

## MINUTES

### Metuchen Board of Education Meeting

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ

Tuesday, May 21, 2013

#### 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	P
Mr. Flaherty	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	P		

#### IV. Showcase of Success

*Students who were part of the winning Health Bee Team were presented to the Board and to the public. The 7<sup>th</sup> grade team members Kassia Antin, Divij Gupta, Ben Isler, Serena McKiernan, and Nick Tay were in attendance. Jake Berger was unable to attend. The team's advisor Health teacher Melanie Gilbert spoke briefly about the team's success including winning first prize. The prize was a \$1,000 check which will be used to enhance the health program at Edgar Middle School.*

#### **Presentation – Middlesex County Teacher of the Year**

*Sandy Vorensky, Edgar Middle School Math Teacher was presented to the Board and the public as Middlesex County Teacher of the Year. Mr. Caputo presented her with a crystal award topped with an apple commemorating her*

success. She will proceed to the state competition. EMS principal also acknowledged MEtv's Stephanie Gibbs who taped Ms. Vorensky in a classroom setting, one of the requirements of the competition.

### **Presentation – Booster Club**

Mr. Caputo introduced officers and members of the Booster Club for to be recognized by the Board and the public, thanked them for their continued support of the MHS athletic programs and encouraged parents of athletes to participate.

## **V. Discussion Items**

There will be a discussion of the following policies:

- Policy 142.1 Nepotism
- Policy 174 Legal Services
- Policy 177 Professional Services Policy

EMS Principal Kathy Glutz will present a summary of the work of the Regional Achievement Centers (RAC).

There will be a discussion/presentation of grouping and the G&T program.

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

The Board President noted that this was the first time the new, unified board meeting agenda was being used. He thanked Ms. Gibson and the policy committee for researching the possibility and legality of the change.

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

Nothing at this time.

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

Mr. Harvier presented the financial reports.

## **IX. Committee Reports**

Technology: The committee will be meeting on Wednesday, May 22.

Policy: At the committee's last meeting the policies on this evening's agenda were discussed.

Finance: The committee will meet on the first Tuesday in June.

Negotiations: The committee met prior to this meeting and discussed some changes to the sidebar agreement with the custodians.

Curriculum: The committee will meet on June 5.

Personnel: The committee met on May 16 and discussed the role of the committee, teacher recommendations, 2013-14 openings, and leaves of absence.

Athletics: The committee met earlier in the evening and discussed coaching staff recommendations.

**X. New Business**

Nothing at this time.

**XI. Old Business**

Ms. Matise asked that the listing of meeting minutes on the district website be brought up to date.

**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 meetings:

March 21, 2013	Open, Business
April 2, 2013	Agenda, Business, Sp. Closed
April 23, 2013	Reorganization, Open, Business
May 1, 2013	Sp. BoE Meeting, Sp. Executive Session

Mr. Lifton  
Moved

Ms. Lanton  
Seconded                      Motion carried 9-0 with exceptions below  
Ms. Matise abstained on 3/21/13  
Mr. Stern abstained on 3/21/13 and 4/1/13

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

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

**A. PERSONNEL**

**1. Maternity/Childcare Leave of Absence**

Move to approve the extension of a maternity/childcare leave of absence for Tara Lingenfelter (CES – 1<sup>st</sup> grade teacher) from June 7, 2013 through August 27, 2013.

**2. Maternity/Childcare Leave of Absence**

Move to approve a maternity/childcare leave of absence for Stephanie Angus, (CES Special Education) effective August 28, 2013 through February 1, 2014.

**3. Appointment – Certificated Staff**

Move to approve Gina Brusca as art teacher (3/5 Edgar Middle School/2/5 Metuchen High School) for the 2013-2014 school year effective August 28, 2013 through June 30, 2014, Step3A -- \$50,839.

Items A 1 through A 3

Ms. deVries

Mr. Benderly

Moved

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 March 31, 2013

**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 May 22, 2013 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 April 30, 2013.

