

**THE PUBLIC SCHOOLS
METUCHEN, NEW JERSEY**

MEETING MINUTES

of the Metuchen Board of Education

Metuchen High School
400 Grove Avenue
Metuchen, NJ 08840

Tuesday, November 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		Mr. Lifton	
Ms. deVries		Ms. Matise	
Mr. Flaherty		Ms. McGuire	
Ms. Gibson		Mr. Stern	
Ms. Lanton			

IV. Showcase of Success

Superintendent Vincent Caputo presented current 6th, 7th, 8th, and 9th grade students who received top scores of 300 on the 2014 NJASK 5, 6, 7, 8.

V. Presentation/Discussion Items

Supervisor of English and Social Studies Tiffany Jacobson presented information about balanced literacy.

VI. Special Hearing

There will now be a special hearing on a contract amendment of the Superintendent of Schools.

Members of the public are invited to submit public comments regarding the proposed adoption of the Superintendent's employment agreement. The Board, pursuant to N.J.S.A. 10:4-12(b), *The Open Public Meetings Act*, shall not publicly discuss personnel matters and shall not respond to comments made by members of the public; however, the board will give all comments appropriate consideration.

Please be aware that the subject of this hearing retains the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public.

VII. Report of the President of the Board of Education

VIII. Report of the Superintendent of Schools

IX. Report of the Business Administrator/Board Secretary

X. Committee Reports

XI. New Business

XII. Old Business

XIII. Minutes

Move to approve the minutes of the following meeting:

October 21, 2014 Board Meeting, Special Executive Sessions 1 & 2

XIV. Meeting Open to the Public

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

XIV. Meeting Open to the Public

(for comments on the Recommendations of the Superintendent)

XV. Recommendations of the Superintendent of Schools

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

A. PERSONNEL

1. Resolution approving Addendum to the Employment Agreement of Vincent R. Caputo as Superintendent of Schools

WHEREAS, N.J.S.A 18A:11-11 requires boards of education to provide public notice of proposed action 30 days prior to the renegotiation.

extension, amendment, or alteration of an employment contract with the superintendent of schools, and to provide 10 days advance notice of a public hearing prior to any such action; and

WHEREAS, the Metuchen Board of Education desires to amend the employment agreement of Superintendent of Schools Vincent R. Caputo dated December 6, 2011; and

WHEREAS, the required advance public notice was provided to the public as required by law; and

WHEREAS, THE Board of Education held the public hearing regarding the proposed Addendum to the Superintendent's Employment Agreement ("Addendum") on November 11, 2014 in accordance with its advertised public notice; and

WHEREAS, the Executive County Superintendent of Schools has approved the Addendum pursuant to N.J.A.C. 6A:23A-3.1.

NOW, THEREFORE LET IT BE RESOLVED that that the Metuchen Board of Education hereby approves the previously submitted Addendum to the Superintendent's Employment Agreement and authorizes and directs the Board President to execute the same. The amended salary for the 2014 2015 school year will \$157,500.

2. Sidebar Agreement

Move to approve the Sidebar to the collective bargaining agreement between the Board of Education and the Metuchen Education Association, dated November 11, 2014.

3. Retirement

Move to accept the retirement of Marilyn Miller, secretary at Moss School, effective January 1, 2015.

4. Change in Salary - Certificated Staff

Move to change salary status for Long Term substitute Kristin Rea (October 7, 2014, Item XV A-2). Salary status changed to \$266.04 for day 1 through end of assignment.

5. Long Term Substitute

Move to appoint William Latta as long term substitute teacher for Barbara Johnson's medical leave (MHS - Sp Ed). Days 1 through 20 at his regular paraprofessional rate of pay \$118.38/per diem and days 21 through end of the assignment \$266.04/per diem.

6. Appointment - Certificated Staff

Move to appoint the following as district liaisons for both child welfare and law enforcement officials:

- a) Rick Cohen - Moss School,
- b) Ed Porowski - Campbell Elementary School,
- c) Kathy Glutz - Edgar Middle School, and
- d) Bruce Peragallo - Metuchen High School.

7. Retirement - Non-Certificated Staff

Move to accept the retirement of Josephine Raimondo as secretary at The Zone effective October 23, 2014

8. Family Leave/Childcare Leave of Absence

Move to extend the family leave/childcare leave of absence for Jessica Walker (1st grade teacher - Campbell School) from January 6 2015 through June 30, 2015.

