

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 December 16, 2019, Lloyd Road Elementary School, 401 Lloyd Road, Aberdeen, NJ.

I. CALL TO ORDER

President, Ms. Friedman called the Regular Action Meeting to order at 7:01 pm.

II. PLEDGE OF ALLEGIANCE

III. 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 February 1, 2019 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 Public Library. The notice was also placed on the district’s web site.”

IV. ROLL CALL

Present: Ms. Allison Friedman - President Ms. Annette Ascoli
 Mr. Kevin Ahearn Dr. Jeff Delaney
 Mr. John Montone Ms. Joelle Nappi
 Ms. Shari Whalen

Absent: Mr. Weymouth Brittingham; Ms. Randi Moore

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 Attorney

V. MINUTES

It was moved by Mr. Ahearn seconded by Ms. Nappi and approved by a unanimous roll call vote to approve the following minutes.

- Committee of the Whole Meeting – November 11, 2019
- Executive Session I Meeting – November 11, 2019

It was moved by Ms. Nappi seconded by Mr. Ahearn and approved by a unanimous roll call vote to approve the following minutes. Ms. Whalen abstained.

- Regular Action Meeting Minutes – November 25, 2019
- Executive Session Meeting Minutes – November 25, 2019

VI. SUPERINTENDENT'S REPORT

Dr. Majka made the following statements:

- Dr. Majka introduced Mr. Jerabek, Principal
- Mr. Jerabek introduced four (4) students for Authors in Training Program
 - Students introduced program, writing club
- Mr. Jerabek introduced guidance counselors
 - Ms. Tay and Ms. Giacchi reviewed guidance initiatives

VII. BOARD PRESIDENT'S REPORT

Ms. Friedman made the following statements:

- Ms. Friedman discussed:
 - Strategic Planning Process March 20 and 21, 2020
 - Re-organization meeting and highlights of this Board
 - Policies
 - Transportation
 - New football coach
 - K.E.Y.S. Academy celebration
 - Advocate for district funding
 - Thanks to Ms. Nappi and Dr. Delaney for their service to the community

SUPERINTENDENT'S REPORT (continued)

- Dr. Majka thanked Ms. Nappi and Dr. Delaney for their service to the students and the community
- Ms. Friedman and Dr. Majka presented Ms. Nappi and Dr. Delaney with plaques for their Board service
- Ms. Nappi thanked the community for the opportunity
- Dr. Delaney thanked the Board and the community, role of Board to support students and Superintendent

VIII. STUDENT REPRESENTATIVE'S REPORT

Ms. Friedman made the following statement:

- No report this month but Anthony wished everyone a Happy Holiday Season

IX. CURRICULUM AND INSTRUCTION

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

A motion was moved by Mr. Ahearn and seconded by Ms. Whalen.

X. SPECIAL SERVICES

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

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

XI. PERSONNEL

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

A motion was moved by Ms. Nappi and seconded by Mr. Ahearn.

XII. POLICY

Mr. Liebmann reviewed the Policy Agenda on which the Board will take action on the second reading.

A motion was moved by Ms. Whalen and seconded by Mr. Ahearn.

XIII. FINANCE/TRANSPORTATION

Mr. Ferreira reviewed the Finance Agenda on which the Board will take action. Item #12 was administratively withdrawn at this time subject to discussion in Executive Session.

A motion was moved by Mr. Ahearn and seconded by Ms. Whalen.

XIV. PUBLIC COMMENTS RELATING TO AGENDA ITEMS

- P1 – Thanks to Dr. Delaney and Ms. Nappi for their support to public education
- P2 – Thanks to Dr. Delaney and Ms. Nappi for their service to the district
 - Nursing Assignment plans
 - Question on Veteran’s Day observance on calendar
 - Board discussion on past practice as to date

XV. ACTION ON AGENDA ITEMS

CURRICULUM AND INSTRUCTION

The following items were 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

B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the 2020-2021 school calendar. **(Curriculum & Instruction Attachment #2)**

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the agreement between The College Board and Matawan Regional High School for the AP Capstone Diploma Program. The program is designed to develop students' skills in research, analysis, evidence-based arguments, collaboration, writing, and presentation. Students who complete the two-year program can earn one of two different AP Capstone awards, which are valued by colleges across the United States and around the world. Professional development is required for all AP Seminar and AP Research instructors prior to teaching either course for the first time.

Cost: NTE \$2,500

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Matawan Regional High School baseball team for an overnight trip to compete in pre-season games in Myrtle Beach, South Carolina at The Ripken Experience facility. With approval, the team will be departing on Friday, March 13, 2020, and will be returning on Monday, March 16, 2020.

Rationale: Providing this opportunity will enable our Student-Athletes and Coaches to gain camaraderie as a team and to improve their skills required for participating in the sport of baseball. The team is scheduled to compete in four scrimmages that they normally would not be able to play in if they were in New Jersey due to weather conditions in March.

Cost: The trip will at no cost to the district aside for providing 3 substitute teachers on Friday, May 13th and Monday, March 16th for Coach Carnovsky and Coach Kaye at the High School and Coach Vasilenko at the Middle School. Student Athletes and The Matawan Baseball Booster Club have fundraised to cover the trip costs. Student-Athletes and Coaches will be asked to contribute approximately \$250.00 each additionally if the total cost cannot be covered through fundraising.

SPECIAL SERVICES

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

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve bedside instruction for the following student:

Student	Provider	Cost	Effective Dates
162911	Learn Well	\$1,620.00	12/3/19-1/3/20 (retroactive)

Cost: \$1,620.00 Account#: 11-150-100-320-09-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following provider for the 2019-2020 school year through the K.E.Y.S Academy.

Service Provider	Cost	Effective Dates
APUR-Sunnyside Equestrian Center	\$5,600.00	9/17/19-6/30/20 (retroactive)

Cost: NTE: \$5,600.00 Account #: 20-470-100-500-11-0000-0

Rationale: The Sunnyside Recreation Area, known as SPUR is the home of the Monmouth Park Systems Equestrian Division. This division provides fundamental equestrian experiences for people of all abilities, with an emphasis on offering the benefits of therapeutic horseback riding to individuals with physical and cognitive disabilities, helping them to develop to their full potential.

3. 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	Provider	Cost	Effective Dates
158861	Harbor School	\$1,029.00-1:1 Aide was originally approved for \$37,398.00 on 3/25/19 Actual cost is \$38,427.00	2/4/18-6/30/19 (retroactive)

Cost: \$1,029.00 Account#: 11-000-100-566-09-0000-0

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following McKinney Vento Eligible Students to attend the Montclair Public School District while residing at an address within the zone of Montclair Public School District for the 2019-2020 School Year.

Student	School	Cost	Effective Dates
164187	Montclair Public School	\$13,565.35	10/10/19-6/30/20 (retroactive)

Cost: \$13,565.35 Account#: 11-000-100-562-09-0000-0

5. **REVISED** - The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following McKinney Vento Eligible Students to attend the Howell Township Public School District while residing at an address within the zone of Matawan-Aberdeen School District for the 2019-2020 School Year. Previously approved on 11/25/19

Student	School	Cost	Effective Dates
8903274498	Howell Township Public Schools	Tuition \$48,787.00 Speech \$3,000.00 Transportation \$16,093.80	9/5/19-6/30/20 (retroactive)
4172623010	Howell Township Public Schools	Tuition \$21,126.00 Transportation \$16,093.80	9/5/19-6/30/20 (retroactive)
9316614009	Howell Township Public Schools	Tuition \$16,448.00 Transportation \$16,093.80	9/5/19-6/30/20 (retroactive)

Cost: \$86,361.00 Account#: 11-000-100-562-09-0000-0

Cost: \$3,000.00 Account#: 11-000-217-320-09-0000-0

Cost: \$31,833.40 Account#: 11-000-270-515-05-0000-1

Cost: \$16,093.80 Account#: 11-000-270-513-05-0000-1

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following students to attend an Out of District Placement and/or Extraordinary Services for 2019-2020 School Year.

