

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 May 20, 2019, Matawan Regional High School, 450 Atlantic Ave., 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 7, 2018 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.”

IV. ROLL CALL

Present:	Ms. Allison Friedman - President	Ms. Anissa Esposito - Vice President
	Mr. Kevin Ahearn	Mr. Weymouth Brittingham
	Dr. Jeff Delaney	Mr. John Montone
	Ms. Randi Moore	Ms. Shari Whalen

Absent: Ms. Joelle Nappi

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
Mr. Michael Liebmann, Director of Personnel

V. MINUTES

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

- Committee of the Whole Meeting Minutes – April 8, 2019
- Executive Session Meeting I and II Minutes – April 8, 2019
- Regular Action Meeting Minutes – April 29, 2019
- Executive Session Meeting I and II Minutes – April 29, 2019

VI. BOARD PRESIDENT’S REPORT

Board President, Ms. Friedman made the following statements:

- Update on meeting at NJDOE with Commissioner
 - Roundtable with other districts and Commissioner
 - Additional meeting with Assistant Commissioner
- Relay for Life event this weekend

VII. SUPERINTENDENT’S REPORT

Dr. Majka made the following statements on behalf of the Student Representative:

- Cambridge Park – Friendship Dance; upcoming Fun Day
- Ravine Dr – Upcoming Kindergarten Celebration; PTO sponsored author visit focusing on the writing process; Fun Day
- Lloyd Rd – Staff Volleyball Game in support of Relay for Life; PTO sponsored talent show; Student Council participated in Relay for Life
- Middle School – National Junior Honor Society sponsored orientation; various school trips
- High School – Girl Empowerment team guest speakers; Newsies was nominated for 16 Basie Award; Relay for Life Event raised over \$100K; Upcoming Senior Prom

VIII. CURRICULUM AND INSTRUCTION

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

A motion was moved by Ms. Esposito and seconded by Dr. Delaney.

IX. SPECIAL SERVICES

Mr. Bombardier reviewed the Special Services Agenda on which the Board will take action.

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

X. PERSONNEL

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

A motion was moved by Ms. Whalen and seconded by Dr. Delaney.

XI. POLICY

- None

XII. FINANCE/TRANSPORTATION

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

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

XIII. PUBLIC COMMENTS RELATING TO AGENDA ITEMS

- None

XIV. 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 approve the Leadership Academy students to participate in an overnight team-building retreat at the Princeton-Blairstown Center in Blairstown, NJ on September 22 and September 23, 2019.

Rationale: The purpose of this retreat will be to allow the Civic Leadership students to have the opportunity to develop new skills that strengthen their leadership, team building, conflict resolution, communication and decision making skills. The character traits that the students will learn while on this trip will navigate them in the right direction starting the new school year.

Cost: \$3,660.00 Account #: 11-190-100-610-30-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new courses for the Matawan-Aberdeen Middle School and Matawan Regional High School for the 2019 – 2020 school year:

- Course Title: Junior Civic Leadership Design & Sustainability Lab- New proposed course – MS
STEAM Experience 1 –STEAM: Simple Machines – Name change – MS
STEAM Experience 11 -- STEAM: Interactive Circuits Design – New proposed course - MS
PLTW Automation – STEAM Robotics – Name change - MS
Foundations of Lab Biology – New course - 2.5 credits - HS
Accuplacer Next Generation Lab (ELA/Math) – New proposed course - HS
Comp 129: Information Technology (Brookdale) – New course - 2.5 credits - HS
Humanities Seminar – New course - 5 credits - HS

Rationale: Supports District Goal #1; Improve achievement for all students.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new textbooks for the 2019 – 2020 school year:

- Information Technology (ISBN #1323787143) for Comp 129: Brookdale Course – HS - \$2,500.00
Subject and Strategy (ISBN # 131913951) for Brookdale 121 – HS - \$1,500.00

Rationale: As per NJDOE regulations, all districts must have a written policy and procedure for textbook replacement. The Matawan-Aberdeen Regional School District reviews and evaluates textbooks every five years to ensure alignment to state standards and content relevance. Textbooks are re-evaluated when curriculum guides are revised, new courses are established, and/or when programmatic changes occur.

Cost: \$4,000.00 Account # 11-190-100-640-04-0000-0

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 the following evaluators/agencies on an as needed basis for the 2018-2019 School Year.

Service Provider	Cost	Effective Date
The Milestones Center, Neelan Sell, M.D. 628 Shrewsbury Ave., Tinton Falls, NJ 07701	Psychological Evaluation \$575.00	5/14/19-6/30/19 (retroactive)

2. The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education approve the following tuition adjustments for the 2015-2016 School Year.

Student	Classification	School	Cost	Effective Dates
158065	Multiply Disabled	The Children’s Center	\$217.33 –tuition was originally approved for \$62,033.44 on 8/25/15. Actual Cost \$62,250.77	9/18/15-6/24/16 (retroactive)
157082	Intellectual Disability Moderate	The Children’s Center	\$217.33 –tuition was originally approved for \$62,033.44 on 8/25/15. Actual Cost \$62,250.77	9/18/15-6/24/16 (retroactive)
54	Intellectual Disability Moderate	The Children’s Center	\$217.33 –tuition was originally approved for \$62,033.44 on 8/25/15. Actual Cost \$62,250.77	9/18/15-6/24/16 (retroactive)

Cost: \$651.99

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.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following provider for instruction/consultation on an as needed basis for the 2018-2019 School Year.

Service Provider	Cost	Effective Date
Megan Mellock	\$45 per hour	4/2/19-6/30/19 (retroactive)

4. 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
158397	MMC	\$750.00	4/11/19-4/25/19 (retroactive)
159946	PESI	\$3600.00	5/3/19-6/21/19 (retroactive)
159362	Silvergate Prep	\$1400.00	5/9/19-6/19/19 (retroactive)

Cost: \$5,750.00

Account#: 11-219-100-320-09-0000-0

5. The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education approve the following students to attend an Out of District Placement for the 2018-2019 School Year.

Student	Classification	School	Cost	Effective Dates
160344	Emotionally Disturbed	CPC Behavioral Healthcare	\$15,624.00	4/11/19-6/30/19 (retroactive)
158797	Other Health Impaired	CPC Behavioral Healthcare	\$13,392.00	4/29/19-6/30/19 (retroactive)
158107	Autistic	Hawkswood School	\$8,784.00	5/13/19-6/30/19 (retroactive)

Cost: \$37,800.00

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

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following service contract for the 2019-2020 School Year.

Provider	Cost	Services	Effective Dates
Effective School Solutions	\$482,200.00	In district therapeutic services @ MAMS and HS	7/1/19-6/30/20

Cost: NTE: \$482,200.00

Account #: 11-000-219-490-09-0000-1

Rationale: Effective School Solutions will provide therapeutic mental health services through licensed professionals to students in public school districts.

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
MARSD Staff					
Salsano, Jillien CO.CST.SOCIAL.WKR. 04	RD	CST – Social Worker P/T	Resignation	9/19/2016	6/30/2019

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
Rogers, Kimberly HS.TCH.LANG.ARTS.06	HS	Teacher of English	Personal Leave	W/O Pay	4/29/19 (Retroactive)
Diaz-Valle, Evelyn CL.ADMSP.T.IA.01	CL	Instructional Assistant	Personal Leave	W/O Pay	4/8/19-5/10/19 (Retroactive)
Debek, Ewa CO.TRN.DRIVER.17	CO	Bus/Van Driver	Medical Leave	With Pay	4/19/19-5/1/19 (Retroactive)
Zibbell, James CO.CST.SOCIAL.WKR.02	MA	CST Social Worker	Medical Leave	With Pay	4/29/19-5/27/19 (Retroactive)
Lepre, Denise RD.TCH.FINEARTS.ART.01	RD	Teacher of Art	Medical Leave	With Pay	6/17/19-6/30/19
Davenport, Krystal HS.ADMSP.T.SEC.01	HS	Secretary 12 Months	Personal Leave	W/O Pay	5/6/19-5/7/19 (Retroactive)
Walter, Cathleen HS.TCH.SOCIAL.05	HS	Teacher of Social Studies	Medical Leave	With Pay	4/19/19-4/22/19 (Retroactive)
Rocco, Sandra CL.TCH.SPECIAL.ED.09	CL	Teacher of Special Education	Personal Leave	W/O Pay	4/17/19 (Retroactive)
Alvarez, Dawn RD.TCH.ELEM.KD.01	RD	Elementary Teacher	Medical Leave	With Pay	5/1/19-5/30/19 (Retroactive)
Vidal, Rodolfo HS.TCH.WORLD.LANG.05	HS	Teacher of World Language Spanish	Personal Leave	W/O Pay W/O Benefits	9/1/19-6/30/20
O'Neill, Michelle HS.TCH.SOCIAL.07	HS	Teacher of Social Studies	Personal Leave	W/O Pay	6/17/19
Barkawitz, Edward CO.TRN.DRIVER.05	CO	Bus/Van Driver	Medical Leave Medical Leave	With Pay W/O Pay	5/7/19-5/14/19 (Half Day) 5/14/19 (Half Day)- 6/30/19 (Retroactive)
Weaver, Mary CO.TRN.ASST.01	CO	Transportation Assistant	Medical Leave Medical Leave	With Pay W/O Pay	5/22/19-6/7/19 (Half Day) 6/7/19 (Half Day)- 6/24/19
Fineran, Melissa CO.TRN.DRIVER.06	CO	Bus/Van Driver	Medical Leave	With Pay	5/14/19-TBD (Retroactive)
Malave, Robert BCC.TCH.LANG.ARTS.01	BCC	Teacher of English	Medical Leave	With Pay	5/1/19-6/03/19 (Retroactive)
Liebowitz, Karen RD.ADMSP.T.SEC.02	RD	Secretary 10.5 Months	Medical Leave	With Pay	5/16/19-5/23/19 (Retroactive)

Name	Loc	Position	Type of Leave	With/ W/O Pay	Effective Dates
Buchanan, Lauren RD.TCH.ELEM.01.04	RD	Elementary Teacher	Maternity Leave	With Pay	4/29/19-5/31/19
			Disability Phase	W/O Pay	6/3/19-6/14/19
			Personal Leave	W/O Pay W/O Benefits	6/17/19-6/24/19
			FMLA/NJFLA	W/O Pay	9/3/19-11/26/19
			Personal Leave	W/O Pay W/O Benefits	11/27/19-12/19/19 (Retroactive) Amended Dates Previously approved 2/25/19
Dawson, Vanessa RD.TCH.BASIC.SK.02	RD	Elementary Teacher	Maternity Leave	With Pay	6/3/19-6/14/19
			Disability Phase	W/O Pay	6/17/19-6/24/19
			FMLA/NJFLA	W/O Pay W/O Benefits	9/3/19-11/15/19
Donovan, Colin LR.TCH.PHYSED.01	LR	Teacher of Physical Education	Personal Leave	W/O Pay	6/7/19
Jaeger, Tara CO.CST.PSYCH.02	CP/CL	CST Psychologist	Maternity Leave	With Pay	9/5/19-10/21/19
			FMLA/NJFLA	W/O Pay	10/22/19-11/27/19 Amended Dates Previously approved 4/29/19

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/Reappointments

Name	Position	Step/Salary	Effective Date
Homowitz, Rainelda LR.ADMSPT.SEC.03	Lloyd Road Secretary 10.5 Months Replacement Position	Step-01 \$23,365.00 + \$1,485.00 BA Stipend Total = \$24,850.00	8/22/19-12/20/20

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

2. Chinese Student Exchange Visitor Program Teachers (SEVP) Summer 2019

Name	Hours/Cost	Effective
Territo, Christopher	6.5 Hours x 4 days = 26 Hours each Cohort @\$40.00/Hour	Cohort #1, Cohort #2, Cohort #3, Cohort #4 July 8, 2019 – August 1, 2019
Gurney, Tara	6.5 Hours x 4 days = 26 Hours each Cohort @\$40.00/Hour	Cohort #1, Cohort #2, Cohort #3, Cohort #4 July 8, 2019 – August 1, 2019
Ellerson, Alyssa	6.5 Hours x 4 days = 26 Hours each Cohort @\$40.00/Hour	Cohort #1, Cohort #2, Cohort #3, Cohort #4 July 8, 2019 – August 1, 2019
Hor, Brock	6.5 Hours x 4 days = 26 Hours each Cohort @\$40.00/Hour	Cohort #1, Cohort #2, Cohort #3, Cohort #4 July 8, 2019 – August 1, 2019

