

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MEETING MINUTES**

**of the Metuchen Board of Education**

Borough Hall  
Middlesex Avenue  
Metuchen, NJ 08840

**Tuesday, August 26, 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	P
Mr. Flaherty	P	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	A		

**IV. Presentation/Discussion Items**

- In a PowerPoint Presentation, Superintendent of Schools Vincent Caputo reviewed the district goals for 2014-2015. District Goals 2014-2015 are Organized around ASCD's Whole Child philosophy. The goals arranged according to the five tenets:
  - Healthy
  - Safe
  - Engaged
  - Supported
  - Challenged
- There are activities to accomplish each goal. These were developed with input from Board members, from the community at the board retreat, and from staff members.

- The Superintendent reviewed the school self-assessment of HIB Grades. These grades need to be approved by the Board of Education and then submitted to the Department of Education. Although not perfect, they reflect an improvement from last year's self-assessment.
- There was a discussion of the following policies and bylaws:
  - Policy 3283: Electronic Communication Between Teaching Staff and Students
  - Policy 4283: Electronic Communication Between Support Staff and Students
  - Bylaw 0141 Board Member Number and Term
  - Bylaw 0143 Board Member Election and Appointment
  - Policy 1581 Victim of Domestic or Sexual Violence Leave

The discussion focused on the policies related to electronic communications between teaching staff/support staff and students. After a lengthy discussion, in order to be compliant with the mandated timing of the adoption of the policies the consensus of the board was to eliminate the prescriptive language detailing specific protocols for each different type of device and to retain the proscriptive list of behaviors forbidden when communicating with students. The list of forbidden behaviors will apply across all types of electronic devices.

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

Mr. Lifton was pleased to report that negotiations with all bargaining units are complete and will be ratified tonight. He was also pleased to announce that the new classrooms are fitted out and nearly ready for occupancy.

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

Nothing at this time.

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

Mr. Harvier said that although the inside of the classrooms are completed, some site work still needs to be done and should be finished by mid-September.

#### **VIII. Committee Reports**

Curriculum The committee met and reviewed possible changes in the SAT prep provider at MHS. After extensive research by Tiffany Goodson, it was decided to change in the SAT Prep provider to STAFFS (Students Taking Action for Future Success). The program offers smaller group size, limited to Metuchen students, assessment of students prior to placement, and lower cost.

They also discussed the BYOD policy, mid-terms and finals at EMS and MHS and Middle State Evaluation.

Personnel Appointments on the evening's agenda.

Athletics Coaching recommendations.

**IX. New Business**

**1. Legal Counsel**

Move to approve and appoint the Busch Law Group LLC as attorneys for the Metuchen School District effective August 27, 2014 through June 30, 2015 at a rate of \$155/hr, plus reimbursement for costs and that the Board President, the Board Secretary are authorized to carry out this action

Mr. Lifton  
Moved

Motion carried 7-0-1 Ms. Gibson abstained

**X. Old Business**

Nothing at this time.

**XI. Minutes**

Move to approve the minutes of the following meetings:

July 22, 2014	Board Meeting Abstained: Benderly, DeVries, Flaherty, Stern Motion carried (4-0-4)
August 12, 2014	Board Meeting, Special Executive Meeting
August 13, 2014	Board Retreat Abstained: Stern Motion carried (7-0-1)

Mr. Lifton  
Moved

Seconded

Motion carried 7-0-1 (Ms. Lanton abstained)

**XII. 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. Recommendations of the Superintendent of Schools**

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

**A. PERSONNEL**

**1. Approval of Position and Job Description**

Move to approve the creation of and job description (attached) for the position of Assistant Superintendent/Principal of Moss School.

**2. Appointment – Certificated Staff**

Move to approve the appointment of Richard Kaufman Cohen to the position of Assistant Superintendent/Principal of Moss School retroactive from July 1, 2014 through June 30, 2015.

**3. Resolution**

BE IT RESOLVED, that the Metuchen Board of Education hereby ratifies the Sidebar Agreement between it and the Metuchen Education Association covering the period from July 1, 2014 through June 30, 2017, regarding amendments to ARTICLE X regarding the insurance provisions, ARTICLE XXII regarding teachers instructional/contact time and In-Class Support amendments, and other clarifications in the Salary Schedule.

