

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

BOARD MEETING MINUTES

**of the Metuchen Board of Education, Metuchen, NJ 08840
Virtual Meeting, Via Zoom**

Tuesday, April 14, 2020

1. Call to Order

2. 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.

3. 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		

4. Superintendent's Remarks

Dr. Caputo gave an update on where the District stands as we continue virtual learning. We are continuing to deliver meals to those who qualify for free or reduced lunches. In terms of questions regarding the status of graduation, prom, spring sports, etc., we are awaiting word from Governor Murphy. We are preparing to keep schools closed, but hoping to be back as soon as it is safe. The District is preparing for Summer ESY (Extended School Year) and Metuchen Summer Institute, whether the learning will be remote or in-person. Even more than academics, Dr. Caputo said that he is concerned about the health and well-being of the students and families; and we will be increasing wellness checks (phone calls, emails, etc). The issue of grading is still being discussed.

Mr. Manley then thanked the administration and teachers, and said we are all learning to adjust to this new normal. He reiterated that the District is awaiting direction from the Governor before we can discuss plans for June school events. Mr. Glassberg stated that it is Autism Awareness Month, and this new normal is a particularly difficult and challenging time for children with autism and disabilities.

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

A caller asked about grading for 3rd and 4th marking periods. The issue of grading is still being discussed by the schools and the Administration.

6. Presentations/Discussions

- NJSLA Science – Mr. Cohen reported on NJSLA Science results. Ms. Henn participated via phone as well.

7. Reports

- ❖ President’s Report – no additional report (other than prior remarks)
- ❖ Business Administrator/Board Secretary’s Report – no report
- ❖ Committee Reports
 - Curriculum – Ms. Killean gave report
 - Technology – Mr. Benderly gave report
 - Negotiations – Mr. Lifton gave report
 - Extra-Curricular – Mr. Suss gave report
 - Finance – Mr. Small gave report
 - No other Committees have met since the last board meeting

8. New Business – *nothing at this time*

9. Old Business – *nothing at this time*

10. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meeting:

March 24, 2020	Special Business Meeting (1)
March 24, 2020	Special Executive Meeting (2)
March 24, 2020	Board Meeting

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

11. 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)*

Ms. Smith asked, via Facebook, what happens if children or family members are sick during virtual learning. Dr. Caputo answered that the well-being of the family is most important, and that families should reach out to the teachers, counselors, secretaries, principals, and even Superintendent if needed. He said we will get you the support you need and we will prioritize the health and well-being of the student/family over academics. District continuing with wellness checks.

Caller Ms. Ann Cralle, 27 Laureldale Ave, thanked the District and asked about free and reduced lunch for families that may now qualify if they have recently lost jobs due to the pandemic.

12. 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

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

Nothing at this time

14. Announcements

Next Board of Ed Meeting is April 28

15. 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.

16. Adjournment

Mr. Manley motioned. Mr. Suss seconded. All in favor.

MEETING ADJOURNED 9:43 PM

PERSONNEL ATTACHMENT

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

A. PERSONNEL

1. Medical Leave Adjustment – Certificated Staff

Move to approve the end date of the medical leave of absence of Julie Anderson, CES Special Education Teacher, from April 6, 2020 to March 12, 2020. (Agenda 2/11/20 Sec 13 A3)

2. Family Leave of Absence Rescission – Certificated Staff

Move to rescind the family leave of absence of Jaclyn Salit, CES Teacher, previously approved from March 18, 2020 to May 14, 2020. (Agenda 3/10/20 Sec 13 A2)

3. Maternity/Family Leave of Absence Adjustment – Certificated Staff

Move to approve the new start date of the maternity/family leave of absence of Candace Evans, CES First Grade Teacher, from approximately March 16, 2020 to April 14, 2020; through December 23, 2020. (Agenda 3/10/20 Sec13 A9)

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

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

FINANCE ATTACHMENT

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

B. FINANCE

1. Resolution – Food Service 2020-2021

**Metuchen Board of Education
Food Service 2020-2021
Management Fee and Guarantee Language**

Be it resolved that the Metuchen Board of Education “SFA” approves the renewal of the Food Service Management contract with The Pomptonian, Inc. “FSMC” for the food service operation for 2020-2021.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$23,395.00 to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$2,339.50 per month as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

The FSMC guarantees the SFA no cost of operation for school year 2020-2021.

2. Renewal of Middlesex Regional Educational Services Commission Contract

Move to approve the following contract for renewal as follows:

- Master Collaborative Educational Services Agreement from July 1, 2020 through June 30, 2025

3. Nonpublic Security Aid

Move to approve the following nonpublic aid 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
Apple Montessori School	CDW	1	5610891	Dell OptiPlex 5070 SFF Core 17-9700 16GB RAM	\$1,046.77	\$1,046.77
		1	4729248	Dell P2418D-LED Monitor -24"	\$285.77	\$285.77
		4	3006282	Logitech Wireless Combo MK220 -keyboard and mouse set	\$23.81	\$95.24

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

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

POLICY & CURRICULUM ATTACHMENTS

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

C. POLICY

Nothing at this time

D. CURRICULUM

Nothing at this time