

MINUTES

Business Meeting of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, New Jersey 08840

Tuesday, December 11, 2012

- VIII. Report of the Board President** Mr. Lifton spoke about the process for the review of proposals for the position of Board of Education attorney. Two finalists were selected, one for position of General Counsel and one for the position of Special Education Counsel.
- VIX. Report of the Superintendent** Mr. Caputo noted the retirement, already Approved, of Diane Neiss, Secretary to the Principal at Campbell School. She worked for three principals, Mark Heinze, Bob Gugliara, and Florence Carter and has played a vital role in the efficient day-to-day running of Campbell School. She will be greatly missed.
- X. Report of the Business Administrator/Board Secretary** Mr. Harvier presented the Board Secretary's Report as of October 31, 2012, transfers, and Bill Lists effective December 12, 2012.
- XI. Committee Reports**
Athletics: The Athletics Committee reviewed the Fall sports wrap up which was presented to the Board tonight. They discussed coaching openings for the 2012-2013 school year, the need for repair of the Edgar Middle School baseball mound and plate which are in need of repair. Those fields are also in need of work since there is no sprinkler system used. The proposed "Week of Lights" would run from Monday through Friday with all Fall Sports having an opportunity to play an evening home game. The committee will meet with local residents whose homes may be impacted by the use of evening lighting during that period. The first step in being pro-active toward potential problems would be handing out flyers to local residents explaining the proposed event. There was discussion about the incorporation of the event with a benefit for a yet to be decided charity. There was also discussion about involving Middle

School students as a way of increasing their interest in the high school sports program.

Policy: The committee met in November and presented many policies for a first reading. They will be having a second reading tonight.

Curriculum: There is now a place on the district website listing community service opportunities for students. The committee also spoke about the weighting of mid-terms and finals in the determination of final grades. They also spoke about the LAL and Concert Choir Curricula which are on the Business Meeting agenda for approval.

Finance: the committee spoke about the CAFR and the transfer of funds for the upcoming capital project.

XII. Minutes

Move to approve minutes of the following meeting:

November 13, 2012 – Agenda, Business, Closed Session

November 27, 2012 – Open, Business, Special Closed

Mr. Lifton

Ms. Lanton

Moved

Seconded

Motion carried 7-0-1 (Benderly)

XIII. Meeting Open to the Public

XIV. Recommendations of the Superintendent of Schools

A. PERSONNEL

1. Appointment – Non-Certificated Staff

Move to approve Laura Chiusano as secretary at Campbell School effective January 2, 2012 through June 30, 2013 at the annual salary of \$38,480, prorated.

2. Appointment – Non-Certificated Staff

Move to approve the following as paraprofessionals:

a) Suzanne Manley at the rate of \$15.20/hr. effective January 2, 2013 through June 30, 2013;

b) Kyle Thomas at the rate of \$15.20/hr. effective December 12, 2012 through June 30, 2013; and

c) Jesse Stier at the rate of \$15.20/hr. effective December 12, 2012 through June 30, 2012.

3. Maternity/Childcare Leave of Absence

Move to approve a maternity/childcare leave of absence for Meghan Jeney, Special Education teacher at Campbell School, From approximately March 11, 2013 through June 30, 2013.

4. Maternity/Childcare Leave of Absence

Move to approve a maternity/childcare leave of absence for Tara Lingenfelter, first grade teacher at Campbell School, effective approximately March 11, 2013 through approximately June 7, 2013.

5. Long-term Substitute

Move to retroactively approve Vincent Mistretta as a long-term substitute for Kathy Keers-Nolde at the rate of \$261.71 (minus the cost of daily substitute [already paid]) from October 5, 2012 through December 7, 2012 .

6. Substitute Teachers

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

Charead Alano	Substitute
Susan Gray, RN	Substitute Nurse Substitute Teacher
Alona Krygina	Elementary
Jordan Lammers	Substitute
Jacqueline LeCompte	Substitute
Kerry Smyth	Substitute

Items 1 – A6

Mr. Benderly
Moved

Mr. Flaherty
Seconded

Motion carried (8-0)

B. FINANCE

1. Board Secretary's Report

Move approval of the Board Secretary's Report as of October 31, 2012.

