

**MISSION STATEMENT:** We are committed to or exceeding the NJ Student Learning Standards at all grade levels in all areas, and providing a safe and supportive environment where all students are inspired, empowered, and encouraged to maximize their unique potential.

**VISION STATEMENT:** Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as valuable and contributing members of society.

**ACTION MEETING** on April 27, 2020, Cambridge Park Elementary School, 1 Crest Way, Aberdeen, NJ.- **VIRTUAL MEETING**

### **I. CALL TO ORDER**

President, Ms. Friedman called the Regular Action Meeting to order at 6:00 pm.

### **II. STATEMENT OF ADEQUATE NOTICE**

Ms. Friedman read the following Statement:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education advertised this meeting on April 4, 2020 in the Asbury Park Press and the Star Ledger. This notice was sent to the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Matawan-Aberdeen Joint Free Public Library. The notice was also placed on the district’s web site.”

### **III. ROLL CALL**

Present:	Ms. Allison Friedman - President	Ms. Randi Moore - Vice President
	Mr. Kevin Ahearn	Ms. Annette Ascoli
	Mr. Weymouth Brittingham (joined at 6:05 pm)	Ms. Tara Martinez
	Mr. John Montone	Ms. Kizzie W. Osborne
	Ms. Shari Whalen	

Absent:

Also Dr. Joseph G. Majka, Superintendent of Schools

Present: Mr. John Bombardier, Assistant Superintendent for Curriculum and Instruction  
Mr. Alex Ferreira, School Business Administrator/Board Secretary  
Ms. Nelyda Perez, Assistant Superintendent for Special Services and Programs  
Mr. Michael Liebmann, Director of Personnel  
Mr. David Rubin, Board Counsel

### **IV. PLEDGE OF ALLEGIANCE**

### **V. MINUTES**

It was moved by Ms. Osborne seconded by Ms. Martinez and approved by a unanimous roll call vote to approve the following minutes. Mr. Brittingham had not joined the meeting at this point, therefore did not vote on the minutes.

- Committee of the Whole Meeting Minutes – February 10, 2020
- Executive Session Minutes – February 10, 2020
- Regular Action Meeting Minutes – February 24, 2020
- Executive Session Minutes – February 24, 2020
- Committee of the Whole Meeting Minutes – March 9, 2020
- Executive Session Minutes – March 9, 2020
- Regular Action Meeting Minutes – March 23, 2020
- Executive Session Meeting Minutes – March 23, 2020

**VI. SUPERINTENDENT’S REPORT**

Dr. Majka made the following statements:

- Dr. Majka read the following statement as part of the public hearing on the 2020/21 budget
  - Good Evening: The Business Office has worked collaboratively with building principals and the Central Office to craft a budget for the 2020-2021 school year that recognizes and is responsive to the current economic impact of COVID 19 coupled with the current financial constraints our district, like many other are facing.

As done each year, we have prioritized the line items in the budget with a focus on maintain courses, programs and activities that directly impact our student population.

The district’s budget for the 2020-2021 supports the district’s goals and objectives as guided by the Strategic Plan. The overarching areas with the budget reflect careful and thoughtful consideration for both state mandates (curriculum writing, mental health, abuse prevention), as well as expenditures that ensure our students continue to receive a rigorous, robust education, access to technology, and personalized learning experiences through our learning platforms. Furthermore, due to the Coronavirus Pandemic, the district is working to ensure continuity of operations, including uninterrupted teaching and learning as we plan for the “unknown variables” at this time, including the allocation of resources for summer programming, possible split sessions in the fall, and other unintended consequences resulting from COVID-19.

Additionally, the district remains committed to providing all students, including students receiving special education and related services, English as a Second Language (ESL), and Basic Skills Instruction (BSI) with learning experiences, resources, and tolls that are tailored to meet their individual needs.
- Dr. Majka introduced Mr. Bombardier for the Science presentation
  - Mr. Bombardier led presentation virtually with Ms. Tobia and Dr. Rawls-Dill
  - Dr. Majka introduced Mr. Liebmann for the HIB presentation
    - Mr. Liebmann presented the SSDS/HIB data

**VII. BOARD PRESIDENT’S REPORT**

Ms. Friedman made the following statements:

- Thanks to district staff on most recent US News ranking
- Thanks to students for patience in going through this medical emergency especially for students missing milestones
- District by numbers – review of PPE donated, food distribution and technology distribution at this time of what will be allowable
- Review of award ceremonies – looking at different options, but too much unknown
- Legislation regarding health emergency, payment of providers and impact on cash flow

**VIII. STUDENT REPRESENTATIVE’S REPORT**

Anthony Peters made the following statements:

- None

**IX. CURRICULUM AND INSTRUCTION**

Mr. Bombardier reviewed the Curriculum and Instruction Agenda on which the Board will take action.

