

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

**AGENDA
for the Annual Organization Meeting
Metuchen Board of Education**

Metuchen High School Cafeteria
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, April 28, 2009 - 8:00 PM

- I Call to Order by Pro-Tem Chair, Michael A. Harvier, Board Secretary**
- II Sunshine Statement and Announcement of Purpose of Meeting**
- III Flag Salute**
- IV Administration of required oaths to Board Members elected on April 21, 2009**
- V Roll Call**
- VI Announcement of Election Results**

<u>Candidates in Ballot Order</u>	<u>Total Votes</u>
Mary T. "Terry" Kohl	988
Eileen Frowenfeld	951
Tanya Andrews	532
Frances Brennan	1,029
JoAnn Sabatino-Falkenstein	529

<u>General Funds</u>	<u>For</u>	<u>Against</u>
\$28,194,381	978	728

- VII Pro-Tem Chair will conduct election of Board President**
- VIII Election of President**
- IX President takes chair and conducts the Election of Board Vice President**
- X Set Regular Meetings of the Metuchen Board of Education (Attachment #1)**
- XI Meeting Open to the Public**
- XII Recommendations of the Superintendent of Schools**

A. PERSONNEL

- 1. Appointment – Treasurer of School Moneys**
Move appointment of Rebecca Cuthbert as Treasurer of School Moneys for the 2009-2010 school year at the rate of \$4,352/year.
- 2. Appointment – Bond Counsel**
Move approval of Andrea Kahn as Bond Counsel for the 2009-2010 school year at the rate of \$195/hour.
- 3. Appointment – Counsel for Construction Project**
Move approval of the firm of Vogel, Chait, Collins and Schneider as Counsel for the construction project for the 2009-2010 at the rate of \$185/hour.
- 4. Appointment – School Physician**
Move the appointment of Kevin Lukenda M.D. as school physician for the 2009-2010 school year at the rate of \$17,510/year.
- 5. Appointment – School Psychiatrist**
Move the appointment of:
 - a) Dr. Nancy Durant as School Psychiatrist for the 2009-2010 school year at the rate of \$150 per hour.
 - b) Dr. Leonard Eng as School Psychiatrist for the 2009-2010 school year at the rate of \$250 per evaluation.
- 6. Appointment – School Neurologist**
Move the appointment of:
 - a) Dr. Vanna Amorphanth as School Neurologist for the 2009-2010 school year at the rate of \$650 per evaluation.
 - b) Dr. Lewis Milrod as School Neurologist for the 2009-2010 school year at the rate of \$350 per evaluation.
 - c) Dr. Joseph Holahan as School Neurologist for the 2009-2010 school year at the rate of \$375 per evaluation.
 - d) Dr. Nancy Holahan as School Neurologist for the 2009-2010 school year at the rate of \$400 per evaluation.
 - e) Dr. Aparna Mallik as School Neurologist for the 2009-2010 school year at the rate of \$400 per evaluation.
- 7. Appointment – School Behavior Therapy**
Move the appointment of:
 - a) Dr. Michael Selbst, Behavior Therapy Associates for the 2009-2010 school year at the rate of \$175 per hour; and
 - b) Xanadu Behavior Therapy for the 2009-2010 school year at the rate of \$65 per hour.

8. Appointment – Independent Assessments

Move the appointment of:

- a) Anne Holmes to provide independent evaluations as needed for the 2009-2010 school year at the rate of \$150 per hour.
- b) Elliott Koffler of EJK Educational Consulting to provide independent evaluations as needed for the 2009-2010 school year at the rate of \$350 per evaluation.
- c) Dr. Marilyn Gonyo-Diehl to provide independent evaluations as needed for the 2009-2010 school year at the rate of \$150/hr.
- d) Dr. Richard Levine to provide independent evaluations as needed for the 2009-2010 school year at the rate of \$150/hr.

9. Appointment – Orientation and Mobility

Move the appointment of Michael O'Brien to provide orientation and mobility services for a visually impaired out-of-district student for the 2009-2010 school year at the rate of \$150 per hour.

10. Appointment – Applied Behavioral Analysis (ABA) Training

Move the appointment of Eden Outreach Department at \$150/hr. and Kathy DeMarco at \$40 per visit/travel to provide training in the principles of ABA for the 2009-2010 school year.

