

**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 November 13, 2017, Administration Building, One Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

President, Ms. Gentile called the Committee of the Whole Meeting to order at 7:01 pm.

**II. PLEDGE OF ALLEGIANCE**

**III. STATEMENT OF ADEQUATE NOTICE**

Ms. Gentile 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 January 31, 2017, the Asbury Park Press and February 1, 2017, 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. Kathleen Gentile - President	Ms. Anissa Esposito - Vice President
	Mr. Kevin Ahearn	Mr. Kenneth Aitken
	Mr. Weymouth Brittingham	Dr. Jeff Delaney
	Ms. Tara Martinez	Ms. Joelle Nappi

Absent: Ms. Allison Friedman

Also Dr. Joesph Majka, Superintendent of Schools

Present:	Mr. Alex Ferreira, School Business Administrator/Board Secretary
	Ms. Nelyda Perez, Assistant Superintendent of Special Services and Programs
	Mr. Thomas M. Venanzi, Interim Personnel Manager
	Mr. Dave Palumbo, Assistant to the School Business Administrator/Assistant Board Secretary

**V. SUPERINTENDENT’S REPORT**

None

**VI. CURRICULUM AND INSTRUCTION**

Ms. Perez reviewed the Curriculum and Instruction Agenda requesting that the Board take action this evening on Item A. The remainder of the items will be presented for action at the November 27, 2017 Regular Action Meeting.

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

Ms. Perez stated that the travel item for Taylor Reinecke is being removed from the agenda.

A member of the Board had a concern regarding the supervision of athletes on the bus in the coaches handbook. Ms. Perez and Dr. Majka addressed the concern.

A member of the Board asked if the individuals going to the NJSIAA workshop were coaches. Dr. Majka addressed the concern.

**B. OTHER**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Matawan Regional High School Athletic Handbook for Coaches for the 2017-2018 school year.

**Rationale:** To promote, a positive, supportive and safe school climate that embraces kindness, diversity, individuality and respect for all. District Goal #3, Objective #1: Maintain a safe, healthy and supportive environment.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Grants from the Matawan-Aberdeen Educational Foundation for the 2017-2018 school year.

Title	Applicants	School	Amount Approved
Programming Meets Art and Legos	D. Lepre	RD	\$1,670.76 (Partial)
Theremin Theory: The Science of Music	L. Lorefice, D. Reynolds	MS	\$300.00 (Partial)
QBall – Giving Children a Voice ( <i>Throwable Wireless Microphones</i> )	J. Bliss, J. Oliveira	MS	\$375.00
Community Service Learning through Language Arts	C. Sobieski, D. Spafford	MS	\$400.00 (Partial)
A Life In Stone	A. Fricchione, J. Johnson, R. Stevens, K. Junquet	MS	\$1,000.00
Human Circuitry	D. Reynolds, P. Hillyer	MS	\$1,019.78
Revolutionary Uniforms	D. Tarrazi, D. Miller	MS	\$2,544.02
Musical STEAM – An Inspirational Collaboration for our School	D. Kaplan, A. Anzano, A. Baldasserini, K. Cotter, S. Pickens	HS	\$750.00
		<b>TOTAL</b>	<b>\$8,059.56</b>

**C. SPECIAL SERVICES**

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

Student	Provider	Cost	Effective Dates
159362	*P.E.S.I.	\$35.00/hour	10/17/17-11/28/17 (retroactive)

\*Department of Education approved provider

**Cost:** NTE: \$3,500.00 each

**Account #:** 11-150-100-320-09-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following students to attend an out of district placement for the 2017-2018 school year:

Student	Class	School	Reason	Cost	Effective Dates
160003	Emotionally Disturbed	CPC High Point School	IEP	\$62,193.50	9/18/17-6/30/18 (retroactive)
159362	Other Health Impaired	Collier	IEP	\$64,526.70	9/1/17-6/30/18 (retroactive)
158001	Autistic	Deron I School	IEP	\$66,173.10	9/1/17-6/30/18 (retroactive)
162901	Emotionally Disturbed	Coastal Learning Center	IEP	\$49,744.80	9/25/17-6/30/18 (retroactive)
160565	Other Health Impaired	Douglas Development Center	IEP	\$62,830.00	9/1/17-6/30/18 (retroactive)

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following provider for the 2017-2018 school year on an as needed basis.

Service Provider	Cost	Effective Dates
Cross County Clinical and Educational Services	Translation/Interpreter Services \$100.00 - \$250.00/hour	11/1/17-6/30/18 (retroactive)

Cost: NTE: \$1,000.00

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

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following provider for the 2017-2018 school year on an as needed basis.

