

MINUTES

Agenda

Business Meeting

of the Metuchen Board of Education

Tuesday, November 13, 2012

- VIII. Report of the Board President** Mr. Lifton remarked that although the weeks post-Hurricane Sandy had been difficult for the community and that it was gratifying to see so many people and groups in town working to help each other.
- IX. Report of the Superintendent** Mr. Caputo echoed Mr. Lifton's remarks and added his own thanks to the staff members for their cooperation.
- X. Report of the Business Administrator/Board Secretary**
Mr. Harvier presented Bill Lists 10 and 20 effective November 14, 2012.
- XI. Committee Reports**
Policy: The committee discussed the policies that were presented to the Board and are on the agenda for a first reading.
Curriculum: The committee reviewed weighting of grades and opportunities for community service that are available to students.
Finance: the committee reviewed the audit completion; uniforms for bus drivers and aides; a request from the Girl Scouts to use a district parking lot as a delivery/distribution point for cookies; improvements to our POS system; an update on the sign replacement at MHS; and update on the Campbell School renovation project; and a further discussion of the RFP for a board attorney.
Athletics: The committee discussed the four winter coaches whose names appear on the Business Agenda.
In addition, Mr. Flaherty thanked the district for the use of one of our dump trucks, now named "Dump Truck #1" by the borough, for use in hurricane clean-up.
- XII. Minutes**
Move to approve minutes of the following meeting:
October 9, 2012 – Open Session, Business Meeting

October 15, 2012 – Special Business Meeting, Special Closed
October 22, 2012 – Special Business, Special Closed

Mr. Lifton Ms. Matise
Moved Seconded Motion carried (8-0)

XIII. Meeting Open to the Public

XIV. Recommendations of the Superintendent of Schools

A. PERSONNEL

1. Resignation – Non-Certificated Staff

Move to accept the resignation of Carolyn Nicodemo as paraprofessional at Metuchen High School, effective November 13, 2012.

2. Appointment – Non-Certificated Staff

Move to approve Adele Rackley as part-time secretary in Special Services for the 2012-2013 school year at an hourly rate of \$22.09/hr. for 17.5 hours/week, retroactive to November 1, 2012.

3. Appointment – Head Custodian

Move to appoint Juan Luna as Head Night Custodian at Campbell School for the 2012-2013 school year for a stipend of \$2,809 per year (prorated) retroactive to October 1, 2012.

4. Rescind Appointment

Move to rescind the appointment of Molly Hampsey as EMS Spring Drama Musical Director for the 2012-2013 school year. (Item A-12, August 14, 2012)

5. Appointment – Co-Curricular Advisor

Move to approve the appointment of Stefeney Krombholz as Musical Director of the EMS 2012-2013 Spring Drama for a stipend of \$1,603.

6. Appointment – Winter Coaches

Move to appoint the following as coaches for the winter 2012-2013 school year:

MHS		
Mike Butler	JV Boys Basketball	\$5,431

Kyle Thomas	Assistant Winter Track	\$5,022
EMS		
Emily Mertz	Girls' Basketball	\$2,833
Karen Logan	Girls' Swimming	\$2,833

7. Substitute Bus Driver

Move to approve Marian Szwest as a substitute bus driver for the 2012-2013 school year, effective November 14, 2012 at the rate of \$17.89/hr.

8. Substitute Teachers

Move to approve the following as substitute teachers for the 2012-2013 school year:

Name	Certification
Thomas Katchisin, Jr.	Substitute
Steven Rezac	Substitute
Kyle Thomas	Phys. Ed./Health
Maryann Topping	Substitute

9. Substitute Paraprofessional/Substitute Secretary

Move to approve Joanne Hoover as the following for the 2012-2013 school year:

- a) Substitute Paraprofessional at a rate of \$13.00/hr.; and
- b) Substitute Secretary at a rate of \$10.85/h r.

Items A1 through A9

Mr. Lifton

Ms. Gibson

Moved

Seconded

Motion carried (8-0)

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 as of August 31, 2012.

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 November 14, 2012 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. Revised Calendar

Move that, upon the recommendation of the Superintendent of Schools, the Metuchen Board of Education approve, retroactive to November 5, 2012, the previously submitted revised 2012-2013 School Calendar.

