

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**AMENDED Business Meeting Agenda**

of the Metuchen Board of Education

**Tuesday, July 28, 2009**

**VI. Meeting Open to the Public**

**VII. Correspondence**

- June 1, 2009*                      *State of NJ, Department of Education*  
Memo from Gerald J. Vernotica, Assistant  
Commissioner, Division of Field Services Re: List of  
Religious Holidays -- REVISED
- June 1, 2009*                      *State of NJ, Department of Education*  
Memo from Gerald J. Vernotica, Assistant  
Commissioner, Division of Field Services Re: Child  
Nutrition Programs Agreement Fiscal 2010
- June 8, 2009*                      *State of NJ, Department of Education*  
Memo from Gerald J. Vernotica, Assistant  
Commissioner, Division of Field Services Re:  
Provisional Teachers – Submission of Online  
Applications
- June 11, 2009*                      *State of NJ, Department of Education*  
Memo from Gail Reynolds, Ed.D, Readiness and  
Emergency Management for Middlesex County  
Schools Collaborative (REMS) Re: Sample Safety  
Plans
- June 22, 2009*                      *State of NJ, Department of Education*  
Memo from Gerald J. Vernotica, Assistant  
Commissioner, Division of Field Services Re: Novice  
Induction Seminars
- June 22, 2009*                      *State of NJ, Department of Education*  
Memo from Gerald J. Vernotica, Assistant  
Commissioner, Division of Field Services Re:  
Provisional Teacher Program (PTP) – Registration  
Application/Statement of Assurance

### **VIII. Reading and Approval of Minutes**

Move approval of the minutes of the following meetings:

March 17, 2009	Special Agenda Session, Special Business Meeting
March 31, 2009	Special Open Session, Special Business Meeting
April 14, 2009	Agenda Session, Business Meeting
April 28, 2009	Organization Meeting
April 28, 2009	Open Session, Business Meeting
May 12, 2009	Agenda Session, Business Meeting
May 27, 2009	Open Session, Business Meeting
June 9, 2009	Agenda Session, Business Meeting

### **IX. Reports**

**Board President**  
**Superintendent**  
**Business Administrator/Board Secretary**

### **X. Recommendations of the Superintendent of Schools**

#### **A. PERSONNEL**

##### **1. Resignation – Certificated Staff**

Move to approve the resignation of Jill Landgraber as Guidance Counselor at Metuchen High School effective June 30, 2009.

##### **2. Reassignment – Certificated Staff**

Move to approve the reassignment of Melissa Kovacs from a 5<sup>th</sup> grade teaching assignment at Edgar Middle School to that of Language Arts Teacher at Edgar Middle School for the 2009-2010 school year.

##### **3. Rescission of Appointment**

Move to rescind the appointment of Samantha Avallone as English teacher at Metuchen High School on June 9, 2009 (Item VI - A - 4).

##### **4. Appointment – Certificated Staff**

Move to approve Blaze Meyers as 6<sup>th</sup> Grade Science Teacher at Edgar Middle School for the 2009-2010 school year effective September 1, 2009 through June 30, 2010, salary status 3-A \$47,552.

##### **5. Appointment – Certificated Staff**

Move to approve Veronica Hullings as Special Education teacher at Edgar Middle School for the 2009-2010 school year effective September 1, 2009 through June 30, 2010, salary status 1-F \$50,238.

**6. Appointment – Certificated Staff**

Move to approve Leigh Hanbridge as Guidance Counselor at Metuchen High School for the 2009-2010 school year effective September 1, 2009 through June 30, 2010, salary status 4-G \$55,726.

**7. Long Term Substitute**

Move to approve Alan Ames as long term substitute for Laura Connolly, Social Studies/Psychology teacher at Metuchen High School, at the rate of \$244.80 per diem.