**4. Food Service 2013-2014 Management Fee and Guarantee Language**

The Food Services Management Company shall receive, in addition to the costs of operation, an administrative/management fee of twenty thousand, one hundred eighty dollars (\$20,180.00) to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of (\$2,018.00) per month as a cost of

operation. The LEA guarantees the payment of such costs and fee to the FSMC.

A per meal administrative/management fee shall apply to all special function and vended meals receipts deposited in the LEA's account. All special function and vended meals receipts deposited into the LEA's account shall be divided by \$1.00 to arrive at a meal equivalent. The administrative/management fee charged for special function and vended meals will be \$.10 per meal equivalent.

The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2013-2014.

**5. Transportation Jointures**

Move to approve transportation jointures with the following districts and educational services commissions: Delsea Regional School District, Edison School District, Piscataway School District, South Plainfield School District, Middlesex Regional Educational Services Commission, Monmouth/Ocean Educational Services Commission, and Somerset Educational Services Commission.

**6. Transportation Provider**

Move to approve South Plainfield School District as a transportation provider for athletics and field trips.

**7. In-District Transportation Routes**

Move to approve the following in-district transportation routes with Dapper Bus Company:

C1	\$119.81		E1	\$119.81
C2	\$119.81		E2	\$119.81
C3	\$118.02		E3	\$118.02
C4	\$118.02		E4	\$118.02
C5	\$118.02		E5	\$118.02
C6	\$118.02		E6	\$118.02
C7	\$118.02		E7	\$118.02

**8. Extended School Year 2013 Out of District Placements**

Move to approve the ESY 2013 Out of District Placements as shown on the attached list.

**9. Sidebar Agreement**

Move that, upon the recommendation of the Superintendent of Schools, the Metuchen Board of Education approve the previously submitted Sidebar Agreements between the Board and the Metuchen Custodial and Maintenance Association.

**10. Change in Provider Fee Agreement**

Move to approve an adjustment in the fee charged by Cross County clinical Services and Education from \$800 per evaluation to \$825 per evaluation.

**11. Resolution – Travel**

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

**12. Field Trips**

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

Items B 1 through B12

Mr. Lifton

Ms. Lanton

Moved

Seconded

Motions carried (9-0)

**C. POLICY**

**1. First Reading of Policies**

There will be a first reading of the following policies

a) Policy 142.1      Nepotism

Motion to table item 1a

Mr. Lifton

Ms. Gibson

Moved

Seconded

Item carried by a show of hands

There was a first reading of

b) Policy 174      Legal Services

c) Policy 177      Professional Services Policy

Ms. Gibson

Ms. Matise

Moved

seconded

Motion carried (9-0)

**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. 5/21/13

<b>School</b>	<b>Destination</b>	<b>Class/Group</b>	<b>Teachers/ Advisors</b>	<b>Date(s)</b>	<b>No. of Student s</b>
Campbell	Edgar School	Special Ed. Students to visit Edgar School to prepare for transition next year.	A. Warakomski 4 paras	5/31/13	6
EMS	Lakeview School	8 <sup>th</sup> grade music students to provide concert to disabled students.	C. DeSimone	5/29/13	4
MHS	Gran Centurion Clark, NJ	Junior Class Student Council to set up for the prom.	L. Graf	5/23/13	15
MHS	Gran Centurion Clark, NJ	Transportation to and from the prom.	District Bus Driver	5/23/13	1-5
MHS	Downtown Metuchen	Band to perform in Memorial Day Parade.	J. Morrison J. Messenger	5/27/13	70
MHS	Downtown Metuchen	Jazz Band, Strings & Concert Percussion to perform at Junebug Festival.	J. Morrison, J. Messenger C. Morrison	6/7/13 (evening )	65
MHS	Wildwood, NJ	Band to march with Metuchen Elks in the annual Wildwood Elks Parade.	J. Morrison J. Messenger	6/8/13	70



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**Professional Development for Board Approval May 21, 2013**

