

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**BOARD MEETING MINUTES**

**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	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 awaiting Governor Murphy's decision on May 15<sup>th</sup> as to whether schools will reopen before the end of the school year. We are planning for them to stay closed, but hoping they might be able to open, and that is also true for our summer programs. We are continuing to deliver meals to those who qualify for free or reduced lunches. Virtual learning is continuing with flexible schedules, and Dr. Caputo thanked the teachers, administrators, parents and students. Grading going forward is as follows: Moss and Campbell, status quo; Edgar is now Pass/Fail for 4<sup>th</sup> marking period; and MHS canceled final exams and has weighted the marking periods with 28% for each of MP1-3; and 16% for MP4. Title I tutoring continues.

Mr. Manley also thanked the administrators, teachers, parents and students for everyone's efforts during this virtual learning.

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

*Nothing at this time*

**6. Presentations/Discussions**

- ❖ Budget Hearing – Dr. Caputo and Mr. Harvier presented the 2020-21 Budget Hearing

**7. Reports**

- ❖ President’s Report – Mr. Manley thanked the Board members for their efforts during this crisis. He said a teacher had also sent him a nice note thanking the Board. He suggested people should try to watch the video (on social media) the MHS staff put together.
- ❖ Business Administrator/Board Secretary’s Report – Mr. Harvier gave report
- ❖ Committee Reports
  - Policy – Mr. Glassberg gave report
  - Curriculum – Ms. Killean gave report
  - Negotiations – Mr. Lifton gave report
  - Facilities – Although the Committee has not officially met since the last Board meeting, Mr. Manley gave update
  - PT Council – Mr. Manley gave report
  - Extra-Curricular, Finance and Technology Committees have not met since 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:

April 14, 2020	Board Meeting
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Mr. Manley motioned. Mr. Derflinger 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)*

*Nothing at this time*

**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**

Ms. Cook read the announcements. The next Board meeting is May 12

**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 9:14 PM

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**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)

<b>New Teacher</b>	<b>School/Assignment</b>	<b>Mentor</b>	<b><u>Informal Mentor =</u> <u>30 CEU Credits</u></b>	<b><u>Formal Mentor</u> <b>Traditional Route = \$550</b> <b>Alternate Route = \$1,000</b></b>
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.

Mr. Manley motioned. Ms. Cook 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. 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
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

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Mr. Small motioned. Mr. Manley seconded. Motion carried 9-0-0 for Items 1, 3-5. Motion carried 8-0-1 for Item 2. Mr. Benderly abstained.

-----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

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

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

#### **D. CURRICULUM**

*Nothing at this time*