

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, AUGUST 24, 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, 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	P	Mr. Lifton	P
Mr. Derflinger	A	Mr. Manley	P
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P		

5. Showcase of Success

- Introduction of New Teachers

The following teachers attended the Board Meeting and greeted the Board, making short statements:

Dr. Vincent Costanza	Campbell Principal
Janelle Fisher	Campbell First Grade
Samantha Green	MHS Science
Samanta Jackson	Campbell First Grade
Brian Jeney	Campbell Special Ed
Tiffani Joyce	Moss/Campbell Social Worker
Ilana Kurtin	Supervisor of Guidance
Ann Leghorn-McCracken	EMS/MHS Reading Specialist
Caitlin Nadler	EMS ELA Leave Replacement full-year
Anais Ortega	MHS Spanish
Melissa Robbins	EMS Science
Maurice “Hank” Schwab	EMS/MHS German Leave Replacement
Emily Sporer	Moss Kindergarten
Mark Stack	MHS English
Dawn Valovcin	MHS 18-21 YO
Roland Wright	MHS Special Ed English
Julie Youngman	MHS PE/Health

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

The following Metuchen residents came up for comments and questions:

- Alan Weller of 175 Center Street
- Jim Franklin of 40 Spears Street (unconfirmed identity)
- Keldah Kiesche of 11 Kent Place
- Jennifer Cottell of 29 Thomas Street
- Lori Cummings of 112 Maple Ave
- Brian Kiesche of 11 Kent Place
- Daniel Cea of 58 Robins Place
- Elisabeth Delarosa of 19 Talmadge Ave
- Mathew Moore of 442 Wakefield Drive
- AnnMarie Fingerman of 35 Charles Street
- Michael Cummings of 112 Maple Ave

7. Presentations

8. Reports

- ❖ President’s Report – Mr. Glassberg gave a short report.

Board Minutes – August 24, 2021

- ❖ Superintendent’s Report – Dr. Caputo gave a presentation on the 2021-2022 district goals.
- ❖ Business Administrator/Board Secretary’s Report -None
- ❖ Committee Reports

Dr. Johnson – Marcus gave a report on the Equity and Human Relations Committee.

Mr. Benderly gave a report on the District Leadership Team.

Ms. Cook gave a report on the Policy Committee.

Ms. Killean gave a report on the Curriculum Committee.

Mr. Suss gave a report on the Extra-Curriculum Committee.

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:

August 10, 2021	Special Business Meeting (1)
August 10, 2021	Special Executive Meeting (2)
August 10, 2021	Board Meeting

Mr. Glassberg motioned. Ms. Killean seconded. Motion carried 6-0-2.

Mr. Glassberg and Mr. Suss abstained.

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

The following Metuchen residents came up for comments and questions:

-Latitia Huffman of 4 Connor Ave

-Brian Kiesche of 11 Kent Place

-Jennifer Cottell of 29 Thomas Street

-Jim Franklin of 40 Spears Street (unconfirmed identity)

-Lori Cummings of 112 Maple Ave

-Mathew Moore of 442 Wakefield Drive

-Alan Weller of 175 Center Street

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. Resignation – Certificated Staff

Move to accept the resignation of Daniel Scanlon, English Teacher at Metuchen High School, effective October 18, 2021 or earlier if a replacement is hired.

2. Appointment – Substitute Athletic Trainers

Move to approve the appointment of Nicholas Zaneto and Julie Youngman as substitute athletic trainers for the 2021-2022 school year (as needed) at the rate of \$47/hr.

3. Appointment – Lunch Aides

Move to approve the following as lunch aides at Campbell School for the 2021-2022 school year, pending criminal history clearance:

Name	Rate
Joan DiFino	\$14.65/hour
Kim Russo	\$14.24/hour
Cheryl Weisberg	\$13.75/hour
Michael Small	\$13.75/hour
Andrea Pinckney	\$13.75/hour
Funyee Yu	\$13.75/hour
Ana Ayala	\$13.75/hour
Stephanie Cabreja	\$13.75/hour
Angel Vega	\$13.75/hour
Leenam Dalal	\$13.75/hour
Sheri Kady	\$13.75/hour
Donato Minutillo	\$13.75/hour

4. Appointment- Certificated Staff

Move to approve the appointment of Emily Donlin, Speech Therapist at Campbell Elementary School, for 2021-2022 school year, at a salary of \$56,963/year, Step

3-D, prorated, effective September 30, 2021, or earlier if released from current district.

5. Appointment of Substitute Teachers

Move to approve the appointment of substitute teachers for the 2021-2022 school year on the attached chart, pending completion of substitute training and current substitute certificate.

