

**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 September 11, 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
	Dr. Jeff Delaney	Ms. Allison Friedman
	Ms. Tara Martinez	

Absent: Mr. Weymouth Brittingham, Ms. Joelle Nappi

Also Dr. Joseph Majka, Superintendent of Schools

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

Ms. Gentile asked for a moment of silence for:

- The Middle School student that had an accident
- Those lost on September 11, 2001
- Those impacted by hurricanes Harvey and Irma

**V. SUPERINTENDENT’S REPORT**

- Dr. Majka thanked all who have made the start of the school year successful

**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 September 25, 2017 Regular Action Meeting.

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

**B. OTHER**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following district field trips for the 2017 – 2018 school year:

Raritan Valley College, Black College Week	New York City Theaters
Brookdale Community College – Early Bird Registration	New York City/Newark Museums
Princeton University, Young Women’s Conferences	Community Bank/Business Visits
Performing Arts Academy Trips	Local Fire Houses/Parks/Orchards/Beaches
Huskie Ambassador Program	Frog Hallow Swim & Tennis Club
Pillar Yearbook Trip	Marlboro Swim Club
Science Bowl Competitions	Cateria Camp Grounds
Jersey Shore Makerfest, Toms River, NJ	Monmouth Battle Field State Park
Insectropolis, Toms River, NJ	Burrowes Mansion, Matawan, NJ
Middle School Academic Challenge Competitions	Jenkinson’s Aquarium
Jazz/Marching Band/Winterguard/Chorus Competitions	Extreme Circus, Trenton, NJ
PNC Art Center	Six Flags Great Adventure Trips
Monmouth University Student Symposium	

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following observation and evaluation rubrics for the 2017-2018 school year:

1. *School Psychologist Evaluation Rubric*
2. *School Social Worker Evaluation Rubric*
3. *LDT-C Evaluation Rubric*
4. *Occupational Therapist Evaluation Rubric*
5. *School Speech Therapist Evaluation Rubric*
6. *Behavior Specialist Rubric*

**Rationale:** The TEACHNJ Act requires the implementation of educator evaluation systems. Districts must comply with all elements of TEACHNJ as well as all other statutory requirements. Given that roles such as educational services staff, counselors, and other specialists have varied job descriptions in districts across the state, the creation of common evaluation practice instruments is difficult. As a result, the New Jersey Department of Education will continue to provide school districts with great latitude in evaluating staff members in these roles. Districts can choose to continue existing practice, adopt or adapt instruments from instrument providers, or create their own.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following teachers for their participation and compensation in a 5 hour Curriculum

Professional Development Workshop that took place on August 10, 2017 with Rene Schillinger, Educational Consultant.

<b>Ravine Drive</b>
Tara Barry
Vanessa Dawson
Christine Lenihan
Joanne Sullam

**Rationale:** This professional development workshop provided targeted training for elementary curriculum designers.

**Cost:** \$600.00

**Account #:** Title II-A

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the annual updated 2017 – 2018 Student Code of Conduct for the Matawan Aberdeen Middle School.

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

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve an opportunity for up to ten middle and high school students to attend the Annual Middle and High School Student Leadership Forum, as part of our district membership in the Central Jersey Consortium for Excellence and Equity, (CJCEE) at Monmouth University in West Long Branch, NJ on October 11, 2017 and June 4, 2018 from 9 a.m. to 2 p.m. Students will be accompanied by school counselors, Kathy Feen and Harvey Leuin, as well as at least one district administrator.

**Rationale:** Selected students in grades 7-12 will develop skills of awareness, knowledge, and empathy of the disparities and access within their respective districts. Additionally, students will develop leadership skills that will empower them to take action and promote advocacy. Students will spend the academic year promoting awareness for and within their student body. They will become social justice advocates within school and initiate change from a student-directed perspective. As a culminating activity, they will reconvene at the June 4, 2018 event and discuss what they implemented throughout the year in their own schools including their struggles and challenges, positives and achievements, as well as the outcomes they experienced. Goal #3, Objective 3: Maintain an inclusive environment that celebrates differences and diversity.