Additional 20 Hours Planning Time – June 2019 @ \$35.00/per hour

3. Home Instruction 2018-2019 School Year

ID.	Subject	Loc	Classroom Teacher	Home Instruction Teacher	Hrs Per Week	No. of Weeks	Total Hrs Per Subject/ Class	Effective Dates
158365	Math	MA	Lambert, Lynn	Wietecha, Corinne	2.5	7	17.5	4/11/19-6/11/19 (Retroactive)
158365	Science	MA	Hillyer, Patricia	Hillyer, Patricia	2.5	7	17.5	4/11/19-6/11/19 (Retroactive)
158365	Social Studies	MA	Grigoli, Jeremy	Miller, David	2.5	7	17.5	4/11/19-6/11/19 (Retroactive)
158365	Language Arts	MA	Monro, Christine	D'Agostino, Nicole	2.5	7	17.5	4/11/19-6/11/19 (Retroactive)
161469	Algebra 2	HS	Colburn, Kendra	Marzella, Dana	3-1/3	4	13-1/3	4/26/19-5/29/19 (Retroactive)
161469	US History 2	HS	Walter, Cathleen	Brubaker, Mark	3-1/3	4	13-1/3	4/26/19-5/29/19 (Retroactive)
161469	English 3	HS	Segui, Jessica	Brubaker, Mark	3-1/3	4	13-1/3	4/26/19-5/29/19 (Retroactive)
162445	Geometry	HS	Komito, Marc	Wietecha, Corinne	2.5	9	22.50	4/23/19-6/24/19 (Retroactive)
162445	U S History 2	HS	Carnovsky, Robert	Carnovsky, Robert	2.5	9	22.50	4/23/19-6/24/19 (Retroactive)
162445	English 3	HS	Segui, Jessica	Castelli, Courtney	2.5	9	22.50	4/23/19-6/24/19 (Retroactive)
162445	Lab Chemistry	HS	Mohammed, Patrick	Milan, Gregory	2.5	9	22.50	4/23/19-6/24/19 (Retroactive)
159889	Math	MS	Lubniewski, Laurie	Lenge, Tatiana	2.5	2	5	4/29/19-5/10/19 (Retroactive)
159889	Science	MS	DeBeVoise, Margaret	Reinecke, Taylor	2.5	2	5	4/29/19-5/10/19 (Retroactive)
159889	Social Studies	MS	Tarrazi, Dylan	Tarrazi, Dylan	2.5	2	5	4/29/19-5/10/19 (Retroactive)
159889	Language Arts	MS	Gregg, Jennifer	Raiola, Amy	2.5	2	5	4/29/19-5/10/19 (Retroactive)
159889	Math	MS	Lubniewski, Laurie	Lenge, Tatiana	2.5	6	15	5/13/19-6/24/19 (Retroactive)
159889	Science	MS	DeBeVoise, Margaret	Reinecke, Taylor	2.5	6	15	5/13/19-6/24/19 (Retroactive)
159889	Social Studies	MS	Tarrazi, Dylan	Tarrazi, Dylan	2.5	6	15	5/13/19-6/24/19 (Retroactive)
159889	Language Arts	MS	Gregg, Jennifer	Raiola, Amy	2.5	6	15	5/13/19-6/24/19 (Retroactive)
159889	Science	MS	Lubniewski, Laurie	Lenge, Tatiana	2.5	6	15	5/13/19-6/24/19 (Retroactive)
156322	U S History 2	HS	Brubaker, Mark	Kaiser, Heather	2.5	6	15	5/13/19-6/24/19 (Retroactive)

Account #: General Education 11-150-100-101-11-0000-1 \$45.00/Hour

Account #: Special Education 11-219-100-101-11-0000-1 \$45.00/Hour

4. Extra-Curricular Activities-2019-2020

Name	School	Activity	Position	2018/2019 Step/Stipends	Effective Date
Athletic Activities					
William, Devonn	MS	Softball	Assistant Coach	Step-03 \$6,200.00	2018/2019 School Year
El-Sherbini, Mohammad	HS	Football	Assistant Coach	Step-03 \$7,290.00	2019/2020 School Year
Messler, Scott	HS	Football	Assistant Coach	Step-03 \$7,290.00	2019/2020 School Year

Non Athletic Activities					
Spafford, Dana	MS	8th Grade Class	Advisor	\$1,320.00 Prorated 5/1/19-6/30/19	5/1/19-6/30/19 (Retroactive) H. Bebel Leave of Absence
Hourly Activities					
Carrante, Marlene MA.ADMSPT.IA.02	MA	Instructional Assistant	One-To-One Aide	Per Diem Rate	2018/2019 & 2019/2020 School Year

5. 2019/2020 District Translators/Sign Language Interpreter for Hearing Impaired

Name	Loc	Language
Di Palma, Nadine	CL	Spanish
Giornalista, Patricia	HS	Spanish
Lisciandro, Tara	HS	Italian
Ogurek, Mayra	HS	Spanish
Potter, Magda	CL	Spanish
Uriarte, Grace	CP	Spanish
Rocco, Sandra	CL	Sign Language Interpreter For Hearing Impaired

Effective: 2019/2020 School Year

Translator: \$30.00/Hour-Sign Language Interpreter for Hearing Impaired \$50.00/Hour

6. Volunteers 2018/2019

Name	Loc	Activity	Effective Date
Graber, Joseph	HS	Weight Room	2018/2019 School Year

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

7. Chaperones – High School-Revised List

Name	Name	Name
Antista, Maria	Mackey, Latiefa	Portee-Wells, Patricia
Bernstein, Daniel	Marzella, Dana	Prinzi, Maria
Certa, Anthony	Mc Dede, Maria	Reingle, Patricia
Gross, Zachary	Melikhova, Julia	Sa, Joana
Gurney, Tara	Mesko, Cindy	Rohlander, Kathryn
Hagan, Scott	Olechowicz, Jeffrey	Shaw, Norreen
Harnett, Christopher	Nangano, Jennifer	Sloan, Michelle
Hueston, Emily	Pickell, Lee	Sodono, Lauren
Jackman, Neil	Pickens, Samuel	Zupkus, Emily
Miles, Lauren	Palumbo, Christine	Lo Stocco, Justine

Cost: Three Hours (3) at \$25.00 per hour **Account #:** 11-421-100-178-11-0000-6

Effective: June 2019 Graduation Ceremony

8. Staff Array Changes – 2018/2019 School Year

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Dates/ Reason
Raiola, Amy MA.TCH.LANG.ARTS.0 2	MS - 0.67 MS - 0.33	Language Arts Grade 6 Language Arts Grade 6 Honors 11-130-100-101-11-0000-1	MS - 0.67 MS - 0.33 MS - 0.33 O/L	Language Arts Grade 6 Language Arts Grade 6 Honors Language Arts Grade 6 11-130-100-101-11-0000-1	5/6/19-6/30/19 (Retroactive) J. Gregg Coverage
Monro, Christine MA.TCH.LANG.ARTS.0 5	MS - 0.33 MS - 0.67	Language Arts Grade 7 Language Arts Grade 7 ICR 11-130-100-101-11-0000-1	MS - 0.33 MS - 0.67 MS - 0.33 O/L	Language Arts Grade 7 Language Arts Grade 7 ICR Language Arts Grade 6 11-130-100-101-11-0000-1	5/6/19-6/30/19 (Retroactive) J. Gregg Coverage

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Dates/ Reason
Kish, Sheryl HS.TCH.SPECIAL.ED.10	HS – 0.60	Intro to Algebra Resource Program Algebra 2 Resource Program	HS – 0.60	Intro to Algebra Resource Program Algebra 2 Resource Program Algebra 2 Resource Program	4/10/19-6/30/19 (Retroactive) K Kinneman Coverage
	HS – 0.40		HS – 0.40		
			HS – 0.20 O/L		
Casserly, Kathleen HS.TCH.SPECIAL.ED.07	HS – 0.80	English I Resource Program World Cultures Resource Program	HS – 0.80	English I Resource Program World Cultures Resource Program Geometry Resource Program	4/10/19-6/30/19 (Retroactive) K Kinneman Coverage
	HS – 0.20		HS – 0.20		
			HS – 0.20 O/L		
Marzella, Dana HS.TCH.SPECIAL.ED.15	HS – 0.25	Lab Biology ICR English 4 ICR Algebra 1 ICR Algebra 2 ICR Geophysical Science ICR	HS – 0.25	Lab Biology ICR English 4 ICR Algebra 1 ICR Algebra 2 ICR Geophysical Science ICR Algebra 1 Resource Program	4/10/19-6/30/19 (Retroactive) K Kinneman Coverage
	HS – 0.20		HS – 0.20		
	HS – 0.20		HS – 0.20		
	HS – 0.20		HS – 0.20		
	HS – 0.10		HS – 0.10		
			HS – 0.20 O/L		
Frischia, Mary Jane HS.TCH.SPECIAL.ED.04	HS – 0.40	English 3 Resource Program English 4 Resource Program English 1 Resource Program English 3 ICR	HS – 0.40	English 3 Resource Program English 4 Resource Program English 1 Resource Program English 3 ICR Algebra 1 Resource Program	4/10/19-6/30/19 (Retroactive) K Kinneman Coverage
	HS – 0.20		HS – 0.20		
	HS – 0.20		HS – 0.20		
	HS – 0.20		HS – 0.20		
			HS – 0.20 O/L		
Baldwin, Kelly HS.TCH.SPECIAL.ED.01	HS – 0.40	Algebra 2 ICR Geometry 10-12 ICR Foundations of Algebra ICR Algebra 1 ICR	HS – 0.40	Algebra 2 ICR Geometry 10-12 ICR Foundations of Algebra ICR Algebra 1 ICR Intro to Algebra Resource Program	4/10/19-6/30/19 (Retroactive) K Kinneman Coverage
	HS – 0.20		HS – 0.20		
	HS – 0.20		HS – 0.20		
	HS – 0.20		HS – 0.20 O/L		
Mc Dede, Maria	HS - 0.20	English 3 Level 2 ICR English 2 Honors English 4 Honors Global Humanities 2 Language Arts 11-140-100-101-11-0000-1	HS - 0.20	English 3 Level 2 ICR English 2 Honors English 4 Honors Global Humanities 2 Language Arts English Monday-Thursday 1-1:45 Friday - Keys 11-140-100-101-11-0000-1	5/2/19-5/31/19 (Retroactive) R. Malave Coverage
	HS - 0.20		HS - 0.20		
	HS - 0.20		HS - 0.20		
	HS - 0.40		HS - 0.40		
		KEYS-0.33 O/L			

9. Other

a. 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 May 6, 2019.

Incidents Reported	Confirmed Incidents
6	3

b. 2019/2020 Mentor Plan **Personnel Attachment #1**

c. Summer Curriculum Writing/Revisions **Personnel Attachment #2**

d. Substitute Principal – 2018/2019 School Year

Jeffrey Hudaish #6257 Substitute Principal, \$300.00/Day-Additional \$4,000.00 2018/2019-Previously approved \$5,000.00 on 10/29/2018 Substitute Principal - 2019/2020 - \$9,000.00

- e. 2018/2019 Administrative Leave with Pay, Employee #4207, Effective: 5/3/19-6/30/19 (Retroactive)
- f. 2018/2019 Administrative Leave with Pay, Employee #4618, Effective: 5/10/19-5/13/19 (Retroactive)
- g. 2018/2019-Extra Hours Compensation-J Zibbell Medical Leave
 - Jessica Hollinger-\$15/Hours per week 4/29/19-6/24/19-Retroactive, Hourly Rate=\$66.43x15=\$996.45/per week
 - Gerard Haney-\$15/Hours per week 4/29/19-6/24/19-Retroactive, Hourly Rate=\$47.24x15=\$708.60/per week

POLICY

- None

FINANCE/TRANSPORTATION

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:

- 1. **Payroll for April 2019 and Bills List for May 2019** (Available for review in Board Secretary’s Office)
Policy #6470 Payment of Claims

April 2019, Payroll	\$3,916,522.33
May 2019, Bills List	\$2,608,873.59
TOTAL	\$6,525,395.92

- 2. **Transfer of Funds for March 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 **March 2019** as presented.

- 3. **S-1701 Reporting for March 2019**
Board Secretary Report for **March 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 **March 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 **March 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

May 20, 2019
Date

- 4. **Designation of Approved Tax Shelter Annuities**

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2019/20 school year pursuant to Policy 6520.

AXA Equitable
AIG VALIC

Metlife
Lincoln Investment Planning, Inc.
NY Life Insurance & Annuity Corp.

5. Annual Appointments

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the following annual appointments for the 2019/20 school year:

Affirmative Action Officer	Mr. Alex Ferreira
Affirmative Action Officer for Contracts	Mr. Alex Ferreira
Anti-Bullying Coordinator	Mr. Michael Liebmann
Asbestos Management/AHERA Coordinator	Mr. Adam Nasr
Assistant School Board Secretary	Ms. Patti Lagarenne
Chemical Hygiene Officer	Mr. Adam Nasr
District School Safety Specialist	Mr. Aaron Eyler
Gender-Equity Officer	Mr. Michael Liebmann
Homeless Liaison	Ms. Nelyda Perez
Indoor Air Quality Officer	Mr. Adam Nasr
Integrated Pest Management Coordinator	Mr. Adam Nasr
Public Agency Compliance Officer	Mr. Alex Ferreira
Right to Know Officer	Mr. Adam Nasr
Safety and Health Officer	Mr. Adam Nasr
School Board Secretary	Mr. Alex Ferreira
School Funds Investor	Mr. Alex Ferreira
School Physician	Dr. Matthew Speesler
Section 504 Plan Officer	Ms. Nelyda Perez
Substance Awareness Coordinator	Ms. Jennise Nieves
Title IX Coordinator	Mr. Phil Tyburczy
Treasurer of School Monies	Mr. Kenneth Jannarone

6. Approval of Depositories

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education designate the below listed Financial Institutions, Fund and Corporation as depositories for the Matawan-Aberdeen Regional School District Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Investors Bank
New Jersey Asset & Rebate Management Program
Bank of America

BE IT FURTHER RESOLVED, that the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only; and

BE IT FURTHER RESOLVED, that the Board Secretary be authorized to enter into agreements with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits when appropriate; and

BE IT FURTHER RESOLVED, that any and all endorsements on behalf of the Board of Education upon checks, drafts, notes or instruments for depositor or collection made may be written or stamped endorsements of the Board of Education without any designation of the person making such endorsements; and

BE IT FURTHER RESOLVED, that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investment Accounts, in any one or all of the above depositories when in the best interest of the Board of Education; and

BE IT FURTHER RESOLVED, that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile; and

BE IT FURTHER RESOLVED, that the Board Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories; and

BE IT FURTHER RESOLVED, that the Board Secretary is hereby authorized on behalf of the Board of Education to:

- a. Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose
- b. Authorize the depositories to purchase or sell CDs, Repurchase Agreements and other securities, and
- c. Execute and deliver all instructs required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Board of Education.

7. Authorized Signatures

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education authorize the Board President and Board Secretary to furnish signature cards for bank accounts to financial institutions pursuant to the following:

Accounts	Authorized Signature
Custodian/General Account	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Payroll Agency Account	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Payroll Account	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Unemployment Compensation Trust	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
NJ Cash Management Fund	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Matawan Regional High School (MRHS) Athletic Activities Account	MRHS Principal or Athletic Director and Board Secretary or Assistant Board Secretary
Matawan-Aberdeen Regional School District Student Activities Accounts	Building Principals and Board Secretary or Assistant Board Secretary
Scholarship Account	Board Secretary or Assistant Board Secretary or Board President
Food Services Account	Board Secretary or Assistant Board Secretary or Board President

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education require that the above accounts must have at least two signers on each warrant paid as stated in the above list and;

BE IT FURTHER RESOLVED, the bank may honor all such checks and other instruments for the payment of delivery of money or property when signed as authorized above, including any payable to the bank or to any signer or other officer or employee of the corporation or to cash or bearer, and may receive the same in payment of or as security for the personal indebtedness of any signer or other officer or

employee or other person to the bank or in any transaction whether or not known to be for the personal benefit of any such person, without inquiry as to the circumstances of their issue of the disposition of their proceeds, and without liability to the bank, and without any obligation upon the bank to inquire whether the same be drawn or required for the corporation's business or benefit

8. Representative Requesting Grant Funding

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the Superintendent of Schools as the representative permitted to request federal and state grant funding for the 2019/20 school year.