4. Agreements Regarding Employee Attendance

Move that, upon the recommendation of the Superintendent of Schools, the Metuchen Board of Education approve, retroactive to November 5, 2012, the previously submitted Agreements regarding employee attendance at school on November 6, 2012, November 8, 2012 and November 9, 2012 between the Board and the following collective negotiations units:

- The Metuchen Education Association;
- The Metuchen Principals and Supervisors Association; and
- The Metuchen Association of Educational Secretaries.

The Board President and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement the aforesaid Agreements.

5. Contract – MRESC

The Metuchen Board of Education, through Contract with the Middlesex Regional Educational Services Commission, authorizes the administrative personnel of the Commission to conference, discuss, and solicit input in the development of nursing services contract document for the 2012-2013 school year which provides nursing services to the following non-public schools located in the Metuchen School District:

- St Joseph High School
- Children's First Montessori School
- Metuchen Christian Academy
- St. Francis Cathedral School

6. **Contract – Associated Services for the Blind, Inc.**
Move to approve a contract between the Metuchen Board of Education and Associated Services for the Blind, Inc. to provide psycho-educational testing for the district’s visually impaired students, on an as needed basis, at a cost of \$450 per evaluation (including report).
7. **Comprehensive Maintenance Plan**
Move to approve the district’s Comprehensive Maintenance Plan for the 2013-2014 school year.
8. **Non-Public Technology Requests**
Move to approve non-public technology requests for 2012-2013 *as listed on the attached sheets.*
9. **Approval – Contract**
Move to approve a contract with Action Interpreting, LLC as a provider of interpretation services at the rate of \$110/hr. (3 hour minimum) plus travel time at \$45/hr.
10. **Out-of-District Placement**
Move to approve an out of district placement for student 20161954 at Montgomery Academy retroactive to October 23, 2012 at a prorated tuition of \$44,147.
11. **Out-of-District Placement**
Move to approve an out of district placement for student 002017220 at Collier School, effective November 6, 2012 at a prorated tuition of \$41,180.
12. **Resolution – Travel/Professional Development**
Move approval of the following certificated staff members’ attendance at professional development conferences *as shown on the attached list.*
13. **Resolution – Field Trips**
Move to approve field trips *as shown on the attached list:*

Items B1 through B13

Mr. Small

Ms. Lanton

Moved

Seconded

Motion carried (8-0)

C. POLICY

1. First Reading of Policy

There will be a first reading of the following policies:

Policy/Regulation #		Policy/Regulation Name
6220	Finances	Budget Preparation
6471	Finances	School District Travel
6820	Finances	Financial Reports

2. Second Reading of Policy

There will be a second reading of the following policies:

Policy/Regulation #		Policy/Regulation Name
5308	Pupils	Pupil Health Records
6150	Finances	Tuition Income

3. Memorandum of Agreement Between Education and Law Enforcement Officials

Move to approve the annual review of the Memorandum of Agreement between Education and Law enforcement Officials for the 2012-2013 school year.

4. Resolution

Move to approve the submission of the NJQSAC Statement of Assurance (SOA) and District Performance Reviews (DPR) to the Executive County Superintendent, Dr. Samuel Stewart.

Items Bi through B4

Ms. Gibson

Ms. McGuire

Moved

Seconded

Motion carried (8-0)

XV. Meeting Open to Public

XVI. Announcements

XVII. Motion to adjourn to Closed Session

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 closed 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.

