

## SEPTEMBER 2011 AFAC CONCERNS

- 1) Can you please provide an update for the tile situation at Cedar Hill (guidance office in basement)?

Tony: New tiles popping up. Requested air quality test results. This is not a knock on maintenance, but concern is that maintenance ripped up floor and laid down new tile. Maybe hiring a company is a better route to take considering the company would have more experience. Might be more cost effective in the long run. Also, was maintenance workers provided with masks or other equipment that would protect their health and safety?

Dr. Fried: Not aware of tiles popping up--will look into it. The school district is obligated to comply with state regulations and safety laws. The district was in compliance.

- 2) At Hilldale, there is a concern about possible mold in classrooms (kindergarten) with an air conditioner. The room(s) have a urine-like odor. The blower was recently turned off which helped with the odor. How often should the air conditioner/blower be serviced (changing of filters)?

Dr. Fried: Maintenance responded to Room 19. Teacher reported problem was rectified.

- 3) Do we have a set procedure for field trips? If so, where are they posted? Is the procedure for field trips funded by board money different from field trips not funded by board money? Is the procedure different for pre-approved field trips as opposed to not pre-approved?

Tony: After the concern was submitted, the MTEA recognizes that field trip procedure is posted on the district's website.

- 4) This summer tuition reimbursement checks were sent to schools as opposed to being mailed to the member's home.

Dr. Fried: The business department indicated that the procedure is for checks to be sent to the schools, then forwarded to the teachers via mail – will look into why they weren't forwarded from school to teachers.

- 5) 1<sup>st</sup> day back next year – all employees need to attend the MTEA general membership meeting. This year only the teachers were available.

Tony: We recognize that this year involved a unique scheduling issue – *Race To Nowhere*. The secretaries and custodial/maintenance members left before the move began and were unable to attend the MTEA meeting that followed the movie. Next year we need to make sure that all MTEA members are available to attend.

Dr. Fried: I agree.

- 6) Anti-bullying specialists concerns – handout will be provided.

Tony: The concerns were submitted at the very beginning of September. Some of the concerns may have been addressed already. Please review and address concerns that haven't been addressed.

Dr. Fried: Will look at list. Anti-bullying specialists can use Fran as a resource for their concerns.

Tony: I also forwarded the actual law provided to me by NJEA.

- 7) Election Day – Parent-teacher conferences should not be scheduled in the evening as per contractual language.

Dr. Fried: I will check with the building principals.

- 8) A few months ago, Mr. Tevis indicated that the custodians and maintenance members will receive uniforms for last school year and this year and winter coats. Did they receive the uniforms and coats yet? If not, when will they receive them?

Dr. Fried: Orders have been placed. Will receive items in a week.

- 9) Seth Miller is Head of the district level PD Committee. The association hopes central office will keep in mind that all professional development is supposed to be generated from the district level PD Committee according to the state.  
**PLEASE NOTE THAT MARY-KATE LANZO HAS BEEN APPOINTED TO THE PD COMMITTEE.**

Dr. Fried: Tony and I spoke on the phone recently about the district goals of the board and the PD Committee plan differ. They may address different areas. We need more discussion about this.

Tony: I think the intent is for the district's goals relating to curriculum and the PD plan to be compatible. This past year they have taken one step forward toward being compatible. We need to continue to move forward so that the goals and the plan mesh together.

Dr. Fried: I believe the goals and plan should be compatible.

- 10) Last year it was noted that many of the copiers district wide would be replaced. When will the new copiers arrive? Having to deal with broken copiers at the beginning of the year at Lazar has been frustrating.

Dr. Fried: 19 new copiers will arrive on or around Oct. 15<sup>th</sup>.

- 11) Also, I believe it was noted that some of the computers in district will be replaced. Some computers at Lazar are 6 years old and a significant number of computers in the Lazar computer labs (room 14 and 35) do not work (domain issues). A computer was removed from Room 57 to be repaired; computer was not returned. In addition, the computer room at William Mason does not have a printer. The main printer is gone. Valley View experiencing problems with Smartboards not working, classroom printers not working, P: and internet not available, and tech orders taking a long time to be completed.

Dr. Fried: According to Austin, the computer room at William Mason does have a printer. Austin indicates that the concerns listed for Valley View are not accurate. The Tech Dept. has only received two requests from VV. There is a computer replacement plan for this year. Austin is hopeful that the new computers will arrive by the end of December. Sixty work orders were closed at Lazar on Back to School Night. The computer in Room 57 was kept out too long and is being addressed internally. The computer has returned to the room.