**Cost:** \$1,000.00

**Account #:** 11-000-270-162-11-0000-5

**C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the agreement with the following providers for the 2017 – 2018 school year on an as needed bases:

**\*ITG Innovative Therapy Group**

<b>Specialty</b>	<b>Rates</b>
Speech-Language Pathologist	\$67.00 - \$72.00/hr.
Occupational Therapist	\$70.00/hr.
Physical Therapist	\$79.00/hr.
School Psychologist	\$60.00/hr.
School Social Worker	\$55.00/hr.
Learning Disability Consultant (LDTC)	\$62.00/hr.
Board Certified Behavior Analyst (BCBA)	\$90.00/hr.

Board Certified Assistant Behavior Analyst (BCaBA)	\$70.00/hr.
Sign Language Interpreter	\$50.00/hr.
Teacher’s Aide	\$24.00 - \$27.00/hr.

**VII. PERSONNEL**

Mr. Bombardier reviewed the Personnel Agenda to include Walk-in items: Job Description of Interim Personnel Manager and appointment of Instructional Assistant, also there is a revision to an appointment salary. Mr. Bombardier requests that the Board take action this evening on Action Items 1, 2, and 3 and Walk-in Items 2 and 3. The remainder of the items will be presented for action at the September 25, 2017 Regular Action Meeting.

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

**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
Cotter, Shawn	CO	Maintenance Mechanic	Retirement	9/1/1988	12/1/2017
Dulak, Martin	MA	Instructional Assistant Special Education	Resignation	4/29/2014	8/18/2017 (Retroactive)
Guidie, Darla	CO	Payroll/Benefits Manager	Rescission	7/1/2010	8/31/2017 (Retroactive)
Jones, Hazel	CO	Transportation Assistant	Retirement	9/18/2001	12/1/2017
Vaccaro, Michael	HS	Hallway Safety & Security Monitor	Resignation	9/28/2015	8/23/2017 (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
Badaleменти, Elaine	CO	Accountant/ Purchasing Supervisor	Medical Leave	With Pay	9/18/17-10/11/17
			Medical Leave	Without Pay	10/12/17-12/18/17 (Retroactive)
Bartolotta, Geena	CO	Bus/Van Driver	Maternity Leave Disability Phase	With Pay	9/25/17-10/25/17
			Maternity Leave Disability Phase	Without Pay	10/26/17-11/27/17
			Child Care Phase FMLA	Without Pay	11/28/17-1/12/18 (Retroactive)
Craparo, Michael	HS	Teacher of Social Studies	FMLA	Without Pay	10/23/17-12/14/17
Jones, Hazel	CO	Transportation Assistant	Medical Leave	Without Pay	9/1/17-11/30/17 (Retroactive)
Maglione, Allison	CL	Elementary Teacher	Maternity Leave Disability Phase	With Pay	10/23/17-1/3/18
			Child Care Phase FMLA	Without Pay	1/4/18-3/23/18
Preuss, Rosalie	LR	School Nurse	Personal Leave	Without Pay	11/8/17

Name	Loc	Position	Type of Leave	With/ W/O Pay	Effective Dates
Wangen, Georgette Amended Dates Previously Approved 06/19/2017	MA	Teacher of Mathematics	Maternity Leave	With Pay	9/1/17-11/10/17
			Disability Phase		
			Child Care Phase FMLA	Without Pay	11/13/17-2/9/18
			Personal Leave	Without Pay/Without Benefits	2/12/18-3/8/18 (Retroactive)
Turley, Rosemarie	HS	Teacher of Science Biology	Medical Leave	With Pay	9/1/17-9/29/17 (Retroactive)
Nielson, Jenny	CO	Transportation Assistant	Maternity Leave	With Pay	9/5/17-10/13/17 (Retroactive)
Jennings, Casey Amended Dates Previously Approved 04/24/2017	ST	LLD	Maternity Leave	With Pay	5/30/17-9/8/17
			Disability Phase		
			Child Care Phase FMLA	Without Pay	9/9/17-12/1/17
			Personal Leave	Without Pay/Without Benefits	12/2/17-6/22/18 (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
TBD	CO	Transportation Assistant	TBD	TBD Pending MRTA Negotiations	TBD	Dela Rosa Hona (Transfer)	9/1/17-6/30/18
TBD	CL	Elementary Teacher Kindergarten	TBD	TBD Pending MRTA Negotiations	TBD	New Position	9/1/17-6/30/18
TBD	CP	Instructional Assistant Special Education P/T	TBD	TBD Pending MRTA Negotiations	TBD	New Position	9/1/17-6/30/18
TBD	CP	Instructional Assistant Special Education P/T	TBD	TBD Pending MRTA Negotiations	TBD	New Position	9/1/17-6/30/18

