

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

AGENDA MINUTES

of the Metuchen Board of Education

Metuchen Borough Hall
500 Main Street
Metuchen, NJ 08840

**Tuesday, July 17, 2018
8:00 PM**

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	A	Mr. Manley	A
Mr. Glassberg	P	Ms. McGuire	A
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

5. Showcase of Success *(when applicable)*

6. Presentations/Discussions

- ❖ 8-year STEM Plan
Mr. Cohen presented the attached 8 year STEM Plan
- ❖ 8-year Career Readiness Plan
Mr. Cohen presented the 8 year Career Readiness Plan

7. Reports

- ❖ President's Report
No Report

Board Meeting – July 17, 2018

- ❖ Superintendent’s Report
Dr. Caputo gave a brief update on status of Science Lab Construction at MHS
- ❖ Business Administrator/Board Secretary’s Report
Business Administrator consists of Bill List for Fund 10 and 20 and Secretary and Treasurer’s Reports for May 2018
- ❖ Finance Report given by Mr. Small
- ❖ Technology, Athletics and Curriculum have not met since last Board Meeting

8. New Business

No New Business

9. Old Business

No New Business

10. Approval of Minutes of the Board of Education Minutes

Move to approve the minutes of the following meetings:

June 26, 2018	Special Business Meeting (1)
June 26, 2018	Special Executive Meeting (2)
June 26, 2018	Board Meeting
June 26, 2018	Special Executive Meeting (3)

Ms. Lunt
Moved

Mr. Suss
Seconded

June 26, 2018 Special Business Meeting (1)
Motion Carried: (3-0) Mr. Lifton, Ms. Lunt, Mr. Small-Abstained

June 26, 2018 Special Business Meeting (2)
Motion Carried: (3-0) Mr. Lifton, Ms. Lunt, Mr. Small-Abstained

June 26, 2018 Board Meeting
Motion Carried: (4-0) Mr. Lifton, Ms. Lunt-Abstained

June 26, 2018 Special Executive Meeting (3)
Motion Carried: (4-0) Mr. Lifton, Ms. Lunt-Abstained

11. Meeting Open to the Public

(for any topic discussed up to this point in the meeting)

Nothing at this time.

12. Meeting Open to the Public

(for comments on the recommendations of the Superintendent of Schools)

Nothing at this time.

13. Recommendations of the Superintendent of Schools

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

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

SPECIAL MEETING MINUTES - 1

of the Metuchen Board of Education
Metuchen Borough Hall
500 Main Street
Metuchen, NJ 08840

Tuesday, July 17, 2018

I. Flag Salute

II. 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.

III. Roll Call

Mr. Benderly	A	Mr. Manley	A
Mr. Glassberg	P	Ms. McGuire	A
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

IV. Motion to Go Into Executive Session

BE IT RESOLVED that pursuant to the Open Public Meetings Act the Board will now meet in closed session to discuss personnel and residency. The matters discussed will be disclosed to the public when the need for confidentiality no longer exists.

Start Time: 8:00PM

Finish Time: 10:00PM

Moved: Ms. Lunt

Seconded: Mr. Lifton

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

SPECIAL EXECUTIVE MEETING MINUTES (2)

of the Metuchen Board of Education

Metuchen Borough Hall
500 Main Street
Metuchen, NJ 08840

Tuesday, July 17, 2018

Mr. Benderly	A	Mr. Manley	A
Mr. Glassberg	P	Ms. McGuire	A
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

Discussion

1. Dr. Caputo discussed a residency issue.
2. Dr. Caputo reviewed personnel recommendations.

Start Time: 8:00 p.m.

End Time: 10:00 p.m.

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

SPECIAL EXECUTIVE MEETING MINUTES (3)

of the Metuchen Board of Education

Metuchen Borough Hall

500 Main Street

Metuchen, NJ 08840

Tuesday, July 17, 2018

Mr. Benderly	A	Mr. Manley	A
Mr. Glassberg	P	Ms. McGuire	A
Ms. Killean	P	Mr. Small	P
Mr. Lifton	P	Mr. Suss	P
Ms. Lunt	P		

Discussion

1. Dr. Caputo reviewed personnel recommendations.

Start Time: 10:05 p.m.

End Time: 10:55 p.m.

Board Meeting – July 17, 2018

14. Meeting Open to Public *(for anything you wish to discuss)*

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

Ms. Lunt
Moved

Mr. Lifton
Seconded

All in favor

MEETING ADJOURNED: 10:05

**Personnel Attachment
Section 13, A1-A6****13. Recommendations of the Superintendent of Schools**
*(at this time the Board will take formal action on the following items)***A. PERSONNEL****1. Appointment – Certificated Staff**

Move to approve Linda Garfinkel as (0.8) French Teacher at Edgar Middle and Metuchen High School, from August 29, 2018 through June 30, 2019 at Step 3-G, \$50,541/year (pro-rated).