BE IT FURTHER RESOLVED, that the Board President is fully authorized to execute the Sidebar Agreement and the Business Administrator/Board Secretary is fully authorized to take all necessary and appropriate steps to implement the Sidebar Agreement consistent with the terms herein.

**4. Resolution**

BE IT RESOLVED, that the Metuchen Board of Education hereby ratifies the Memorandum of Agreement and attached salary guides between it and the Metuchen Custodial and Maintenance Association covering the period from July 1, 2014 through June 30, 2017; and,

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel.

**5. Resolution**

BE IT RESOLVED, that the Metuchen Board of Education hereby ratifies the Memorandum of Agreement and attached salary guides between it and the Metuchen Paraprofessional Association covering the period from July 1, 2014 through June 30, 2017; and,

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel.

**6. Resolution**

BE IT RESOLVED, that the Metuchen Board of Education hereby ratifies the Memorandum of Agreement and attached salary guides between it and the Metuchen Principals and Supervisors Association covering the period from July 1, 2014 through June 30, 2017; and,

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel.

**7. Resolution**

BE IT RESOLVED, that the Metuchen Board of Education hereby ratifies the Memorandum of Agreement and attached salary guides between it and the Metuchen Secretaries Association covering the period from July 1, 2014 through June 30, 2017; and,

BE IT FURTHER RESOLVED, that the Board President is authorized and directed to execute the final Collective Bargaining Agreement, consistent with the terms of the Memorandum of Agreement and in a form satisfactory to Board Counsel.

**8. Salary Adjustment - Central Office Administrators**

Move to adjust the salaries of the following Central Office support staff members for the 2014-2015 school year retroactive to July 1, 2014 through June 30, 2015:

Name	Position	2014-2015 Salary
Michael Harvier	Business Administrator /Board Secretary	\$138,957
Richard Cohen	Asst. Superintendent /Principal - Moss School	\$133,500
Robert Capra	Supervisor of Special Services	\$127,571
Gerard Redmond	Supervisor of Buildings and Grounds	\$91,378

**9. Salary Adjustment – Technology Staff**

Move to approve the following as technology staff for the 2014-2015 school year retroactive to July 1, 2014 as follows:

- a) Christopher Thumann, District Technology Coordinator, at the rate of \$81,741/yr.
- b) Owen Harvey as Technology Technician/Network Specialist for the 2014-2015 school year at the rate of \$53,948/yr.

**10. Salary Adjustment - Central Office Support Staff**

Move to adjust the salaries of the following Central Office support staff

members for the 2014-2015 school year retroactive to July 1, 2014 through June 30, 2015:

<b>Superintendent's Office:</b>		
Maggie Ryan	Admin. Asst. to Superintendent	\$60,260
Barbara Zaneto	Personnel Coordinator	\$54,594
<b>Curriculum Office:</b>		
Amy Opitz	Secretary	\$37,795
<b>Special Services:</b>		
Maureen Barry-Millar	Confidential Secretary	\$47,857
Adele Rackley	Part-time Secretary	\$21,347

**11. Salary Adjustment – Business Office Support Staff**

Move to adjust the salaries of the following Business Office support staff members for the 2014-2015 school year retroactive to July 1, 2014 through June 30, 2015:

<b>Business Office:</b>		
Debbie Finden	Admin. Asst. to Business Administrator/Board Secretary	\$49,916
Joan Whitson	Payroll Coordinator	\$59,996
Tracey Orcutt	Purchasing Coordinator	\$53,515
Maryann Simms	Business Office/Benefits	\$37,198
<b>Transportation:</b>		
Sheila Donohue	Transportation Coordinator	\$52,443
<b>Substitute Teachers:</b>		
Judy Kurabinski	Calls and coordinates substitute coverage	\$14,828
<b>The Zone:</b>		
Jo Raimondo	Secretary	\$14,288

**12. Appointment - Certificated Staff**

Move to appoint Shawn Doremus as English teacher at Metuchen High School for the 2014-2015 school year, effective August 27, 2014: salary status 1B - \$50,068.

