

Minutes

MEETING

of the Metuchen Board of Education

Borough Hall
Middlesex Avenue
Metuchen, NJ 08840

Tuesday, June 25, 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	A	Mr. Stern	P
Ms. Lanton	P		

IV. Showcase of Success

Metuchen High School's Valedictorian of the Class of 2013 Jamie Wooding and Salutatorian of the Class of 2013 Nina Kumar were present and honored for their accomplishments by the Board of Education. Superintendent Vincent Caputo read a brief biography of each of the students and presented each with flowers. Each student stepped up to the microphone and praised the district as the place where she was able to thrive educationally and socially.

Presentation/Discussion Items

Superintendent Vincent Caputo presented both the Violence and Vandalism report, and the Harassment Intimidation and Bullying (HIB) report as required by law. Copies of the report are attached to the permanent minutes.

Principals Florence Carter, Kathy Glutz, and Bruce Peragallo all gave reports on school activities, accomplishments and goal achievement during the 2012-2013 school year. Copies of their reports are attached to the permanent minutes.

Superintendent Caputo gave an update on the district goals. A copy of his PowerPoint presentation is attached to the permanent minutes.

- V. Report of the Board President** Nothing at this time
- VI. Report of the Superintendent of Schools** Nothing at this time
- VII. Report of the Business Administrator/Board Secretary** Nothing at this time
- VIII. Committee Reports** None at this time
- IX. New Business** Mr. Stern reported that he had been in contact with the Confucius Institute at Rutgers University to learn more about the possibility of bringing Mandarin into the district as an additional world language offering.
- X. Old Business** Nothing at this time
- XI. Meeting Open to the Public**
(for comment on any Presentation/Discussion items, Reports, and New/Old Business)
- XII. Meeting Open to the Public**
(for comments on the Recommendations of the Superintendent)
- XIII. Minutes**
Move to approve minutes of the following meetings:

June 11, 2013	Board of Education Meeting, Sp. Executive Session
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Mr. Lifton
Moved

Mr. Stern
Seconded

Motion carried 8-0

- XIV. Recommendations of the Superintendent of Schools**
(At this time the Board will take formal action on the following items).

A. PERSONNEL

1. Tenured Teachers

Move to approve the following as tenured teachers for the 2013-2014 school year as shown on the attached list:

2. Resignation – Certificated Staff

Move to accept the resignation of Erik Sheehan (Industrial arts/technology teacher at Metuchen High School) effective July 1, 2013.

3. Sixth Period Stipends (2013-2014)

Move to approve the following for 6th period stipends for 2013-2014 for the assignments as indicated below:

Metuchen High School		
Scott Gallagher	Virtual High School Coordinator	\$5,306
Frank Wrublewski	Virtual High School Instructor	5,306
Mike Clarke	Social Studies	5,306
Linda Graf	Art Honor Society/Arts Festival	5,306
Bonnie Stanski	Foods and Nutrition	5,306
Mike Warnock	Math	5,306
Janis Lewandowski	Math	5,306
Sherry Lifson	Math	5,306
James Thomas	Math	5,306
Jonathan Stevens	Math	5,306
Valerie Gazda	Adaptive Physical Education	5,306
Dr. Thomas Lan	Science (1 period 1x/week)	1,061
Marie Seidel	Science (1 period 3x/week)	3,184
Harvey Weinstock	Science (1 period 3x/week)	3,184
Yoko Kato	Science (1 period 2x/week)	2,122
Steve Cichetti	Bridge Duty	2,000
Michael Clarke	Extended Detention	2,122
Traci Grauer	High School Test Coordinator ½ time	2,653
Patricia Glave	Technology	5,306
Jonathan Stevens	Treasurer	5,306
Edgar Middle School		
Kenneth Smith	Life Studies (ICE)	5,306
Roseann Misrahi	Instructional Technology Facilitator	5,306
Campbell School		
Kathy Keers-Nolde	Administrative Assistant	5,306
Joe Fitzgibbon	Instructional Technology Facilitator	5,306
Panos Tetzos	Adaptive PE 2/5	2,122
Katie McKeown	Art (4/5) Adaptive Art 1/5	5,306
Margie Thomas	Adaptive Art 1/5	1,061
Moss School		
Robin Darrah	Lead Teacher	5,306
Sarah Anderson	Extended Day	5,306
Laura Fischer	Extended Day	5,306