Student	School	Cost	Effective Dates
158273	Collier School	Tuition-\$43,030.00	11/20/19-6/30/20 (retroactive)
46	Search Day Program	1:1 Nursing-\$22,000.00	7/1/19-6/30/20 (retroactive)

Cost: \$43,030.00

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

Cost: \$22,000.00

Account#: 11-000-217-320-09-0000-0

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
Extra-Curricular Activities					
Clagon, Bryant	HS	Wrestling	Assistant Coach Stipend Position	Board Approved 10/28/19	12/11/19 (Retroactive)
Christathakis, Nicholas	HS	Weight Training Winter	Instructor Hourly Position	Board Approved 11/25/19	12/11/19 (Retroactive)

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
Layton, Leah MA.TCH.SPECIAL.ED.05	MAMS	Teacher of Mathematics	Personal Leave	Without Pay	3/17/20
Langer, Annette ST.TCH.ES.NURSE.01	ST	Nurse	Medical Leave	With Pay	11/5/19-1/22/20 (Retroactive)
Wegrzyn, Louise HS.TCH.SOCIAL.02	HS	Teacher of Social Studies	Medical Leave	With Pay	12/2/19-12/6/19 Amended Date Previously BOE Approved 9/23/19 (Retroactive)
Castelli, Courtney HS.TCH.LANG.ARTS.08	HS	Teacher of Language Arts	Medical Leave	With Pay	12/4/19-12/17/19 (Retroactive)
Conceicao, Brandon HS.ADMSPT.IA.08	HS	Instructional Assistant	FMLA/NJFLA	Without Pay	1/2/20-1/10/20
Buchanan, Laura RD.TCH.ELEM.01.04	RD	Elementary Teacher	Personal Leave	Without Pay/Without Benefits	12/20/19-2/12/20 Amended Date Previously Approved 8/26/19
De Gennaro, Sara CO.TRN.ASST.03	CO	Transportation Assistant	Medical Leave	With Pay	12/6/219-12/20/19 (Retroactive)
Gallitelli, Jessie LR.TCH.SPECIAL.ED.08	LR	Teacher of Special Education	FMLA	Without Pay	12/16/19-1/10/20 Amended Date Previously Approved 6/17/19
Cannella, Mary HS.ADMSPT.IA.05	HS	Instructional Assistant	FMLA Intermittently	Without Pay	11/27/19 & 12/9/19 & 12/13/19 (Retroactive)
Bunzel, Richard CO.TRN.DRIVER.13	CO	Bus/Van Driver	Medical Leave	Without Pay	1/2/20-2/3/20
Carnovsky, Sharon LR.TCH.PHYSED.02	LR	Teacher Physical Education	Personal Leave	Without Pay	3/13/20

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. Appointments

Name	Loc	Position	Step	Salary/Stipend 2019/2020 Salary Guide	# Int	Replace Reason	Effective Dates
Encarnacion, Haley LR.TCH.SPECIAL.ED.15	LR	Teacher of Special Education Replacement Position	Step E-01	\$56,990.00 Prorated	N/A	Gallitelli (Maternity Leave)	12/16/19-1/13/20 (Retroactive) Extended End Date Previously BOE Approved 6/17/19
Roche, Jaime CO.CST.SPEECH.14	CO District	CST Speech Language Specialist P/T	Step E-06	(\$64,030.00) @0.83% FTE = \$53,144.00 Prorated	6	New Position	2/3/20-6/30/20 Amended Start Date Previously BOE Approved 11/25/19
Arey, Candice RD.TCH.FINE.ARTS.01	RD	Teacher of Art	Step C-07	\$61,515.00 Prorated	4	Lepre (Retirement)	2/18/20-6/30/20

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

2. 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
162366	Math	MAMS	Wangen, Georgette	Cahill, Laura MA.TCH.MATH.03	2.5	8	20	9/16/19-11/8/19 (Retroactive)
164130	Math	MAMS	Scheuing, James	Bliss, Jacqueline MA.TCH.SPECIAL.E D.21	5.0	1	5.0	11/11/19-11/15/19 (Retroactive)
164130	Language Arts	MAMS	Sobieski, Cynthia	Raiola, Amy MA.TCH.LANG.ART S.02	2.5	1	2.5	11/11/19-11/15/19 (Retroactive)
164130	Social Studies	MAMS	DiMario, Joseph	Tarrazi, Dylan	2.5	1	2.5	11/11/19-11/15/19 (Retroactive)
162448	US History 2	HS	Carnovsky, Robert	Carnovsky, Robert HS.TCH.SOCIAL.01	2.5	1	2.5	11/5/19-11/13/19 (Retroactive)
162448	English 3	HS	Segui, Jessica	Kaiser, Heather HS.TCH.SOCIAL.06	2.5	1	2.5	11/5/19-11/13/19 (Retroactive)
162448	Algebra 2	HS	Colburn, Kendra	Wietecha, Corinne MA.TCH.MATH.02	2.5	1	2.5	11/5/19-11/13/19 (Retroactive)
162448	Chemistry	HS	Olechnowicz, Jeffrey	Milan, Gregory HS.TCH.SCIENCE.07	2.5	1	2.5	11/5/19-11/13/19 (Retroactive)
160257	Math	MAMS	Lambert, Lynn	Lenge, Tatiana MA.TCH.MATH.08	2.5	5	12.5	11/18/19-12/20/19 (Retroactive)
160257	Language Arts	MAMS	Monro, Christine	Raiola, Amy MA.TCH.LANG.ART S.02	2.5	5	12.5	11/18/19-12/20/19 (Retroactive)
160257	Social Studies	MAMS	Grigoli, Jeremy	Scatorchia, Brianna MA.TCH.SPECIAL.E D.22	2.5	5	12.5	11/18/19-12/20/19 (Retroactive)
160257	Science	MAMS	Reynolds, Dustin	Reinecke, Taylor MA.TCH.SPECIAL.E D.12	2.5	5	12.5	11/18/19-12/20/19 (Retroactive)

I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/ Class	Effective Dates
162445	Algebra 2	HS	Colburn, Kendra	MOESC	5	8	40	9/5/19-11/4/19 (Retroactive)
155942	Calculus Honors	HS	Jackman, Neil	Jackman, Neil HS.TCH.MATH.06	3 1/3	3	10	11/25/19-12/25/19 (Retroactive)
155942	English 4	HS	Pisani, Laura/ Whitney, Alexis	Kaiser, Heather HS.TCH.SOCIAL.06	3 1/3	3	10	11/25/19-12/25/19 (Retroactive)
162445	Lab Physics	HS	Melikhova, Julia	Melikhova, Julia HS.TCH.SCIENCE.05	5	8	Amended Hours Previously BOE Approved 10/28/19 (40) Completed 10.5 Hours	9/5/19-11/4/19 (Retroactive)
162445	Lab Physics	HS	Melikhova, Julia	Milan, Gregg HS.TCH.SCIENCE.07	5	8	Completed Balance Hours 29.5 Hours	9/5/19-11/4/19 (Retroactive)
162445	English 4	HS	Pisani, Laura	Brubaker, Mark	5	8	40	9/5/19-11/4/19 (Retroactive)
160791	Physics	HS	Melikhova, Julia	Milan, Gregg HS.TCH.SCIENCE.07	2.5	1	2.5	12/9/19-12/16/19 (Retroactive)
160791	English 3 Honors	HS	Castelli, Courtney	Kaiser, Heather HS.TCH.SOCIAL.06	2.5	1	2.5	12/9/19-12/16/19 (Retroactive)
160791	Algebra II	HS	Greco, Joseph	Wietecha, Corinne MA.TCH.MATH.02	2.5	1	2.5	12/9/19-12/16/19 (Retroactive)
160791	US History 2	HS	Walter, Cathleen	Kaiser, Heather HS.TCH.SOCIAL.06	2.5	1	2.5	12/9/19-12/16/19 (Retroactive)
158397	English 1	HS	Casserly, Kathleen	Kaiser, Heather HS.TCH.SOCIAL.06	2.5	1	2.5	11/6/19-11/15/19 (Retroactive)
158397	Introduction to Algebra	HS	Kish, Sheryl	Milan, Gregg HS.TCH.SCIENCE.07	2.5	1	2.5	11/6/19-11/15/19 (Retroactive)
158397	Biology	HS	Fitzgerald, Conor	Milan, Gregg HS.TCH.SCIENCE.07	2.5	1	2.5	11/6/19-11/15/19 (Retroactive)

