

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BOARD MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, April 30, 2019

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	Mr. Lifton	P
Ms. Cook	P	Mr. Manley	P
Mr. Derflinger	P	Mr. Small	P
Mr. Glassberg	P	Mr. Suss	P
Ms. Killean	P		

5. Showcase of Success *(when applicable) – nothing at this time*

6. Meeting Open to the Public – *nothing at this time
(for any topic)*

7. Presentations/Discussions

- ❖ Budget Hearing – Dr. Caputo and Mr. Harvier presented the 2019-2020 budget

8. Reports

- ❖ President’s Report – no report
- ❖ Superintendent’s Report – Dr. Caputo gave a District Goals update
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
 - Policy – has not met since last Board meeting
 - Curriculum – has not met
 - Extra-Curricular – Mr. Suss gave report
 - Finance/Tech – has not met
 - Human Relations Committee – has not met

9. New Business – *nothing at this time*

10. Old Business – *nothing at this time*

11. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meetings:

April 16, 2019	Board Meeting
April 16, 2019	Special Meeting 1
April 16, 2019	Special Executive Meeting 2

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

12. Meeting Open to the Public – *nothing at this time*

(for any topic discussed up to this point in the meeting and for comments on the recommendations of the Superintendent of Schools)

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

14. Meeting Open to Public *(for anything you wish to discuss) – nothing at this time*

15. Announcements

Ms. Cook read the 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. Mr. Lifton seconded. All in favor.

MEETING ADJOURNED 9:12 PM

PERSONNEL ATTACHMENT

13. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Appointment – Substitute Teachers

Move to approve the appointment of the following substitute teachers for the 2018-2019 school year:

Substitute Teacher	Certification	Pay Rate
Diane Cammarano	Teacher of handicapped, elementary, nursery school	\$90/day
Brianna Murphy	College degree	\$85/day
Carly Taylor	60 college credits	\$80/day
Margie Clark	College degree	\$85/day

2. Weight Room Supervisor

Move to approve Beth Abbott, PE Teacher at Metuchen High School, as Weight Room Supervisor at a rate of \$25/hour for the 2018-2019 school year.

3. Resignation – Certificated staff

Move to accept the resignation of Sivan Baumgartner, Moss School Integrated Preschool Teacher, effective June 30, 2019.

4. Retirement – Non-certificated staff

Move to accept with regret the retirement of Amy Artman, Campbell School paraprofessional, effective June 30, 2019.

5. Retirement – Certificated staff

Move to accept with regret the retirement of Judi Cheung, Student Assistance Counselor, effective June 30, 2019.

6. Retirement – Certificated staff

Move to accept with regret the retirement of Laurie Walker, Campbell School Speech Therapist, effective June 30, 2019.

7. Medical Leave of Absence

Move to approve the medical leave of absence of Debbie Brown, Edgar Middle School Social Studies Teacher, effective May 24, 2019.

8. Maternity/Family Leave of Absence – Extension

Move to approve the adjustment of maternity/family leave of absence end date for Jaclyn Reisman, MHS Special Education/Math Teacher, to October 18, 2019. (Agendas 12/11/18 Sec 13A6 and 2/5/19 Sec 13A8)

9. Long-term Substitute - Appointment

Move to approve the long-term substitute appointment of Sheila Temkin for Jaclyn Resiman, MHS Special Education/Math Teacher, effective April 2, 2019 through June 21, 2019 at a rate of \$274.15/day.

10. Resignation – Certificated Staff

Move to accept the resignation of John McDonald, MHS Technology Education Teacher, effective June 30, 2019.

11. Long-term Substitute – Appointment

Move to approve the long-term substitute appointment of Lauren Galski for Tara Palmieri, Campbell School Teacher who will be on extended jury duty, effective May 1, 2019 to May 31, 2019, at a rate of \$274.15/day.

Mr. Manley motioned. Ms. Cook seconded. Motion carried 9-0-0. Dr. Caputo thanked Ms. Artman, Ms. Cheung and Ms. Walker for their years of service and wished them each a happy and healthy retirement.

----- end of Personnel items -----

FINANCE ATTACHMENT

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, Board Secretary’s Report as of February 28, 2019.

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 April 30, 2019 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 February 28, 2019.

4. Adoption of the 2019-2020 School District Budget

WHEREAS, the Board of Education must adopt and submit a 2019-2020 school district budget for the New Jersey Department of Education.

WHEREAS, the Board of Education is requesting authority to utilize \$33,302 in unused spending for an unusual increase in special education costs and these costs must be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

WHEREAS, the Board of Education is requesting authority to utilize \$234,923 in health care allowance and this allowance will be utilized by the end of the budget year and cannot be deferred or incrementally completed over a longer period of time.

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the 2019-2020 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$39,755,634	\$37,233,009
Total Special Revenue Fund	\$1,180,285	-
Total Debt Service Fund	\$2,506,382	\$2,269,847

The supporting documentation of the budget included an itemization of certain expenditures required under administrative regulations.

