

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, JULY 20, 2021

**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	Ms. Killean	P
Ms. Cook	A	Mr. Lifton	P
Mr. Derflinger	P	Mr. Manley	A
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P		

5. Showcase of Success

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

Lori Cummings of 112 Maple Ave, Metuchen, NJ 08840, spoke of her concerns about student vaccinations.

7. Presentations

-None

8. Reports

- ❖ President’s Report - Mr. Glassberg gave report acknowledging the MHS Video club for their help with the FB live stream.
- ❖ Superintendent’s Report – Dr. Caputo did not give an official report but gave upcoming announcements.
- ❖ Business Administrator/Board Secretary’s Report -None
- ❖ Committee Reports –
 - Equity/Human Relations Committee – Dr. Johnson Marcus gave report
 - Extra-Curricular and Finance – Mr. Suss gave reports
 - Policy and District Leadership Team – Mr. Benderly gave reports
 - Facilities – Mr. Bendery gave report

9. Old Business

-None

10. New Business

-None

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

June 29, 2021	Special Business Meeting (1)
June 29, 2021	Special Executive Meeting (2)
June 29, 2021	Board Meeting

Mr. Glassberg motioned. Mr. Derflinger seconded. Motion carried 7-0-0.

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

Lori Cummings of 112 Maple Ave, Metuchen, NJ 08840, spoke again.

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

Motion/Second/Comments/Roll Call

1. Appointment – Leave Replacement

Move to approve the appointment of Michelle Duggan, Paraprofessional, as a leave replacement for Emily Mertz Tzetzos, Edgar School Teacher, at a rate of \$278.38/day, effective September 2, 2021 through October 26, 2021.

2. Resignation – Certificated Staff

Move to accept the resignation of Danielle Movsessian, Campbell School Teacher, effective July 1, 2021.

3. Appointment – ESY and STREAM Substitute Teachers

Move to approve the following as Substitute Teachers, pending criminal history clearance, as needed for 2021 ESY:

Name			Per Diem
Kwan	Kaitlyn	Sub teacher	\$85/day
Mutnick	Lisa	Sub teacher	\$90/day
Movsessian	Danielle	Sub teacher	\$95/day
Morales	Marlene	Sub teacher	\$95/day
Nazareth	Maria	Sub teacher	\$95/day
Deminski	Aubree	Sub teacher	\$95/day
Pasquale	Jennifer	Sub teacher	\$95/day
Bropson	Christina	Sub teacher	\$95/day

4. Retirement – Custodial Staff

Move to accept, with regret, the retirement of Bruce Heline, Edgar Middle School Head Custodian, effective December 31, 2021.

5. Retirement – Paraprofessional

Move to accept, with regret, the retirement of Deborah Gold, Edgar Middle School Paraprofessional, effective September 30, 2021.

6. Medical Leave of Absence

Move to approve the medical leave of absence for Marian Szwast, Bus Driver, effective June 21, 2021.

7. Appointment – ESY Substitute Paraprofessionals

Move to approve the following as Substitute Paraprofessionals, pending criminal history clearance, as needed for 2021 ESY:

Name			Per Hour
Vissichelli	Kelly	Sub Para	\$20.36/Hour
Farris	Marcus	Sub Para	\$13.35/Hour

8. Appointment – ESY Teacher

Move to approve the following ESY Teacher:

ESY Teacher	Program	Per Diem	# of Days	Total
Michele Gouveia	Resource Math 5 and Math 9 - 12	\$538.03	6	\$3228.18

9. Program Plans

Move to approve Katie McKenna to create specialized program plans at a rate of \$47/hour.

10. Interim Supervisor Extension

Move to extend the Interim Supervisor term of Kathy Glutz, Interim Supervisor of Guidance, through August 13, 2021 (Agenda 6/29/21, Section 13 A7).

11. Instructional and Non-Instructional Stipends

Move to approve the following Instructional and Non-Instructional Stipends for the 2021-2022 school year as listed on the attached chart.

12. Transfer – Certificated Staff

Move to approve the transfer of Stephanie Coleman, from 18-21 Year Old Teacher/Speech Therapist at MHS, to Speech Therapist at Campbell School, effective September 2, 2021.

13. Appointment – Certificated Staff

Move to approve the appointment of Samanta Jackson, First Grade Teacher at Campbell School, for the 2021-2022 school year, at a salary of \$51,500, Step 1-A, effective September 2, 2021.

14. Appointment – Certificated Staff

Move to approve the appointment of Mark Stack, English Teacher at Metuchen High School, for the 2021-2022 school year, at a salary of \$51,500, Step 1-A, effective September 2, 2021.

Mr. Glassberg motioned to add Samanta Jackson and Mark Stack to the agenda. Mr. Lifton seconded. Motion carried 7-0-0.

Mr. Glassberg motioned. Ms. Killean seconded. Motion carried 7-0-0.

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

B. FINANCE

Motion/Second/Comments/Roll Call

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 May 31, 2021.

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 July 20, 2021 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 May 31, 2021.

