

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**BOARD MEETING MINUTES**

**of the Metuchen Board of Education**  
Moss School (and conducted via WebEx)  
16 Simpson Place  
Metuchen, NJ 08840

**Tuesday, March 24, 2020**

**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	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 – replaced by Superintendent’s Report**

Dr. Caputo gave an update on where the District stands after a week of virtual learning. He reported that the NJ statewide testing had been canceled. He thanked the Borough and District’s essential employees for working, including bus drivers, bus aides, maintenance, custodians and the IT department. He reported that we have been delivering meals to those who qualify for free or reduced lunches (and that it is not too late if you want to start receiving them, for those who are eligible). Parents will continue to receive communication from the Superintendent’s Office, Principals, Administrators, etc. (via email, phone, text, social media). We are waiting for direction from Governor Murphy on the length of this school closure. The District is determining how best to handling grading during this time. He also said that coaches and co-curricular advisors are

## Board Meeting – March 24, 2020

continuing to reach out and work with their student-athletes and the students in the clubs.

Board members Mr. Glassberg, Ms. Killean, Ms. Cook and Mr. Manley followed up with questions and statements regarding virtual learning, and thanked the staff and teachers for their work and efforts so far.

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

Approximately 50 parents watched the virtual board meeting. Four of them joined in and spoke with specific questions/statements, and thanked the staff: Ms. Christina Orozco, 178 Amboy Ave (were teachers able to receive virtual teaching training prior to this closure; coordinating Zoom classes between the grades); Ms. Shireen Rizvi, 62 Myrtle Ave (efforts for consistency among teachers; balance of work load with different students); Mr. David Aitken, 24 Highland Ave (father of twins; consistency of teaching within the same grade); Ms. Danielle McMahon, 25 Buchanan Road (more consistent virtual teaching approach across the board).

Board member Mr. Benderly then also thanked the staff for their work and efforts so far.

### **7. Presentations/Discussions** – *nothing at this time*

### **8. Reports**

- ❖ President’s Report – no additional report
- ❖ Superintendent’s Report - above
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
  - Negotiations – Mr. Lifton gave report
  - No other Committees have met since the last board meeting

### **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 meeting:

March 10, 2020	Special Business Meeting (1)
March 10, 2020	Special Executive Meeting (2)
March 10, 2020	Board Meeting

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

**12. Meeting Open to the Public**

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

Two parents participated: Ms. Christina Orozco, 178 Amboy Ave (high school work load). Mr Mark Rosal, 168 Crystal Street (asked when next meeting like this would be; it is scheduled for April 14). Both callers also thanked the board and the staff.

**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**

The next board meeting is scheduled for April 14

**16. Motion to Go Into Executive Session** *(when applicable)*

*Resolution to Close Meeting*

Board Meeting – March 24, 2020

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. Suss seconded. All in favor  
MEETING ADJOURNED 9:07 pm

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**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. CEU Salary Increment Adjustment**

Move to approve the following CEU Salary Increment Adjustment, effective March 1, 2020 (Agenda 3/10/20, Sec 13 A3)

Name	Salary Increment	From	To
Rescind:			
Jennifer Gumbrecht	\$150	\$91,581	\$91,736
Approve:			
Jennifer Gumbrecht	\$300	\$91,581	\$91,890

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

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

**B. FINANCE**

**1. 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 March 24, 2020 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.

**2. Adoption of the 2020-2021 Tentative School Budget – CORRECTION from 3/10/20 Agenda**

**WHEREAS**, the Board of Education must adopt and submit a tentative 2020-2021 school district budget for the New Jersey Department of Education review and approval.

**NOW THEREFORE BE IT RESOLVED** that the Metuchen Board of Education adopt the tentative 2020-2021 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$42,172,615	\$38,691,669
Total Special Revenue Fund	\$1,180,285	
Total Debt Service Fund	\$2,504,031	\$2,267,733

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

**3. Nonpublic Technology**

Move to approve the following nonpublic technology for the 2019-2020 school year. These expenditures are required for the district to fulfill certain legal obligations under state legislation to administer federal or state funds provided to nonpublic schools within our jurisdiction.

School	Vendor	QTY	Item #	Description	Price	Total
Metuchen Christian Academy	CDW-G	1	5435159	HP Chromebook 11A G6 Education Edition 11.6"	\$145.00	\$145.00

		5	2086051	Logitech 8100 Mouse	\$6.66	\$33.30
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Mr. Small motioned. Mr. Manley seconded. Motion carried 8-0-0 for #1. Mr. Benderly abstained. Motion carried 9-0-0 for items #2 and #3.

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

**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 March 6-12, 2020.

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

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

**D. CURRICULUM**

*Nothing at this time*