9. Line Item Transfers

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education designate the Superintendent of Schools to approve line item budget transfers between regular board meetings subject to Board ratification for the 2019/20 school year.

10. Adoption of the Uniform Minimum Chart of Accounts

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education authorize the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2019/20 school year.

11. Appointment of District Qualified Purchasing Agent for the 2019/20 School Year

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent (who is a Qualified Purchasing Agent) that do not exceed in the aggregate in a contract year the bid threshold (\$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

WHEREAS, 18A:18A-37.c provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education, pursuant to the statues cited above, hereby appoint Alex Ferreira (who is a Qualified Purchasing Agent) as its duly authorized qualified purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Matawan-Aberdeen Regional School District Board of Education; and

BE IT FURTHER RESOLVED, that Alex Ferreira, is hereby authorized to award contracts on behalf of the Matawan-Aberdeen Regional School District Board of Education that are in the aggregate less than 15% of the bid threshold (\$6,000) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that Alex Ferreira, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Matawan-Aberdeen Regional School District Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000) but are less than the bid threshold of \$40,000.

12. District Transportation Officer for the 2019/20 School Year

WHEREAS, pursuant to Administrative Code 6A:27-9.2 et seq. the Matawan-Aberdeen Regional School District Board of Education needs to appoint a District Transportation Officer for the 2019/20 School Year responsible for distributing specifications.

BE IT RESOLVED, the Matawan-Aberdeen Regional School District Board of Education hereby appoints the School Business Administrator to assume the role of the District Transportation Officer responsible for distributing specifications.

13. New Jersey Cooperative Bid Maintenance Program for the 2019/20 School Year

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the Educational Data Services, Inc. with offices located at 236 Midland Avenue, Saddle Brook, NJ 07663 to provide Maintenance, Right to Know, and Cooperative Skilled Trades through the New Jersey Cooperative Bid Maintenance Program for the 2019/20 school year at a total cost not to exceed \$16,230. Funds are or will be available for this purpose and appropriated from Account # 11-000-251-330.

14. Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2019/20 School Year

WHEREAS, N.J.S.A 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property”; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education desires to authorize its purchasing agent for the 2019/20 to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

15. Resolution Authorizing the Procurement of Goods and Services through the Educational Services Commission of New Jersey

WHEREAS, N.J.S.A. 18A:18A-10 (shared services purchasing) provides that, a Board of Education, by Board resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of an established cooperative pricing system; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has the need, on a timely basis to procure goods and services utilizing the Educational Services Commission of New Jersey Cooperative Pricing System contracts; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education desires to authorize its Purchasing Agent for the 2019/20 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the Educational Services Commission of New Jersey Cooperative Pricing System utilizing various vendors that have participating contracts. The Purchasing Agent shall make known to the Board, the Commodity/Service, Vendor and Contract Number utilized.

16. Resolution Authorizing the Procurement of Goods and Services through the Monmouth-Ocean Educational Services Commission

WHEREAS, N.J.S.A. 18A:18A-10 (shared services purchasing) provides that, a Board of Education, by Board resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of an established cooperative pricing system; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has the need, on a timely basis to procure goods and services utilizing the Monmouth-Ocean Educational Services Commission Cooperative Pricing System contracts; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education desires to authorize its Purchasing Agent for the 2019/20 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the Monmouth-Ocean Educational Services Commission Cooperative Pricing System utilizing various vendors that have participating contracts. The Purchasing Agent shall make known to the Board, the Commodity/Service, Vendor and Contract Number utilized.

17. Resolution Authorizing the Procurement of Goods and Services through the Hunterdon County Educational Services Commission

WHEREAS, N.J.S.A. 18A:18A-10 (shared services purchasing) provides that a Board of Education, by Board resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of an established cooperative pricing system; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has the need, on a timely basis to procure goods and services utilizing the Hunterdon County Educational Services Commission Cooperative Pricing System contracts; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education desires to authorize its Purchasing Agent for the 2019/20 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the Hunterdon County Educational Services Commission Cooperative Pricing System utilizing various vendors that have participating contracts. The Purchasing Agent shall make known to the Board, the Commodity/Service, Vendor and Contract Number utilized.

18. Resolution Authorizing the Procurement of Goods and Services through the Somerset County Cooperative Pricing System

WHEREAS, N.J.S.A. 18A:18A-10 (shared services purchasing) provides that a Board of Education, by Board resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of an established cooperative pricing system; and

WHEREAS, the Matawan- Aberdeen Regional School District Board of Education has the need, on a timely basis to procure goods and services utilizing the Somerset County Cooperative Pricing System contracts; and

WHEREAS, the Matawan- Aberdeen Regional School District Board of Education desires to authorize its Purchasing Agent for the 2019/20 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the Somerset County Cooperative Pricing System utilizing various vendors that have participating contracts. The Purchasing Agent shall make known to the Board, the Commodity/Service, Vendor and Contract Number utilized.

19. Appointment of Insurance Brokers

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education appoint the following as the district’s insurance brokers for the period of July 1, 2019 through June 30, 2020.

Broker	Type of Insurance
Arthur J. Gallagher 707 State Road Princeton, NJ 08542	General Comprehensive and Liability Automobile Liability Professional Liability (per claim and aggregate) Excess Umbrella Employer Liability (each incident) Workers Compensation
Brown & Brown Benefit Advisors 1129 Broad St, Suite 101 Shrewsbury, NJ 07702	Health Prescription Dental

20. Appointment of Architect of Record

WHEREAS, the Matawan-Aberdeen Regional School District requires professional architectural services to be performed estimated to be in the amount of \$135,000.00 for the school year 2019/20; and

WHEREAS, the firm of Fraytak, Veisz, Hopkins, Duthie, P.C. (FVHD Architects-Planners) 1515 Lower Ferry Road, Trenton, New Jersey 08628, are architects in the State of New Jersey and are willing to perform said services; and

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education appoint Fraytak, Veisz, Hopkins, Duthie, P.C. (FVHD Architects-Planners) and that the foregoing appointment is made without competitive bidding as “professional service” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A:18A-5.a.(1)) since “professional services” contracts are specifically excluded from the requirement of bidding, and the awarded services meets the definition of “professional services” pursuant to N.J.S.A. 18A:18A-2h as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall be set at the following rate schedule:

Principal	\$160.00
Associate	\$145.00
Project Architect	\$125.00
Site Planner	\$125.00

Specification Writer	\$115.00
Roofing Specialist	\$115.00
Interior Design	\$110.00
Senior Drafters	\$110.00
Construction Observer	\$105.00
Junior Drafters	\$ 90.00
Support Personnel	\$ 75.00

Additional Services for Consultants – 1.5 times the amount billed to Architect for such services.

Reproduction Expense – Unit Costs – Photo Copies @ \$.20 per page

Blue and Blackline Prints –

24 x 36 \$1.45 per sheet

30 x 42 \$2.15 per sheet

34 x 44 \$2.60 per sheet

36 x 48 \$2.80 per sheet

21. Appointment of Asbestos Project Management for the 2019/20 School Year

WHEREAS, asbestos project management and testing is required in connection to capital projects at Matawan Regional High School, Matawan Aberdeen Middle School, Ravine Drive Elementary School, Strathmore Elementary School, Cambridge Park Pre-School, Cliffwood Avenue Elementary School, and Lloyd Road Elementary School; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) has approved Environmental Connection, Inc. with principal offices located at 120 North Warren Street, Trenton, NJ 08608, as the district’s asbestos monitor for 2019/20 school year (the “Work”).

NOW, THEREFORE, BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education appoint Environmental Connection, Inc. to provide asbestos abatement design, project management, monitoring, and testing without competitive bidding as “professional services” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A:18A-5a(1)) since “professional services” contracts are specially excluded from the requirement of bidding, and the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A:18A-2h. as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall set at the following rate schedule:

Principal - \$200.00/hr

Certified Industrial Hygienist - \$160.00/hr

Senior Industrial Hygienist/Senior Project Manager - \$125.00/hr

Project Manager - \$100.00/hr

Lead Inspector/Risk Assessor - \$90.00

AHERA Asbestos Management Planner - \$90.00/hr

AHERA Asbestos Building Inspector - \$80.00/hr

Asbestos Safety Technician - \$90.00/hr

Industrial Hygienist, Technical Monitor - \$70.00/hr

Drafting/CADD Operator - \$60.00/hr

Word Processing/Contract Coordinator/Administrative - \$50.00/hr

22. Appointment of Asbestos Management Services

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education renew Environmental Connection Inc. for asbestos management services in connection with compliance, and abatement training for the 2019/20 school year at a Professional Fee Estimate of \$50,000.00 based on the fee schedule on file in the Board Secretary’s Office. Funds are or will be available and appropriated from Account # 11-000-262-340.

23. Appointment of Board Attorney

WHEREAS, there exists a need for legal services for the Matawan-Aberdeen Regional School District Board of Education estimated to be in the amount of \$72,000.00, appropriated from Account # 11-000-230-331 for the 2019/20 school year; and

WHEREAS, such legal services can be provided only by a licensed attorney, and David B. Rubin, P.C. and the Busch Law Group, 450 Main Street, Metuchen, NJ 08840 is so recognized as such; and

WHEREAS, the Matawan-Aberdeen Regional School District in the County of Monmouth hereby appoints David B. Rubin, P.C. and the Busch Law Group to serve as Board Attorney; and

WHEREAS, funds in the amount of \$72,000.00 are or will be available for this purpose and appropriated from Account # 11-000-230-331.

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education appoint David B. Rubin, P.C. and the Busch Law Group as Board Counsel and that the foregoing appointment is made without competitive bidding as “professional service” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A:18A-5a(1)) since “professional services” contracts are specially excluded from the requirement of bidding, and the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A:18A-2h as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall be set at \$175.00 per hour, plus reimbursement for all costs and disbursements reasonably incurred in the performance of his duties.

24. Appointment of Board Negotiations Attorney

WHEREAS, there exists a need for labor attorney services for the Matawan-Aberdeen Regional School District Board of Education estimated to be in the amount of \$61,000.00, appropriated from Account # 11-000-230-331 for the 2019/20 school year; and

WHEREAS, such legal services can be provided only with the Weiner Law Group, 629 Parsippany Rd., Parsippany, NJ 07054 is so recognized as such; and

WHEREAS, the Matawan-Aberdeen Regional School District in the County of Monmouth hereby appoints Weiner Law Group, 629 Parsippany Rd., Parsippany, NJ 07054 to serve as Board labor attorneys; and

NOW, THEREFORE, BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education appoint Weiner Law Group, 629 Parsippany Rd., Parsippany, NJ 07054 to provide labor attorney services and that the foregoing appointment is made without competitive bidding as “professional services” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A:18A-5a(1)) since “professional services” contracts are specially excluded from the requirement of bidding, and

the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A:18A-2h as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall be set at \$165.00 per hour, plus reimbursement for all costs and disbursements reasonably incurred in the performance of his/her duties.

25. Appointment of Auditor Services for 2019/20 School Year

WHEREAS, there exists a need for auditing services and to hire an auditor estimated to be in the amount of \$33,375, appropriated from Account # 11-000-230-332; and

WHEREAS, such auditing services can be provided only by a licensed auditor and that Suplee, Clooney, & Company, 308 East Broad Street, Westfield, NJ 07090 is so recognized; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.

NOW, THEREFORE, BE IT RESOLVED, by the Matawan-Aberdeen Regional School District Board of Education in the county of Monmouth, as follows:

- a. The auditing firm of Suplee, Clooney, & Company, 308 East Broad Street, Westfield, NJ 07090 is hereby retained to provide auditing services necessary in conjunction with the engagement letter for the audit of the 2018/19 school year.
- b. The Board of Education appoints John Swisher, to serve in the capacity of auditor.
- c. The contract is awarded without competitive bidding as a “Professional Service” in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-5a(1), because it is for services performed by person authorized by law to practice a recognized profession.
- d. The Board of Education is required to review the most recent peer review report prior to the engagement of the annual audit, and to acknowledge its review of the peer review report in the minutes that authorizes the engagement of the public school accountant.
- e. The anticipated term of the contract is one (1) year.
- f. John Swisher has completed and submitted a Business Entity Disclosure Certification.
- g. A copy of the resolution as well as the contract shall be placed on file with the Secretary to the Board.

26. Appointment of Continuing Disclosure Agent

WHEREAS, the Matawan-Aberdeen Regional School District requires continuing disclosure agent services to be performed for the school year 2019/20; and

WHEREAS, the firm of Phoenix Advisors, LLC 4 West Park Street, Bordentown, NJ 08505 is a continuing disclosure agent in the State of New Jersey and is willing to file the required documents each year for bond or notes that are outstanding.

WHEREAS, funds in the amount of \$1,500 are or will be available for this purpose and appropriated from Account # 11-000-230-339; and

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education appoint Phoenix Advisors, LLC 4 West Park Street, Bordentown, NJ 08505.

27. Renewal of Systems 3000

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has a need for Computer Software Maintenance services for the 2019/20 school year to assist the district in daily usage of budget, payroll, personnel and accounts payable; and

WHEREAS, it has been determined that the required services are specialized in nature, require expertise in the field of computers and is not reasonably possible to describe the required services with written bid specifications.

NOW, THEREFORE, BE IT RESOLVED, by the Matawan-Aberdeen Regional School District Board of Education in the county of Monmouth, as follows:

The Matawan-Aberdeen Regional School District Board of Education shall award a contract for the 2019/20 fiscal year to Systems 3000, Eatontown, NJ 07724. The amount of the contract is \$23,815.00.

