

**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 October 9, 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. Allison Friedman	Ms. Joelle Nappi

Absent: Ms. Tara Martinez

Also Present: Mr. John Bombardier, Assistant Superintendent Curriculum and Instruction  
 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

## **V. SUPERINTENDENT’S REPORT**

- Mr. Bombardier introduced Mr. Cronin, Assistant Principal, High School
- Mr. Cronin reviewed the Internship Program
  - Aberdeen Business Council
  - Approximately 8-10 businesses
  - Meeting with perspective interns
  - Discussion with the Board and impact on community

## **VI. CURRICULUM AND INSTRUCTION**

Mr. Bombardier 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 October 23, 2017 Regular Action Meeting.

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

There was a discussion on the Curriculum and Instruction Agenda regarding the dual enrollment program with Brookdale, test assessments and dyslexia.

**B. OTHER**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) for the 2017 – 2018 school year, and authorizes the Superintendent to submit the fully executed SOA to the Executive County Superintendent for Monmouth County.

**Rationale:** In accordance with N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, and pursuant to N.J.S.A. 18A:7A, local Boards of Education must approve the district’s submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission of the 2017 Graduation Pathway Data Collection.

**Rationale:** Pursuant to N.J.A.C. 6A:8-5.2(f), the chief school administrator must report to New Jersey Department of Education (NJDOE) data on recent graduates’ pathway to graduation. State regulations (N.J.A.C. 6A:8-5.2(f) require districts to report graduation results by pathway to their school boards at a public meeting no later than October 27, 2017.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Barbara McAuliffe as an independent consultant to provide six (6) days of on-site professional development for select staff members focused on interpreting data to identify students demonstrating markers of dyslexia, working with interventionists and teachers to support the implementation of Orton Gillingham, and training on multisensory strategies to use with identified students.

**Rationale:** Barbara McAuliffe is a retired teacher who is currently employed at Fairleigh Dickson University’s Dyslexia Studies Program as an Orton-Gillingham Therapist Trainer. She is also a regular presenter at the New Jersey International Dyslexia Association Conference. District Goal # 1; Objective # 2.

**Cost:** \$ 5,995.00 **Account #:** (Title II-A) 20-270-200-320-00-0000-0

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Dual Enrollment Agreements between Brookdale Community College and Matawan Regional High School for ENGL 121 English Composition: The Writing Process (3 cr) and ENGL 155 The Short Story (3 cr) beginning in September 2017 and ending in June 2018.

**Rationale:** These courses will be taught at Matawan Regional High School by a Brookdale approved faculty member. District Goal #1; Objective #1.

**Cost:** \$5,995.00 **Account #:** 20-270-200-320-00-0000-0

**C. SPECIAL SERVICES**

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

Student	Provider	Cost	Effective Dates
159590	*P.E.S.I.	\$35.00/hour	9/19/17-10/31/17 (retroactive)
161386	*Education Inc.	\$37.50/hour	9/25/17-10/4/17 (retroactive)
162473	*CarePoint Health	\$1,350.00	5/15/17-6/21/17 (retroactive)
157274	* P.E.S.I.	\$35.00/hour	9/28/17-11/9/17 (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 Memorandum of Understanding (MOU) between Prevention First and the Matawan-Aberdeen Regional School District for the 2017-2018 School Year.

**Rationale:** The purpose of the MOU with Prevention First is to provide the selected intervention strategy, Strengthening Families Program (SFP) throughout Monmouth County. The SFP is proven to decrease risk factors associated with behavioral, emotional, academic, and social problems while building protective factors and increasing resilience in children enabling them to thrive and grow to be successful citizens with the support of their entire family unit.

**Cost:** No Cost to the District

**VII. PERSONNEL**

Mr. Venanzi reviewed the Personnel Agenda requesting the Board take action this evening on Action Items 1-5. The remainder of the items will be presented for action at the October 23, 2017 Regular Action Meeting.