MTEA: The technology issue has gotten to the point that it is having a negative impact on instruction. Teachers cannot utilize technology to provide higher-order instruction. Also, there is a lack of communication between the Tech. Dept. and staff. We are not notified when tickets are closed or if something

cannot be fixed. Can there be a notification system developed? Also, there needs to be an understanding of educational needs through technology.

Dr. Fried: We are currently interviewing for an additional Tech. Dept. staff member, looking for someone with an educational background.

12) How long can we expect to wait for our tech requests?

Right now the computers have been put back in the wrong places after the summer cleaning, the speakers are not working so I cannot use the smartboard and they are not hooked up to the printer (which I cannot use anyway since I put in a tech request LAST JUNE for a printer cartridge and never got one). This is a general concern involving many computers.

Dr. Fried: There was a problem with getting supplies from Staples. Problem was on Staples' end. Supplies were backordered. Staples' just received two pallets. Supplies should be received within two days.

13) Phones and fax machines at Valley View are not working.

Phone issues have been resolved. Fax machine is in need of repair. Waiting on Verizon to address repair.

14) When will all security issues be in place and operational: Staff ID cards (elementary schools haven't had them for at least 3 years) and the security cameras hooked up to monitors.

Dr. Fried: November completion for new ID cards. Will look into security cameras.

15) Marilyn Turner at the high school, a full-year maternity leave replacement teacher, was informed that contributions for pension would not be taken from her paycheck. It is understood that she is not eligible for TPAF, however, she is eligible for PERS. Can the payroll person begin deductions?

Dr. Fried: Business Dept. indicated that a full-year maternity leave replacement employee is not eligible to enroll in the pension system upon completion of the 1<sup>st</sup> year.

MTEA: We are under the impression that central office has up to one year to begin the deductions, which would mean that the deduction could begin now.

The concern is that the member would have to double on deductions next year, and we would like to avoid this.

Both the MTEA and Dr. Fried indicated that they would double check their facts and follow up.

- 16) Custodians disconnected computers while cleaning the rooms over the summer at Lazar. They didn't reconnect them properly in some cases.

Dr. Fried: According to Austin the Tech Dept. reconnected the computers not the custodians. They were running late doing so due to the custodians were behind schedule with the summer cleaning of rooms. Tech staff has addressed issue.

- 17) Elementary report card does not accurately reflect what is taught in language arts. Can it be evaluated?

Dr. Fried: Yes, it can be evaluated. Has experience evaluating report cards. It can be a nightmare. Teachers and administrators would serve on a committee. There is a need for more conversation about the methodology: how was it done in the past?

Karen Chase: Administrators have had preliminary discussions about this. Will follow up.

- 18) Can there be transition minutes in the schedule for the specials that occur during lunch periods? The schedule now does not allow for them and teachers are losing prep time.

MTEA: Currently being addressed in elementary buildings.

- 19) Why were the paraprofessional positions not posted over the summer? There were 12 positions that became available and most of them were not posted.

Dr. Godett: We don't post the number of positions available. There is just one ad for "paraprofessional positions".

- 20) On delayed opening days, early morning MEDLC teachers are told they must arrive at school at their regular starting time (7:00am). Could this starting time be extended? Not only are driving conditions dangerous but these teachers are parking their cars in the school lots that must be cleared by maintenance.

Dr. Fried: Will talk to Marianne.

- 21) Can we please install and or update Java Script, Flash player, and Adobe Reader on the computers?

Dr. Fried: Due to the late submission of the concern, I will contact Austin.

- 22) Room 64 at Lazar – SmartBoard was repaired on a Thursday, but the following Monday, the problem returned – disconnected from computer. Software needs to be installed on computer – tech request submitted a while ago. A computer needs repair, tech request submitted a while ago.

Dr. Fried: Due to the late submission of the concern, I will contact Austin.

- 23) Roof at Hilldale is still leaking (5<sup>th</sup> grade classrooms).

Dr. Fried: Due to the late submission of the concern, I will contact Steve Toth.

- 24) Why are we attending suicide training on Columbus Day when we did so last year? The requirements are once every five years.

Dr. Godett: This year starts a new five year cycle. This will not be exactly the same as last year. It will also address the new state regs. And HIB law.