**Professional Development for Board Approval -
11/13/2012**

Start__Date	End__Date	Activity_Title	Last_First_Name	Building_ Name	Approved Expenses	Payment Source
10/15/2012	10/15/2012	State Teacher Evaluation Advisory Committee	Jennifer Miller	EMS	\$0.00	no cost
Rescheduled date to be determined.		Healthy Eating and Living Program for Eating Disorders	Traci Grauer	MHS	\$0.00	no cost
Rescheduled date to be determined.		Pre-K - 3rd Grade Annual Leadership Conference	Candace Ehmann	Campbell	\$45.00	Other
Rescheduled date to be determined.		Pre-K - 3rd Grade Annual Leadership Conference	Meghan Jeney	Campbell	\$45.00	Other
Rescheduled date to be determined.		Pre-K - 3rd Grade Annual Leadership Conference	Sarah Anderson	Moss	\$45.00	Other
Rescheduled date to be determined.		Pre-K - 3rd Grade Annual Leadership Conference	Melissa Fiore	Campbell	\$45.00	Other
Rescheduled date to be determined.		Pre-K - 3rd Grade Annual Leadership Conference	Brooke Kirschner	Campbell	\$45.00	Other
Rescheduled date to be determined.		Pre-K - 3rd Grade Annual Leadership Conference	Vincent Caputo	Central Office	\$45.00	Other
Rescheduled date TBD.		Teach Europe	Rich Stoner	EMS	\$26.00	Other
Rescheduled date to be determined.		Ocean County NJAKE Trip to Jenkinson's Aquarium	Christina Spring	Moss	\$25.00	FFPI 13-074
11/15/2012	11/16/2012	Post Traumatic Stress Management & Psychological First Aid	Lisa Granados	EMS	\$49.60	Other
11/15/2012	11/15/2012	Building Strong Number Sense and Place Value Power	Julie Anderson	Campbell	\$215.00	FFPI 13-081
11/15/2012	11/15/2012	Building Strong Number Sense and Place Value Power	Melissa Gubernat	Campbell	\$215.00	FFPI 13-080
11/16/2012	11/16/2012	Intervention Strategies for At Risk & Mainstreamed Students	Evette Collier	Moss	\$0.00	no cost
11/16/2012	11/16/2012	Intervention Strategies for At Risk & Mainstreamed Students	Alissa Trapanese	Campbell	\$0.00	no cost
11/16/2012	11/16/2012	Donor Advocacy	Susan Trojan	MHS	\$20.00	FFPI 13-082
11/30/2012	11/30/2012	Integrating Core Content Standards with Math, Science, & Literacy	Rick Cohen	Central Office	\$149.00	Other

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11/30/2012	11/30/2012	Integrating Core Content Standards with Math, Science, & Literacy	Ed Porowski	District	\$149.00	Other
11/30/2012	11/30/2012	Integrating Core Content Standards with Math, Science, & Literacy	Kathleen Henn	District ESL	\$149.00	Other
11/30/2012	11/30/2012	Integrating Core Content Standards with math, Science, & Literacy	Joann Zebrowski	District	\$149.00	Other
12/1/2012	12/2/2012	Crossfit Level 1 Course	Lauren Butler	MHS	\$800.00	FFPI 13-058
12/3/2012	12/3/2012	Practical Strategies for Meeting the Rigorous C.C.S.S. Writing K-2	Dee Sneddon	Campbell	\$215.00	FFPI 13-073
12/3/2012	12/3/2012	Practical Strategies for Meeting the Rigorous C.C.S.S. Writing K-2	Pat Sharkey	Campbell	\$215.00	FFPI 13-072
12/7/2012	12/7/2012	Rutgers School Counselor Day	Leigh Hanbridge	MHS	\$0.00	no cost
12/10/2012	12/12/2012	Two Day Workshop 12/10 & 12/12 - Reflecting on Assessment Data	Joann Zebrowski	District	\$0.00	no cost
12/10/2012	12/12/2012	Two Day Workshop 12/10 & 12/12 - Reflecting on Assessment Data	Ed Porowski	District	\$0.00	no cost
12/11/2012	12/11/2012	Implementing the CCSS with English Language Learners	Ellen Park	District ESL	\$129.00	FFPI 13-086
12/11/2012	12/11/2012	Assessment and Clinical Management of Suicidal Youth	Lisa Granados	MHS	\$119.80	Other
12/11/2012	12/11/2012	Assessment and Clinical Management of Suicidal Youth	Chrissy Theiss	EMS	\$95.00	FFPI 13-087
12/12/2012	12/12/2012	Using Whole-Child Wisdom to Evaluate and Treat Your Caseload	C. Cuthbertson	Moss	\$60.00	FFPI 13-079
12/19/2012	12/19/2012	Working Effectively with Difficult, Defiant, and Noncompliant Students	R. Jacheo-Smith	Campbell	\$237.40	FFPI 13-078
12/19/2012	12/19/2012	Working Effectively with Difficult, Defiant, and Noncompliant Students	Deanna Kindler	Campbell	\$225.00	FFPI 13-071
1/17/2013	1/17/2013	Dinosaurs	Christina Spring	Moss	\$20.00	FFPI 13-075

