

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, NOVEMBER 24, 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	A
Ms. Cook	A	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 – *nothing at this time*

7. Presentations/Discussions

- Dr. Caputo presented the HIB Self-Assessment Grade Report for the 2019-2020 school year.

8. Reports

- ❖ President’s Report – Mr. Manley reported that the Board would be approving five Memorandums of Agreement tonight. He thanked Mr. Lifton for chairing the negotiation committee. He also discussed the school calendar relating to our hybrid and remote schedule for November and December.
- ❖ Superintendent’s Report – Dr. Caputo discussed the calendar as well, and wished everyone a happy and healthy Thanksgiving.
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Curriculum – Mr. Lifton gave report
 - Negotiations – Mr. Lifton gave report
 - Policy – Mr. Glassberg gave report
 - DLT – Mr. Glassberg gave report
 - Human Relations Committee – Dr. Johnson-Marcus gave report
 - Technology – Mr. Suss gave report
 - The other Board Committees have not met since the 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:

November 10, 2020	Special Business Meeting (1)
November 10, 2020	Special Executive Meeting (2)
November 10, 2020	Board Meeting

Mr. Manley motioned. Mr. Suss seconded. Motion carried 6-0-0.

12. Meeting Open to the Public – *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 Minutes – November 24, 2020

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

14. Meeting Open to Public – *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 9:08 PM

13. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Family Leave of Absence

Move to approve a Family Leave of Absence for Jordan Leitner, MHS Paraprofessional, effective November 30, 2020 through December 11, 2020.

2. Appointment – Central Office

Move to approve the appointment of Kelly Vissichelli, Benefits Coordinator/Secretary to the Buildings and Grounds Supervisor, for the 2020-2021 school year, 12-month position, effective January 4, 2021, at a pro-rated salary of \$46,620/year.

3. Clubs and Co-Curricular Activities

Move to approve the following co-curricular stipends for the following co-curricular activities for the 2020-2021 school year as listed:

MHS CLUB	ADVISOR	19-20 Stipend*
Jazz Band Director (Competing)	John Messenger (3)	\$ 2,081.00
Jazz Band Director (Non-Competing)	John Flynn (3)	\$ 1,040.00
Indoor Winds Director	John Messenger (3)	\$ 1,040.00
Indoor Winds Assistant Director	John Flynn (3)	\$ 520.00
Indoor Percussion Instructor 1	Jason Gomez (3)	\$ 520.00
Indoor Percussion Instructor 2	John Messenger (3)	\$ 520.00
String Ensemble Director	Christopher McEwan (1)	\$ 2,501.00
Chorus/Choral	Stefeny Stofa Krombholz(3)	\$ 4,890.00
Peer Leaders Club (C)	Laura Connolly	\$1,459.00
Sophomore Class Advisor	Dan Scanlon	\$2,012.00

EMS CLUB	ADVISOR	19-20 Stipend*
Gay Straight Alliance (C)	Caroline Forde	\$1,459.00

4. MHS Volunteer Club

Move to approve the following MHS Volunteer Club for the 2020-2021 school year, as listed:

Club	Advisor
Medicine Club	Ryan Clapp

5. Clubs and Co-Curricular Activities Revisions

Move to approve the following revisions to the Clubs and Co-Curricular Activities Chart (Agenda 9/22/20, Section 13 A16):

Rescind:

Club	Advisor	*19-20 Stipend
MHS Mock Trial	Alexa Baird, Step 1	\$2278
MHS Junior Class Advisor	Kerry Blaze, Step 3	\$3204

Approve:

Club	Advisor	*19-20 Stipend
MHS Mock Trial	Alexa Baird, Step 1 (.5)	\$1139
	Evan Robbins, Step 3 (.5)	\$1315
MHS Junior Class Advisor	Eileen Wagenblast, Step 1	\$2851

6. Mentors Teacher

Move to approve the following mentor teacher to work with the following mentee teacher for the 2020-2021 school year, as listed:

New Teacher/Leave Replacement	Mentor	Route
Marlene Morales	Lindsay Nalepa	Formal Traditional Route; Partial Year; % of \$550 TBD

7. Administrative Leave with Pay

Move to approve a paid leave of employee #100606, effective 11/16/2020, pending administrative approval of return.

