

14. 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 April 28, 2017.

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 June 27, 2017 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 April 28, 2017.

4. Memorandum of Agreement

The Board hereby approves the Memorandum of Agreement between the Metuchen Board of Education and the Metuchen Education Association, for the collectively bargained agreement covered July 1, 2017 through June 30, 2020, and authorizes the Board attorney to draft the final version of the contract for execution by the Board of Education and the Association.

5. Appointment – Treasurer of School Monies

Move to approve the appointment of Rebecca Cuthbert as Treasurer of School Monies for the 2017-2018 school year at the rate of \$4,898/year.

6. Appointment – Architects of Record

Move to approve the appointment of EI Associates as Architects of Record for 2017-2018 school year.

7. Appointment – Board Attorney

Move that the Board of Education ("Board") approve the appointment of Busch Law Group LLC ("Firm") as General Counsel and approve the Firm for the period of July 1, 2017 – June 30, 2018. The Board will pay the Firm an hourly rate of \$165/hr.

8. Appointment - Board Attorney

Move that the Board of Education (“Board”) approve the appointment of The Machado Law Group (“Firm”) as Special Education Counsel and approve the Firm for the period of July 1, 2017 – June 30, 2018. The Board will pay the Firm an hourly rate of \$150/hr.

9. Appointment – Bond Attorney

Move that the Board of Education (“Board”) approve the appointment of McManimon, Scotland & Baumann (“Firm”) as Bond Counsel and approve the firm for the period from July 1, 2017 through June 30, 2018. The Board will pay the firm an hourly rate of \$200/hr.

10. Appointment – District Auditors

Move to approve the appointment of the firm of Baker Tilly, LLP Certified Public Accountant as district auditors for the 2017-2018 school year at the base fee of \$45,300/year.

11. Establishment of Petty Cash Funds for the 2017-2018 School Year

Pursuant to N.J.S.A 18A:19-3 move to approve the establishment of petty cash funds as of July 1, 2017. The individuals responsible for proper disposition of the indicated fund amounts are as follows:

Caputo, Vincent	Superintendent	\$200.00
Harvier, Michael	Business Administrator/Board Secretary	\$200.00
Cohen, Richard	Assistant Superintendent	\$100.00
Herzog, Tania	Director of Special Services	\$100.00
Peragallo, Bruce	Principal, Metuchen High School	\$100.00
McPeek, Kevin	Principal, Edgar Middle School	\$100.00
Porowski, Edward	Principal, Campbell Elementary School	\$100.00
Cohen, Richard	Principal, Moss School	\$100.00
Gerard Redmond	Supervisor of Buildings and Grounds	\$100.00

12. Designation of Board Depositories

BE IT RESOLVED that effective July 1, 2017, Wells Fargo Bank, TD Bank, Evergreen Investments, Metuchen Savings, New Jersey ARM, MBIA Investment Bankers, Beneficial Bank, the Provident Savings Bank, and Valley National Bank are hereby designated as the official depositories for the funds of the Metuchen Board of Education for the 2017-2018 school year.

13. Minimum Chart of Accounts

Move to approve the 2008 Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2017-2018 school year.

14. Tax Shelter Annuity Companies

Move to approve the following as Tax Shelter Annuity Companies for the Metuchen School District for the 2017-2018 school year:

- a) 403b & 457: Valic and Equitable
- b) 403b: USAA, Vanguard, and MetLife

15. Appointment – Insurance Broker of Record

Move to approve the appointment of The Schenck Agency as the Metuchen School District's Insurance Brokers of Record for the 2017-2018 school year, for the purpose of providing necessary services including the solicitation of competitive insurance rates, provision of advice regarding coverage maintained by the Board and responding to both general and specific coverage questions. Awarded as an Extraordinary Unspecifiable Service.

16. Appointment – School Physician

Move to approve the appointment of **Kevin Lukenda, MD** as district school physician for the 2017-2018 school year at the rate of \$19,809/year.

17. Appointment – Online Education Provider

Move to approve the appointment of Educere LLC., for the provision of online courses for the 2017-2018 school year at costs ranging from \$200 to \$1,000 as needed.

18. Appointment of Representatives Requesting Federal and State Funds

Motion to adopt the following resolution:

RESOLVED that Vincent Caputo, Superintendent of Schools, Michael Harvier, Board Secretary/Business Administrator of the Metuchen Board of Education, Richard Cohen, Assistant Superintendent, and Tania Herzog, Director of Special Services or their designees, be designated as the Board's agents to request state and federal funds under the existing State and Federal Laws for the 2017-2018 school year.