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

3. College Student Observers/Teachers/Interns 2019/2020 School Year

Name	College	Cooperating Teacher Administrator	School/Area
Lagarenne, Janine	University of Central Florida	Christine D’Angelo CO.CST.SPEECH.07	CP – Speech Language Specialist Student Observer 2019-2020 School Year

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

Cost: None to the Board

4. Extra-Curricular Activities – 2019-2020

Name	Loc	Activity	Position	2019/2020 Step/Stipends	Effective Date
Hourly Activities					
Kops, Leslie (MAMS) MA.ADMSPT.IA.08	LR	One to One	Aide	Per Diem Hourly Rate	2019/2020 School Year
Walsh, Nancy LR.ADMSPT.IA.04	LR	One to One	Aide	Per Diem Hourly Rate	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

5. Volunteers 2019-2020 School Year

Name	Location	Activity	Effective Date
Kaye, John	High School	High School Baseball	2019/2020 School Year
Bagley, Dorothy	High School	Winter Track & Field	2019/2020 School Year
Rutch, Paul	High School	Softball - Varsity	2019/2020 School Year
Rean, Richard	High School	Basketball	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. Substitutes – 2019/2020 School Year

Name	Category	Account Number
Panzarelli, Ann Marie	Transportation Assistant	11-000-270-160-11-0000-9
Flanagan, Colleen	Transportation Assistant	11-000-270-160-11-0000-9

7. Instructional Assistants as Substitute Teachers 2019/2020 School Year

Category	School	Account Number Substitute Teaching
Teacher	As Needed	Per MAREA Contract Daily Per Diem Rate
Kruzik, Jacqueline ST.ADMSPT.IA.01	Strathmore Elementary School	11-216-100-101-11-0000-9
Santos, Loriann CL.ADMSPT.IA.13	Cliffwood Elementary School	11-216-100-101-11-0000-9
Incorvaia, Caroline CL.ADMSPT.IA.20	Cliffwood Elementary School	11-216-100-101-11-0000-9

8. Staff Array Changes – 2019/2020 School Year

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Dates/ Reason
Prewitt, Caroline CL.ADMSPT.IA.21	CL – 1.00	Instructional Assistant	CP – 1.00	Instructional Assistant CP.ADMSPT.IA.18	12/9/19-6/30/20 (Retroactive)
Miller, Anthony HS.ADMSPT.IA.03	HS – 1.00	Instructional Assistant	MAMS – 1.00	Instructional Assistant MA.ADMSPT.IA.16	12/9/19-6/30/20 (Retroactive)

9. Other

a. 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 November 25, 2019.

Incidents Reported	Confirmed Incidents
5	0

b. Curriculum & Instruction 2019-2020 Title I, Title II-A, Title III & Title IV Staff Recommendations (Personnel Attachment # 1)**c. 2019/2020 Nursing Services Plan Preschool through Grade 12**

Rationale: The Nursing Services Plan describes in detail the nursing services to be provided throughout the school district based on the needs of its students, potential emergency situations, basic nursing services requirements, and the assignment of medical staff to provide the services. Once the plan is developed, each district board of education shall annually adopt the school district's Nursing Services Plan at a regular meeting pursuant to NJAC 6A:16-2.1 (**Personnel Attachment # 2**)

d. 2019/2020 Extra Hours Compensation – Child Study Team – Amended Rate Retroactive

1. Binns, Daphne - CO.CST.SOCIAL.WKR.06 Extra Hours – Tara Jaeger Maternity Leave September 5, 2019 – January 31, 2020 (Retroactive) Up to 15 Hours/Week @ \$66.76 Hourly Rate
Account # 11-000-219-104-11-0000-1
2. Six, Lauren - CO.CST.OT.02 OT Extra Hours September & October 2019 (Retroactive) 2.5 Hours/Week @ \$51.22 Hourly Rate = \$128.04 per week
Account # 11-000-219-104-11-0000-1
3. Pirog, Colleen - CO.CST.SPEECH.03 Speech Extra Hours 2.5 Hours/Week @ \$50.29 Hourly Rate = \$124.68 per week September 2019 – June 2020 (Retroactive)
Account # 11-000-216-100-11-0000-1
4. Pauli, Kaylan - CO.CST.SPEECH.09 Speech – Extra Hours 2.5 Hours/Week @ \$48.87 Hourly Rate = \$122.17 per week September 2019 – June 2020 (Retroactive)
Account # 11-000-216-100-11-0000-1

POLICY

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve and adopt the second of the following policies:

M indicates mandated by State law

Series	Category	Policy/ Regulation #	Title
3000	Teaching Staff Members	P 3159	Teaching Staff Member/School District Reporting Responsibilities M
6000	Finances	P & R 6112	Reimbursement of Federal and Other Grant Expenditures M
9000	Community	P 9210	Parent Organization
9000	Community	P 9400	Media Relations

FINANCE/TRANSPORTATION

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

A. BUSINESS OPERATIONS

1. Payroll for November 2019 and Bills List for December 2019 (Available for review in Board Secretary’s Office)

Policy #6470 Payment of Claims

November 2019, Payroll	\$3,772,291.10
December 2019, Bills List	\$2,953,540.97
TOTAL	\$6,725,832.07

2. Transfer of Funds for October 2019 (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 **October 2019** as presented.

3. S-1701 Reporting for October 2019

Board Secretary Report for **October 2019**

BE IT RESOLVED, that the Report of the Secretary to the Board of Education and the Report of the Treasurer of School Monies for **October 2019**, 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 **October 31, 2019**, 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

December 16, 2019
Date

4. Medical Benefit Incentive

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education recognizes that in order to adequately attract and maintain qualified personnel the district must continue to offer a competitive benefits package; and

WHEREAS, the introduction of financial incentives for employees to voluntarily transition to a new medical insurance plan is one alternative to make the benefits package more competitive; and

WHEREAS, introducing such incentives will provide a betterment to the financial position of the school district and the employee;

THEREFORE BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education direct the School Business Administrator to offer the following one-time financial incentive to any employee that wishes to voluntarily transition from the following plans listed to the district’s high deductible medical and prescription plan only during the special open enrollment period for an effective plan year of January 1, 2020 to December 31, 2020 to be paid out on December 15, 2020 as follows:

Direct Access 10 or 15

Type of Coverage	Incentive to Employee
Single	\$653.00
2Adults	\$1,306.00
Family	\$1,919.00
Parent/Child	\$1,067.00

Direct Access 15/25

Type of Coverage	Incentive to Employee
Single	\$568.00
2Adults	\$1,137.00
Family	\$1,678.00
Parent/Child	\$885.00

Direct Access 20/30

Type of Coverage	Incentive to Employee
Single	\$444.00
2Adults	\$889.00
Family	\$1,323.00
Parent/Child	\$654.00

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education directs the School Business Administrator to create a procedure for the implementation and administration of such incentives.