6. Appointment of Substitute Paraprofessionals

Move to approve the appointment of substitute paraprofessionals for the 2021-2022 school year at a rate of \$13.75/hour:

Marcus Farris
Amy Jeney
Patricia Kobayashi
Lucy MacDonald
Brendan McCunney
Annmarie Sorg
Sandra Spinelli
Cassandra Zelehoski

7. Appointment of Substitute Nurses

Move to approve the appointment of substitute nurses for the 2021-2022 school year at a rate of \$125/day:

Susan Fackler
Sondergaard, Marybeth
Zuvich, Mollie

8. Appointment – Additional Substitute Secretaries

Move to approve the appointment of additional substitute secretaries for the 2021-2022 school year at a rate of \$14.38/hour:

Lucy MacDonald	Audrey Hausser
----------------	----------------

9. Appointment – Certificated Staff

Move to approve the appointment of Jennifer Azzara, .6 Moss Dance/PE Teacher, for the 2021-2022 school year, at a salary of \$30,900, of Step 1A (.6), effective September 2, 2021, pending certification.

10. Appointment of the Zone Staff

Move to approve the following Zone Staff for the 2021-2022 school year:

Supervisors and Office Staff:

Name	Hourly Rate
Roseanna Misuraca(Supervisor & Co-Director)	\$45.58
Allyson Rescorl(Supervisor & Co-Director)	\$45.58

Board Minutes – August 24, 2021

Todd Gural(Supervisor & Co-Director)	\$45.58
Emily Tzetzos (Alternate Supervisor)	\$45.58
John Butler (Alternate Supervisor)	\$45.58
MaryJo Paulmenn (Bookkeeper)	\$21.01

Leaders:

Name	Hourly Rate
Veronica Araneo	\$34.20
John Butler	\$34.20
Will Colavito	\$20.36
Rachel DiVanno	\$34.20
Judi Hoffman	\$20.66
Emily Tzetzos	\$34.20
Lori Meyer	\$34.20
Jennifer Miller	\$34.20
Paul Mruczinski	\$34.20
Vivian Petrakakos	\$34.20
Emily Presuto	\$34.20
Ginny Wetzel	\$34.20

Mentors:

Name	Hourly Rate
Malachi Bailey	\$15.00

11. Summer Work- Edgar Middle School Guidance Department

Move to approve the following leave replacement counselor for summer work at Edgar Middle School:

Name	Time Period	Rate
Kaitlyn Gilbride	3 days in August	\$278.38/day

12. Interim Supervisor Extension

Move to extend the Interim Supervisor term of Kathy Glutz, Interim Supervisor of Guidance, through September 28, 2021 (Agenda 6/29/21, Section 13 A7 and Agenda 07/20/2021, Section 13 A10, and Agenda 08/10/21, Section 13 A11).

13. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for Rachel DiVanno, Edgar Science Teacher, from Step 1E, \$55,250/year to Step 3E, \$58,013/year, as a result of earning her Master’s Degree, effective September 1, 2021.

14. Clubs and Co-Curricular Activities

Move to approve the following co-curricular stipends for the co-curricular activities for the 2021-2022 school year as listed on the attached chart.

15. MHS Volunteer Clubs

Board Minutes – August 24, 2021

Move to approve the following MHS Volunteer Clubs for the 2021-2022 school year, as listed:

Volunteer Club	Advisor
Asian Heritage Club	Yoko Kato
Cooking Club	Bonnie Stanski
Entrepreneurship/Business Club	Karen Van de Castle
Fashion Club	Liz DeMott
Film Making Club	Ann Lezama
Garden	TBD
Geo Club (Geography)	Anna Girin
Investment Club	Karen Van de Castle
MHS Pawdcast	TBD
MHS Sustainability Initiative	Yoko Kato
Physics & Astronomy Club	Joe Keagle
Robotics	Ken Eagel
Stickball Club (Spring)	Ken Eagel
Tri-M Music Honor Society	John Flynn/Chris McEwan
Ultimate Frisbee	Ryan Clapp
Vegan Club	Nicholas Vosinas
Woodworking Club	Ken Eagel
Writing Club & Literary Magazine	Katie Tencza
MHS Media Club	with Brandon Uhlig advising

16. Formal Mentor Teachers

Move to approve the following formal mentor teachers to work with the following mentee teachers for the 2021-2022 school year:

New Teacher/Leave Replacement	School	Mentor	Payment Traditional Route \$550.00 Alternate Route \$1,000.00
Brian Jeney	CES	Katie McKenna	A
Dawn Valovcin	MHS	Kathy Thomas	A
Caitlin Nadler	EMS	Suzy Palmer	T
Emily Sporer	MOSS	Stephanie Kandel	A
Julie Youngman	MHS	Beth Abbott	A
Kelsey Comerford	EMS/MHS	Linda Donohue	T
Mark Stack	MHS	Adam Levy	T
Samanta Jackson	CES	Jeremy Barnes	T
Samantha Green	MHS	Yoko Kato	A
Samantha Pauls	CES	Katie McKenna	T