8. Maternity Leave of Absence

Move to approve the maternity leave of absence of Emily Tzetzos, Edgar Middle School Teacher, effective approximately February 26, 2021 through June 30, 2021.

9. Resignation – Certificated Staff

Move to accept the resignation of Kimberly Fahy, MHS Remedial Math Teacher, effective January 15, 2021, or earlier if a replacement is found.

10. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Emily Sporer, leave replacement for Rob Strauss, Campbell School Teacher, through December 23, 2020.

11. Student Teacher

Move to approve the following 2020-2021 Student Teacher in our schools:

Name	School
Samanta Jackson, Kean U., Student Teacher	CES

12. Appointment – Certificated Staff

Move to approve the appointment of Katelyn Afonso, as Campbell School Special Education Teacher, for the 2020-2021 school year, at a salary of \$50,718*, Step 1A, prorated, effective January 4, 2021.

13. Embedding and Teaching Coping Skills Pilot

Move to approve the following teachers for Embedding and Teaching Coping Skills Pilot at the hourly rate of \$46/hour, not to exceed 15 hours per teacher from January - May 2021.

Teacher	School
Katie McKenna	Moss
Sarah Masters	Moss
Kelsee Young	Moss
Michelle Herald	Moss
Tara Pata	Campbell
Margie Thomas	Campbell

Board Meeting Minutes – November 24, 2020

Sofia Lopes	Campbell
Erica Hsu	Campbell
Pam Stead	Edgar
Emily Presuto	Edgar
Jen Miller	Edgar
Vivian Petrakakos	Edgar
Mike Butler	Edgar
John Messenger	MHS
Lindsay Nalepa	MHS
Nicolas Vosinas	MHS
Ann Burnett	MHS
Michelle Huff	MHS

14. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Jennifer Carloni, leave replacement for Rupel Conzo, Campbell School Teacher, through December 23, 2020.

15. Appointment – Leave Replacement

Move to approve the appointment of Catherine LaMoreaux, as Leave Replacement for Lauren Volosin, MHS Teacher, effective November 30, 2020 through January 15, 2021, at a rate of \$274.15*/day (to be adjusted after approval of contract).

16. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Jennifer Azarra, .4 leave replacement for Carol Gaffney, Moss School Teacher, through December 23, 2020.

17. Resignation – School Nurse

Move to accept the resignation of Jennifer Decker, Campbell School Nurse, effective January 19, 2021, or earlier if a replacement is found.

18. Salary Adjustments – Tenured Administrators

Move to approve the salary adjustments of the following tenured Central Office Administrators for the 2020-2021 school year retroactive to July 1, 2020 through June 30, 2021 at the annual salary as follows: (Agenda 6/23/20, Section 13 A1)

Name	Position	Salary
Michael Harvier	Business Administrator / Board Secretary	\$175,869
Richard Cohen	Assistant Superintendent/Principal	\$161,564

19. Salary Adjustment – Non-Tenured Administrator

Move to approve the salary adjustment of the following non-tenured Central Office Administrator for the 2020-2021 school year retroactive to July 1, 2020 through June 30, 2021 at the annual salary as follows: (Agenda 5/12/20, Section 12 A3)

Name	Position	Salary
Tania Herzog	Director of Special Services	\$155,000

20. Salary Adjustment - Supervisor of Buildings and Grounds

Move to approve the salary adjustment of Gerard Redmond, Supervisor of Buildings and Grounds for the 2020-2021 school year retroactive to July 1, 2020 through March 31, 2021 at an annual salary of \$110,587 (Agenda 6/23/20, Section 13 A4)

21. Salary Adjustments - Technology Staff

Move to approve the salary adjustment of the following technology staff members for the 2020-2021 school year retroactive to July 1, 2020 through June 30, 2021 at the annual salary as follows: (Agenda 6/23/20, Section 13 A5)