A motion was moved by Ms. Martinez and seconded by Mr. Brittingham.

**X. SPECIAL SERVICES**

Ms. Perez reviewed the Special Services Agenda on which the Board will take action.

A motion was moved by Ms. Osborne and seconded by Ms. Whalen.

**XI. PERSONNEL**

Mr. Liebmann reviewed the Personnel Agenda on which the Board will take action.

A motion was moved by Ms. Moore and seconded by Ms. Martinez.

**XII. POLICY**

- None

**XIII. FINANCE**

Mr. Ferreira reviewed the Finance Agenda on which the Board will take action.

A motion was moved by Ms. Ascoli and seconded by Mr. Brittingham.

**XIV. PUBLIC COMMENTS RELATING TO AGENDA ITEMS**

- None

**XV. ACTION ON AGENDA ITEMS**

- Board comments on Agenda items
- Ms. Perez reviewed social emotional grant

**CURRICULUM AND INSTRUCTION**

The following items were then approved by a unanimous roll call vote.

**A. OTHER**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new course for the Matawan Regional High School for the 2020 – 2021 school year:

**Course Title:** The Business Network (Supply Chain Management)

**Rationale:** Students will learn the “invisible” function of business, for example, warehousing, logistics, procurement, and essentially the life cycle of a product from raw material until it is in the hands of the consumer (and sometimes back with a return process).

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the partnership agreement between Matawan-Aberdeen Regional School District (MARSD) and the Institute for Student Achievement (ISA) to participate in the Social, Emotional and Academic Development (SEAD) initiative from spring 2020 through June 2022 (30 months). This initiative integrates SEAD skills into core academic classes as well as school and district culture.

**Rationale:** SEAD integration develops the academic mindset of students necessary to persevere through rigorous content. Skills acquired become transferrable beyond the classroom. These skills are critical to all learners, in particular, these skills show great promise for accelerating learning and success for students who are underachieving.

**SPECIAL SERVICES**

The following items were then approved by a unanimous roll call vote.

1. The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education approve the following tuition and/or extraordinary services adjustment for the 2018/19 School year.

<b>Student</b>	<b>School</b>	<b>Cost</b>	<b>Effective Dates</b>
162901	Daytop NJ Academy	\$1,436.40-Tuition was originally approved for the amount of \$7,048.35 on 3/25/19. Actual cost is \$8,484.75	2018/19 School year

**Cost:** \$1,436.40

**Account #:** 11-000-100-566-09-0000-0

**Rationale:** The Out of District Schools were audited. Therefore, there was a tuition and/or extraordinary service adjustment.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following student to attend an out of district placement for the 2019/20 School year.

<b>Student</b>	<b>School</b>	<b>Cost</b>	<b>Effective Dates</b>
160034	UBHC Rutgers Day School	Tuition: \$34,300.00	2/10/20-6/30/20 (retroactive)

**Cost:** \$34,300.00

**Account #:** 11-000-100-566-09-0000-0

**PERSONNEL**

The following items were then approved by a unanimous roll call vote.

