Street, Thomas Blom, 68 Linden Avenue

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

9. Presentations/Discussions

- ❖ Mr. Cohen presented the District’s Racial Injustice and Equity Action Plan

10. Reports

- ❖ President’s Report – Mr. Manley reported that there will be no reduction to state aid from Governor Murphy. Mr. Glassberg asked Mr. Harvier to speak about the District’s cleaning plan. Mr. Manley and Mr. Harvier discussed the ventilation and the Building Management System.
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report.
- ❖ Committee Reports
 - Technology – Mr. Benderly gave report
 - District Leadership Team – Mr. Benderly gave report
 - Policy – Mr. Glassberg gave report (they have not met since the last Board meeting; however they communicated via email)
 - Curriculum – Ms. Killean gave report
 - Extra-Curricular – Mr. Suss gave report
 - Facilities – Mr. Manley gave report
 - The other Committees have not met since the last Board meeting

11. Old Business – *nothing at this time*

12. New Business – *nothing at this time*

13. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meeting:

August 11, 2020	Special Business Meeting (1)
August 11, 2020	Special Executive Meeting (2)
August 11, 2020	Board Meeting
August 11, 2020	Special Executive Meeting (3)

August 17, 2020	Special Business Meeting (1)
August 17, 2020	Special Executive Meeting (2)

Mr. Manley motioned. Mr. Suss seconded. Motion carried 6-0-1 for August 11 Special Meetings 1 and 2 and August 17 Special Meetings 1 and 2. Dr. Johnson-Marcus abstained. Motion carried 5-0-2 for August 11 Board Meeting and Special Meeting 3. Mr. Suss and Dr. Johnson-Marcus abstained.

14. Meeting Open to the Public

Alisa Ryan, 15 Eggert Avenue asked a question via email regarding teachers contacting students in advance of first day. Maureen Cummings, 112 Maple Avenue, attended the meeting and asked about Curriculum.

15. 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

16. Meeting Open to Public – nothing at this time

17. Announcements

Dr. Johnson-Marcus reported that the third ally conversation for the Human Relations Commission on how to be a better ally to our Asian neighbors is a Zoom meeting on September 9th. Mr. Derflinger reported on the upcoming school calendar (In-Service Days, First Day of School, Labor Day). The next Board of Education meeting is September 8, 2020.

18. 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 personnel and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exist.

19. Adjournment

Mr. Manley motioned. All in favor.

MEETING ADJOURNED 10:41 PM

15. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Appointment – Administrator

Move to approve the appointment of Suzy Azevedo as Edgar Middle School Principal, for the 2020-2021 school year, at a salary of \$127,000*/year, effective August 26, 2020.

2. Appointment – Administrator

Move to approve the appointment of Neyda Evans as Edgar Middle School Assistant Principal, for the 2020-2021 school year, at a salary of \$117,000*, effective August 26, 2020.

3. Appointment of the Zone Staff

Move to approve the following Zone Staff for the 2020-2021 school year:

Supervisors and Office Staff:

Name	Hourly Rate
Roseanna Misuraca(Supervisor & Co-Director)	\$44.25
Allyson Rescorl(Supervisor & Co-Director)	\$44.25
Todd Gural(Supervisor & Co-Director)	\$44.25
Emily Tzetzos (Alternate Supervisor)	\$44.25
John Butler (Alternate Supervisor)	\$44.25
MaryJo Paulmenn (Bookkeeper)	\$19.91

Board Meeting Minutes – August 25, 2020

Leaders:

Name	Hourly Rate
Veronica Araneo	\$33.20
John Butler	\$33.20
Will Colavito	\$18.95
Rachel DiVanno	\$33.20
Judi Hoffman	\$19.25
Jeanne Hughes	\$33.20
Eileen Kuchar	\$33.20
Emily Tzetzos	\$33.20
Lori Meyer	\$33.20
Jennifer Miller	\$33.20
Paul Mruczinski	\$33.20
Chris Peckhardt	\$33.20
Vivian Petrakakos	\$33.20
Emily Presuto	\$33.20
Ginny Wetzel	\$33.20

Mentors:

Name	Hourly Rate
Vishali Govender	\$11.00
Natalie McHam	\$11.00
Malachi Bailey	\$13.00

4. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for Panos Tzetzos, CES Teacher, from Step 1F, \$56,868/year to Step 2F, \$58,290*/year, as a result of earning “BA Plus 30 credits,” effective September 1, 2020.

