

**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 25, 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. Matise	A
Mr. Flaherty	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	P		

**IV. Presentation/Discussion Items**

❖ **Showcase of Success**

There was a preview of the Metuchen High School Footlighters' fall production, *All in the Timing* by David Ives. This will be an evening of hilarious comic skits - a cross between Saturday Night Live and The Marx Brothers. The pieces also deliver some messages about life and the nature of time.

❖ **Edgar Focus School Designation**

Principal Kathy Glutz discussed student achievement and Edgar Middle School's Focus School Designation. She also spoke about Edgar's

collaboration with the Regional Achievement Center (RAC5). EMS is in its third year as a Focus School. Ms. Glutz remarked that neither Edgar nor any of the other schools initially designated as focus schools have had their status changed. Each year the School Improvement Team has developed a new improvement plan. This year's plan will focus on the sub-groups measured. The RAC walkthrough will take place only twice this year. Meetings will be held regularly with the RAC liaison. In December, a meeting took place with the teacher/leader cohort involved in the Rutgers middle grades program.

SIP goals were developed in the following way: four goals were adopted. Three were mandatory: ELA, Math, and Culture and Climate. The fourth, school-selected goal was Enabling Effective Use of Data. Each goal includes specific metrics for measuring mastery. She also discussed the "path to exit" the Focus School program.

- ❖ There was a preliminary discussion of an alternate location of Board of Education meetings. The Mayor had spoken with Mr. Lifton about using Borough Hall as the permanent home for BOE meetings. There is a cost involved in having MEtv set up at MHS although that cost is absorbed by the Board. This costs approximately \$150 per meeting and we are billed quarterly for the videotaping. Summer meetings are already held at Borough hall because of air conditioning. Lines are already wired into Borough Hall so it is an easier set-up for MEtv. Several concerns have already been raised - the BOE and the Borough are separate entities, the size of the space is probably too small to accommodate the size of the audiences generated by the Showcases of Success. The amount of available parking is another logistical consideration. After discussion, the consensus was that Mr. Caputo, Mr. Harvier, and Mr. Thumann (technology investigate the cost of wiring the auditorium. If it was possible for this to be done, many more community functions would be able to be broadcast to many more of our residents.

#### **V. Report of the President of the Board of Education**

Nothing at this time.

#### **VI. Report of the Superintendent of Schools**

Mr. Caputo reported on current progress on some of our district goals. Each goal has specific activities attached to it and are on a specific timeline for completion.

- Each student enters school healthy and learns about a healthy lifestyle.
- Each student has access to personalized learning and is supported by qualified, caring adults.

- Each graduate is challenged academically and prepared for success in college or further study and for employment and participation in a global environment.

**VII. Report of the Business Administrator/Board Secretary**

Nothing at this time.

**VIII. Committee Reports**

Technology The committee discussed the internet firewall, hiring of additional help in the Technology department, and the issues related to the e-mail crash.

Policy The committee reviewed sixteen policies and regulations. Thirteen will be brought for a first reading on December 9. The district also received a memo from the state DOE clarifying language that should be used in the district's attendance policy. The committee is also in putting more videotaped student activities on the "On Demand" section of the MEtv website. The concern expressed several years ago about the availability of student names and photographs on the Internet seems to have been mitigated over time. The committee is interested in the opinion of local police on the issue.

Finance The committee discussed the state of the current 2014-2015 budget and the status of the 2015-2016 budget. They also discussed the firewall, insurance related incidents and facilities use. The generator grant seems as though it may move forward and there is discussion about a potential bond refinancing.

Curriculum The committee discussed the STREAM/SWATT after school plan and costs involved for participants, the Math workshop model at EMS, and the MHS scheduling committee. The committee plans to look at the MHS grading policy.

**IX. New Business**

Ms. deVries asked if the reorganization meeting could be moved to January 2. Mr. Lifton responded that the board attorney is looking into a clarification of the dates that the state has mandated for a reorganization meeting. Once the board receives that clarification, the board can proceed with setting a date for that meeting.

**X. Old Business**

Nothing at this time.

**XI. Minutes**

Move to approve the minutes of the following meetings:

November 11, 2014 Executive Session

A motion was made to table approval of the minutes.