- 25) Apparently there are textbook orders for the Science and possibly the Math department submitted to central office. Will the textbooks be purchased soon?

Dr. Fried: Due to the late submission of the concern, I will check.

- 26) Paraprofessionals were notified yesterday that they are to attend PD in-service on Monday. Past practice is that they do not work on Columbus Day. Some paraprofessionals made family arrangements for Columbus Day. Is attendance for in-service mandatory? In the future, can the paraprofessionals receive more advanced notice?

Dr. Godett: Sorry for the late notice. State requires that paras must attend. This includes lunch aids. If someone has an extraneous circumstances, please contact me.

- 27) As of Monday, every clock at Hilldale is not working. Will they be fixed soon?

MTEA: Company has been contacted to fix clock.

- 28) It came to Cedar Hill's attention today that tech will not be opening the grade books until the end of the month creating double recording for teachers. Can it be opened from the beginning of school?

Dr. Fried: Due to the late submission of the concern, I will contact Austin.

- 29) According to the contract, recognition of degree changes takes place in September. Why hasn't this recognition been approved by the board?

Dr. Godett: We have been advised to hold off until negotiations is closer to a settlement. Change in degree will be retroactive like salaries. Some late requests have been accepted. Still waiting on two or three.

- 30) Future AFAC dates.

MTEA: We propose to meet the third Wednesday of every month.

Dr. Fried: I will check my calendar.

# NOVEMBER AFAC MEETING

November 16, 2011

Attendance: Dr. Fried, Dr. Godett, Karen Chase, Tony Varuolo, Joyce Bickham, Erin Sullivan, Nancy Marion, Roxanne Larangiera, Mary Bochicchio, and Shelley Vogel.

## Old Business:

1) A few months ago, Mr. Tevis indicated that the custodians and maintenance members will receive uniforms for last school year and this year and winter coats. Did they receive the uniforms and coats yet? If not, when will they receive them?

Tony--I understand that since the October 2011 AFAC meeting took place, the district received the wrong colored uniforms and returned them. When will the custodians receive the correct uniforms. Also, are they receiving both the uniforms that they didn't receive last year and this year's uniforms? Lastly, are they receiving the Winter coats.

Dr. Fried—Next week the custodians will receive one set of uniforms and raingear. In the spring, they will receive the other set.

2) Marilyn Turner at the high school, a full-year maternity leave replacement teacher, was informed that contributions for pension would not be taken from her paycheck. It is understood that she is not eligible for TPAF, however, she is eligible for PERS. Can the payroll person begin deductions?

Dr. Fried presented documentation that indicated PERS deductions do not take place until after the first year of employment.

3) Can we please install and or update Java Script, Flash player, and Adobe Reader on the computers?

Austin indicated that teachers have to submit a tech order and the tech. dept. would take care of the updates.

4) Room 64 at Lazar—SmartBoard was repaired on a Thursday, but the following Monday, the problem returned—disconnected from computer. Software needs to be installed on computer—tech request submitted a while ago. A computer needs repair, tech request submitted a while ago.

Austin indicated that a work order had not been placed since early Sept.. Austin and Marc visited the room and fixed the problem.



5) Roof at Hilldale is still leaking (5<sup>th</sup> grade classrooms).

Dr. Fried indicated that the roof is currently being addressed.

6) Apparently there are textbook orders for the Science and possibly the Math department submitted to central office. Will the textbooks be purchased soon?

Karen indicated that she looked in the system and couldn't find the order. She asked what level were we addressing. Tony indicated that he thought high school. Karen said that she would look into it again.

7) It came to Cedar Hill's attention today that tech will not be opening the grade books until the end of the month creating double recording for teachers. Can it be opened from the beginning of school?

Austin indicated that a date has been set for next year to get everything done before school starts.

8) Administration indicated that they would look into whether the AFAC meetings can be scheduled for the following dates: 12/21(usually the Dec. meeting is canceled), 1/18, 2/15, 3/21, 4/18, 5/16, 6/20.

Dr. Fried indicated that all dates are approved.

## New Business:

### Woodmont issues:

Technology-

1. Room 5 still has computer issues.

Austin—All computer issues should be brought to the building administrator's attention, so it can be brought to my attention. I checked and there wasn't a request made.

Nancy—Teacher indicated that she did file a request. Request was taken off. Still a dead computer.