**13. Appointment - School Nurse**

Move to appoint Kristine Walters as school nurse at Metuchen High School, effective August 27, 2014; salary status 1A - \$49,218.

**14. Appointment - Certificated Staff**

Move to approve Deborah Sills as part-time Teacher of the Handicapped at Moss School, effective August 27, 2014:

salary status \$27,341.50;(FTE .5 4C - \$54,683).

**15. Appointment - Certificated Staff**

Move to approve Maryrose Little as Library Media Specialist at Edgar Middle School, effective August 27, 2014 or upon release by current school district; salary status 3H - \$64,961.

**16. Resignation - Non Certificated Staff**

Move to accept the resignation of Owen Harvey, Technology Technician/Network Specialist, effective October 2, 2014.

**17. Resignation - Non Certificated Staff**

Move to approve the resignation of Farida Bahlwani, paraprofessional effective August 19, 2014.

**18. Appointment - Non-Certificated Staff**

Move to approve Julian Meloni as Network Administrator for the 2014-2015 school year effective September 10, 2014, 2014; salary status \$65,000/yr. (12 month position, prorated).

**19. Appointment - Non-Certificated Staff**

Move to approve the following as Lisa Catalanello as a paraprofessional, effective August 27, 2014: salary status \$17,737.

**20. Appointment - Non-Certificated Staff**

Angelina Dama-Delgado as a bus aide, effective August 27, 2014: salary status \$11.60/hr.

**21. Coaches - Spring 2015**

Move to approve the following as coaches for the 2014-2015 school year:

<i>Sport</i>	<i>Coach</i>	<i>Position</i>	<i>Stipend</i>
<b>Metuchen High School</b>			
Field Hockey	Melanie Gilbert	Freshman	\$5,080
<b>Edgar Middle School</b>			
Field Hockey	Kelley O'Brien	Volunteer	-0-

**22. 6<sup>th</sup> Period Stipends**

Move to approve the following for an instructional 6<sup>th</sup> period stipend of \$6,300 for Mathematics for the 2014-2015 school year effective August 27, 2014 : Janis Lewandowski, Sherri Lifson, Frank Ruggiero, Jonathan Stevens, James Thomas, Michael Warnock, and Frank Wrublewski.

**23. Change in 6<sup>th</sup> Period Stipend**

Move to remove Steve Cichetti from his 6<sup>th</sup> period stipend assignment and appoint Christopher Giddes to that assignment.

**24. Mentors for Provisional Teachers**

Move to approve the following as mentor teachers for the 2014-2015 school year:

<b>Provisional Teacher</b>	<b>Assignment</b>	<b>Mentor Teacher</b>	<b>Required Payment to Mentor Teacher at End of Assignment</b>
Megan Dunne	CES 1 <sup>st</sup> Grade Leave Replacement	Staci Gil	\$550 pro-rated for partial year assignment
Kelley O'Brien	EMS 5 <sup>th</sup> Grade	Vivian Petrakakos	\$550/full year
Deborah Sills	Moss Preschool Teacher of the Handicapped	Karen Ryder	\$275 (\$550 prorated for 2 <sup>nd</sup> half of required program)

**25. Reappointment - Substitute Teachers**

Move to reappoint substitute teachers for the 2014-2015 school year as shown on the attached list.

**26. The Zone**

Move to approve the following as Zone Supervisors, Activity Leaders, and Mentors for the 2014-2015 school year on an as needed basis:

<b>Name</b>	<b>Rate of Pay</b>
<b>Supervisors</b>	
Roseann Misuraca	\$40/hour
Todd Gural	\$40/hour
<b>Activity Leaders</b>	
Veronica Araneo	\$30/hour
John Butler	\$30/hour
Rick Carter	\$30/hour
Robin Gordon	\$30/hour
Emily Mertz	\$30/hour
Vivian Petrakakos	\$30/hour
Emily Presuto	\$30/hour
Virginia Wetzel	\$30/hour
Stephen Irenski	\$16.11/hour



