

**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 June 19, 2017, Matawan Regional High School, 450 Atlantic Ave., Aberdeen, NJ.

**I. CALL TO ORDER**

President, Ms. Gentile called the Regular Action 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 (arrived at 7:04 pm)	Mr. Kenneth Aitken
	Mr. Weymouth Brittingham	Dr. Jeff Delaney
	Ms. Allison Friedman	Ms. Tara Martinez
	Ms. Joelle Nappi	

Absent:

Also Present: Dr. Joseph Majka, Superintendent of Schools  
Mr. Alex Ferreira, School Business Administrator/Board Secretary  
Mr. Brian Walsh, Director of Personnel  
Ms. Nelyda Perez, Director of Special Services  
Mr. John Bombardier, Director of K-12 Instruction and Evaluation  
Mr. David Rubin, Board Attorney  
Marielle Abel, Student Council Representative

**V. BOARD PRESIDENT’S REPORT**

Board President, Ms. Gentile made the following statements:

- Congratulations to all retirees, graduates and family members
- Thank you to Dr. Jones
- Congratulations to Dr. Majka on his contract renewal. Consistency and stability in his leadership have been a benefit to the district
- Enjoy the summer

**VI. SUPERINTENDENT’S REPORT**

- Dr. Majka presented recognition of retirees
- Ms. Gentile recognized the Student Representative
- Dr. Majka recognized the Lions Club for their eye screening program
- Mr. Gentile recognized Mr. Jerabek and Ms. Winther on Academic Bowl and their victory in the spring competition
- Dr. Majka introduced MAEF. There were presentations on grants and projects accomplished over the last year
- Dr. Majka introduced Mr. Van Horn to present the G&T Video presentation of “A Cliffwood KIND of Day”
- Mr. Hopkins, FVHD gave an update on referendum projects for Year 1
- Dr. Majka read a statement regarding the incidents at the high school over weekend of May 19<sup>th</sup>/May 20<sup>th</sup>

**VII. STUDENT REPRESENTATIVE’S REPORT**

- Strathmore – Relay for Life donation and donation for Denim Day
- Ravine Dr – Kindergarten celebration
- Cliffwood – Fun Day activities; Arts night with high school jazz band; class trips; Kindergarten celebration
- Lloyd Rd – Time Capsule event; Butterfly Garden and Promotion Ceremony
- Middle School – Hunger Games; Broadway Show Trips
- High School – Count Basie Awards – 15 nominations/6 awards; Kinder Transport Presentation; Congratulations to Athletes and Coaches and Prom and Graduation

There was a motion by Ms. Esposito seconded by Ms. Martinez to take a brief recess at 7:26 pm.

There was a motion by Mr. Ahearn seconded by Ms. Nappi to return to regular session at 7:36 pm.

**VIII. CURRICULUM AND INSTRUCTION**

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

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

**IX. PERSONNEL**

Mr. Walsh reviewed the Personnel Agenda on which the Board would take action.

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

Ms. Friedman commented on importance of continuity

**X. POLICY**

Mr. Walsh reviewed the Policy Agenda on which the Board would take action.

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

**XI. FINANCE/TRANSPORTATION**

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

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

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

None

**XIII. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

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

**A. TRAVEL**

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

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

**B. OTHER**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new course for the 2017 – 2018:

**Course Title:** Algebra 1 Foundations  
**Credits:** 2.5 credits (semester course)  
**School:** Matawan Regional High School  
**Department:** Mathematics

**Rationale:** This new course will provide targeted supplemental instruction to identified students from Math 8, or those who are currently taking Algebra 1. The first semester will be for students identified from Math 8. Following the first semester, students’ grades will be reviewed to determine placement for the second semester.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new textbooks for Global Humanities for the 2017-2018 school year:

- 1) *Mirrors & Windows*: Connecting with Literature – EMC Publishing – 2016
- 2) *American Pageant*, 16<sup>th</sup> Edition – Houghton Mifflin Harcourt - 2016

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

**Total Cost:** Mirrors & Windows - \$2,953.24 (+ S&H)    **Account #:** 11-190-100-640-04-0000-0  
American Pageant - \$4,529.70 (+ S&H)    **Account #:** 11-190-100-640-04-0000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract between the Matawan-Aberdeen Regional School District and Jillian Kreutzer and Diane Rodrick to provide *Sheltered Instruction Observation Protocol* (SIOP) Model training, including training on FABRIC, Data Analysis, and Effective Co-teaching to Support English Language Learners.

**Rationale:** State mandated training for ESL instructional compliance. The Sheltered Instruction Observation Protocol (SIOP) Model is a research-based and validated instructional model that has proven effective in addressing the academic needs of English learners throughout the United States.

**Total Cost:** \$3,600 (\$1200 per day; \$1,800 per presenter) **Account:** Title III

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following teachers for their participation and compensation in the *Sheltered Instruction Observation Protocol (SIOP)* Model, a professional development training workshop to take place on July 10-12, 2017.

Ravine Drive	Strathmore	Cliffwood	Lloyd Road	MAMS	MRHS
Jill Donovan Tara Barry Susan Pisano Christine Lenihan Carol Armanno Vishaka Kapadia	Wendy Riley Colleen Burden Melissa Cullen Jennifer Barsi Joni DeFillippo Gillian MacDonald Christina Kushwara Sheryl Preiser	Alycia Svenson Tara Goldheimer Nicole Saviano Allison Maglione Asma Alli Matthew O'Brien Charlene Butler Shannon Polakowski	Eve Caruso Cori Patterson Tracy Zwirko Peggy Winther Colin Donovan	Kerri Maltese Christine Monro Taylor Reinicke Carolina Garrett	Greg Milan Heather Kaiser Joanna Sa Jeffrey Olechnowicz Matthew Walsh Julia Melikhova

**Rationale:** This professional development workshop will train select K-12 ESL Homeroom Cluster Teachers and ESL staff on the *Sheltered Instruction Observation Protocol (SIOP)* Model

**Cost:** \$16,650.00 **Account #:** Title III

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract/proposal between Houghton Mifflin Harcourt and the Matawan-Aberdeen Regional School District to provide instructional materials and professional development training for the implementation of *Literacy by Design* at the Fourth and Fifth Grade level for the 2017-2018 school year.

**Rationale:** This purchase is based upon the recommendation of the Language Arts Committee and will support the implementation of the revised English Language Arts Curriculum at Fourth and Fifth grade for the 2017-2018 school year. *Literacy by Design* is a core literacy curriculum which features whole class interaction followed by differentiated small group instruction and shared connections followed by independent focus. A consistent instructional path ensures seamless reciprocity between Reading and Writing Workshop. This comprehensive, balanced literacy program is fully correlated to the Common Core State Standards and provides all the tools needed to inspire students through the art of active literacy.

**Cost for Professional Development (8 days):** \$29,600.00 **Account #:** 11-000-221-320-04-0000-0  
**Cost for Student and Teacher Materials:** \$88,771.72 **Account #:** 11-190-100-610-04-0000-2

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve *Houghton Mifflin Harcourt* as a provider of professional services and their Instructional Materials to support the English Language Arts pilot initiative for *Literacy by Design* in Grades Two and Three for the 2017-2018 school year.

**Rationale:** The Language Arts Committee recommends that the district conduct a pilot with three Second Grade teachers and three Third Grade teachers, representing each of the K-3 elementary schools (Cliffwood Elementary School, Ravine Drive Elementary School and Strathmore Elementary School) for the 2017-2018 school year. Houghton Mifflin Harcourt will provide professional services that are customized for *Literacy by Design* for Grades Two and Three. They will work with those teachers directly involved in the pilot to ensure that the program is being implemented with fidelity.

**Cost for Professional Development (5 days):** \$19,250.00 **Account#:**11-000-221-320-04-0000-0  
**Cost for Student and Teacher Materials:** \$12,927.42 **Account #:**11-190-100-610-04-0000-2

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the 2013 *Danielson Framework for Teaching (FfT)* as the teacher practice evaluation instrument for the 2017-2018 school year.