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

**A. RESIGNATIONS/RETIREMENTS**

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

Name	Loc	Position	Reason	Board Approved	Effective Date
<b>Extra-Curricular/Hourly Activities</b>					
Johannesen, Michelle	CP	Extra-Curricular Position Lloyd Road Elementary School Book Room Manager	Building Transfer	5/22/17	9/1/17 (Retroactive)
Moller, Jennifer	HS	Extra-Curricular Position History and Government Co-Adviser	Resignation from Advisor Position	5/22/17	9/20/17 (Retroactive)
Moller, Robert	HS	Extra-Curricular Position History and Government Co-Adviser	Resignation from Co-Advisor Position	5/22/17	9/20/17 (Retroactive)
Dubina, Robert	HS	Extra-Curricular Position Head Coach Softball Girls'	Resignation from Head Coach Position	5/22/17	7/19/17 (Retroactive)
Pelkey, Michael	HS	Extra-Curricular Position Basketball Boys Assistant Coach	Resignation from Assistant Coach Position	5/22/17	7/19/17 (Retroactive)
Sloan, Michele	HS	Extra-Curricular Position Peer	Resignation	5/22/17	9/1/17

Name	Loc	Position	Reason	Board Approved	Effective Date
		Buddy Co-Advisor	from Co-Advisor Position		(Retroactive)
Kish, Sheryl	HS	Extra-Curricular Position Hourly Activities Tutorial Program Mathematics Instructor	Resignation as Tutorial Instructor	5/22/17	9/13/17 (Retroactive)
Emilli, Jessica	LR	Yearbook Club Adviser	Resignation as Club Advisor	5/22/17	8/12/17 (Retroactive)
Viel, Linda	MA	Summer Theatre Director/Coordinator	Retirement	5/22/17	9/1/17 (Retroactive)

**B. LEAVE OF ABSENCE**

Policy: 4151 Attendance Patterns

4151.1 Personal Illness and Injury/Health and Hardship

Name	Loc	Position	Type of Leave	With/W/O Pay	Effective Dates
Turley, Rose Marie Amended dates previously approved 9/25/17	HS	Teacher of Science	Medical Leave	With Pay  Without Pay	9/1/17-9/13/17 (Half Day)  9/13/17 (Half Day)-9/30/17 (Retroactive)
Burden, Colleen	ST	Elementary Teacher	Personal Leave	Without Pay	11/8/17-11/9/17
Wegrzyn, Louise	HS	Teacher of Social Studies	Personal Leave	Without Pay	2/14/18-2/15/18
Karatzia-Devaney, Nicole	HS	Teacher of PE/Health	Personal Leave	Without Pay	12/14/17-12/15/17
Miller, Catherine	LR	Teacher of World Language	Personal Leave	Without Pay	12/15/17-12/20/17
Smith, Deborah	ST	Elementary Teacher Special Education	Personal Leave	Without Pay	12/21/17-12/22/17
Calvosa, Alyssa	MA	CST Speech Therapist	Personal Leave	Without Pay	11/8/17-11/15/17
Sidley, Kate Amended dates previously approved 6/20/17	RD	CST Speech Therapist	Maternity Leave Disability Phase  FMLA/NJFLA Child Care Phase	With Pay  Without Pay	9/5/17-10/10/17  10/11/17-11/21/17
Starr, Diana	MA	Teacher of Special Education	Maternity Leave Disability Phase  Maternity Leave Disability Phase  FMLA/NJFLA Child Care Phase	With Pay  Without Pay  Without Pay	12/1/17-1/17/18  1/18/18-1/25/18  1/26/18-4/27/18
Gregg, Jennifer	MA	Teacher of Language Arts	Medical Leave	Without Pay	11/1/17-12/1/17
Murphy, Tara	RD	CST School Psychologist	Personal Leave	Without Pay	10/18/17-10/27/17 (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
Venanzi, Thomas M. Amended rate and agreement previously approved 9/11/17	CO	Interim Personnel Manager	N/A	\$80.00/Hour	1	Walsh (Resignation)	9/19/17-1/31/18 (Retroactive)
TBD	CO	Transportation Assistant	TBD	TBD Pending MAREA Negotiations	TBD	Dela Rosa Hona (Transfer)	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
Bennett, Brittany	Monmouth University	Mc Guirk, Lauren	MA – Special Education – Secondary Student Teacher Fall 2017
Rigo, Kristen	Monmouth University	Mancuso, Kathleen	HS – English Special Education Student Teacher 2017-2018 School Year
Cohen, Sheva	Rutgers University	Bartlett, Mallory	CST – School Psychologist Intern 2017-2018 School Year

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
Teacher	Per MAREA Contract
Dhume, Valerie	Substitute Teacher
Di Geronimo, Christine	Substitute Teacher
Incorvaia, Caroline	Substitute Teacher
Johannesen, Michelle	Substitute Teacher
Kruzik, Jacqueline	Substitute Teacher
Perchuk, Tara	Substitute Teacher
Reda, Vilma	Substitute Teacher
Turchiano, Carol	Substitute Teacher

