

**THE PUBLIC SCHOOLS  
METUCHEN, NEW JERSEY**

**MEETING MINUTES**

**of the Metuchen Board of Education**

Metuchen High School  
400 Grove Avenue  
Metuchen, NJ 08840

**Tuesday, April 29, 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	A	Ms. McGuire	P
Ms. Gibson	P	Mr. Stern	P
Ms. Lanton	P		

**IV. Showcase of Success**

Nothing at this time.

**V. Presentation/Discussion Items**

Policy

There was a discussion of the following proposed policies:

3144	Certification of Tenure Charges
3144.12	Certification of Tenure Charges - Inefficiency
3144.3	Suspension Upon Certification Charges
4146	Nonrenewal of Non-tenured Support Staff Members

The first three policies give guidelines on how to properly handle tenure charges. The fourth is self-explanatory by title.

### Finance

The budget hearing for the 2014-2015 school year budget took place. Mr. Caputo reviewed the budget for the 2014-15 school year in a PowerPoint presentation consisting of a budget preparation timeline, and highlights from each school for the 2013-14 school year. The presentation also contained an analysis of requests for curriculum, technology, facility/safety, and athletics/co-curricular. Mr. Harvier explained what each fund was used for, a summary of appropriations, an analysis of revenue, a summary of state aid, the tax impact of Fund 10 and Fund 40, an analysis of surplus, and efficiencies implemented.

There were no comments from the public.

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

Mr. Lfton noted that the district's contract with the MEA is up on June 30. The Negotiations committee is actively pursuing discussions.

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

Nothing at this time.

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

Mr. Harvier reported that the district had received a copy of the executed grant for the boiler project.

### **IX. Committee Reports**

Technology: The committee met with the district's technology team and discussed the team's current work and that planned for summer. They are deploying remote desktops, deploying new and decommissioning old computers, keeping an inventory of computers including location, and improving software for PAARC efficiencies.

Finance: The committee met with our health insurance consultants to discuss options for healthcare (as it relates to negotiations), reviewed bids on the boiler project and the methods used in selecting the low bidder. They also spoke about the Campbell modular whose expected completion date is this summer. There is a need for more lockers at EMS because of an increase in school population next year. The Courtesy bussing fee was increased; contracts with transportation providers were reviewed. Monies received from the safety grant will be used for door replacement at Moss School. Custodial schedules at all schools were also reviewed.

Personnel: Leave replacements, as well as duties of the VP at EMS and the Supervisor of Math and Technology.

Curriculum: Tiffany Goodson spoke to the committee regarding the development of a Guidance Curriculum, the Summer Institute, and college attendance data. They also discussed the Virtual High School program, grades, and a market review of other providers.

**X. New Business**

Nothing at this time.

**XI. Old Business**

Mr. Stern reopened discussion on fundraising for stadium lights by members of the community. It was decided that the topic should be discussed by the Athletics committee and then the Finance Committee.

**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 with corrections noted :

March 25, 2014	Board Meeting	
Mr. Liffon	Ms. Lanton	
Moved	Seconded	Motion carried 6-0-2 Lanton, Matise abstained
April 2, 2014	Board Meeting, Executive Session	
Mr. Liffon	Ms. Lanton	
Moved	Seconded	Motion carried 8-0

**XV. Recommendations of the Superintendent of Schools**

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

**A. PERSONNEL**

**1. Retirement**

Move to accept, with regret, the retirement of Augustin DeLeo (Moss School custodian) effective July 1, 2014.

**2. Retirement - Change in Date**

Move to approve a change in the effective retirement date of Marie Seidel from July 1, 2014 (Item A5 - 1/14/14) to May 1, 2014.

**3. Unpaid Leave of Absence**

Move to approve an unpaid leave of absence for Laura Camargo from April 14, 2014 through the end of the 2013-2014 school year.

**4. Long-Term Substitute**

Move to approve Debra Johnson as a long term substitute for Laura Camargo (EMS Spanish) effective April 30, 2014 through the end of the school year; salary status days 1 through 20 - \$80 per diem, days 21 through end of assignment - \$261.71 per diem.

**5. Payment of Mentor Teacher**

Move to approve the payment of mentor teacher for the 2013-14 school year.