Service Provider	Cost	Effective Dates
Melissa Hickey	\$300.00 - \$335.00/evaluation \$75.00/hr for IEP meetings	10/4/17-6/30/18 (retroactive)

Cost: NTE:\$5,000.00

Account #: 20-250-200-320-00-0000-0

5. **Revised** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Rethink, a proprietary web-based training, curriculum, and data tracking platform for children with special needs for the 2017-2018 school year.

**Rationale:** Rethink offers teaching staff a comprehensive curriculum that addresses the needs of special education students across functioning and grade levels with four main pedagogical focuses: core developmental skills, inclusive practices, transition planning, and behavior. Rethink curriculum makes it easy for teachers to address common core standards while helping students make progress on IEP goals and objectives. It includes data analysis which makes it easy for teachers to evaluate student IEP progress and engage in evidence based practices. By using Rethink to input and track data, teachers will have access to automatically generated data graphs and progress reports in Realtime, providing beautiful, accessible, and easy to understand evidence of student progress that can lead to more effective classroom interventions. The program is also inclusive of parent training and programs to help transfer skills to the home.

**Targeted Students:** Students in our Autism Programs in grades PK-12+ through age 21.

\*\$10,000.00 was originally approved on the June 19, 2017 agenda. This would be approving the difference of \$15,250.00

Cost: NTE: \$25,250.00

Account #: IDEA 20-250-100-610-09-0000-0

**VII. PERSONNEL**

Mr. Venanzi reviewed the Personnel Agenda requesting the Board take action this evening on Action Items 1-6. The remainder of the items will be presented for action at the November 27, 2017 Regular Action Meeting.

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

Mr. Venanzi stated there was an issue with Ms. Douglas’ contract with her previous district and she will need to stay for 60 days.

A member of the Board stated that Ms. Festa, who is retiring, will be missed.

A member asked if the stipend for the Substance Awareness Coordinator position would be a different person than the current SAC or will it be more hours for the current one. Ms. Perez addressed the concern.

A member of the Board inquired if the Title I coach will be a current employee. Mr. Venanzi addressed the concern.

A member of the Board asked about the Co-Assistant Coach positions for boys basketball. Mr. Venanzi addressed the concern.

**A. RESIGNATIONS/RETIREMENTS**

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

Name	Loc	Position	Reason	Hire Date	Effective Date

**B. 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
Ciani, Susan	CO	Administrative Assistant P/T	Medical Leave	With Pay	10/23/17-1/10/18
			Medical Leave	Without Pay	1/11/18-1/25/18 (Retroactive)
Moran, Shara	LR	Elementary Teacher	Maternity Leave Disability Phase	With Pay	12/4/17-1/8/18
			Maternity Leave Disability Phase	Without Pay	1/9/18-2/13/18
			FMLA/NJFLA Child Care Phase	Without Pay	2/4/18-5/4/18
Bruder, Angela Amended Date Previously Approved 4/24/17	RD	Elementary Teacher	Maternity Leave Disability Phase	With Pay	5/15/17-9/26/17
			FMLA/NJFLA Child Care Phase	Without Pay	9/27/17-12/19/17
			Personal Leave	Without Pay	12/20/17-12/22/17 (Retroactive)

Name	Loc	Position	Type of Leave	With/W/O Pay	Effective Dates
Gregg, Jennifer Amended Date Previously approved 7/24/17 & 10/23/17	MA	Teacher of Language Arts	Medical Leave	Without Pay	12/1/17-12/14/17
Vatore, Sandra	ST	Instructional Assistant	Medical Leave  FMLA/NJFLA	With Pay  Without Pay	11/1/17-11/20/17 (AM)  11/20/17 (PM)-2/9/18 (Retroactive)
Bebel, Helen	MA	Teacher of Social Studies	Medical Leave	With Pay	11/8/17-2/2/18 (Retroactive)

**C. APPOINTMENTS**

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

**1. Appointments**

Name	Loc	Position	Step	Salary/Stipend	# Int	Replace Reason	Effective Dates
Douglas, Tyniesha	MA	Assistant Principal	Step-01	\$132,111.00 (Pro-rated)	14	Tobia (Transfer)	1/2/18-6/30/18 Amended Start Date or sooner if released by current employer BOE Approved 10/23/17
Henriques, Liliana	MA	Teacher of Language Arts Replacement Position	Step C-01	\$49,190.00	N/A	Gregg (Leave of Absence Extension)	12/1/17-12/14/17 Amended Dates Previously Approved 10/25/2017
TBD	CO	Payroll/Health- Benefits Manager	N/A	TBD	TBD	Guidie (Resignation)	TBD-6/30/18
TBD	CL	Instructional Assistant Kindergarten P/T	TBD	TBD	TBD	New Position	TBD-6/30/18