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2/4/2013	2/4/2013	Embracing Digital Literacy and Classroom Technology	Kristina Servidio	Campbell	\$135.00	FFPI 13-077
2/7/2013	2/7/2013	Charting a New Course: Instructional Strategies to Implement Common Core Standards	Meghan Jeney	Campbell	\$149.99	FFPI 13-083

Field Trips for Board Approval 11/13/12

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
MHS	Campbell School	Students from Breaking the Chain Club to speak to Campbell School students about educating students in Ghana for NJEA produced Classroom Close-up special to air in February and March 2013.	Evan Robbins	10/22/12	45
MHS	Middlesex County College	Orchestra to perform for patients at the county college temporary medical center	Catherine Morrison John Morrison	11/14/12	30
MHS	Alliance Francaise and Les Sans Culottes, NY, NY	French Club students to attend a concert by a French-Caribbean multi-instrumentalist and then experience French cuisine.	Anna Girin Stefeny Krombholz Lynda Wisniewski Susan Trojan	11/14/12	45
MHS	Crowne Plaza, Monroe, NJ	10 th , 11 th and 12 th grade girls to attend conference "My Journey, My Voice: Empowering Young Women" sponsored by Coalition for Healthy Communities.	Judi Cheung Traci Grauer	11/29/12	8
MHS	Lola Latin Bistro Metuchen, NJ	Culture Club students to taste and discuss Spanish & Latin culture "tapas"	Danielle Scala	12/5/12	12-15
MHS	Asanka Delight Restaurant, Somerset, NJ	Breaking the Chain students to sample food from Ghana to understand African culture.	Evan Robbins Christopher Giddes	12/11/12	35
MHS	Robert Wood Johnson University Hospital	Representatives from Culture Club, Spanish, Foods and Art classes to deliver gifts to children that they have created and collected.	Rosann Kamin Danielle Scala	12/13/12	30

MHS	Mona Lisa Pastry Shop, Metuchen	Italian Club students will discuss Italian celebrations and wedding traditions and sample authentic pastries. (After school hours)	Rosann Kamin	12/19/12	20
MHS	Local businesses	Experience Based Community Education Class students to participate in job shadowing program at various local businesses as arranged by Special Services Department	Barbara Johnson Lynda Wisniewski	Various students on various dates	10 students are enrolled in the program
MHS	Boston, Mass.	Students to participate in Harvard Model Congress	Christopher Giddes Linda DePaola Danielle Scala	2/21 – 24/13	46
EMS	Dorney Park Allentown, PA	7 th and 8 th grade Chorus and Orchestra students to participate in music festival.	Catherine Morrison Stefeny Kromholz Robin Keyes Jordyn Gallagher Michael Butler	5/31/13	120
Campbell	NJ Statehouse and Barracks, Trenton, NJ	4 th grade students to tour the Statehouse and Barracks as related to study of American Revolution and State Government	All 4 th grade teachers, in-class support teachers and paras	Two trip dates – 6/10 and 6/11/13	Half of 4 th grade students each day
Campbell	A&P, Edison, NJ	Self-Contained class to go on shopping trip	Alaina Warakomski and 3 paras	11/2/12 – to be rescheduled	5
Campbell	Moss School	Self-Contained class to go to Moss School for cooking class	Alaina Warakomski and 3 paras	11/16/12	5
Campbell	Metuchen Public Library	Self-Contained class to visit library	Alaina Warakomski and 3 paras	11/30/12	5

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Moss	Wegman's	Kindergarten students to tour Wegman's supermarket	Sarah Anderson	11/7/2012	18-20
Moss	Wegman's	Kindergarten students to tour Wegman's supermarket	Christina Spring	11/27/2012	18-20