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

**4. Pre-K High Scope Training - Compensation**

2 Days @ \$30.00 per day - \$420.00 Total (7 Teachers)

1 Day @ \$30.00/day \$30.00 Total (1 Teacher)

Name	Activity	No. of Days	Cost	Effective Date
Rocco, Sandra	Pre School High Scope Training	2	\$60.00	August 21 & 31, 17 (Retroactive)
Ripple, Susan	Pre School High Scope Training	2	\$60.00	August 21 & 31, 17 (Retroactive)
Farley, Caitlin	Pre School High Scope Training	2	\$60.00	August 21 & 31, 17 (Retroactive)
Carey, Elizabeth	Pre School High Scope Training	2	\$60.00	August 21 & 31, 17 (Retroactive)
Whartnaby, Melissa	Pre School High Scope Training	2	\$60.00	August 21 & 31, 17 (Retroactive)
Cardoniza, Kimberly	Pre School High	2	\$60.00	August 21 & 31, 17 (Retroactive)

Name	Activity	No. of Days	Cost	Effective Date
	Scope Training			
Nicolaou, Tara	Pre School High Scope Training	2	\$60.00	August 21 & 31, 17 (Retroactive)
Philippi, Jennifer	Pre School High Scope Training	1	\$30.00	August 21, 17 (Retroactive)

**5. Elementary School Curriculum Guides**

Name	Position	Activity	Hours	Cost/Hr	Total Cost	Loc
Dawson, Vanessa	ELA/Social Studies Assessments Grade 3	Refine and revise the following: formative and summative assessments (i.e. performance tasks, end of unit assessments, signposts), rubrics, etc. for Reading, writing and Social Studies	5 Additional Hours previously BOE approved 7/24/17	\$30/Hour	\$150.00	CO
Thomson, Lori	ELA/Social Studies Assessments Grade 3	Refine and revise the following: formative and summative assessments (i.e. performance tasks, end of unit assessments, signposts), rubrics, etc. for Reading, writing and Social Studies	5 Initial Hours	\$30/Hour	\$150.00	CO

**6. Title 1 and Title III Positions**

Name	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
TBD	Title 1 Data Analyzers Account #: 20-231-200-101-11-0000-1	2 (1 per school – CL & LR)	Title 1 Data Analyzers will be responsible for compiling and analyzing multiple measures of student achievement data to monitor the progress of Title 1 students and programs at Cliffwood, and Lloyd Road on a monthly basis.	40 (20 hours per person)	\$30	\$1,200	CO
TBD	Title 1 Parent Workshop Facilitation Account #: 20-231-200-101-11-0000-1	2	Title 1 Teachers to Plan and Facilitate Title 1 Parent Workshops during the 2017-2018 school year.	24 (12 hours per person)	\$30	\$720	CO
TBD	M.O.S.T. Program Title 1 Teachers Account #: 20-231-100-101-11-0000-1	3	Provide after-school academic assistance to Title 1 students - 2 hours per day; 2 days per week; 40 sessions total beginning November 2017 and Running through May 2018.	120 (40 hours per person)	\$35	\$4,200	CO
TBD	Cliffwood Supplemental Title 1 Program Teachers Account #: 20-231-100-101-11-0000-1	2	Provide before-school academic assistance to Title 1 students 2 days per week.	114 (57 hours per person)	\$35	\$3,990	CO

Name	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
TBD	Lloyd Road Supplemental Title 1 Program Teachers Account #: 20-231-100-101-11-0000-1	2	Provide after-school academic assistance to Title 1 students 2 days per week.	114 (57 hours per person)	\$35	\$3,990	CO
TBD	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
TBD	Title III ESL Coach Account #: 20-270-200-101-11-0000-1	1	ESL Coach/Data Analyzer to provide before/ after-school professional development/instructional strategies to support staff who work with ESL students; update ESL curricular resources and documents; progress monitor current and former ELLs; offer guidance and support to teachers and admin as it relates to supporting and instructing English Language Learners.	100	\$30	\$3,000	CO

**7. Salary Adjustments – MAREA 2017-2018 School Year**

Name	Loc/Position	From Degree Step/Salary	To Degree Step/Salary	Institution
Dansky, Samantha	MA – Teacher of Language Arts	Step C-01 BA \$49,190.00	Step E-01 MA \$56,090.00	Montclair State University
Wangen, Georgette	MA – Teacher of Language Arts	Step E-04 MA \$57,500.00	Step F-04 MA+30 \$59,820.00	Loyola Marymount University
Burns, Kevin	HS – Teacher of Mathematics	Step C-01 BA \$49,190.00	Step E-01 MA \$56,090.00	Montclair State University
Wilson, Tara	MA – Teacher of Mathematics	Step E-04 MA \$57,500.00	Step F-04 MA+30 \$59,820.00	Seton Hall University