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final

**2. College Student Observers/Teachers 2017/2018 School Year**

Name	College	Cooperating Teacher and/or Administrator	School/Area

Rationale: Student will be able to complete course work requirements toward degree and certification.  
 Cost: None to the Board Effective Date: 2017/2018 School Year

**3. Substitutes –2017/2018 School Year**

Category	Account Number

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final.

**4. Volunteers – Activities 2017/2018 School Year**

Name	Location	Activity	Effective Date
Abeywardena, Jennifer	HS	Speech & Debate Team	2017/2018 School Year
Boettinger, Dana	HS	Speech & Debate Team	2017/2018 School Year
Caputo, Jennifer	HS	Speech & Debate Team	2017/2018 School Year
Costello, Jennifer	HS	Speech & Debate Team	2017/2018 School Year

Name	Location	Activity	Effective Date
De Lucia, Cheryl	HS	Speech & Debate Team	2017/2018 School Year
De Lucia, Samantha	HS	Speech & Debate Team	2017/2018 School Year
De Vito, Lauren	HS	Speech & Debate Team	2017/2018 School Year
Fleissner, Laura	HS	Speech & Debate Team	2017/2018 School Year
Gries, Deborah	HS	Speech & Debate Team	2017/2018 School Year
Hrizdos, Anthony	HS	Speech & Debate Team	2017/2018 School Year
Mc Fadden, Marcy	HS	Speech & Debate Team	2017/2018 School Year
Mungalsingh, Gabriella	HS	Speech & Debate Team	2017/2018 School Year
Rodriguez, Miguel	HS	Speech & Debate Team	2017/2018 School Year
Scorzelli, Eva	HS	Speech & Debate Team	2017/2018 School Year
Shah, Rajiv	HS	Speech & Debate Team	2017/2018 School Year
Sowah, Beryl	HS	Speech & Debate Team	2017/2018 School Year
Thompson, Ruby	HS	Speech & Debate Team	2017/2018 School Year
Werneke, Sheetal	HS	Speech & Debate Team	2017/2018 School Year
Yen, Kathy	HS	Speech & Debate Team	2017/2018 School Year

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final.

**5. Mentors – 2017/2018 School Year**

Mentoring Teacher	Subject	Location

Rationale: To assist first year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment; reduce novice teacher attrition; improve the effectiveness of new teachers; and enhance knowledge of and strategies related to the CCSS to facilitate student achievement and growth by implementing the Board Approved Mentoring Plan pursuant to NJAC 6A:9B-6.

Cost: None to the District. Provisional Teacher assumes total responsibility for paying the Mentor Teacher

Effective Date: 2017/2018 School Year

**6. High School Curriculum Guides 9-12**

Name	Position	Staff	Activity	Max Hours	Cost/Hour	Total Cost	Loc
Hueston, Emily	Visual & Performing Arts Drawing II	1	Update and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLS) and QSAC requirements using Rubicon Atlas	15	\$30	\$450	CO

**7. Title I And Title III Positions**

Name	Position	Staff	Activity	Max Hours	Cost/Hour	Total Cost	Loc
Ravine Drive Dawson, Vanessa-2 <sup>nd</sup> Grade	K-3 Curriculum Committee - Curriculum “Thought Partners” Account #: 20-270-200-101-11-0000-1	12 (1 teacher per grade level per building)	Curriculum “Thought Partners” to collaborate and plan curricular units and assessments; share ideas, strategies, and resources; identify PD needs; plan and deliver PD (as needed); assist in curricular updates (as needed) throughout the 2017-2018 school year in collaboration with building principals; Director of C&I and grade level colleagues.	300 (25 hours per person)	\$30	\$9000	CO

