

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

MEETING AGENDA

of the Metuchen Board of Education

Virtual Meeting - Via Zoom

Metuchen, NJ 08840

Tuesday, April 28, 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		Mr. Lifton	
Ms. Cook		Mr. Manley	
Mr. Derflinger		Mr. Small	
Mr. Glassberg		Mr. Suss	
Ms. Killean			

4. Superintendent's Remarks

5. Meeting Open to the Public

(for any topic)

6. Presentations/Discussions

- ❖ Budget Hearing – Mr. Harvier

7. Reports

- ❖ President's Report
- ❖ Business Administrator/Board Secretary's Report
- ❖ Committee Reports

8. New Business

9. Old Business

10. Approval of Minutes of the Board of Education Meetings

Move to approve the minutes of the following meeting:

April 14, 2020	Board Meeting
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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)

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)

14. Announcements

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

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. Mentor Teacher

Move to approve Mentor Teacher Laura McCadden for Mentee Teacher Richard Cundari, for the period of September 2019 to January 31, 2020, as follows:
 (Agenda 11/12/19, Sec 13 A17)

New Teacher	School/Assignment	Mentor	<u>Informal Mentor =</u> <u>30 CEU Credits</u>	<u>Formal Mentor</u> Traditional Route = \$550 Alternate Route = \$1,000
Richard Cundari	EMS/Math	Laura McCadden		Traditional Route Partial Year - \$348

2. Transfer – Administrator

Move to approve the transfer of Brian Stike, Assistant Principal at Edgar Middle School, to Assistant Principal at Metuchen High School, effective May 13, 2020.

3. Appointment Extension – Interim Assistant Principal

Move to approve the appointment end date of Mike Knoth, Interim Assistant Principal at Edgar Middle School, from approximately May 6, 2020, to May 15, 2020 (Agenda 11/12/19, Sec 13 A7)

4. Maternity/Family Leave of Absence

Move to approve the maternity/family leave of absence of Lauren Volosin, Metuchen High School English Teacher, from approximately September 1, 2020 to December 1, 2020.

5. Maternity/Family Leave of Absence

Move to approve the maternity/family leave of absence of Melissa Harley, Edgar Middle School Language Arts Teacher, from approximately September 1, 2020 to June 30, 2021.

6. Appointment – Certificated Staff

Move to appoint Kelly Wales as School Psychologist, at a salary of \$56,349/year, Step 4-C, for the 2020-21 school year, effective September 1, 2020.

7. Appointment – 2019-2020 Title I Tutoring Teachers

Move to approve the following 2019-2020 Title I Tutoring teachers for an additional 13.5 hours per teacher at the rate of \$45/hour, plus an additional .5 preparation time for each hour of student contact time:

Teacher
Kathleen Zaleck
Paul Mruczinski
Clarence Stone
Mike Butler
Jennifer Miller
Ellen Park
Dan Scanlon
Tara Pata
Lindsay Fishman
Michelle Bethe
Emily Presuto
Andrea Elton
Lindsay Omark
Alexandra Gonzalez
Sofia Lopes

8. Resignation – Paraprofessional

Move to accept the resignation of Matt Selitri, Metuchen High School Paraprofessional, effective June 30, 2020.

----- 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. Treasurer of School Monies and Board Secretary’s Reports

Move to approve the Treasurer of School Monies’ Report, and Board Secretary’s Report as of January and February 2020.

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 28, 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.

3. Budget Transfers

Move to approve budget transfers effective February 28, 2020.

4. Adoption of the 2020-2021 School District Budget

WHEREAS, the Board of Education must adopt and submit a 2020-2021 school district budget to the New Jersey Department of Education.

WHEREAS, The Board of Education petitioned the Commissioner of Education to calculate our enrollment adjustment equal to 1.00 for any increase in enrollment for the 2020-2021 school year pursuant to NJSA 18A:7F-38(b)(2) and NJAC 6A:23-11.2(c), and

WHEREAS, The Board of Education received permission to utilize \$276,833 for an enrollment adjustment, and

WHEREAS, the enrollment adjustment funds will be restricted for 1.5 teachers at Moss School, 2.0 teachers at EMS and 1.0 teacher at MHS.

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

	Appropriations	Local Tax Levy
Total General Fund	\$42,469,906	\$38,968,499
Total Special Revenue Fund	\$1,108,285	
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. Maximum travel budget is established at \$75,000. Travel includes professional development that takes place outside the District.

5. 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

Board Meeting – April 28, 2020

St. Francis Cathedral School	CDW-G	5	5978429	HP Chromebook 11A G8 Education Edition 11.6" A4 9120C-4GB RAM -16	\$212.31	\$1,061.55
St. Francis Cathedral School	CDW-G	12	5978429	HP Chromebook 11A G8 Education Edition 11.6" A4 9120C-4GB RAM -16	\$212.31	\$2,547.72
St. Francis Cathedral School	CDW-G	2	3952938	MakerBot SMART EXTRUDER - 3D Printer Extruder	\$244.02	\$488.04
St. Francis Cathedral School	CDW-G	2	3341902	MakerBot Build Plate Tape for MakerBot Replicator 5th Gen	\$9.79	\$19.58

-----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

1. First Reading of Policies and Regulations

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

- ❖ P 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM
- ❖ P 6360 POLITICAL CONTRIBUTIONS
- ❖ P 6362 CONTRIBUTIONS TO BOARD MEMBERS AND CONTRACT AWARDS
- ❖ P 6480 PURCHASE OF FOOD SUPPLIES
- ❖ P 6660 STUDENT ACTIVITY FUND
- ❖ P 6810 FINANCIAL OBJECTIVES
- ❖ R 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM
- ❖ R 6810 FINANCIAL OBJECTIVES

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

D. CURRICULUM

Nothing at this time