Name	Position	Salary
Christopher Thumann	District Technology Coordinator	\$109,579
Jeffrey Ruhnke	Network Administrator	\$80,000
Marcos Elias-Ortiz	Help Desk Technician	\$60,000
Andres Elias-Ortiz	Summer Help Desk	\$11.74/hour

22. Salary Adjustment - Central Office Staff

Move to approve the salary adjustment of the following central office support staff for the 2020-2021 school year retroactive to July 1, 2020 through June 30, 2021 at the annual salary as follows: (Agenda 6/23/20, Section 13 A6)

Superintendent's Office		
Name	Position	Salary
Carolyn Taylor	Administrative Assistant to the Superintendent	\$54,431
Barbara Zaneto	Personnel Coordinator	\$67,248
Curriculum Office		
Amy Opitz	Secretary	\$49,801
Special Services		
Adora Jones	Confidential Secretary	\$46,427
Adele Rackley	Part-time Secretary (½ time @ EMS and ½ time Sp. Svcs.)	\$25,896
Katherine Eosso	Part-time Secretary (½ time @ CES and ½ time Sp. Svcs)	\$22,081

23. Salary Adjustments – Business Office Support Staff

Move to approve the salary adjustment of the following business office support staff for the 2020-2021 school year retroactive to July 1, 2020 through June 30, 2021 at the annual salary as follows: (Agenda 6/23/20, Section 13 A7)

Business Office		
Name	Position	Salary
Debbie Finden	Administrative Assistant to the Business Administrator/Board Secretary	\$61,588
Sheila Donohue	Payroll Coordinator	\$73,249
Tracey Orcutt	Accounts Payable Coordinator	\$65,942
Marissa Plancher	Transportation Coordinator	\$56,980
Maryann Simms	Business/Benefits/Facilities	\$49,801
William Ortman	Safety Coordinator (10 month position)	\$62,160

24. Salary Adjustments - Bus Aides

Move to approve the salary adjustment of the following bus aides for the 2020-2021 school year, retroactive to July 1, 2020: (Agenda 6/23/20, Section 13 A14)

Name	Hourly Rate
Gail Bailey	\$15.18
Aureli Ramos	\$14.35
Linda Rhodes	\$24.57

25. Salary Adjustment – Substitute Caller

Move to approve the salary adjustment of Judy Kurabinski as substitute caller (substitute teacher coverage coordinator) for the 2020-2021 school year retroactive to September 1, 2020 at an annual salary of \$17,873. (Agenda 6/23/20, Section 13 A15)

26. Salary Adjustment - Lunch Aide

Move to approve the salary adjustment of the following lunch aide for the 2020-2021 school year, retroactive to October 1, 2020: (Agenda 9/22/20, Section 13 A20)

Name	Hourly Rate
Kim Russo	\$13.83

27. Appointment – Technology Staff

Move to approve the appointment of Andres Elias-Ortiz, as Technology Assistant, for the 2020-2021 school year, 12-month position, effective December 1, 2020 at a prorated salary of \$42,000/year.

28. Appointment – Leave Replacement

Move to approve the appointment of Chris Russomanno, as Leave Replacement for Karen Van de Castle, MHS Teacher, effective November 25, 2020 through December 23, 2020, at a rate of \$274.15*/day (to be adjusted after approval of contract).

29. Leave Replacement – End Date Revision

Move to extend the leave replacement term of Jennifer Wirt, leave replacement for Kathleen Henn, Supervisor, through December 23, 2020.

Mr. Manley motioned. Mr. Suss seconded. Motion carried 6-0-0.