**8. Home Instruction**

I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/ Class	Effective Dates
156466	US History 2	HS	Carnovsky, Robert	Carnovsky, Robert	2	8	16	10/17/17-12/12/17 (Retroactive)
156466	English 3	HS	Malave, Robert	Castelli, Courtney	2	8	16	10/17/17-12/12/17 (Retroactive)
156466	Oceanography	HS	Hodnicky, Helen	Hodnicky, Helen	2	8	16	10/17/17-12/12/17 (Retroactive)
156466	Algebra 2	HS	Greco, Joseph	Wietecha, Corinne	2	8	16	10/17/17-12/12/17 (Retroactive)
157124	US History 1	HS	Kaiser, Heather	Kaiser, Heather	2	3	6	10/23/17-11/8/17 (Retroactive)
157124	Lab Chemistry	HS	Mohammed Patrick	Milan, Gregory	2	3	6	10/23/17-11/8/17 (Retroactive)
157124	Geometry	HS	Provines, Effie	Provines, Effie	2	3	6	10/23/17-11/8/17 (Retroactive)
157124	English 2	HS	Moller, Jennifer	Kaiser, Heather	2	3	6	10/23/17-11/8/17 (Retroactive)
155884	Environmental Science	HS	Tomasello, Louise	Milan, Gregory	2	6	12	11/1/17-12/13/17 (Retroactive)
155884	AP English/Lit. Comp.	HS	Rogers, Kimberly	Rogers, Kimberly	2	6	12	11/1/17-12/13/17 (Retroactive)
155884	AP Calculus	HS	Cornacchia, Mario	Jackman, Neil	2	6	12	11/1/17-12/13/17 (Retroactive)
155884	AP Government & Politics	HS	Wegrzyn, Louise	Brubaker, Mark	2	6	12	11/1/17-12/13/17 (Retroactive)

Account # 11-150-100-101-11-0000-1 Regular Education - #11-000-219-101-09-0000-0 Special Education

**9. Extra-Curricular Activities 2017/2018**

Name	School	Activity	Position	2016/2017 Step/Stipend Pending MAREA Negotiations	Effective Date
<b>Non-Athletic Activities – High School</b>					
TBD	HS	Substance Awareness Coordinator	Coordinator	\$5,750.00	2017/2018 School Year
<b>Hourly Activities</b>					
Mergner, Suzanne	HS	Crowd Control	Ticket Seller/Crowd Control Monitor	\$62.50/Event	2017/2018 School Year

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final.

**10. Staff Array Changes**

Name	FTE	Current Assignment	FTE	New Assignment	Effective Dates/Reason

**11. Other**

- a. **Job Description - Title I Program Coach**

**VIII. FINANCE/TRANSPORTATION**

Mr. Ferreira reviewed the Finance Agenda requesting the Board take action this evening on Action Item 1. The remainder of the items will be presented for action at the November 27, 2017 Regular Action Meeting.

A motion was moved by Ms. Esposito and seconded by Mr. Aitken.

**A. BUSINESS OPERATIONS**

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

**2. Payroll for October 2017 and Bills List for November 2017** (Available for review in Board Secretary’s Office)

Policy #6470 Payment of Claims

<b>October 2017, Payroll</b>	\$3,478,034.96
<b>November 2017, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

**3. Transfer of Funds for October 2017** (Available for review in Board Secretary’s Office)

Policy # 6422 Budget Transfers

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

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

NOW, THEREFORE BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the report of line item transfers for **October 2017** as presented.



**4. S-1701 Reporting for October 2017**

Board Secretary Report for **October 2017**

BE IT RESOLVED, that the Report of the Secretary to the Board of Education and the Report of the Treasurer of School Monies for **October 2017**, which are in agreement, be accepted as submitted and attached to and made part of the minutes of this meeting.

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education, pursuant to N.J.A.C. 6A:23A-16.10(c)4, certify that as of **October 31, 2017**, 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

November 27, 2017  
 Date

**5. Resolution Approving Professional Development/Coach Services Contract – RFP 18-03**

On October 10, 2017 at 2:00 pm, one (1) proposal for Professional Development/Coach Services was received from the following:

Staff Development Workshops, Inc.	1427 Fourteenth St. Lakewood, NJ 08701
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Upon review by the School Business Administrator-Purchasing Agent and based upon the evaluation analysis completed by the Evaluation Committee, the Superintendent hereby recommends the award of contract for Professional Development/Coach Services as follows:

Staff Development Workshops, Inc.	1427 Fourteenth St. Lakewood, NJ 08701
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Purpose of Contract: Professional development coaching services for secondary science teachers to support the implementation of the Next Generation Science Standards (NGSS) and STEM Integration.