5. Adoption of 2020/21 Budget Calendar

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the Budget Calendar for the 2020/21 school year. **(Finance Attachment #1)**

6. District File and VMware Backup Server 2019/20 School Year

In accordance with N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), the Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the purchase of a replacement storage server. The server will be used as a backup repository for district files and district virtual servers.

Vendor	Dell
Contract	MNWNC-108/89967
Account	12-000-252-730-07-0000-0
Amount	Not to Exceed \$12,000
Description	Dell PowerEdge R740XD

7. Change Order #2 – HVAC at Matawan-Aberdeen Middle School – FVHD 4804E2

Contract	HVAC at Matawan-Aberdeen Middle School - FVHD 4804E2	
Contractor	SMBA Construction, LLC	
Change Order #	2	
Amount	(-\$8,000)	
Description	Credit to Owner for Unused Allowance	(-\$8,000)
	Total for Change Order # 2	(-\$8,000)

8. Change Order #2 – HVAC Replacement Systems at Matawan Regional High School and Strathmore Elementary School – FVHD 4804D2, 480G1

Contract	HVAC Replacement Systems at Matawan Regional High School and Strathmore Elementary School – FVHD 4804D2, 480G1	
Contractor	SMBA Construction, LLC	
Change Order #	2	
Amount	(-\$9,000)	
Description	Credit to Owner for Unused Allowance (#4804D2)	(-\$5,000)
	Credit to Owner for Unused Allowance (#4804G1)	(-\$4,000)
	Total for Change Order # 2	(-\$9,000)

9. Change Order #1 – HVAC Replacement Systems at Matawan Regional High School and Strathmore Elementary School – FVHD 4804D2, 480G1

Contract	HVAC Replacement Systems at Matawan Regional High School and Strathmore Elementary School – FVHD 4804D2, 480G1	
Contractor	Pat Maggio & Son Electric, Inc.	
Change Order #	1	
Amount	(-\$8,000)	
Description	Credit to Owner for Unused Allowance #4804G1 Strathmore	(-\$8,000)
	Total for Change Order # 2	(-\$8,000)

10. Change Order #2 – HVAC Replacement Systems at Matawan Regional High School and Strathmore Elementary School, FVHD 4804D2, 4804G1

Contract	HVAC Replacement Systems at Matawan Regional High School and Strathmore Elementary School, FVHD 4804D2, 4804G1	
Contractor	Comfort Mechanical Corp	
Change Order #	2	
Amount	\$10,820	
Description	Labor and material costs (per contract unit pricing) associated with tie-in of existing sill line radiation heat in Finish Rm 124/Closet123B/and Storage 123D	\$8,300
	Labor and material costs (per contract unit pricing) associated with tie-in of existing sill line radiation heat in Office 604	\$2,520
	Total for Change Order # 2	\$10,820

11. Change Order #1 – Parking Lot Renovations at Cliffwood and Lloyd Road Elementary Schools – FVHD 5170

Contract	Parking Lot Renovations at Cliffwood and Lloyd Road Elementary Schools – FVHD 5150	
Contractor	Protective Paving, LLC	
Change Order #	1	
Amount	\$29,000	
Description	Additional excavation required to remove unsuitable materials and replaced with suitable compactable materials	\$29,000
	Total for Change Order # 2	\$29,000

12. Sale or Disposal of Assets

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education deems the property listed below to be surplus property which is no longer useful for school purposes, and

WHEREAS, the value of said property is estimated to be as enumerated below,

THEREFORE, be it resolved that the Matawan-Aberdeen Regional School District Board of Education authorize the Business Administrator to offer the property for sale to other public entities without advertisement for bids in accordance with 18A:18A-45c-f.

Equipment Description	Estimated Value
2007 Thomas 54 Passenger Bus-Vin # 4UZABRDC17CW15278, 210,208 – WILL BE SOLD AS IS	\$1000
2004 Thomas 54 Passenger Bus-Vin# 4UZAAXAK24CL84101 230,125 Miles – WILL BE SOLD AS IS	\$500
2004 Thomas 54 Passenger Bus – Vin# 4UZAAXAK04CL84100 288,120 Miles – WILL BE SOLD AS IS	\$1500

13. Submission of Application for an Energy Audit for all District Buildings

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission to the Board of Public Utilities an application for an energy audit pursuant to the Local Government Energy Audit Program as administered by the New Jersey Clean Energy Program at no cost to the district.

14. Renewal for ESS Northeast, LLC for the 2019/20 School Year

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education in accordance with N.J.S.A.18A:18A-5 approve the renewal of ESS Northeast, LLC for Substitute Teachers, Assistants and Clerical needs throughout the district. The renewal period will be July 1, 2019 – June 30, 2020 at an estimated cost of \$1,675,000.

15. Fire and Evacuation Drills

The following Fire and Evacuation Drills occurred during **November 2019**:

School Name	Security Drill Type	Date & Time
Cambridge Park Preschool	Fire Drill	11/11/19 @ 1:45 pm
Cambridge Park Preschool	Lock Down/Active Shooter	11/14/19 @ 9:15 am
Cliffwood Elementary School	Fire Drill	11/5/19 @ 2:00 pm
Cliffwood Elementary School	Bomb Threat	11/13/19 @ 10:15 am
Lloyd Road Elementary School	Fire Drill	11/6/19 @ 2:20 pm
Lloyd Road Elementary School	Evacuation Drill	11/21/19 @ 11:21 am
Matawan-Aberdeen Middle School	Lock Down	11/14/19 @ 9:00 am
Matawan-Aberdeen Middle School	Fire Drill	11/19/19 @ 9:25 am

School Name	Security Drill Type	Date & Time
Matawan Regional High School	Fire Drill	11/4/19 @ 11:47 am
Matawan Regional High School	Lock Down	11/6/19 @ 1:30 pm
Ravine Drive Elementary School	Lock Down	11/4/19 @ 11:26 am
Ravine Drive Elementary School	Fire Drill	11/6/19 @ 2:32 pm
Strathmore Elementary School	Fire Drill	11/1/19@ 9:35 am
Strathmore Elementary School	Lock Down	11/4/19 @ 10:30 am

16. The following bus evacuation drills occurred as follows:

School	Date	Location	Supervised by
Cliffwood Elementary School	11/25/19	Bus Loop	Mr. Van Horn
Matawan-Aberdeen Middle School	10/18/19	Behind Building	Mr. Wells
Ravine Drive Elementary School	10/10/19	Bus Loop	Mr. Hudanish
Strathmore Elementary School	9/26/19	Front Loop	Ms. Bera

17. Award of Transportation Routes for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Routes for the 2019/20 school year.

Rte #	Destination	Contractor	# of Days	Per Diem	Eff Dates	Cost
854B	Holmdel High School	S&S Transportation	133	\$147.00	11/25/19-6/24/20	\$19,551.00

XVI. UNFINISHED BUSINESS

- None

XVII. NEW BUSINESS

- Dr. Majka provided the Board notification regarding a sewer line break on baseball field

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 may take place.

It was moved by Mr. Ahearn seconded by Ms. Nappi that the Board convene in Executive Session and approved by a unanimous voice vote at 8:09 pm.

The Board returned to Open Session at 8:57 pm.

The following was moved by Ms. Nappi seconded by Mr. Ahearn and approved by a unanimous roll call vote.

FINANCE

1. Approval of Settlement Agreement

Be It Resolved, that a settlement is hereby approved in the matter of D.T., a minor, by Her Guardian Ad Litem, A.T. v. Matawan-Aberdeen Regional School District Board of Education, Docket No. MON-L-141-19, and that the Board President is authorized to execute a written settlement agreement memorializing the terms agreed upon by the parties.

