

MINUTES

Business Meeting

of the Metuchen Board of Education

Tuesday, November 27, 2012

- VIII. Report of the Board President** Nothing at this time.
- IX. Report of the Superintendent** Mr. Caputo reported that there was a power outage at Campbell School earlier in the day. The fire department responded immediately to our call and brought generators, portable lights to the school so that work could carry on without interruption.
- X. Report of the Business Administrator/Board Secretary** Mr. Harvier presented Bill Lists for Funds 10 and 20, effective November 28, 2012; Budget Transfers effective November 30, 2012; and the Treasurer of School Monies' report and the Board Secretary's Report as of September 30, 2012
- XI. Committee Reports**
- Athletics: Coaching staff was discussed.
- Policy: Discussion took place on new policies on the Business agenda for first readings.
- Curriculum: A discussion took place on the balanced literacy and language arts.
- Finance: Discussion took place about our experience with our insurance brokers; there was an update on the Campbell School project; there was discussion of the age of heating systems at three of the district schools; there was a review of the preliminary budget calendar; there was an update on our external audit; a discussion of budget transfers; a discussion of the replacement of the MHS sign; a review of district cell phone plans; an update on our application to FEMA for damages from Hurricane Sandy, and a review of the district's relationship with the YMCA.

XII. Minutes

Move to approve minutes of the following meeting:
November 13, 2012 – Closed Session

The item was tabled.

XIII. Meeting Open to the Public

XIV. Recommendations of the Superintendent of Schools

A. PERSONNEL

1. Long Term Substitute

Move to approve Shauna Evans as a long-term substitute for Marci Stoner (Special Education – EMS) from December 12, 2012 through March 15, 2013 – Step 1A at the per diem rate of \$261.71.

2. Substitute Teachers

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

Name	Certification
Suzette de Arauju	Substitute
Shauna Evans	Elementary and ToSD
Joseph Giordano	Substitute
Farrah Zaidi	Substitute

Items A1 & 2

Mr. Benderly

Moved

Ms. Lanton

Seconded

Motions carried (9-0)

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 September 30, 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 27, 2012 no budgetary line item accounts have obligations and payments which

6. Resolution – Travel/Professional Development

Move approval of the following certificated staff members' attendance at professional development conferences *as shown on the attached list.*

7. Resolution – Field Trips

Move to approve field trips *as shown on the attached list.*

Items B1 through B7

Mr. Small	Ms. Matise	
Moved	Seconded	Motion carried (9-0)

C. POLICY

1. First Reading of Policy

There will be a first reading of the following policies:

Policy/ Regulation #		Policy/Regulation Name
8420	Operations	Emergency and Crisis Situations
8330	Operations	Pupil Records
3126	Teaching Staff Members	Induction Program for Provisional Teachers
R 8420	Operations	Emergency and Non-Fire Evacuation Plan
R 8420.2	Operations	Bomb Threat
R 8420.7	Operations	Lockdown Procedures
R 8420.10	Operations	Active Shooter

2. Second Reading of Policy

There will be a second reading of the following policies:

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

Items C1 through B2

Ms. Gibson	Ms. Matise	
Moved	Seconded	Motion carried (9-0)

D. CURRICULUM

1. Curriculum Approval

Move to approve revised curriculum for the following

1. World Cultures
2. LAL Grades 3 – 5

Ms. deVries
Moved

Ms. Gibson
Seconded

Item D-1-1 Motion carried (8-0-1)
Mr. Benderly abstained

Item D-1-2 TABLED

E. SPECIAL

1. Resolution to Acknowledge and Understand the Lasting Impact of Hurricane Sandy with Respect to the District's Operations –

It is recommended that the Metuchen School District acknowledge and understand the lasting impact of Hurricane Sandy with respect to the District's operations.