Christina Spring	Extended Day	5,306
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4. Clubs and Co-curricular Activities

Move to approve the following clubs and co-curricular activities with advisors as listed below:

METUCHEN HIGH SCHOOL

CO-CURRICULAR		
Band	John Morrison (3)	\$8,052
Assistant Band	John Messenger (3)	\$4,780
Band Front	Debbie Yaniga (2)	\$4,589
Blue Letter	Adam Levy (3)	\$4,740
Bulldog's Bark	Michael Mazza (3)	\$4,740
Blue Letter & Bulldog's Bark (Business)	Nora Ruhno (3)	\$3,067
Chorus	Stefeny Stofa-Kromholz (3)	\$4,209
Spring Musical	Jane Harmon (3)	\$6,113
Fall Play	Jane Harmon (3)	\$4,438
Mock Trial	Evan Robbins (3)	\$2,268
Model Congress	Christopher Giddes (3)	\$2,268
National Honor Society	Kerry Blaze(3)	\$2,268
Student Council	Christipher Giddes (2)	\$4,057
Treasurer/School Funds	Jonathan Stevens (3)	\$6,143
Class Advisors – Senior	Christine Rockwell (3)	\$3,486
Junior	Linda Graf (3)	\$2,763
Sophomore	Frank Wrubleveski (3)	\$2,040
Freshman	Patricia Fonseca (1)	\$1,356
CLUBS		
Anime Club (A)	Yoko Kato	\$931
Art Honor Society Club (C)	Linda Graf	\$1,259
Culture Club (C)	Danielle Scala	\$1,259
Evening Choral Club (C)	Stefeny Stofa-Kromholz	\$1,259
French Club (C)	Anna Girin	\$1,259
Gay Straight Alliance (C)	Christine Rockwell/Judith Cheung	\$1,259
German Club (C)	Sviatlana Khalpukova	\$1,259
Italian Club (C)	Rosann Kamin	\$1,259
Math Club (C)	Jonathan Stevens	\$1,259
Peer Leaders Club (C)	Laura Connolly	\$1,259
Science Club (C)	Yoko Kato	\$1,259
Spanish Club (C)	Karin Flores	\$1,259

Student Outreach Club (C)	Sarah Karger/Jaclyn Scharf	\$1,259
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EDGAR MIDDLE SCHOOL

CO-CURRICULAR & CLUBS		
Art Club 7/8 (B)	Jennifer Gumbrecht	\$,1075
Art Club (5/6) (B)	Jennifer Gumbrecht	\$1,075
Chess Club/Games Strategies (B)	Jennifer Miller	\$1,075
Newspaper Club (C)	Andrea Elton	\$1,259
Yearbook Club (C)	Kevin Sarte	\$1,259
5 th /6 th Grade Student Council (C)	Vivian Petrakakos	\$1,259
5 th /6 th Grade Student Council (C)	Jennifer Muller	\$1,259
7 th /8 th Grade Student Council	Emily Mertz	\$2,534
7 th /8 th Grade Student Council	Ken Smith	\$2,534
Digital Photography (C)	Emily Presuto	\$1,259
Spring Play/Drama Director (D)	Karen Logan	\$1,635
Spring Play Musical Director (D)	Stefeny Stofa Krombholz	\$1,635
Spanish Club (B)	Audra Smith	\$1,075
Environmental Club (C)	Judy Graziano	\$1,259
Environmental Club (C)	Vivian Petrakakos	\$1,259
Writers Club (B)	Melissa Kovacs	\$1,075
Math Club (B)	Laura McCadden	\$1,075
Math Club (B)	Sandra Vorensky	\$1,075
Dance Club (B)	Jenifer Muller	\$1,075
Science/STEM Club (B)	Ed Ronk	\$1,075
School Treasurer	Kevin Sarte	\$2,653
Woodworking Club (B)	Frank Jones	\$1,075
Battle of the Books	Emily Presuto/Suzy Menafro	\$1,075
INTRAMURALS		
	Rick Carter – Fall (3)	\$2,506
	Ken Smith – Fall (3)	\$2,506
	Rick Carter – Winter (3)	\$2,506
	Ken Graf – Winter (3)	\$2,506
	Melanie Gilbert – Spring (3)	\$2,506
	Ed Albanese – Spring (3)	\$2,506