2. Room 11 Smartboard is not working, put in request some time ago.

Austin—only ticket submitted was for a power supply.

3. Room 12 Still waiting for smartboard part for repair.

Austin—spoke with Dean one-on-one. Is tech. dept. fault. Part is on order. I will keep Dean up to date.

4. Music teachers have nowhere to print lessons or lesson plans. The options given to them are to printers that are not working.

Austin—I don't know the room #, so I could not locate the work order.

Nancy—Music teachers were able to print today.

### **Lazar issues:**

1. Rm. 19 - mold & mildew - OSHA was called but nothing has been done.

Shelley—Lazar's main office indicated that filters need to be replaced—will wait until week in Dec. that students are not in school to replace.

2. Special Ed. Teachers still can't access gradebooks on Genesis so they can't keep track of how their kids are doing. According to Sharon, Austin is holding this up. Teri says she could do it if she had access to the program (but she doesn't).

Austin indicated that Teri received the solution a month ago. She has all of the access she needs. Spoke with Lazar administration yesterday. Setting up meeting with Sharon on Friday, Nov. 18<sup>th</sup>.

3. Rm. 26 - no VCR or Smart Board despite several reports to tech.

Austin—work completed.

Mary—Still doesn't work.

Austin—I will look at it in person.

### **General Issues:**

1) MEDLC - Teachers heard that Marianne D. approved a 2hr delay ( arrive at 9am) on delayed opening days for morning MEDLC. If this is approved by Dr. Fried, parents need to be notified and made aware of this important change before another bad weather day.

Dr. Fried—I need to explore further before moving forward. Need to check with Jim Tevis and Marianne.

2) Why were teachers expected to start the new LA program "Being a Writer" this September before training and materials arrived?

Karen—According to the reading specialists the teachers think it is a valuable program. It is not mandated. Used ARRA money to purchase and received materials sooner than expected. Explore where it fits in curriculum. Try to align with common core. It is not mandated, just a resource. Reading specialists are there to help.

Joyce—Based on what teachers have been told by the Reading Specialist at CH, teachers are under the impression that they are expected to use it. Teachers are excited about the program but have not been trained. They feel like they are fumbling in front of the students. It was a tough way to start the program.

Karen—Met with Reading Sp. today with a representative from the company offering the program. Because the materials arrived late, administering the program is not mandatory. Don't have to use an entire unit.

3) Concern about lack of substitutes lately. BSI teachers and special ed. teachers are being pulled to cover classes. The concern is about students not receiving the appropriate services.

Beth—We have subs complaining that they don't get jobs and principals are indicating they don't have enough subs. Central office will reopen interviewing process to add subs.

4) The association submitted a list of music vendors that the music teachers would like to have added to the board's approved vendor list for Dr. Fried's review.

### **Central Office Items:**

1) Dr. Fried--Snow Days—We have used two out of four. No sign that we will be reimbursed those two days by the Dept. of Ed.. State of Emergency does not mean automatic reimbursement of days. Dept. of Ed. could look at the issue at the end of winter, especially if there are many snow days. The AFAC Committee will have to discuss in the near future when the "cutoff date" will be for honoring plans made for Spring Break.

2) Dr. Godett--Personal Days without Reason—starting to see a pattern that some are using them to extend vacations and weekends. The pattern extends beyond one year. Expressing concern about rude responses received when a day is questioned.

Tony—I will remind members to remain professional.

Erin—What about sick days? What happens if you are sick, but not sick enough to go to the doctor?

Dr. Godett—A request for a doctor's note is based on whether there is a pattern or not.

Dr. Fried—If someone has good attendance record, we won't request a note. If someone extends a vacation, then yes there will be a request for a doctor's note. We are not trying to establish a watchdog atmosphere.

## January 2012 AFAC Concerns

Attendance: Dr. Fried, Dr. Godett, Tony Varuolo, Janice Koch, Erin Sullivan, Justine Schrub, Nancy Marion, and Shelley Vogel.

### Association Concerns:

1. Office Internet issues: Daily problems with internet access. There are also problems with the New Office 3000 that is used to process purchase orders. (specifics will be provided at meeting).

Justine Schrub, AFAC rep. from William Mason, indicated that the secretary was not able to access Office 3000.

Dr. Fried: Austin indicated that Office 3000 increases the capacity needed. The issue could be computer. The current plan to replace computers should help. Central Office has reached out to Dell and HP for purchasing computers. There will be two waves of receiving the replacement computers: late spring and during the summer. Another order will be placed next year.