Rationale: Additional College Credits/Degrees Earned

Cost: Per MAREA 2016/2017 Salary Guide Pending MAREA Negotiations

Account: Contractual Salaries - Effective Date: 9/1/17 (Retroactive)

**8. Home Instruction**

ID	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/Class	Effective Dates
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ID	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/Class	Effective Dates
157124	US History 1	HS	Kaiser, Heather	Kaiser, Heather	2	2	4	9/13/17-9/28/17 (Retroactive)
157124	Lab Chemistry	HS	Mohammed Patrick	Milan, Gregory	2	2	4	9/13/17-9/28/17 (Retroactive)
157124	Geometry	HS	Provines, Effie	Provines, Effie	2	2	4	9/13/17-9/28/17 (Retroactive)
157124	English 2	HS	Moller, Jennifer	Kaiser, Heather	2	2	4	9/13/17-9/28/17 (Retroactive)

Account # 11-150-100-101-11-0000-1

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

Name	School	Activity	Position	2016/2017 Step/Stipend Pending MAREA Negotiations	Effective Date
<b>Extra-Curricular Activities</b>					
TBD Replacing R. Dubina	HS	Softball	Head Coach Girls #11-402-100-100-11-0000-2	Step-TBD Stipend-TBD	2017/2018 School Year
TBD Replacing M. Pelkey	HS	Basketball	Assistant Coach Boys #11-402-100-100-11-0000-2	Step-TBD Stipend-TBD	2017/2018 School Year
TBD	HS	Football	Assistant Coach #11-402-100-100-11-0000-2	Step-TBD Stipend-TBD	2017/2018 School Year
TBD Replacing J. McKurth Leave of Absence	HS	Dance	Head Coach (Per Season) Winter #11-402-100-100-11-0000-2	Step-TBD Stipend-TBD	2017/2018 School Year
TBD Replacing J Moller Replacing R Moller	HS	Advisor	History & Government Club #11-402-100-100-11-0000-2	\$2,540.00	2017/2018 School Year
TBD	HS	Aide	One to One #11-402-100-100-11-0000-2	Hourly Per Diem	2017/2018 School Year
TBD	HS	Vocal Director	Spring Musical Production #11-402-100-100-11-0000-2	\$3,340.00	2017/2018 School Year
TBD Replacement Position October – December M. Craparo Leave of Absence	HS	Co-Advisor	Student Council #11-402-100-100-11-0000-2	\$2,509.50 (Pro-rated)	2017/2018 School Year
TBD	MA	Advisor	African-American Student Union #11-401-100-100-11-0000-3	\$1,320.00	2017/2018 School Year
TBD	MA	Advisor	Math Club #11-401-100-100-11-0000-3	\$1,320.00	2017/2018 School Year
TBD Replacing L Viel Retirement	MA	Director	Spring Musical Production #11-401-100-100-11-0000-3	\$6,100.00	2017/2018 School Year
TBD	CL	Advisor	Peer Buddy #11-401-100-100-11-0000-1	\$1,830.00	2017/2018 School Year
TBD Replacing M Johannesen Transfer	LR	Manager	Book Room #11-401-100-100-11-0000-1	\$1,130.00	2017/2018 School Year
TBD Replacing M Sloan Transfer	LR	Co-Advisor	Peer Buddy #11-401-100-100-11-0000-1	\$915.00	2017/2018 School Year



TBD Replacing J Emili	LR	Advisor	Yearbook Club #11-401-100-100-11-0000-1	\$1,130.00	2017/2018 School Year
<b>Hourly Activities</b>					
TBD	HS	Monitor (2)	After School Detention #11-421-100-178-11-0000-6	\$25.00/Hour	2017/2018 School Year
TBD	HS	Instructor	Strength & Condition Weight Training Winter #11-402-100-100-11-0000-2	\$25.00/Hour	2017/2018 School Year
TBD	HS	Instructor	Strength & Condition Weight Training Spring #11-402-100-100-11-0000-2	\$25.00/Hour	2017/2018 School Year
TBD	HS	Instructor	Tutorial Program Basic Skills #11-421-100-178-11-0000-6	\$35.00/Hour	2017/2018 School Year
TBD	HS	Aide	High School Challenger Team Program #11-402-100-100-11-0000-2	Hourly Per Diem	2017/2018 School Year
TBD	LR	Aide	One to One #11-421-100-178-11-0000-3	Hourly Per Diem	2017/2018 School Year
TBD	MA	Instructor	Tutorial Program LLD #11-421-100-178-11-0000-5	\$35.00/Hour	2017/2018 School Year
TBD	MA	Substitute Instructor	Tutorial Program LLD #11-421-100-178-11-0000-5	\$35.00/Hour	2017/2018 School Year
TBD	MA	Aide	One to One #11-421-100-178-11-0000-5	Hourly Per Diem	2017/2018 School Year
TBD	CL	Aide	One to One #11-421-100-178-11-0000-2	Hourly Per Diem	2017/2018 School Year
TBD	CL	Substitute Instructor	Tutorial Program ESL #11-421-100-178-11-0000-2	\$35.00/Hour	2017/2018 School Year