19. Approval of Officer of Bidding, Purchasing and Sale of Property

Motion to adopt the following resolution:

RESOLVED that Michael Harvier, Board Secretary/Business Administrator be designated and empowered as the Board of Education's Purchasing Agent as set forth in N.J.S.A. 18A:18A-2-2, 18A:18A-7, 18A:18A-37, including authorization to:

1. advertise for and receive bids;
2. acts as the Board's Purchasing Agent for both sale of property and purchase contracts up the statutory limit and for emergency purchase contracts; and
3. purchase through state, county and other local contracts wherever practical and in the best interest of the Board of Education for the period from this date to the Board Organization Meeting in the next calendar year.

20. Resolution

RESOLUTION APPOINTING A QUALIFIED PURCHASING AGENT IN A BOARD OF EDUCATION OR OTHER ENTITY SUBJECT TO THE PROVISIONS OF N.J.S.A. 18A:18a-1 et seq.

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualifying Purchasing Agent; and

WHEREAS, Michael Harvier possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq; and

RESOLVED, that the governing body hereby appoints Michael Harvier as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific duties of a purchasing authority, responsibility, and accountability of the purchasing activity of the Board of Education, and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Michael Harvier's certification to the Director of the Division of Local Government Services.

21. RESERVE ACCOUNTS

WHEREAS, N.J.S.A. 18A:21-2, N.J.S.A. 18A:7G-31, and N.J.S.A. 18A:7F-41 permit Board of Education to establish and/or deposit into certain reserve accounts at the end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permits a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Metuchen Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into the Capital Reserve Fund in the amount not to exceed \$900,000 and Maintenance reserve in an amount not to exceed \$300,000.

NOW THEREFORE BE IT RESOLVED, by the Metuchen Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

22. Resolution

Move to approve the following New Jersey Schools Insurance Group Educational Risk & Insurance Consortium – North Indemnity and Trust Agreement Resolution to Join/Renew Membership as listed below:

WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Metuchen Public Schools, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,

WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

NOW THEREFORE, BE IT RESOLVED, THAT:

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2017, and ending July 1, 2020 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for

the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;

5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;

6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;

7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;

8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;

9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;

10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;

11) The Business Administrator is hereby authorized in accordance with the Public

School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,

12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.

23. Appointment – Providers of Psychiatric Assessments/Evaluations

Move to approve the appointment of the following to provide psychiatric assessments/evaluations for the 2017-2018 school year:

- a. Alexander Road Associates at the rate of \$595
- b. Dr. Steven Dyckman at the rate of \$600/evaluation
- c. Platt Psychological Associates at the rate of \$825/assessment (includes consult and report)

24. Appointment – Neurodevelopmental Specialists

Move to approve the appointment of the following to perform specialized neurodevelopmental evaluations for the 2017-2018 school year:

- a. Dr. Lewis Milrod at the rate of \$500/evaluation
- b. Dr. Joseph Holahan at the rate of \$450/evaluation
- c. Dr. Nancy Holahan at the rate of \$450/evaluation
- d. Dr. Aparna Mallik at the rate of \$450/evaluation
- e. Dr. Vanna Amorapanth at the rate of \$850/evaluation

25. Appointment – Autism/Behavioral Services

Move to approve the appointment of the following for the 2017-2018 school year:

- a. Puzzle Solutions, Inc. to provide ABA and behavioral services and consultations at the rate of \$82/hr.
- b. Brett DiNovi & Associates as a provider of independent BCBA at a rate of \$125/hr.
- c. Behavior Therapy Associates at the rate of \$200/hr.

26. Occupational/Physical Therapy/Speech Services

Move to approve the appointment of the following for the 2017-2018 school year:

- a. Tiny Tots Therapeutic Associates for the speech and occupational therapy services at the rate of \$75/hr.
- b. Lori-Ann DiSerio as Physical Therapist at the rate of \$88/hr.

27. Appointment – Healthcare/Nursing Services

Move to approve the appointment of the following for the 2017-2018 school year:

- a. Assisting Hands Home Care at the rate of \$24/hr.
- b. Bayada Pediatric at the rate of \$52.50/hr.

28. Appointment – Deaf/Blind Services

Move to approve the appointment of the following for the 2017-2018 school year:

- a. Summit Speech School at the rate of \$155/hr.
- b. NJ Specialized Child Study Team at the following rates:
 - i. \$550 per individual evaluation
 - ii. \$950 for 2 evaluations
 - iii. \$1,350 for three evaluation (3 evaluations)
- c. Associated Services for the Blind and Visually Impaired at the rate of \$500/evaluation
- d. NJ Commission for the Blind and Visually Impaired at the rate per level of impairment as follows:
 - i. Level 1: \$1,900
 - ii. Level 2: \$4,500
 - iii. Level 3: \$12,600
 - iv. Level 4: \$14,300

29. Appointment – Independent Assessments

Move to approve the appointment of the following independent assessment providers for the 2017-2018 school year:

