

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, OCTOBER 27, 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	A	Ms. Killean	P
Ms. Cook	P	Mr. Lifton	P
Mr. Derflinger	P	Mr. Manley	P
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P		

5. Showcase of Success

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

Nothing at this time

7. Presentations/Discussions

- Dr. Caputo presented the SSDS (School Safety Data System) Report – January-June 2020

8. Reports

- ❖ Superintendent’s Report – Dr. Caputo gave an update on the schools; and thanked the students, parents, teachers, staff for their continuing hard work.
- ❖ President’s Report – Mr. Manley spoke about the Coronavirus, the notifications the District sends when there is a positive Covid case, and contact tracing
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Policy – Mr. Glassberg gave report
 - Human Relations Committee – Dr. Johnson-Marcus gave report
 - Curriculum – Ms. Killean gave report
 - Negotiations – Mr. Lifton gave report
 - No other Committees have met since the last Board meeting

9. Old Business – *nothing at this time*

10. New Business – *Happy Birthday to Ms. Killean and Mr. Glassberg*

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

October 13, 2020	Special Business Meeting (1)
October 13, 2020	Special Executive Meeting (2)
October 13, 2020	Board Meeting

Mr. Manley motioned. Mr. Suss seconded. Motion carried 7-0-1. Mr. Lifton abstained.

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

Nothing at this time

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.

Board Meeting – October 27, 2020

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

14. Meeting Open to Public *(for any topic) – nothing at this time*

15. Announcements

Dr. Johnson-Marcus read 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. Manley motioned. All in favor.

MEETING ADJOURNED 8:47 PM

13. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Leave of Absence

Move to approve a leave of absence for Karen Van de Castle, MHS Teacher, effective October 22, 2020 through December 31, 2020.

2. Leave of Absence

Move to approve a leave of absence for Jessica Walker, CES Teacher, effective December 2, 2020 through December 31, 2020.

3. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Lauren Genovese Galski, leave replacement for Jessica Walker, CES Teacher, through December 23, 2020.

4. Mentors Teachers - Revisions

Move to approve the revisions for the following mentor teachers to work with mentee teachers for the 2020-2021 school year, as listed below (Agenda 10/13/20, Sec 13 A19):

New Teacher/Leave Replacement	Mentor	Route (Revised)
Erika Bott	Ken Smith	Formal Traditional Route; Partial Year; % of \$550 TBD
Robin Gill	Lauren Scala	Formal Traditional Route; Partial Year; % of \$550 TBD
Elizabeth Wallace	Todd Gural	Formal Traditional Route; Partial Year; % of \$550 TBD
Sara Faulkner	Melissa Savarese	Formal Alternate Route; Partial Year; % of \$1,000 TBD
Katelyn Afonso	Julie Anderson	Formal Traditional Route; Partial Year; % of \$550 TBD

5. Maternity Leave of Absence

Move to approve a maternity leave of absence for Emily Peluso, Moss teacher, from approximately February 5, 2021 through June 30, 2021.

6. Appointment – Substitute Teacher

Move to approve the following as substitute teacher for the 2020-2021 school year:

Name	Certification	Rate
Imma Barrera	Sub with college degree	\$85/day

7. Remote Learning Technology Workshop Teachers

Move to approve the following teachers for design and preparation of Remote Learning Technology workshops to be delivered at the November 3, 2020 In-service at the hourly rate of \$45/hour.

Teacher:	Not to Exceed:
Raquel Williams	6 hours
Karen Logan	3 hours
Julie Anderson	3 hours
Katie McKenna	3 hours

8. Remote Learning Technology Workshop Paraprofessional

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

Paraprofessional
Hope Seratelli

9. Retirement – Certificated Staff

Move to accept with regret the retirement of Maryrose Little, EMS Librarian, effective December 31, 2020.

10. Instructional Stipend

Move to approve the following Instructional Stipend for the 2020-2021 school year, prorated to start October 28, 2020 – June 30, 2021:

Name	Assignment	2019-2020 Stipend*
Ann Burnett	MHS Special Education	\$7,069 pro-rated

11. FFCRA Staff Request

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

Name	School	Start Date	End Date
Raquel Class	Campbell	10/26/20	11/4/20

12. Maternity/Family Leave of Absence Adjustment

Move to approve the new end date of the maternity/family leave of absence of Lauren Volosin, MHS Teacher, from December 2, 2020 to January 18, 2021. (Agenda 4/28/20 Sec12 A4)

13. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Angela Resti, leave replacement for Tara Palmieri, CES Teacher, through December 23, 2020.

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

Dr. Caputo thanked Maryrose Little for her years of service, and wished her a happy and healthy retirement.

-----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. 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 August 31, 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 October 27, 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. Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

WHEREAS, Michael Harvier, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent , from \$40,000 to **\$44,000**, effective July 1, 2020;

NOW, THEREFORE BE IT RESOLVED that the Metuchen Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$44,000** for the Board of Education, and further authorizes Michael Harvier, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

4. Home Instruction Services

In partnership with First Children Services, move to approve Regional Enrichment and Learning Center (REAL) to provide Home Instruction at a rate of \$70 per hour.

Mr. Manley motioned. Mr. Suss 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. Educational Research Project

Move to approve an Educational Research Project by a St. Peters University doctoral student regarding the relation between both AP enrollment and AP credit earned in a comparative fashion to determine their impact on degree completion and academic outcomes in accredited 4-year university programs.

2. First Reading of Policies and Regulations

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

- P 1620 Administrative Employment Contracts
- P 1648 Restart and Recovery Plan
- P 1648.02 Remote Learning Options for Families
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction
- P 2431 Athletic Competition
- R 2431.1 Emergency Procedures for Sports and Other Athletic Activity
- P 2464 Gifted and Talented Students
- P & R 5330.05 Seizure Action Plan
- P 6440 Cooperative Purchasing
- P & R 6470.01 Electronic Funds Transfer and Claimant Certification
- P & R 7440 School District Security
- P 7450 Property Inventory
- P & R 7510 Use of School Facilities
- P 8420 Emergency and Crisis Situations
- P 8561 Procurement Procedures for School Nutrition Programs

3. School Bus Emergency Evacuation Drill Reports

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

- 10/16/2020 7:42 AM, Edgar School, front of school. Van 14, E2.0. Cohort A students. Supervised by Neyda Evans, William Ortman, and Marissa Plancher.
- 10/19/2020 9:09 AM, Moss School, in back of school. Van 12, Van 14, Van 6. Supervised by Marissa Plancher and Rick Cohen
- 10/20/2020 8:22 AM, Campbell Elementary School, Talmadge Parking Lot. Van 12, Van 6. Supervised by Ed Porowski, Marissa Plancher and Kelly Vissichelli.
- 10/21/2020 7:45 AM, Edgar School, front of school. Van 14, E2.0 Cohort B students. Supervised by Neyda Evans, William Ortman, and Marissa Plancher.

Board Meeting – October 27, 2020

- 10/22/2020 8:22 AM, Metuchen High School, Gym door side of building. Van 16. Supervised by Bruce Peragallo, Brian Stike and Marissa Plancher

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

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

13. Recommendations of the Superintendent of Schools

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

D. CURRICULUM

Nothing at this time

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