Funds are or will be available for this purpose and appropriated from Accounts 11-000-230-340 and 11-000-251-340.

28. Renewal for Realtime Information Technology, Inc.

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 a contract with Realtime Information Technology, Inc. for student software system including: Student Information System; Food Service Module; Lesson Planner; I&RS Manager and Notification/Alert System. Total Renewal Fee for period July 1, 2019-June 30, 2020 is \$63,933. Funds are or will be available for the Core System and appropriated from Account # 11-000-218-390.

29. Renewal of Frontline Education

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education in accordance with 18A:18A-5 approve the renewal of a contract with Frontline Education for IEP-Direct, unlimited for internal employees (\$13,583.92) and Applicant Tracking, unlimited usage for internal employees (\$3,984.17), 504 Program Management, unlimited usage for internal employees (\$3,395.98). Total Renewal Fee for period July 1, 2019 - June 30, 2020 is \$20,964.07. Funds are or will be available appropriated from Accounts 11-000-219-390 and 11-000-230-340.

30. Renewal of District Work Order and Facility Use Software for the 2019/20 School Year

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education in accordance with 18A:18A-5 approve the renewal of a contract with Dude Solutions for Provision of Maintenance Essentials Pro and Event Essentials Pro services for management of work orders and facility use. Total Renewal Fee for period July 1, 2019-June 30, 2020 is \$11,419.97. Funds are or will be available from Account # 11-000-261-420.

31. Appointment for Empowering Education One School at a Time Services for the 2019/20 School Year

WHEREAS, there exists a need for Empowering Education One School at a Time (e2e Exchange), services for the 2019/20 school year; and

WHEREAS, such (e2e Exchange) services can be provided only by an e2e Exchange firm, and the firm of e2e Exchange is so recognized; and

WHEREAS, funds in the amount not to exceed \$4,495.00 are or will be available for this purpose and appropriated from Account #11-000-252-340; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.

NOW, THEREFORE, BE IT RESOLVED, by the Matawan-Aberdeen Regional School District Board of Education in the county of Monmouth, as follows:

The Board authorizes the firm e2e Exchange of 6627 Turnstone Lane, Bradenton, FL 34202 to E-Rate Services.

32. Appointment of Policy Services Provider

WHEREAS, there exists a need for Board policies and procedures services for the 2019/20 school year; and

WHEREAS, such services can be provided on by a policies and procedures firm, and the firm of Strauss Esmay Associates, LLC is so recognized; and

WHEREAS, funds in the amount not to exceed \$4,585.00 are or will be available for this purpose and appropriated from Account # 11-000-230-590; and

WHEREAS, this action is the award of a non-fair and open contract in accordance with N.J.S.A. 19:44A-20.

NOW, THEREFORE, BE IT RESOLVED, by the Matawan-Aberdeen Regional School District Board of Education in the county of Monmouth, as follows:

The Board authorizes the firm Strauss Esmay, Associates, LLC of 1886 Hinds Road, Toms River, NJ to provide board policies and procedures services.

33. Approval to Pay Outstanding Recurring Monthly Expenses

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the School Business Administrator be granted the ability to pay any outstanding recurring expenses as needed between Regular Action Meetings. (The bills list will be approved at the following Board meeting.); and

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education allow the School Business Administrator/Board Secretary to authorize individual purchases of up to \$10,000 of goods and services for the 2019/20 school year.

34. Appointment of Claims Auditor

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the Business Administrator/Board Secretary to be designated as the Board of Education's Claims Auditor with authorization, as provided by N.J.S.A. 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

35. Appointment of Custodian of Records – Public Access to Records

WHEREAS, P.L. 2001, c.404 (C.47:1A-7), known as the Public Access Law, amends and supplements P.L. 1963, c.73, P.L. 1995, c.23 and P.L. 1998, c.17 regarding public access to government records; and WHEREAS, the law designates that a person be designated as the custodian of a government record; and

WHEREAS, copies of permitted government records must be provided to persons upon written request and upon prepayment of fees prescribed by law or regulation; and

WHEREAS, except as otherwise provided by law or regulation, the fee assessed for copying of a government records shall be \$0.5 per page for letter sized pages and smaller, and \$0.7 per page for legal sized pages and larger.

NOW, THEREFORE BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records for the 2019/20 school year; and

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the OPRA Form by any person who requests access to a government record; and

BE IT FURTHER RESOLVED, that the fees should be reviewed and approved annually by the Board of Education.

36. Approval of Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and,

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity.

NOW, THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Board of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for thirty (30) days and provide the Commission with a copy; and

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of

School Administrators, the New Jersey Association of School; Business Officials and the New Jersey Education Association.

37. Renewal for Refuse and Recycling for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education, in accordance with N.J.S.A. 18A:18A-42, (renewal of contracts) renew the contract with Sakoutis Brothers Disposal for the 2019/20 school year as per Bid Specifications and by the Hazlet Board of Education. The renewal will commence on July 1, 2019 with a 0% increase. The total renewal fee for the 2019/20 is not to exceed \$12,951.00.

Account: 11-000-262-422

38. Establishment of Meal Prices for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the following price schedule as calculated under the Paid Lunch Equity (PLE) Tool for the 2019/20 School Year and approve the A la Carte prices for the 2019/20 school year. **(Finance Attachment #1)**

	Breakfast	Adult	Lunch	Adult
Elementary	\$1.15	\$1.95	\$2.70	\$3.95
Middle School	\$1.30	\$1.95	\$2.85/\$2.95*	\$3.95
High School	\$1.40	\$1.95	\$3.10/\$3.20/\$3.45**	\$3.95
Reduced	\$0.30		\$0.40	

*Sandwich Central

**Premium Lunch

39. Renewal of Food Services Management Company for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education renew the contract with Chartwells as the District’s Food Service Management Company (FSMC) for the 2019/20 School year in accordance with the following terms and conditions:

This addendum begins on July 1, 2019 and ends on June 30, 2020.

A. Management Fee(s) / Guarantees

1) Fees

Management Fee Chartwells shall charge the School Food Authority a Management Fee of twelve thousand dollars (\$12,240) per month for 10 months for an annual total of one hundred twenty thousand dollars (\$122,400) during the academic year.

2) Guarantee

Conditional Guaranteed Return Chartwells guarantees that the return to the SFA from the Food Service Program for the school year will be \$55,000.00. If the annual operating statement shows a return less than \$55,000.00, Chartwells will reduce its Management Fee by the difference between the actual and the guaranteed amount, but in no event shall the reimbursement obligation exceed the amount of Chartwells’ Management Fee, as set forth above. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year.

40. Approval of the 2019/20 Tax Payment Schedule

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the payment schedule to receive the general fund tax levy and the debt service fund tax levy for the 2019/20 school year pursuant to N.J.S.A. 54:4-75.

Tax Payment Schedules			
Township of Aberdeen			
Date Due 2019	Amount Due	General Fund	Debt Service
July	\$3,922,525.10	\$3,749,447.10	\$173,078.00
August	\$3,922,525.10	\$3,749,447.10	\$173,078.00
September	\$2,972,188.45	\$2,812,085.45	\$160,103.00
October	\$2,972,188.45	\$2,812,085.45	\$160,103.00
November	\$2,972,188.45	\$2,812,085.45	\$160,103.00
December	\$2,972,188.45	\$2,812,085.45	\$160,103.00
Total 2019	\$19,733,804.00	\$18,747,236.00	\$986,568.00
Date Due 2020	Amount Due	General Fund	Debt Service
January	\$3,248,574.50	\$3,124,539.17	\$124,035.33
February	\$3,248,574.50	\$3,124,539.17	\$124,035.33
March	\$3,248,574.50	\$3,124,539.17	\$124,035.33
April	\$3,248,574.50	\$3,124,539.17	\$124,035.33
May	\$3,248,574.50	\$3,124,539.17	\$124,035.33
June	\$3,248,574.50	\$3,124,539.17	\$124,035.33
Total 2020	\$19,491,447.00	\$18,747,235.00	\$744,212.00
Total 2019/20 School Year	\$39,225,251.00	\$37,494,471.00	\$1,730,780.00

Tax Payment Schedules			
Borough of Matawan			
Date Due 2019	Amount Due	General Fund	Debt Service
July	\$1,876,132.20	\$1,793,349.50	\$82,782.70
August	\$1,876,132.20	\$1,793,349.50	\$82,782.70
September	\$1,421,589.15	\$1,345,012.25	\$76,576.90
October	\$1,421,589.15	\$1,345,012.25	\$76,576.90
November	\$1,421,589.15	\$1,345,012.25	\$76,576.90
December	\$1,421,589.15	\$1,345,012.25	\$76,576.90
Total 2019	\$9,438,621.00	\$8,966,748.00	\$471,873.00
Date Due 2020	Amount Due	General Fund	Debt Service
January	\$1,553,783.50	\$1,494,457.83	\$59,325.67
February	\$1,553,783.50	\$1,494,457.83	\$59,325.67
March	\$1,553,783.50	\$1,494,457.83	\$59,325.67
April	\$1,553,783.50	\$1,494,457.83	\$59,325.67
May	\$1,553,783.50	\$1,494,457.83	\$59,325.67
June	\$1,553,783.50	\$1,494,457.83	\$59,325.67
Total 2020	\$9,322,701.00	\$8,966,747.00	\$355,954.00
Total 2019/20 School Year	\$18,761,322.00	\$17,933,495.00	\$827,827.00

41. 2018/19 Medical Benefits Incentives Payment

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 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 approve the onetime payment in the amount of \$130,929.00 for the 2018/19 School Year;

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education directed the School Business Administrator to create a procedure for the implementation and administration of payment on May 7, 2018.

42. Approval of Shared Services Agreement with Aberdeen Township for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional Board of Education in accordance with N.J.S.A. 40:A-1 et seq., The Local Public Contracts Law (shared services agreements) and N.J.S.A.18A:18A-42 (renewal of contracts), renew its joint agreement with Aberdeen Township for the mutual provision of services in the 2019/20 school year as described below:

Services provided by Aberdeen Township

- Removal of snow
- Purchase of fuel
- Purchase of deicing materials
- Maintenance of the Board’s parking lots
- Seasonal environmental services
- Participation in the Township of Aberdeen Cooperative Pricing System

Services provided by the Board

- Use of Board facilities pursuant to Policy 7510
- Striping of the Guisti Field
- Summer busing
- Technology consulting

43. Approval of Shared Services Agreement with Matawan Borough for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional Board of Education in accordance with N.J.S.A. 40:A-1 et seq., The Local Public Contracts Law (shared services agreements) and N.J.S.A.18A:18A-42 (renewal of contracts), renew its joint agreement with Matawan Borough for the mutual provision of services in the 2019/20 school year as described below:

Services provided by Matawan Borough

- Removal of snow
- Purchase of fuel
- Purchase of deicing materials
- Maintenance of the Board’s parking lots
- Seasonal environmental services
- Participation in the Matawan Borough Cooperative Pricing System

Services provided by the Board

- Use of Board facilities pursuant to Policy 7510
- Summer busing
- Technology consulting

44. Repair/Maintenance of District Refrigeration Equipment for the 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 following purchase, in the following amount to be made through the State Contract Pricing System.

Vendor	Multi-Temp Mechanical, Inc./ATTV, Inc.
State Contract #	8557
Account	11-000-261-420-12-0000-0 and 61-910-310-420-11-0000-0
Amount	Not to Exceed \$25,000
Description	District Refrigeration Equipment Maintenance, Inspection and Repair

45. Receipt of Bids and Award of Contract for Student Transportation Services (Bid T-20-03) for the 2019/20 School Years

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) prepared the bid specifications to secure Student Transportation Services for the 2019/20 School years (hereinafter the “Work”); and

WHEREAS, the Board subsequently solicited bid proposals for the Work; and

WHEREAS, on April 30, 2019 the following bid proposals were received and publicly read;

	Irvin Raphael, Inc.	Jay’s Bus Service	Keyport Autobody/ Shamrock Stagecoach
Base Bid			
Route 100	\$64,979	\$35,100	n/a
Route 101	\$64,979	\$35,100	n/a
Route 102	\$64,979	\$35,100	n/a
Route 103	\$64,979	\$35,100	n/a
Route 200	\$64,979	\$35,100	n/a
Route 201	\$64,979	\$35,100	n/a
Route 202	\$64,979	\$35,100	n/a
Route 203	\$64,979	\$35,100	n/a
Route 300	\$64,979	\$35,100	n/a
Route 301	\$64,979	\$35,100	n/a
Route 400	\$58,825	\$35,100	n/a
Route 401	\$58,825	\$35,100	n/a
Route 402	\$58,825	\$35,100	n/a
Alternate Bid-combination routes			
Route 100 and 200	\$62,445	\$56,700	\$52,740
Route 101 and 201	\$62,445	\$56,700	\$50,940
Route 102 and 202	\$62,445	\$56,700	n/a
Route 103,203,300 and 402	\$74,934	\$72,900	n/a
Route 103 and 203	\$62,445	\$56,700	\$50,940
Route 103,203 and 401	\$74,934	\$72,900	n/a
Route 102,202,301 and 400	\$74,934	\$72,900	n/a

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

Alternate Bid -combination routes	Vendor	Amount
Route 100 and 200	Keyport Auto/Shamrock Stage Coach	\$52,740
Route 101 and 201	Keyport Auto/Shamrock Stage Coach	\$50,940
Route 103,203,300 and 402	Jay’s Bus Service	\$72,900
Route 102,202,301 and 400	Jay’s Bus Service	\$72,900

46. Nonpublic Transportation Routes Bid T20-02 and Rebid T20-04 for School Year 19/20

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the "Board") prepared bid specifications to secure Nonpublic Transportation Routes for the 2019/20 School year (hereinafter the "Work"); and

WHEREAS, on March 19, 2019 and April 17, 2019, the Board subsequently solicited bid proposals for the Work and;

WHEREAS, the Board has advertised for Nonpublic Transportation Routes pursuant to N.J.S.A. 18A:18A-4 on two occasions where no proposals were received and;

NOW, THEREFORE BE IT RESOLVED that pursuant to N.J.S.A. 18A:18A-5, the School Business Administrator is directed to negotiate the services.