**Rationale:** New Jersey school districts are required to select a NJDOE approved teacher evaluation instrument as part of the AchieveNJ state mandate. This recommendation is based on input from the AchieveNJ local and district advisory committees, extensive training of staff in the Danielson Framework, and successful integration of the *FfT* into practice over the past two school years.

**Cost:** Included in the Realtime license

8. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the *Marshall Principal Practice Evaluation Instrument* for the 2017-2018 school year.

**Rationale:** New Jersey school districts are required to select an NJDOE approved principal practice evaluation instrument as part of the AchieveNJ state mandate. This recommendation is based on input from the AchieveNJ local and district advisory committees, administrator feedback, extensive training of administrators, and successful integration of the Marshall rubrics into practice over the past two school years.

9. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve renewal of the contract for *Performance Matters* for the 2017–2018 school year.

**Rationale:** Performance Matters is a web based student assessment and data management system. This system provides analytic tools that will allow the district staff to extract, sort, summarize and present selected data for the purposes of measuring and reporting on current student performance and predicting future performance. This contract includes access to the core data management system, scan engine and the online assessment platform.

**Cost:** NTE: \$36,000.00 **Technology Account #:** 11-000-218-390-07-0000-0

10. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve renewal of the contract for *Rubicon Atlas Curriculum Mapping Software* for the 2017–2018 school year.

**Rationale:** Atlas is a web-based, completely customizable application designed to manage the curriculum mapping process and facilitate collaboration among teachers across subjects, grades, schools, and districts. This software will support educators and administrators in making complex curriculum decisions in order to advance and improve the learning experience.

**Cost:** \$12,000.00 **Account #:** 11-190-100-610-04-0000-2

11. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its subscription with *Global Compliance Network, Inc.* (a.k.a. GCN Training) for unlimited online staff tutorials for a period of 12 months, from July 1, 2017 through June 30, 2018.

**Rationale:** GCN provides all staff and Board members access to over 125 online Professional Development tutorials, including nearly all of those mandated by the state and federal governments, reducing the need to hire and schedule trainers.

**Cost:** \$1,400.00 **Personnel Account #:** 11-000-223-320-02-0000-0

**12.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its subscription with *Discovery Education* (United Streaming) for a period of 12 months, from July 1, 2017 through June 30, 2018.

**Rationale:** Discovery Education offers interactive online learning opportunities for students and teachers using award-winning digital content, interactive lessons, real time assessment, virtual experiences, classroom contests & challenges, and professional development for all Pre-K-12 content areas.

**Cost:** \$16,150.00

**Account #:** 11-190-100-610-04-0000-2

**13.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with *BrainPop* for a period of 12 months, from July 1, 2017 through June 30, 2018.

**Rationale:** BrainPop provides students and staff with access to interactive lessons, assessments, videos and online simulations to support the implementation of the curriculum for all Pre-K-12 content areas. BrainPop creates animated, curricular content that engages students and supports individual, team, and whole-class learning. Brain Pop characters help teachers introduce new topics and illustrate complex concepts. Brain Pop also allows teachers and students to monitor and track their learning through online quizzes, game play, and activities.

**Cost:** \$7,146.00

**Account #:** 11-190-100-610-04-0000-2

**14.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the online subscription with *Reading A-Z* from July 1, 2017 through June 30, 2018.

**Rationale:** Reading A-Z provides guided reading material for grades K-5 to support small group instruction. The resources from Reading A-Z can be printed for at-home use by students.

**Cost:** \$949.50

**Account #:** 11-190-100-610-04-0000-2

**15.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with *Reflex Math* for a period of 12 months, from July 1, 2017 through June 30, 2018.

**Rationale:** *Reflex Math* is an adaptive online system that supports students in grades 1 through 8 to become fluent with their math facts.

**Cost:** NTE: \$15,000.00 (5 schools)

**Account #:** 11-190-100-610-04-0000-2

**16.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve an online subscription for *Newsela* for a period of 12 months, from July 1, 2017 through June 30, 2018 for Matawan-Aberdeen Middle School and Matawan Regional High School.

**Rationale:** *Newsela* is a database of current events stories tailor-made for classroom use to differentiate nonfiction reading. Indexed by broad theme (e.g. War and Peace, Arts, Science, Health, Law, Money), stories are both student-friendly and can be accessed in different formats by reading level. Parent access is included in the cost.

**Cost:** \$17,450.00

**Account #:** IDEA Grant

**Account #:** 11-230-100-610-40-000-0

17. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the renewal agreement with *Schoolwires* for District web hosting for the period July 1, 2017 through June 30, 2018.

**Cost:** NTE: 11,800.00 **Technology Account #:** 11-000-252-340-07-0000-0

18. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract renewal with *Renaissance Learning* for a period of 12 months, from July 1, 2017 through June 30, 2018.

**Rationale:** Renaissance Learning was selected as the vendor as they meet all of the required specifications. As a district, we are seeking an assessment system that will provide valid and reliable data to assess student achievement and monitor growth in the areas of reading and mathematics. This system will allow us to accomplish these goals by providing short, targeted assessments that are accompanied by comprehensive student performance reports that will allow teachers to tailor and target their instruction accordingly. Renaissance Learning offers a superior accessibility features for students with special needs as well as unlimited customized diagnostic analysis reports. Renaissance Learning's experience is superior and has been a leader in delivering assessment and personalized practice software for 29 years.

**Cost:** NTE: \$38,960.12 **Account #:** 11-190-100-610-04-0000-2

19. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth University Principals' Academy* for the period July 1, 2017 through June 30, 2018.

**Rationale:** This membership will provide continuing professional development for school level administrators. This comprehensive membership includes attendance for school administrators at each of the four sessions that will be held during the 2017-2018 school year.

**Cost:** \$350.00 **Account #:** Title II-A PD

20. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth University Superintendents' Academy* for the period July 1, 2017 through June 30, 2018.

**Rationale:** This membership will provide continuing professional development for district level administrators. This comprehensive membership includes attendance for district level administrators at each of the four sessions that will be held during the 2017-2018 school year.

**Cost:** \$350.00 **Account #:** Title II-A PD

21. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth University Central Jersey Consortium for Excellence and Equity in Education (CJCEE)* for the period July 1, 2017 through June 30, 2018.

**Rationale:** This membership will provide continuing professional development focused on inter-district collaboration and shared learning for continuous improvement in eliminating the disparities in academic achievement and engagement to ensure the future success of traditionally underachieving students. This comprehensive membership includes attendance for up to five district representatives at each of the eight sessions that will be held during the 2017-2018 school year.

**Cost:** \$2,000.00 **Account #:** Title II-A PD





accordance with New Jersey Administrative Code 6A:12 under the supervision of the Director of Special Services.

**Cost:** NTE: \$495,000.00

**Account #:** 11-000-219-390-09-0000-0

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

Provider	Cost	Services	Effective Dates
K.E.Y.S. Academy	\$0.00	Recovery High School	9/1/17-6/30/18

**Rationale:** MARS D and Right Your Life, Corp., have partnered to create the K.E.Y.S. Academy, a Recovery High School. Together these organizations operate as one group for the purpose of program architecture, academic and substance abuse support curriculum, personnel selection, financial responsibility and general oversight. K.E.Y.S Academy’s mission is to provide a high-quality educational, enrichment, and relapse prevention recovery support program that offers a safe, sober, and supportive school environment where students and their recovery efforts are understood, valued, and fostered. As such, the K.E.Y.S Academy will help develop the skills and strengths needed for academic, vocational, and community success, as well as personal well-being and physical wellness for students who are in recovery. K.E.Y.S Academy will integrate behavioral health services, strategies, and skill development with academic learning across all disciplines. This structure will allow students to be educated about the recovery process as they complete coursework and achieve the academic competencies necessary to meet New Jersey’s graduation requirements.

3. 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 basis.