Mary Jo Paulmenn	\$16.86/hour
Alan Ames	\$16.11/hour
Judy Hoffman	\$16.56/hour
<b>Mentors</b>	
Gerard Haney	\$9.00/hour
Jennifer Hill	\$9.00/hour
Emma Leuschen	\$9.00/hour
Thomas Chalker	\$7.50/hour
Nancy Hafez	\$7.50/hour

**27. Appointment - Certificated Staff**

Move to appoint Chad Murray as Math teacher at Metuchen High School for the 2014-2015 school year, effective August 27, 2014 or upon release from his current district: salary status 3K - \$78,244

Items A1-A27

Ms. deVries

Mr. Benderly

Moved

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 June 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 August 26, 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 June 30, 2014.

**4. Non-Public Technology**

Move to approve the following non-public technology requests:

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	Renaissance Learning	240		AR Subscription	\$5.50	\$1,320.00
St. Francis Cathedral	Renaissance Learning	1		Accelerated Reader Enterprise	\$1,599.00	\$1,599.00
St. Francis Cathedral	Renaissance Learning	1		Annual Hosting Fee	\$499.00	\$499.00
St. Francis Cathedral	Renaissance Learning	6		Implementation & Data Coaching	\$150.00	\$900.00
Metuchen Christian Acad.	CDW	8	3133454	HP SB 440 G1	\$670.00	\$5,360.00
Metuchen Christian Acad.	CDW	8	2894507	Acad MS MBA Office STD	\$61.61	\$492.88

**5. Out of District Placement**

Move to approve the placement of student 2016512 at Deron School for the 2014-15 school year at tuition of \$45,515.

**6. Out of District Placements**

Move to approve the following out of district placements for the 2014-2015 school year:

<b>Student Local ID #</b>	<b>Private Placements School</b>	<b>Tuition 2014-15</b>
20161954	Montgomery Academy	\$ 56,709
002017175	Montgomery Academy	56,709
002017220	Collier School	54,335
002017174	Collier School	54,335
2013551	JFK Vocational Rehab	34,810
002015090	Celebrate The Children (and cost of Aide	92,907
2020017	Newmark School	31,921
002012098	DREAM Mercer Cty Comm College	11,616
002012098	Community Options	19,680
002017134	New Road School Somerset	42,728
2016512	Deron II	45,515
002015227	East Mountain School	57,091
2022005	Eden Institute	71,062

2019170	Eden Institute		78,814
2022011	Eden Institute		71,062
2020012	Perkins School for the Blind	Estimate	300,000
002014066	Midland School		48,276
2012400	Midland School		48,276
002015216	Midland School		48,276
002014111	Newgrange School		26,556
002014155	YALE School		45,554
Total Private Tuition			\$1,296,232
<b>Public Placements School</b>			
2020004	Douglass Developmental Inst.		\$101,000
002022034	UMDNJ - UBHC		57,790
002022181	UMDNJ - UBHC		57,790
2020006	Bright Beginnings		44,126
002017002	Bright Beginnings		51,313
002025004	Center for Lifelong Learning (and cost of Aide		84,665
002017076	WR Satz School - Holmdel	Estimate	43,000
2017217	East Brunswick Public Schools		37,267
002013211	Piscataway Regional Day		40,140
2014600	Piscataway Regional Day		40,140
002012181	Piscataway Regional Day		40,140
Total Public Tuition			\$597,371
<b>Total Public &amp; Private</b>			<b>\$1,893,603</b>

## 7. Professional Development

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

**8. Field Trips**

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

Items B1-A27

Mr. Lifton

Mr. Benderly

Moved

Seconded

Motion carried (8-0)

**C. POLICY**

**1. 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. 18A: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.*

**2. Second Reading of Policy**

Move to approve the second reading of the following policies:

- Policy 3283: Electronic Communication Between Teaching Staff and Students
  - Policy 4283: Electronic Communication Between Support Staff and Students
- With changes discussed earlier

**3. First Reading of Policy and Bylaws**

Move to approve a first reading of the following by-laws and Policy:

- Bylaw 0141 Board Member Number and Term
- Bylaw 0143 Board Member Election and Appointment
- Policy 1581 Victim of Domestic or Sexual Violence Leave

**4. ABR Data - School Self-Assessment**

Move to approve the School Self-Assessment of Grades under the Anti-Bullying Bill of Rights Act.