**8. 2008 Fall Coaching Recommendations**

Move to approve the following as coaches for the 2009 fall athletic season:

<b>Metuchen High School</b>			
Cross Country	Head Coach (Boys)	Thomas Yakowenko (3+)	\$6,188
	Head Coach (Girls)	Kelli Holleran (3+)	\$6,188
Field Hockey	Head Coach	Kelly Evans (1)	\$7,246
	Junior Varsity	Sue Ann Caruso (1)	\$5,078
Football	Head Coach	Robert Ulmer (3+)	\$9,416
	First Assistant	Joe Yoshak (2)	\$6,188
	Assistant	John Thornton (3+)	\$6,045
	Assistant	Michael Kushner (3)	\$6,045
	Assistant	Robert McCurley (1)	\$5,760
	Volunteer Assistant	Ned Ennis	-0-
	Volunteer Assistant	Michael Warnock	-0-
	Volunteer Assistant	Ed Angus	-0-
	Volunteer Assistant	Scott Leitner	-0-
Soccer	Head Coach (Boys)	Ken Graf (3+)	\$7,409
	Junior Varsity (Boys)	Edward Albanese (3+)	\$5,149
	Freshman (Boys)	John Manzo (3+)	\$4,791
	Head Coach (Girls)	Val Gazda (3+)	\$7,409
	Junior Varsity (Girls)	Danielle Brabston (3+)	\$5,149
	Freshman (Girls)	Kimberly Noto (2)	\$4,648
Tennis	Head Coach (Girls)	Rob Strauss (3+)	\$5,903
<b>Edgar Middle School</b>			
Boys Soccer	Coach	Mike Butler	\$2,723
Girls Soccer	Coach	-vacant-	
Field Hockey	Coach	Jennifer Enchura	\$2,723
Cross Country	Coach	Lauren Rosen	\$2,723

**9. Summer Work**

Move to approve Carol Gaffney to develop a plan for an Adult School program at a rate of \$33/hr., not to exceed \$2,500.

**10. Additional Compensation – Non-Certificated Staff**

Move to approve a \$650/yr. increase in the salary of Avallaneda Peña, custodian, as a result of earning a Black Seal boiler License, retroactive to June 1, 2009.

**B. FINANCE**

**1. Treasurer of School Monies’ and Board Secretary’s Reports**

Move approval of the Treasurer of School Monies’ Report, Board Secretary’s Report, June 30, 2009.

**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 July 28, 2009 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 Secretary and filed in the Business Office.

**3. Budget Transfers**

Move to approve budget transfers effective June 30, 2009.

**4. NCLB Grant Application**

Move to approve an application for FY 2010 No Child Left Behind (NCLB) monies as follows:

Title I A	Improving Basic Programs	\$52,946
Title II A	Teacher and Principal Training and Recruiting	\$50,491
Title II D	Enhancing Education Through Technology	\$540
Title III *	English Language Acquisition and Language Enhancement (to consortium)	\$7,354

Title IV	Safe and Drug Free Schools and Communities Act	\$5,349
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\*Title III funds become part of a consortium with South Amboy. They are the lead district.

**5. Special Education Out of District Placements**

Move to approve the following out of district placements for the extended school year program and the 2009-2010 school year:

Student ID	School	Tuition	ESY Transportation
02012101	East Mountain School	\$61,413	\$5,670
02022005	Piscataway Preschool Autism Program	\$40,921	\$7,410

**6. Special Education Placement at Community Nursery School**

Move to approve the placement of students 2022016, 2022014, 2023002, and 2023004 at Community Nursery School, for two half-day sessions per week for the 2009-2010 school year at the rate of \$1,835 per student, per school year.

**7. Psychological and Educational Assessment**

Move to approve a psychological and educational assessment for student 2010300, attending Montcalm School in Albion, Michigan, by Edward J. Bujdos, Jr., MA/L.L.P. for a fee of \$1,500.

**8. Teacher of the Deaf/Speech Therapy**

Move to approve the following services for student 2022013 retroactive to July 6, 2009:

MRESC	Teacher of the Deaf	9 hrs./wk. for 5 weeks	\$138/hr	\$6,210 total
Sperling-Retina Speech Services	PROMPT Speech Therapy	1 ½ hrs./wk for 6 weeks	\$65/1/2 hr.	\$585 total

**9. RESOLUTION APPROVING THE USE OF COMPETITIVE CONTRACTING**

**WHEREAS**, the Metuchen Board of Education (sometimes “Board”) desires to contract with a vendor to assist in the operation, management and administration of the Board’s computer services system; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-4.1(k), the Board may use competitive contracting in lieu of public bidding for procurement of specialized goods and services, the price of which exceeds the bid threshold, for the operation, management or administration of the Board’s computer services system, with the approval of the Division of Local Government Services in the Department of Community Affairs; and