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

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

<b>Category</b>	<b>Account Number</b>
<b>Principal</b>	<b>11-000-240-320-02-0000-0</b>

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

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

<b>Mentoring Teacher</b>	<b>Subject</b>	<b>Location</b>
Wegrzyn, Louise	U S History	HS

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. Salary Adjustments – MRTA 2017-2018 School Year**

<b>Name</b>	<b>Loc/Position</b>	<b>From Degree Step/Salary</b>	<b>To Degree Step/Salary</b>	<b>Institution</b>
TBD				

Rationale: Additional College Credits/Degrees Earned

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

Account: Contractual Salaries - Effective Date: 09/01/2017 (Retroactive)

**7. Affirmative Action Team 2017/2018 School Year**

<b>Name</b>	<b>School</b>
Ferreira, Alex	District Affirmative Action Officer
Nicolaou, Tara	Team Member Cambridge Park/Central Office
Molinari, Ann	Team Member Cliffwood Elementary School
Biagianti, Mary	Team Member Lloyd Road Elementary School
Chodkiewicz, Beth	Team Member Matawan Aberdeen Middle School
Malave, Robert	Team Member Matawan Regional High School
Barry, Tara	Team Member Ravine Drive Elementary School
Small, Alexandra	Team Member Strathmore Elementary School

Rationale: As per N.J.A.C.6A:7-15, each District Board of Education shall annually form an Affirmative Action Team to conduct a needs assessment and to assist the affirmative action officer with the Comprehensive Equity Plan.

Cost: None Effective: 2017-2018 School Year

**8. Anti-Bullying Specialists 2017/2018 School Year**

<b>Name</b>	<b>School</b>
Eyler, Aaron	District Anti-Bullying Coordinator
Salsano, Jillien	School Specialist Cambridge Park Pre-School
Levine, Jamie	School Specialist Cliffwood Elementary School
Alvarez, Rachel	School Specialist Lloyd Road Elementary School
Feen, Kathy	School Specialist Matawan Aberdeen Middle School
Leuin, Harvey	School Specialist Matawan Regional High School
Danback, Barbara	School Specialist Ravine Drive Elementary School
Danback, Barbara	School Specialist Strathmore Elementary School

Account # 11-000-218-104-11-0000-1 Effective: 2017-2018 School Year

**9. Home Instruction**

I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/Class	Effective Dates
157171	Lab Biology	HS	Massimini, Geoffrey	Hodnicky, Helen	2	6	12	8/14/17-9/25/17 (Retroactive)
156100	Lab Biology	HS	Milan, Gregory	Olechnowicz, Jeffrey	2	4	8	8/30/17-9/27/17 (Retroactive)

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

**10. Home Instructor**

Name	Position	Location	Cost	Effective Date
Fiedler, Charnell	Instructional Assistant	Cambridge Park Pre School	Hourly Per Diem Rate	2017/2018 School Year

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

**11. High School Curriculum Guides**

Name	Position	Staff	Activity	Max Hours	Cost/Hour	Total Cost	Loc
Jackman, Neil	Math Teacher	1	Summer Curriculum Writing High School Math - Half Year Course Revisions Topics in Mathematics for 21st Century Careers	10 Hours	\$30	\$300	CO
Wegryzn, Louise (Replacing: R. Moller Previously approved 7/24/17)	AP US History	4	Update and align curriculum and pacing guides to align with 2014 NJ Student Learning Standards (NJSL) and QSAC requirements using Rubicon Atlas	15 Hours	\$30	\$450	CO

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

Name	Location	Activity	Effective Date
Servidio, Paul Dr.	HS	Cross Country Winter/Spring Track & Field	2017/2018 School Year

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

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

Name	School	Activity	Position	2016/2017 Step/Stipend Pending MRTA 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

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

**14. Staffing Array Changes 2017/2018 School Year**

Name	Loc/Fte	Assignment	Loc/Fte	Assignment	Eff. Date
Anzano, Albert	HS – 0.40 HS – 0.20 HS – 0.10 HS – 0.10 HS – 0.20	General Shop Woodworking Intro to General Shop Academy Engineering Basic Carpentry (Special Education)	HS – 0.60 HS – 0.20 HS – 0.10 HS – 0.10	General Shop Woodworking Intro to General Shop Academy Engineering	9/1/17-6/30/18 (Retroactive)