2. Approval of Settlement Agreement

Be It Resolved, that a settlement is hereby approved in the matter of P.Y. and K.Y. on behalf of T.Y. v. Matawan-Aberdeen Regional School District Board of Education, OAL Docket No. 14012-19, and that the Board President is authorized to execute a written settlement agreement memorializing the terms agreed upon by the parties.

3. Approval of Settlement Agreement

BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education approve a payment equivalent to 60 days' pay to employee 4207, subject and execution of a written agreement in a form acceptable to the Board's General Counsel.

XX. ADJOURNMENT

On a motion by Ms. Nappi seconded by Mr. Ahearn and a unanimous roll call vote the Board adjourned the meeting at 9:01 pm.

Respectfully submitted,



Alex Ferreira
School Business Administrator/Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
December 16, 2019**

Curriculum and Instruction Attachment #1

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Johnson, Alexa	CP	12/20/2019	Monmouth County Health Department Freehold, NJ	Department of Health Immunization Review Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
Moore, Susan	HS/ CP	12/20/2019	Monmouth County Health Department Freehold, NJ	Department of Health Immunization Review Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Bennett, Brittany	MS	1/10/2020	Georgian Court University Lakewood, NJ	POAC Implementing Sexuality Education for Autism & Other Developmental Disabilities	\$70.00*	\$14.56*	\$0.00	\$0.00	\$84.56	YES
Harnett, Christopher	HS	1/10/2020	Monmouth University West Long Branch, NJ	MC3 Winter Summit	\$70.00*	\$0.00	\$0.00	\$0.00	\$70.00*	YES
Miseo, Rachel	HS	1/10/2020	Monmouth University West Long Branch, NJ	MC3 Winter Summit	\$70.00*	\$0.00	\$0.00	\$0.00	\$70.00*	YES
Tay, Kathleen	LR	1/10/2020	Monmouth University West Long Branch, NJ	MC3 Winter Summit	\$70.00*	\$0.00	\$0.00	\$0.00	\$70.00*	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
December 16, 2019**

Curriculum and Instruction Attachment #1

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Cronin, Sean	HS	1/14/2020	FEA Conference Center Monroe, NJ	NJPSA/FEA LEGAL ONE Hot Issues in Special Education Law	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Fricchione, Ann Marie	MS	1/22/2020	American Hotel Freehold, NJ	Bureau of Education & Research Increase Motivation and Learning in Your World Language Classroom	\$279.00*	\$0.00	\$0.00	\$0.00	\$279.00*	YES
Garrett, Carolina	MS	1/22/2020	American Hotel Freehold, NJ	Bureau of Education & Research Increase Motivation and Learning in Your World Language Classroom	\$279.00*	\$0.00	\$0.00	\$0.00	\$279.00*	YES
Clagon, Bryant	HS	1/29/2020	NJSIAA Robbinsville, NJ	NJSIAA Fundamentals of Coaching	\$85.00**	\$0.00	\$0.00	\$0.00	\$85.00**	NO
Flaherty, Zach	HS	1/29/2020	NJSIAA Robbinsville, NJ	NJSIAA Fundamentals of Coaching	\$85.00**	\$18.41**	\$0.00	\$0.00	\$103.41**	NO
Rodriguez, William	HS	1/29/2020	NJSIAA Robbinsville, NJ	NJSIAA Fundamentals of Coaching	\$85.00**	\$29.33**	\$0.00	\$0.00	\$114.33**	NO
Eyler, Aaron	HS	2/4/2020	Pines Manor Edison, NJ	New Jersey Institute for Continuing Legal Education 2020 NJ School Law Conference	\$235.00*	\$0.00	\$0.00	\$0.00	\$235.00*	NO
Osborne, Kizzie	CO	2/21/2021	Princeton Marriott Forestal Princeton, NJ	NJSBA Governance I	\$0.00	\$17.30*****	\$0.00	\$0.00	\$17.30*****	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
December 16, 2019**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Levine, Jamie	CL	3/31/2020	Monmouth Mall Eatontown, NJ	Regional Professional Development Academy Strategies, Activities and Technology Tools to Promote Social Emotional Learning (SEL) in Your Elementary Classroom	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
								TOTAL	\$2,659.64	
*Amount being charged to Account #11-000-223-580-04-0000-0										
**Amount being charged to Account #11-402-100-580-30-1402-1										
***Amount being charged to Account #20-270-200-500-00-0000-0										
****Amount being charged to Account #11-000-219-580-09-0000-0										
*****Amount being charged to Account #11-000-230-585-11-0000-0										
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$1,303.50										
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.										

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

2020 - 2021 DISTRICT CALENDAR

SEPTEMBER 2020 <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>3</td><td>4</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S													3	4	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				September: 1-2: Staff In-Service Day 3: First Day for Students 7: Labor Day 28: Yom Kippur Total Days for Students: 18	FEBRUARY 2021 <table border="1" style="width: 100%; text-align: center;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td style="background-color: yellow;">10</td><td style="background-color: yellow;">11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							February: 10-11: Early Dismissal - HS for Conferences 12: Early Dismissal Students/Staff 15: President's Day Total Days for Students: 19							
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KEY	= No School for Students Only
	= No School for Students & Staff
	= Early Dismissal Students & Staff
	= Early Dismissal Students Only

PARENT CONFERENCE DATES (FOUR HOUR SESSIONS)		
11/23	Pre-K	Afternoon Conferences - CP
11/23	K-3	Evening Conferences - CL, RD, ST
11/24	K-3	Afternoon Conferences - CL, RD, ST
11/24	Pre-K	Evening Conferences - CP
11/30	MS	Evening Conferences - Grades 6-8
12/1	MS	Afternoon Conferences - Grades 6-8
12/1	HS	Evening Conferences - Grades 9-12
12/2	HS	Afternoon Conferences - Grades 9-12
12/2	MS	Evening Conferences - Grades 6-8
12/3	MS	Afternoon Conferences - Grades 6-8
1/11 & 1/13	LR	Evening Conferences - Grades 4-5
1/12 & 1/14	LR	Afternoon Conferences - Grades 4-5
2/10	HS	Afternoon Conferences - Grades 9-12
2/11	HS	Evening Conferences - Grade 9-12
3/10	Pre-K	Afternoon Conferences - CP
3/10	K-3	Evening Conferences - CL, RD, ST
3/11	Pre-K	Evening Conferences - CP
3/11	K-3	Afternoon Conferences CL, RD, ST

Total Days - Teaching Staff: 187*
Total Days - Students: 183*

- = Marking Period
- = Parent Conferences
- = Proposed Board of Education Meetings

Marking Periods
1: Sep 3 - Nov 11 (45 days)
2: Nov 12 - Jan 27 (45 days)
3: Jan 28 - Apr 12 (45 days)
4: Apr 13 - Jun 18 (48 days*)

*Note: Three extra days have been built into the calendar for emergencies, weather closings, etc. For each of these days not used, the District will be closed on the following dates: May 28, June 1 and June 2 (in this order). If additional emergency closing days need to be made up, they may be deducted from holiday weekends, spring break and, if still necessary, as half days beginning June 21, 2021 through June 23, 2021, at the discretion of the Superintendent.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
PERSONNEL OFFICE
2019- 2020 Title 1, Title II-A, Title III & Title IV Postings**