17. Informal Mentor Teachers

Board Minutes – August 24, 2021

Move to approve the following staff to serve as an informal mentor for the 2021-2022 school year, effective August 31, 2021, to be paid at a rate of \$47/hour, not to exceed six hours:

New Teacher	School	Mentor
Anais Ortega	MHS	Danielle Cermack
Ann Leghorn-McCracken	EMS/MHS	Todd Gural
Aubree Deminski	MHS	Ann Burnett
Christina Dybas	MHS	Kathy Thomas
Dana Donatelli	MOSS/MHS	Karen Calantoni
Emily Donlin	CES	Emily Peluso
Maurice Schwab	MHS/EMS	Karin Flores
Janelle Fisher	CES	Megan Shapiro
Melissa Robbins	EMS	Rachel Divanno
Nicole Benfatti	MHS	Christina Theiss
Patricia Lewis	EMS	Karla Riera
Ronald Wright	MHS	Lindsay Nalepa
Tiffani Joyce	MOSS/CES	Lisa Granados

18. Mentor Teachers – New Teacher Academy

Move to approve the following mentors to work with new teachers at the New Teacher Academy on August 31, 2021, for up to 6 hours at the rate of \$47.00/hr, for a total of \$282.00:

Kathy Thomas	Katie McKenna (3 hours)	Karin Flores	Caroline Forde (3 hours)
Karen Calantoni	Yoko Kato	Danielle Cermak	Ann Burnett
Megan Shapiro	Jeremy Barnes	Sarah Jensen (3 hours)	Lindsay Nalepa
Emily Peluso	Adam Levy	Lisa Granados	Beth Abbott
Karla Riera	Linda Donohue		

19. SEL Interns

Move to approve the following SEL interns for the 2021 Fall semester:

Name	School
Bradford Herkimer, Rutgers University	CES
Jessica Nestler, Rutgers University	MOSS
Samantha Silber, Rutgers University	EMS/MHS

20. Additional Non-Instructional Stipends

Move to approve the following additional Non-instructional Stipends for the 2021-2022 school year as listed (Agenda 07/20/21, Section 13 A11):

Name	Assignment	2021-2022 Stipend
John Flynn	Campbell lunch/recess non-instructional	\$6,369.00
Vincent Signorile	Campbell lunch/recess non-instructional	\$6,369.00

Elissa Cadel	Campbell lunch/recess non-instructional (.5)	\$3184.50
Tara Pata	Campbell lunch/recess non-instructional (.5)	\$3184.50

21. Salary Adjustment – Certificated Staff

Move to approve a change in base salary for Margaret Thomas, Campbell Music Teacher, from Step 3N, \$94,500/year to Step 4N, \$96,750/year, as a result of her earning 30+ credits beyond her Master’s Degree, effective September 1, 2021.

22. Handle With Care Training - Certificated Staff

Move to approve the following certified staff members to attend Handle with Care Training for up to 4 hours, at the rate of \$47/hr:

Lindsey Omark	Jennifer Pasquale	Karen Calantoni	Francine Galassa
Julie Anderson	Tiffany Joyce	Michele Herold	Kathy Thomas
Candace Evans	Rebecca Dwyer	Andrea Agnone	Katie McKenna
Brian Jeney			

23. Handle With Care Training – Paraprofessionals

Move to approve the following paraprofessionals to attend Handle with Care Training for up to 4 hours, at their hourly rate as follows:

Name	Rate
Jennifer Lesniak	\$20.36/hr
Mary Ellen Polye	\$19.16/hr
Jessica Kovacs	\$20.36/hr
Briana DeMaio	\$19.16/hr
Leila Baiod	\$19.16/hr
Christina Ettore	\$19.16/hr
Lisa Amend	\$20.36/hr

24. Appointment – Paraprofessional

Move to approve the appointment of Gina Zarro, Paraprofessional at Campbell School, for the 2021-2022 school year, at a salary of \$21,785/year, effective September 2, 2021, pending criminal background clearance.

25. Appointment – Leave Replacement

Move to approve the appointment of Krista Szark, Third Grade Leave Replacement for Franchesca Hunt at Campbell Elementary School, for 2021-2022 school year, at a salary of \$278.38/day, effective September 2, 2021 through approximately February 1, 2022.