5. Family Leave of Absence – Certificated Staff

Move to approve the family leave of absence of Jaclyn Salit, CES Teacher, from approximately September 14, 2020 through approximately December 4, 2020.

6. Mentor Teachers

Move to approve the following mentor teachers to work with mentee teachers at the New Teacher Academy on August 26, 2020, for 6 hours at the rate of \$38.00/hr., for a total of \$228.00/per teacher.

Lindsay Nalepa	Adam Levy
Sarah Jensen	Beth Abbott
Megan Shapiro	Christina Theiss
Lindsay Omark	Karen Calantoni
Eileen Kuchar	Karen Logan
Beth McLaughlin	Kristin Bruno
Caroline Forde	Isabelle Filiciello
Danielle Cermak	Steve Cichetti
Ed Ronk	

7. ACCESS for ELLs Testing Coordinator

Move to approve Ellen Park for no more than 15 hours of ACCESS for ELLs testing August 26, 2020 from Title III funds, at the hourly rate of \$38/hour, not to exceed a total of \$570.

8. Remote Learning Technology Workshops

Move to approve Raquel Williams for August 2020 remote learning technology workshops not to exceed 16 hours at the hourly rate of \$45/hour for prep and delivery.

9. Remote Learning Technology Workshops Design and Prep for In-Service

Move to approve the following teachers for summer design and preparation of Remote Learning Technology workshops to be delivered at the September 2, 2020 In-service, not to exceed 3 hours each, at the hourly rate of \$45/hour.

Roseanna Misuraca
Raquel Williams
Emily Presuto
Karen Logan
Katie McKenna
Julie Anderson

10. Appointment – Certificated Staff

Move to approve the appointment of Ann Burnett, MHS Special Education Teacher, for the 2020-2021 school year, at a salary of \$71,051*, Step 3I, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

11. Appointment Adjustment – Certificated Staff

Move to adjust the appointment of Wendy Keller, Moss School Teacher, from .5 to Fulltime, for the 2020-2021 school year, at a salary of \$51,518*/year, Step 1B, effective September 1, 2020 (salary may be adjusted upon the settlement of the new contract).

12. FFCRA Staff Requests

Move to approve up to 12 weeks of Emergency Family and Medical Leave under the Family First Corona Virus Response Act (FFCRA) for the following staff:

Name	School	Start Date
Rupel Conzo	Campbell	9/1/20
Tara Palmieri	Campbell	9/1/20
Erin Santasieri	Campbell	10/1/20
Jessica Walker	Campbell	9/1/20
Pamela Stead	Edgar	9/3/20
Marsha Stoner	Edgar	9/3/20
Leigh Hanbridge	MHS	9/1/20
Kerry Blaze	MHS	9/1/20

13. Appointment of Substitute Teachers

Move to approve the appointment of substitute teachers for the 2020-2021 school year on the attached chart:

14. Appointment of Substitute Paraprofessionals

Move to approve the appointment of substitute paraprofessionals for the 2020-2021 school year at a rate of \$13.35/hour:

Harrell, Kacey
Jeney, Amy
Kobayashi, Patricia
MacDonald, LucyAnn
Sookchand, Ann
Sorg, Ann Marie
Spinelli, Sandra
Zelehoski, Cassandra

15. Rescission of Appointment – Certificated Staff

Move to rescind the appointment of Meghan Hartigan as MHS PE/Health Teacher, for the 2020-2021 school year (Agenda 8/11/20 Sec 13 A12)

16. Speech and Language Intern

Move to approve Diana Langan as a Speech and Language Intern from Emerson College, supervised by Emily Peluso, from September to December 2020.

17. School Psychology Intern

Move to approve Casey Sleshinger as a School Psychology Intern from Columbia University, supervised by Alissa Trapanese and Christina Theiss, for the 2020-2021 school year.

18. Supplemental Reading Intervention

Move to approve the following staff for supplemental reading intervention at the hourly rate of \$45/hour to implement student IEPs.