**WHEREAS**, the Division of Local Government Services in the Department of Community Affairs has, by its Local Finance Notice (LFN 2008-16) dated September 26, 2008, authorized the use of competitive contracting (in accordance with, in relevant part, N.J.S.A. 18A:18A:4.1 through 4.5) for the outsourcing of network, system, and database administration; web-hosting; technical process management; and telecommunications system management for technology owned by the local unit; and

**WHEREAS**, the Board desires to use competitive contracting to procure the above mentioned specialized services;

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-4.3(a), the Board is required to pass a resolution authorizing the use of competitive contracting; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-4.3(b), 4.4 and 4.5, the competitive contracting process, including the preparation of a request for proposal documentation (“RFP”), solicitation of proposals, and award of a contract based upon the methodology set forth in the aforesaid RFP, must be administered by the Board’s purchasing agent.

**NOW, THEREFORE, BE IT RESOLVED** by the Metuchen Board of Education pursuant to the aforesaid statutes as follows:

The Business Administrator, as the Board’s Purchasing Agent, is duly authorized to administer competitive contracting procedures for the procurement of a vendor that shall be responsible assisting in the operation, management and administration of the Board’s computer services system.

#### **10. RESOLUTION APPROVING MEMBERSHIP IN THE NMACDSC**

Move to approve the following resolution for membership in the Northern Middlesex Alliance Copier and Document Services Consortium (NMACDSC) and participation in NMACDSC’s cooperative pricing with Xerox :

WHEREAS, the State of New Jersey has requested that school districts explore shared services to improve governmental efficiency and reduce property taxes; and

WHEREAS, Middlesex County Boards of Education have historically pioneered innovative shared services and are recognized statewide for their spirit of inter-district collaboration and cooperative ventures; and

WHEREAS, over six (6) Middlesex County school districts have expressed interest in forming a consortium, known as the Northern Middlesex Alliance Copier and Document Services Consortium “NMACDSC”, with the goal of obtaining preferential pricing on copier procurement and document services; and

WHEREAS, the Alliance has determined that Xerox would provide the consortium members with proactive machine monitoring and service in addition to the purchasing discounts; and

WHEREAS, each school district will maintain its own separate purchase and service accounts with separate agreements and billing between each school district and Xerox, and

WHEREAS, any school district that is a member of NMACDSC may at any time withdraw from the consortium, with no Xerox or consortium imposed penalty and with no liability,

NOW THEREFORE BE IT RESOLVED, that the Metuchen Board of Education approves membership in NMACDSC and authorizes the School Business Administrator and all other appropriate officials to process the required documents with Xerox to establish the purchasing arrangement through the NMACDSC.

## **C. POLICY**

### **1. First Reading**

There will be a first reading of the following policies:

Policy #5111	Pupils	Eligibility of Resident/Nonresident Pupils
Policy #5530	Pupils	Substance Abuse
Policy #7444	Property	Use of Metal Detectors
Policy #8140	Operations	Pupil Enrollments
Policy #8462	Operations	Child Abuse and/or Neglect
Policy #8506	Operations	School Lunch Program Biosecurity Plan

### **2. Second Reading**

There will be a second reading of the following policies:

Policy #6470	Finance	Payment of Claims
Policy #6471	Finance	School District Travel
Policy #6510	Finance	Payroll Authorizations
Policy #6830	Finance	Audit and Comprehensive Annual Financial
		Report
Policy #6832	Finance	Conditions of receiving State Aid.

**3. Membership Resolution -- NJSIAA**

Move approval of the NJSIAA (New Jersey State Interscholastic Athletic Association) resolution that follows:

**MEMBERSHIP RESOLUTION**

**NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION**

The Board of Education of the Metuchen School District, County of Middlesex, State of New Jersey, as provided for in Chapter 172 Laws 1979 (*N.J.S.A. 18A:11-3 e, et seq.*) herewith enrolls Metuchen High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among these policies adopted annually by the Board. Pursuant to *N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution, Bylaws and Regulations of the NJSIAA.*

- XI. Meeting Open to Public**
- XII Announcements**
- XIII Adjournment**
- XIV. Reading of Sunshine Statement if necessary**