9. Medical Leave of Absence - Non-Certificated Staff

Move to approve a medical leave of absence for Susan Nemer, paraprofessional at Campbell School effective immediately with an expected return date of January 20, 2015.

10. Salary Adjustment - Coach

Move to adjust the salary of Devon Costanza, Cheerleading Coach (June 10, 2014 A-9) to \$3,200 - Fall Season, \$3,200 Winter Season 2014-15.

11. Substitute Teachers

Move to approve the following as substitute teachers for the 2014-2015 school year: Farhana Khan (substitute), Sarah Greenfeder (Substitute), Maryann Slater (Substitute), and Roseann Giegerich (substitute).

12. Substitute Secretary

Move to approve Colleen Hines as substitute secretary for the 2014-2015 school year.

13. Zone Appointment

Move to approve Arthur Flaherty Jr. as a Youth Mentor at the rate of \$7.50/hr. as needed.

B. FINANCE

1. Special Education Placements

Move to approve the following placements at Community Nursery School retroactive to September 1, 2014. Each student attends two half-days per week:

1232123	Tuition, Registration fee, and Activity Fee	\$2,385
45454545	"	\$2,385
1230987	"	\$2,385
2028002	"	\$2,385
2028005	"	\$2,385
2027005	"	\$2,385
2028004	"	\$2,385
	TOTAL	\$16,695

2. Change in Out-of-District Placement

Move to approve the placement of student 002022181 at Raritan Valley Academy, effective November 12, 2014 at a prorated tuition of \$30,441.

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:

C. POLICY

1. Second Reading of Policy

There will be a second reading of the following policies:

- Policy 5710 Pupil Grievance/Appeal
- Policy 3125 Employment of Teaching Staff Members
- Policy 4125 Employment of Support Staff Members
- Policy 3230 Outside Activities (Teaching Staff Members)
- Policy 4230 Outside Activities (Support Staff Members)

2. Harassment, Intimidation, and Bullying

Move to approve the findings of the previously reported case EMS102214001.

3. School Bus Emergency Evacuation Drill Reports

Move to accept the report of the completion of the school Bus Emergency Evacuation Drills:

- 1) 10/24/14, 8:50 am & 2:00 pm, Moss School, Bus loading/unloading area, Van #2 and Van #6, supervised by Sheila Donohue, Transportation Coordinator.
- 2) 10/15/14 and 10/27/14, 2:30 PM, Campbell School, bus loading/unloading area, Routes C1, C2, C3, C4, C5, C6, C7, C8, C9, and Van #6, supervised by School Principal Ed Porowski.
- 3) 10/16/14, 12:15 pm, Edgar Middle School, bus pick up area, E1, E2, E3, E4, E5, e6, E7, E8, and SE van, supervised by Brian Stike, Assistant Principal.

4. Comprehensive Maintenance Plan

Move to approve the Comprehensive Maintenance Plan for the 2015-2016 school year.

5. NJ Quality Single Accountability Continuum (QSAC)

Move to approve the Statement of Assurance school year 2014-15.

SOA Area	Score # of Yes Responses	Score % of Yes Responses
Instruction and Program	4	80%
Fiscal Management	9	90%
Governance	9	90%
Personnel	5	100%
Operations	19	90%

D. CURRICULUM

1. Revised Curriculum

Move to approve the revised curriculum guides as follows:

- Grade 4 Science
- Grade 4 Science Lab

2. New Curriculum

Move to approve the new curriculum guides as follows:

- Discrete Mathematics
- Math Investigations
- Grade 5 G&T
- Comprehensive Guidance & School Counseling Program

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.

Professional Development for Board Approval 11/11/14

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
11/12/2014	11/12/2014	RIISA & Middlesex County Curriculum Council's Fall Conference	Graziano, Judy	EMS	\$	- No cost	
11/17/2014	11/17/2014	Common Core Writing Instruction Across Content Areas	Ronk, Ed	EMS	\$ 156.04	FFPI	15-080
11/17/2014	11/17/2014	Common Core Writing Instruction Across the Content Area	Stoner, Richard	EMS	\$ 149.00	FFPI	15-077
11/17/2014	11/17/2014	Common Core Writing Instruction Across the Content Areas	Pepe, Richard	CES	\$ 189.00	Other	
11/18/2014	11/18/2014	How to Get Your Money From the SDA for Your ROD Grants	Harvier, Michael	C/O	\$	- No cost	
11/19/2014	11/19/2014	Organizing for Self-Study: Excellence by Design (EBD)	LaFauci, Susan	MHS	\$ 45.00	Other	
11/20/2014	11/23/2014	National Council for the Social Studies Annual Conference	Smith, Kenneth	EMS	\$ 1,000.00	FFPI	15-079
11/24/2014	11/24/2014	Breaking the Chain Through Education Presentation	Robbins, Evan	MHS	\$	- No cost	