Mr. Lifton

Ms. Lanton

Moved

Seconded

Motion carried 7-0

**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 comment on the recommendations of the Superintendent of Schools.)

**XIV. Recommendations of the Superintendent of Schools**

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

**A. PERSONNEL**

**1. Resignation**

Move to accept the resignation of Lisa Catalanello as paraprofessional at Edgar Middle School effective December 2, 2014.

**2. Appointment – Certificated Staff**

Move to appoint the following as teachers for the 3<sup>rd</sup>-8<sup>th</sup> Grade After-School Program at the following hourly rate:

A motion was made by Ms. Lanton on item A3 to amend the agenda to reflect the appointment of Julie Anderson replacing the 2<sup>nd</sup> mention of Danielle Weitzner. The motion carried 7-0.

<b>Teacher</b>	<b>Hourly Rate</b>	<b>Number of Sessions</b>	<b>Total</b>	<b>Funds from:</b>
Jennifer Miller	\$33 x 3 hrs = \$99	23	\$2,277	Title I
Emily Presuto	\$33 x 3 hrs = \$99	23	\$2,277	Title I
Vivian Petrakakos	\$33 x 3 hrs = \$99	23	\$2,277	Title I
Danielle Weitzner	\$33 x 3 hrs = \$99	23	\$2,277	Title I
Melissa Savarese	\$33 x 3 hrs = \$99	23	\$2,277	Title I
Julie Anderson	\$33 x 3 hrs = \$99	23	\$2,277	Title I
Jackie Salit	\$33 x 3 hrs = \$99	23	\$2,277	STREAM enrollment
Katie McKeown	\$33 x 3 hrs = \$99	23	\$2,277	STREAM enrollment

**3. Appointment -- Technology**

Move to appoint Marcos Elias as Help Desk Technician for the 2014-2015 school year effective December 10, 2014 at the rate of \$42,500/yr.

**4. Appointment -- The Zone**

Move to approve Allyson Rescorl as Zone Supervisor as needed at the rate of \$40/hour effective December 1, 2014 through June 30, 2015.

**5. Appointment - Substitute Teachers**

Move to appoint the following as substitute teachers for the 2014-2015 school year:

<i>Name</i>	<i>Certification</i>
Lauren Scala	Elementary
Lorraine Perkins	Substitute Nurse and Substitute Teacher
Mary Poandl	Substitute Nurse and Substitute Teacher

Items A1 through A5

Ms. deVries

Mr. Stern

Moved

Seconded

Motion carried 7-0

**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, 2014.

**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 25, 2014 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. Budget Transfers**

Move to approve budget transfers effective October 31, 2014.

**4. Achievement Coach Program**

Move to approve the district's application for \$74,352 for the 2014-2015 NJ Achievement Coaches Program grant.

**5. Transportation Jointure**

Move to approve transportation jointure with Mercer County Special Services for the 2014-2015 school year for Route NG04 for a total cost of \$6,703.53

**6. Non-Public Technology**

Move to approve the following non-public technology purchases:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	NIT, LLC	5		Five (5) Hours of Tech Support	\$100.00	\$500.00
St. Francis Cathedral	CDW-G	15	540089	Micro Innovations MM 710M Micro	\$6.73	\$100.95
St. Francis Cathedral	CDW-G	1	1495435	Epson WorkForce GT-1500 Scanner	\$295.26	\$295.26
St. Francis Cathedral	CDW-G	8	3531602	Belkin Headphone Splitter	\$15.26	\$122.08
St. Francis Cathedral	Apple Inc.	6	MB572Z/B	Mini DisplayPort to VGA Adapter	\$29.00	\$174.00

**7. Out-Of- District Placement**

Move to approve the placement of student 002020001 at the Center for Lifelong Learning at a prorated tuition/para professional cost of \$53,760.

**8. Professional Development**

Move to approve the following professional development activities as shown *on the attached chart*

**9. Field Trips**

Move to approve the following field trips for students in the Metuchen School District *as shown on the attached chart.*

Items B1 through B9

Mr. Lifton

Ms. Gibson

Moved

Seconded

Motion carried 7-0

**C. POLICY**

Nothing at this time.