11. Appointment – Occupational/Physical Therapy/Speech

Move the appointment of:

- a) Anne Cahl, OT as Occupational Therapist for the 2009-2010 school year at the rate of \$92 per hour.
- b) Maria Kantilierakis, PT as Physical Therapist for the 2009-2010 school year at the rate of \$88 per hour.
- c) Lori Wanner for occupational therapy services provided to a Woodcliff Academy student for the 2009-2010 school year at the rate of \$80/hr.
- d) Sperling-Ratiner Speech Path Associates, Inc. for extra speech services provided for a Campbell School student for the 2009-2010 school year at the rate of \$65/hr.
- e) Vista Rehabilitation Services for speech services provided for an out-of-district student for the 2009-2010 school year at the rate of \$125/hr.
- f) Rehabilitation Therapy Associates for physical therapy services provided for an out-of-district student for the 2009-2010 school year at the rate of \$125/hr.
- g) Leba Therapeutics for occupational therapy services provided for an out-of-district student for the 2009-2010 school year at the rate of \$125/hr.

12. Appointment – Board Attorney

BE IT RESOLVED that the Board of Education hereby appoints Wilentz, Goldman & Spitzer P.A. (Firm") as Board Attorney and approves the

Agreement for Professional Legal Services between the Board and the Firm for the period from July 1, 2009 through June 30, 2010. The board shall pay the Firm an annual retainer of \$16,200 for up to ten (10) hours of professional legal services each month and an hourly rate of \$150 for matters not covered by the retainer. The Board will also reimburse the Firm for costs such as computer research, UPS Overnight, messenger, long distance telephone calls, facsimile, photocopy and the like

BE IT FURTHER RESOLVED that notice of the award of the above described contract for legal services shall be provided as required by N.J.S.A. 18A:18A-5a(1).

BE IT FURTHER RESOLVED that this resolution and the agreement shall be maintained on file and available for public inspection in the board's Office.

BE IT FURTHER RESOLVED that the Board President and the Business Administrator/Board Secretary, as that testing witnesses, are hereby authorized to sign the Agreement.

B. FINANCE

1. Parent Paid Tuition – 2009-2010 School Year

<u>Grade</u>	<u>2009-2010</u>
K	\$3,395
1 through 8	\$6,790
9 through 12	\$8,620
<u>Children of Employees</u>	
K	\$2,710
1 through 8	\$5,420
9 through 12	\$6,915

2. Courtesy Busing Fee

Move to set the fee for courtesy busing at \$90.00 per student.

3. Appointment – Asbestos Management Services

Move approval of Birdsall Management Company as Asbestos Management Company at the rate of \$6,750 per year as indicated in their proposal dated January 25, 2009.

4. Appointment – District Auditors

Move approval of the firm of Beard Miller & Co. (bmc) Certified Public Accountants as district auditors at the rate of \$39,500 per year.

XIII Reorganization

1. Fixing of Copy Fees

Move the fixing of fees for copies of any Board record including copies of regular or revised meeting schedules as follows:

Pages one through ten \$.75 each

Pages 11 through 20 \$.50 each

All pages over 20 \$.25 each

Prices are set by law and are to be in effect for the 2009-2010 school year.

2. Designation of Board Depositories

Be it resolved that effective July 1, 2009, WACHOVIA, 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.

3. Designation of Advertising Media

Move the designation of the Home News and Tribune, The Crit, The Star Ledger and/or the Edison/Metuchen Sentinel as the approved advertising media for Board of Education legal advertisements during the 2009-2010 school year.

4. Re-adoption of Policy Manual

Motion to adopt the following resolution:

RESOLVED that all current written policies, by-laws and rules/regulations in the official Policy Manual of the Metuchen School District be readopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.

5. Appointment of Representatives Requesting Federal and State Funds

Motion to adopt the following resolution:

RESOLVED that Theresa J. Pollifrone-Sinatra, Superintendent of Schools, Michael Harvier Board Secretary/ Business Administrator of the Metuchen Board of Education, and Paul Pineiro, Director of Curriculum, 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 period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

6. Approval of Officer for 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 asset forth in NJ.S.A. 18A:18A-2-3, 18A: 18A- 7, 18A:18A-37, including authorization to:

1. advertise for and receive bids;
2. act as the Board's Purchasing Agent for both sale of property and purchase contracts up to the statutory limit and for emergency purchase contracts
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.

7. Resolution for Food Services to be Provided by Pomptonian Food Service for the 2009-2010 School Year

Management Fee and Guarantee Language

The Food Service Management Company shall receive, in addition to the costs of operation, a fee of seventeen thousand four hundred seven dollars (\$17,407.00) to compensate the Food Service Management Company for administrative and management costs. This fee shall be billed in 10 monthly installments of (\$1,740.70) per month as a cost of operation. The Local Education Agency guarantees the payment of such costs and fee to the Food Service Management Company.