2. At the Nov. AFAC meeting, a list of music vendors was compiled and submitted by several elementary music teachers who requested that these vendors be placed on the Ed-Data list. Having these vendors on this list allows them to order using the Ed-Data program and at reduced cost. They notified me the other day that they only have access to Cascade to purchase items for next year. If they wish to buy from these vendors they have to go the "purchase order route" and pay the full price listed in the vendor catalog. Is it too late to have the vendors added to the ed-data list this year? If so, can they be added now for next year?

Stacey Vaughn: The vendors need to contract with Ed-data. Ed-data has vendors. (Stacey provided a list of vendors). The music staff should find out if the vendor they want is a state contracted vendor (this list is on the district's website). If so, the music teacher can submit their state number to Central Office for board approval. If the vendor is not contracted with Ed-data, then the music teacher will have to fill out a regular purchase order.

3. Whatever happened to allowing the morning MEDLC teachers a 2hr delay? At our last discussion at AFAC it seemed positive that this new procedure would be approved and parents would be notified to arrive at

9:00am instead of 7:00am. Apparently at the MEDLC Head Teacher meeting in January, Marianne D told them that "the BOE never approved the change."

Dr. Fried: MEDLC was supposed to send out a letter informing the parents of the change. He will reach out to Marianne and get back to Tony.

PLEASE NOTE A COUPLE OF DAYS LATER I FOLLOWED AN EMAIL FROM DR. FRIED. HE INDICATED THAT HE SPOKE TO MARIANNE DISPENZIERE AND SHE CONFIRMED THAT THEY REACHED AN UNDERSTANDING BUT NEVER GOT TO FULLY DISCUSS THE SITUATION WITH AGNES TUBBS. MARIANNE WILL DISCUSS IT WITH HER AND GET BACK IN TOUCH WITH DR. FRIED. BEFORE ANYTHING CAN HAPPEN, A LETTER FROM MEDLC MUST BE SENT TO PARENTS EXPLAINING THE NEW PROCEDURE.

4. Teachers in some of the buildings have expressed concerns about security cameras in the building--Physical Education teachers, lunch aides, and lunch duty teachers especially since cameras were installed in the gym. Why were the camera's installed in the gym?

Dr. Fried: The cameras were installed to monitor public spaces—hallways, doorways, gymnasium, and all purpose rooms. A large portion of vandalism is committed when the building is used by outside groups during off hours. The inside cameras are motioned sensed. Recording is activated by motion. Administration is only looking at what is recorded when there is an incident. The large monitors in each main office will keep track of when exterior doors are left open, which is a safety issue. All cameras in all schools are operating as of this day.

5. Maintenance (and I think custodians) do not have latex gloves. The concern is for when they have to clean up blood-borne pathogens and similar situations. Can latex gloves be ordered?

Dr. Fried: Steve Toth indicated that the custodial/maintenance members should have the supplies. If they are out of gloves, they should request them in the same fashion that they request other supplies.

6. When will custodians and maintenance receive the articles they didn't receive with the fall uniform order? When will the order for this year's uniforms be placed?

Dr. Fried: They should have everything. Will check with Steve.

MTEA: It was discussed prior that two orders were going to be replaced this year: the order this past fall was for the order that was not placed last year and an order is going to be placed in the spring for this year's order.

Dr. Fried: I will check with Steve.

PLEASE NOTE THAT A FEW DAYS AFTER THE MEETING DR. FRIED EMAILED TONY INDICATING THAT STEVE TOTH WILL PLACE ANOTHER ORDER FOR UNIFORMS AT THIS TIME. HOWEVER, THOSE ARTICLES OF CLOTHING THAT ARE PURCHASED "ONCE PER CONTRACT" WILL NOT BE ORDERED AT THIS TIME. HE WILL WAIT FOR THE CONTRACT TO BE SETTLED IN CASE THERE ARE ANY CHANGES. I will check with NJEA if Central Office can delay the "once per contract" items.

7. The Tienet program for writing IEPs is very slow, requiring the majority of report work to be done at home. Is there something that can be done to make the program run reasonably on the school network?

Dr. Fried: Jenn DeSaye indicated that no one reported a problem to her. Austin indicated that it could be an internet problem, but no one reported the problem to him. He can address the issue if he is given a specific building and/or time the problem is occurring. The AFAC rep. should be the one who contacts Austin.