5. Resolution Authorizing Submission of an additional spending proposal to the legally qualified voters of the school district at the annual school election

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF METUCHEN IN THE COUNTY OF MIDDLESEX, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:

1. It is hereby determined that a spending proposal will be submitted for voter approval at the Annual School Election scheduled for November 5, 2019. The form of the proposal will read substantially as follows with such adjustments as provided by bond counsel in accordance with guidelines or requirements of the Department of Education:

PROPOSAL FOR ADDITIONAL FUNDS

RESOLVED that there shall be raised an additional \$700,000.00 for General Funds in the 2019-2020 School Year. These taxes will be used exclusively to provide a district wide Mental Health/Emotional Support Program, including appropriate staff and services, intervention, professional development, benefits and related costs. Approval of these taxes will result in a permanent increase in the district's tax levy. These proposed additional expenditures are in addition to those necessary to achieve the New Jersey Student Learning Standards.

2. This Board of Education hereby approves and adopts the proposal set forth above and, subject to the approval of the legal voters of the school district, hereby determines to carry out the purposes described therein.

3. The Business Administrator/Board Secretary is hereby authorized and directed to send a certified copy of the proposal to the County Clerk as required by N.J.S.A. 19:60-2 and to request the County Clerk to arrange for it to be voted on at the Annual School Election.

4. The Business Administrator/Board Secretary is hereby further authorized and directed to send a certified copy of the proposal to the Executive County Superintendent of Schools for approval as required by N.J.S.A. 18A:7F-5(d) (9), 18A:7F-39 and N.J.A.C. 6A:23A-12.1.

5. The Board shall include a copy of the proposal as part of the legal notice of public hearing on the budget required pursuant to N.J.S.A. 18A:22-28 and shall post it at the public hearing held on the budget pursuant to N.J.S.A. 18A:22-29, when possible, and shall request that the County Clerk have a copy printed on the sample ballot pursuant to N.J.S.A. 19:60-10.

6. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, Bond Counsel and other appropriate representatives of the Board are hereby authorized to take all steps necessary

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to implement this resolution, and any action authorized herein and taken prior hereto is hereby ratified.

6. Bussing Fee

Move to approve the partial subscription bussing fee of \$200 for the 2019-2020 school year.

7. Field Trips

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

Name	School	Grade Level	1. Must be educationally significant and well-planned. 2.State objectives in precise terms.	Proposed Date	Number of substitutes needed (if subs needed fill in Substitute Teacher Pay total):	Destination	Substitute Teacher Pay (# of substitutes X \$90)	Bus cost to District (includes bus quote and/or bus driver salary)
Christine DeSimone	Central Office	8	Junior Achievement "Inspire" Program for 8th graders to explore career pathways	5/8/2019 -	1	Field Trip to: MCC	\$90	
Liliana Falzon	MHS	10	1. The field-trip provides the students with scientific-related experiences away from the school campus and career development opportunities in the fields of chemistry and biology. 2. Students will experience what it is like to work in a public health laboratory. The visit includes a tour of a chemistry analytical lab as well as a microbiology lab. In addition, the students will also get a basic idea of how a laboratory is managed. 3. The field trip allows the students to observe and investigate activities related to science. It extends their learning environment beyond the classroom, thus emphasizing the importance of school for the workforce.	5/9/2019 -	3	Field Trip to:FDA Laboratories	\$270	\$0

8. Professional Development

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

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
2/6/2019	3/16/2019	Metech/Edcamp Woodbridge	Williams, Raquel	CES	\$ -	No cost	
4/9/2019	4/9/2019	Differentiating Instruction in Math: "It's not as hard as you think!"	Delaney, Scott	CES	\$ 195.00	FFPI	19-160
4/15/2019	4/15/2019	SEL/ArtsEd taskforce	Thomas, Margaret	CES	\$ -	No cost	
5/4/2019	5/4/2019	SLJ Diversity Workshop	Little, Maryrose	EMS	\$ 135.93	FFPI	19-181
5/10/2019	5/10/2019	Mindfulness Practice for Children: Keys to Success in the Age of Distraction	Granados, Lisa	MHS	\$ 116.00	FFPI	19-180
5/13/2019	5/15/2019	Bridging PROMPT Workshop	Filiciello, Isabelle	EMS	\$ 508.30	FFPI	TBD
5/23/2019	5/23/2019	SEL Forward: NJDOE Conference on Social and Emotional Learning (SEL)	Williams, Raquel	CES	\$ -	No cost	
5/23/2019	5/23/2019	Counselor Lunch and information session	Grauer, Traci	MHS	\$ -	No cost	
5/31/2019	5/31/2019	Peer Observation	Abbott, Beth	MHS	\$ -	No cost	
6/3/2019	6/9/2019	AP Grading	Robbins, Evan	MHS	\$ -	No cost	
Adjustments to previously approved Workshops							
11/26/18	11/26/18	Own Your Eating Nutrition Certification	Butler, Lauren	MHS	\$499.00 increased to \$599.00	FFPI	19-099
2/25/2019	2/25/2019	NJAHPERD Annual Conference	Butler, Lauren	MHS	\$75.00 increased to \$85.00	FFPI	19-143
5/10/2019	5/10/2019	Collaborative School Leadership training	Rick Cohen, Karen Ryder, Michele Reed, Robin Darrah	Moss	\$ -	no cost	

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

----- end of Finance items -----

POLICY & CURRICULUM ATTACHMENTS

13. Recommendations of the Superintendent of Schools

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

C. POLICY

1. Suspensions

The Board hereby acknowledges receipt of the suspension report summary for April 12-29, 2019.

2. Harassment, Intimidation and Bullying

Move to affirm the findings of the previously reported cases:

- METHS031519001
- METHS032719001
- EMS040519001

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

----- end of Policy items -----

D. CURRICULUM

Nothing at this time