**\*EBS Scope of Services**

Service	Hourly Rate
Speech Therapy Services	\$75.00 per hour
Occupational Therapy Services	\$75.00 per hour
Physical Therapy Services	\$85.00 per hour
School Social Worker	\$70.00 per hour
Psychologist	\$85.00 per hour
LDTC	\$85.00 per hour
BCBA (Board Certified Behavior Analyst)	\$100.00 per hour
Structured Learning Experience (SLE) Coordinator	\$85.00 per hour

**\*Kaleidoscope Scope of Services**

Service	Hourly Rate
Occupational Therapy	\$85.00 per hour
Physical therapy	\$85.00 per hour

Service	Hourly Rate
Speech Therapy	\$85.00 per hour
Social Worker	\$34.00 per hour
Nursing Services	\$41.00 per hour

**\*Ardor Health Solutions**

Service	Hourly Rate
Occupational Therapy	\$75.00 per hour
Speech Therapy	\$75.00 per hour

**\*Department of Education Approved Provider.**

**Rationale:** The utilization of an agency may be required in certain situations including but not limited to the following:

Additional therapy

Evaluation needs that cannot be covered by existing staff

In the event a staff member goes out on leave and the position cannot be covered with a district staff member

In situations where a specialized certification is required

**Cost:** NTE: \$65,000.00

**Account #:** 11-000-216-320-09-0000-0

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

**Neurologist**

Service Provider	Cost	Effective Date
Dr. Lewis Milrod, M.D. Pediatric Neurologist, 80 State Route 27 Edison, NJ 08820	\$350.00 per Neurologic Exam	7/1/17-6/30/18
Dr. Denise Aloisio, M.D. Neurodevelopmental Disabilities 1944 State Route 33, Suite 204 Neptune, NJ 07753	\$450. 00 per evaluation	7/1/17-6/30/18
Freehold Child Diagnostic Center, Inc. 501 Iron Bridge Road Suite 6 Freehold, NJ 07728	Psychiatric \$500.00 (office) \$550.00 (school evals) Psychiatric Fit to Return \$350.00 (conducted by nurse) Emergency Medical clearance \$175.00 current/\$450 new clients	7/1/17-6/30/18
Dr. Kelly Wilder-Willis, Ph.D. 621 Shrewsbury Avenue, Suite 243 Shrewsbury, NJ 07701	Neuropsychological full battery \$2,700.00 Neuropsychological Eval \$1,900.00 Individual Batteries \$200.00/hour	7/1/17-6/30/18
Dr. R. Worth 179 Avenue of the Commons Shrewsbury, NJ 07702	\$550.00 per psychiatric evaluation	7/1/17-6/30/18

Service Provider	Cost	Effective Date
Dr. William Ernst 495 Iron Bridge Road, Suite 8 Freehold, NJ 07728	\$2,200.00 Neuropsychological	7/1/17-6/30/18

**Related Services Evaluations & Consultations as Listed:**

Bernadette Mullen, MA, CCC, SLP Speech Start, pa 1 Bethany Road Suite 60, Bldg. 5 Hazlet, NJ 07730	\$380.00 per evaluation \$115.00 per hour \$60.00 per hour (group)	7/1/17-6/30/18
Advancing Opportunities 1005 Whitehead Road Extension Ste.1 Ewing, NJ 08638	\$880.00 per evaluation \$115.00 per hour for training \$55.00 per hour for travel	7/1/17-6/30/18
Summit Speech School 705 Center Avenue New Providence, NJ 07974	\$150.00 per hour	7/1/17-6/30/18
Teresa Sawers Moser Tender Touch Occupational Therapy 1 Bethany Road, Suite 64 Hazlet, NJ 07730	\$500.00 per evaluation	7/1/17-6/30/18
CPC Behavioral Healthcare 10 Industrial Way East Eatontown, NJ 07724	\$250.00/Psychiatric Evaluation \$125.00/"Return to School" Evaluation	7/1/17-6/30/18
Alex Troitino 108 Gallows Hill Road Cranford, NJ 07017	\$425.00 per Bilingual Speech Evaluation	7/1/17-6/30/18
The Bilingual Child Study Team Dr. Andre J. Francois 47 Leah way Parsippany, NJ 07054	\$1,000.00 per Bilingual Speech Evaluation	7/1/17-6/30/18
JVS - Vocational Evaluation 111 Prospect Street East Orange, NJ 07017	\$875.00 per day/Vocational Evaluation	7/1/17-6/30/18
Brett DiNovi & Associates 1771 Springdale Road Cherry Hill, NJ 08003	\$45.00 an hour per Behavioral Educational Consultant	7/1/17-6/30/18
Power Play Pediatric Therapy Center 32 Beach Road Monmouth Beach, NJ 07750	\$82.00 per hour for Occupational Therapy Services	7/1/17-6/30/18
Learning Tree Multi-Cultural/Multi-Lingual Evaluation and Consulting, Inc. 238 West End Avenue Green Brook, NJ 08812	\$780.00 per Bilingual Evaluation	7/1/17-6/30/18

New Hope Psychological Services 3 Aster Way Dayton, NJ 08810	\$550.00 per Bilingual Speech Evaluation	7/1/17-6/30/18
ITS Translation Services 2810 Morris Avenue Suite 201 Union, NJ	\$60.00 per hour	7/7/17-6/30/18
Resilience Psychiatric Services 901 West Main Street Building A Suite 367 Freehold, NJ 07728	\$450.00 per Psychiatric Evaluation	7/1/17-6/30/18

**Audiological Evaluation:**

Sandra Fields Kuhn, Au.D., CCC 223 Monmouth Road West Long Branch, NJ	\$250.00 per audiological eval \$495.00 per audiological and central auditory processing testing	7/1/17-6/30/18
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**Rationale:** Various evaluations must be completed as per N.J.A.C 6A:14 based on individual student need.

**Cost:** NTE: \$15,000.00 **Account #:** 11-000-217-320-09-0000-0

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve four staff members to receive training in the Handle with Care Behavior Management System for the 2017-2018 school year. The four staff members will be certified to train additional staff members in the district. After staff members receive training they will be certified to implement the Handle with Care Behavior Management System.

**Costs:** NTE: \$5,000.00 **Account #:** 11-000-219-580-09-0000-0

**Rationale:** The district requires staff to receive appropriate training to intervene effectively when students are in crisis. The district previously used the Crisis Prevention Institute Behavior Management System. Handle with Care is a similar system which focuses on verbal de-escalation of crisis situations. Handle with Care also provides staff training with situations that may require physical restraint to ensure the safety of students and staff. By having 4 staff members trained to be trainers, the district can train additional staff members more efficiently. The Handle with Care training program is a federally approved vendor and is in full compliance with: Children’s Healthcare Act of 2000; Health and Human Services Departmental Appeals Board rulings; Centers for Medicare and Medicaid Services regulations; Federal case law; Americans With Disabilities Act; No Child Left Behind Act; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Improvement Act, and including various other federal and state laws.

6. The Superintendent recommends that in accordance with N.J.S.A. 18A: 18A-5(5), the Matawan Aberdeen Regional School District Board of Education approve Behavior Therapy Associates to provide professional development and consultation related to behavior and social emotional learning for the 2017-2018 school year. The professional development and consultation will focus on the district’s K-8 special education self-contained settings but may also include additional settings that require behavioral support.

**Rationale:** The training will also train and support staff members on how to intervene and address behavior and social emotional learning in the classroom. It is anticipated that this level of training will equip our staff members to address challenging behaviors proactively. Additionally, explicitly teaching Social Emotional Learning in the classroom is proven to increase academic performance as well as diminish negative behaviors.

**Cost:** \$10,000.00 **Account #:** 20-250-200-300-09-0000-0

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Beautiful Minds of Princeton LLC on an as needed basis for the 2017-2018 school year for student program evaluation, consultation and professional development:

**Cost:** NTE: \$15,000.00 **Account #:** 20-250-200-300-09-0000-0

8. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Unique Learning System, an online, interactive, standard based curriculum specifically designed for students with special needs in grade PK-12+ for the 2017-2018 school year.

**Rationale:** Unique Learning System's curriculum provides a way for special education instruction to include ALL students in the same activity, with different levels of expectation in content areas: ELA, Mathematics, Science, and Social Studies.

**Targeted Students:** Students in our Cognitively Impaired (CI) classrooms and selected Autism classrooms at the PK through age 21.