2. Transfer from Capital Reserve and Maintenance Reserve

Move to approve the transfer of \$1,367,193 from the Capital Reserve to Fund 30 for DOE project number 23-3120-060-13-1000.

Move to approve the transfer of \$200,000 from the Maintenance Reserve to the General Fund, account number 11.999.261.420 to fund maintenance projects including projects identified in the Comprehensive Maintenance Plan.

3. 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 December 11, 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.

4. Acceptance of 2011-2012 School Year Audit (CAFR)

Move the acceptance of the Comprehensive Annual Financial Report (CAFR), the accompanying Report to Management, and the synopsis prepared by the Superintendent, the Business Administrator, and Parente Beard LLP, with no corrective action necessary for the fiscal year ended June 30, 2012.

5. Resolution – Travel/Professional Development

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

6. Resolution – Field Trips

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

Items B1 – B 8

Mr. Lifton

Mr. Benderly

Moved

Seconded

Motion carried (8-0)

7. Contract – Board Attorney

Move that the Board of Education ("Board") approve the appointment of Schwartz, Simon, Edelstein, and Celso ("Firm") as General Counsel and approve the Firm for the period from January 1, 2013 through June 30, 2013. The Board will pay the Firm an hourly rate of \$160/hr.

Mr. Lifton

Mr. Benderly

Moved

Seconded

Motion carried (5-3)

No: DeVries, Gibson, McGuire

8. Contract – Board Attorney

Move that the Board of Education (“Board”) approve the appointment of Machado Law Group (“Firm”) as Special Education Counsel and approve the Firm for the period from January 1, 2013 through June 30, 2013. The Board will pay the Firm an hourly rate of \$150/hr.

Mr. Lifton
Moved

Mr. Benderly
Seconded

Motion carried (6-0-2)
Abstained: Gibson, McGuire

C. POLICY

1. Second Reading of Policy

There will be a second 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. Change to Grading System

Move that, upon the recommendation of the Superintendent of Schools, the Metuchen Board of Education approves a change to the weighted grading system at Metuchen High School, beginning in the 2013-2014 school year as follows:

- a) Honors courses: 0.5 points will be added to the final grade; and
- b) Advanced Placement Courses: 1.0 points shall be added to the final grade.

The Superintendent and the Business Administrator/Board Secretary are hereby authorized and directed to take all necessary steps to implement this action of the Board.

3. Robert Wood Johnson Safety Ambassador Program

Move to approve the participation of the Metuchen School District in a survey being conducted by RWJ to study the effectiveness of their Safety Ambassador Research Program.

4. Revision – District Calendar 2012-2013

Move to approve revisions to the district's 2012-2013 school year calendar. Snow days will be used in the following order: February 15 (used), May 28, April 1, and March 25.

Items C1 - 4

Ms. Gibson
Moved

Mr. Benderly
Seconded

Motion carried (8-0)

D. CURRICULUM

1. Revised Curriculum Approval

Move to approve revised curriculum for the following:
LAL Grades 3 – 5 and Concert Choir.

Ms. Devries
Moved

Ms. McGuire
Seconded

Motion carried (7-0-1)
Abstained: Gibson

2. Summer Curriculum Work 2012-13

Move to amend Item A-30 Summer Curriculum Writing (June 26, 2012) and approve the following changes as follows:

Third Grade Science Curriculum
Michele Bethe \$175.00
Jonathan Nolde \$175.00
Biological Science
Scott Rockhill \$250.00

3. Educator Evaluation Rubrics

Move to adopt the James Stronge model for teachers and administrators as the district's state-approved teacher and principal evaluation instruments.

Items D2 – 3

Ms. deVries
Moved

Ms. McGuire
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.