<b>Mentor Teacher</b>	<b>Payment</b>	<b>Provisional Teacher School/Assignment</b>
Audra Smith	\$450 = 20 day mentor for alternate route teacher	Anthony Luell (leave replacement for Laura Camargo)

**6. Substitute Teachers**

Move to approve Jane Baran (substitute), Rebecca Keers-Flood (substitute), and Jason Winhold (substitute) as substitute teachers for the 2013-2014 school year.

Items A1 - A6

Ms. deVries

Moved

Ms. Lanton

Seconded

Motion carried 8-0

**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 April 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 February 28, 2014.

**3. Treasurer of School Monies Report**

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

**4. Budget Transfers**

Move to approve budget transfers as of March 31, 2014.

**5. Adoption of the 2014-15 School District Budget**

WHEREAS, the Board of Education must adopt and submit a 2014-15 school district budget; and

WHEREAS, in accordance with N.J.A.C 6A-23A-10.3 (b) a district can request use of banked cap only after it has fully exhausted all eligible statutory spending authority in the budget year and does not necessitate requests for such spending adjustments; and

WHEREAS, the budget necessitates the use of banked cap in the amount of \$589,835 to provide for the continuity of program and services through the end of the 2014-15 school year which cannot be deferred or incrementally completed over a longer period of time;

NOW THEREFORE BE IT RESOLVED that the Metuchen Board of Education adopt the 2014-15 school district budget as follows:

	Appropriations	Local Tax Levy
Total General Fund	\$33,800,051	\$32,181,436
Total Special Revenue Fund	1,055,834	
Total Debt Service Fund	2,651,840	2,302,219

The supporting documentation of this budget includes an itemization of certain expenditures required under administrative regulations.

BE IT FURTHER RESOLVED, that the Board of Education approves withdrawal from Capital Reserve in the amount of \$120,000 to be used for the partial funding of the local share of boiler replacement projects at Campbell School and Edgar Middle School which have been approved school facilities projects by the State Department of Education.

**6. Resolution - NJSIG**

The Metuchen Board of Education hereby approves the submission of a grant application for the 2014 Safety Grant Program through the New Jersey Schools Insurance Group's ERIC NORTH Sub-fund for the purposes described in the application, in the amount of \$18,609.00 for the period July 1, 2014 through June 30, 2015.

**7. Resolution - Campbell School and Edgar Middle School Boiler Replacement Project**

WHEREAS, through public advertising the school district solicited competitive bids for the Campbell School and Edgar School Boiler Replacement Project as described in the November 1, 2013 Project Manual issued by El Associates Architects and Engineers and Addendum issued thereto; and

WHEREAS, bids were received and opened on March 25, 2014 and the bid of Estock Piping Co., LLC ("Low Bidder") was the lowest bid price conforming to specifications; and

WHEREAS, the New Jersey Schools Development Authority has issued the requisite pre-qualification certificate to the Low Bidder; and

WHEREAS, the Low Bidder is classified by the New Jersey Division of Property Management and Construction and the scope of the work of this project as defined in the Project Manual is within the DPMC classification issued to the Low Bidder; and

NOW THEREFORE, IT IS RESOLVED that the contract for the Campbell School and Edgar School Boiler Replacement Project be awarded to Estock Piping Co., LLC for a total contract sum of \$360,126 and that the administration immediately notify the Low Bidder of the award of this contract.

**8. Resolution - Middlesex County Arts High and Middle School**

Move to approve the participation (including transportation), during the 2014-2015 school year of 15 students to the Middlesex County Arts High School (\$815 per student -- \$12,225) and 26 students to the Middlesex County Arts Middle School (\$800 per student - \$20,800) at a total cost of \$33,025.

**9. Professional Development**

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

**10. Field Trips**

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

Items B1 - B10

Mr. Lifton

Moved

Ms. Lanton

Seconded

Motion carried 8-0

**C. POLICY**

**1. First Reading of Policies**

There will be a first reading of the following policies:

- 3144 Certification of Tenure Charges
- 3144.12 Certification of Tenure Charges - Inefficiency
- 3144.3 Suspension upon Certification Charges
- 4146 Nonrenewal of Non-tenured Support Staff Members

Ms. Gibson

Moved

Mr. Stern

Seconded

Motion carried 8-0

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

Move to accept the findings of the previously reported HIB case: CES 018.