47. Designation of Proprietary Equipment

WHEREAS, the Matawan-Aberdeen Regional School District ("Board") has determined to undertake a project including ATC Control Replacements, Cylinder Core Locks and Fire Alarm Devices, (hereinafter collectively referred to as "the Project."); and

WHEREAS, based upon the advice and recommendation of its design professionals, the Board determined that it is in its best interests to require the use of brand name products for these replacements, modification and upgrades; and

WHEREAS, the specifications for the Project identify the ATC Controls by Johnson Controls, Cylinder Core Locks by Best Key System and Fire Alarm Devices by Edwards/General Electric as the only acceptable products for these replacements, modification and/or upgrades for the following reasons;

To follow the District/Building Standards

NOW, THEREFORE, BE IT RESOLVED, that the Board authorizes the specifications for the ATC Controls Replacements to name equipment manufactured by Johnson Controls, the Cylinder Core Locks Replacement to name equipment manufactured by Best Key System and Fire Alarm Devices Replacement and Expansion to name equipment manufactured by Edwards/General Electric.

48. Non-resident Students of Staff Members

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following non-resident student enrollment for the 2019/20 school year pursuant to Policy 5111. Students will be approved on an annual basis.

Staff Member ID	Student ID	Grade	School Requested
4235	163328	7	MAMS
4235	162740	8	MAMS
4557	160559	6	MAMS
4618	163247	1	Ravine Drive
4618	160587	4	Lloyd Road
4618	160060	6	MAMS
4715	162302	3	Strathmore
4872	162703	11	MRHS
4918, 5047	163796	KG	Strathmore
5164	162651	2	Strathmore
5164	161719	4	Lloyd Road
5294	162874	2	Ravine Drive
5294	161354	5	Lloyd Road

Staff Member ID	Student ID	Grade	School Requested
5294	161355	5	Lloyd Road
5294	157102	12	MRHS
5413	163285	1	Ravine Drive
5652	163267	1	Ravine Drive
5819	163246	1	Ravine Drive

49. Nursing Services for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a School Nursing Services agreement with Educational Services Commission of New Jersey, New Jersey state approved Cooperative Pricing System for the 2019/20 school year to provide registered nursing services to the district at the following rates for services described:

Substitute School Nurse \$41.75 per hour
 RN \$41.75 per hour
Account: 11-000-213-320 **NTE:** \$15,000.00

50. Nursing Services for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a School Nursing Services agreement with Monmouth-Ocean Educational Services Commission of Tinton Falls, New Jersey for the 2019/20 school year to provide registered nursing services to the district at the following rates for services described:

RN \$56.00 per hour
 LPN \$44.50 per hour
Account: 11-000-213-320 **NTE:** \$15,000.00

51. NJ State Interscholastic Athletic Association (NJSIAA) Membership Resolution for the 2019/20 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the New Jersey State Interscholastic Athletic Association (NJSIAA) Membership Resolution for the 2019/20 School year. The school district must enroll with the NJSIAA in order to participate in the approved interschool athletic program sponsored by the NJSIAA.

52. Change Order #1-HVAC Replacement System at Matawan Regional High School, FVHD #4804D

Contract	HVAC Replacement at Ravine Drive Elementary School, FVHD #4804D	
Contractor	Electrical Design & Construction Corp	
Change Order	1	
Amount	(\$-10,000)	
Description	Credit back to Owner for Unused Allowance	(\$-10,000)
	Total Change Order 1	(\$-10,000)

53. Shortel/Mitel Phone System Support 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 following purchase, in the following amount to be made through the Middlesex Regional Educational Services Commission Cooperative Pricing System.

Vendor	CDW-G
Contract	MRESC Co-Op Bid # 65MCESCCPS13/14-04
Account	11-000-252-340-07-0000-0

Amount	Not to Exceed \$23,001
Description	Shoretel Phone System Support and Maintenance

54. District Switching Infrastructure Upgrade, 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 following purchase.

Vendor	Turn-key Technologies
Contract	Data Communications Equipment Contract # 41210
Account	12-000-252-730-07-0000-0
Amount	Not to exceed \$295,000
Description	District Network Upgrade

55. Teacher of the Year Recognition Luncheon

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the recognition of the 2018/19 Teachers of the Year and the Educational Services Professionals of the Year pursuant to the Governor's Educator of the Year Program, and the approval of the staff members and administrators to attend the Monmouth County Educator of the Year Luncheon on May 23, 2019, at Monmouth University, at the cost of \$570.00.

56. Fire and Evacuation Drills

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

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Bomb Threat	4/4/19 @ 10:00 am
Cambridge Park Pre-school	Fire Drill	4/1/19 @ 1:45 pm
Strathmore Elementary School	Bomb Threat	4/2/19 @ 2:00 pm
Strathmore Elementary School	Fire Drill	4/3/19 @ 2:05 pm
Cliffwood Elementary School	Bomb Threat	4/2/19 @ 11:00 am
Cliffwood Elementary School	Fire Drill	4/10/19 @ 2:30 pm
Lloyd Road Elementary School	Fire Drill	4/4/19 @ 9:06 am
Lloyd Road Elementary School	Evacuation	4/8/19 @ 1:45 pm
Matawan-Aberdeen Middle School	Fire Drill	4/10/19 @ 2:05 pm
Matawan-Aberdeen Middle School	Shelter in Place Medical Emergency	4/15/19 @ 8:55 am
Ravine Drive Elementary School	Fire Drill	4/2/19 @ 9:31 am
Ravine Drive Elementary School	Shelter in Place	4/4/19 @ 2:10 pm
Matawan Regional High School	Fire Drill	4/4/19 @ 1:30 pm
Matawan Regional High School	Lock Down	4/5/19 @ 9:15 am

B. TRANSPORTATION

1. Inter-local Agreement Resolution - Borough of Matawan

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education shall enter into an Inter-local Government Services Agreement with the Borough of Matawan, pursuant to the provisions of N.J.S.A. 18A:20-22 and N.J.S.A. 40:8A-1, et seq., for the purposes permitted under the statutes, including, but not limited to the use of school district buses to be used for the Borough’s 2019 summer recreation program. All costs for the use of the buses and bus drivers shall be paid by Matawan Borough.

2. Inter-local Agreement Resolution - Township of Aberdeen

Matawan-Aberdeen Regional School District shall enter into an Inter-local Government Services Agreement with the Township of Aberdeen, pursuant to the provisions of N.J.S.A. 18A:20-22 and NJSA

40:8A-1, et seq., for the purposes permitted under the statutes, including, but not limited to the use of school district buses to be used for the Township’s 2019 summer recreation program. All costs for the use of the buses and bus drivers shall be paid by Aberdeen Township.

3. Award of Transportation Route for the 2018/19 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Route for the 2018/19 school year.

RTE #	Destination	Contractor	# of Days	Per Diem	Eff. Dates	Cost
850	Cliffwood School	Unlimited Auto’s	61	\$140.00	3/25/19- 6/30/19	\$8,540

Rationale: Route 850 is required to transport homeless student

XVI. UNFINISHED BUSINESS

- Board discussed Legislative Day
- Board discussed NJSBA Delegate Assembly
 - Discussion on resolution maintaining overfunded districts at a hold harmless state

XVII. NEW BUSINESS

- None

XVIII. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS

- P1 – Thank you for cakes for Teacher Appreciation Week

XIX. EXECUTIVE SESSION

Be It Resolved, that a closed session be convened for the purpose of discussing Privacy Matters 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 10 after which the public meeting of the Board shall reconvene and proceed with business. Action will not take place.

It was moved by Mr. Ahearn seconded by Ms. Moore that the Board convene in Executive Session and approved by a unanimous voice vote at 7:23 pm.

The Board returned to Open Session at 7:32 pm.

XX. ADJOURNMENT

On a motion by Ms. Esposito seconded by Ms. Whalen and a unanimous roll call vote the Board adjourned the meeting at 7:34 pm.

Respectfully submitted,



Alex Ferreira
School Business Administrator/Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
MAY 20, 2019**

Curriculum and Instruction Attachment #1

NAME	BLD G	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Douglas, Tyniesha	MS	5/29/2019	Clarion Hotel Conference Center Toms River, NJ	Realtime User Experience 2019	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
LaPlaga, Alyssa	HS	6/3/2019, 6/4/2019	LRC - Central Trenton, NJ	Rutgers Robert Wood Johnson Medical Center Person-Centered Planning and Implementation for Families and Professionals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Miles, Lauren	HS	6/3/2019, 6/4/2019	LRC - Central Trenton, NJ	Rutgers Robert Wood Johnson Medical Center Person-Centered Planning and Implementation for Families and Professionals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Shalhoub, Mary Kate	HS	6/3/2019, 6/4/2019	LRC - Central Trenton, NJ	Rutgers Robert Wood Johnson Medical Center Person-Centered Planning and Implementation for Families and Professionals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
Zupkus, Emily	HS	6/3/2019, 6/4/2019	LRC - Central Trenton, NJ	Rutgers Robert Wood Johnson Medical Center Person-Centered Planning and Implementation for Families and Professionals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Schultz, Lisa	RD	6/4/2019	Wall Intermediate School Wall, NJ	MC3 Gifted Education K-12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
MAY 20, 2019**

Curriculum and Instruction Attachment #1

NAME	BLD G	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Bombardier, John	CO	6/4/2019	NJASA Trenton, NJ	NJASA Aspiring Leaders Workshop	\$99.00*	\$0.00	\$0.00	\$0.00	\$99.00*	NO
Perez, Nelyda	CO	6/4/2019	NJASA Trenton, NJ	NJASA Aspiring Leaders Workshop	\$99.00*	\$0.00	\$0.00	\$0.00	\$99.00*	NO
Longo, Andrea	LR	6/4/2019, 6/5/2019, 6/6/2019	Banyan Elementary School Fairfield, NJ	Wilson Reading System (WRS) Advanced Strategies for Multisensory Structured Language Group Instruction Course	\$600.00*	\$93.04*	\$0.00	\$0.00	\$693.04*	YES
Lagarenne, Patricia	CO	6/5/2019, 6/6/2019, 6/7/2019	Borgata Hotel Atlantic City, NJ	2019 Annual NJASBO Conference	\$0.00	\$64.88**	\$109.00**	\$100.00**	\$273.88**	NO
Starr, Diana	MS	6/6/2019	Raritan High School Hazlet, NJ	Legal Requirements and Emerging Issues Related to Title IX and Affirmative Action	\$149.00*	\$0.00	\$0.00	\$0.00	\$149.00*	YES
Tyburczy, Phil	HS	6/6/2019	Raritan High School Hazlet, NJ	Legal Requirements and Emerging Issues Related to Title IX and Affirmative Action	\$149.00*	\$0.00	\$0.00	\$0.00	\$149.00*	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
MAY 20, 2019**

Curriculum and Instruction Attachment #1

NAME	BLD G	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Cronin, Sean	HS	6/7/2019	Brookdale Community College Lincroft, NJ	Strauss Esmay Policy Seminar	\$50.00*	\$0.00	\$0.00	\$0.00	\$50.00*	NO
Majka, Joseph	CO	6/29/2019, 6/30/2019, 7/1/2019, 7/2/2019	Hyatt Regency Cambridge, MA	Association of Recovery in Higher Education 10th National Collegiate Recovery Conference	\$375.00***	\$274.00***	\$0.00	\$227.50***	\$876.50***	NO
Nieves, Jennise	KEYS	6/29/2019, 6/30/2019, 7/1/2019, 7/2/2019	Hyatt Regency Cambridge, MA	Association of Recovery in Higher Education 10th National Collegiate Recovery Conference	\$375.00***	\$50.00***	\$0.00	\$205.50***	\$630.50***	NO
Perez, Nelyda	CO	6/29/2019, 6/30/2019, 7/1/2019, 7/2/2019	Hyatt Regency Cambridge, MA	Association of Recovery in Higher Education 10th National Collegiate Recovery Conference	\$375.00***	\$336.64***	\$378.00***	\$227.50***	\$1,317.14***	NO
Eyler, Aaron	HS	7/25/2019	Jumping Brook Country Club Neptune City, NJ	Regional Professional Development Academy 2019 Summer Administrator Retreat	\$74.00*	\$0.00	\$0.00	\$0.00	\$74.00*	NO
Jerabek, Joseph	LR	7/25/2019	Jumping Brook Country Club Neptune City, NJ	Regional Professional Development Academy 2019 Summer Administrator Retreat	\$74.00*	\$0.00	\$0.00	\$0.00	\$74.00*	NO
Olsen, Cristina	LR	7/25/2019	Jumping Brook Country Club Neptune City, NJ	Regional Professional Development Academy 2019 Summer Administrator Retreat	\$74.00*	\$0.00	\$0.00	\$0.00	\$74.00*	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
MAY 20, 2019**

NAME	BLD G	DATES	LOCATION	TITLE	REGIS FEE	Transportation	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Tobia, Mona	CO	7/25/2019	Jumping Brook Country Club Neptune City, NJ	Regional Professional Development Academy 2019 Summer Administrator Retreat	\$74.00*	\$0.00	\$0.00	\$0.00	\$74.00*	NO
Perez, Nelyda	CO	8/8/2019	Rutgers Continuing Education Center Somerset, NJ	Rutgers School of Social Work The Opioid Crisis in NJ: Current Trends & Evidence Based Treatment Options	\$100.00****	\$0.00	\$0.00	\$0.00	\$100.00****	NO
Nieves, Jennise	KEYS	8/9/2019	Robin's Nest Glassboro, NJ	Rutgers School of Social Work Current Drug Trends and Emerging Drugs of Abuse	\$100.00****	\$0.00	\$0.00	\$0.00	\$100.00****	NO
Perez, Nelyda	CO	8/9/2019	Robin's Nest Glassboro, NJ	Rutgers School of Social Work Current Drug Trends and Emerging Drugs of Abuse	\$100.00****	\$0.00	\$0.00	\$0.00	\$100.00****	NO
Ruscavage, Michele	CP	9/9/2019, 10/17/2019, 11/21/2019, 12/19/2019, 1/16/2019, 2/20/2020, 3/19/2020, 4/16/2020, 5/21/2020	Monmouth County Social Services Freehold, NJ	Monmouth County Traumatic Loss Coalition (TLC) Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
								TOTAL	\$4,933.06	
*Amount being charged to Account #11-000-223-580-04-0000-0										
**Amount being charged to Account #11-000-251-580-11-0000-0										
***Amount being charged to Account #20-470-100-500-11-0000-0										
****Amount being charged to Account #20-250-200-580-09-0000-0										
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$829.50										
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.										