Name	Loc/Fte	Assignment	Loc/Fte	Assignment	Eff. Date
Barrett, Edward	HS – 0.40 HS – 0.40 HS – 0.20	World Cultures ICR World Cultures Resource Program US History I ICR	HS – 0.60 HS – 0.40	World Cultures ICR World Cultures Resource Program	9/1/17-6/30/18 (Retroactive)
Christathakis, Nicholas (Replacement Position)	HS – 0.40 HS – 0.20 HS – 0.20 HS – 0.20	English 3 Level I Foundations of LA Literacy English 4 Level 2 ICR Reach Reading/Writing for Careers	HS – 0.40 HS – 0.40 HS – 0.20	English 3 Level I Foundations of English English 4 Level 2	9/1/17-6/30/18 (Retroactive)
Friscia, Mary Jane	HS – 0.20 HS – 0.20 HS – 0.40 HS – 0.20	English I Resource Program English 2 ICR English 3 ICR Foundations of LA Literacy	HS – 0.40 HS – 0.20 HS – 0.40	English I Resource Program English 2 ICR English 3 ICR	9/1/17-6/30/18 (Retroactive)
Gallo, James	HS – 0.80 HS – 0.20	English I Level I English 4 Level 2	HS – 0.80 HS – 0.20	English I Level I English 4 Level 2 ICR	9/1/17-6/30/18 (Retroactive)
Mancuso, Kathleen	HS – 0.80 HS – 0.20	Read 180 Language Arts English I Resource Program	HS – 0.80 HS – 0.20	Read 180 Language Arts Reading/Writing for Careers	9/1/17-6/30/18 (Retroactive)
Mesko, Cindy	HS – 0.20 HS – 0.20 HS – 0.10 HS – 0.10 HS – 0.40	Academy Accounting/Accounting Academy Computer Applications Intro to Marketing Business Administration/Management Sports Marketing	HS – 0.20 HS – 0.20 HS – 0.10 HS – 0.40 HS – 0.10 HS – 0.10 O/L	Academy Accounting/Accounting Academy Computer Applications Business Administration/Mgmt. Sports Marketing Computer Applications S1 Computer Applications S2	9/1/17-6/30/18 (Retroactive)
Pickell, Lee	HS – 0.40 HS – 0.20 HS – 0.20 HS – 0.10 HS – 0.10	World Cultures ICR US History I ICR Oceanography ICR Geophysical Science ICR Forensic Science ICR	HS – 0.20 HS – 0.40 HS – 0.20 HS – 0.10 HS – 0.10	World Cultures ICR US History I ICR Oceanography ICR Geophysical Science ICR Forensic Science ICR	9/1/17-6/30/18 (Retroactive)
Longo, Andrea	LR - 0.60 HS - 0.40	In Class Resource/Pull Out Replacement English	LR - 0.60 HS - 0.40 LR - 0.20 O/L	In Class Resource/Pull Out Replacement English	9/1/17-6/30/18 (Retroactive)
Baldwin, Kelly	HS – 0.40 HS – 0.40 HS – 0.20	Algebra I ICR Geometry 10-12 ICR 21st Century Math & Financial Applications	HS – 0.20 HS - 0.40 HS – 0.20 HS – 0.20	Algebra I ICR Geometry 10-12 ICR 21st Century Math & Financial App. Reach Mathematical Applications	9/1/17-6/30/18 (Retroactive)
Zeppilli, Elizabeth	HS – 0.20 HS – 0.20 HS – 0.20 HS – 0.20 HS – 0.20	English 3 Resource Program English 4 Resource Program English 4 ICR English I ICR Reach Mathematical Application	HS – 0.20 HS – 0.20 HS – 0.20 HS – 0.20 HS – 0.20	English 3 Resource Program English 4 Resource Program English 4 ICR English I ICR Algebra I ICR	9/1/17-6/30/18 (Retroactive)

**15. Other**

Job Description - Title I Teacher

**VIII. FINANCE/TRANSPORTATION**

Mr. Ferreira reviewed the Finance/Transportation Agenda on which the Board will take action at the September 25, 2017 Regular Action Meeting.