**D. CURRICULUM**

*Nothing at this time.*

**XIV. Meeting Open to Public**

**XV. Announcements**

**XVI. 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 exist.

Field Trips

BOE Mtg 11-25-14

<b>School</b>	<b>Destination</b>	<b>Class/Group</b>	<b>Teachers/ Advisors</b>	<b>Date(s)</b>	<b>No. of Students</b>
EMS	Metuchen Senior Center	6 <sup>th</sup> Grade Students will use math skills: Seniors will teach them Pinochle and they will teach seniors a math game that they created.	Michele Gouveia, Sandy Vorensky	12/3/14	12
EMS	Math League Competition, Far Hills Country Day School Far Hills, NJ	Grades 5 & 6 Math Club students will compete in Math League Competition against other students at their grade level as a group and individually (with and without calculators).	Karen Logan	12/9/14 (after school)	12
EMS	Mayo Performing Arts Center, Morristown, NJ	6 <sup>th</sup> grade students will see a play about Harriet Tubman	6 <sup>th</sup> grade team of teachers and paraprofessionals	2/23/15	195
EMS	Historic Philadelphia, PA	5 <sup>th</sup> grade students will enhance the study of Colonial America and the creation of a new government after the Revolutionary War.	All 5 <sup>th</sup> grade teachers and 40 parent chaperones	4/24/15	194



**Professional Development for Board Approval 11/25/14**

<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last, First Name</b>	<b>Building</b>	<b>Requested</b>	<b>Payment Method</b>	<b>FFPI #</b>
11/19/2014	11/19/2014	Middle States Organizing for Self-Study: Excellence by Design (EBD)	Jacobson, Tiffany	C/O	\$ 40.00	Other	
11/19/2014	11/19/2014	Middle States Organizing for Self-Study: Excellence by Design (EBD)	Korellis, Lauren	MHS	\$ 40.00	FFPI	
11/19/2014	11/19/2014	Middle States Organizing for Self-Study: Excellence by Design (EBD)	Zaneto, Nicholas	MHS	\$ 40.00	FFPI	15-092
11/21/2014	11/21/2014	Dyslexia: Making it Personal (evening workshop)	Fischer, Laura	Moss	\$ -	No cost	
12/4/2014	12/4/2014	Deepening Knowledge of Common Core English Language Arts and Literacy in History/Social Studies, Science and Technical Subjects	Jacobson, Tiffany	C/O	\$ 36.50	Other	
12/4/2014	12/4/2014	A Stepped Care Approach to the Complex Puzzle of Self Injury	Granados, Lisa	MHS	\$ 104.00	FFPI	15-086
12/4/2014	12/4/2014	A Stepped Approach to The Complex Puzzle of Self-Injury	Theiss, Christina	MHS	\$ 95.00	FFPI	15-087
12/4/2014	12/4/2014	Rutgers Counselor Day	Grauer, Traci	MHS	\$ -	No cost	
12/5/2014	12/5/2014	Twenty-First century Coaching	Cathcart, John	MHS	\$ 150.00	Other	
12/10/2014	12/10/2014	NJ Achieve Update	LaFauci, Susan	MHS	\$ -		
12/10/2014	12/10/2014	NJ Achieve Update	Miller, Jennifer	EMS	\$ -	No cost	
12/10/2014	12/10/2014	NJ Achieve Update	DeSimone, Christine	C/O	\$ -		
12/12/2014	12/12/2014	Helping Struggling Readers Succeed by Developing Ownership	Bruno, Kristin	EMS	\$ 150.00	FFPI	15-085
1/21/2015	1/21/2015	Second Annual NJ Leadership Summit: Understanding and Implementing PARCC	Caputo, Vincent	C/O	\$ -	Executive Board Member	
1/21/2015	1/21/2015	Second Annual NJ Leadership Summit: Understanding and Implementing PARCC	Porowski, Edward	CES	\$ 125.00	Other	
1/29/2015	1/29/2015	Flipped Classroom	Rockhill, Scott	MHS	\$ 235.00	FFPI	15-088