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following:

**A. RESIGNATIONS/RETIREMENTS**

Policy: 4121.1 Individual Contracts Certificated Staff  
4212.1 Individual Contracts Non-Certificated Staff

Name	Loc	Position	Reason	Hire Date	Effective Date
<b>Resignation/Retirement</b>					
Palumbo, Susan	RD	Secretary 12 Months	Retirement	7/18/1995	7/31/2020

**B. LEAVE OF ABSENCE**

Policy: 4151 Attendance Patterns  
4151.1 Personal Illness and Injury/Health and Hardship

Name	Loc	Position	Type of Leave	With/ W/O Pay	Effective Dates
Laplaga, Alyssa	HS	Child Study Team Speech Therapist	Maternity Leave	With Pay	2/3/20-3/10/20 AM
			Disability	Without Pay	3/10/20 PM
			Disability Phase FMLA/NJFLA	Without Pay	3/11/20-5/20/20 Amended Dates Previously BOE Approved 11/25/19
Janover, Patricia	RD	Principal	Medical Leave	With Pay	10/22/19-4/22/20 AM
			Medical Leave	Without Pay	4/22/20 PM-6/30/20 Amended Dates Previously BOE Approved 10/28/19
Buchanan, Laura	RD	Elementary Teacher	Personal Leave	Without Pay	4/9/20-5/15/20 (Retroactive) Amended Dates Previously BOE Approved 12/16/19
Natale, Gloria	CL	Teacher of Special Education	Maternity Leave	With Pay	6/15/20-10/14/20
			Disability Phase FMLA/NJFLA	Without Pay	10/15/20-12/22/20
Johnson, Alexa	CP	School Nurse	Maternity Leave	With Pay	6/1/20-6/12/20
			Disability Phase	Without Pay	6/15/20-6/24/20
			Maternity Leave Disability Phase FMLA/NJFLA	Without Pay	9/1/20-9/30/20

**C. APPOINTMENTS**

Policy: 4111/4211 Recruiting, Selection and Hiring  
 4142/4242 Salary Checks and Deductions  
 4122 Substitute Teachers Student Teachers/Interns  
 4213/4214 Assignment/Transfer

**1. College Student Observers/Teachers/Interns 2019/2020 & 2020/2021 School Year**

Name	College	Cooperating Teacher Administrator	School/Area
Kenny, Christine	Fairleigh Dickinson University	Helen Bebel	MAMS – Social Studies Student Teacher 2020/2021 School Year

**Rationale:** Student will be able to complete course work requirements toward degree and certification.

**Cost:** None to the Board

**2. Extra-Curricular Activities-2019/2020 & 2020/2021**

Name	Loc	Activity	Position	2019/2020 Step/Stipends	Effective Date
<b>Non-Athletics</b>					
Scatorchia, Briana	MAMS	Peer Buddy	Advisor (Previously approved as Co-Advisor)	\$1,830.00	2019/2020 School Year
Zibbell, James	MAMS	Peer Buddy	Co-Advisor (Previously approved as Advisor)	\$915.00	2019/2020 School Year

**Note:** The law on background checks requires ultimate clearance prior to any employment becoming final, in addition to pre-employment paperwork

**3. Home Instructors-2020/2021 School Year**

Name	Position	Effective Date
All Certificated Staff	Home Instructors	September 2020-June 2021

Account #: GE: 11-150-100-101-11-0000-1 \$45.00/Hour SE: 11-219-100-101-11-0000-1 \$45.00/Hour

**4. Staff Array Changes-2019/2020 School Year**

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Dates/ Reason
Sullivan, Jacqueline MA.TCH.SPECIAL.ED. 14	MAMS 0.67 MAMS 0.33	Math Grade 8 ICR Math Grade 8 POR	MAMS 0.67 MAMS 0.33 MAMS 0.33 O/L	Math Grade 8 ICR Math Grade 8 POR Math Grade 8 ICR O/L	Mcguirk Maternity Leave 4/20/20- 6/30/20 (Retroactive)
Russo, Susan MA.TCH.SPECIAL. ED.09	MAMS 0.67 MAMS 0.33	Math Grade 7 POR Math Grade 6 POR	MAMS 0.67 MAMS 0.33 MAMS 0.33 O/L	Math Grade 7 POR Math Grade 6 POR Math Grade 8 ICR O/L	Mcguirk Maternity Leave 4/20/20- 6/30/20 (Retroactive)
Miller, Elizabeth MA.TCH.SPECIAL.ED. 11	MAMS 0.67 MAMS 0.33	Math Grade 6 ICR Math Grade 6 POR	MAMS 0.67 MAMS 0.33 MAMS 0.33 O/L	Math Grade 6 ICR Math Grade 6 POR Math Grade 8 POR O/L	Mcguirk Maternity Leave 4/20/20- 6/30/20 (Retroactive)
Vasilenko, Nicholas MA.TCH.PHYSED.06	MAMS 1.00  MA 0.17 O/L	Physical Education/Health Education Grades 6-8 Challenger Health & PE Teacher 11-130-100-101-11-	MAMS - 1.00	Physical Education/Health Education Grades 6-8	4/21/20- 6/30/20 (Retroactive)