Items C1-C4  
Ms. Gibson  
Moved

Ms. Matise  
Seconded

Motion carried (8-0)

## **D. CURRICULUM**

### **1. Curriculum Revision**

Move to approve the revisions to the following curricula:

- Spanish 4 Honors
- Spanish 5 AP

Mr. Benderly  
Moved

Ms. McGuire  
Seconded

Motion carried (8-0)

## **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 Contractual matters, and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exists.

Mr. Lifton  
Moved

Mr. Benderly  
Seconded

Moved Carried (8-0)

The Board returned to the meeting

Move to a change in start time for MHS to 7:42 am. (-0- period), 8:30 (1<sup>st</sup> period)

Mr. Lifton  
Moved

Mr. Benderly  
Seconded

Moved Carried (8-0)

**Professional Development for Board Approval 8-26-14**

<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>
9/13/2014	9/14/2014	CrossFit Level 2 Course	Zaneto, Nicholas	MHS	\$ 1,000.00	FFPI
10/23/2014	10/24/2014	"Entering a New Century under Common Core Standards and PARCC Assessments"	Miller, Jennifer	EMS	\$ 54.00	FFPI
10/23/2014	10/24/2014	AMTNJ 25th Annual Two-Day Conference	McCadden, Laura	EMS	\$ 43.00	FFPI
10/24/2014	10/24/2014	International Dyslexia Association, "The Transformation Process"	Irenski, Janet	MHS	\$ 223.00	FFPI
10/26/2014	10/27/2014	NJASL 2014 Fall Conference: "Taking Charge of Your Destiny"	Glave, Patricia	MHS	\$ 227.16	FFPI
10/29/2014	10/29/2014	NJSBA Conference	Porowski, Edward	CES	\$ -	No cost

**Field Trips**

**BOE Mtg 8-26-14**

<b>School</b>	<b>Destination</b>	<b>Class/Group</b>	<b>Teachers/ Advisors</b>	<b>Date(s)</b>	<b>No. of Students</b>
CES	State Barracks Trenton, NJ	Trip will relate to 4 <sup>th</sup> grade social studies curriculum – American Revolution & State Government	All 4 <sup>th</sup> grade teachers, ICS teachers and paras	6/9/2015	Entire 4 <sup>th</sup> grade

MHS	Dodge Poetry Festival , NJPAC Newark, NJ	Poetry of Song students will listen to poetry reading and attend workshops on writing & reading poetry	Adam Levy Lauren Volosin	10/24/14	12
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Central Office Administration

**TITLE: ASSISTANT SUPERINTENDENT / PRINCIPAL MOSS SCHOOL**

**QUALIFICATIONS:**

1. Valid Administrator Certificate with School Administrator Endorsement
2. Minimum level of experience in teaching, curriculum development and school administration as determined by the board
3. Demonstrated ability to work effectively in the areas of personnel management, school administration and supervision of programs and staff
4. Strong leadership and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES;** Assigned administrative personnel

**JOB GOAL:**

To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations, including the oversight and management of the Moss School.

**PERFORMANCE RESPONSIBILITIES:**

**ASSISTANT SUPERINTENDENT**

1. Assists the superintendent in supervising the district's instructional programs and school services.
2. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary,
3. Assists with the preparation and administration of the instructional accounts of the school budget.
4. Provides leadership and guidance in process of curriculum planning, coordination and evaluation
5. Assumes the responsibilities of administering the district in the absence of the superintendent.
6. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
7. Develops and administers in-service programs for professional staff based on district personnel based on district priorities for instructional improvement
8. Prepares drafts of needed board policies and administrative rules for the superintendent's review and/or board action
9. Participates in the selection and recommendation of adoption of all textbooks and supplementary instructional materials
10. Establishes necessary procedures for referral and cooperative planning with other children's services agencies
11. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
12. Attends board meetings and prepares such reports for the board as the superintendent may request
13. Evaluates the performance of an administrative personnel in accordance with law, code and board policy
14. Performs other related duties as may be assigned by the superintendent and/or requested by the board