**Cost:** NTE: \$8,000.00 **Account #:** IDEA 20-250-100-320-09-0000-0

9. 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, teaches 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.

**Cost:** NTE: \$10,000.00 **Account #:** IDEA 20-250-100-320-09-000-0

10. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with Sunburst Digital, Inc. for **Type to Learn 4** student licenses for a period of 12 months, from July 1, 2017 through June 30, 2018.

**Rationale:** This subscription supports the elementary computer curriculum.

**Cost:** NTE: \$5,000.00 **Account #:** 11-190-100-610-07-0000-0

11. The Superintendent recommends that the Matawan Aberdeen Regional School District Board of Education approve a partnership with the Bright and Beautiful Therapy Dogs, Inc. for the 2017-2018 school year.

**Rationale:** This program will take place throughout the District and will be established for a wide range of students with the Special Services Department. The focus of the program is to provide a meaningful experience for students to interact with therapy dogs in a social setting. Students will interact

with the dogs and participate in activities to enhance learning and social skills in an encouraging and nonjudgmental environment.

**Cost:** No Cost to District

12. 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
157274	*P.E.S.I.	\$35.00/hour	5/30/17-6/30/17 (retroactive)
156469	*P.E.S.I.	\$35.00/hour	6/8/17-6/30/17 (retroactive)

**\*Department of Education approved provider**

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

**Account #:** 11-150-100-320-09-000-0

**PERSONNEL**

The following items were then approved by a unanimous roll call vote. Mr. Ahearn abstained from Item 11B. Mr. Delaney abstained from Personnel Agenda.

**A. RESIGNATIONS/RETIREMENTS**

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

Name	Loc	Position	Reason	Hire Date	Effective Date
Turley, Rose-Marie	HS	Teacher of Science Biological	Retirement	9/1/2002	9/30/2017
Hensel, Christopher	HS	Teacher of Music	Resignation	9/1/2010	6/30/2017
Cupano, Kayla	LR	Instructional Assistant	Resignation	10/13/2015	5/25/2017 (Amended Date) Previously approved 5/22/2017
Bonnell, Tiffany	CP	Pre School Teacher P/T	Resignation	12/1/2016	6/30/2017
Malone, Stephen	CL	Teacher of Music	Resignation	9/1/2015	6/30/2017

**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
Fineran, Melissa	CO	Bus/Van Driver	Personal Leave	Without Pay	5/23/17 Half Day (Retroactive)
De Vincenzo, Donald	CO	Bus/Van Driver	Medical Leave	Without Pay	5/17/17-6/30/17 Amended Dates (Retroactive)
Mc Kurth, Julie	HS	Teacher of Dance	Maternity Leave Disability Phase	With Pay	6/1/17-6/19/17 Amended Dates (Retroactive)
Fischer, Alexis	LR	Replacement Teacher	Medical Leave  Medical Leave	With Pay  Without Pay (Covered under FMLA)	5/22/17-5/30/17  5/31/17-6/22/17 Amended Dates (Retroactive)
Khachaturian, Marisa	MA	Teacher of Art	Personal Leave	Without Pay	5/30/17 and 6/16/17 (Retroactive)

Name	Loc	Position	Type of Leave	With/ W/O Pay	Effective Dates
Sidley, Kate	RD	Speech Therapist	Maternity Leave Disability Phase	With Pay	9/5/17-10/4/17
			FMLA/NJFLA Child Care Phase	Without Pay	10/5/17-11/15/17
Jones, Hazel	CO	Transportation Assistant	Medical Leave	With Pay	6/5/17-6/09/17 (AM)
			Medical Leave	Without Pay	6/9/17 (PM)-6/30/17 (Retroactive)
Wangen, Georgette	MA	Teacher of Mathematics	Maternity Leave Disability Phase	With Pay	9/6/17-11/10/17
			FMLA/NJFLA Child Care Phase	Without Pay	11/13/17-2/9/18
			Personal Leave	Without Pay/Without Benefits	2/12/18-3/8/18
Torres, Melissa	RD	Special Education Kindergarten	Maternity Leave Disability Phase	With Pay	10/9/17-11/10/17
			FMLA/NJFLA Child Care Phase	Without Pay	11/13/17-12/22/17
Senne, Celeste	ST	Elementary Teacher	Personal Leave	Without Pay	9/28/17-10/6/17
Bauer, Jennifer	CP	Occupational Therapist	Medical Leave	Without Pay	6/1/17-6/6/17 & 6/15/17 (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
Liguori, Jeanine	CL	Teacher of Art/ Elementary	Step C-02	\$49,590.00 Pending MRTA Negotiations	8	Kelly (Resignation)	9/1/17-6/30/18
Saviano, Nicole*	CL	Elementary Teacher	Step C-01	\$49,190.00 Pending MRTA Negotiations	6	Spence (Retirement)	9/1/17-6/30/18
Levine, Jamie	CL	School Counselor	Step E-01	\$56,090.00 Pending MRTA Negotiations	10	Simmonds (Resignation)	9/1/17-6/30/18
Rizzo, Shannon	CO	Bus Van Driver Full Time	Step Bus-01	\$24.50/Hour Pending MRTA Negotiations	5	Kosbab (Resignation)	4/1/17-6/30/17 (Retroactive) Previously approved 4/24/17
McCarthy, Donna	CO	Bus Van Driver Full Time	Step Bus-01	\$24.50/Hour Pending MRTA Negotiations	5	Beatrice (Transfer)	4/1/17-6/30/17 (Retroactive) Previously approved 4/24/17
Petzel, Nena*	CO	Bus/Van Driver P/T	Step -01	\$24.50/Hour Pending MRTA Negotiations	2	Lara (Transfer)	6/20/17- 6/30/18

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Gerard, Gabriella	HS	Guidance Counselor (Replacement Position)	Step E-02	\$56,410.00 Pending MRTA Negotiations	21	Ninger (Sabbatical)	9/1/17-6/30/18
Cairns, Danielle*	HS	Teacher of Special Education	Step C-01	\$49,190.00 Pending MRTA Negotiations	1	Palomo (Replacement)	6/6/17-6/30/17 (Retroactive)
Yaccarine, Francesca	LR	Elementary Teacher	Step E-01	\$56,090.00 Pending MRTA Negotiations	15	Fischer (Replacement Term End)	9/1/17-6/30/18
Fischer, Alexis	LR	Elementary Teacher	Step C-01	\$49,190.00 Pending MRTA Negotiations	15	Ricca (Retirement)	9/1/17-6/30/18
Calvosa, Helena* Current P/T Employee	LR	Child Study Team Speech Therapist	Step E-01	\$56,090.00 Pending MRTA Negotiations	5	Mahon (Resignation)	9/1/17-6/30/18
Black, Laura	MA	English Teacher BSI	Step E-03	\$57,070.00 Pending MRTA Negotiations	15	Vollaro (Resignation)	9/1/17-6/30/18
Pattwell, Jourdan*	MA	English Teacher	Step C-01	\$49,190.00 Pending MRTA Negotiations	6	Dickson (Resignation)	9/1/17-6/30/18
Brannick, Krysten	RD	Elementary Teacher	Step C-01	\$49,190.00 Pending MRTA Negotiations	13	Wetjen (Resignation)	9/1/17-6/30/18
Di Giovanni, Donna	ST	Elementary Teacher	Step C-02	\$49,590.00 Pending MRTA Negotiations	6	Scheuing (Transfer)	9/1/17-6/30/18
Palumbo, Christine	HS	Guidance Counselor	Step G-02	\$63,230.00 Pending MRTA Negotiations	21	Cernero (Vacancy)	9/1/17-6/30/18

NOTE: The law on background checks requires ultimate clearance prior to any employment becoming final. \*Denotes internal candidate

**2. College Student Observers/Teachers 2016/2017 and 2017/2018 School Year**

Name	College	Cooperating Teacher and/or Administrator	School/Area
Dansky, Samantha	Montclair State University	Perez, Nelyda Eyler, Aaron	CO – Administration MA – Administration Administrative Intern Summer 2017