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

**VIII. FINANCE/TRANSPORTATION**

Mr. Ferreira reviewed the Finance/Transportation Agenda on which the Board will take action at the October 23, 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:

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

Policy #6470 Payment of Claims

<b>September 2017, Payroll</b>	\$3,520,621.53
<b>October 2017, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

**2. Transfer of Funds for September 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 **September 2017** as presented.

**3. S-1701 Reporting for September 2017**

Board Secretary Report for **September 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 **September 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 **September 30, 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

October 23, 2017  
Date

**4. Approval of a Lease Purchase Contract for Multifunctional Copiers**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education in accordance with N.J.A.C. 5:34-7.29 (c) approve a lease purchase contract for new multifunctional copiers under NJ State Contract A51464, Line Item 00002 “Lease/Purchase” with Atlantic Business Products of 134 West 26<sup>th</sup> Street, New York, NY. The contract lease will be for **TBD** years to provide **TBD** multifunctional copiers and cost recovery software at a monthly cost of **\$TBD** or an annual cost of **\$TBD**.

**Rationale:** The district will receive **TBD** new copiers and anticipate an annual savings of **\$TBD**.

**5. Establishment of Memorandum of Agreement with Business Community to Provide Intern Opportunities to High School Seniors**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Memorandum of Agreement between the Matawan-Aberdeen Regional School District and the Business Community to provide intern opportunities to the following high school seniors:

<b>Student ID</b>
<b>TBD</b>

With the following organizations:

<b>TBD</b>
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**6. Resolution Approving Professional Development/Coach Services Contract – RFP 18-03**

On October 10, 2017 at 2:00 PM, **TBD** proposal for Professional Development/Coach Services was received from the following:

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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:

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Purpose of Contract: **TBD**

Evaluation Process:

The respondents’ proposals were reviewed and evaluated by the following Evaluation Committee:  
 Mr. John Bombardier, Assistant Superintendent of Curriculum & Instruction  
 Ms. Darlene Gallagher, Confidential Secretary  
 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
I.	Technical Criteria A. Description of Services	40
II.	Management Criteria A. Business Management B. Qualifications; Relevant Experience	40
III.	Cost Criteria A. Fee Proposal	20

Selection of Vendor: **TBD**

The term of contract will be from November 1, 2017 through June 30, 2018.

Total estimated contract amounts as follows:

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

**7. Resolution Approving Everyday Math Consultant Services Contract – RFP 18-04**

On October 10, 2017 at 1:00 PM **TBD** proposal for Everyday Math Consultant Services was received from the following:

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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 Everyday Math Consultant Services as follows:

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Purpose of Contract: **TBD**

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

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:

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
I.	Technical Criteria A. Description of Services	60
II.	Management Criteria A. Business Management B. Qualifications; Relevant Experience	30
III.	Cost Criteria A. Fee Proposal	10

Selection of Vendor: **TBD**

The term of contract will be from November 1, 2017 through June 30, 2018.

Total estimated contract amounts as follows:

GAAP Account #: 20-270-200-320-00-0000-0 Contract not to exceed \$20,800

**8. Acceptance of the Rutgers Grant (2017/18)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the acceptance of the of the Building a Culture of Health in Communities Across NJ grant in the amounts of Community Involvement - \$10,000 and Child Nutrition - \$9,445 for a total amount of \$19,455 for the 2017/18 school year.