**MATAWAN-ABERDEEN
REGIONAL SCHOOLS

NEW STAFF
MENTORING
PLAN

2019-2020**

DISTRICT PROFILE SHEET

Name of District: **Matawan-Aberdeen Regional School District**

District Code: **3040**

County Code: **25**

District Address: **1 Crest Way
Aberdeen, NJ 07747**

Chief School Administrator: **Joseph G. Majka, JD – Superintendent of Schools**

Mentoring Program Contact: Michael J. Liebmann, Director of Personnel

Mentoring Program Contact's Phone: **732-705-4004**

Mentoring Program Contact's e-mail: mliebmann@marsd.org

Type of District: **PreK-12**

SECTION 2 - NEEDS ASSESSMENT

A. Current Assessment of the Mentoring for Quality Induction Program

The Matawan-Aberdeen Regional School District makes an ongoing effort to match mentors and novice teachers by grade level and/or subject area. Whenever possible, common planning periods are also assigned. Mentors and novice teachers meet at mutually convenient times to discuss topics such as classroom management, parent/guardian communication, conferencing, district regulations and policies, school procedures, student safety drills, curriculum, instructional strategies, student classroom and standardized assessment, lesson plans and New Jersey Student Learning Standards (NJSLs).

School administrators meet periodically with both the mentors and novice teachers to assess the program. Each year, novice teachers attend a two day new teacher orientation program. At this orientation, novice teachers learn more about the district, receive technology training, attend a building orientation, receive training in classroom management, special education, and meet representatives from the Offices of Personnel, Curriculum, and Business.

The Director of Personnel organizes new teacher meetings throughout each year. Topics for discussion at these meetings may include: observations and evaluations, instructional practices, overviews of district curriculum, legal updates and information, school safety, expectations and procedures, student records and confidentiality, affirmative action/harassment, bullying, and parent/guardian communication and conferencing. The district seeks to have a collaborative and supportive culture for novice teachers employed by the district.

B. Current Needs of District Mentoring Plan

- To increase the number of qualified mentors so that an adequate number of mentors are available to meet the mentoring needs at each school.
- To provide additional training opportunities for those teachers who volunteer to mentor novice teachers.
- To ensure that mentors and novice teachers are matched by grade level and/or subject area.
- To develop appropriate action plans for mentors and novice teachers.
- To provide time for novice teachers to observe classes taught by their mentors, classes of teachers who demonstrate an identified area of expertise, and /or teachers who are considered master teachers.
- To develop a formal schedule for mentors to meet with novice teachers.
- To ensure that all staff members in each school support novice teachers.

- To provide additional professional development courses and/or in-service programs to ensure that both mentors and novice teachers are provided opportunities to meet the New Jersey Professional Standards for teachers. Topics may include, but not be limited to, the following: subject matter knowledge, human growth and development, diverse learners, instructional planning and strategies, assessment, learning environment, special needs, communication, collaboration and partnership, classroom management and professional development.
- To create evaluative instruments to assess the success of the district's mentoring plan and develop a process for revision, if necessary.
- To provide additional opportunities for novice teachers to utilize and incorporate technology into their preparation, lessons, and communications.
- To provide novice teachers with additional information on district policies and procedures.

SECTION 3 - VISION AND GOALS

A. Mentoring Program Vision

The Matawan-Aberdeen Regional School District strives to hire the best qualified teachers and will provide them with a variety of opportunities for professional growth. Furthermore, the district will motivate all novice teachers in an effort for them to develop a passion for teaching by providing educational experiences within a challenging, supportive environment that prepares them to become master teachers. These experiences may be provided by their mentors, colleagues and administrators. These experiences will include graduate study, attendance at conferences and workshops, participation in the Matawan-Aberdeen Professional Development workshop days, and mentoring by an experienced teacher who is held in high regard by peers and administration.

B. Mentoring Program Goals

The goals of Matawan-Aberdeen Regional School District's Mentoring Program are as follows:

- To assist novice teachers in the performance of their duties and responsibilities.
- To provide novice teachers with the opportunity to excel by offering them opportunities for professional growth.
- To give novice teachers opportunities to gain insights into "best practices" in the field of education.
- To facilitate the transition of novice teachers into the school district and the community.
- To assist novice teachers in enhancing communication skills with students, parent/guardians, colleagues, administrators, and the community.

- To enable novice teachers to expand their knowledge of subject matter and in teaching strategies/techniques.
- To encourage novice teachers to develop an excellent rapport with all members of the school and community.
- To assist novice teachers in the development of lesson plans to maximize instructional effectiveness.
- To help novice teachers understand New Jersey Student Learning Standards and to ensure that these standards are incorporated into their lesson plans.
- To provide novice teachers with opportunities to learn more about differentiated instruction, learning styles, and multiple intelligences to meet the varied students needs in the classroom.
- To assist novice teachers in the development and implementation of effective classroom management strategies.
- To enable all novice teachers to reach their maximum potential.
- To enhance novice teachers' understanding of school and district policies and procedures.
- To revitalize mentor teachers' passion for teaching and learning.
- To assist novice teachers in the performance of their duties and adjustment to the challenges of teaching.
- To continue to promote effective teaching strategies that will ensure the integration of technology throughout the curriculum.
- To enhance teachers' knowledge, skills and understanding to participate as active, responsible members of the professional community, engaging in a wide range of reflective practices, pursuing opportunities to grow professionally and to establish collegial relationships to enhance the teaching and learning process.
- To enhance teachers' knowledge, skills and understanding to successfully adapt and modify instruction to accommodate the special learning needs of all students.

SECTION 4 - MENTOR SELECTION

A. Guidelines for Selection of Mentors

- The teacher is tenured in the district and actively teaching.
- If such a teacher is unavailable, a certified teacher with at least three years of teaching within the previous 5 years, and who is actively teaching in the district.

- The teacher is committed to the goals of the local mentor plan, including respect for the confidential nature of the mentor/novice relationship.
- The teacher has demonstrated exemplary command of content area knowledge and pedagogy.
- The teacher must have earned a rating of effective or highly effective on the most recent summative evaluations. If a summative score is not available, then a rating of effective or highly effective on recent evaluation(s).
- The teacher is experienced in the subject area in which the novice is teaching, where possible, and where not possible, in a closely aligned subject area.
- The teacher is knowledgeable about his/her social/workplace norms of the district, board of education and the community.
- The teacher is knowledgeable about the resources and opportunities in the district and is able to act as a referral to the novice teacher.
- The teacher agrees to complete an approved comprehensive mentor-training program and attend meetings after school that will not exceed the contractual agreement.
- The mentor may not serve as mentee's direct supervisor or conduct evaluations on the mentee.
- All certified staff members will receive a communication from the Director of Personnel. Interested applicants will receive an application and reference forms to be completed. The principal shall recommend the candidates for their buildings after careful consideration and screening of the application and references that are submitted.
- The Director of Personnel will receive the applications and reference forms completed by two (2) colleagues attesting to the ability of the applicant to serve as a member of the district's mentoring pool.
- Each school principal will receive a list of approved mentors and along with the Director of Personnel will match each novice teacher to a mentor based on the district's established criteria. This list will be revised as needed.
- Each mentor will agree to attend mentor training sessions organized by the Director of Personnel and the School Improvement Panel.

B. Application Process

- Certificated staff members will receive a communication from the Director of Personnel explaining the mentor program.

- Staff members who are interested in serving as a mentor for a novice teacher will complete an application, obtain two references, and submit all documentation to the Principal.
- Mentor recommendations will be made by the building Principal to the Director of Personnel, who will provide those recommendations to the Superintendent. The final step will be approval by the Board of Education.
- Staff members will be notified of their status as a mentor by the Director of Personnel.
- Prior to serving as a mentor, a staff member must agree to attend a mentor training session.

C. Criteria for Selection of Mentors

- The mentor teacher will possess a valid and current New Jersey teaching certificate.
- The mentor teacher will be a tenured teacher or will be recommended for tenure.
- The mentor teacher will agree to participate in sustained, ongoing mentor training.
- The mentor teacher will make a commitment to work with a novice teacher for at least one year.
- The mentor teacher will agree to maintain confidentiality for all mentor-novice teacher discussions and activities.
- The mentor teacher will agree to ongoing program evaluation and will remain committed to the goals of the district's mentoring program.
- The mentor teacher will be well versed in "best practices" dealing with teaching strategies and techniques.
- The mentor teacher will be certified in the subject area or will have experience in teaching at the same grade level as the novice teacher whenever possible.
- The mentor teacher will possess strong interpersonal skills.
- The mentor teacher will be held in the highest regard by peers and administrators.
- The mentor teacher will be knowledgeable about the available resources and opportunities in the district and will act as a referral source for the novice teacher.
- The mentor teacher will have demonstrated exemplary command of content area knowledge and of pedagogy.

- The mentor teacher must have been present for the majority of the previous year and not on leave.

SECTION 5 - ROLES AND RESPONSIBILITIES

A. Mentors

- The mentor will provide a full school year (30 weeks) of 1:1 mentoring.
- The mentor will participate in ongoing sustained mentor training.
- The mentor will meet at least twice a month with the novice teacher to answer any questions, to provide on going support, and to plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers.
- The mentor will provide opportunities for the novice teacher to observe both the mentor and other highly experienced and qualified teachers.
- The novice teacher agrees to meet with mentor once a week for the first four weeks.
- The novice teacher will agree to meet with his/her mentor at least twice a month after the first 4 weeks of weekly meetings.
- The mentor will observe the novice teacher and conduct a meeting to discuss the lesson.
- The mentor will provide the novice teacher with information regarding conferences and workshops that may be valuable to the novice Teacher's professional growth.
- The mentor will document all mentoring activities in a log and the attached monthly charts.
- The mentor will maintain confidentiality regarding all mentor-novice teacher discussions and activities.
- The mentor teacher will review the district's observation and evaluation practices with the novice teacher.
- The mentor will assist the novice teacher in understanding all district and school policies and procedures.
- The mentor will share his/her expertise in teaching strategies and techniques with the novice teacher.
- The mentor will serve as a model for the novice teacher.

- The mentor will advise the novice teacher on ways to develop an excellent rapport with students, staff, parents/guardians, administration, and the community.
- The mentor will evaluate the district's mentoring program and make suggestions for revision or improvement.
- The mentor will establish regular conferencing times with the novice teacher to discuss needs, provide ongoing support, and plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers.

B. Novice Teacher

- The novice teacher agrees to receive a full school year (30 weeks) of 1:1 mentoring.
- The novice teacher will be enrolled by the district in the mandated New Jersey Department of Education Provisional Teacher Program.
- The novice teacher agrees to meet with mentor once a week for the first four weeks.
- The novice teacher will agree to meet with his/her mentor at least twice a month after the first 4 weeks of intensive meetings.
- The novice teacher will strive to grow professionally by attending conferences, workshops, and courses.
- The novice teacher will maintain confidentiality for all mentor-novice teacher activities.
- The novice teacher will document all mentoring activities in a log and the attached monthly charts.
- The novice teacher will observe other teachers and allow his/her mentor to observe his/her classes.
- The novice teacher will evaluate the mentoring program and make suggestions for revision or improvement.
- The novice teacher will reflect on his/her experience as a novice teacher and offer suggestions for improvement in the mentoring program.
- The novice teacher will make payments through the payroll department and not make direct payments to the mentor.
- The novice teacher agrees to pay the mentor the mentoring fee of \$550.00 (2019-2020) which will be completed through equalized and automatic payroll deductions arranged through the Business Office.

SECTION 6 - PROFESSIONAL LEARNING COMPONENTS FOR MENTORS

- Complete training prior to beginning mentoring.
- Participate in district in-service/staff development days. (Standards 2, 6, 7, 8, 9)
- Attend after school professional meetings. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Request to attend conferences and workshops. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Observe lessons taught by colleagues and novice teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Access professional journals, on-line resources, books, videos, etc. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Serve on school and/or district committees. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Meet at least twice a month with novice teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Participate in additional activities based on individual mentor's professional needs.
- Guide and support the novice teacher in developing professional goals and learning activities that are formulated to improve classroom teaching. (Standards 3, 4, 7, 8, 10, 11)
- The mentor may work with the novice teachers to determine what will be focused on during classroom visitations by collaboratively planning lessons, making suggestions for improvement, and by modeling lessons. (Standards 1, 3)
- The mentor may infuse reflective questioning techniques to help the novice teacher reflective and brainstorm on various strategies to modify lessons in order to meet the diverse learning needs of the students in the classroom. (Standards 2, 6, 7, 8)
- The mentor may be provided with opportunities to meet with other mentors, in order to share successes, experiences, and problem solving, to allow the mentor to continue to grow professionally. (Standards 3, 6, 10)
- The mentor will provide assistance and strategies to help novice teachers build relationships with colleagues, parents, administrators, and students. (Standards 8, 9)

- The mentor may be provided with opportunities to discuss any areas that the novice teacher would like assistance. By strengthening the collaborative relationships, the novice teacher may be more comfortable in communicating areas of improvement and strength. (Standards 5, 8, 9)

SECTION 7 - PROFESSIONAL LEARNING COMPONENTS FOR NOVICE TEACHERS

- Attend the district's new teacher orientation, which is held prior to the start of the school year. (Standards 3, 9, 10)
- Participate in district in-service/staff development days. (Standards 2, 6, 7, 8, 9)
- Attend after school professional meetings. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Request to attend conferences and workshops. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Attend professional development courses offered by the district. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Observe lessons taught by colleagues and mentor teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Access professional journals, on-line resources, books, videos, etc. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Serve on school and/or district committees. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Meet at least twice a month with mentor teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Establish a comfortable learning environment by providing consistent, proactive discipline, and effective classroom management strategies. (Standard 4, 7, 10)
- The novice teacher may work with the mentor to develop lessons that effectively link NJSLs, instruction implementation, and assessment. They may work on effective scheduling techniques, daily lessons, or units of study. (Standards 4, 7, 9)
- The district will provide professional development opportunities to the novice teacher, as stated in the local professional development plan. (Standard 9)
- The novice teacher will work with the mentor to gain a better understanding of students learning capacity, styles of learning, and student development levels, that are appropriate for the grade level that the novice teacher is working in, in order to more effectively reach each student. (Standards 1, 10)

- The novice teacher will work with the mentor to determine various ways to assess student learning within the classroom. (Standards 6, 10)

SECTION - 8 MENTORING ACTION PLAN FOR IMPLEMENTATION

A. July to August

- Mentors receive training in the role and responsibilities of a mentor teacher, including, but not limited to: the district's evaluation rubric and practice instrument; the NJ Professional Standards for Teachers; classroom observation skills; facilitating adult learning; and leading reflective conversations about practice.
- Mentors and novice teachers attend an orientation session covering program expectations, participant responsibilities and program activities.
- The mentors and novice teachers meet in the novice teacher's classroom to discuss practical considerations for the opening of school such as: room arrangements, classroom rules, school procedures, obtaining supplies, and lesson plans for the first week.