CAMPBELL SCHOOL

Band (C)	John Messenger	\$1,259
Orchestra (C)	Catherine Morrison	\$1,259

Chess Club (C)	Jonathan Nolde	\$1,259
Chorus (C)	Margie Thomas	\$1,259
Drama Club – Grade 4 (C) ½ year	Tara Pata	\$629.50
Gym Club Grade 3 (C)	Kathy Keers-Nolde	\$1,259
Gym Club Grade 4 (C)	Kathy Keers-Nolde	\$1,259
Robotics/Lego Club Grade 4 (C) ½ year	Tom Yakowenko	\$629.50
School Store (C)	Alexandra Gonzalez	\$1,259
Scoop (C)	Jaclyn Salit/Michelle Bethe	\$1,259
Student Council (C)	Katie McKeown	\$1,259
Student Council (C)	Kathy Keers-Nolde	\$1,259
Homework Helpers Club (C)	Carol Volkland	\$1,259
Homework Helpers Club (C)	Susan Lass	\$1,259

5. Payment of Mentor Teachers

Move to approve payment of mentor teachers for the 2012-2013 school year:

Mentor Teacher	Payment	Provisional Teacher School/Assignment
Jessica Walker	1/3 of \$550 = \$183	Jason Hadzimichales, BSI long term sub for R. Jacheo -- Campbell
Linda Graf	Alternate route 20 day payment -- \$450 1/3 of \$550 = \$183	Margo Poandl Art long term sub for Joyce Browning EMS/MHS
Lisa Levin	1/3 of \$550	Melissa Savarese 1 st grade long term sub for T. Lingenfelter

6. Coaches 2013-2014

Move to approve the following as coaches for the 2013-2014 school year:

MHS – Fall Sports		
Scott Rockhill	Assistant Football Coach	6,415
Joe DiMeglio	Volunteer Football Coach	-0-
Ed Angus *	Volunteer Football Coach	-0-
Scott Leitner *	Volunteer Football Coach	-0-
Jordan Leitner *	Volunteer Football Coach	-0-
MHS – Winter Sports		
Matthew Wexler	JV Girls Basketball Coach	5,540
Christopher Puder	Volunteer Girls' Basketball Coach	-0-
MHS Spring Sports		
Leo Danik	Head Baseball Coach	7,938

Kenneth Smith	JV Baseball Coach	5,502
Mike Butler	Freshmen Baseball Coach	5,084
Fred Cole	Volunteer Baseball Coach	-0-
Lauren Anderson	Head Softball Coach	7,938
Rick Carter	JV Softball Coach	5,502
Gary Anderson	Volunteer Softball Coach	-0-
Rob Strauss	Head Boys' Tennis Coach	6,264
Marty Holleran	Boys' Spring Track	7,938,
Kyle Thomas	Assistant Boys' Spring Track	5,275
Keli Holleran	Girls' Spring Track	7,938
James Thomas	Assistant Girls' Spring Track	5,427
Rich Stoner	Golf	5,959
EMS		
Lindsay McKenna (for Karen Logan)	Girls' Swimming Coach	2,890
John Butler	Baseball Coach	2,890
TBD	Softball Coach	
Sue-Ann Caruso	Track Coach	2,890
Emily Mertz	Assistant Track Coach	2,890

*Pending criminal history check and certification.

7. Appointment – Non-certificated Staff

Move to approve Marcos Elias as technology assistant effective July 1, 2013 through September 6, 2013 at the rate of \$10/hr.

8. Extended School Year Program 2013 Substitutes

Move to approve the following as substitutes for the Extended School Year Program 2013:

- a) certified teacher substitutes at the rate of \$80/per diem: Julie Anderson, Eileen Kuchar, Alan Ames, Tara Tay; and
- b) paraprofessional substitutes at the rate of \$75/per diem: William Latta, Trish Hallas, Kathy Aquadro; Denise Gaudet, Alan Ames, and Pat Reed.

Ms. deVries
Moved

Ms. Lanton
Seconded

Motion carried 8-0

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 April 30, 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 June 26, 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.

Items B 1 and 2

Mr. Liffon

Mr. Stern

Moved

Seconded

Motions carried 8-0

3. Budget Transfers

Move to approve budget transfers effective May 31, 2013.