2. Clubs and Co-Curricular Activities

Move to approve the following co-curricular salaries for the following co-curricular activities for the 2018-2019 school year as listed on the attached chart:

3. Stipends

Move to approve the following stipends for the 2018-2019 school year as listed on the attached chart:

4. Resignation Date Adjustment – Non-Certificated Staff

Move to approve the adjusted resignation date for Theresa Nemeth, Administrative Assistant to the Superintendent from July 31, 2018 to July 18, 2018. (Agenda 6/12/18, Section 13, A1-A47)

5. Extended School Year Staff – Paraprofessional

Move to approve increasing Jennifer Lesniak, Paraprofessional hours from 4.5 hours to 5.5 hours daily for 24 days of ESY. (Agenda 6/12/18, Section 13, A42)

6. Extended School Year Staff – Related Services In-District

Move to rescind Tiny Tots, Inc. and approve United Therapy Solutions to provide Occupational Therapy Services as listed below: (Agenda 6/12/18, Section 13, A42)

Rescind:

<i>Name</i>	<i>Program</i>	<i>Per Diem</i>	<i>Per Hour</i>	<i># of Hours</i>	<i># of Days</i>	<i>Total</i>
Tiny Tots, Inc	ESY O.T.		\$75	60		\$4,500

Approve:

<i>Name</i>	<i>Program</i>	<i>Per Diem</i>	<i>Per Hour</i>	<i># of Hours</i>	<i># of Days</i>	<i>Total</i>
United Therapy Solutions	ESY O.T.		\$75	81		\$6,075

Mr. Glassberg
Moved

Mr. Small
Seconded

Motion Carried: (6-0)

13. Recommendations of the Superintendent of Schools*(at this time the Board will take formal action on the following items)***Finance Attachment
Section 13, B1-B8****B. FINANCE****1. Treasurer of School Monies and Board Secretary's Reports**

Move to approve the Treasurer of School Monies' Report, Board Secretary's Report as of May 31, 2018.

2. Payment of Billsa) Board Secretary's Certification

Pursuant to N.J.A.C. 6:20-2A.10(d), the Board Secretary has certified that as of July 17, 2018 no budgetary line item accounts have obligations and payments which exceed the amount appropriated by the Board of Education.

Michael A. Harvier, Board Secretary_____
Dateb) 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 27, 2018.

4. 2018-2019 IDEA Grant

Move to approve the allocations for the 2018-2019 IDEA Grant. The allocations are as follows:

Basic Grant Total Allocation	\$607,613
Public School Share	\$508,859
Non-Public Share	\$98,754
Preschool Grant Total Allocation	\$16,698
Public School Allocation	\$16,259
Non-Public Share	\$439

5. Security Assessment

Move to approve the SGA proposal dated May 3, 2018 to perform a security assessment at a cost of \$5,850.

6. Interlocal Services Agreement

Move to approve the following Interlocal Services Agreement between the Metuchen Public Library and the Metuchen Board of Education to share the cost of certain library databases:

WHEREAS, the Public Library and the District desire to provide well-balanced library collections and resources that meet the interests and needs of their respective communities; and

WHEREAS, databases to which the Public Library and the District libraries individually subscribe annually are shown in Attachment A; and

WHEREAS, the provider of the databases shown in Attachment A has confirmed the Parties may share the Public Library's subscriptions; and

WHEREAS, the Public Library and District desire to share the cost for these databases to their mutual benefit to reduce costs and to provide increased access to quality information to patrons of the Parties' libraries;

NOW, THEREFORE, BE IT RESOLVED, in consideration of the mutual promises and conditions contained herein the Parties hereto agree as follows:

1. The Public Library will act as lead agency for procuring these databases, and shall be responsible for all budget and accounting procedures related to such purchases.
2. The District will reimburse the Public Library for its portion of the cost, as shown for year 1 in Attachment A.
3. District library and Public Library representatives will meet annually to review and recommend the distribution of costs for the coming year's subscriptions.
4. The Boards of both Parties shall jointly administer this Agreement.
5. This agreement shall remain in force from July 1, 2018 through June 30, 2020; provided, that it may be terminated earlier by either party on 60 days written notice, and further provided that continuation of the agreement for the second year of the term is subject to the availability and appropriation of sufficient funds.
6. The Parties acknowledge that costs are subject to change if the Agreement is terminated, and access to the databases may change as a result.
7. The provisions of this Agreement shall be binding upon and inure to the benefit of each of the parties.

8. This Agreement may be amended or modified by mutual agreement of the Parties. Any amendment or modification shall be in writing, signed and duly approved by the Boards of both Parties.
9. The terms of this Agreement shall be governed by the laws of the State of New Jersey.
10. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.
11. The Metuchen Board of Education and the Metuchen Public Library Board of Trustees authorize this Agreement and have or will take action by resolution, motion, or other necessary action to approve this Agreement.
12. The Parties acknowledge that they have read, understand and accept this Agreement, including any supplements or attachments, and that this Agreement constitutes the entire agreement between them.

7. Field Trips

Move to approve the following field trips for students in the Metuchen School District as shown on the attached chart:

8. Out of District Student Placements – Extended School Year 2018

Move to approve the change in placement for student #02020610 to Attend Montgomery Academy for ESY instead of Celebrate the Children. (Agenda 6/26/18, Section 13, B38)

9. Professional Development

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

Mr. Small
Moved

Mr. Glassberg
Seconded

Motion Carried: (6-0)

13. Recommendations of the Superintendent of Schools
(at this time the Board will take formal action on the following items)

**Policy Attachment
Section 13, C1-C2**

C. POLICY

1. Harassment, Intimidation, and Bullying

Move to affirm the findings of the previously reported cases:

- CES061318001

2. First Reading of Policies and Regulations

Move to approve the first reading of the following policies and regulations:

- Policy 1550 Equal Employment/Anti-Discrimination Practices
- Regulation 1550 Equal Employment/Anti-Discrimination Practices
- Policy 2341 Athletic Competition
- Regulation 2431.2 Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad
- Policy 2431.8 Varsity Letters for Interscholastic Extracurricular Activities
- Policy 5350 Student Suicide Prevention
- Regulation 5350 Student Suicide Prevention
- Policy 5533 Student Smoking

Ms. Lunt
Moved

Mr. Lifton
Seconded

Motion Carried: (6-0)