A per meal administrative fee shall apply to all special function and vended meals receipts deposited in the Local Education Agency's account. All special function and vended meals receipts deposited into the Local Education Agency's account shall be divided by \$1.00 to arrive at a meal equivalent. The fee charged for special function and vended meals will be \$.10 per meal equivalent.

The Food Service Management Company guarantees the Local Education Agency a no cost of operation to the district for school year 2009/2010.

This guarantee is contingent upon the guarantee requirements as stated below.

- Minimum of 170 serving days
- Adoption of Student Lunch Price List and Faculty Lunch Price List
- Reimbursement rates for 2009-10 are not less than 2008-09
- Value of commodities for 2009-10 is not less than 2008-09
- Enrollment remains constant
- The Local Education Agency is responsible for kitchen equipment maintenance and repair, smallwares purchases, and cleaning of floors in dining room and kitchen area
- No change in school policy that significantly affects operating expenses
- A special dietary policy for an individual or group that results in an extraordinary expense will be recorded separately
- No change in Federal or State regulation that impacts cafeteria operating revenue or expense

- The Offer versus Serve policy is maintained
- No competitive sales during cafeteria operating hours
- Based on the Labor Schedule submitted

8. Resolution for Member Participation in a Cooperative Pricing System

A RESOLUTION AUTHORIZING THE METUCHEN BOARD OF EDUCATION TO ENTER INTO A COOPERATIVE PRICING AGREEMENT I

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, Middlesex County, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on August 24, 2006 the Metuchen Board of Education, County of Middlesex, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Metuchen Board of Education.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 ct seq.)

EFFECTIVE DATE

This resolution shall take effect immediately upon passage

9. Resolution for Member Participation in a Cooperative Pricing System

A Resolution Authorizing the Metuchen School District to enter Into a Cooperative Pricing Agreement

Resolution Number 26EDCP

WHEREAS, N.J.S.A 40a:11-11(5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHWEREAS The Educational Services Commission of Morris County, hereinafter referred to as the “Lead Agency”, has offered voluntary participation in a Cooperative Pricing System known as the “Educational Cooperative Pricing System” for the purchase of work, materials and supplies; and

WHEREAS the Metuchen School District within the County of Middlesex New Jersey, desires to participate in the Educational Cooperative Pricing System,

NOW THEREFORE LET IT BE RESOLVED on the 28 day of April 2009 by the said Board of Education as follows:

AUTHORITY

As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency,

CONTRACTING UNIT

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other regulated goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the Metuchen School District shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

10. Designation of Public Agency Compliance Officer (P.A.C.O.)

Move approval of the appointment of Michael Harvier as P.A.C.O. for the Metuchen School District for the 2009-2010 school year.

11. Appointment –Custodian of School Records

Move to appoint Michael Harvier as Custodian of School Records for the 2009-2010 school year.

12. Resolution for Appointing a Qualified Purchasing Agent

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.

RESOLUTION appointing a Qualified Purchasing Agent, Pursuant to N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified 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 relevance to the 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.

13. Appointment – District Affirmative Action Officer

Move to appoint Kathy Glutz as district Affirmative Action Officer for the 2009-2010 school year.

14. Appointment – 504 Coordinators

Move to appoint the following as 504 Coordinators: Moss School – Paul Pineiro, Campbell School – Robert Gugliara, Edgar Middle school – Kathryn Glutz, Metuchen High School – John Novak for the 2009-2010 school year.

15. Appointment – Substance Awareness Coordinator

Move to appoint Judi Cheung as Substance Awareness Coordinator for the 2009-2010 school year.

16. Appointments – Facilities Related

Move to appoint Gerard Redmond as Asbestos Management Officer, Indoor Air Quality Designee, Integrated Pest Management Coordinator, Right to Know Officer, AHERA Coordinator, and Chemical Hygiene Officer.

17. Safety Health Designee

Move to approve the following as Safety Health Designees for the 2009-2010 school year: Head School Nurse Maureen Kazelesky, Moss School – Paul Pineiro, Campbell School – Robert Gugliara, Edgar Middle school – Kathryn Glutz, Metuchen High School – John Novak.

18. Appointment – Insurance Broker of Record

Move to appoint Brown & Brown as the Metuchen School District's Insurance Broker of Record for the 2009-2010 school year.

19. Appointment – Architects of Record

Move to approve EI Associates as Architects of Record for the 2009-2010 school year.