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

Cost: None to the Board      Effective Date: 2016/2017 Summer Semester

**3. Home Instruction – 2016/2017 School Year**

I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/ Class	Effective Dates
158409	Lab Chemistry	HS	Mohammed, Patrick	Milan, Gregory	2	4	8	5/22/17-6/22/17 (Retroactive)
157915	Science	MA	Reynolds, Dustin	Reinecke, Taylor	2.5	5	12.5	5/22/17-6/22/17 (Retroactive)
157915	Social Studies	MA	DiMario, Joseph	Miller, David	2.5	5	12.5	5/22/17-6/22/17 (Retroactive)
157915	Math	MA	Russo, Susan	Lenge, Tatiana	2.5	5	12.5	5/22/17-6/22/17 (Retroactive)
157915	Language Arts	MA	Monro, Christine	Mc Fadden, Mary Beth	2.5	5	12.5	5/22/17-6/22/17 (Retroactive)
159362	ELA/SS	LR	Gwizdz, Nicole	D’Agostino, Nicole	4	6	24	5/12/17-6/22/17 (Retroactive)



I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/ Class	Effective Dates
159362	Math/Science	LR	Gwizdz, Nicole	Lenge, Tatiana	4	6	24	5/12/17-6/22/17 (Retroactive)
158680	Language Arts	MA	Crawford, Emily	D'Agostino, Nicole	2.5	5	12.5	5/17/17-6/22/17 (Retroactive)
158680	Math	MA	Monro, David	Lenge, Tatiana	2.5	5	12.5	5/17/17-6/22/17 (Retroactive)
158680	Science	MA	Mescal, Debra	Toomey, Joanne	2.5	5	12.5	5/17/17-6/22/17 (Retroactive)
158680	Social Studies	MA	Miller, David	Miller, David	2.5	5	12.5	5/17/17-6/22/17 (Retroactive)
157124	World Cultures	HS	Harrington, Meghan	Kaiser, Heather	2	4	8	4/26/17-5/24/17 (Retroactive)
157124	Lab Biology	HS	Tomasello, Louise	Milan, Gregory	2	4	8	4/26/17-5/24/17 (Retroactive)
157124	Algebra 1	HS	Stetz, Diane	Stetz, Diane	2	4	8	4/26/17-5/24/17 (Retroactive)
157124	English 1	HS	Gallo, James	Kaiser, Heather	2	4	8	4/26/17-5/24/17 (Retroactive)
161486	General Instruction	CP	Rocco, Sandra	Rocco, Sandra	10	4	40	4/25/17-6/22/17 (Retroactive)
161486	Occupational Therapy	CP	Bauer, Jennifer	Santucci, Gregory	.5	4	2	4/25/17-6/22/17 (Retroactive)
161486	Physical Therapy	CP	Racioppi, Bernadette	Racioppi, Bernadette	.5	4	2	4/25/17-6/22/17 (Retroactive)
162473	Drawing	HS	Aprilante, Tara	Stevens, Roderick	2	6	12	5/15/17-6/23/17 (Retroactive)
162473	French 1	HS	Blodgett, Madeleine	Blodgett, Madeleine	2	6	12	5/15/17-6/23/17 (Retroactive)
162473	English 1 Honors	HS	Gallo, James	Kaiser, Heather	2	6	12	5/15/17-6/23/17 (Retroactive)
158347	Science	MA	De Be Voise, Margaret	Reinecke, Taylor	2.5	1	2.5	6/13/17-6/22/17 (Retroactive)
158347	Social Studies	MA	Tarrazi, Dylan	Raiola, Amy	2.5	1	2.5	6/13/17-6/22/17 (Retroactive)
158347	Language Arts	MA	Pattwell, Jourdan	Raiola, Amy	2.5	1	2.5	6/13/17-6/22/17 (Retroactive)
158347	Math	MA	Wilson, Tara	Lenge, Tatiana	2.5	1	2.5	6/13/17-6/22/17 (Retroactive)

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

**4. Substitutes – 2016/2017 and 2017/2018 School Year**

Category	Account Number
Transportation	11-000-270-160-11-0000-9
Desio, Michelle	Bus/Van Driver

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

**5. District Translator All Languages/Sign Language Interpreter for Hearing Impaired – 2017/2018 School Year**

Name	Location	Activity	Cost/Hr.	Effective Date
Di Palma, Nadine	CL	Spanish Translator	\$30.00 Per Hour	2017/2018 School Year
Garrett, Carolina	MA	Spanish Translator	\$30.00 Per Hour	2017/2018 School Year
Giornalista, Patricia	CP	Spanish Translator	\$30.00 Per Hour	2017/2018 School Year
Lisiandro, Tara	HS	Italian Translator	\$30.00 Per Hour	2017/2018 School Year

Name	Location	Activity	Cost/Hr.	Effective Date
Luciano, Melinda	LR	Spanish Translator	\$30.00 Per Hour	2017/2018 School Year
Potter, Magda	CL	Spanish Translator	\$30.00 Per Hour	2017/2018 School Year
Rao, Rupa	ST	Hindi/Bengali Translator	\$30.00 Per Hour	2017/2018 School Year
Rocco, Sandra	CP	Sign Language Interpreter for Hearing Impaired	\$50.00 Per Hour	2017/2018 School Year
Uriarte, Ana	ST	Spanish Translator	\$30.00 Per Hour	2017/2018 School Year

Effective: 2017/2018 School Year - \$30.00/Hour  
 Account #11-421-100-178-11-0000-X

**6. Summer Interns – Technology Department (Part-Time) 2017-2018**

Name	Position	Hours	Cost/Hour – Total
Anderson, Samantha	Technician P/T	244	\$10.00/Hour - \$2,440.00
Asante, Evan	Technician P/T	244	\$10.00/Hour - \$2,440.00
Bloom, Wayne	Technician P/T	244	\$10.00/Hour - \$2,440.00
Chi, Tyler	Technician P/T	244	\$10.00/Hour - \$2,440.00
Conzo, Andrew	Technician P/T	244	\$10.00/Hour - \$2,440.00

Rationale: Summer interns serve a valuable function in the District’s upkeep of computers at all schools and the Administration Building. Technology summer interns work in each building throughout the summer cleaning and maintaining district computers in preparation for the next school year.

Account# 11-000-261-101-11-0000-9  
 Effective: 07/06/2017 – 09/30/2017

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

Mentoring Teacher	Subject	Location
Fisco, Kristen	Special Education	RD
Johnson, Jesse	Special Education/Math	MA
Kish, Sheryl	Special Education/Math	HS
Mc Dede, Maria	English	HS
Colao, Raquel	Elementary – All Subjects	LR

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

**8. Volunteers – Activities 2016/2017 and 2017/2018 School Year**

Name	Location	Activity	Effective Date
Rao, Advika	MA/ST	Summer School ESY Program	2017/2018 Summer Extended Program
Ramos, Moriah	MA	Field Hockey	2017/2018 School Year
Cokefair, Noelle	MA	Field Hockey	2017/2018 School Year
Carmichael, Amanda	HS	Girls Soccer	2017/2018 School Year
Jackson, William	HS	Football	2017/2018 School Year