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Dates/ Reason
Wallace, Eileen MA.TCH.PHYSED.05	MAMS 1.00	0000-1 Physical Education/Health Education Gr 6-8 11-130-100-101-11-0000-1	MAMS 1.00 MAMS 0.17 O/L	Physical Education/Health Education Grades 6-8 Challenger Health & PE Teacher	4/21/20-6/30/20 (Retroactive)

## 5. Other

### A. Summer Practices, Camps & Clinics 2020

#### Fall Extra-Curricular Sports & Clubs

Football/Boys Soccer/Girls Soccer/Field Hockey/Boys Cross Country/Girls Cross Country/  
Girls Tennis/Cheerleading/Dance/Marching Band/Color Guard

#### Winter Extra-Curricular Sports & Clubs

Boys Basketball/Girls Basketball/Wrestling/Boys Winter Track & Field/Girls Winter Track &  
Field/Bowling/Winter Guard

#### Spring Extra-Curricular Sports & Clubs

Baseball/Softball/Boys Track & Field/Girls Track & Field/Boys Tennis

**Rationale:** Adhering to NJSIAA guidelines, coaches will be permitted to work with their student athletes during the Out-of-Season period.

**Effective:** June 15, 2020 – September 1, 2020

**Account #:** 11-402-100-100-11-0000-2



**POLICY**

- None

**FINANCE**

**A. BUSINESS OPERATIONS**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following:

- 1. Payroll for March 2020 and Bills List for April 2020** (Available for review in Board Secretary’s Office)  
Policy #6470 Payment of Claims

<b>March 2020, Payroll</b>	\$4,169,538.61
<b>April 2020, Bills List</b>	\$1,531,030.31
<b>TOTAL</b>	<b>\$5,700,568.92</b>

- 2. Transfer of Funds for February 2020** (Available for review in Board Secretary’s Office)  
Policy # 6422 Budget Transfers

WHEREAS, N.J.A.C. 6A:23A-16.10(a)1 prohibits a district Board of Education from approving an encumbrance or expenditure that, when added to the total of existing encumbrances and expenditures, does not exceed the amount appropriated by the district board of education in the applicable line item account established pursuant to N.J.A.C. 18A:22-8.1., and

WHEREAS, N.J.A.C. 6A:23A-16.10(c)1 requires presentation of a report showing all transfers between line item accounts at every regular district board of education meeting,

NOW, THEREFORE BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the report of line item transfers for **February 2020** as presented.

- 3. S-1701 Reporting for February 2020**  
Board Secretary Report for **February 2020**

BE IT RESOLVED, that the Report of the Secretary to the Board of Education and the Report of the Treasurer of School Monies for **February 2020**, which are in agreement, be accepted as submitted and attached to and made part of the minutes of this meeting.

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education, pursuant to N.J.A.C. 6A:23A-16.10(c)4, certify that as of **February 29, 2020**, after review of the Board Secretary’s monthly financial reports (appropriations section) and Treasurer’s Report, and upon consultation with appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

\_\_\_\_\_  
Alex Ferreira  
Board Secretary

April 27, 2020  
Date

- 4. Adoption of the 2020/21 Proposed Budget**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the resolution pertaining to the approval of the 2020/21 budget as presented at the public hearing on April 27, 2020, as follows:

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education adopted a tentative budget for the 2020/21 fiscal year on March 9, 2020, to be submitted to the Executive County Superintendent of Schools for approval; and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 7, 2020; and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 23, 2020; and

WHEREAS, the budget was presented to the public during a public hearing on April 27, 2020; and

WHEREAS BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education withdraws \$2,000,000 as budgeted in the revenue line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, for other capital project costs of replacing the gym floor at the middle school, replacement of the high school track and artificial turf, replacement of hard wood flooring at the high school and rehabilitation of bathrooms. The total cost of these projects is estimated to be \$2,000,000, which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$900,000 as budgeted in revenue line 630 for the purposes of funding the general fund maintenance accounts, 11-000-261-XXX; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education requests the approval of an emergency reserve withdrawal in the amount of \$90,000 as budgeted in revenue line 660 for the purpose of the purchase of security improvements and Alyssa’s Law compliance.

