

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

TUESDAY, SEPTEMBER 14, 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. Killeen	P
Ms. Cook	P	Mr. Lifton	P
Mr. Derflinger	P	Mr. Manley	P
Mr. Glassberg	P	Mr. Suss	P
Dr. Johnson-Marcus	P		P

5. Showcase of Success

Introduction of New Teachers

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

Nicole Benfatti	MHS LDTC
Kelsey Comerford	EMS/MHS Media Specialist
Aubree Deminski	MHS Special Ed English Teacher
Dana Donatelli	Moss/MHS School Psychologist
Emily Donlin	Campbell Speech Therapist
Christina Dybas	MHS Special Ed Teacher
Patricia Lewis	Edgar LDTC

Samantha Pauls	Campbell Special Ed Teacher
Krista Szark	Campbell First Grade leave replacement
Molly Yelencsics	Athletic Trainer

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

7. Presentations

8. Reports

- ❖ **President's Report** - Mr. Glassberg gave a short welcome back for the new school year.
- ❖ **Superintendent's Report** - Dr. Caputo gave a short report on the school opening first days.
- ❖ **Committee Reports**

Dr. Johnson-Marcus gave a report on the Human Relations Committee.

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

Mr. Lifton gave a report on the Facilities Committee.

Mr. Manly gave a report on the Finance/Tech Committee.

9. Old Business

-None

10. New Business

-None

11. Approval of Minutes of the Board of Education Meetings

August 24, 2021	Special Business Meeting (1)
August 24, 2021	Special Business Meeting (2)
August 24, 2021	Board Meeting

Mr. Glassberg motioned. Mr. Suss seconded. Motion passed 8-0-1. Mr. Derflinger abstained.

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

Motion/Second/Comments/Roll Call

1. Appointment - Certificated Staff

Move to approve the appointment of Abeera Omarzai, Paraprofessional at Campbell School, for the 2021-2022 school year, at a salary of \$21,785/year, prorated, effective September 15, 2021.

2. Appointment - Certificated Staff

Move to approve the appointment of Matt Sutin, English Teacher at Metuchen High School, for the 2021-2022 school year, at a salary of \$79,200/year, Step 5-J, prorated, effective November 15, 2021, or earlier if released from current district.

3. Appointment - Paraprofessional

Move to approve the appointment of Nicolette Dulin, Paraprofessional at Moss School, for the 2021-2022 school year, at a salary of \$22,848/year, prorated, effective September 15, 2021.

4. Appointment - Paraprofessional

Move to approve the appointment of Sandra Spinelli, Paraprofessional at Moss School, for the 2021-2022 school year, at a salary of \$22,848/year, prorated, effective September 15, 2021.

5. 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
Cheryl Weisberg	\$13.75/hr
Deborah Knight	\$13.75/hr
Kerrilyn Boisvert	\$13.75/hr

6. Special Services Intern

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

Name	School
Samantha Silber, Rutgers University	EMS/MHS

7. Resignation - Certificated Staff

Move to accept the resignation of Alissa Trapanese, School Psychologist, effective November 1, 2021, or earlier if a replacement is hired.

8. Student Observers

Approve the following observers in the Metuchen Public Schools district for the 2021 – 2022 school year:

Name	School
Benjamin Blanchard, Rutgers University	CES
Kiernan Bonsignore, Rutgers University	CES
Isamar Castaneda, Middlesex County College	CES
Steven Franklin, Rutgers University	CES

9. Appointment - 2021- 2022 Student Teachers

Move to approve the following 2021-2022 Student Teachers in our schools:

Name	School
Amia Sanchez, Kean University	CES

10. Mentor Teachers – New Teacher Academy

Move to approve the following additional mentor teacher to work with new teachers at the New Teacher Academy on August 31, 2021, for 6 hours at the rate of \$47.00/hr., for a total of \$282.00. (Agenda 8/24/21, Section 18):

Name
Todd Gural

11. ESSER III Funded Quarantine Tutors

Move to approve all certified staff to serve as quarantine instruction virtual tutors for the 2021-2022 school year on an as needed basis, at the hourly rate of \$47/hr., plus an additional .5 preparation time for each hour of designated quarantine instruction virtual tutoring.