Elissa Cadel	Julie Anderson	Alaina Warakowski
Stephanie Angus	Elizabeth Smith	Lindsey Omark

19. IEP Transition Planning

Move to approve the following staff for additional summer work at their hourly rate for IEP transition planning:

Staff	Per Diem Rate*
Katherine McKenna	\$48.26
Danielle Mauro	\$45.69
Sarah Masters	\$45.69
Kelsee Young	\$45.69
Michele Reed	\$48.26
Megan Stevens	\$49.58
Francine Galassa	\$49.58
Kathy Rice	\$75.36
Cynthia Linkenheld	\$61.85
Stephanie Coleman	\$47.98
Elissa Cadel	\$54.21
Julie Anderson	\$87.31
Stephanie Angus	\$68.08
Lindsey Omark	\$50.67
Lindsay Fishman	\$51.90
Rebecca Smith	\$86.48

20. Child Study Team – Additional Summer Work

Move to approve the following Child Study Team members for an additional 5 days of summer work for IEP implementation planning at their per diem rate (Agenda 6/23/20 Sec 12 A18):

Name	Position	Per Diem Rate*	# of Days	Total*
Alissa Trapanese	Psychologist	\$ 439.11	5	\$ 2,195.55
Christina Theiss	Psychologist	\$ 462.94	5	\$ 2,314,70

Board Meeting Minutes – August 25, 2020

Daniel Rosa	Psychologist	\$ 294.71	5	\$ 1,473.55
Kelly Wales	Psychologist	\$ 304.59	5	\$ 1,522.95
Karen Calantoni	Learning Consultant	\$ 311.41	5	\$ 1,557.05
Christine Cuthbertson	Learning Consultant	\$ 515.52	5	\$ 2,577.60
Deneane Bonassisa	Learning Consultant	\$ 486.76	5	\$ 2,433.80
Karla Riera	Learning Consultant	\$ 473.70	5	\$ 2,368.50
Lisa Granados	Social Worker	\$ 439.11	5	\$ 2,195.55
Susan Whitlock	Social Worker	\$ 405.63	5	\$ 2,028.15

21. Instructional and Non-Instructional Stipends

Move to approve the following Instructional and Non-Instructional Stipends for the 2020-2021 school year as listed on the attached chart:

22. Remote Learning Technology Workshops Design and Prep for In-Service

Move to approve the following paraprofessional for summer design and preparation of Remote Learning Technology workshops to be delivered at the September 2, 2020 In-service, not to exceed 3 hours, at the hourly rate of \$22.50*/hour.

Hope Serratelli

23. Morning Screeners at MHS

Move to approve the following paraprofessionals to take temperatures and screen incoming staff members at MHS in the mornings, at their hourly rates:

Name	Hourly Rate*
Rhonda Silverman	\$18.05
William McDuffie	\$18.95

24. Marching Band – MEA Sidebar

Move to approve a sidebar agreement with the MEA regarding Marching Band.

25. Intervention Programming

Move to approve Andrea Agnone and Lauren Thompson for intervention programming at an hourly rate of \$45/hour.

26. Summer 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	Rosanna Misuraca
Ginny Wetzell	Emily Prescuto

Mr. Manley motioned. Mr. Suss seconded. Motion carried 8-0-0. Dr. Caputo then discussed the process for hiring the Edgar School Principal and Asst Principal, and congratulated Ms. Azevedo and Ms. Evans.

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

15. Recommendations of the Superintendent of Schools

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

B. FINANCE

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 June 30, 2020.

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 August 25, 2020 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. Budget Transfers

Move to approve budget transfers effective June 30, 2020.

4. Appointment- Balanced Literacy Coach

Move to approve BDO, Deanne Opatosky, as ESSA Balanced Literacy Coach for the 2020-21 school year using ESSA Title IA funds not to exceed \$13,000, and Title IIA funds not to exceed \$12,809.

5. Out of District Student Placements – 2020-2021 School Year

Move to approve the 2020-2021 school year out of district student placements on the attached chart:

6. Student Agreement

Move to approve the settlement agreement for Student #002025004.

7. IDEA Grant

Move to approve the IDEA grant for the 2020-2021 school year as follows:

Basic allocation	\$673,685.00
Preschool allocation total	\$17,440.00
Total allocation	\$691,125.00

8. IDEA Grant – Paraprofessional Salary

Move to approve a portion of Brian Jeney’s salary as a paraprofessional to be paid from IDEA grant, for the 2020-2021 school year, in amount of \$16,201.

9. IDEA Grant – FDU Orton Gillingham Teacher Practicum

Move to approve Lindsay Omark to coordinate the FDU Orton Gillingham Teacher Practicum as part of the IDEA Grant, at a rate of \$45 per hour, not to exceed \$4,050.

