

**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, May 10, 2011 - 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 27, 2011**
- V Roll Call**
- VI Announcement of Election Results (Uncertified)**

<u>Candidates in Ballot Order</u>	<u>Total Votes</u>
Dan E. Benderly	1012
Jacqueline J. "Jackie" Gibson	1035
Mark Camera	776
Arthur M. Flaherty Sr.	1191

<u>General Funds</u>	<u>For</u>	<u>Against</u>
\$29,819,545	1128	565

- 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 Meeting Open to the Public**

XI Recommendations of the Superintendent of Schools

A. PERSONNEL

1. **Appointment – Bond Counsel**
Move approval of Andrea Kahn as Bond Counsel for the 2011-2012 school year at the rate of \$195/hour.
2. **Appointment – Counsel for Construction Project**
Move approval of the firm of Vogel, Chait, Collins and Schneider as Counsel for the construction project for the 2011-2012 school year at the rate of \$185/hour.
3. **Appointment – Architects of Record**
Move to approve EI Associates as Architects of Record for the 2011-2012 school year.
4. **Appointment – District Auditors**
Move approval of the firm of Parente Beard Miller Certified Public Accountants as district auditors for the 2011-2012 school year at the rate of \$40,000 per year.
5. **Appointment – School Psychiatrist**
Move the appointment of the following for the 2011-2012 school year:
 - a) Dr. Nancy Durant as School Psychiatrist at the rate of \$150 per hour.
 - b) Dr. Leonard Eng as School Psychiatrist at the rate of \$250 per evaluation.
 - c) Dr. Deborah Matro as School Psychiatrist at the rate of \$975 for a comprehensive psychiatric evaluation.
6. **Appointment – School Neurologist**
Move the appointment of the following for the 2011-2012 school year:
 - a) Dr. Vanna Amorapanth as School Neurologist at the rate of \$650 per evaluation.
 - b) Dr. Lewis Milrod as School Neurologist at the rate of \$300 per evaluation.
 - c) Dr. Joseph Holahan as School Neurologist at the rate of \$400 per evaluation.
 - d) Dr. Nancy Holahan as School Neurologist at the rate of \$400 per evaluation.
 - e) Dr. Aparna Mallik as School Neurologist at the rate of \$400 per evaluation.
7. **Appointment – School Behavior Therapy**
Move the appointment of Dr. Michael Selbst, Behavior Therapy Associates for the 2011-2012 school year at the rate of \$200 per hour.

8. Appointment – Independent Assessments

Move the appointment of the following for the 2011-2012 school year:

- a) Anne Holmes to provide independent evaluations as needed at the rate of \$150 per hour.
- b) Dr. Marilyn Gonyo-Diehl to provide independent evaluations as needed at the rate of \$150/hr.
- c) Dr. Richard Levine to provide independent evaluations as needed at the rate of \$150/hr.
- d) Jewish Vocational Services for vocational assessment at \$850 per assessment.

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 2011-2012 school year at the rate of \$150 per hour.

10. Appointment – Applied Behavioral Analysis (ABA) Training

Move the appointment of the following for the 2011-2012 school year:

- a) Eden Outreach Department at \$150/hr. and \$40 per visit/travel; and
- b) Verbal Behavior Institute at \$150/hr.

11. Appointment – Teacher of the Deaf

Move to appoint Summit Speech School (Teacher of the Deaf) for the 2011-2012 school year at the rate of \$145/hr.

12. Appointment – Meridian Health Care

Move to appoint Meridian Health Care to provide health aide services for a disabled student for the 2011-2012 school year at the rate of \$22/hr.

13. Appointment – Occupational/Physical Therapy/Speech

Move the appointment of the following for the 2011-2012 school year:

- a) Anne Cahl, OT as Occupational Therapist at the rate of \$92 per hour.
- b) Lori-Anne DiSerio as Physical Therapist at the rate of \$88/hr.
- c) Sperling-Ratiner Speech Path Associates, Inc. for extra speech services provided for a Moss School student at the rate of \$120/hr.
- d) Vista Rehabilitation Services for speech services provided for an out-of-district student at the rate of \$125/hr.
- e) Rehabilitation Therapy Associates for physical therapy services provided for an out-of-district student at the rate of \$125/hr.
- f) Princeton Healthcare for occupational therapy services provided for a student at Eden Institute at the rate of \$125/hr.

14. Appointment – On-Line Education Provider

Move the appointment of Educere for the provision of on-line courses for the 2011-2012 school year at costs ranging from \$200 to \$1,000.

B. FINANCE**1. Courtesy Busing Fee**

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

2. Appointment – Asbestos Management Services

Move approval of Birdsall Services Group as Asbestos Management Company at the rate of \$6,750 per year as indicated in their proposal dated December 29, 2010.

XII Reorganization**1. 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.

2. Establishment of Petty Cash Funds for the 2011-2012 School Year

Pursuant to *N.J.S.A. 18A:19-3*, move the establishment of petty cash funds as of July 1, 2011. 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
Bruce Peragallo	Principal, Metuchen High School	\$100.00
Kathryn Glutz	Principal, Edgar Middle School	\$100.00
Florence Carter	Principal, Campbell School	\$100.00
Paul Pineiro	Principal, Moss School	\$100.00
Gerard Redmond	Supervisor of Buildings and Grounds	\$200.00

3. Designation of Advertising Media

Move the designation of the Home News 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 2011-2012 school year.