Evaluation Process:

The respondents’ proposals were reviewed and evaluated by the following Evaluation Committee:

- Mr. John Bombardier, Assistant Superintendent of Curriculum & Instruction
- Ms. Mona Tobia, Director of Curriculum & Instruction, Pre-K through 5
- Ms. Fran Ferrara, Confidential Secretary

using the following criteria:

- I. Technical Criteria
- II. Management Criteria
- III. Cost Criteria

Methodology of Awarding Contract:

The Evaluation Committee reviewed the proposal and evaluated it on a one hundred (100) point system as follows:

	Category	Value Points	Points Earned
I.	Technical Criteria		
	A. Description of Services	40	40
II.	Management Criteria	40	
	A. Business Management		20
	B. Qualifications; Relevant Experience		20
III.	Cost Criteria		
	A. Fee Proposal	20	20

Selection of Vendor: Staff Development Workshops, Inc. was the only vendor to submit an RFP for the services requested by the district. The factors that led to the award decision of the RFP relate to the vendors ability to provide the district with targeted professional development and coaching support related to the implementation of the Next Generation Science Standards (NGSS)/NJ Student Learning Standards.

The term of contract will be from November 28, 2017 through June 30, 2018.

Total estimated contract amounts as follows:

Account #: 20-270-200-320-00-0000-0 (Title IIA) Contract not to exceed \$12,000.00

**6. Acceptance of Grant Funds for the Recovery High School Access Project**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the acceptance of grant funds designated under the Recovery High School Access Project in the amount of \$1,300,000, and to execute a Letter of Agreement formalizing the responsibilities and expectations of the program to service up to 30 students during the project period dated November 1, 2017 through June 30, 2018.

**7. Acceptance of 2016/17 Annual Audit and Related Corrective Action Plan**

The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education accept the Audit Report for the 2016/17 school year prepared by Suplee, Clooney & Company dated **TBD** with **TBD** recommendations per the Comprehensive Annual Financial Report (CAFR) and the Auditor’s Management Report (AMR), and

BE IT FURTHER RESOLVED that a copy of the audit is to be forwarded to the Monmouth County Executive County Superintendent, with any corrective actions to be taken with respect to the recommendations contained in the Audit Report as submitted.

**8. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during October 2017:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Active Shooter	10/18/17 @ 9:45 am
Cambridge Park Pre-school	Fire Drill	10/23/17 @ 2:00 pm
Strathmore Elementary School	Fire Drill	10/3/17 @ 10:30 am
Strathmore Elementary School	Evacuation	10/5/17 @ 10:40 am
Cliffwood Elementary School	Fire Drill	10/18/17 @ 2:00 pm
Cliffwood Elementary School	Lock Down	10/25/17 @ 2:25 pm
Lloyd Road Elementary School	Fire Drill	10/10/17 @ 2:25 pm
Lloyd Road Elementary School	Evacuation	10/18/17 @ 9:30 am
Matawan-Aberdeen Middle School	Fire Drill	10/5/17 @ 1:40 pm
Matawan-Aberdeen Middle School	Bomb Threat	10/6/17 @ 8:45 am
Ravine Drive Elementary School	Fire Drill	10/3/17 @ 2:21 pm
Ravine Drive Elementary School	Evacuation	10/13/17 @ 2:06 pm
Matawan Regional High School	Fire Drill	10/3/17 @ 8:25 am
Matawan Regional High School	Evacuation	10/13/17 @ 1:30 pm

**IX. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS**

None

**X. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

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

**A. TRAVEL**

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

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

**PERSONNEL**

The following items were then approved by a unanimous roll call vote. Mr. Ahearn abstained from Action Item #1.

**1. HIB Report**

The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) Report as reported during Executive Session of the Matawan Aberdeen Board of Education Meeting of October 23, 2017.

Incidents Reported	Confirmed HIB Incidents
5	0

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

**2. Resignations/Retirements**

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

Name	Loc	Position	Reason	Hire Date	Effective Date
Festa, Grace	MA	Secretary 12 Months	Retirement	2/26/1991	2/1/2018
Tefteller, Daryl	CO	Operations & Maintenance Mechanic	Retirement	7/1/2012	12/1/2017
Guidie, Darla	CO	Payroll/Health-Benefits Manager	Resignation	7/1/2010	11/17/2017

**3. Extra-Curricular Activities 2017/2018**

Name	School	Activity	Position	2016/2017 Step/Stipend Pending MAREA Negotiations	Effective Date
<b>Extra-Curricular Activities</b>					
Haines, Erin Replacing J. McKurth Leave of Absence	HS	Dance	Head Coach Winter Season #11-402-100-100-11-0000-2	Step – 01 Stipend - \$3,440.00	2017/2018 Winter Season Only
Jetter, Chris	HS	Boy’s Basketball	Co-Assistant Coach	Step – 01 \$3,200.00 equally splitting stipend	2017/2018 School Year
O’Brien, Matthew	HS	Boy’s Basketball	Co-Assistant Coach Previously Assistant Coach 5/22/17	Step – 01 \$3,200.00 equally splitting stipend	2017/2018 School Year

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final.