B. September to November

- The mentor and novice teacher meet at least once a week, during the first four weeks, and then twice a month, both formally and informally, to discuss issues of instruction and classroom management.
- Mentors provide emotional support to novice teachers.
- Mentors observe their novice teachers twice a month and provide feedback.
- Novice teachers observe their mentor teacher twice a month and discuss strategies and techniques.
- Mentor and novice teachers establish a dialogue on effective teaching.
- New teacher after-school training session scheduled for October.
- Review teacher evaluation tool and rubric. Mentee conducts a self-assessment using the rubric and reviews with mentor.
- Document topics discussed on the monthly meeting lists provided in the mentoring plan.
- Mentor works with mentee to complete a Professional Development Plan during the first 30 days of new teaching assignment.

C. December to June

- Mentors and novice teachers will meet at least twice a month.
- Novice teacher observes in mentor's classroom, as needed.
- Mentors and novice teachers review their professional relationship to determine whether it should continue.
- New teacher after-school training session scheduled for October, December, February, and March.
- Document topics discussed on the monthly meeting charts provided in the mentoring plan.

D. Mid – June

- Mentoring training continues.
- Administrators, novices, and mentors evaluate the program.
- New teachers and mentors attend recognition meeting after-school during the second week of June.
- Document topics discussed on the monthly meeting charts provided in the mentoring plan.

SECTION - 9 RESOURCE OPTIONS USED

The following resources are available for the district's mentors and novice teachers:

- A minimum of 30 hours provided by an approved mentor teacher.
- Workshops and other professional development experiences as developed by the School Improvement Panel and Curriculum & Instruction Department.
- Informal and formal feedback as part of the observation process.
- Collaborative discussions with experienced teachers.
- Visitation and co-teaching with retired teachers from the district.
- Books, videos, websites, and other reference materials.

SECTION 10 - FUNDING RESOURCES

The following resources may be considered to support the district's mentoring program:

- State funds for mentor program as available

- The Matawan-Aberdeen Regional School District budget
- Matawan-Aberdeen Education Foundation Grants
- Federal Grants as available

The novice teacher will have the responsibility of compensation of the mentor teacher for receiving services provided by the teachers as mentor.

SECTION 11 - PROGRAM EVALUATION

The Superintendent of Schools, Director of Personnel and Assistant Superintendent of Curriculum & Instruction will evaluate the mentoring program annually and will make recommendations for possible changes and revisions. Mentors and novice teachers will be given the opportunity to evaluate the mentoring program twice during the school year: once in the middle of the year and once at the end of the year. The evaluation instruments that will be used can be located in the appendix. Questionnaires will be distributed to mentors and novice teachers to ascertain their feelings and beliefs about the success of the district's mentoring program. After the data has been gathered, a report will be provided to the superintendent. The Director of Personnel will meet with district administrators to discuss the benefits of the mentoring program, as well as ways in which it can be amended for it to be improved.

ALTERNATE ROUTE TEACHERS – 34-WEEK MENTORING PLAN

The 34-week plan for novice alternate route teachers is for novice teacher candidates that only hold a Certificate of Eligibility (CE) for their current teaching assignment. The mentor/mentee agreement will include all of the components of the traditional mentoring agreement. Additionally, the following tasks, orientation and guided practice in each of the following areas will be of focus during the first 4-weeks of employment:

- New Jersey Student Learning Standards
- District evaluation tools and rubrics
- Classroom management and discipline
- State and district assessment of student progress and achievement
- Lesson planning, including setting goals, meeting objectives and developing assessment tools
- District policies and procedures
- School policies and procedures
- New Jersey Professional Standards for Teachers
- The understanding and use of district technology
- Teaching strategies and techniques
- Communicating and conferencing with parents
- Comprehensive review of district policies and procedures
- Mentor/mentee meet at least once a week for the first 8 weeks of assignment;
- Mentor leads mentee through a guided self-assessment on district's evaluation instrument

The 34 week mentoring program must include the following:

- One full school year of mentoring from the beginning of the assignment
- Mentor/mentee must meet at least once a week for the first 8 weeks of assignment.
- Mentor leads mentee in guided self-assessment on the district's teacher evaluation instrument.
- Comprehensive orientation to district policies and procedures.
- **Mentee agrees to pay mentor the five-hundred fifty dollar (\$550.00) regular mentoring fee and four hundred fifty dollars (\$450.00) for the additional 4 weeks of the 34 week mentoring agreement (Total \$1000.00).
- Payments must be arranged through the payroll department and through automatic payroll deductions.

**2019-2020 rate

MENTORING APPLICATION AND REFERENCES

Completion of this form indicates that you have a desire to mentor a novice teacher in the Matawan-Aberdeen Regional School District. A copy, **with required signatures**, is to be submitted to the Director of Personnel.

NAME: _____ SCHOOL: _____

E-MAIL: _____ SCHOOL PHONE: _____

ASSIGNMENT: _____ YEARS TEACHING: _____

YEARS IN CURRENT POSITION: _____

HOME ADDRESS: _____

CITY: _____ ZIP: _____

What abilities and experiences do you bring to the process of mentoring novice teachers?

I understand that I must receive training in the role and responsibilities of a mentor teacher, communication skills, and peer coaching. I agree to meet with novice teacher on a regular basis throughout the year. The district will provide the initial training prior to the beginning of the school.

Signature of applicant: _____

*It is the responsibility of the applicant to obtain the signature of the building principal and two colleagues who are familiar with the Mentor Teacher's work to verify the following statement:

The applicant has the qualities inherent in establishing a trusting relationship with the beginning professional. The applicant will be able to help the Novice Teacher face the realities of teaching and guide him/her in setting appropriate goals. The applicant is able to consistently model effective teaching strategies.

(Building Principal) (Date)

(Colleague) (Date)

(Colleague) (Date)

MID-YEAR NEEDS ASSESSMENT QUESTIONNAIRE FOR NOVICE TEACHERS

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

- | | |
|---|--|
| A. Little or no need for assistance in this area | D. High need for assistance in this area |
| B. Some need for assistance in this area | E. Very high need for assistance in this area |
| C. Moderate need for assistance in this area | |

- _____ 1. Finding out what is expected of me as a
- _____ 2. Communicating with the principal
- _____ 3. Communicating with other teachers
- _____ 4. Communicating with parents
- _____ 5. Organizing and managing my classroom
- _____ 6. Maintaining student discipline
- _____ 7. Obtaining instructional resources and materials
- _____ 8. Planning for instruction
- _____ 9. Managing my time and work load
- _____ 10. Diagnosing student needs
- _____ 11. Evaluating student progress
- _____ 12. Motivating students
- _____ 13. Assisting students with special needs
- _____ 14. Dealing with individual differences among students
- _____ 15. Understanding the curriculum
- _____ 16. Completing administrative paperwork
- _____ 17. Using a variety of teaching methods
- _____ 18. Facilitating group discussions
- _____ 19. Grouping for effective instruction
- _____ 20. Administering standardized assessments
- _____ 21. Understanding the school system's teacher evaluation process
- _____ 22. Understanding my legal rights and responsibilities as a teacher
- _____ 23. Dealing with stress
- _____ 24. Dealing with association-related issues
- _____ 25. Becoming aware special services provided by the school district

Part B. Please respond to the following items; use the reverse, if needed.

- 26. List any professional needs you have that are not addressed by the preceding items.

- 27. What additional types of support should the school district provide to you and to other novice teachers?

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by January 17, 2020

MID-YEAR NEEDS ASSESSMENT QUESTIONNAIRE FOR MENTOR TEACHERS

Part A. Please choose the response for each item that most closely indicates your level of need for assistance in the area described.

Possible responses:

- A. Little or no need** for assistance in this area **D. High need** for assistance in this area
B. Some need for assistance in this area **E. Very high need** for assistance in this area
C. Moderate need for assistance in this area

- _____ 1. Learning more about what is expected of me as a mentor
- _____ 2. Collecting classroom observation data
- _____ 3. Diagnosing needs of my novice teacher
- _____ 4. Interpersonal skills
- _____ 5. Assisting my novice teacher with classroom management
- _____ 6. Helping my novice teacher develop a variety of effective teaching strategies
- _____ 7. Using principles of adult learning to facilitate the professional growth of my novice teacher
- _____ 8. Socializing my novice teacher into school culture
- _____ 9. Helping my novice teacher maintain student discipline
- _____ 10. Helping my novice teacher design
- _____ 11. Finding resources and materials for my novice teacher
- _____ 12. Providing emotional support for my novice teacher
- _____ 13. Co-teaching with my novice teacher
- _____ 14. Managing my time and work
- _____ 15. Problem-solving strategies
- _____ 16. Helping my novice teacher motivate students
- _____ 17. Helping my novice teacher diagnose student needs
- _____ 18. Helping my novice teacher deal with individual differences among students
- _____ 19. Helping my novice teacher evaluate student progress
- _____ 20. Engaging in expert coaching of my novice teacher

Part B. Please respond to the following items; use the reverse, if needed.

- 21. List any needs that you have as a mentor that are not addressed by the preceding items.
- 22. What additional types of support should the school district provide to you and to other mentors?

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by January 17, 2020

END OF YEAR QUESTIONNAIRE FOR NOVICE TEACHERS

In an effort to improve our mentoring program, we would like to gather some information from you. The responses received from both novice teachers and mentors will be shared with you in the form of aggregated data.

Please read each question carefully and respond by writing your answer in the space provided. Return your completed questionnaire the Director of Personnel's office. Thank you, in advance, for your responses!

1. If you were going to mentor a novice teacher, what would you do to build a trusting, professional relationship with him or her?
2. How did you and your mentor manage finding time to meet?
3. In a typical week, how many times did you meet with your mentors? _____ times
4. Did you meet (please check all that apply): _____ at a specified time _____ as needed _____ other (please specify):
5. How many times did you observe in your mentor's classroom during the year? _____ times
6. How many times did you observe other faculty members teaching during the year? _____ times
7. How many times did your mentor observe you teaching during the year? _____ times
8. Did you discuss these observations? If yes, were those discussions meaningful?

Open-ended questions (Please use reverse, if needed)

1. The biggest challenge that I faced this year was...
2. During this first year, I wish I had Known...
3. One problem that I could not handle was...
4. One benefit of having a mentor was...
5. The most important thing I learned from my mentor was...
6. If I were a mentor working with a novice teacher, I would be sure to...
7. If I were to design a mentor training program, I would emphasize...

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by June 12, 2020

END OF YEAR QUESTIONNAIRE FOR MENTORS

In an effort to improve our mentoring program, we would like to gather some information from you. The responses received from both novice teachers and mentors will be shared with you in the form of aggregated data.

Please read each question carefully and respond by writing your answer in the space provided. Return your completed questionnaire the Director of Personnel's office. Thank you, in advance, for your responses!

My role as a Mentor and the support received from others

1. How many years have you been a mentor? _____ years
2. What individuals, activities, or reading were most helpful in enabling you to understand your role as a mentor?
 - Individuals:

 - Activities:

 - Readings:
3. What kinds of administrative support were most valuable in helping you to fulfill your role?
4. Which types of administrative support were not as valuable?
5. How many times did you observe in your novice teacher's classroom during the year? _____ times
6. How many times did your novice teacher observe you teaching during the year? _____ times
7. To your knowledge, how many times did your novice teacher observe other faculty members teaching during the year? _____ times
8. What other resources did you guide your novice teacher to use?

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by June 12, 2020

END OF YEAR QUESTIONNAIRE FOR MENTORS (Page 2 of 2)

9. Please describe any strategies you employed to find time to meet with your novice teacher.
10. Please describe any strategies you believe the district should employ to facilitate providing time to meet with your novice teacher.
11. Please describe any strategies you used that were effective in building a collegial relationship with your novice teacher.

Open-ended Questions (Please use the reverse, if needed)

12. One real benefit of being a mentor was...
13. The biggest challenge that I had this year as a mentor was...
14. As mentor, I wish I had known...
15. If I were to give advice to a new mentor, it would be...
16. The most important thing I learned from my novice teacher was...
17. One problem that my novice teacher had that I could not handle was...
18. If I were to design a mentor training program, I would emphasize...