Board of Education Meeting 11/11/14

11/25/2014	11/25/2014	Navigating New Laws: Case Law and Litigation Impacting Chief School Administrators	Cohen, Richard, Caputo, Vincent	C/O	\$	- No cost	
12/3/2014	12/3/2014	Response To Intervention	Doherty, Jennifer	CES	\$	229.00 FFPI	15-071
12/3/2014	12/3/2014	RTI: Practical Strategies for Intervening with Students Before They Fall Behind	Jeney, Meghan	CES	\$	229.00 FFPI	15-072
12/3/2014	12/3/2014	Evidence, Evidence, and More Evidence	Glutz, Kathryn	EMS	\$	149.00 Other	
12/4/2014	12/4/2014	11th Annual Suicide Prevention Conference	Goldstein, Elaine	EMS	\$	100.89 FFPI	15-083
12/5/2014	12/5/2014	22nd Annual History Conference at Princeton University	Schlavis, William	MHS	\$	75.00 FFPI	15-074
12/9/2014	12/9/2014	Lawfully Managing Student Records Without Violating Privacy Rights	Goodson, Tiffany	C/O	\$	299.00 Other	
12/9/2014	12/9/2014	NJSIAA Soccer Committee meeting	Gazda, Valerie	MHS	\$	- No cost	
12/10/2014	12/10/2014	Practical Strategies to Address the Challenges of Today's School Nurse	Billik, Janice	EMS	\$	235.00 FFPI	15-075
12/12/2014	12/12/2014	"I can't" to "I can": Helping Struggling Readers Succeed by Developing Ownership, Agency, and Independence	Stoner, Marcie	EMS	\$	175.00 FFPI	15-084
12/12/2014	12/12/2014	I Can't to I Can: Helping Struggling Readers Succeed by Developing Ownership, Agency and Independence	Kuchar, Eileen	EMS	\$	150.00 FFPI	15-073
1/6/2015	1/6/2015	Hot Issues in School Law	Glutz, Kathryn	EMS	\$	150.00 Other	
1/13/2015	1/13/2015	Investigating Discrimination Claims	Glutz, Kathryn	EMS	\$	150.00 Other	
1/16/2015	1/16/2015	National Soccer Coaches Convention	Albanese, Edward	EMS	\$	530.00 FFPI	15-082
2/11/2015	2/11/2015	CLOSE READING STRATEGIES: Practical Ways to Help Students Use Critical Reading Habits to Meet the Common Core State Standards (Grades K-2)	Doherty, Jennifer	CES	\$	235.00 FFPI	15-081

3/13/2015	3/13/2015	Topics in Transition Planning for Students with Disabilities	Irenski, Janet	MHS	\$	- No cost
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Field Trips

BOE Mtg 11-11-14

School	Destination	Class/Group	Teachers/ Advisors	Date(s)	No. of Students
CES	The Forum Theater Metuchen, NJ	2 nd Grade students will attend a performance promoting problem solving and character education.	All 2 nd grade staff and 3-4 parents per class.	11/19/14	157
CES	Brookdale Ocean Institute, Sandy Hook, NJ	3 rd Grade students will examine life cycles & relationships of ocean creatures and plant life, and learn how weather and erosion affects the ocean habitat.	All 3 rd grade staff and 3-4 parents per class	6/15/15	154
EMS	Metuchen H.S.	8 th Grade students will attend orientation at MHS.	8 th grade teachers	11/21/14	155
MHS	PhoAnh Dao Restaurant Edison, NJ	Culture Club students will discuss and experience the cuisine of Vietnamese food and culture.	D. Scala	11-20-14 (after school)	6 - 12
MHS	Bristol Myers Squibb Children's Hospital @ RWJUH New Brunswick, NJ	Culture Club/Italian Club/Foods classes – students will deliver gifts & donations to the hospital staff for teens and children patients.	D. Scala, R. Kamin, B. Stanski	12/17/14 (after school)	25 - 30