

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, March 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. Matisse	P
Mr. Flaherty	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	P		

**IV. Showcase of Success**

- ❖ School nominees for the Governor's Teacher Recognition Award were presented to the Board and to the public by their school's principal:
  - Moss – Laura Fischer
  - Campbell – Sue Lass
  - Edgar – Robin Keyes
  - MHS – Ned Ennis
- ❖ The Department of Special Services' Paraprofessional of the Year was presented to the Board and to the public by Supervisor Robert Capra:
  - Kathy Aquadro
- ❖ The Winter Sports Champions' coaches were presented to the Board by Athletic Director John Cathcart and introduced by their coaches:
  - Girls' Basketball -- Patricia Mayo

- o Girls' and Boys' Track (Kelli Holleran and Martin Holleran)
- ❖ Mr. Caputo thanked the Booster Club for all the support it gives to the district's athletes.

## **V. Presentation/Discussion Items**

### **Policy**

There was a discussion of the following policy:

Policy 3142--Nonrenewal of Non-tenured Teaching Staff Member

The policy indicates procedures to be followed for 3 and 4 year teachers. There is an option for the Superintendent to notify the staff member of re-hire either by letter or verbally. The policy committee had a discussion and recommended that the policy be written for the notification to be in writing.

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

The Board President mentioned the disastrous fire that destroyed Edison's James Madison School. Mr. Caputo had been on the phone with Edison's Superintendent O'Malley to let him know that Metuchen "stands at the ready" to help any way we can. There is information regarding donations and other ways to help on the Edison Public Schools' home page.

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

Mr. Caputo reported that today was the first day of PAARC field testing and minor difficulties in the morning were solved by switching browsers. He also attended a program at EMS - "First Ladies - Influence and Image," sponsored by Optimum and C-Span. The program was excellent, attended by our assembly representative and members of the press. Our students were composed in front of so many people and did an excellent job.

## **VIII. Report of the Business Administrator/Board Secretary**

Nothing at this time.

## **IX. Committee Reports**

## **X. New Business**

## **XI. Old Business**

## **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 comments on the Recommendations of the Superintendent)

#### XIV. Minutes

Move to approve minutes of the following meeting:

February 25, 2014	Board Meeting
March 11, 2014	Board Meeting
March 11, 2014	Executive Session

On Mr. Caputo's suggestion, Mr. Lifton moved that the motion to approve the minutes be tabled until the following meeting. Voice vote 9-0 approval.

#### XV. Recommendations of the Superintendent of Schools

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

##### A. PERSONNEL

##### 1. Child-Care Leave of Absence -- Certificated Staff

Move to approve a child care leave of absence for Laura Hale from August 27, 2014 through June 18, 2015.

##### 2. Rescission -- Leave of Absence -- Certificated Staff

Move to rescind a leave of absence for Barbara Johnson, Special Education teacher at Metuchen High School, from March 6, 2014 through April 21, 2014. (February 25, 2014 -- XV. A-3).

##### 3. Rescission -- Long Term Substitute

Move to rescind the approval of Bill Latta as a long term substitute for Barbara Johnson from March 6, 2014 through April 21, 2014. (February 25, 2014 -- XV. A-4).

##### 4. Rescission -- MHS Bridge Duty

Move to rescind the appointment of Steve Cichetti for MHS Bridge Duty for the 2013-2014 for a stipend of \$2,000. (June 25, 2013 -- A3)

##### 5. Appointment -- MHS Bridge Duty

Move to appoint Lauren Valosin and Frank Wrublewski to MHS Bridge Duty for the 2013-2014 school year for a shared 6<sup>th</sup> period stipend of \$2,000 (\$1,000 -- Valosin, \$1,000 -- Wrublewski).

##### 6. Substitute Teacher

Move to approve Danielle Mauro (substitute) as substitute teacher for the 2013-2014 school year.

Items A1 - 6

Ms. deVries

Moved

Ms. Gibson

Seconded

Motions carried 9-0

## B. FINANCE

### 1. 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 February 1, 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.

### 2. Board Secretary's Reports

Move approval of the Board Secretary's Report as of January 31, 2014.

### 3. Treasurer of School Monies Report

Move approval of the Treasurer of School Monies Report for January 2014.

### 4. Budget Transfers

Move to approve budget transfers as of February 28, 2014.

### 5. RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF METUCHEN IN THE COUNTY OF MIDDLESEX, NEW JERSEY AUTHORIZING THE EXECUTION AND DELIVERY OF THE EDUCATIONAL FACILITIES CONSTRUCTION AND FINANCING ACT SECTION 15 GRANT AGREEMENTS WITH THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

**BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF METUCHEN IN THE COUNTY OF MIDDLESEX, NEW JERSEY (not less than a majority of the full membership of the Board concurring) AS FOLLOWS:**

1. The Board of Education of the Borough of Metuchen in the County of Middlesex, New Jersey (the "Board") hereby authorizes the execution and delivery of the *Educational Facilities Construction and Financing Act* Section 15 Grant Agreements (the "Grant Agreements") with the New Jersey Schools Development Authority (the "NJSDA") in the form to be provided with such changes approved by counsel for the following projects: (3120-060-14-1001-G04) Campbell Elementary School boiler replacement and (3120-070-14-1001-G04) Edgar Middle School boiler replacement. The Board President, the School District

Superintendent, or the Business Administrator/Board Secretary are hereby authorized to make the necessary applications required by the NJSDA and to execute and to deliver the Grant Agreements on behalf of the Board with such changes as may be approved by counsel, and the execution of such agreements by such officer or officers shall be conclusively deemed proof of such approvals.

2. The Board hereby delegates to the Business Administrator/Board Secretary the authority to supervise the School District's school facilities projects.