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by June 12, 2020

DISTRICT PROFESSIONAL DEVELOPMENT ACTION PLAN FOR IMPLEMENTATION

TOPIC	STAFF TO BE SERVICED	LOCATION/DATE	RESOURCES/MATERIALS	ACTIVITY	EVALUATION STRATEGY	PERSON RESPONSIBLE
Preparing for New School Year & District Procedures and Policies	Novice Teachers	Professional Development Central Office 8:00 - 3:30 Last Week in August	Topic Information Packet and Professional materials	Workshops	Workshop Evaluation Forms	Director of Personnel
The Teacher Evaluation Model (Danielson/ Realtime)	Novice Teachers	Professional Development Central Office 8:30 – 3:30 Last Week in August	Topic Information Packet and Professional materials	Workshops	Workshop Evaluation Forms	Assistant Superintendent of C & I
Classroom Management for New Teachers	Novice Teachers	New Teacher Training October Central Office	Topic Information Packet and Professional materials	Workshops	Workshop Evaluation Forms	Director of Personnel
Mentor/Novice Teacher Meetings	Novice Teachers	TBD by Mentors/Mentee	Handouts	Discussions Question-Answer Sessions	Mentor Log	Mentors
Harassment, Intimidation, Bullying & Classroom Climate	Novice Teachers	By September 30	Topic Information Packet and Professional materials	Online Training Module (SafeSchools)	Workshop Evaluation Forms	District Anti-Bullying Coordinator

DISTRICT PROFESSIONAL DEVELOPMENT ACTION PLAN FOR IMPLEMENTATION (continued)

TOPIC	STAFF TO BE SERVICED	LOCATION/DATE	RESOURCES/MATERIALS	ACTIVITY	EVALUATION STRATEGY	PERSON RESPONSIBLE
Standards Review (NJ SLS)	Novice Teachers	Building/Ongoing	Handouts	Discussion	Lesson Plan Review Observations	Administration
Special Education Law & Processes	Novice Teachers	New Teacher Training February Central Office	Topic Information Packet and Professional materials	Workshop	Workshop Evaluation Forms	Assistant Superintendent of Student Services & Programs
Classroom Visitations	Novice Teachers	Classroom Ongoing	Substitutes	Observe Veteran Teachers/ Discussion	Follow-Up Discussion Novice Log	Administration Novice Teachers
Legal Updates	Novice teachers	Third Week in April	Topic Information Packet and Professional materials	Workshops	Workshop Evaluation	Director of Personnel
Professional Development Plan	Novice Teachers	September April	Handouts	Planning and review	Principal	SciPs
Introduction to Technology	Novice Teachers	Last Week in August	Handouts	Workshops	Workshop Evaluation Form	Director of Technology/ Technology Coaches

Mentor/Novice Teacher Topics

September Meeting Topics and Hours **Meeting Dates** _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

September Mentoring activities and ideas:

- Introduce the novice teacher to staff (don't forget secretaries and custodians)
- Familiarize the novice teacher with the building (include faculty bathrooms/fire routes, etc.)
- Show the novice teacher how to use the copier and how to handle other office supplies
- Help the novice teacher to obtain supplies
- Exchange email and phone information
- Assist the novice teacher in completing necessary paperwork for the beginning of the year
- Familiarize the novice teacher with building policies
- Discuss arrival and dismissal routines
- Provide and give a brief overview of a school handbook (if they have not received one)
- Assist the novice teacher with submitting lesson plans
- Set up regular weekly/monthly meetings for the remainder of the year
- Ensure the novice teacher has a copy of all curriculum
- Assist the novice teacher in planning for "Back to School Night"
- Explain and support the novice teacher in how to complete attendance using the online systems
- Discuss special needs of students and review IEPs and 504 plans
- Review how to access IEP information
- Explain the building schedule and how it works
- Assist with methods to keep logs of classroom behavior for future and preventative behavioral issues, concerns or modifications
- Discuss the importance of seeing the school nurse for medical information in class and any information they should expect to receive from the school nurse
- Assist the novice teacher with together his/her grade book, including reviewing the grading policy
- Discuss the Parent Portal and how it works
- Assist the novice teacher with organizing his/her classroom to best address the needs of the students (prior to school starting if possible)
- Assist the novice teacher with establishing routines for attendance, homework, and rules
- Assist the novice teacher with establishing a set of goals for the first month of school
- Review technology resources (hardware, software)
- Ensure access is available (passwords, logins) for all necessary and online programs, apps, services, etc.
- Introduce the novice teacher to all special area instructors and Special Education services
- Review emergency building procedures including fire drills/lock downs, evacuations, etc.
- Provide a great deal of encouragement to the novice teacher
- Provide information about preparing substitute plans
- Review assessment strategies (formal and informal) as well as grading procedures
- Share materials and teaching methods with the novice teacher

- Encourage the novice teacher to display student work and create a print-rich environment
- Explain benchmarks and district/state/national assessments and timelines
- Share a little about yourself as a professional and as a person to build rapport and trust
- Discuss information communication with parents (appropriate responses, emails, phone calls, meetings, informal and formal discussions, etc).
- Model how to maintain a log of communication
- Review the school's yearly calendar and discuss any upcoming events
- Assist the novice teacher in preparing a Professional Development Plan during the first month.
- Discuss the importance of keeping a paper trail and accurate records of PD hours
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by October 11, 2010

Mentor/Novice Teacher Topics

October Meeting Topics and Hours

Meeting Dates _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

October Mentoring activities and ideas:

- Discuss procedures, preparation and best practices for parent/teacher conferences
- Discuss teacher evaluations – Help answer any questions about the Danielson/Realtime process and rubrics
- Review how to prepare for report cards
- Monitor classroom management techniques
- Develop behavior modification strategies (continuing from September)
- Discuss management of instructional tasks and timelines (time management in teaching lessons)
- Explain procedures for planning field trips and how to submit requests for undesignated personal and personal illness days
- Discuss importance of being aware of cultural differences, especially in relation to holidays
- Analyze lesson plans (especially the writing of objectives and use of NGSS/CCCS/CCSS, etc.)
- Assist the novice teacher in planning his/her first formal observation
- Discuss comfort level with curriculum and where extra assistance may be necessary
- Discuss struggling students and if they are possible referrals to I & RS, 504, or CST.
- Ensure familiarity with HIB and referrals to DCP&P.
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by November 15, 2019

Mentor/Novice Teacher Topics

November Meeting Topics and Hours

Meeting Dates _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

November Mentoring activities and ideas:

- Review how students are responding to instruction – classroom climate
- Review how to prepare report cards
- Discuss parent/teacher conferences and best practices (continued from October)
- Monitor classroom management techniques
- Develop behavior modification strategies (continued from Sept/Oct)
- Manage completion of instructional tasks and deadlines (assessments, time management during instruction, etc.)
- Explain procedures for planning a field trip and how to submit requests fro undesignated personal days and personal illness days
- Discuss being aware of cultural differences especially in relation to holidays
- Analyze lesson plans (especially the writing of objectives and assessment practices)
- Assist the novice teacher in planning for the first evaluation or review the first evaluation with the novice teacher
- Discuss comfort level with curriculum and where extra assistance may be necessary
- Discuss struggling students and if they are possible referrals for I & RS, 504 or CST
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by December 13, 2019

Mentor/Novice Teacher Topics

December Meeting Topics and Hours Meeting Dates _____ thru _____

Please check all areas discussed and keep a copy for your records.

December Mentoring activities and ideas:

- Discuss how to handle parents after report cards
- Discuss how to assist students continue to grow academically
- Discuss appropriate ways to conduct lessons regarding holidays and inform the novice teacher of the building's allowable practices and procedures (holidays, movies, songs, parties, lessons, etc.)
- Write short notes of reinforcement and support (for the novice teacher and the novice teacher to students)
- Conduct informal observations and conferences
- Allow the novice teacher to observe a lesson in your class or arrange for an observation of another highly effective teacher
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by January 10, 2020

Mentor/Novice Teacher Topics

January Meeting Topics and Hours

Meeting Dates _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

January Mentoring activities and ideas:

- Examine how and if the novice teacher is establishing positive relationships with students and teachers
- Review teaching experiences that the novice teacher has encountered
 - Discuss highlights
 - Evaluate growth experiences
 - Celebrate successes
 - Examine and discuss unsuccessful moments focusing on ways to improve
- Review IEPs, 504s and any relevant documentation of the special needs of, and accommodations or modifications for, students
- Continue informal communications on a weekly basis
- Complete mid-year Assessment Questionnaire found in the Mentoring Plan and send to the Personnel Department
- Discuss and/or plan for 2nd formal observation
- Discuss mid-terms exams (if applicable)
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by February 14, 2020

Mentor/Novice Teacher Topics

February Meeting Topics and Hours _____ **Meeting Dates** _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

February Mentoring activities and ideas:

- Review and discuss district office staff roles, departments, and support services
- Share literature, research findings and professional journals
- Discuss use of community resources, such as guest speakers and field trips
- Review report card procedures
- Begin discussion of procedures for standardized testing
- Discuss mentee concerns you may have
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by March 13, 2020

Mentor/Novice Teacher Topics

March Meeting Topics and Hours

Meeting Dates _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

March Mentoring activities and ideas:

- Discuss the novice teacher's concerns and needs
- Review professional organizations and encourage involvement
- Reinforce behavioral modification strategies
- Work on peer-based relationship with the novice teacher before Spring Break
- Discussion of budget issues and the NJEA role
- Review parent/teacher conference procedures and report cards comments
- Review implementation of PDP
- Discuss progress of students and benchmarks in preparation for standardized tests
- Discuss 30 week evaluation
- Discuss and/or plan for final formal evaluation
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by April 17, 2020

Mentor/Novice Teacher Topics

April & May Meeting Topics and Hours **Meeting Dates** _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

April & May Mentoring activities and ideas:

April

- Discuss testing procedures
- Share any concerns the mentee or mentor may have regarding instruction or other professional duties
- Other: _____
- Other: _____

May

- Discuss procedures for ending the year
- Consider ideas for last weeks of school that engage the students in meaningful activities
- Prepare for final report cards
- Discuss plans and procedures for student placements
- Explain how to order supplies for the next school year
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by June 6, 2020

Mentor/Novice Teacher Topics

June Meeting Topics and Hours **Meeting Dates** _____ **thru** _____

Please check all areas discussed and keep a copy for your records.

June Mentoring activities and ideas:

- Discuss mentee concerns
- Review year's events
- Discuss tips & building procedures for packing up classroom
- Discuss report cards, cumulative folders, fines due, etc. before report cards can be distributed
- Complete End-of-Year Questionnaire in Mentoring Plan Packet and send to the Personnel Department
- Other: _____
- Other: _____

Please list any comments or feedback that may help further this program for the future:

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by the last day of school

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
PERSONNEL OFFICE
K-12 Curriculum Revisions Posting**

Summer 2019 Curriculum Revisions

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
ELEMENTARY SCHOOL CURRICULUM GUIDES (K-5)							
1 Vacant	Social Studies-Grade 2 Position requirements as outlined in document Curriculum Writing Guide	1-2	Curriculum Writing	60 (30 hours per person)	\$35	\$2,100	CO
2 Vacant	Social Studies-Grade 3 Position requirements as outlined in document Curriculum Writing Guide	1-2	Curriculum Writing	60 (30 hours per person)	\$35	\$2,100	CO
3 Vacant	Science-Grade 2 Position requirements as outlined in document Curriculum Writing Guide	1-2	Curriculum Writing	60 (30 hours per person)	\$35	\$2,100	CO
4 Vacant	Science-Grade 3 Position requirements as outlined in document Curriculum Writing Guide	1-2	Curriculum Writing	60 (30 hours per person)	\$35	\$2,100	CO
5 Vacant	ELA Grade 4 Enrichment Position requirements as outlined in document Curriculum Writing Guide	1	Curriculum Revision	15 hours	\$35	\$525	CO
6 Vacant	ELA Grade 5 Enrichment Position requirements as outlined in document Curriculum Writing Guide	1	Curriculum Revision	15 hours	\$35	\$525	CO

Personnel Attachment #2

7 Vacant	ELA/SS Kindergarten Position requirements as outlined in document Curriculum Writing Guide Curriculum Writing Guide	1-3	Curriculum Writing	180 hours (60 hours per person)	\$35	\$6,300	CO
8 Vacant	ELA/SS Grade 1 Position requirements as outlined in document Curriculum Writing Guide Curriculum Writing Guide	1-3	Curriculum Writing	180 hours (60 hours per person)	\$35	\$6,300	CO
9 Vacant	ESL - Kindergarten Position requirements as outlined in document Curriculum Writing Guide	1	Curriculum Writing	30 hours	\$35	\$1,050	CO
10 Vacant	ESL - 1st grade Position requirements as outlined in document Curriculum Writing Guide	1	Curriculum Writing	30 hours	\$35	\$1,050	CO
11 Vacant	ESL - 2nd grade Position requirements as outlined in document Curriculum Writing Guide	1	Curriculum Writing	30 hours	\$35	\$1,050	CO
12 Vacant	ESL -3rd grade Position requirements as outlined in document Curriculum Writing Guide	1	Curriculum Writing	30 hours	\$35	\$1,050	CO
<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
MIDDLE SCHOOL CURRICULUM GUIDES (6-8)							
13 Vacant	Math (Math Lab/BSI) - Grades 6-8 Curriculum Writing Guide	1		30 hours	\$35	\$ 1,050	CO
14 Black, Laura	ELA (Literacy Lab/BSI) - Grades 6-8	1		30 hours	\$35	\$ 1,050	CO

Personnel Attachment #2

	Curriculum Writing Guide						
15 Kaiser, Heather	Social Studies - Grades 6-8 Curriculum Writing Guide NJ Financial Literacy Mandate for Middle School	1-3		45 hours (15 hours per person)	\$35	\$1,575	CO
16 Baumert, Deana	Civic Leadership Design & Sustainability Lab - Grades 6-8 Curriculum Writing (New Course) Curriculum Writing Guide	1		30 hours	\$35	\$ 1,050	CO
17 Irons, Mark	STEAM Interactive Circuits Design - Grades 6-8 Curriculum Writing (New Course) Curriculum Writing Guide	1		30 hours	\$35	\$ 1,050	CO
<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
HIGH SCHOOL CURRICULUM GUIDES (9-12)							
18 McDede, Maria Wegrzyn, Louise	Global Humanities: Senior Seminar Curriculum Writing (New Course) Curriculum Writing Guide	1-3		30 hours (10 hours per person)	\$35	\$ 1,050	CO
19 Vacant	Comp 129 (Brookdale) - Grades 9-12 Curriculum Writing (New Course) Curriculum Writing Guide	1		10 hours	\$35	\$ 350	CO
20 Vacant	Foundations of Biology - Grades 9-12 LAB Curriculum Writing (New Course) Curriculum Writing Guide	1-2		30 hours (15 hours per person)	\$35	\$1,050	CO