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
#1 FY 20 Title 1 Funded Colao, Raquel	Lloyd Road Title 1 Coordinator	1	Title 1 Coordinators will be responsible for planning and delivering Title 1 parent and student workshops, compiling and analyzing multiple measures of student achievement data to monitor the progress of Title 1 students and programs at Cliffwood, and Lloyd Road on a monthly basis.	100	\$30	\$3,000	CO
#2 FY 20 Title 1 Funded Berman, Lauren Cacopardo, Maryanne	Cliffwood Title 1 Coordinator	1	Title 1 Coordinators will be responsible for planning and delivering Title 1 parent and student workshops, compiling and analyzing multiple measures of student achievement data to monitor the progress of Title 1 students and programs at Cliffwood, and Lloyd Road on a monthly basis.	100	\$30	\$3,000	CO
#3 FY 20 Title 1 Funded Nau, Sara Svenson, Alycia Berman, Lauren Ciambuschini, Dina Kathleen Vergaretti	Cliffwood Title 1 Supplemental Before-School program Teachers (Math & ELA)	5	Provide before-school supplemental academic assistance to Title 1 students four days per week (Mon-Thur) at 1.25 hours per day.	750 (150 hours per person)	\$35	\$26,250	CO
#4 FY 20 Title 1 Funded Nicole Saviano TBD (4)	Cliffwood Title 1 Supplemental Before-School program Substitute Teachers (Math & ELA)	5	Provide before-school supplemental academic assistance to Title 1 students on a substitute basis	NA	\$35	\$TBD	CO
#5 FY 20 Title 1 Funded Cacopardo, Maryann Levine, Jamie	Cliffwood Title 1 Family Night Teachers	4	Teachers to plan and facilitate Title 1 Family Nights during the 2019-2020 school year	48 (12 hours per teacher)	\$30	\$1,440	CO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
PERSONNEL OFFICE
2019- 2020 Title 1, Title II-A, Title III & Title IV Postings**

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
Saviano, Nicole Svenson, Alycia							
#6 FY 20 Title 1 Funded Cherence, Christine	Program Coordinator: One School, One Book Program	1	Teacher to plan and implement new school-wide program. Facilitate 2 kickoff assemblies (Fall and Spring) and lead OS/OB Family Nights. Oversee OS/OB school activities including video and website.	Stipend	NA	\$1,000	CO
#7 FY 20 Title 1 Funded Colao, Raquel Fisher, Alexis Mammano, Amy Scheuing, Adrienne Riley, Jessica Zwirko, Tracy	Lloyd Road Title 1 Supplemental Before-School program Teachers (Math & ELA)	6	Provide before-school supplemental academic assistance to Title 1 students four days per week (Mon-Thur) at 1.25 hours per day.	876 hours (up to 146 hours each)	\$35	\$30,660	CO
#8 FY 20 Title 1 Funded Foti, Stephani Kyvelos, Susan Weitecha, Corinne Zwirko, Tracy Padgett, Ashley	Lloyd Road Title 1 Supplemental Before-School program Substitute Teachers (Math & ELA)	5	Provide before-school supplemental academic assistance to Title 1 students on a substitute basis	NA	\$35	\$TBD	CO
#9 FY 20 Title 1 Funded Padgett, Ashley Dawson, Vanessa Giacchi, Gabrielle	Lloyd Road Title 1 Family Night Teachers	3	Teachers to plan and facilitate Title 1 Family Nights during the 2019-2020 school year	36 (12 hours per teacher)	\$30	\$1,080	CO
#10 FY 20 Title III ESL Funded Kapadia, Vishakha RD Minneci, Francis CL Spaur, Isabel ST	ESL Tutorial Teachers	3	Provide before-school supplemental ESL Tutorial services to identified ESL students in Grades K-3, two days per week (Tuesdays & Thursdays) at 1.25 hours per day.	258 (Shared)	\$35	\$9,030	CO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
PERSONNEL OFFICE
2019- 2020 Title 1, Title II-A, Title III & Title IV Postings**

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
#11 FY 20 Title III ESL Funded Tomkins, Amy TBD (2)	ESL Tutorial Substitute Teachers	3	Provide before-school supplemental ESL Tutorial services to identified ESL students in Grades K-3, two days per week (Tuesdays & Thursdays) at 1.25 hours per day. ESL Tutorial to run from September 18, 2018 through May 30, 2019 Total: 67 Days	TBD	\$35	TBD	CO
#12 FY 20 Title III ESL Funded Alli, Asma CL Blodgett, Madeleine MS/HS Kapadia, Vishakha RD Leslie, Kathryn LR Spaur, Isabel ST Borchers, Sheri MS/HS	ESL Family Night Workshops (1 ESL teacher from CL, RD, ST, LR MS/HS)	5	Plan and deliver (4) ESL Family Workshops during the 2019-2020 School year. Dates TBD	40 (8hours per person)	\$30	\$1,200	CO
#13 FY 20 Title II-A PD Funded Kapadia, Vishaka Leslie, Kathryn	ESL PD Coaches	2	ESL PD Coaches to provide before/ after-school professional development/instructional strategies to support staff who work with ESL students; updating ESL curricular resources and documents; progress monitoring current and former ELLs; offering guidance and support to teachers and admin as it relates to supporting and instructing English Language Learners.	100 (50 hours each)	\$30	\$,3,000	CO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
PERSONNEL OFFICE
2019- 2020 Title 1, Title II-A, Title III & Title IV Postings**

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
#14 FY 20 Title IV Funded Royston, JoAnn CL Wietecha, Corinne MS Kyvelos, Susan LR Foti, Stephanie LR Paone-Hurd, Krysten RD Mammano, Amy LR Lenihan, Christine RD Papa, Samantha RD McDede, Maria HS Barsi, Jennifer ST Cordi, Nicole ST Colaneri, Joni ST Preiser, Sheryl ST	School-Based Technology Committee Members	TBD	School-based technology Committee members to review and evaluate new proposed technology programs, conduct Technology Needs Assessment, Support Technology Integration and PD	100 (17 hours per school to be divided among school tech team committee members)	\$30	\$3,000	CO
#15 FY 20 Title II-A PD Funded Cliffwood: Berman, Lauren Cherence, Christine Royston, JoAnn TBD (2) Ravine: Bruder, Angela Lenihan, Christine Paone-Hurd, Krysten Papa, Samantha Blake, Samantha Strathmore: Hausmann, Kathryn Preiser, Sheryl TBD (3) Lloyd Road: Colao, Raquel Dawson, Vanessa Lehman, David TBD (2) Middle School: Raiola, Amy	District-Wide Data and Assessment Committee (5 Teachers per School)	20	The district-wide Data and Assessment Professional Development Committee will be responsible for planning and leading PD related to the implementation of the new assessment system, including PD focused on assessment creation using standards-aligned item banks, creating Data Locker templates. Committee members will also be responsible for working with administrators and grade-level colleagues to plan and deliver PD to support teachers in the analysis of district wide-data sources, identifying patterns and trends by standard and skill from district benchmarks, and compiling data analysis reports after each	300	\$30	\$9,000	CO

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT PERSONNEL OFFICE 2019- 2020 Title 1, Title II-A, Title III & Title IV Postings

Posting #	Position	Staff	Activity	Max Hours	Cost/ Hr	Total Cost	School
Weitecha, Corrine Bloss, Justin Miller, Elizabeth Pattwell, Jourdan High School: TBD (5)			administration of district benchmark assessments.				



**Matawan Aberdeen
Regional School District**

NURSING SERVICES PLAN

2019-2020

Preschool through Grade 12

NURSING SERVICES PLAN

The certified/non-certified school nurses in the Matawan Aberdeen Regional School District have a multitude of roles within the scope of their professional practice. In an ongoing effort to ensure that children stay healthy and ready to learn, the school nurse takes on the roles of nursing care provider, investigator, communicator, educator, child advocate, community liaison, recorder and manager.

The formulation of the School Nursing Services Plan is pursuant to NJAC 6A:16.2.B. It provides the framework for delivery of health services to our students by our professional, school nurses. The rationale for the school nursing service document is a collaborative effort of professional colleagues and the school physician. It reflects the increasing needs of medical services for our students in order to attend a public school and assures the organization of student health services.

LEVEL I – NURSING DEPENDENT

Nursing dependent students require 24 hr./day, frequently one to one, skilled nursing care for survival. Many are dependent on technological devices for breathing and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage.