3. The Board President, the Superintendent and/or the Business Administrator/Board Secretary and such other appropriate representatives of the Board as may be requested by the aforesaid officer or officers are hereby authorized to take all actions necessary for the implementation of the Grant Agreements and the school facilities projects.

4. This resolution shall take effect immediately.

**6. Non-Public Technology**

Move to approve the following non-public technology requests:

School	Vendor	QTY	Item #	Description	Price	Total
St. Francis Cathedral	Keyboard Consultants	1	NETDROP	Network Drop for Printer	\$135.00	\$135.00
St. Francis Cathedral	Keyboard Consultants	3		Onsite Technical Support/Service	\$95.00	\$285.00
St. Francis Cathedral	Dell Corporation	1	225-4444	Dell Mobile Computing Cart	\$2,379.99	\$2,379.99
St. Francis Cathedral	Dell Corporation	6	332-1237	Adapter HDMI to VGA	\$26.54	\$159.24
Metuchen Christian Ac.	Dell Corporation	1	Dell B1260DN	Mono Laser Printer	\$162.74	\$162.74

**7. Professional Development**

Move to approve the following Professional Development Activities as shown on the attached list.

**8. Field Trips**

Move approval of the following field trips for students in the Metuchen School District as shown on the attached list.

Items B1 - 8

Mr. Lifton

Moved

Mr. Benderly

Seconded

Motions carried 9-0

**C. POLICY**

**1. First Reading of Policy**

There will be a first reading of the following policy:

Policy 3142--Nonrenewal of Non-tenured Teaching Staff Member

**2. Harassment, Bullying, and Intimidation**

Move to accept the findings of the previously reported HIB case: CES 016.

Items C1 -2

Ms. Gibson

Moved

Ms. Lanton

Seconded

**D. CURRICULUM**

Nothing at this time.

**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.

## Field Trips

BOE Mtg 3-25-14

<b>School</b>	<b>Destination</b>	<b>Class/Group</b>	<b>Teachers/ Advisors</b>	<b>Date(s)</b>	<b>No. of Students</b>
Campbell	Edgar School	4 <sup>th</sup> grade students will visit 5 <sup>th</sup> grade Colonial Day at EMS	All 4 <sup>th</sup> grade teachers	3/27/14	184
EMS	Moss School	Self- contained class will travel to Moss School to use the kitchen and learn cooking and daily living experiences.	Nicole Burkowski and classroom paras	Every Wednesday starting 3/26/14 through end of school.	5
EMS	Moss School	5 <sup>th</sup> grade students will read to Kindergarteners to practice fluency and enhance the level of reading ability.	Veronica Araneo Robin Gordon and classroom paras	3/28/14	16
EMS	Herbert Hoover Middle School Edison, NJ	7 <sup>th</sup> grade students will participate in United Healthcare “Health Bee” Students will compete to win a grant for their school.	Melanie Gilbert	5/1/14	6-8
EMS	Buena’s Mexican Restaurant, Rahway, Nj	Spanish Club will use Spanish to order authentic Mexican food and compare Mexican culture to the United States.	Audra Smith Kevin Sarte	6/3/14	38
MHS	Six Flags Great Adventure, Jackson, NJ	Student Council members will visit park and attend NJ Student Council Spring Awards Ceremony.	Chris Giddes, Christine Wardlaw, Linda Graf, Frank Wrublevski, Patricia Fonseca	5/15/14	48
MHS	NY Harbor Cruise Weehawken, NJ	Senior class will enjoy lunch, music and scenic views of NY Harbor.	Christine Wardlaw, Kerry Blaxe, Val Gazda, John Cathcart, Bruce Peragallo, Nora Ruhno	6/13/14	159

<b>Professional Development for Board Approval - 3/25/14</b>							
Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment Method	FFPI #
3/19/2014	3/19/2014	Supporting Student Growth: Building a Nurturing Foundation for Student Success	Fischer, Laura	Moss	\$ 85.00	FFPI	14-153
3/19/2014	3/19/2014	SCORE MATH EVENT	McKenna, Lindsay	EMS	\$ -	No cost	
3/19/2014	3/19/2014	SCORE MATH EVENT	Vorensky, Sandy	EMS	\$ -	No cost	
3/19/2014	3/19/2014	SCORE MATH EVENT	Brabston, Danielle	EMS	\$ -	No cost	
3/26/2014	3/26/2014	Middlesex County Curriculum Council and Rutgers Institute for Improving Student Achievement	Spring, Christina	Moss	\$ 125.00	Other	
3/29/2014	3/29/2014	Exceptional Children Conference	Spring, Christina	Moss	\$ 60.00	FFPI	14-155
4/4/2014	4/4/2014	National Geographic Bee - State Final	Graf, Kenneth	EMS	\$ -	No cost	
4/10/2014	4/10/2014	Section 504 of the Rehabilitation Act of 1973	Broadbent, Pat	CES	\$ 171.00	FFPI	14-154
4/10/2014	4/10/2014	Section 504 of the Rehabilitation Act of 1973	Kirschner, Brooke	CES	\$ 150.00	Other	
4/11/2014	4/11/2014	Many faces of Family Violence	Robbins, Evan	MHS	\$ 75.00	No cost	
5/8/2014	5/8/2014	The New Era of Inclusion Movement Services Conference	Gazda, Valerie	MHS	\$ 100.00	FFPI	14-156
5/23/2014	5/23/2014	Student Confidentiality, Pupil Records, and Public Records	Goodson, Tiffany	C/O	\$ 75.00	Other	
6/4/2014	6/6/2014	NJ Assoc. of School Business Administrators Annual Conference	Harvier., Michael	C/O	not to exceed \$500.00	Other	