**9. Change Order #1 – HVAC Replacement Systems at Four District Schools**

<b>Contract</b>	HVAC Replacement Systems at Four District Schools – FVHD 4804B	
<b>Contractor</b>	Comfort Mechanical Corp	
<b>Change Order #</b>	1	
<b>Amount</b>	\$11,691.77	-\$11,691.77
<b>Description</b>	Decrease – unused allowance at Cliffwood Elementary School	-\$15,000.00
	Increase – installation of three (3) new roof curbs for exhaust fans	\$3,308.23
	Total for Change Order # 1	<b>-\$11,691.77</b>

**10. Approval of Dual Use of Educational Space for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve submission of the annual application to the Executive County Superintendent for Monmouth County, to elect for the 2017/18 school year for the dual use of Room **TBD** at the **TBD** School to be used simultaneously for both **TBD**. As required by code, instruction will be separated by placement of a divider in each room.

**11. Routine Travel Reimbursement for 2017/18**

Policy: # 6471 School District Travel

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education pursuant to Travel policy # 6471, approve the following staff for travel related to routine business for the 2017/18 school year:

Name	Position	Total
Mona Tobia	Director of Curriculum & Instruction Pre-K-5	\$1500

**12. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during September 2017:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Fire Drill	9/28/17 @ 2:15 pm
Cambridge Park Pre-school	Evacuation	9/20/17 @ 9:22 am
Strathmore Elementary School	Fire Drill	9/15/17 @ 10:00 am
Strathmore Elementary School	Lock Down	9/25/17 @ 10:00 am
Cliffwood Elementary School	Fire Drill	9/11/17 @ 10:00 am
Cliffwood Elementary School	Evacuation	9/25/17 @ 11:48 am
Lloyd Road Elementary School	Fire Drill	9/8/17 @ 9:05 am
Lloyd Road Elementary School	Active Shooter	9/13/17 @ 1:40 pm
Matawan-Aberdeen Middle School	Fire Drill	9/7/17 @ 8:45 am
Matawan-Aberdeen Middle School	Evacuation	9/8/17 @ 1:30 pm
Ravine Drive Elementary School	Fire Drill	9/8/17 @ 2:15 pm
Ravine Drive Elementary School	Evacuation	9/8/17 @ 11:35 am
Matawan Regional High School	Fire Drill	9/8/17 @ 1:30 pm
Matawan Regional High School	Evacuation	9/12/17 @ 9:15 am

**B. TRANSPORTATION**

1. The following bus evacuation drills occurred as follows:

School	Date	Location	Supervised by
Matawan Regional High School	10/5/17	Bus Driveway for all routes	Vice Principal Mike Wells
Matawan-Aberdeen Middle School	9/18/17	Bus Driveway for all routes	Principal Aaron Eyler
Lloyd Road Elementary School	10/3/17	Bus Driveway for all routes	Principal Joe Jerabek
Ravine Drive Elementary School	10/5/17	Bus Driveway for all routes	Principal Pat Janover
Strathmore Elementary School	10/3/17	Bus Driveway for all routes	Principal Kelly Bera
Cliffwood Elementary School	10/6/17	Bus Driveway for all routes	Principal Mark Van Horn
Cambridge Park Pre-school	<b>TBD</b>	Bus Driveway for all routes	<b>TBD</b>

**2. Award of Joint Transportation Routes for the 2017-2018 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Joint Transportation Routes for the 2017/18 school year with Matawan-Aberdeen Regional School District as the Joiner District.

Rte #	Destination	Host	Joiner	# of Days	Joiner Per Diem	Eff Dates	Estimated Cost
E7115	New Road/Parlin	MOESC	MARSD	180	<b>TBD</b>	9/1/17-6/30/18	<b>TBD</b>
5462	Collier HS/MS	MOESC	MARSD	180	<b>TBD</b>	9/1/17-6/30/18	<b>TBD</b>
4250	Search Day School	MOESC	MARSD	182	<b>TBD</b>	9/1/17-6/30/18	<b>TBD</b>
6090	Honor Ridge Academy	MOESC	MARSD	185	<b>TBD</b>	9/1/17-6/30/18	<b>TBD</b>
7039	Center for LLL/Middlesex ESC	MOESC	MARSD	185	<b>TBD</b>	9/1/17-6/30/18	<b>TBD</b>

Rte #	Destination	Host	Joiner	# of Days	Joiner Per Diem	Eff Dates	Estimated Cost
6349	Collier HS/MS	MOESC	MARSD	180	TBD	9/1/17-6/30/18	TBD
6352	Center School/Somerset	MOESC	MARSD	185	TBD	9/1/17-6/30/18	TBD
7003	Bridge Academy	MOESC	MARSD	180	TBD	9/1/17-6/30/18	TBD
1011	CPC Adolescent	MOESC	MARSD	183	TBD	9/1/17-6/30/18	TBD
1095	CPC/Elementary	MOESC	MARSD	183	TBD	9/1/17-6/30/18	TBD
6022	Deron School	MOESC	MARSD	180	TBD	9/1/17-6/30/18	TBD
7006	Academy Learning Center	MOESC	MARSD	185	TBD	9/1/17-6/30/18	TBD
6047	CCMCO	MOESC	MARSD	182	TBD	9/1/17-6/30/18	TBD
7021	Newgrange School	MOESC	MARSD	184	TBD	9/1/17-6/30/18	TBD

**Rationale:** Routes are required to transport Special Education students for 2017/18 School year.

**3. Award of Transportation Out of District Routes for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Out of District Routes for the 2017/18 school year.