4. Reserve Accounts Money Transfers

Move to approve the transfer of \$1,252,165 from the capital reserve account and \$962,000 from the maintenance reserve account to fund the District Wide Mechanical Upgrades.

5. Approval of Membership – PEPPM – Marketplace Solution – Amazon Business

Move to approve, pursuant to N.J.A.C. 5:34-7.6(a), for the Metuchen Board of Education to apply for membership in the PEPPM Cooperative Purchasing System of Milton, PA. The district will be able to purchase goods and services from Amazon Business. When using Amazon Business, the approved identification number, 530156-001, shall appear on all board resolutions, contract documents and purchase orders.

6. IDEA Grant for 2021-2022:

Move to approve the acceptance of the IDEA grant for 2021 – 2022 school year.

IDEA for 21-22	
Description	Amount
Basic allocation	\$632,189
Preschool allocation total	\$17,458
Total allocation	\$649,647

7. IDEA Grant Allocation for Salary

Move to approve Lisa Amend’s salary to be partially funded by the IDEA grant (\$17,458 of total salary- IDEA funded).

8. Appointment - Coordinator

Move to approve Lindsey Omark to serve as IDEA Grant funded Coordinator of Orton Gillingham Training Practicum at a rate of \$47 per hour, not to exceed \$4,230.

9. Safety Care Training

Move to approve the following staff to attend Safety Care training at a rate of \$47 per hour:

Nicole Benfatti	Beth Abbott	Brianna Torrisi
Christina Dybas	Casey Sullivan	Stephanie Coleman

10. Safety Care Training

Move to approve the following staff to attend Safety Care training at the following hourly rates:

Name	Per Hour
Michele Schutz	\$19.16
Joe DiMeglio	\$20.36
Jordan Leitner	\$20.36
Mike Molfetto	\$19.46

11. ESY Student Tuition

Move to approve Student #2020610 to attend Y.A.L.E. School West II for ESY at a tuition of \$9,489.

12. Specialized Reading Training

Move to approve Sarah Masters, Brian Jeney and Samantha Pauls to attend specialized reading training at a rate of \$47 per hour.

13. Specialized Reading Consultation

Move to approve Jessica Warner of Individualized Instruction & Consultation LLC to provide specialized reading training and consultation at the following rates:

\$150 per hour
Half day training- \$750
Full day training- \$1,450

14. Band Camp

Move to approve the agreement with Camp Wayne for Boys, Inc. for MHS Band Camp for the dates August 18-22, 2021.

15. Professional Development

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

Start Date	End Date	Activity Title	Last Name First Name	Building Name	Requested Expense Total	Approved Expenses	Payment Method	FPPI Number
7/1/2021	7/1/2021	Wingman Train to Trainer - additional day	Logan, Karen	EMS	21.74	21.74	Other	
7/21/2021	7/21/2021	Diabetes in the School: A Train the Trainer Course	Quaglieri, Amanda	CES	75	75	FFPI	22-006
8/10/2021	8/10/2021	Emotion Management K-6	Pham, Nga	Moss	148.5	148.5	FFPI	22-007
8/20/2021	8/20/2021	Motivational Interviewing for School Nurses	Quaglieri, Amanda	CES	148.5	148.5	FFPI	22-008

Mr. Suss motioned. Mr. Derflinger seconded. Motion carried 7-0-0.

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

C. POLICY

Motion/Second/Comments/Roll Call

1. First Reading of Policies and Regulations

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

- ❖ **P 0131** **Bylaws, Policies, and Regulations**
- ❖ **P 1521** **Educational Improvement Plans (Abolished)**
- ❖ **P 1649** **Federal Families First Coronavirus (COVID-19)
Response Act (Abolished)**
- ❖ **P 2421** **Career and Technical Education**
- ❖ **R 2421** **Vocational - Technical Education (Abolished)**
- ❖ **P 3134** **Assignment of Extra Duties**
- ❖ **P & R 3142** **Nonrenewal of Nontenured Teaching Staff Member**
- ❖ **P & R 3221** **Evaluation of Teachers**
- ❖ **P & R 3222** **Evaluation of Teaching Staff Members, Excluding
Teachers and Administrators**
- ❖ **P & R 3223** **Evaluation of Administrators, Excluding Principals,
Vice Principals, and Assistant Principals**
- ❖ **P & R 3224** **Evaluation of Principals, Vice Principals, and
Assistant Principals**
- ❖ **P & R 4146** **Nonrenewal of Nontenured Support Staff Member**
- ❖ **P & R 5460.02** **Bridge Year Pilot Program (New)**
- ❖ **P & R 6471** **School District Travel**
- ❖ **P 8561** **Procurement Procedures for School Nutrition
Programs**

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- CES052521001
- EMS061521001

Mr. Benderly motioned. Mr. Suss seconded. Motion carried 7-0-0.

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

D. CURRICULUM

Nothing at this time

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

14. Meeting Open to Public *(for any topic)*

15. 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. Glassberg motioned. All in favor. Meeting Adjourned 8:49pm.