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the 2020/21 budget supported by a general fund local tax levy in the following amounts:

General Fund	\$74,061,681
Special Revenue Fund	\$1,197,184
Debt Service Fund	\$2,941,818
<b>Total Budget</b>	<b>\$78,200,683</b>

BE IT FURTHER RESOLVED that the Matawan-Aberdeen Regional School District Board of Education approves the tax levy to be raised in the following amounts:

	<b>General Fund</b>	<b>Debt Service Fund</b>	<b>Total 2020/21 Tax Levy</b>
Aberdeen Twp	\$38,077,931	\$1,734,215	<b>\$39,812,146</b>
Matawan Boro	\$18,699,331	\$851,640	<b>\$19,550,971</b>

**5. Authorization to Implement the 2020/21 Budget**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Superintendent and School Business Administrator/Board Secretary to implement the 2020/21 budget pursuant to Board of Education policy and state regulations.

**6. Change Order #1 – Unit Ventilator Repl at Cliffwood Elementary School – FVHD 4554**

<b>Contract</b>	Unit Ventilator Repl at Cliffwood Elementary School – FVHD 4554	
<b>Contractor</b>	Rampart Construction Company, Inc.	
<b>Change Order #</b>	1	
<b>Amount</b>	(\$23,000)	
<b>Description</b>	Credit to the District for unused project allowance (4554 Cliffwood)	(\$1,000)
	Credit to the District for unused project allowance (4555 Lloyd Rd)	(\$1,500)
	Credit to the District for punch list items not completed (4554/4555/4745A/4746)	(\$20,500)
	Total Decrease for Change Order # 1	(\$23,000)

**7. Receipt of Bids and Award of Contract for Fall Athletic Trips (Bid 21-01A) for the 2020/21 School Year**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) prepared the bid specifications to secure Fall Athletic Trips for the 2020/21 School year (hereinafter the “Work”); and

WHEREAS, as a result of the solicitation, on April 21, 2020 the following proposals were received:

<b>Vendor</b>	<b>Amount</b>
Kingz Transportation, LLC	\$54,600 as outlined in Exhibit A

NOW, THEREFORE BE IT RESOLVED, that the Board of Education hereby award the Contract for Work to the lowest responsible bidder as referenced below in the following values and amounts:

<b>Vendor</b>	<b>Amount</b>
Kingz Transportation, LLC	\$28,325 as outlined in Exhibit B

BE IT FURTHER RESOLVED, that the Board rejects all other bids. The bids exceed the cost estimates for the goods or services pursuant to NJSIA 18A:18A-22.

**8. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during **March 2020**:

<b>School Name</b>	<b>Security Drill Type</b>	<b>Date &amp; Time</b>
Cliffwood Elementary School	Fire Drill	3/4/20 @ 11:00 am
Lloyd Road Elementary School	Evacuation	3/10/20 @ 9:12 am
Lloyd Road Elementary School	Fire Drill	3/12/20 @ 10:02 am
Strathmore Elementary School	Fire Drill	3/2/20 @ 9:30 am
Strathmore Elementary School	Shelter in Place	3/3/20 @ 11:35 am

**XVI. UNFINISHED BUSINESS**

- Food Services
  - Mr. Ferreira to provide update to committee

**XVII. NEW BUSINESS**

- None

**XVIII. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS**

- None

**XIX. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of discussing Privacy and Personnel Matters. The subject matter of these discussions will be disclosed to the public when the reason for confidentiality subsides. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 30 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action will not take place.

It was moved by Ms. Moore seconded by Ms. Martinez that the Board convene in Executive Session and approved by a unanimous voice vote at 6:44 pm.

The Board returned to Open Session at 7:23 pm.

**XX. ADJOURNMENT**

On a motion by Mr. Ahearn seconded by Ms. Martinez and a unanimous roll call vote the Board adjourned the meeting at 7:24pm.

Respectfully submitted,



Alex Ferreira  
School Business Administrator/Board Secretary