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

**A. BUSINESS OPERATIONS**

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

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

Policy #6470 Payment of Claims



<b>August 2017, Payroll</b>	\$790,995.61
<b>September 2017, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

**2. Transfer of Funds for July and August 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 **July** and **August 2017** as presented.

**3. S-1701 Reporting for July and August 2017**  
 Board Secretary Report for **July** and **August 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 **July** and **August 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 **July 31** and **August 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

September 25, 2017  
 Date

**4. 2017/18 Every Student Succeeds Act (ESSA) Grant Funding of Staff Salaries**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Every Student Succeeds Act (ESSA) as the funding source for the following staff:

Staff Member	LOC	Job Title	UPC	%	Line Item	Total Salary
Barbara Wolf	LR	Basic Skills	LR.TCH.BASIC.SK.02	67%	20-231-100-101-11-0000-1	\$60,000
Barbara Wolf	LR	Basic Skills	LR.TCH.BASIC.SK.02	33%	11-230-100-101-11-0000-1	\$30,000
Brenda Adelson	LR	Basic Skills	LR.TCH.BASIC.SK.01	50%	20-231-100-101-11-0000-1	\$45,000
Brenda Adelson	LR	Basic Skills	LR.TCH.BASIC.SK.01	50%	11-230-100-101-11-0000-1	\$45,000
Forgie, Linda	LR	Basic Skills	RD.TCH.BASIC.SK.01	20%	20-231-100-101-11-0000-1	\$12,230
Forgie, Linda	RD	Basic Skills	RD.TCH.BASIC.SK.01	80%	11-230-100-101-11-0000-1	\$48,920
Colao, Racquel	LR	Basic Skills	LR.TCH.BASIC.SK.06	100%	20-231-100-101-11-0000-1	\$82,950
Gonzalez, Nicole	CL	Basic Skills	CL.TCH.BASIC.SK.01	33%	20-231-100-101-11-0000-1	\$18,880

Staff Member	LOC	Job Title	UPC	%	Line Item	Total Salary
Gonzalez, Nicole	CL	Basic Skills	CL.TCH.BASIC.SK.01	67%	11-230-100-101-11-0000-1	\$37,760
Vergaretti, Kathleen	CL	Basic Skills	CL.TCH.BASIC.SK.03	33%	20-231-100-101-11-0000-1	\$30,784
Vergaretti, Kathleen	CL	Basic Skills	CL.TCH.BASIC.SK.03	67%	11-230-100-101-11-0000-1	\$61,567

**Rationale:** Federal regulations require a board of education to list in the minutes the names of individuals and the funding source for their salaries.

**5. Tuition Contract Agreement with Monmouth County Vocational School District**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a Tuition Contract Agreement with Monmouth County Vocational School District. The term of this agreement will be from September 1, 2017 – June 30, 2018. There will be 50 Special Education students attending (45 Special Education students and 5 Shared-Time) and 67 General Education students (47 Regular Education Program, and 20 Shared-Time). Tuition costs:

Program	Annual Amount	Number of Students	Total
Academy of Allied Health & Science	\$6,360.00	13	\$82,680.00
Academy of Law & Public Safety	\$6,360.00	4	\$25,440.00
Biotechnology High School	\$6,360.00	6	\$38,160.00
Communications High School	\$6,360.00	10	\$63,600.00
Design Academy	\$6,360.00	0	\$0
High Technology High School	\$6,360.00	8	\$50,880.00
Marine Academy of Sci. & Tech.	\$6,360.00	6	\$38,160.00
Class Academy	\$6,040.00	0	\$0
Career Center	\$5,500.00	45	\$247,500.00
Shared-Time Special Education	\$860.00	5	\$4,300.00
Shared-Time Regular Education	\$860.00	20	\$17,200.00
		<b>Total</b>	<b>\$567,920.00</b>

**Cost:**             \$316,120.00                             **Account #:** 11-000-100-563-30-2701-0  
                           \$251,800.00                             **Account #:** 11-000-100-564-09-0000-0

**6. Acceptance of Non-Public Technology Initiatives Allocation**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the 2017/18 New Jersey Nonpublic School Technology Initiative Program allocation in the District total amount of \$6,290.00 with the nonpublic school allocation as follows:

