

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, March 11, 2014

I. Flag Salute

II. 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 Sentinel, The Star Ledger, and by filing a copy with the Borough Clerk as prescribed by this law.

III. Roll Call

Mr. Benderly	P	Mr. Lifton	P
Ms. deVries	P	Ms. Matisse	P
Mr. Flaherty	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	A
Ms. Lanton	P		

IV. Showcase of Success

- ❖ EMS students gave a musical preview of their spring drama production *Aladdin*.
- ❖ EMS science fair winners: Isabel Melendez (5th grade), Aaron Puerzer and Noah Fong (6th grade), Julia Memory and Alanna Redwood (7th grade, and Arnav Agrawal (8th grade) were presented to the Board and to the public, given certificates for their accomplishment and each gave a short description of their project.
- ❖ Metuchen Education Foundation: Paula Best and Kate McCartin were present. Ms. Best spoke about the organization's pride in sponsoring the Science Fair and their pleasure in the various projects addressed.

V. Presentation/Discussion Items

Budget

There was a preliminary budget hearing for the 2014-2015 school year budget. Mr. Harvier presented the line item budget which is voted on by the Board and then sent to the Middlesex County DOE's Business Administrator for approval. Upon receipt of the approved budget, the Board can then advertise it and the final budget is voted on during the last week in April. Mr. Harvier supplemented the discussion with three handouts: a tax levy analysis, the line item budget, and the tax cap analysis.

VI. Report of the President of the Board of Education

Nothing at this time.

VII. Report of the Superintendent of Schools

Nothing at this time.

VIII. Report of the Business Administrator/Board Secretary

Nothing at this time.

IX. Committee Reports

Policy: The committee discussed some policies that need changes shortly. They will be sent to the attorney for review.

Finance: The committee discussed the preliminary budget, the potential safety grant (for door replacements), the boiler replacement process, the FEMA grant for an emergency generator (now on hold), snow removal which was done in-house and saved money for the district, and the state of the parking lots and facilities in general due to the exceptionally severe weather.

Curriculum: Campbell School Principal Ed Porowski attended the meeting and shared preliminary data regarding English language instruction in heterogeneous classes.

Personnel: The committee met with the superintendent to receive his recommendation for the supervisor of World Languages, Music, and Art. They also discussed the timeline for interviews for retirement replacements.

Athletics: Spring coaching recommendations were discussed.

X. New Business

Nothing at this time.

XI. Old Business

Nothing at this time.

XII. Meeting Open to the Public

(for comment on any Presentation/Discussion items, Reports, and New/Old Business)

XIII. Meeting Open to the Public

(for comments on the Recommendations of the Superintendent)

XIV. Minutes

Move to approve the minutes of the following meetings:

January 28, 2014	Board of Education Meeting
February 11, 2014	Board of Education Meeting

Mr. Liffon	Ms. Gibson	
Moved	Seconded	Motion carried 7-0

XV. Recommendations of the Superintendent of Schools

(At this time the Board will take formal action on the following items).

A. PERSONNEL

1. Appointment -- Supervisor of World Languages, Music, and Art

Move to appoint Christine DeSimone as Supervisor of World Languages, Music, and Art for the 2013-14 school year effective March 28, 2014; salary status \$95,000 , prorated.

2. Appointment -- Additional Coaches

Move to approve the following for the 2013-2014 Spring season:

- a) Assistant Golf Coach, Frank Ruggiero, stipend: \$3,770;
- b) Assistant Tennis Coach, Patricia Mayo, stipend: \$3,770; and
- c) Volunteer Softball Coach Stephen Jennings.

3. Substitute Teacher

Move to approve Dawn Gross (Elementary) as substitute teachers for the 2013-2014 school year.

Items A1 - A3

Ms. deVries	Mr. Benderly	
Moved	Seconded	Motion carried 7-0

B. FINANCE

1. Adoption of the 2014-15 Tentative School District Budget

WHEREAS, the Board of Education must adopt and submit a tentative 2014-15 school district budget for the NJ Department of Education review and approval, and

WHEREAS, in accordance with N.J.A.C. 6A23A-10.3 (b) a district can request use of banked cap only after it has fully exhausted all eligible

statutory spending authority in the budget year; and, the tentative budget does not necessitate requests for such spending adjustments; and

WHEREAS, the tentative budget necessitates the use of banked cap in the amount of \$589,835 to provide for the continuity of program and services through the end of the 2014-15 school year which cannot be deferred or incrementally completed over a longer period of time; and

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the tentative 2014-15 school district as follows:

	Appropriations	Local Tax Levy
Total General Fund	33,800,051	32,181,436
Total Special Revenue Fund	1,055,834	
Total Debt Service Fund	2,651,840	2,302,219

The supporting documentation of this budget includes an itemization of certain expenditures required under administration regulations.

BE IT FURTHER RESOLVED, that the Board of Education approves withdrawal from Capital Reserve in the amount of \$120,000 to be used for the partial funding the local share of boiler replacement projects at Campbell and Edgar schools which have been approved school facilities projects by the State Department

2. Non-Public Technology Request

Move to approve the following non-public technology request:

School	Vendor	Qty.	Item #	Description	Price	Total
St. Francis Cathedral	Dell Corp.	32	A7289358	Windows Pro 8.1 Upgrade	\$46.88	\$1,500.16

3. Professional Development

Move to approve the following Professional Development Activities as shown on the attached list.

4. Field Trips

Move approval of the following field trips for students in the Metuchen School District as shown on the attached list.

Items B1 - B4

Mr. Lifton
Moved

Mr. Benderly
Seconded

Motion carried 7-0

C. POLICY

1. Second Reading of Policies

There will be a second reading of the following policies and regulations:

Policy 4124 - Employment Contract

Policy 5512 - Harassment Intimidation, and Bullying

Regulation 5512 - Harassment, Intimidation and Bullying

2. 2013-2014 Board of Education Meeting Calendar

Move to approve an addendum to the Board of Education Calendar adding meeting dates through December 2014.

Items C1 - C2

Ms. Gibson

Ms. Matise

Moved

Seconded

Motion carried 7-0

D. CURRICULUM

Nothing at this time.

XVI. Meeting Open to Public

XVII. Announcements

XVIII. 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 PERSONNEL, PROPERTY, AND COLLECTIVE BARGAINING MATTERS, and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exists.

THERE WILL BE AN EXECUTIVE SESSION

Field Trips

BOE Mtg 3-11-14

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Campbell School Edgar School	Breaking the Chain Club students will teach Campbell and 5 th grade EMS students about child slave trafficking.	Evan Robbins	4/2/14	35
MHS	Forest Resource Education Center , Jackson, NJ	Students will train for the NJ Envirothon competition	Yoko Kato	4/9/14	5
MHS	Paris, Loire Valley, Normandy – France	French students will tour France. (Trip was approved 5/7/13)	Additional chaperone: Chris Giddes. Previously approved: Anna Girin, Susan LaFauci, Leigh Hanbridge	4/12- 20/14	Number of students increased from 20 to 28
MHS	Eatontown, NJ	Yearbook staff will attend cover workshop and have lunch on the way home.	Adam Levy	4/28/14	6
MHS	Montclair State University School of Conservation	Students will compete in the NJ Envirothon.	Yoko Kato	Saturday, 5/3/14	5