12. Covid Testing - Staff

Move to approve the following staff members at assist with Covid testing for staff and students, as needed after work hours, at their hourly rates:

Carolyn Taylor	Kate Eosso	Laura Chiusano	Teri Coleman
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13. ESL Intern

Move to approve the following Rutgers Graduate School GSAPP SEL intern for the 2021-2022 school year with a stipend of \$5,000 to be paid from Esser II Funds:

Name
Ashlee Trent, Rutgers University

14. Appointment - Event Staff

Move to approve the following Event Staff for the 2021-2022 school year, at the rates listed below:

Beth Abbott	Maureen Azzara	Kathy Mallory
Mark Mooney	Jim Thomas	Nick Zaneto
Kathy Keers-Nolde	Julie Youngman	Joe Keagle
Bob Ulmer	Panos Tzetzos	Carolyn Taylor
John Butler	Allison Sullivan	

Position	MHS Football Games (per game)	MHS Basketball Games (per game)
Cash Box	\$78	\$67
Ticket Sellers	\$55	\$50
Security	\$50	\$45
Camera/Scoreboard	\$22	\$22
Site Supervisor	\$50	\$50

Edgar Basketball Supervisor	N/A	\$50
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15. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Michael Butler, Edgar School Teacher, from Step 1N, \$90,000/year to Step 2N, \$92,250/year, as a result of him earning 30+ credits beyond his Bachelor's Degree, effective September 1, 2021.

16. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Kevin LoPresti, Campbell School Teacher, from Step 3K, \$80,325/year to Step 4K, \$82,238/year, as a result of him earning 30+ credits beyond his Master's Degree, effective September 1, 2021.

17. Salary Adjustment - Certificated Staff

Move to approve a change in base salary for Alexa Baird, Metuchen High School Teacher, from Step 2G, \$61,705/year to Step 3G, \$63,210/year, as a result of her earning her Master's Degree, effective September 1, 2021.

18. Appointment - Substitutes

Move to approve the additional substitute teachers for the 2021-2022 school year, effective September 15, 2021 (Agenda 08/24/2021, Section 13 A5):

Substitute Teacher	Certification	Pay Rate
Dana Rosamilia	sub with 60 credits	\$85/day
Kristina Rosamilia	TOSD and K-6 certification	\$95/day
Marilyn Levine	college degree	\$90/day

Mr. Glassberg motioned. Ms. Killean seconded. Motion carried 9-0-0.

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

B. FINANCE**Motion/Second/Comments/Roll Call****1. Reassignment of Petty Cash Funds for the 2021-2022 School Year**

Pursuant to N.J.S.A. 18A:19-3 move to approve the establishment of petty cash funds as of September 14, 2021. The individuals responsible for proper disposition of the indicated fund amounts are as follows (Agenda 06/22/2021 Section 13 B11):

Caputo, Vincent	Superintendent	\$200.00
Harvier, Michael	Business Administrator/ Board Secretary	\$200.00
Cohen, Richard	Assistant Superintendent	\$100.00
Herzog, Tania	Director of Special Services	\$100.00
Porowski, Edward	Principal, Metuchen High School	\$100.00
Azevedo, Suzy	Principal, Edgar Middle School	\$100.00
Costanza, Vincent	Principal, Campbell Elementary School	\$100.00
Cohen, Richard	Principal, Moss School	\$100.00
Shanley, Brian	Supervisor of Buildings and Grounds	\$100.00

2. Student Agreement

Move to approve the settlement agreement of student #2029130.

3. Mental Health Counseling - Well Spring Center

Move to approve Well Spring Center for Prevention to provide mental health counseling services for the 2021-2022 school year at a rate of \$57,000 for the year, to be funded by ESSER Grant funds.

4. ESCNJ Authorization

Move to authorize the Educational Services Commission of New Jersey to conference, discuss and solicit input in the development of the nursing services contract document for the 2020-2021 school year, which provides nursing services to the following non-public schools located in the Metuchen School District: Apple Montessori, Callicorp LLD DBA Friends, St. Joseph High School, Metuchen Christian Academy and St. Francis Cathedral.

5. 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	Approved	Payment	FFPI Proposal #
10/14/2021	10/14/2021	2021 SEL Virtual Summit	McKenna, Katherine	Moss	125	125	FFPI	22-011

Mr. Benderly positively commented on items A8 and A9.

Dr. Caputo also made comments.

Ms. Killean asked a question about item A11.

Mr. Manley motioned. Mr. Lifton seconded. Motion carried 9-0-0.

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

C. POLICY

Motion/Second/Comments/Roll Call

1. Second Reading of Policies and Regulations

Move to approve the second 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. Proposed Policy First Reading

Move to approve the first reading of the following proposed policy:

P 1648.13 School Employee Vaccination Requirements

3. ESCNJ Appointment of Representative

Pursuant to enacted legislation P.L. 192-1989, Chapter 254, the Metuchen Board of Education elected Vincent Caputo to the Representative Assembly of the Educational Services Commission of New Jersey from September 2021 to September 2022.

Ms. Cook motioned. Mr. Benderly seconded. Motion carried 9-0-0.

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

D. CURRICULUM

Motion/Second/Comments/Roll Call

Nothing at this time

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

14. Meeting Open to Public (for any topic)

Sulekha Appaiah of 21 Westinghouse Street came up and asked the Board about after school care.

Dr. Caputo responded.

15. Announcements

Ms. Cook made 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. Adjourned at 8:33pm.