Home Away From Home Academy             \$6,290.00  
 DISTRICT TOTAL                                     \$6,290.00

NONPUBLIC SCHOOL REQUEST(S) FOR TECHNOLOGY UNDER THE NJ NONPUBLIC TECHNOLOGY INITIATIVE PROGRAM

WHEREAS, the Matawan-Aberdeen Regional School District has consulted with the administrator of each of the participating nonpublic school(s) located within the Public School District; and

WHEREAS, the Matawan-Aberdeen Regional School District has advised the nonpublic school(s) regarding the limit of funds available for the provision of technology for the full-time pupils enrolled in the nonpublic school(s); and

WHEREAS, the Matawan-Aberdeen Regional School District is in agreement with the technology to be provided to the nonpublic school(s) within the limit of the funds that are available;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education approves the NJ Nonpublic School Technology Initiative Program Request Form(s) from the following nonpublic school(s):

Home Away From Home Academy	\$6,290.00
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AND BE IT FURTHER RESOLVED that the Board of Education approves the NJ Nonpublic School Technology Initiative Program Agreement will forward Certified Minutes of this Resolution with the Program Agreement to the Monmouth County Superintendent of Schools within the timelines set by the State DOE.

#### **7. Acceptance of the NJSIG Safety Grant (2017/18)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the acceptance of the safety grant from the New Jersey Schools Insurance Group (NJSIG) for the period July 1, 2017 through June 30, 2018 in the amount of \$**TBD**, and that the funds be appropriated to fund/program/function 20-001-200-610-11-0000-0 to offset the cost of the purchase of additional security cameras for the district.

#### **8. Approval of Rutgers Grant Application (2017/18)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission of the Building a Culture of Health in Communities Across NJ grant applications for the 2017/18 school year.

#### **9. Adoption of the Matawan-Aberdeen Regional School District Purchasing Manual**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the 2017/18 Matawan-Aberdeen Regional School District Purchasing Manual.

**Rationale:** The annually updated Purchasing Manual is provided to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et seq.;
- Board of Education Policy;
- NJ QSAC;
- Local Finance Notices (NJ Division of Local Government Services); and
- Other federal and state laws and codes.

It has been designed to achieve three goals:

- Follow the law and Board policy on purchasing;
- Promote efficiency in the purchasing practices; and
- Achieve savings of money through proper purchasing practices

#### **10. District Physician (RFP 18-01 and RFP 18-02) for the 2017/18 School Year**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) prepared the RFP specifications to secure District Physician for the 2017/18 School year (hereinafter the “Work”); and

WHEREAS, on May 24, 2017 and June 16, 2017, the Board subsequently solicited bid proposals for the Work and;

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

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby awards the contract pursuant to N.J.S.A. 18A:18A-5, the administration is directed to negotiate the services.

<b>Vendor</b>	Matthew J. Speesler, M.D.
<b>Contract</b>	RFP
<b>Amount</b>	\$7,000.00 annually pro-rated
<b>Account</b>	11-000-213-320-30-1402-0
<b>Effective Date</b>	September 1, 2017 (retroactive)

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

<b>Contract</b>	HVAC Replacement Systems at Four District Schools – FVHD 4804C	
<b>Contractor</b>	SMBA Construction LLC	
<b>Change Order #</b>	1	
<b>Amount</b>	\$6,500.00	
<b>Description</b>	Increase – Revisions to metal shelving in A Wing per FVHD proposed sketch to facilitate countertop conditions	\$6,500.00
	Total for Change Order # 1	\$6,500.00

**12. Lloyd Road Elementary School as an Emergency Shelter**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Home Away From Home Academy to use Lloyd Road School as their emergency shelter for the 2017/18 school year, per State School Safety requirements.