MTEA: We need to make sure the problem is addressed. Because members' days are being extended, they will have to fill out compensation sheets if the problem is not resolved in a timely fashion.

8. Is it possible for the Honeywell Instant alert message for delayed openings or school cancellations be sent out earlier (5AM as opposed to 5:30) considering some high school teachers have at least a 45 minute commute to school?

Dr. Fried: I appreciate the concern and will take it into consideration. This time around I was on the phone with the Montville Police Department

three times. Because of the nature of the weather, it was called at that particular time. It is a fair concern and will be taken into consideration.

#### Central Office Concerns:

1. Dr. Fried indicated that he received two reports from schools, from administrators that teachers are not participating in things that they normally do in the past. In one school, teachers volunteered for a HSC event, then back out. In another school, someone is advising teachers not to volunteer. In both cases, it is suspected that the reason is due to working with an expired contract.

MTEA: The association has not advised members not to volunteer due to working with an expired contract. Tony was not aware of the situations until now. Tony was not happy to hear about teachers supposedly backing out of an HSC event. He indicated that he would look into the situation. As for the second situation, he couldn't comment because he doesn't know the specifics of the situation. Tony indicated that administration needs to understand that members are not happy about working with an expired contract, having their salaries frozen, and taking home less pay due to the contributions toward medical insurance. And due to the circumstances, members might, on an individual basis, not volunteer for things. Also, the association has always taken the stance that members should be paid for their time outside of school hours, whether the contract is expired or not.

## February 2012 AFAC Concerns

Attendance: Dr. Fried, Dr. Godett, Karen Chase, Tony Varuolo, Joyce Bickham, Erin Sullivan, Justine Schrubba, Nancy Marion, and Shelley Vogel, Mary Bochicchio, Tammy Bombard.

Association Concerns:

### District-wide Concerns

1. Inclusion classes with 2 teachers in one class are larger class sizes. There can be anywhere from 25-28 students in the classes. This is not a good educational setting for special ed. students. Is there something that can be done scheduling wise to avoid this for next year?

Jenn DeSaye: In the past year or so we have increased special ed. staff. We are trying to steer away from grouping 504 students and special ed. students together. Current 5<sup>th</sup> grade is large and this may be difficult to avoid as they enter 6<sup>th</sup> grade.

Association: Two-fold concern: 1, the grouping of 504, special ed., and ESL students and 2, large number of regular ed. students grouped with special ed. students (total between 25 and 28 students). A class this large is not beneficial for special ed. students.

Dr. Fried: I will discuss this with building principals and Fran.

2. Custodians and maintenance members have limited access to computers in the district. They do not receive the announcements sent via email, i.e. online training. Can their supervisor and building principals make sure that they receive this kind of information via hard copy?

Dr. Fried: We will do a better job.

### Middle School Concern

1. The math teachers are upset with the rubric that was presented for placement by the math supervisor. They feel that it is too subjective and that it will be hard to justify the placements to parents. They were asked for input for the rubric and their



suggestions were not considered in the final rubric. They don't feel that the present rubric works.

Dr. Fried: I am well versed on this topic. I try to leave the work itself to the teachers, supervisors, and principals. I did advise that the rubric have two components: a way for the students in the lower track to get out and it shouldn't be "easy" for a student to be lowered into a lower track. Karen, Beth, Denise, Teri, Sharon, and myself met today (Wednesday) to confirm that the rubric have both components. Also, I wanted to make sure it had a component for the supervisor and teacher to address the situation if the student falls just below the criteria for a track. One of the problems with the rubric was that Lazar, due to the fact it was pressed for time, was in a situation where the department and Teri worked on the rubric without Denise being present. When the rubric was presented to Denise, she had concerns. Karen, Denise, Sharon, and the department will meet tomorrow to address the final touches.

#### Elementary Concerns

1. Lack of substitutes: special education teachers, paras, and BSI teachers being pulled. Also, there is a lack of substitutes for secretaries.

Dr. Fried: We will look into seeing if everyone on the AESOP list is still active and if subs are turning down jobs. Beth is still interviewing people to be added on the sub list.

Karen: Is our district paying subs less than other districts?

Association: Subs may be turning down jobs because in some schools the only break they receive is a lunch break. Maybe in other districts they receive more time.