- a. Teaching Strategies for early childhood; individual preschool portfolios at \$12 per student
- b. The ARC of New Jersey – Project Hire - \$51.00/hour as a provider of transition services
- c. Family Resource Association, Inc. (Tech Connections) at the rate of \$500 per Assistive Technology Evaluation and \$40 per ½ hr. of travel to and from Metuchen. (No longer doing Augmentative Evaluations)
- d. JFK Hospital for:
 - i. Audiological Evaluation at \$499/evaluation (ages 5+)
 - ii. Audiological Evaluation at \$630/evaluation (ages 4 and under)
 - iii. Central Auditory Processing Evaluation at \$882/evaluation
- e. Supreme Consultants, LLC:
 - i. \$600/Mono-lingual evaluation
 - ii. \$750/Bi-lingual evaluation
 - iii. Added Travel Expenses - \$0.50/mile
- f. Cross County Clinical
 - i. \$625/English evaluation
 - ii. \$850/Bi-lingual evaluation
- g. Learning Tree Multicultural/Multilingual:
 - i. \$750/Spanish evaluation
 - ii. \$780/Bi-lingual evaluation
- h. Cerebral Palsy Association, Inc. (aka NJ Institute for Disabilities) at the rate of \$925/student technology evaluation (CPA, Inc. Board has not approved rate yet)
- i. Jewish Vocational Services:
 - i. \$900/Basic evaluation
 - ii. \$925/Tee Tap evaluation (2-3 day eval – more comprehensive)
- j. Dr. Francie Matthews – Educational Evaluations including observations at \$2,200/evaluation

30. Appointment – Home Instruction

Move to approve the appointment of the following as providers of Home Instruction for the 2017-2018 school year:

- a. Brookfield Homebound School (at St. Peter’s Hospital) at the rate of \$45/hr.
- b. Embrace The Kids (at Robert Wood Johnson) – Homebound Instruction at the rate of \$45/hr.

- c. Professional Education Services, Inc. (at Princeton House) at the rate of \$45/hr.
- d. Education, Inc. (bedside instruction at Summit Hospital) at the rate of \$55/hr.
- e. Silvergate Prep at the rate of \$55/hour
- f. UBHC – UMDNJ at the rate of \$65/hour

31. Appointment – Transition Services

Move to approve the ARC of NJ Project Hire to provide onsite vocational training and transitional services for the 2017-2018 school year at the rate of \$53/hr.

32. Out of District Placement

Move to approve the placement of student 02019520 at the UBHC-Rutgers Adolescent Day Program, effective July 5, 2017, at a yearly tuition of \$75,396.

33. 2017-2018 IDEA Grant

Move to approve the allocations for the 2017-2018 IDEA Grant. The allocations are as follows:

Basic Grant Total Allocation	\$606,700
Public School Share	\$511,588
NonPublic Share	\$95,112
Preschool Grant Total Allocation	\$16,093
Public School Allocation	\$16,093
Nonpublic Share	\$0

34. Professional Development

Move to approve the following professional development activities as listed on the chart below:

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
6/5/2017	8/14/2017	Foundations of Social Emotional Learning and Character Development	Weitzner, Danielle	CES	\$ 240.00	FFPI	18-007
7/13/2017	7/13/2017	EdCamp Exit 8A: Year 2 Learning to Lead: Leading to Learn	Kirschner, Brooke	CES	\$ -	No cost	
7/25/2017	7/27/2017	WRS INTRODUCTORY WORKSHOP	Hadi, Maha	CES	\$ 589.00	Other	
7/26/2017	7/27/2017	LinkIt! 3rd Annual Data Forward Summer Institute	LaFauci, Susan	MHS	\$ 200.00	Other	
8/28/2017	8/28/2017	SEL - 102 Pedagogy and Practice	Lopes, Sofia	CES	\$ 240.00	FFPI	18-006
8/28/2017	10/30/2017	SEL 102 Pedagogy and Practice, the common instructional and implementation methods that underlie all SEL and character development programs	Savarese, Melissa	CES	\$ 240.00	FFPI	18-008
10/19/2017	10/21/2017	2017 National Forum on Character Education	Kirschner, Brooke	CES	\$ 874.00	Other	

35. Field Trips

Move to approve the following field trips:

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
CES	Ozanam Family Shelter, Edison, NJ	4 th Grade STREAM students will visit the family shelter as part of their design challenge.	A Gonzalez J. Anderson	7/12, 7/19, 7/26, 8/1, 2017	12
EMS/MHS	Tommy's Pond Metuchen, NJ	Grades 7-9 STREAM students will visit Tommy's Pond and the surrounding neighborhood to explore the Deep Dive of housing and the connection to the environment.	C. Wardlow J. Lewandowski	7/13, 7/20, 7/27, 7/31 8/1, 8/2/2017	14
MHS	Germany	Students will visit Germany to experience German language and culture.	B. Elliott C. Giddes	3/30/18 – 4/2/18	19