**13. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during August 2017:

<b>School Name</b>	<b>Security Drill Type</b>	<b>Date &amp; Time</b>
Cambridge Park Pre-school	Fire Drill	No Drill Required
Cambridge Park Pre-school		No Drill Required
Strathmore Elementary School	Fire Drill	8/1/17 @ 9:30 am
Strathmore Elementary School	Lock Down	8/14/17 @ 9:25 am
Cliffwood Elementary School	Fire Drill	No Drill Required
Cliffwood Elementary School		No Drill Required
Lloyd Road Elementary School	Fire Drill	No Drill Required
Lloyd Road Elementary School		No Drill Required
Matawan-Aberdeen Middle School	Fire Drill	8/2/17 @ 10:10 am
Matawan-Aberdeen Middle School	Shelter in Place	8/7/17 @ 10:00 am
Ravine Drive Elementary School	Fire Drill	No Drill Required
Ravine Drive Elementary School		No Drill Required
Matawan Regional High School	Fire Drill	8/16/17 @ 9:00 am
Matawan Regional High School	Lock Down	8/15/17 @ 2:45 pm

**B. TRANSPORTATION**

**1. Bus Repair Contract**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the repair work on Bus # 47 to Foley Inc. in the amount of \$11,581.

**2. Approval of In District Routes for the 2017/18 School Year**

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

Destination	Route	# of Days	Eff. Dates
HS	46,47,48,49,53,58,59,60,62,65,70,71	180	9/6/17-6/30/18
MAMS	46,47,48,49,53,58,59,60,62,65,70,71,74	180	9/6/17-6/30/18
Lloyd Rd	46,47,48,49,53,58,59,60,62,65,70,71,74	180	9/6/17-6/30/18
Cliffwood	47,49,55,58,60,65,72	180	9/6/17-6/30/18
Ravine Dr	46,48,62,71,74	180	9/6/17-6/30/18
Strathmore	53,59,67,69,70, Shamrock 405	180	9/6/17-6/30/18
Cambridge Park	51,55,72	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 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.

**PERSONNEL**

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

**1. Appointments**

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

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Bocchieri, Michelle	MA	Instructional Assistant Special Education	Step-01	\$19,630.00 + \$1,485.00 BA Stipend = \$21,115.00 Pending MRTA Negotiations	10	Dulak (Resignation)	9/5/17-6/30/18 (Retroactive)
Bommer, William	HS	Hallway Safety & Security Monitor	Step -01	\$19,630.00 + \$1,500.00 Experience Stipend @0.61% FTE = \$12,889.00 Pending MRTA Negotiations	5	Vaccaro (Resignation)	9/6/17 (Retroactive)
Dela Rosa Hona, Lara	CP	Instructional Assistant Special Education P/T	Step -05	\$23,305.00 + \$1,485.00 BA Stipend @ 89% FTE = \$22,063.10 Pending MRTA Negotiations	7	New Position	9/1/17-6/30/18 (Retroactive)
Miller, Anthony	HS	Instructional Assistant	Step -01	\$19,630.00 + \$805.00 AA Stipend = \$20,435.00 Pending MRTA Negotiations	3	Mellock (Resignation)	9/5/17-6/30/18 (Retroactive)
Philippi, Jennifer	CP	Teacher of Special Education Preschool Disabilities P/T	Step E-06	\$63,620.00 @ 50% FTE = \$31,810.00 Pending MRTA Negotiations	9	New Position	10/30/17-6/30/18 or sooner (Current District may hold 60 days)
Ryan, David	HS	Teacher of Art Replacement Position	Step C-01	\$49,190.00 Pending MRTA Negotiations	3	Aprilante (Leave of Absence)	10/23/17-3/28/18
Rechten, Michael	CO	Maintenance Mechanic (Replacement Position)	Step -01	\$42,700.00 Pending MRTA Negotiations	5	Cotter (Leave of Absence)	9/18/17-11/30/17 (Retroactive)
Morello, Melissa	CP	Instructional Assistant P/T	Step-01	\$19,630.00 @ 0.89% FTE = \$17,470.00 (Pro-rated) Pending MRTA Negotiations	7	New Position	9/12/17-6/30/18

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
Potter, Elena	Brookdale Community College	Hickey, Joann	CL – Elementary All Subjects Student Observer Fall 2017 Semester
Siller, Amanda	Monmouth University	Walliczek, Terri	RD – Elementary Music Student Teacher 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. 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 August 21, 2017.

<b>Incidents Reported</b>	<b>Confirmed HIB Incidents</b>
0	0

**4. Job Description – Interim Personnel Manager, Non-Affiliated**

**XI. UNFINISHED BUSINESS**

None

**XII. NEW BUSINESS**

- The Board to receive annual updates on grants
- Successful Middle School 6<sup>th</sup> grade orientation
- Upcoming review of NJSBA Strategic Plan for next 5 year period and volunteers wanted
- Upcoming presentation on Qualifications for Certified Board

**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 30 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 Mr. Ahearn that the Board convene in Executive Session and approved by a unanimous voice vote at 7:25 pm.