Destination	Route	# of Days	Eff Dates
Shuttle Runs (VOCS) (am)	62,67,69,75	180	9/6/17-6/30/18
MAST	67	180	9/6/17-6/30/18
Allied Health/Communication HS	75	180	9/6/17-6/30/18
ALPS	75	180	9/6/17-6/30/18
High Tech/Bio-Tech/Career Center	69	180	9/6/17-6/30/18
Career Center (am)	53	180	9/6/17-6/30/18
Career Center midday (food services)	51	180	9/6/17-6/30/18
Extra-curricular/Field Trips/Athletics'	61	180	9/6/17-6/30/18
SLE'S/REACH	2 van's per day	180	9/6/17-6/30/18
CVR	75 5 x a week	180	9/6/17-6/30/18
Child Care & Development Lab (HS)	Tuesday/Thursday	180	9/6/17-6/30/18

**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. Ms. Gentile abstained from the travel portion of the agenda.

**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.

**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 September 25, 2017.

Incidents Reported	Confirmed HIB Incidents
1	1

**2. Appointment**

Name	Loc	Position	Step	Salary/Stipend	#Int	Replace Reason	Effective Dates
Surina, Joseph	CO	Substitute Operations & Maintenance Mechanic	N/A	\$15.00/Hour	4	New Position	10/10/17-6/30/18
Henriques, Liliana	MA	Teacher of Language Arts Replacement Position	Step C-01	\$49,190.00 Pending MAREA Negotiations	1	Gregg (Leave of Absence)	11/1/17-11/30/17 Amended dates previously BOE approved 8/21/17
Naguib, Magy	CL	Elementary Teacher Kindergarten	Step C-06	\$56,640.00 Pending MAREA Negotiations	4	New Position	12/11/17-6/30/18 or sooner, may be held 60 days

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

**3. Staff Array Changes**

Name	Loc/Fte	Current Assignment	Loc/Fte	New Assignment	Effective Date
Yacovelli, Cynthia	CO-1.00	Central Office Registration	LR-1.00	Principal Secretary	10/10/17-6/30/18
Luciano, Melinda	LR-1.00	Principal Secretary	CO-1.00	Central Office Registrar/Central Office Receptionist	10/10/17-6/30/18

**4. Job Descriptions**

- Central Office Registrar/Central Office Receptionist
- Athletic Trainer
- Substitute Mechanic

**5. Extra-Curricular/Hourly Activities**

Name	School	Activity	Position	2016/2017 Step/Stipend Pending MAREA Negotiations	Effective Date
Sa, Joanna Replacing S Kish	Hs	Instructor	Tutorial Program Mathematics #11-421-100-178-11-0000-6	\$35.00/Hour	2017/2018 School Year
Borchers, Sheri	Hs	Instructor	Tutorial Program Biology #11-421-100-178-11-0000-6	\$35.00/Hour	2017/2018 School Year

**XI. UNFINISHED BUSINESS**

None

**XII. NEW BUSINESS**

- A Board Member gave an update on the Transportation Committee.
- A Board Member requested clarification on flag protocol.

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

None

**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 20 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. Nappi that the Board convene in Executive Session and approved by a unanimous voice vote at 8:22 pm.

The Board returned to Open Session at 8:55 pm.

**XV. ADJOURNMENT**

On a motion by Ms. Nappi seconded by Ms. Esposito and a unanimous roll call vote the Board adjourned the meeting at 8:56 pm.

