

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, NOVEMBER 10, 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 – *nothing at this time*

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

MHS Students, Christopher Ray, 146 Norris Avenue, and Caroline Schleif, 28 Dorian Road, commented about their AP Economics class. Sanjoy Ray, 146 Norris Avenue, commented about teachers' requests to work from home. Alisa Schleif, 28 Dorian Road, commented about school athletics.

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

8. Reports

- ❖ President’s Report – no report
- ❖ Superintendent’s Report – Dr. Caputo reminded all that the District is remote for the 8 school days leading up to Thanksgiving. Schools remain open during this time.
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
 - Negotiations – Mr. Lifton gave report
 - Human Relations Committee – Dr. Johnson-Marcus gave report
 - Facilities – Mr. Manley gave report
 - Finance – Mr. Manley gave report
 - No other Committees have met since last Board meeting

9. Old Business – *nothing at this time*

10. New Business – *nothing at this time*

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

October 27, 2020	Special Business Meeting (1)
October 27, 2020	Special Executive Meeting (2)
October 27, 2020	Board Meeting

Mr. Manley motioned. Mr. Suss seconded. Motion carried 7-0-1 for Special Business Meeting 1. Ms. Killean abstained. Motion carried 6-0-2 for Special Executive Meeting 2. Ms. Cook and Ms. Killean abstained. Motion carried 8-0-0 for Board Meeting.

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

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 any topic)*

15. Announcements

Dr. Johnson-Marcus read the announcements. Mr. Lifton then thanked all Veterans who have served the country.

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 8:53 PM

13. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. FFCRA Staff Request Revision

Move to revise the FFCRA leave end date of the following staff member (Agenda 8/25/20, Section 15 A12, and Agenda 9/22/20, Section 13 A4).

Name	School	Original End Date	New End Date
Marsha Stoner	EMS	12/2/20	11/13/20

2. Family Leave of Absence End Date Revision – Certificated Staff

Move to revise the end date of the family leave of absence of Michelle Bethe, CES Teacher, from approximately November 20, 2020 to approximately December 11, 2020. (Agenda 9/22/20, Section 13 A31)

3. Resignation – Certificated Staff

Move to accept the resignation of Alaina Warakomski, CES Teacher, effective December 31, 2020.

4. Retirement – Supervisor

Move to accept with regret the retirement of Gerard Redmond, Supervisor of Buildings and Grounds, effective April 1, 2021.

5. Appointment – Substitute Teacher

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

Name	Certification	Rate
Renata Kulka	Sub with 60 college credits	\$80/day

6. Appointment – Substitute Paraprofessional

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

Donna McLaren

7. Leave Replacement Reassignment

Move to reassign Michelle Duggan, leave replacement for Marsha Stoner, CES Teacher, to leave replacement for Stephanie Angus, CES Teacher, effective November 16, 2020 through December 23, 2020.

8. Family Leave of Absence

Move to approve a Family Leave of Absence for Kerry Blaze, MHS Teacher, effective December 2, 2020 through March 8, 2021.

9. Appointment – Paraprofessional

Move to approve the appointment of Christine Ettore as a Paraprofessional at Campbell School for the 2020-2021 school year, at a salary of \$20,182*/year, Step 1, prorated, effective November 16, 2020 (salary may be adjusted upon the settlement of the new contract).

10. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Robert Gwiazda, leave replacement for Kerry Blaze, MHS Teacher, through March 8, 2021.

11. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Katelyn Afonso, leave replacement for Michelle Bethe, CES Teacher, through December 4, 2020.

12. Leave Replacement Reassignment

Move to reassign David Franczak, leave replacement for Jaclyn Salit, CES Teacher, to leave replacement for Michelle Bethe, CES Teacher, effective December 7, 2020 through approximately December 16, 2020.

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

Dr. Caputo then thanked Mr. Redmond for his service, and wished him 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. Comprehensive Maintenance Plan

Move to approve the district's Comprehensive Maintenance Plan for the 2021-2022 school year.

2. NJDOE School Security Grant

Move to approve Metuchen Public Schools application for an NJ DOE School Security Grant.

3. 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 #
11/9/2020	11/18/2020	Mass Insight 2020 Fall Workshop for AP® Teachers (Virtual - 10 evening mtgs.)	Kato, Yoko	MHS	\$ 275.00	FFPI	21-036
11/12/2020	11/13/2020	Technology, Mind, and Science Virtual Showcase	Wagenblast, Eileen	MHS	\$ -	No cost	
12/3/2020	12/3/2020	TLC Annual Suicide Conference	Granados, Lisa	MHS	\$ 49.00	FFPI	21-035
11/18/2020	11/18/2020	Rutgers NJ Agricultural Experiment Station – Snow and Ice Removal Class	Colegrove, Darren	MHS	\$195	other	

4. Preferred Nursing Services

Move to approve Preferred Nursing to provide nursing services at the following rates:

LPN 1:1 services- \$52.00 per hour

RN 1:1 services- \$57.00 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. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported case:

- METHS101920001

2. Second Reading of Policies and Regulations

Move to approve the second 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

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

1. 2020 Curriculum Summer Writing

Move to rescind and approve the following Summer 2020 Curriculum Writing (Agenda 5/26/20, Section 12 D1):

Rescind:			
Music	Edgar Band Grades 5-8	John Messenger, Robyn Keyes, John Flynn	\$525 each

Approve:			
Music	Edgar Band Grades 5-8	John Messenger, Robyn Keyes	\$650 each

2. 2020 Revised Curriculum Guide

Move to approve the revised curriculum guide for the following subject:

Revised Curriculum Documents	
Subject	Description
Music	Edgar Orchestra Grades 5-8

3. ESSA (Every Student Succeeds Act) Grant Carryover

Move to approve the district’s ESSA Grant Carryover:

Title	Amount	Description
Title I	\$9,431	Improving Programs (Academically At-Risk students)
Title IIA*	\$481	Teacher and Principal Training (Professional Development)
Title IV**	\$1,796	Student Support and Academic Enrichment Program

* Metuchen Public Schools receives \$323 of the Title II allocation

** Metuchen Public Schools receives \$1,199 of the Title IV allocation

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

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