Ms. Gibson

Moved

Mr. Stern

Seconded

Motion carried 6-0-3  
Lanton, Matise abstained

**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.



## Professional Development

Start Date	End Date	Activity Title	Last, First Name	Building	Requested	Payment_Method	FFPI #
4/16/2014	4/16/2014	Custodial Staff Training	Heline, Bruce	EMS	\$ 15.00	Other	
4/26/2014	4/26/2014	STEM Day in Edison	Brown, Jane	EMS	\$ -	No cost	
4/30/2014	4/30/2014	Superintendents' Academy - Monmouth U.	Cohen, Rick	Admin	\$ -	No Cost	
4/30/2014	4/30/2014	Superintendents' Academy - Monmouth U.	Jacobson, Tiffany	Supervis.	\$ -	No Cost	
5/1		Reading in the K-12 World Language Classroom	Fonseca, Patricia	MHS	\$ 40.00	FFPI	14-164
5/2		NJ Science Education Leadership Assn.	Henn, Kathleen	Super.	\$ -	No Cost	
5/6/14	5/6/14	NJASA Building Your District's Leadership Capacity	Bruce Peragallo	Admin	\$ -	No cost	
5/6/14	5/6/14	NJASA Building Your District's Leadership Capacity	Rick Cohen	Admin	\$ -	No cost	
5/17/2014	5/17/2014	Forecasting the Future of Your School Library	Glave, Patricia	MHS	\$ 44.22	FFPI	14-160
5/28/2014	5/28/2014	Legal Liability and Athletes Student Athletes, Health Issues and the Law	Trojan, Susan	MHS	\$ 150.00	FFPI	14-162
5/30/2014	5/30/2014	Middlesex County Anti-Bullying Coordinator's meeting	Cheung, Judith	MHS	\$ -	No cost	
5/30/2014	5/30/2014	Middlesex County Anti-Bullying Coordinator's meeting	Cheung, Judith	EMS	\$ -	No cost	

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5/30/2014	5/30/2014	Middlesex County Anti-Bullying Coordinator's meeting	Cheung, Judith	CES	\$ -	No cost	
6/2/2014	6/2/2014	NJACAC 2014 Annual Conference	DeMott, Elizabeth	MHS	\$ 150.00	FFPI	14-163
6/2/2014	6/3/2014	NJACAC Annual Conference	Hanbridge, Leigh	MHS	\$ 225.00	FFPI	14-161
6/9/2014	6/9/2014	Ramapo College on-site visit	Grauer, Traci	MHS	\$ -	No cost	
6/9/2014	6/9/2014	Ramapo College on-site visit	Hanbridge, Leigh	MHS	\$ -	No cost	
7/28/2014	8/8/2014	Math Science Partnership Grant	Levin, Lisa	CES	\$ -	No cost	

## Field Trips

BOE Mtg 4-29-14

<b>School</b>	<b>Destination</b>	<b>Class/Group</b>	<b>Teachers/ Advisors</b>	<b>Date(s)</b>	<b>No. of Students</b>
MHS	Rodin Museum & the Melting Pot Restaurant, Philadelphia, PA	French Club students will learn about life and work of French sculptor and experience eating fondue at The Melting Pot.	Anna Girin, Leah Hanbridge, Patricia Fonseca, Janice Lewandowski	5/1/14	35-40
MHS	J.P. Stevens H.S. Edison, NJ	Orchestra members will perform at orchestra festival for a rating and will participate in a clinic. They will hear the Shanghai String Quartet and other HS orchestras.	Catherine Morrison John Morrison	5/8/14 (after school)	70
MHS	Middlesex County College, Edison, NJ	Students in grades 9-12 will attend Dare to Dream Conference sponsored by NJDOE. It is an informational conference for students with disabilities on transitional goals.	Sarah Karger, Janet Irenski	5/22/14	15
EMS	Georgian Court University, Lakewood, NJ	Grade 8 ROGATE students will attend ROGATE Exposition and present their research.	Debbie Brown, Marian O'Connell	5/28/14	25