The Board returned to Open Session at 8:03 pm.

**PERSONNEL**

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

**Appointments**

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

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Venanzi, Thomas	CO	Interim Manager of Personnel	N/A	\$575.00 Per Diem	1	Walsh (Resignation)	9/18/17-12/31/17
Tobia, Mona	CO	Director of Curriculum and Instruction Pre K-5	Step-05	\$149,629.00 (Pro-rated)	32	Zitarosa (Transfer)	9/12/17-6/30/18

**XV. ADJOURNMENT**

On a motion by Ms. Esposito seconded by Mr. Ahearn and a unanimous roll call vote the Board adjourned the meeting at 8:04 pm.

Respectfully submitted,



Alex Ferreira  
School Business Administrator/Board Secretary





**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 11, 2017**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Orr, Daisy	LR	10/1/2017, 10/2/2017, 10/3/2017	Ocean Place Resort Long Branch, NJ	Art Educators of New Jersey Art, Looking Beyond	\$315.00*	\$35.88*	\$0.00	\$0.00	\$0.00	\$350.88*	YES
Palumbo, David	CO	10/10/2017	Double Tree Hotel Mt. Laurel, NJ	NJASBO Title 1 Requirements Under ESSA	\$100.00***	\$18.29***	\$0.00	\$0.00	\$0.00	\$118.29***	NO
Bacharde, Tiffany	RD	10/13/2017	The Somerset Double Tree Hotel Somerset, NJ	New Jersey Branch International Dyslexia Association Beyond Graphic Organizers: Strategies for Helping Struggling Writers	\$230.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00*	YES
Berman, Lauren	CL	10/13/2017	The Somerset Double Tree Hotel Somerset, NJ	New Jersey Branch International Dyslexia Association Beyond Graphic Organizers: Strategies for Helping Struggling Writers	\$230.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00*	YES
Black, Laura	MS	10/13/2017	The Somerset Double Tree Hotel Somerset, NJ	New Jersey Branch International Dyslexia Association Beyond Graphic Organizers: Strategies for Helping Struggling Writers	\$230.00*	\$14.75*	\$0.00	\$0.00	\$0.00	\$244.75*	YES
Silano, Susan	RD	10/13/2017	The Somerset Double Tree Hotel Somerset, NJ	New Jersey Branch International Dyslexia Association Beyond Graphic Organizers: Strategies for Helping Struggling Writers	\$230.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00*	YES

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
SEPTEMBER 11, 2017**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Bombarider, John	CO	10/12/2017, 11/14/2017, 12/13/2017, 2/27/2018, 4/17/2018	Ramada Plaza Monroe Twp., NJ	New Jersey Association of School Administrators One Day Seminars	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Bombardier, John	CO	10/19/2017, 10/20/2017	Ocean Place Resort Long Branch, NJ	NJPSA EMPOWER 2017 FEA/NJPSA/NJASCD Fall Conference	\$310.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00**	NO
Rawls-Dill, Elford	CO	10/19/2017, 10/20/2017	Ocean Place Resort Long Branch, NJ	NJPSA EMPOWER 2017 FEA/NJPSA/NJASCD Fall Conference	\$310.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$310.00**	NO
Rawls-Dill, Elford	CO	10/24/2017	Princeton Marriott Forrestal Princeton, NJ	New Jersey Science Convention Bringing 21st Century Science Skills to the Classroom	\$175.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00**	NO
Black, Laura	MS	10/26/2017	The Hilton Philadelphia, PA	Heinemann Professional Development "Strategies and Structure for Teaching Reading & Writing	\$249.00*	\$42.84*	\$0.00	\$0.00	\$0.00	\$291.84*	YES
Rawls-Dill, Elford	CO	1/18/2018	Learning Resource Center Trenton, NJ	New Jersey Department of Education Science Supervisor Technical Assistance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
									<b>TOTAL</b>	\$2,604.89	
*Amount being charged to Account #11-000-223-580-04-0000-0											
**Amount being charged to Account #11-000-221-580-04-0000-2											
***Amount being charged to Account #11-000-251-580-11-0000-0											
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$1,303.50											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											