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

## 9. Extra-Curricular 2016/2017 and 2017/2018

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
<b>Extra-Curricular Activities</b>					
Reinecke, Taylor (Replacing M. Rosenberg)	HS	Soccer	Assistant Coach	Step-02 \$5,670.00	2017/2018 School Year 11-402-100-100-11-0000-2
Pelkey, Michael	HS	Basketball Boys'	Assistant Coach	Step -03 \$7,290.00	2017/2018 School Year 11-402-100-100-11-0000-2
Cairns, Danielle	HS	Football Cheerleading Fall	Coach	Step -01 \$3,440.00	2017/2018 School Year 11-402-100-100-11-0000-2
Cairns, Danielle	HS	Basketball Cheerleading Winter	Coach	Step -01 \$3,440.00	2017/2018 School Year 11-402-100-100-11-0000-2
Baldwin, Kelly	HS	Football Cheerleading Fall	Assistant Coach	Step -01 \$2,560.00	2017/2018 School Year 11-402-100-100-11-0000-2
Baldwin, Kelly	HS	Football Cheerleading Winter	Assistant Coach	Step -01 \$2,560.00	2017/2018 School Year 11-402-100-100-11-0000-2
Delgado, Israel	HS	Drill	Co-Instructor	\$1,920.00	2017/2018 School Year 11-401-100-100-11-0000-2
Carr, Curtis	HS	Drill	Co-Instructor	\$1,920.00	2017/2018 School Year 11-401-100-100-11-0000-2
Di Brienza, Kerri (Replacing Adrienne Scheuing Transfer to LR)	ST	Safety Patrol	Advisor	\$1,020.00	2017/2018 School Year 11-401-100-100-11-0000-1
<b>Hourly Activities</b>					
Wietecha, Robert	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Prom 11-401-100-100-11-0000-2
Wietecha, Robert	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Semi-Formal 11-401-100-100-11-0000-2
Lamicela, Joseph	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Graduation 11-401-100-100-11-0000-2
Certa, Anthony	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Semi-Formal 11-401-100-100-11-0000-2
Cannella, Mary	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Prom 11-401-100-100-11-0000-2
Cannella, Mary	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Graduation 11-401-100-100-11-0000-2
Cannella, Mary	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Semi-Formal 11-401-100-100-11-0000-2
Mellock, Meghan	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Spring Concert Chaperone (Retroactive)

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
					11-401-100-100-11-0000-2
Mirnasiri, Nayer	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Spring Concert Chaperone (Retroactive) 11-401-100-100-11-0000-2
Palomo, Hrisanthi	HS	One to One	Chaperone	\$25.00/Hour 3 Hours	2016/2017 Spring Concert Chaperone (Retroactive) 11-401-100-100-11-0000-2
Johannesen, Michele	LR	Structured Homework Club	Teacher	\$35.00/Hour	2017/2018 School Year 11-401-100-100-11-0000-2

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

Account # 11-401-100-100-11-0000-2 (High School Staff Members)

**10. Chaperones – Matawan Aberdeen Middle School Graduation Exercise June 2017**

Last Name	First Name	Activity
Freshnock Replacing: Laura Cahill (Previously Approved March 27, 2017)	Lauren	Graduation Exercise Chaperone
Di Noia Replacing: Diana Starr (Previously approved March 27, 2017)	Theresa	Graduation Exercise Chaperone

Cost: \$25.00/Hour – Not to exceed 3 hours

Effective: June 2017

Account #11-421-100-178-11-0000-5

**11. Other**

- a. Superintendent of Schools Contract, effective dates July 1, 2017 through June 30, 2022; approved by the Executive County Superintendent.
- b. Appointment of Dr. Joseph G. Majka Superintendent of Schools for a term commencing July 1, 2017 and ending June 30, 2022 at an initial annualized salary of \$175,392.00 for the 2017-2018 school year, pursuant to terms of written employment contract as approved by the Executive County Superintendent of Schools.
- c. Appointment of Dr. Elford Rawls-Dill as Director of Curriculum & Instruction – Secondary (Grades 6-12). Step-01 \$138,429.00 per MRAA Collective Bargaining Agreement. Effective Dates 07/01/2017 – 06/30/2018
- d. 2017/2018 MARSD School District – Mentoring Plan 2017/2018 School **Personnel Attachment #1**
- e. 2017/2018 Summer Curriculum Writing **Personnel Attachment #2**
- f. 2017/2018 Extended School Year Appointments **Personnel Attachment #3**
- g. **Compensation for Additional Administrative Responsibilities**

Name	Position	Amount
Bombardier, John	Director of Curriculum & Instruction	\$3,225.41
Perez, Nelyda	Director of Special Services	\$3,225.41
Lazur, Margaret	Assistant Director for Special Services and Autism Program	\$3,225.41

Effective: March 27, 2017 – June 30, 2017

**h. 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 June 12, 2017.

Incidents Reported	Confirmed HIB Incidents
9	2

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

Name	Loc/FTE	Assignment	Loc/FTE	Assignment
Casserly, Kathleen	HS – 0.20	US History 2 ICR	HS – 0.20	US History 1 Resource Program
	HS – 0.80	Multi-Sensory Language Arts	HS – 0.80	Multi-Sensory Language Arts
Brubaker, Mark	HS – 0.60	US History 1 Resource Program	HS – 0.40	US History 1 Resource Program
	HS – 0.40	US History 2 Resource Program	HS – 0.40	US History 2 Resource Program
			HS – 0.20	US History 2 ICR
Coughlin, Charlotte	HS – 0.40	Spanish 2	HS – 0.20	Spanish 2
	HS – 0.60	Spanish 3	HS – 0.60	Spanish 3
			HS – 0.20	Spanish 4 H
Ogurek, Mayra	HS – 0.20	Conversational Spanish Language & Cultures	HS – 0.20	Conversational Spanish Language & Cultures
	HS – 0.40	Spanish 4	HS – 0.20	Spanish 2
	HS – 0.20	AP Spanish	HS – 0.20	Spanish 4 H
	HS – 0.20	ESL	HS – 0.20	AP Spanish
Melikhova, Julia	HS – 0.75	Lab Physics	HS – 1.00	Lab Physics
	HS – 0.25	Lab Physics Honors		
Kaplan, Daniel	HS – 0.25	AP Physics C	HS – 0.25	AP Physics C
	HS – 0.25	Academy Lab Physics	HS – 0.25	Academy Lab Physics
	HS – 0.25	Academy Engineering	HS – 0.25	Academy Engineering
	HS – 0.25	Physics for the 21 <sup>st</sup> Century	HS – 0.25	Lab Physics Honors

**POLICY**

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

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

M indicates mandated by State law

Policy/Regulation #	Title
<b>P 2431</b>	Athletic Competition – Revised (M)

**FINANCE/TRANSPORTATION**

The following items were then approved by a unanimous roll call vote. Ms. Nappi abstained from Item A.1.

**A. BUSINESS OPERATIONS**

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

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

Policy #6470 Payment of Claims

<b>May 2017, Payroll</b>	\$3,489,519.80
<b>June 2017, Bills List</b>	\$2,743,134.44
<b>TOTAL</b>	<b>\$6,232,654.24</b>

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

**3. S-1701 Reporting for May 2017**  
Board Secretary Report for **May 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 **May 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 **May 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

June 19, 2017  
Date

**4. Final Bills List and Transfers – 2016/17 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Business Administrator to prepare a final bills list for the 2016/17 school year for bills to be paid between June 19, 2017 and June 30, 2017, to be confirmed at the Board meeting to be held on Monday, July 24, 2017. Further, to authorize the Business Administrator to employ line item transfers as necessary in order to bring all accounts into balance as of June 30, 2017.

**5. Transfer of Unexpended Appropriations and/or Excess Revenue to Capital Reserve**

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education wishes to deposit anticipated excess current revenues and/or unexpended appropriations into the Capital Reserve account at year end, and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has determined that up to \$1,000,000 is available for such purposes to transfer into the Capital Reserve account,

NOW THEREFORE BE IT RESOLVED by the Matawan-Aberdeen Regional School District Board of Education that it hereby authorizes the district’s Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

**6. Transfer of Unexpended Appropriations and/or Excess Revenue to Maintenance Reserve**

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end and,

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education wishes to deposit anticipated excess current revenues and/or unexpended appropriations into the Maintenance Reserve account at year end, and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has determined that up to \$750,000 is available for such purposes to transfer into the Maintenance Reserve account,

NOW THEREFORE BE IT RESOLVED by the Matawan-Aberdeen Regional School District Board of Education that it hereby authorizes the district’s Business Administrator to establish this account if necessary and make this transfer consistent with all applicable laws and regulations.

**7. Allocation and Submission of the Grant Application for the Individuals with Disabilities Education Act (IDEA-B)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the allocation and authorize the submission of the grant plan for the Individuals with Disabilities Education Act (IDEA-B) for fiscal year 2017/18.