LEVEL II – MEDICALLY FRAGILE

Students with complicated health care needs face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures tracheostomy care and suctioning, unstable or newly diagnosed diabetics with unscheduled blood sugar monitoring and asthmatics requiring nebulizer treatments.

LEVEL III – MEDICALLY COMPLEX

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (inhaler, peak flow meters), preteen or teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

LEVEL IV – HEALTH CONCERNS

The student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally the student requires monitoring, varying from, daily or weekly, to bi-weekly to annually. Examples include but are not limited to: migraines, sensory impairments, self-managed diabetes, dietary restrictions, eating disorders, orthopedic conditions requiring accommodation and encopresis.

The Matawan-Aberdeen Regional School District consists of seven facilities servicing students from Preschool through Grade 12. Both non-classified and classified students are served in each of the seven facilities. The facilities consist of one high school (grades 9-12), one middle school (grades 6-8), one intermediate school (grades 4-5), three elementary schools (grades K-3) and one Preschool with students in the 3 and 4 year old program.

The nurses provide first-aid to both students and staff members, dispense medications as prescribed, conduct required screenings, communicate with the school medical officer, conduct assessments for illness complaints and are CPR and AED certified.

Examples of some of the duties performed by the nurses are as follows: Initial kindergarten screenings; initiation and maintenance of health records, including immunizations health screenings and referrals for vision, hearing and scoliosis; assist with athletic physicals; caring for special needs students; health assessments for Child Study Team, Intervention and Referral Services, and 504 Referrals; assessments as part of the procedures dealing with students suspected of substance abuse; monitors for the presence of infectious illnesses; and acts as a liaison between the student, school, and parent. Additionally, when medically necessary, a nurse may accompany class trips for students who may need services. The district school nurses also provide training to staff as required by state law. The nurses also inspect medical equipment on a regular basis according to state law.

In recognizing the importance of nurses in the operation of schools and the need for nurses to be in attendance, the district has procedures regarding building coverage in the event of an absence. In the event of advance notice, the district head nurse may be utilized for coverage. If the district head nurse is not available, then approved district substitute nurses are contacted. If approved district substitutes are not available, then MOESC is contacted. In the event that a nurse is not available to cover a vacancy, other district nurses are notified that they are “on call” to cover. For absences without advance notice, the supervisor of the district nurses is contacted and makes the arrangements for coverage by following the steps listed above.

NURSING CARE PROVIDER

The school nurse uses the nursing process, which includes assessment, planning and implementation and follow-up of care. The school nurse develops individualized healthcare plans and emergency care plans for each student with acute chronic health concerns. The school nurse strives to assist students, families and staff in attaining and/or maintaining optimum health habits and attitudes. The school nurse plays a critical role for health services, support of educational programs and maintenance of a healthful and safe environment.

For the purpose of assigning school nurses, the District Board of Education shall consider the following:

- Grade levels
- General Education and Special Education enrollment
- Number of children with medical involvement and extent of nursing services required
- Distance between buildings
- Type of communication system in place

ASSIGNMENT PLAN FOR SCHOOL NURSES

For 2019-2020, the district has assigned a certified or registered nurse to each of the seven schools during school hours when school is in session to complete the duties outlined in N.J.A.C 6A:16-2.3.b

SCHOOL PHYSICIAN: Matthew J. Speesler, M.D. 25MAO4137400

SCHOOL	NAME	CERTIFICATION	ISSUE DATE	CERTIFICATION NUMBER	RN License Renewal Date
Matawan Regional High School	Susan Ann Moore	School Nurse-Standard	09/2004	522520	5/31/2020
	Donna Godowski	School Nurse-Standard	01/2001	315249	5/31/2020
Matawan Avenue Middle School	Catharina Mallozzi	NJDOE County Substitute School Nurse Certificate Exp. 01/02/2024	N/A	N/A	5/31/2020
Lloyd Road Elementary School	Rosalie Preuss	School Nurse-Standard	06/2004	584883	05/31/2020
Cliffwood Elementary School	Sheila Caldwell	School Nurse-Standard	02/2009	720391	05/31/2020
Ravine Drive Elementary School	Karen Lorenzo	N/A	N/A	N/A	05/31/2020
Strathmore Elementary School	Annette Langer	School Nurse-Standard	08/1995	00165045	05/31/2021
Cambridge Park Elementary School	Alexis Johnson	NJDOE County Substitute School Nurse Certificate Exp. 05/13/2024	N/A	N/A	05/31/2020

**IDENTIFIED NEEDS WITHIN THE SCHOOL
2019-2020**

SCHOOL	Matawan-Aberdeen High School
Total School Population	1116
GRADE LEVELS	9-12
STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:	
Level of Care	Number of Students:
Nursing Dependent	0
Medically Fragile	0
Medically Complex	8
Health Concerns	156
BD/LLD	LLD=0 BD=3
PRE SCHOOL STUDENTS	0
ADDITIONAL PROGRAMS	Sports physicals, Clubs, Trips, College applications which require medical information, Health screenings, as mandated by the state, English as a Second Language (ESL), Effective School Solutions (ESS), Autism Program
TEACHING RESPONSIBILITIES	Epi- Pen delegate training, Glucagon delegate training, Review of all Safe School Training that relates to medical information ; Medical Emergency Drill. CPR instruction, AED instruction, Daily education as needed for student and staff as it relates to health
OTHER NON NURSING TASKS	I&RS, Crisis Team, 504 Committee PRN, Child Study Team as needed, Climate/Safety Committee, Field Trips, PE excuses, Emergency and Individualized Health Services Plans, Annual Tuberculosis Report, Annual Immunization Report, CPR instructor, Casual for a Cause, Husky Newsletter, AED monitoring, Nurse Web page updating, Alert the school community of any health concerns, Brookdale Nursing Students, Raine Liaison, Accident reports
NUMBER OF STUDENTS WITH EPI-PENS	24
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	2 daily meds, 3 diabetics, 49 prn, Tylenol PRN with signed consent

2019-2020

SCHOOL	Matawan Aberdeen Middle School
GRADE LEVELS	6, 7, 8
TOTAL ENROLLMENT	907
STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:	
Level of Care	Number of Students:
Nursing Dependent	0
Medically Fragile	16
Medically Complex	151
Health Concerns	230
BD/LLD	BD 0 LLD 20
PRE SCHOOL STUDENTS	0
ADDITIONAL PROGRAMS	Autism: 3 students, MD: 7 students
TEACHING RESPONSIBILITIES	Health concerns as needed for staff and parents. Classroom visit for students as needed. Daily in-office education for students. Delegate training and epinephrine auto-injectors. Medical Emergency Drill.
OTHER NON NURSING TASKS	Crisis Team member, AED maintenance, Charitable Events, Weight Loss Group for Staff, Raine Liaison for Families in need, Sports Physicals, Field Trips, Immunizations, Brookdale Nurses
NUMBER OF STUDENTS WITH EPI-PENS	30
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	6 students, 7 daily medications, 1 Diabetic, 20 PRN Medications 2 diastat 1 Clonazepam PRN acetaminophen as needed under school physician's standing order with signed parent authorization