26. Special Education Professional Development

Move to approve the following staff for up to 10 hours of special education professional development at a rate of \$47 per hour:

Sarah Karger	Kathy Thomas	Andrea Agnone	Lindsey Omark
Lauren Thompson	Brian Jeney	Samantha Pauls	Christina Dybas
Dawn Valovcin			

27. Appointment – Paraprofessional

Move to approve the appointment of Shannon Lyon - Dobranski, Paraprofessional at Campbell School, for the 2021-2022 school year, at a salary of \$21,785/year, effective September 2, 2021, pending criminal background clearance.

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

-----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 June 30, 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 August 24, 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 June 30, 2021.

4. Out of District Student Placements - 2021-2022 School Year

Move to approve the following 2021-2022 school year out of district student placements:

Student ID#	Program/School	Tuition
2020006	Piscataway Regional Day School	\$50,044.00
2024962	Center School	\$75,153.00
2029040	Center School	\$110,253.00
2020004	Douglass Developmental	\$117,622.00
2022011	Eden Institute	\$133,743.00
2019170	Eden Institute	\$110,308.00
2022005	Eden Institute	\$110,308.00
2020017	Newmark School	\$39,974.00
002025011	Calais School	\$70,844.00
2029010	Rock Brook School	\$63,325.00
2026127	Rock Brook School	\$63,325.80

Board Minutes – August 24, 2021

002021121	Collier School	\$61,380.00
0020255005	New Roads	\$60,645.00
002022034	Collier Services	\$61,380.00
002022238	Windsor School	\$77,400.00
2020610	Y.A.L.E	\$56,935.00
2029030	Rutgers Day School	\$88,200.00

5. Resolution

Move to approve the James Stronge observation and evaluation system for the 2021 – 2022 school year.

6. Appointment-MHS Anti-Vaping Ambassador Peer Program Advisors

Move to approve the following staff members for the MHS Anti-Vaping Ambassador Peer Program, from the Hackensack Meridian Take Vape Away Grant, from September 2, 2021 through December 23, 2021:

Name	Stipend
Lisa Granados	\$379.50 (.5 stipend)
Samantha Rubin	\$379.50 (.5 stipend)

7. Professional Development

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

Start Date	End Date	Activity Title	Name	Building	Requested Expense	Approved Expenses	Payment Method	FFPI Number
8/4/2021	8/4/2021	NJASA Welcome to World of HR Professionals	Taylor, Carolyn	CO	150	150	other	
8/18/2021	3/30/2022	NJASA Human Resources Workshops (4 part series)	Taylor, Carolyn	CO	565	565	other	
9/15/2021	9/29/2021	Annual Regional New Administrator Training	Bonassisa, Deneane	CO	585	585	other	
10/20/2021	10/20/2021	30th Annual School Health Conference	Pham, Nga	Moss	135	135	FFPI	22-010
10/20/2021	10/20/2021	30th Annual School Health Conference	Quaglieri, Amanda	CES	135	135	FFPI	22-009

Mr. Manley motioned. Ms. Cook seconded. Motion carried 7-0-1.
Mr. Benderly abstained from item B2.

----- **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 policies and regulations:

- P 1648 Restart and Recovery Plan (Abolished)
- P 1648.02 Remote Learning Options for Families (Abolished)
- P 1648.03 Restart and Recovery Plan – Full-Time Remote Instruction (Abolished)
- P 1648.11 The Road Forward COVID-19 – Health and Safety (New)
- P 2422 Comprehensive Health and Physical Education
- P 2431 Athletic Competition
- P 2467 Surrogate Parents and Resource Family Parents
- P 5111 Eligibility of Resident/Nonresident Students
- P 5114 Children Displaced by Domestic Violence (Abolished)
- P 5116 Education of Homeless Children
- P 6115.01 Federal Awards/Funds Internal Controls – Allowability of Costs (New)
- P 6115.02 Federal Awards/Funds Internal Controls – Mandatory Disclosures (New)
- P 6115.03 Federal Awards/Funds Internal Controls – Conflict of Interest (New)
- P 6311 Contracts for Goods or Services Funded by Federal Grants
- P & R 7432 Eye Protection
- P 8420 Emergency and Crisis Situations
- R 8420.1 Fire and Fire Drills
- P 8540 School Nutrition Programs
- P 8550 Meal Charges/Outstanding Food Service Bill
- P 8600 Student Transportation
- P 8810 Religious Holidays (Abolished)

2. District Calendar Changes

Move to approve the 2021-2022 school year district calendar updates.

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

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

D. CURRICULUM

Motion/Second/Comments/Roll Call

1. Curriculum Writing

Move to approve the new course curriculum document:

Description
African American Literature

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

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

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

15. Announcements

Dr. Johnson-Marcus gave an announcement.

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 at 9:58pm.