<b>Grant Title</b>	<b>Amount</b>
IDEA Basic – Public Share	\$823,661
IDEA Pre-school	\$20,918

**8. Amendment of Grant Application – IDEA Basic Grant**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve amendment of the IDEA Grant Funds Application as follows:

		<b>Current Including Carry Forward</b>	<b>Current Amendment</b>	<b>New Allocation</b>
100-100	Instructional Salaries	\$466,460.00	(\$32,000.00)	\$434,460.00
100-600	Instructional Supplies	\$114,109.00	\$0	\$114,109.00
100-800	Other Objects	\$12,000.00	\$0	\$12,000.00
200-100	Support Salaries	\$72,080.00	\$0	\$72,080.00
200-200	Employee Benefits	\$536.00	\$0	\$536.00
200-300	Purchased Prof & Educational Services	\$174,820.00	\$32,000.00	\$206,820.00
200-400	Purchased Property Services	\$2,500.00	\$0	\$2,500.00
200-500	Other Purchased Services	\$9,235.00	\$0	\$9,235.00

		<b>Current Including Carry Forward</b>	<b>Current Amendment</b>	<b>New Allocation</b>
200-600	Supplies & Materials	\$20,091.000	\$0	\$20,091.00
	<b>Total</b>	<b>\$871,831.00</b>	<b>\$0</b>	<b>\$871,831.00</b>

**9. Annual Appointments**

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the following annual appointments for the 2017/18 school year:

District Testing Coordinator	Mr. John Bombardier
District Physician	Dr. J. Engle (July and August 2017)

**10. Nursing Services for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a School Nursing Services agreement with Monmouth-Ocean Educational Services Commission of Tinton Falls, New Jersey for the 2017/18 school year to provide registered nursing services to the district at the following rates for services described:

Substitute School Nurse	\$53.00 per hour
RN	\$53.00 per hour
LPN	\$43.00 per hour

**Account:** 11-000-213-320-30-1402-0      **NTE:** \$15,000.00

**11. Custodial Services for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education renew the contract with Aramark for the 2017/18 school year after finding that the contract is being implemented in an efficient manner. The contract period will be July 1, 2017 – June 30, 2018 with a 3% increase. The total renewal fee for the 2017/18 is not to exceed \$1,679,779.60.

**Account:** 11-000-262-420-12-0000-0

**12. Maintenance and Repair of District Owned Vehicles for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education renew the contract with Aberdeen Light Truck for the 2017/18 school year after finding that the contract is being implemented in an efficient manner. The contract period will be July 1, 2017 – June 30, 2018 with a 0% increase. The total renewal fee for the 2017/18 is not to exceed \$212,760.

**Account:** 11-000-270-420-05-0000-0 and 11-000-261-420-12-0000-0

**13. Substitute Teacher, Assistant & Clerical Services for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education renew the contract with Source 4 Teachers, Inc., for the 2017/18 school year after finding that the contract is being implemented in an efficient manner. The contract period will be July 1, 2017 – June 30, 2018 as indicated on Addendum A – Pricing Plan.

The annual expenditure is not to exceed \$1,300,000.



**14. Repair/Maintenance of District Cafeteria’s and HVAC Units for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following services, in the following amount to be made through the State Contract Pricing System.

<b>Vendor</b>	Marlee Contracting
<b>Contract</b>	88692
<b>Account</b>	11-000-261-420-12-0000-0 and 61-910-310-420-11-0000-0
<b>Amount</b>	Not to Exceed \$50,000
<b>Description</b>	Repair/Maintenance of District Cafeteria’s and HVAC Equipment

**15. Dell Hardware Support Services for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following services, in the following amount to be made through the State Contract Pricing System.

<b>Vendor</b>	Dell
<b>Contract</b>	89850
<b>Account</b>	11-000-252-340-07-0000-0
<b>Amount</b>	Not to Exceed \$17,650
<b>Description</b>	Hardware Warranty Extension

**16. Chromebooks for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following purchase, in the following amount to be made through the Educational Services Commission of New Jersey Cooperative Pricing System.

<b>Vendor</b>	CDW-G
<b>Contract</b>	MRESC Co-Op Bid # 15/16-11
<b>Account</b>	11-190-100-610-07-0000-0
<b>Amount</b>	Not to Exceed \$247,500
<b>Description</b>	HP 14 Chromebooks, qty. 825

**17. Internet Service for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following service, in the following amount to be made through the Educational Services Commission of New Jersey Cooperative Pricing System.

<b>Vendor</b>	Lightpath
<b>Contract</b>	MRESC Co-Op Bid # 15/16-36
<b>Account</b>	11-000-230-530-07-0000-0
<b>Amount</b>	Not to exceed \$67,000 annually
<b>Description</b>	1,000 Mb fiber optic circuit

**18. Microsoft Licensing for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following purchase, in the following amount to be made through the Educational Services Commission of New Jersey Cooperative Pricing System.

<b>Vendor</b>	CDW-G
<b>Contract</b>	MRESC Co-Op Bid # 15/16-11
<b>Account</b>	11-190-100-610-07-0000-0
<b>Amount</b>	Not to Exceed \$16,500

<b>Description</b>	Annual Agreement for Microsoft Office Pro, Microsoft Server Client Access License, Microsoft Server Data Center Edition, Microsoft Server Standard Addition – Pricing is based on the number of full time district employees that utilize network services.
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**19. Internet Security Appliance/Firewall for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following purchase, in the following amount to be made through the Educational Services Commission of New Jersey Cooperative Pricing System.

<b>Vendor</b>	CDW-G
<b>Contract</b>	MRESC Co-Op Bid # 15/16-11
<b>Account</b>	11-000-252-340-07-0000-0
<b>Amount</b>	Not to Exceed \$17,300
<b>Description</b>	Internet Security Appliance/Firewall, Palo Alto PA-3020

**20. Internet Content Filtering for the 2017/18 School Year**

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

<b>Vendor</b>	Trebron
<b>Account</b>	11-000-252-340-07-0000-0
<b>Amount</b>	Not to Exceed \$13,100
<b>Description</b>	Internet Content Filtering, Securly

**21. Endpoint Security Software for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following purchase in the following amount to be made through the Educational Services Commission of New Jersey Cooperative Pricing System.

<b>Vendor</b>	CDW-G
<b>Contract</b>	MRESC Co-Op Bid # 15/16-11
<b>Account</b>	11-000-252-340-07-0000-0
<b>Amount</b>	Not to Exceed \$16,400
<b>Description</b>	Endpoint security software, Sophos Cloud Endpoint Protection Software

**22. Computer Carts for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following purchase in the following amount to be made through the Educational Services Commission of New Jersey Cooperative Pricing System.

<b>Vendor</b>	CDW-G
<b>Contract</b>	MRESC Co-Op Bid # 15/16-11
<b>Account</b>	11-190-100-610-07-0000-0
<b>Amount</b>	Not to Exceed \$42,800
<b>Description</b>	Computer Carts, Spectrum Cloud32 qty. 31

**23. Wired Network for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following purchase, in the following amount to be made through the State Contract Pricing System.

<b>Vendor</b>	Argentium Solutions
<b>Contract</b>	Data Communications Equipment Contract # 87718
<b>Account</b>	12-000-252-730-07-0000-0
<b>Amount</b>	Not to exceed \$20,000
<b>Description</b>	Network Switches

**24. Wireless Network Support Contract for the 2017/18 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following service, in the following amount to be made through the State Contract Pricing System.

