

**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.

**WORKSHOP MEETING** on April 6, 2020, Administration Building, One Crest Way, Aberdeen, NJ.  
**VIRTUAL MEETING**

**I. CALL TO ORDER**

President, Ms. Friedman called the Committee of the Whole 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
	Ms. Martinez	Mr. John Montone
	Ms. Osborne	Ms. Shari Whalen

Absent: Mr. Weymouth Brittingham

Also Dr. Joseph 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**

- None

**VI. BOARD PRESIDENT’S REPORT**

Board President, Ms. Friedman made the following statements:

- Current crisis – Progress if district; patience of community; hard work by district staff; work of first responders who sacrifice and thanks to the Board for continued support

**VII. SUPERINTENDENT’S REPORT**

Dr. Majka made the following statements:

- Thanks to Superintendent in West Windsor-Plainsboro for the virtual trip information
- Thanks to the staff for hard work in keeping curriculum and teaching students

**VIII. STUDENT REPRESENTATIVE’S REPORT**

- None

**IX. CURRICULUM AND INSTRUCTION**

Mr. Bombardier reviewed the Curriculum and Instruction Agenda requesting that the Board take action this evening on Item A1. The remainder of the items will be presented for action at the April 27, 2020 Regular Action Meeting.

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

**B. 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).

**X. SPECIAL SERVICES**

Ms. Perez reviewed the Special Services Agenda on which the Board will take action at the April 27, 2020 Regular Action Meeting.

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

1. The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education approve the following tuition and/or extraordinary services adjustment for the 2018-2019 School year.

Student	School	Cost	Effective Dates
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	2018-2019 School year

**Cost:** \$1,436.40

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

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

**XI. PERSONNEL**

Mr. Liebmann reviewed the Personnel Agenda requesting the Board take action on Item 1. The remainder of the items will be presented for action at the April 27, 2020 Regular Action Meeting.

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

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)Am ended Dates Previously BOE Approved 12/16/19

**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. Appointments**

Name	Loc	Position	Step	Salary/Stipend 2019/2020 Salary Guide	# Int	Replace Reason	Effective Dates

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

**2. Substitutes – 2019/2020 School Year**

Name	Position	Hours	Effective

Account #: 11-000-270-160-11-0000-9

**3. Home Instruction 2019-2020 School Year**

I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/ Class	Effective Dates

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

**4. 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

**5. Extra-Curricular Activities – 2019/2020 & 2020/2021**

Name	Loc	Activity	Position	2019/2020 Step/Stipends	Effective Date
<b>Athletic Activities</b>					
TBD	HS	Football	Assistant Coach	Step-TBD Stipend-TBD	2020/2021 School Year
TBD	HS	Softball	Interim Assistant Softball Coach	Step-TBD Stipend-TBD	2019/2020 School Year
TBD	MAMS	Intra-Mural Flag Football	Coach	\$1,045.00	2019/2020 School Year
<b>Non-Athletics</b>					
<b>Hourly Activities</b>					
TBD	CO	MOST Program	School Counselor	\$35.00/Hour	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

**6. Volunteers 2019-2020 School Year**

Name	Location	Activity	Effective Date

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

**7. Graduation Chaperones/School Nurse – MAMS 2019/2020**

Name	Name	Name
TBD	TBD	TBD

Chaperones \$25.00/Hour – 3 Hours Maximum

School Nurse \$40.00/Hour – 3 Hours Maximum

**8. Staff Array Changes – 2019/2020 School Year**

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Dates/ Reason

**9. Summer Theater Workshop – MAMS 2020 Summer**

<b>Name</b>	<b>Position</b>	<b>Stipend</b>
Toni Marie Scola	Choreographer	\$2,970.00
Nikola Palivoda	Choreographer	\$2,970.00
Gerard Wells	Director	\$5,920.00
Linda Viel	Director/Coordinator	\$6,580.00
Remoh Mosley	Musical Director	\$3,340.00
Evelyn Hebding	Production Assistant	\$1,490.00
Florence De Costa	Production Design/Construction	\$4,020.00
TBD	School Nurse	\$3,080.00
Michael Wells	Technical Director	\$2,580.00
Amy Wells	Vocal Director	\$3,340.00

**10. 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

**XII. POLICY**

- None



**XIII. FINANCE**

Mr. Ferreira reviewed the Finance Agenda requesting the Board take action on Item 1. The remainder of the items will be presented for action at the April 27, 2020 Regular Action Meeting.