**4. Appointment of Part Time Employment**

The Superintendent recommends the appointment of Dr. Ilene Skolnik as a part-time Administrator to assist with teacher observations during the 2017-2018 school year at a cost of \$300.00 per day, not to exceed \$7,500.00. Funds will be made available for this purpose from Account #11-000-240-103-11-0000-1. Effective Dates: November 14, 2017 – December 22, 2017.

**5. Volunteers 2017/2018**

Name	Location	Activity	Effective Date
Alston, Will	HS	Track & Field	2017/2018 School Year

**6. Staff Array Changes**

Name	Fte	Current Assignment	Fte	New Assignment	Effective Dates/Reason
Geraldes, Kaylan	CP – 0.80	CST Speech Therapist P/T Step E-01 \$44,872.00	CP – 1.00	CST Speech Therapist F/T Step E-01 \$56,090.00 (Pro-rated)	11/14/17-6/30/18

**FINANCE/TRANSPORTATION**

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

**A. BUSINESS OPERATIONS**

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

**1. Submission of the Annual Comprehensive Maintenance Plan and Form M-1**

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and Form M-1 documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed for the various school facilities of the Matawan-Aberdeen Regional School District are consistent with these requirements, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan and Form M-1 for the Matawan-Aberdeen Regional School District in compliance with Department of Education requirements.

**XI. UNFINISHED BUSINESS**

Dr. Majka thanked all for the support on the KEYS Recovery High School Program.

There was a discussion among the Board about reconvening the Ad Hoc policy committee to discuss the bylaws of policies of the district, especially with social media. Dr. Majka addressed the concern and Ms. Gentile asked the Board to check their schedules to see when they may be available over the next few weeks.

**XII. NEW BUSINESS**

None

**XIII. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTTTERS**

A member of the public is concerned with the lead issue in the sinks of the kindergarten classrooms at Strathmore. She would like filters put on them. Dr. Majka addressed the concern.

**XIV. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of discussing Privacy Matters; Personnel Matters and Potential Litigation. 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 15 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

It was moved by Ms. Esposito seconded by Ms. Martinez that the Board convene in Executive Session and approved by a unanimous voice vote at 7:31 pm.

The Board returned to Open Session at 7:50 pm.

**PERSONNEL WALK IN ITEM #1**

A motion by Ms. Esposito and seconded by Ms. Nappi and approved by a unanimous voice 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
Oppegaard, Richard	CO	Director of Security	Resignation	3/3/2014	11/16/2017

**XV. ADJOURNMENT**

On a motion by Ms. Esposito seconded by Ms. Nappi and a unanimous roll call vote the Board adjourned the meeting at 7:51 pm.

Respectfully submitted,



Alex Ferreira  
 School Business Administrator/Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
NOVEMBER 13, 2017**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Bowman, Jennifer	HS	11/13/2017	Manasquan High School Manasquan, NJ	New Jersey State Interscholastic Athlete Association	\$75.00**	\$13.02	\$0.00	\$0.00	\$0.00	\$88.02**	NO
Reinecke, Taylor	MS	11/13/2017	Manasquan High School Manasquan, NJ	New Jersey State Interscholastic Athlete Association	\$75.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00**	NO
Luciano, Melinda	CO	11/14/2017	Milburn Public Schools Milburn, NJ	Central Registration Procedures	\$0.00	\$15.87*	\$15.00*	\$0.00	\$0.00	\$30.87**	NO
Caldwell, Shelia	CP	11/28/2017	Department of Children and Families Child Welfare Training Academy New Brunswick, NJ	New Jersey Department of Education Improving the Preschool Classroom Environment for Young Children with Disabilities	\$0.00	\$10.73***	\$0.00	\$0.00	\$0.00	\$10.73***	YES
									<b>TOTAL</b>	\$204.62	
*Amount being charged to Account #11-000-221-580-04-0000-1											
**Amount being charged to Account #11-402-100-890-30-1402-0											
***Amount being charged to Account #20-250-200-580-09-1607-0											
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$118.50											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											