Respectfully submitted,

Alex Ferreira  
School Business Administrator/Board Secretary



**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
OCTOBER 9, 2017**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Alvarez, Rachel	LR	10/11/2017	SRI & ETTC Galloway, NJ	SRI & ETTC I&RS One Day Team Training	\$178.00*	\$44.26*	\$0.00	\$0.00	\$0.00	\$222.26*	NO
Kinsella, Kristen	LR	10/11/2017	SRI & ETTC Galloway, NJ	SRI & ETTC I&RS One Day Team Training	\$178.00*	\$29.26*	\$0.00	\$0.00	\$0.00	\$207.26*	NO
Rawls-Dill, Elford	CO	10/18/2017	Junior Achievement Center of New Jersey Edison, NJ	Junior Achievement of New Jersey Revised Financial Literacy Curriculum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Gentile, Kathy	CO	10/23/2017, 10/24/2017, 10/25/2017, 10/26/2017 revised dates & totals previously approved 5/22/2017	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00***	\$56.17***	\$70.00***	\$297.00***	\$289.00***	\$812.67***	NO
Barry, Tara	RD	10/24/2017	Kean University Union, NJ	New Jersey Literacy Consortium Authentic Forms of Literacy Assessment	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	YES
Brannick, Krysten	RD	10/24/2017	Kean University Union, NJ	New Jersey Literacy Consortium Authentic Forms of Literacy Assessment	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	YES

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
OCTOBER 9, 2017**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Lenihan, Christine	RD	10/24/2017	Kean University Union, NJ	New Jersey Literacy Consortium Authentic Forms of Literacy Assessment	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	YES
Preiser, Sheryl	ST	10/24/2017	Kean University Union, NJ	New Jersey Literacy Consortium Authentic Forms of Literacy Assessment	\$149.00**	\$14.26**	\$0.00	\$0.00	\$0.00	\$163.26**	YES
Smith, Meredith	ST	10/24/2017	Kean University Union, NJ	New Jersey Literacy Consortium Authentic Forms of Literacy Assessment	\$149.00**	\$13.83**	\$0.00	\$0.00	\$0.00	\$162.83**	YES
Hillyer, Patricia	MS	10/24/2017	Princeton Marriott Forrestal Village Princeton, NJ	New Jersey Science Teachers Association Convention	\$190.00*	\$12.40	\$0.00	\$0.00	\$0.00	\$202.40*	YES
Reynolds, Dustin	MS	10/24/2017	Princeton Marriott Forrestal Village Princeton, NJ	New Jersey Science Teachers Association Convention	\$190.00*	\$8.80*	\$0.00	\$0.00	\$0.00	\$198.80*	YES
Basirico, Angela	ST	10/27/2017	Hyatt Regency New Brunswick, NJ	Rutgers Center for Literacy Development 50th Annual Conference on Reading & Writing	\$180.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$180.00*	YES

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
OCTOBER 9, 2017**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Leslie, Kathryn	MS	11/1/2017, 11/2/2017	Middlesex County College Edison, NJ	New Jersey Department of Education and ESL Office Leading Schools for ELL Achievement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Barry, Tara	RD	12/7/2017	Kean University Union, NJ	New Jersey Literacy Consortium Dynamic Teaching for Deeper Reading: Shifting to a Problem-Based Approach	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	YES
Brannick, Krysten	RD	12/7/2017	Kean University Union, NJ	New Jersey Literacy Consortium Dynamic Teaching for Deeper Reading: Shifting to a Problem-Based Approach	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	YES
Lenihan, Christine	RD	12/7/2017	Kean University Union, NJ	New Jersey Literacy Consortium Dynamic Teaching for Deeper Reading: Shifting to a Problem-Based Approach	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	YES
Preiser, Sheryl	ST	12/7/2017	Kean University Union, NJ	New Jersey Literacy Consortium Dynamic Teaching for Deeper Reading: Shifting to a Problem-Based Approach	\$149.00**	\$14.26**	\$0.00	\$0.00	\$0.00	\$163.26**	YES
Smith, Meredith	ST	12/7/2017	Kean University Union, NJ	New Jersey Literacy Consortium Dynamic Teaching for Deeper Reading: Shifting to a Problem-Based Approach	\$149.00**	\$13.83**	\$0.00	\$0.00	\$0.00	162.83**	YES

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
OCTOBER 9, 2017**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Eyler, Aaron	MS	12/8/2017, 3/23/2018	NJPSA Monroe Twp., NJ	NJPSA State Council & Annual Legislative Meeting	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Alvarez, Rachel	LR	12/21/2017, 3/15/2018, 6/14/2018	MCHHS Freehold, NJ	Monmouth County Traumatic Loss Coalition County Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
									<b>TOTAL</b>	\$3,369.57	
*Amount being charged to Account #11-000-221-580-04-0000-1											
**Amount being charged to Account #20-270-200-500-11-0000-0											
***Amount being charged to Account #11-000-230-585-11-0000-0											
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$1,540.50											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											