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

- Board discussions on agenda
  - Discussion on resolution regarding collection of tax levy; potential impact on tax payer
- Remove Ms. Osborne from travel agenda

**A. BUSINESS OPERATIONS**

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

**2. 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>	\$
<b>April 2020, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

**3. 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.

**4. 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

**5. 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)
	<b>Total Decrease for Change Order # 1</b>	<b>(\$23,000)</b>

**6. 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

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

- None

**XV. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

The following item was then approved by a unanimous roll call vote.

**A. TRAVEL**

Pursuant to travel policy #6471, the following staff is approved for travel related to training and workshops. This travel is deemed educationally necessary and fiscally prudent, and all travel expenditures shall be directly related to and within the scope of the staff member’s current responsibilities and the district’s Professional Development Plan. **(Curriculum & Instruction Attachment #1)**

**Policy:** #6471 Travel/Reimbursable Expenses  
**Rationale:** Required estimates to abide by law and policy

**PERSONNEL**

The following item was then approved by a unanimous roll call vote.

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

**1. HIB Report**

The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) Report as reported during Executive Session of the Matawan Aberdeen Board of Education Meeting of March 23, 2020.

Incidents Reported	Confirmed Incidents
10	2

**FINANCE**

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

**1. Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts**

WHEREAS, Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS, on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS, a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes-e.g., municipal, school, county, fire district-and these obligations must continue to be met; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the 12<sup>th</sup> and 13<sup>th</sup> Legislative District's representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

**XVI. UNFINISHED BUSINESS**

- Meal distribution question on production of meals
  - Meals on Monday of Spring break
  - Meals available to all students based on Department of Agriculture Program

**XVII. NEW BUSINESS**

- None

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

- Thanks to teachers for effort and support during the health emergency

**XIX. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of discussing Privacy; Personnel and Legal 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. Osborne that the Board convene in Executive Session and approved by a unanimous voice vote at 6:19 pm.

The Board returned to Open Session at 6:48 pm.

**XX. ADJOURNMENT**

On a motion by Ms. Ascoli seconded by Ms. Friedman and a unanimous roll call vote the Board adjourned the meeting at 6:50 pm.

Respectfully submitted,



Alex Ferreira

School Business Administrator/Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
APRIL 6, 2020**

<b>NAME</b>	<b>BLDG</b>	<b>DATES</b>	<b>LOCATION</b>	<b>TITLE</b>	<b>REGIS FEE</b>	<b>Transportation</b>	<b>LODGING</b>	<b>MEALS/ MISC.</b>	<b>TOTAL</b>	<b>SUB YES/NO</b>
Huebsch, Krista	HS	7/13/2020, 7/14/2020, 7/15/2020, 7/16/2020, 7/17/2020	Rutgers Business School Piscataway, NJ	NJDOE Rutgers Business School Supply Chain Management Teacher Training	\$0.00	\$172.75*	\$0.00	\$0.00	\$172.75*	NO
Gross, Zachary	HS	8/3/2020, 8/4/2020, 8/5/2020, 8/6/2020, 8/7/2020	Fordham University New York, NY	College Board AP Seminar Training	\$1,075.00*	\$165.55*	\$0.00	\$0.00	\$1,240.55*	NO
					<b>TOTAL</b>			<b>TOTAL</b>	\$1,413.30	
*Amount being charged to Account #11-000-223-580-04-0000-0										
**Amount being charged to Account #11-000-230-585-11-0000-0										
***Amount being charged to Account #11-000-219-580-09-0000-0										
****Amount being charged to Account #11-402-100-580-30-1402-1										
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$0										
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.										