10. 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 #
9/5/2020	9/7/2020	Back to School Reimagined	Lopes, Sofia	CES	\$ 106.66	FFPI	21-022
9/30/2020	10/2/2020	The Council for Economic Education Annual Financial Literacy & Economic Education Conference	Van de Castle, Karen	MHS	\$ 99.00	FFPI	21-024
10/3/2020	10/3/2020	Express Fluency Conference in the Cloud	Vosinas, Nickolas	MHS	\$ 325.00	FFPI	21-023
11/20/2020	11/22/2020	ACTFL 2020 Virtual	Vosinas, Nickolas	MHS	\$ 185.00	FFPI	21-013

11. 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
St. Francis Cathedral School	CDW-G	11	16W64UT	HP Chromebook 11A G8 - Education Edition 11.6" A4 9120C-4 GB RAM 32	\$220.21	\$2,422.31
St. Francis Cathedral School	CDW-G	1	TCOREX36	Bretford CoreX Charging Cart	\$1,520.99	\$1,520.99
St. Francis Cathedral School	Renaissance	100	NA	Accelerated Reader Subscription Renewal	\$7.15	\$715.00

12. Student Agreement

Move to approve the settlement agreement for Student #2020006.

Mr. Manley motioned. Mr. Suss seconded. Motion carried 8-0-0 for #1, 3-12. Motion carried 7-0-1 for #2. Mr. Benderly abstained.

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

15. Recommendations of the Superintendent of Schools

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

C. POLICY

1. Approval of Revised Restart and Recovery Plan

Move to approve the revision to Metuchen School District’s Restart and Recovery Plan, which was re-submitted to the County Superintendent on August 21. The Plan delays the start of in-person instruction for students until October 1. A revised calendar is attached.

2. Title IX Policy

WHEREAS, 20 U.S.C. § 1681 *et seq.* authorizes and directs school districts receiving federal financial assistance to effectuate Title IX of the Education Amendments of 1972, as amended;

WHEREAS the Board has previously policies protecting against and authorizing investigation of discrimination on the basis of sex in the District's programs or activities;

WHEREAS, on May 6, 2020, the U.S. Department of Education, Office of Civil Rights, published the final rule amending Title IX regulations at 34 C.F.R. Part 106;

WHEREAS, the amended Title IX regulations are effective on August 14, 2020;

NOW, THEREFORE BE IT RESOLVED, that the Metuchen Board of Education hereby implements the provisions of the amended Title IX regulations. The Board implements all aspects of the regulations, including, but not limited to, updated definitions of sexual harassment, equal treatment in responding to complaints of sexual harassment, an objective grievance process, and appropriate notice throughout;

BE IT FURTHER RESOLVED the preponderance of the evidence standard will be applied in determining responsibility;

BE IT FURTHER RESOLVED that the Board authorizes Edward Porowski as a Title IX Coordinator to coordinate compliance with the amended regulations. The Coordinator may be contacted at eporowski@metboe.k12.nj.us;

BE IT FURTHER RESOLVED that the Board will approve a permanent policy and procedure implementing the amended regulations.

3. First Reading of Policies and Regulations

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

- ❖ P 1649 Federal Families First Coronavirus (COVID-19) Response Act (FFCRA) (M)
- ❖ P 2270 Religion in Schools
- ❖ P 2431.3 Heat Participation Policy for Student-Athlete Safety (M)
- ❖ P 2622 Student Assessment (M)
- ❖ P & R 5111 Eligibility of Resident/Nonresident Students (M)
- ❖ P & R 5200 Attendance (M) (Revised)
- ❖ P & R 5320 Immunization
- ❖ P & R 5330.04 Administering an Opioid Antidote (M)
- ❖ P 5610 Suspension (M)
- ❖ R 5610 Suspension Procedures (M)
- ❖ P 5620 Expulsion (M)
- ❖ P & R 8320 Personnel Records (M)

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

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

D. CURRICULUM

1. Curriculum Guides

Move to approve the revised curriculum guides for the following subjects:

Revised Curriculum Documents	
Subject	Description
Music	Kindergarten
Art	Photography/Digital Media
Science	AP Environmental Science

Board Meeting Minutes – August 25, 2020

Science	Honors Health Science
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Ms. Killean motioned. Mr. Manley seconded. Motion carried 8-0-0.

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