4. Designation of Board Depositories

Be it resolved that effective July 1, 2011, Wells Fargo 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.

5. Tax Shelter Annuity Companies

Move to approve the following as Tax Shelter Annuity Companies for the Metuchen School District for the 2011-2012 school year

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

6. Minimum Chart of Accounts

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

7. Parent Paid Tuition – 2011-2012 School Year

<u>Grade</u>	<u>2011-2012</u>
K	\$3,743
1 through 8	\$7,487
9 through 12	\$9,503
<u>Children of Employees</u>	
K	\$2,987
1 through 8	\$5,975
9 through 12	\$7,623

8. Duties of Business Administrator/Board Secretary

Move to approve the following as duties/positions of Michael A. Harvier, Business Administrator/Board Secretary for the 2011-2012 school year:

- a) PACO – Purchasing Agent Compliance Officer for Affirmative Action
- b) Purchasing Agent with authorization to award contracts up to bid threshold and to set quote threshold at 15% of bid threshold amount
- c) Custodian of School Records

9. Duties of Director of Special Services

Move to approve the following as duties/positions of Robert Capra, Director of Special Services, for the 2011-2012 school year:

- a) 504 Committee Coordinator
- b) Homeless Liaison

10. Appointment – 504 Coordinators

Move to appoint the following as 504 Coordinators: Moss School – Paul Pineiro, Campbell School – Florence Carter, Edgar Middle School – Kathryn Glutz, Metuchen High School – Bruce Peragallo for the 2011-2012 school year.

11. Appointment – District Affirmative Action Officer

Move to appoint Kathy Glutz as district Affirmative Action Officer for the 2011-2012 school year.

- 12. Appointment – Substance Awareness Coordinator**
Move to appoint Judi Cheung as Substance Awareness Coordinator for the 2011-2012 school year.
- 13. Safety Health Designee**
Move to approve the following as Safety Health Designees for the 2011-2012 school year: Head School Nurse Maureen Kazelesky, Moss School – Paul Pineiro, Campbell School – Florence Carter, Edgar Middle School – Kathryn Glutz, Metuchen High School – Bruce Peragallo.
- 14. Set Regular Meetings of the Metuchen Board of Education**
(Attachment #1)
- 15. Appointment – Treasurer of School Moneys**
Move appointment of Rebecca Cuthbert as Treasurer of School Moneys for the 2011-2012 school year at the rate of \$4,352/year.
- 16. Appointments – Facilities Related**
Move to appoint Gerard Redmond to the following positions for the 2011-2012 school year:
 - a) Asbestos Management Officer,
 - b) Indoor Air Quality Designee,
 - c) Integrated Pest Management Coordinator,
 - d) Right to Know Officer,
 - e) AHERA Coordinator, and
 - f) Chemical Hygiene Officer.
- 17. Appointment – Insurance Broker of Record**
Move to appoint the Schenck Agency as the Metuchen School District's Insurance Brokers of Record for the 2011-2012 school year.
- 18. NJSBA Code of Ethics**
Move to approve the adoption of the NJSBA Code of Ethics for the 2011-2012 school year. (Attachment #2)
- 19. 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, Paul Pineiro, Director of Curriculum, and Robert Capra, 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 period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

20. 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 N.J.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.

21. 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.

IX. Meeting Open to the Public

X. Adjournment

ATTACHMENT 1

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

Board of Education Meeting Calendar – 2011-2012

Meetings will be held at Metuchen High School unless otherwise noticed, 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 an Open Conference Session followed by a Business meeting. The schedule is as follows:

May 10, 2011	Organization Agenda/Business/Closed
May 12, 2011	Open/Business/Closed
May 17, 2011	Open/Business/Closed
Thursday, June 2, 2011	Open/Business/Closed
June 7, 2011	Agenda/Business/Closed
June 14, 2011	Open/Business/Closed
June 21, 2011	Open/Business/Closed
July 19, 2011	Open/Business/Closed
August 16, 2011	Agenda/Business/Closed
August 30, 2011	Open/Business/Closed
September 13, 2011	Agenda/Business/Closed
September 27, 2011	Open/Business/Closed
October 11, 2011	Agenda/Business/Closed
October 25, 2011	Open/Business/Closed
November 8, 2011	Agenda/Business/Closed
November 22, 2011	Open/Business/Closed
December 13, 2011	Agenda/Business/Closed
December 20, 2011	Open/Business/Closed
January 10, 2012	Agenda/Business/Closed
January 24, 2012	Open/Business/Closed
February 7, 2012	Agenda/Business/Closed
Wednesday, February 22, 2012	Open/Business/Closed
March 13, 2012	Agenda/Business/Closed
March 27, 2012	Open/Business/Closed
April 10, 2012	Agenda/Business/Closed
TBD	<i>School Board Elections</i>
TBD	Organization Meeting

Proposed to Metuchen Board of Education, May 10, 2011

Board Member Code of Ethics

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

May 10, 1975 Delegate Assembly, New Jersey School Boards Association.