-----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. 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 September 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 November 24, 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

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Education Association, for the collective bargaining agreement covering July 1, 2020 through June 30, 2023, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

4. Resolution

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Principals and Supervisors Association, for the collective bargaining agreement covering July 1, 2020 through June 30, 2023, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

5. Resolution

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Association of Educational Secretaries, for the collective bargaining agreement covering July 1, 2020 through June 30, 2023, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

6. Resolution

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Paraprofessional Association, for the collective bargaining agreement covering July 1, 2020 through June 30, 2023, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

Board Meeting Minutes – November 24, 2020

7. Resolution

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Custodial and Maintenance Association, for the collective bargaining agreement covering July 1, 2020 through June 30, 2023, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

8. 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 #
7/22/2020	7/22/2020	How 3D Tech Ignites Remote and Classroom Learning	Spring, Christina	CES	\$ -	No cost	
7/27/2020	7/27/2020	Back-to-School Classroom Management Solutions	Spring, Christina	CES	\$ -	No cost	
7/30/2020	7/30/2020	Learning A_Z Connect: Equity and Access in Education Conference	Spring, Christina	CES	\$ -	No cost	
8/6/2020	8/6/2020	Reopening Schools--What Does Hybrid Mean?	Spring, Christina	CES	\$ -	No cost	
8/13/2020	8/13/2020	Meeting the Needs of Our Youngest Learners	Spring, Christina	CES	\$ -	No cost	
8/19/2020	8/19/2020	Ready Classroom Mathematics: What's New for 2020	Spring, Christina	CES	\$ -	No cost	
8/20/2020	8/20/2020	Learning A-Z instead of Remote Learning... LEARN Remotely!!	Spring, Christina	CES	\$ -	No cost	
8/20/2020	8/20/2020	Assessment Approaches for Today's Learning Environment	Spring, Christina	CES	\$ -	No cost	
8/25/2020	8/25/2020	Kicking off the School Year with Raz Plus	Spring, Christina	CES	\$ -	No cost	
8/25/2020	8/25/2020	Move This World	Spring, Christina	CES	\$ -	No cost	
9/3/2020	9/3/2020	Connecting with Families When Its More Important Than Ever	Spring, Christina	CES	\$ -	No cost	
9/23/2020	9/23/2020	Numeracy Development with Numeracy Talks	Spring, Christina	CES	\$ -	No cost	
9/27/2020	9/27/2020	Project-Based Learning! Yes, they can!	Spring, Christina	CES	\$ -	No cost	
10/14/2020	10/14/2020	Guided Reading with Raz-Plus	Spring, Christina	CES	\$ -	No cost	
10/24/2020	10/24/2020	Be still: Using mindfulness practices with students to improve concentration, calm anxiety and reduce impulsivity.	Spring, Christina	CES	\$ -	No cost	
12/1/2020	12/1/2020	DCF-Child Fatality and Near Fatality Review Board: Suicide Subcommittee	Paredes, Susan	MHS	\$ -	No cost	
12/2/2020	12/3/2020	Global C.R.E.D. 2020	Vosinas, Nickolas	MHS	\$ -	No cost	

9. Evaluations

Move to approve Alexander Road Associates to provide evaluations at a rate of \$650 per evaluation and \$400 per hour for report writing.

Mr. Manley motioned. Mr. Derflinger seconded. Motion carried 6-0-0.

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

13. Recommendations of the Superintendent of Schools

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

10. POLICY

1. Suspensions

The Board hereby acknowledges receipt of the suspension report summary for November 9-20, 2020.

2. HIB Grade System Report

Move to approve the submission of the HIB Self-Assessment Grade Report for the 2019-2020 school year to the NJDOE.

3. Resolution

Recognizing the unique circumstances facing the district during the 2020-2021 school year, the Board hereby temporarily suspends the clause in Policy 3431: Uncompensated Leaves, prohibiting unpaid leaves for non-tenured teaching staff members. Such leaves may be granted to non-tenured staff members in the Board's discretion for any period ending June 30, 2021 on a case by case basis. To the maximum extent permitted by law, the period of a leave of absence without pay shall not accrue toward acquisition of tenure.

Mr. Glassberg motioned. Mr. Manley seconded. Motion carried 6-0-0.

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

13. Recommendations of the Superintendent of Schools

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

11. CURRICULUM

1. Curriculum Guides

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

Revised Curriculum Documents	
Subject	Description
Art	Kindergarten
Art	Grades 1-4
Music	Band, Grades 5-6
Music	Orchestra, High School

Mr. Manley motioned. Mr. Suss seconded. Motion carried 6-0-0.

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