IDENTIFIED NEEDS WITHIN THE SCHOOL

2019-2020

SCHOOL	Lloyd Road School
GRADE LEVELS	4-5

TOTAL ENROLLMENT	589
STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:	
Level of Care	Number of Students:
Nursing Dependent	0
Medically Fragile	11
Medically Complex	89
Health Concerns	71
BD/LLD	BD = 1 / LLD = 19
PRE SCHOOL STUDENTS	0
ADDITIONAL PROGRAMS	CI/MD = 5
TEACHING RESPONSIBILITIES	<p>Epi-pen delegate training/ Glucagon delegate training Support staff for any additional information needed after completing mandatory State health in-services. 5th grade classroom hygiene discussion. Educating students regarding their medical needs and help develop life long skills to maintain good health, such as Diabetes education, Instruct students on correct use of inhaler, breathing techniques for anxiety, good hygiene, etc Heath updates on a need be basis to both staff and students/parents, Administrators and club advisors. Participation in Drills Brookdale Comm. College Nursing students Emergency Healthcare plans, Individual Healthcare plans Documentation of all student nurse visits</p>
OTHER NON NURSING TASKS	<p>Daily AED checks, State Mandated Reports, Assist in Community Drives, RAINE liaison, clothing changes, Crisis team, I&RS as needed, 504 as needed, Child Study Team as needed, completing District reports, such as Nursing Service Plan, SGO,PDP, Accident/Incident reports , Field trips, Fundraising for various health issues (i.e. Go Red for Women). Classroom visits for students as needed.</p>
NUMBER OF STUDENTS WITH EPI-PENS	26
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	<p>6 Daily medications 34 as needed medications 26 Epi-pen/benadryl 3 Diastat 2 Insulin dependent diabetic students</p>

**IDENTIFIED NEEDS WITHIN THE SCHOOL
2019-2020**

SCHOOL	Strathmore School
GRADE LEVELS	K-3
STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:	

Level of Care	Number of Students: 411
Nursing Dependent	0
Medically Fragile	4
Medically Complex	33
Health Concerns	33
BD/LLD	13
PRE SCHOOL STUDENTS	0
ADDITIONAL PROGRAMS	ESL
TEACHING RESPONSIBILITIES	Students: Class Presentations as needed Staff: Training as required by State Law, delegate training EpiPen and Glucagon and any health updates/communicable diseases on a need be basis to both staff and students. Medical Emergency Drill.
OTHER NON NURSING TASKS	Participates in the I&RS & 504 committee, screening for CST evaluations, plans and coordinates charitable community activities, member of the crisis team, daily check of Epi-Pens & AEDs. Share health awareness information with staff, students, & parents. Respond to crisis as appropriate. Community Referrals and Outreach program liaison. Change and clean students with elimination problems, both fecal and urine. Scheduling nurse coverage informs head nurse of needs. Attend attendance meetings/committees, as needed. Develops and administers Individual Health Plans, mandated Annual Reports, Wellness or health awareness related Fundraising Days. Review Home Instruction requests. Completes Office work. (Maintaining immunizations records, filing, daily medical reports, phone logs, etc.)
NUMBER OF STUDENTS WITH EPI-PENS DIASTAT	23 2
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	All PRN 50 possible , DIABETIC SEEN 5X A DAY REQUIRES ACTION EACH TIME RELATED TO BLOOD SUGAR

**IDENTIFIED NEEDS WITHIN THE SCHOOL
2019-2020**

SCHOOL	Ravine Drive School
GRADE LEVELS	K-3
Level of Care	Number of Students: 339

Nursing Dependent	0
Medically Fragile	7
Medically Complex	56
Health Concerns	276
BD/CI	10
PRE SCHOOL STUDENTS	N/A
ADDITIONAL PROGRAMS	3-ICR, 1st-3rd, ESL
TEACHING RESPONSIBILITIES	Students: Class Presentations as needed Staff: Training as required by State Law, delegate training and any health updates/communicable diseases on an as needed basis to both staff and students. Emergency Medical Plan Coordinator. Educating students on self care during daily interactions.
OTHER NON NURSING TASKS	Health Office secretarial duties, Daily/Monthly check on 2 AEDs, charitable community drives, Backpack Buddies. Field trip management, state mandated reports, I&RD, 504, Crisis, CST, Health Plans, Emergency Plans, classroom visits for health and safety concerns.
NUMBER OF STUDENTS WITH EPI-PENS	12
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	37 Students

**IDENTIFIED NEEDS WITHIN THE SCHOOL
2019-2020**

SCHOOL	Cliffwood Ave School
GRADE LEVELS	Pre-K TO 3
STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:	
Level of Care	Number of Students:

Nursing Dependent	1
Medically Fragile	2
Medically Complex	5
Health Concerns	38
BD/LLD	11
Preschool Disabled	7
PRE SCHOOL STUDENTS	9
ADDITIONAL PROGRAMS	1 ESL class, 3 Autism classes, 1 Preschool Disabled, 1 MD class, 2 LLD classes, 2 Basic Skills classes, 12 Inclusion classes, 1 G&T
TEACHING RESPONSIBILITIES	Staff education: Delegation, asthma, seizure, Epi-Pen, BBP, Epilepsy, Communicable Disease Prevention. Specialized Medical Equipment. Updates on need to know basis for their students; Medical Emergency Plan
OTHER NON NURSING TASKS	Daily check on 2 AEDs, charitable community drives & outreach, clothing changes, secretarial office duties (filing, labelling folders,etc). [Tasks that need nursing input: Field trip mgmt, state mandated reports, I&RS, 504, Crisis, CST, Health Plans, Emergency Plans, classroom visits for health and safety concerns]
NUMBER OF STUDENTS WITH EPI-PENS	9
NUMBER OF STUDENTS WITH DIASTAT	1
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	14 PRN medications 1 Daily medications 1 G-tube feeding (2xday)

**IDENTIFIED NEEDS WITHIN THE SCHOOL BUILDING
2019-2020**

SCHOOL	Cambridge Park Preschool
Total School Population	118
GRADE LEVELS	PRESCHOOL
STUDENTS WITH SERIOUS MEDICAL INVOLVEMENT:	
Level of Care	Number of Students:
Nursing Dependent	0
Medically Fragile	3
Medically Complex	6

PSD	2 classes
Students with IEPs	46, 2 OOD
PRE SCHOOL STUDENTS	
ADDITIONAL PROGRAMS	
TEACHING RESPONSIBILITIES	Attend staff meetings to educate staff on asthma, seizure first aid, anaphylaxis, blood borne pathogen, epinephrine auto injector delegation. Answer questions and provide information to teachers re: student's medical concerns on an individual basis. Educate students that come to the nurse's office on a daily basis re: healthy practices such as hand hygiene, proper hydration, etc.
OTHER NON NURSING TASKS	Health office secretarial duties; Maintain office environment safety, organization, and cleanliness for students. Update forms and binders as needed; update bulletin board to reflect season or health related theme. Daily rounds to classrooms to update teacher on pertinent information. Reorganization of office filing system.
NUMBER OF STUDENTS WITH EPI-PENS	5
NUMBER OF STUDENTS WITH DIASTAT	1
NUMBER OF STUDENTS RECEIVING MEDICATION UNDER THE SUPERVISION OF THE NURSE	1 daily medication 5 PRN medications

BUDGET DEVELOPMENT CALENDAR FOR THE 2020/21 FISCAL YEAR	
<u>Month</u>	<u>Task</u>
December 2019	Approve budget calendar
	Admin Council 'concept' meeting
	Budget Managers meet with staff and district administration to perform needs assessment
	Business Office begins review of contractual needs and projections
January 2020	Board of Education reorganization meeting
	Review budget goals with Superintendent and Board of Education
	Budget Managers submit budgets to Business Office via accounting system
	Budget Managers meet with district administration
	District administration reviews draft budget
February 2020	Discussion with Board of Education on tentative budget
	District administration reviews draft budget
	Governor's budget address and release of state aid
March 2020	District administration reviews draft budget
	Discussion and adoption of tentative budget by Board of Education
	Submission of tentative budget to NJDOE County Office
April 2020	NJDOE County office budget review
	Advertise budget for public hearing
	Public hearing and adoption of final budget by Board of Education
	Posting of user friendly budget
May 2020	Certification of tax levy
	Submission of final budget to NJDOE County Office

December 16, 2019