20. Establishment of Petty Cash Funds for the 2009-2010 School Year

Pursuant to *N.J.S.A. 18A:19-3*, move the establishment of petty cash funds as of July 1, 2009. The individuals responsible for proper disposition of the indicated fund amounts as follows:

Theresa Sinatra	Superintendent	\$200.00
Michael Harvier	Business Administrator/Board Secretary	\$200.00
Paul Pineiro	Director of Curriculum	\$100.00
Robert Capra	Director of Special Services	\$100.00
John Novak	Principal, Metuchen High School	\$100.00
Kathryn Glutz	Principal, Edgar Middle School	\$100.00
Robert Gugliara	Principal, Campbell School	\$100.00
Paul Pineiro	Principal, Moss School	\$100.00
John Cathcart	Athletic Director	\$180.00
Gerard Redmond	Supervisor of Buildings and Grounds	\$200.00

21. RESOLUTION ON PERS PENSION OBLIGATION DEFERRAL

WHEREAS, the Legislature passed and the Governor signed S-15 as Chapter 22, P.L. 2009 that reduces the State Aid for the Metuchen school district for the 2008-2009 school by an amount approximating \$98,022;

AND WHEREAS, the Legislature passed and the Governor signed S-21 as Chapter 19, P.L. 2009 that provides school districts with two options concerning their obligation to pay the Public Employees Retirement System, namely payment in full by April 30, 2009, or payment of one-half of the pension obligation by April 30, 2009;

AND WHEREAS, payment of one-half of the pension obligation requires the district to apply for a deferral schedule which will start in April 2012 and continue for 15 years to repay the deferred portion to the retirement system;

AND WHEREAS, deferred payments are subject to normal actuarial growth on accrued liabilities of the pension system, which most recently was a rate of 8.25%;

AND WHEREAS, the School Business Administrator has reviewed the cash flow needs of the Metuchen school district, the surplus balance position of the district, and the impact of the deferral on future budgets if the district should elect to take the deferral or reject the deferral;

NOW BE IT RESOLVED by the Metuchen Board of Education that: It hereby rejects the offer of a deferral by the New Jersey Public Employees Retirement System and authorizes the School Business Administrator to pay the 2009 PERS pension obligation in full before April 30, 2009

22. Chart of Accounts

Move to approve the 2008 Uniform Minimum Chart of Accounts for New Jersey Public Schools.

23. Tax Shelter Annuity Companies

Move to approve the following as Tax Shelter Annuity Companies for the Metuchen School District: Equitable 403b & 457, Met Life, AIG (Valic) 403b & 457, USAA, and Vanguard.

24. Cost Letter

Move approval for Preliminary Cost letters for Edgar Middle School, Campbell School, and Moss School for Capital Projects as follows:

Moss School – State Project #3120-090-09-1004-G02

Campbell School – State Project #3120-060-09-1002-G02

Campbell School – State Project #3120-060-09-1001-G02

Edgar Middle School – State Project #3120-070-09-1003-G02

25. NJSBA Code of Ethics

Move to approve the adoption of the NJSBA Code of Ethics for the 2009-2010 school year.

IX. Meeting Open to the Public

X. Adjournment

ATTACHMENT 1

**Metuchen Board of Education
Metuchen, New Jersey**

Board of Education Meeting Calendar – 2009-2010

All meetings will be held at Metuchen High School and will begin at 8:00 p.m.

The Board of Education will meet two times a month, on the second and fourth Tuesdays of the month unless these times interfere with the approved school calendar, or as otherwise noted. On the second Tuesday the Board will hold an Agenda Session followed by a Business meeting and then a Closed Conference Session. On the fourth Tuesday the Board will hold a Open Conference Session followed by a Business meeting. The schedule is as follows:

April 28, 2009	Organization Meeting/Open/Business
May 12, 2009	Agenda/Business/Closed
Wednesday, May 27, 2009	Open/Business
June 9, 2009	Agenda/Business/Closed
June 23, 2009	Open/Business
July 14, 2009	Agenda/Business/Closed
July 28, 2009	Open/Business
August 11, 2009	Agenda/Business/Closed
August 25, 2009	Open/Business
September 8, 2009	Agenda/Business/Closed
September 22, 2009	Open/Business
October 13, 2009	Agenda/Business/Closed
October 27, 2009	Open/Business
November 10, 2009	Agenda/Business/Closed
November 24, 2009	Open/Business
December 8, 2009	Agenda/Business/Closed
December 15, 2009	Open/Business
January 12, 2010	Agenda/Business/Closed
January 26, 2010	Open/Business
February 9, 2010	Agenda/Business/Closed
February 23, 2010	Open/Business
March 9, 2010	Agenda/Business/Closed
March 23, 2010	Open/Business
April 13, 2010	Agenda/Business/Closed
<i>To be determined (April 20, 2010)</i>	<i>School Board Elections</i>
April 27, 2010	Organization Meeting