WHEREAS, Metuchen and New Jersey suffered through the devastation caused by Hurricane Sandy; and

WHEREAS, the community came together in their efforts to help with the recovery from this disaster and the Board of Education acknowledges the great efforts by many, including the Mayor and Council, Borough Police Department, Chief of Police, Chief of Fire Department, Borough Administrator, Office of Emergency Management, Board of Education Supervisor of Building of Grounds, Maintenance and Grounds Staffing, Transportation, Pomtonian Food Service, School and District Administration; and

WHEREAS, the District was closed beginning October 29, 2012 and was only able to resume instructional services in full on November 5, 2012 due to numerous power outages and unsafe conditions in and around the Borough of Metuchen; and

WHEREAS, various mandatory State Reports and deadlines may have been missed and/or extended by State Officials;

NOW THEREFORE, BE IT RESOLVED, that the District Board of Education Members understand that the Central Office Administration will work

towards completing the various reports and requirements under the law as such time that power and services are fully restored and comply with any required submission within a reasonable time thereafter.

Mr. Lifton
Moved

Mr. Benderly
Seconded

Motion carried (9-0)

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 11-27-12

Start__Date	End__Date	Activity_Title	Name	Building_Name	Approved Expenses	Payment Source
11/29/2012	11/29/2012	My Journey, My Voice: Empowering Young Women	Susan Trojan (replacing J. Cheung)	MHS	\$0.00	no cost
11/29/2012	11/29/2012	Improving Schol Climate and Conditions (Rescheduled - previously approved))	Kathy Keers-Nolde	Campbell		
11/30/2012	11/30/2012	NJ Assoc. of School Librarians Fall Conference	Jane Brown	EMS	\$161.24	FFPI 13-093
12/5/2012	12/5/2012	Integrate, Educate and Celebrate, A Complimentary Workshop with Dr. Rene Boyer	Margie Thomas	Campbell	\$34.00	FFPI 13-093
12/7/2012	12/7/2012	Peer Observation of PE Classes at Somerville HS	Bob Ulmer	MHS	\$0.00	no cost
12/7/2012	12/7/2012	Peer Observation of PE Classes at Somerville HS	Kelly Evans	MHS	\$0.00	no cost
12/10/2012	12/10/2012	Data Driven Instruction	Kathy Glutz	EMS	\$34.00	other
12/11/2012	12/11/2012	Assessment and Clinical Management of Suicidal Youth	Evette Collier	Special Services	\$95.00	FFPI 13-094
12/11/2012	12/11/2012	Assessment and Clinical Management of Suicidal Youth	Elaine Goldstein	EMS	\$100.58	FFPI 13-088
12/18/2012	12/18/2012	Meet the Rigorous Common Core State Standards for Writing Powerful Early Intervention Strategies to Help Students	Kathy Sullivan	MHS	\$225.00	FFPI 13-092
1/8/2013	1/8/2013	Struggling with Math Powerful Early Intervention Strategies to Help Students	Jennifer Spak	Campbell	\$215.00	FFPI 13-089
1/8/2013	1/8/2013	Struggling with Math Powerful Early Intervention Strategies to Help Students	Lisa Levin	Campbell	\$258.90	FFPI 13-090
1/8/2013	1/8/2013	Struggling with Math	Donna Huntress	Campbell	\$259.60	FFPI 13-091
1/11/2013	1/11/2013	Teaching for Retention	Carol Volkland	Campbell	\$120.00	FFPI 13-096
1/18/2013	1/18/2013	Improving Test Scores	Eileen Kuchar	EMS	\$100.00	Other

BOE Mtg. 11/27/12

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
Campbell	Lakeview School Edison, NJ	A 3 rd grade class and a 4 th grade class will continue interaction with two classes from Lakeview School to work on communication and collaboration skills.	Chris Donohue Michelle Minelli	2/21/13	50
The ZONE	Bounce U of Bridgewater	After school ZONE program students to participate in activities in inflatable stadium setting.	John Butler Todd Gural Stephen Irenski	12/14/12	30 +