<b>Start Date</b>	<b>End Date</b>	<b>Activity Title</b>	<b>Last Name, First Name</b>	<b>Building</b>	<b>Requested</b>	<b>Payment Method</b>	<b>FFPI #</b>
5/23/2013	5/23/2013	Guidance Counselor Breakfast for Saint Anselm, Siena and Stonehill Colleges Garden State	Hanbridge, Leigh	MHS	\$ -	No cost	
5/29/2013	5/29/2013	Coalition of Schools Annual Mtg. Garden State	Caputo, Vincent	Central Office	\$ 55.00	Other	
5/29/2013	5/29/2013	Coalition of Schools Annual Mtg.	Harvier, Michael	Central Office	\$ 55.00	Other	
5/30/2013	5/31/2013	Educating Creative Minds Project	Cohen, Richard	Central Office	\$ 160.00	Other	
5/30/2013	5/30/2013	Educating the Creative Mind Conference	Anderson, Sarah	Moss	\$ 84.34	FFPI	13-200
5/31/2013	5/31/2013	An International Conference on Arts Based Education	Roma, Mary Lou	Central Office	\$ 135.00	Other	
5/31/2013	5/31/2013	ABC meeting with NJDOE	Cheung, Judith	EMS	\$ -	No cost	
5/31/2013	5/31/2013	ABC meeting with NJDOE	Cheung, Judith	MHS	\$ -	No cost	
5/31/2013	5/31/2013	County Anti-Bullying Coordinator Meeting	LaFauci, Susan	MHS	\$ -	No cost	
5/31/2013	5/31/2013	Educating the Creative MInds	Fischer, Laura	Moss	\$ -	No cost	
6/4/2013	6/4/2013	Drug-Free Workplace Legal Issues	Cheung, Judith	EMS	\$ -	No cost	
6/4/2013	6/4/2013	Drug-Free Workplace Legal Issues	Cheung, Judith	MHS	\$ -	No cost	
6/7/2013	6/7/2013	11th Annual Middlesex County Prevention Education Summit	Goldstein, Elaine	EMS	\$ -	No cost	
6/7/2013	6/7/2013	11th Annual Middlesex County Prevention Education Summit	Trojan, Susan	MHS	\$ -	No cost	
6/7/2013	6/7/2013	Annual Middlesec County Prevention Educatin Summit	Chango, Lisa	EMS	\$ -	No cost	
6/14/2013	6/14/2013	New Jersey Educational Computing Cooperative	Fitzgibbon, David	CES	\$ -	No cost	
6/14/2013	6/14/2013	ROOTS Feedback Workshop	Cheung, Judith	EMS	\$ -	No cost	
6/14/2013	6/14/2013	ROOTS Feedback Workshop	Cheung, Judith	MHS	\$ -	No cost	

**EXTENDED SCHOOL YEAR 2013  
OUT OF DISTRICT PLACEMENTS**

<b>Student ID#</b>	<b>Program/School</b>	<b>Tuition</b>
2011301	Academy Learning Center	3,780
2020006	Bright Beginnings	3,780
2017002	Bright Beginnings	4,284
2022011	Eden Institute	13,723
2019170	Eden Institute	15,337
2022005	Eden Institute	13,723
2014066	Midland School	7,757
002017220	Collier-Project ECO	4,800
002015099	Collier-Project ECO	4,800
2014155	Y.A.L.E.	7,687
2016002	Hi-Step	4,250
2020017	Hi-Step	4,250
002024003	Hi-Step	4,250
2019014	Hi-Step	4,250
002017175	RockBrook	8,651
20161954	Harbor Haven	5,670
002015090	DCCF w/aide	6,700
002012098	DCCF	4,500
002013204	Gloucester Special Services	3,840

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2020012	Lakeview School	12,636
2011300	Matheny School	16,800
2011064	Midland School	7,757
2015216	New Road Lower School	7,005
2012400	New Road Lower School	7,005
2013211	Piscataway Regional Day	3,780
2014600	Piscataway Regional Day	3,780
2012181	Piscataway Regional Day	3,780
2011302	Search Day School	11,451
2020004	Douglas Developmental	20,200
002022034	U.M.D.N.J.	11,276
2015256	Katzenbach School	3,800
002011400	Burlington County Special Services	4,523
002017076	Village School - Holmdel	2,821
	TOTAL	<u>\$242,646</u>