Business Meeting December 11, 2012

Professional Development for Board Approval 12-11-12						
Start Date	End Date	Activity_Title	Name	Building Name	Approved Expenses	Payment Source
7/17/2012	7/19/2012	Developing and Implementing Student Training Plans	Lynda Wisniewski	MHS	\$270.00	FFPI 13-101
12/10/2012	12/10/2012	NJSIAA Soccer Committee Meeting (date was moved up from original schedule)	Val Gazda	MHS	\$0.00	no cost
12/13/2012	12/14/2012	All Star Track and Field Clinic	Marty Holleran	MHS	\$0.00	no cost
12/14/2012	12/14/2012	All Star Track and Field Clinic	Kelli Holleran	Campbell	\$190.00	FFPI 13-103
12/14/2012	12/14/2012	NJ Assoc. of School Psychologists	Tess Brown	Special Services	\$125.00	FFPI 13-085
1/7/2013	1/7/2013	Writing About Reading: Literacy, Essay and Beyond	Kristina Servidie	Campbell	\$100.00	FFPI 13-095
1/10/2013	1/10/2013	Online Workshops - Pre-Diabetes:Opportunity for Prevention. Pneumonia. Depression and Suicide	Mary Kay Sessa	Moss	\$78.00	FFPI 13-100
1/10/2013	2/14/2013, 3/11/2013, 4/8/2013, 6/11/2013	State Teacher Evaluation Advisory Committee Meetings	Jennifer Miller	EMS	\$82.00	FFPI 13-102
1/16/2013	1/16/2013	Understanding Grief and Loss: Ways to Support Grieving Children in School	Elaine Goldstein	EMS	\$100.70	FFPI 13-098
1/16/2013	1/16/2013	Understanding Grief and Loss: Ways to Support Grieving Children in School	Lisa Chango	EMS	\$97.02	FFPI 13-099
1/29/2013	1/29/2013	Practical Strategies to Differentiate Your Math Instruction Using Small Group Instruction and Math Learning Centers	Joann Zebrowski	District Supervisor	\$229.00	other
3/18/2013	3/19/2013	40th Annual Conference on Dyslexia and Related Learning Disabilities	Chris Cuthbertson	Special Services	\$454.00	FFPI 13-084

Business Meeting December 11, 2012

3/19/2013	3/19/2013	Creating College and Work Ready Students: Using the LearnDoEarn Student Achievement System	Barbara Johnson	MHS	\$0.00	no cost
3/19/2013	3/19/2013	Creating College and Work Ready Students: Using the LearnDoEarn Student Achievement system	Lynda Wisniewski	MHS	\$0.00	no cost

BOE Mtg. 12/11/12

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
Campbell	Woodbridge Mall Woodbridge, NJ	Self-contained class to go on shopping trip (part of curriculum for program)	Alaina Warakomski and classroom paras	12/7/12	5
Campbell	Woodrow Wilson Middle School	Self-contained class to attend "Coffee House" for Autism Program (part of curriculum for program)	Alaina Warakomski and classroom paras	12/14/12	5
Campbell	Moss School	3 rd grade class to meet with kindergarten students to write poems for Carnival of the Animals.	Chris Donohue Penny Silver	1/3/13	24
Campbell	Moss School	3 rd grade class to participate in Carnival of the Animals	Chris Donohue Penny Silver	1/18/13	24
EMS	MHS	8 th grade orchestra students to play for and listen to HS orchestra to introduce them to the HS music program.	Catherine Morrison	12/14/12	18
EMS	St. Joe's High School Metuchen, NJ	7 th & 8 th grade students to participate in math competition	Laura McCadden Sandy Vorensky	1/12/13	10
EMS	Camp Mason Blairstown, NJ	5 th grade students to participate in Outdoor Education Trip	All 5 th grade teachers and additional staff	5/29, 30, 31, 2013	175
MHS	William Paterson University, Wayne, NJ	Concert Choir students to participate in choral workshop and festival	Stefeny Stofa Krombholz	4/13/13	30