2. Teachers would have liked to have given their input on the school time change.

Dr. Fried: I apologize for not putting the issue out to the teachers for their input. Issue came into being because a Bd. member asked at a Board meeting.

## Central Office Items

### 1. NCLB Waiver

Dr. Fried: In determining the proficiency of a student, the state is moving from a model involving a fixed number to a growth model. NJ Smart will track student scores and teachers. State is trying to figure out what to do with teachers who do not teach Literature, Language Arts, and Math.

### 2. Teacher Evaluation System

Dr. Fried: New evaluation system needs to be in place by 2013-2014. Fifty percent of teacher evaluations will be based on student performance, 50% evidence based. The districts will have four models to choose from. Next year every school in NJ has to have something in place (pilot). A lot of professional development will be needed to inform and prepare teachers. \$50,000 had been budgeted. An advisory committee had to be in place by November 2012. A model had to be in place and ready to practice by January 2013. Central Office is leaning toward the Charlotte-Davidson Model. It is easily assessable. Thirty districts will be receiving grant money as part of a pilot program. Central Office is NOT interested in participating in the pilot program.

### 3. Professional Development/LPDC

Dr. Fried: Met with the LPDC to discuss PD. The meeting went well. Trying to establish a balance between teacher survey results and Central Office's needs due to changes as a result of the NCLB waiver. The number one need expressed by teachers as a result of the survey was differentiated instruction.

## March 2012 AFAC Concerns

In Attendance: Dr. Fried, Dr. Godett, Tony Varuolo, Kathy Klein, Roxanne Larangeira, Tammy Bombard, Shelley Vogel, Erin Sullivan, Nancy Marion.

### ELEMENTARY CONCERNS

- 1)** We are down 1 psychologist at the elementary level. Due to their extensive testing duties they have minimal time to meet with teachers for consultation. Are there any plans to replace the 3<sup>rd</sup> psychologist position or is it possible to shuffle personnel from the middle school (2 positions) or high school (3 positions)?

Jen De Saye—We were down 1 position before Dr. Fried and I came to the district. Never replaced the person in the position. Don't know if it was due to the budget being defeated two years ago.

MTEA—The concern is that psychologists cannot analyze students due to the fact that they are constantly testing.

Dr. Fried—I will research the situation. The timing for expressing the concern is bad because the budget for next year is already set. We have provided more ESL and BSI support. We will do the same for this area of special ed.. Jen will analyze the department and if she feels that more support is needed then we will provide that support in the budget for the following year.

- 2)** We are in great need of solving the substitute issue as children are missing essential services when teachers are pulled from their assignment to cover classrooms. For example, BSI teachers are being pulled to act as substitutes, therefore, the BSI students are not receiving the help they need. In addition to the BSI teachers, Inclusion Sp. Ed. teachers, paraprofessionals, and speech teachers are being used as substitutes (this happens with NJASK makeups, too).

Also, looking into the situation discussed at last month's meeting, some subs are not allowed to have the prep in the teacher's schedule and are assigned at that time to another activity. We're wondering if this practice might affect a sub's decision to work in various buildings. Is it possible that subs initially sign up with Montville, but when they look in the morning at other districts that pay more, do they then cancel Montville or are they being reassigned and by whom?

Lastly, years ago the district employed permanent subs. Would it be possible to bring back the position?

Dr. Godett—Interviewing for substitutes was reopened. Some subs do not want to be called in the morning for the last minute job. Dr. Fried surveyed other superintendents in the area.

Dr. Fried--We are on the low end of the pay scale, but not many districts pay a lot more. We need to look into this further.

**MTEA—Can Reading Specialists be pulled to cover a class?**

Dr. Godett—Yes.

**MTEA—They are not.**

Dr. Fried—We could look at Reading Specialists as an option.

**MTEA—What about re-hiring permanent subs?**

Dr. Fried—Nothing wrong with it. Need to think it through. I don't know if it is economical at this time. Would it solve the problem? Is it worth the cost?

- 3)** Are there plans to revise the elementary report card? The current report card used does not reflect the balanced literacy activities done in the classroom, etc.

Dr. Fried—It is on the Elementary Administrators' Meeting Agenda scheduled later this month. Need to look into how the process worked in the past.

- 4)** Why was High School Orientation scheduled on the same night as evening conferences?

Dr. Fried—It is difficult to find a night where nothing is going on and there was a change in the process (HS Orientation). I will speak to the building principal to avoid conflicts like this in the future.