Motion tabled

Mr. Liffon

Mr. Benderly

Moved

Seconded

Motion carried 8-0

4. Resolution to amend NJSBAIG Bylaws

WHEREAS, The New Jersey School Boards Association Insurance Group (NJSBAIG) Board of Trustees approved proposed amendments to its Bylaws at a public meeting on March 20, 2013 in accordance with Article IX(C) of the current NJSBAIG Bylaws; and

WHEREAS, the current NJSBAIG Bylaws require for the proposed amendments to be approved by member school districts; and

WHEREAS, seventy-five percent (3/4) of the member school districts must approve the proposed amendments within one hundred eighty (180) days of the hearing on the amendments:

NOW, THEREFORE BE IT RESOLVED that at a regular meeting of the Metuchen Board of Education held on the 25 day of June, 2013, the Board does hereby approve the proposed amendments to the NJSBAIG Bylaws.

5. Resolution

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Metuchen Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into Maintenance Reserve Fund in the amount not to exceed \$250,000.00, in the in the emergency reserve in an amount not to exceed \$300,000.00, and into the Capital Reserve Fund in the amount not to exceed \$125,000.00, and

WHEREAS PROJECT # 3120-090-09-1004, 3120-070-09-1003, 3120-060-09-1001, 3120-060-09-1002 funded in part with capital reserve funds are complete and the remaining unspent transferred capital reserve funds in the amount of \$167,409.00 shall be restored to the capital reserve pursuant NJAC 6a:23a-14.1(j)(3)(i).

NOW THEREFORE BE IT RESOLVED by the Metuchen Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulation

6. Participation Agreement – Middlesex County Arts High and Middle School Programs

Move to approve participation in the Middlesex County Arts High and Middle School for the 2013-2014 school year for the following times and rates:

- a) Arts High School: 14 week program (January – May) \$815 per student, including round-trip transportation; and
- b) Arts Middle School (Grades 6, 7, & 8): 12 week program (February – May) \$660per student including round-trip transportation.

7. Contract – Virtual High School

Move to approve a contract between the Metuchen School District and VHS (Virtual High School) from the period of July 1, 2013 through June 30, 2014.

8. Resolution – Travel

Move approval of the following certificated staff members' attendance at professional development conferences as follows:

Professional Development for Board Approval 6-25-13							
Start Date	End Date	Activity Title	Last ,First Name	Building	Requested _Expense_ Total	Method of Payment	FFPI #
6/22/2013	6/23/2013	CrossFit Level 1 Certification	Stoner, Rich	EMS	\$ 500.00	FFPI	
7/8/2013	7/12/2013	How Do Humans Impact Local Climate?	Graziano, Judith	EMS	\$ 75.00	FFPI	
8/5/2013	8/9/2013	AP Spanish Literature & Culture	Flores, Karin	MHS	\$ 482.28	FFPI	14-007
10/16/2013	10/16/2013	School Health Conference	Sessa, Mary Kay	Moss	\$ 195.00	FFPI	14-006

Items B4 through B8

Mr. Lifton

Mr. Stern

Moved

Seconded

Motion carried 8-0

C. POLICY

1. Harassment Intimidation and Bullying

Move to approve the previously reviewed HIB case: CES 002, CES 003.

2. Membership Resolution

New Jersey State Interscholastic Athletic Association

The Board of Education of School District 3120 County of Middlesex State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A. 18A:11-3. *et seq.*) herewith enrolls Metuchen High School as a member of the New Jersey Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until of unless rescinded by the Board of Education and shall be included among the policies adopted annually by the Board. *Pursuant to N.J.S.A. 11A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the N.J.S.I.A.A.*

Items C1 and 2

Ms. Lanton

Mr. Stern

Moved

Seconded

Motion carried 8-0

D. CURRICULUM

1. Summer Curriculum Writing

Move to approve the following curriculum writing documents and writers for Summer 2013:

Subject	Curriculum Development	Writers	Amount
Math G & T Elementary	Grade 4 G & T Elementary	Gonzalez Kovacs	\$450 \$450
<i>Revision to 6/11/13 Agenda:</i>			
Math G & T Elementary	Grade 4 G & T Elementary	Anderson, J. Logan	From \$700 to \$450 From \$700 to \$450
Mr. Benderly Moved	Ms. Devries Seconded	Motion carried 8-0	

XV. Meeting Open to Public

XVI. Announcements

XVII. 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.