### **Principal Moss School**

1. Assumes responsibility for the management of the school in accordance with law, administrative code and Board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
6. Plans, organizes and supervises all curricular and extracurricular activities.
7. Interviews, recommends for appointment, assign, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
8. Conducts observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
9. Prepares and submits the school's budget requests and monitors the expenditure of funds.



10. Establishes and maintains an efficient office system to support the administrative functions of the school.
11. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
12. Approves the master teaching schedule and classroom assignments.
13. Maintains high standards of student conduct and enforces discipline as necessary in accordance with Board policy and the students' rights to due process.
14. Notifies immediately the parent or guardian and the Chief School Administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
15. Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
16. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of Special Education.
17. Plans and supervises fire and other emergency drills as required by law and Board policy.
18. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
19. Conducts staff meetings as necessary for the proper functioning of the school.
20. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
21. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
22. Keeps the Superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated in accordance with NJ state law and the provisions of the board's policy on evaluation.

**ANTICIPATED DATE OF ADOPTION :** August 26, 2014

Attachment - Metuchen Board of Education Business Meeting 8/26/2014

**Substitute Teachers for 2014-2015**

<b>Name</b>	<b>Certification</b>
Arooj, Shanza	Substitute
Beuhn, Stephen	Elementary
Brinkerhoff, Michele	Substitute School Nurse
Cassian, Nicole	Substitute
Clifton, Nelson	Social Studies, Teacher of the Handicapped
Colavito, William	Substitute
Colby, Michael	C of E English
Czochanski, Josephine	Substitute
Dakelman, Mitchell	Library Media Specialist
Delgado, Jacqueline	Substitute
DiMeglio, Joseph	Substitute
Facchini, Elizabeth	Substitute
Festa, Rosa	Substitute
Fleischer, Lauren	Substitute
Flynn, Rene	Substitute
Gioia, Carolyn	Substitute
Giordano, Joseph	Substitute
Gray, R.N., Susan	Substitute Nurse & Substitute Teacher
Gross, Dawn	Elementary
Grossman, Barbara	Substitute
Hale, Linda	Elementary
Healey, AnnMarie	C of E P-3, K-5, LA/Lit. Subject Matter 5-8
Holleran, Timothy	Substitute
Holloway, Bruce	Substitute
Irwin, Jenny	P-3, K-5, TOSD
Jursek, Christine	Substitute
Karamanos, James	Substitute
Katchisin, Jr., Thomas	Substitute
Krygina, Alona	Elementary
Levy, William	English
Liapes, Peter	Social Studies
Lewandowski, Christopher	Substitute
Mallory, Troy	Substitute
Mandelbaum, Fred	Substitute
Mauro, Danielle	Substitute
Miller, Jeremy	Substitute
Murphy, Caroline	Substitute
Newman, Annette	Elementary
Newman, Raymond	Physical Education & Health
Nicodemo, Debbie	Substitute
O'Brien, Mili	Substitute

O'Connor, Megan	Substitute
Poandl, Deborah	Substitute Teacher/Nurse
Poandl, Margaret	C of E Art
Reid, Michael	Substitute
Rosamilia, Kristina	Substitute
Salmon, Doris	Substitute
Schwartz, Sheryl	Substitute
Sclafani, Kathy	Substitute Nurse
Scilingo, Desiree	Substitute
Silver, Caroline	Substitute
Silver, Marilyn	Spanish
Silverman, Rhonda	Substitute
Sukovich, Christine	Social Worker
Tay, Tara	Elementary/Teacher of the Handicapped
Toth, Dori	Elementary, TOSD
Wagner, Joseph	Social Studies
Valovcin, Rachel	Substitute
Winhold, Jason	Phys. Ed./Health
Yourstone, Gail	Substitute