- 5)** Music and Art departments in many schools are starting to suffer because of the lack of a supervisor. We need someone to advocate for us. For example, we really need someone to organize/coordinate concert dates, piano tunings, etc.. We don't have "district departmental meetings" since we don't have a supervisor. It's very difficult when music staff is in multiple buildings. This needs to be solved now in anticipation for next year.

Dr. Fried—There is a department chair, Paul Kulick. He is responsible for some of the items in the question. In our perspective Paul is doing a fantastic job.

MTEA—Yes, but there is a similar concern at the middle school. We understand that his responsibilities do not include the elementary staff. Maybe an elementary department member can receive a stipend to do the same at the elementary level.

I will take a look at this. I don't want the department at the elementary level to be neglected.

#### MIDDLE SCHOOL CONCERNS

- 6)** There are still some concerns about the proposed LA/ Lit changes to the curriculum. The curriculum is supposed to be written over the summer, as well as resources purchased. This seems extremely rushed, with no prep time for teachers. Teachers will come back to school in Sept. and will see the curriculum for the first time. There is no time to read the proposed books or work on lesson plans. Perhaps it would be more advantageous to write, review, & revise next year instead of implementing.

Dr. Fried—Trish indicated that curriculum work can begin before the summer. New program was introduced to the department. She had received positive feedback from the department. The department already has everything that they need. They can start planning now. The Literature teachers have extra copies of novels. Teachers can begin reading them now. She asked Sharon to get a sub so that teachers can observe one another's lessons. In my perspective there is enough time to plan. The department might see the new curriculum in a couple of months. There is a generous amount of planning time at the middle school.

MTEA—There is no need to rush into this. The course does not have to begin in Sept. 2012. It can begin in September 2013. Teachers want to do the best job possible, and they will not be able to do that if the program begins this coming September. Why should next year's students be denied the best instruction possible? There are a lot of aspects to the new curriculum and new program that teachers want to explore and utilize, but there will not be enough time to do so.

Dr. Fried— I appreciate the teachers' anxiety. When I asked the administrators involved if the program can be implemented in the allotted time, the answer was yes from all administrators. I am confident that we will be ok. I will talk to Trish more about it.

- 7)** Computers are taking a very long time – sometimes as long as 6 min. to go from screen to screen – making it difficult to use in class lessons, update Genesis, or update websites. The computer room has a problem with computer memory and some computers are not working. It is very difficult to teach a computer class when there are not enough working computers.

Dr. Fried—We are less than weeks away from the first installment of new computers. Oldest computers will be replaced first.

- 8)** There seems to be some problems with agendas and minutes for various dept. meetings, especially those meetings where only a supervisor is present. This causes rumors about what happened at those meetings to start and teachers get upset. Can't all meetings have agendas and minutes sent out.

Dr. Fried—There are different ways to effectively run a meeting. You may have a formal agenda or an informal list of items to be discussed. Some supervisors may provide formal minutes, others just may capture the big picture details. I will talk to the administrators about this. Agendas make sense. Capturing important decisions and details of a meeting is important.

- 9)** The Board's policy on absences is often directed at teachers that have legitimate reasons for being absent. Perhaps it would be better to address teachers who are abusing the system and not those that are out for legitimate reasons. In some cases teachers are asked to submit personal and private information in order to prove their absences were really needed.

Dr. Godett—We accept Dr.'s note that generically states that the employee was under the doctor's care and whether or not they are coming back with or without restrictions. We will request a letter if the person is out three or more days in a row. If there is a pattern of absences, may ask for a note if out fewer than three days in a row.

#### Central Office Concerns:

- 1) Leaves of Absence

Dr. Fried—Employees have asked for personal days to extend holidays/vacations. I , have tried to be sensitive to teachers' needs and also take into consideration the need to have teachers in front of students. I have generally allowed teachers to take the days. If it extended a holiday, the person was docked a day's pay. If the person had to attend an event that they had no choice in the matter, like a wedding, I allowed the person to take a personal day. The association's stance is that the language in the contract if they take a personal day, I can't dock a day's pay in addition. This puts me in a dilemma because If I dock the member a day's pay, then they still have their personal days to take. This will force me to issue more denials.

MTEA—The way the dilemma was avoided in the past was the practice of charging the member a personal day if the day was granted. A personal day and docked pay are two separate categories (the formal is a paid day, the later is an unpaid day). Both cannot be applied to the same day.