<b>Vendor</b>	Turn-key Technologies
<b>Contract</b>	Data Communications Equipment Contract # 41210
<b>Account</b>	11-000-252-340-07-0000-0
<b>Amount</b>	Not to exceed \$12,500
<b>Description</b>	Annual support contract

**25. Refurbished Computers (Bid B 18-04) for the 2017/18 School Year**

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

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

WHEREAS, on June 13, 2017 the following bid proposals were received and publicly read; and

<b>Vendor</b>	<b>Configuration 1</b>	<b>Configuration 2</b>
CDI Computer Dealers, Inc.	\$35,579.35	\$44,879.35
VIG Solutions	\$34,950.00	\$38,850.00

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

<b>Vendor</b>	<b>Configuration 1</b>
VIG Solutions	\$34,950.00

Account # 11-190-100-610-07-0000-0

**26. Change Order #2 – Home Economics Classroom Renovations at MRHS**

<b>Contract</b>	Home Economics Classroom Renovations at MRHS – FVHD 4877	
<b>Contractor</b>	Arista Builders and Designers, Inc.	
<b>Change Order #</b>	2	
<b>Amount</b>	\$1,066.23	
<b>Description</b>	Increase – new oak wood shelves to accommodate the new microwaves	\$1,066.23
	Total for Change Order # 2	\$1,066.23

**27. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during May 2017:

<b>School Name</b>	<b>Security Drill Type</b>	<b>Date &amp; Time</b>
Cambridge Park Pre-school	Fire Drill	5/9/17 @ 10:00 am
Cambridge Park Pre-school	Lock Down	5/24/17 @ 2:10 pm
Strathmore Elementary School	Fire Drill	5/2/17 @ 2:16 pm

School Name	Security Drill Type	Date & Time
Strathmore Elementary School	Evacuation	5/4/17 @ 11:20 am
Cliffwood Elementary School	Fire Drill	5/12/17 @ 2:40 pm
Cliffwood Elementary School	Table Top	5/31/17 @ 9:00 am
Lloyd Road Elementary School	Fire Drill	5/24/17 @ 9:07 am
Lloyd Road Elementary School	Bomb Threat Evacuation	5/30/17 @ 9:55 am
Matawan-Aberdeen Middle School	Fire Drill	5/16/17 @ 2:00 pm
Matawan-Aberdeen Middle School	Evacuation	5/30/17 @ 8:48 am
Ravine Drive Elementary School	Fire Drill	5/3/17 @ 2:32 pm
Ravine Drive Elementary School	Lock Down to Evacuation	5/9/17 @ 2:03 pm
Matawan Regional High School	Fire Drill	5/12/17 @ 1:30 pm
Matawan Regional High School	Evacuation	5/16/17 @ 1:30 pm

**B. TRANSPORTATION**

**1. The following bus evacuation drills occurred as follows:**

School	Date	Location	Supervised by
Cliffwood Elementary School	5/16/17	Bus Driveway for all routes	Principal Mark Van Horn
Matawan Regional High School	5/17/17	Bus Driveway for all routes	Assistant Principal Mike Wells
Strathmore Elementary School	5/15/17	Bus Driveway for all routes	Principal Kelly Bera

After vote Dr. Rawls came to Board to shake hands.

A member of the public asked about Dr. Rawls.

Dr. Rawls introduced himself.

**XIV. UNFINISHED BUSINESS**

A member of the board commented on the Education Foundation recognition by the county and the mini golf event at Lloyd Road.

A member of the public spoke regarding incident on May 20<sup>th</sup> at the Relay for Life event. She described incident of search of minor by district teacher and off duty police officer.

Dr. Majka addressed the concern about the conversation with Monmouth County Prosecutor’s Office

A member of the public gave a review of incident and diversity and sensitivity to diversity and the discrimination of incident and humiliation. Dr. Majka responded

A member of the public gave a review of Relay for Life event and requested review of high school report on student file

A member of the public gave a review of incident at Relay for Life

Dr. Majka – setting up Diversity Council to review cultural sensitivity

A member of the public gave a review of incident and expectations of event

A member of the public spoke regarding volunteering and training

A member of the public gave thanks to everyone who have supported the student/family. No member of police has reached out regarding incident. 3<sup>rd</sup> party investigation and written apology

A member of the public commented about better communication with students impacted

A member of the public stated 2 sons were part of incident; not contacted by school

A member of the public gave a review of rights and use of self defense

A member of the public commented on a parent request to have student not go to home school

A member of the public stated Mr. Wood does represent view of community

**XV. NEW BUSINESS**

None

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

None

**XVII. 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 90 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action will 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 9:46 pm.

The Board returned to Open Session at 11:38 pm.

**PERSONNEL - OTHER**

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

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

Be it resolved that all increments of Employee #4445 are hereby withheld for the school year 2017-2018 to the full extent permitted by N.J.S.A. 18A:29-14.

Be it further resolved that the annual salary of Employee #4445 for school year 2017-2018 shall be \$158,159.00.

**PERSONNEL – APPOINTMENTS**

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

**C. 13. APPOINTMENTS**

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Cairns, Danielle*	HS	Teacher of Special Education	Step C-01	\$49,190.00 Pending MRTA Negotiations	1	Palomo (Replacement)	9/1/17-6/30/18 (Retroactive)

\* Denotes Internal Candidate

**XVIII. ADJOURNMENT**

On a motion by Ms. Nappi seconded by Ms. Esposito and a unanimous roll call vote the Board adjourned the meeting at 11:45 pm.

Respectfully submitted,



Alex Ferreira  
School Business Administrator/Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR ACTION MEETING  
JUNE 19, 2017**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Altman, Robyn	LR	7/27/17, 7/28/17	Crowne Plaza Princeton Plainsboro, NJ	Lindamood-Bell Visualizing and Verbalizing Workshop	\$749.00**	\$28.02**	\$0.00	\$0.00	\$0.00	\$777.02**	NO
Berman, Lauren	CL	7/27/17, 7/28/17	Crowne Plaza Princeton Plainsboro, NJ	Lindamood-Bell Visualizing and Verbalizing Workshop	\$749.00*	\$21.20*	\$0.00	\$0.00	\$0.00	\$770.20*	NO
Colao, Raquel	LR	7/27/17, 7/28/17	Crowne Plaza Princeton Plainsboro, NJ	Lindamood-Bell Visualizing and Verbalizing Workshop	\$749.00*	\$52.45*	\$0.00	\$0.00	\$0.00	\$801.45*	NO
Silano, Susan	RD	7/27/17, 7/28/17	Crowne Plaza Princeton Plainsboro, NJ	Lindamood-Bell Visualizing and Verbalizing Workshop	\$749.00*	\$17.24*	\$0.00	\$0.00	\$0.00	\$766.24*	NO
Wells, Michael	CO	8/2/2017	Monmouth University West Long Branch, NJ	New Jersey Department of Education Achieve NJ Regional Workshop - Summer 2017	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Brereton, Helen	ST	7/31/2017, 8/1/2017, 8/2/2017, 8/3/2017, 8/4/2017	Hilton Hasbrouck Heights Secaucus, NJ	IMSE - Institute for Multi-Sensory Education Orton-Gillingham Comprehensive Training	\$1,075.00*	\$118.00**	\$38.50**	\$0.00	\$0.00	\$1,231.50*	NO
Nau, Sara	CL	7/10/2017, 7/11/2017, 7/12/2017, 7/13/2017, 7/14/2017	Howard Johnson Toms River, NJ	IMSE - Institute for Multi-Sensory Education Orton-Gillingham Comprehensive Training	\$1,075.00*	\$131.13*	\$25.00*	\$0.00	\$0.00	\$1231.13*	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR ACTION MEETING  
JUNE 19, 2017**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Silano, Susan	RD	8/14/2017, 8/15/2017, 8/16/2017, 8/17/2017, 8/18/2017	Hilton Hasbrouck Heights Secaucus, NJ	IMSE - Institute for Multi-Sensory Education Orton-Gillingham Comprehensive Training	\$1,075.00*	\$140.74*	\$70.00*	\$0.00	\$0.00	\$1,285.74*	NO
									<b>TOTAL</b>	\$6,863.28	
*Amount being charged to Account #11-000-221-580-04-0000-1											
**Amount being charged to Account #11-000-219-580-09-0000-0											
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$0											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											

**MATAWAN-ABERDEEN  
REGIONAL SCHOOLS  
  
NEW STAFF  
MENTORING  
PLAN  
  
2017-2018**



## DISTRICT PROFILE SHEET

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

District Code: **3040**

County Code: **25**

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

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

Mentoring Program Contact: **Brian Walsh**

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

Mentoring Program Contact's e-mail: [bwalsh@marsd.org](mailto:bwalsh@marsd.org)

Type of District: **PreK-12**

## SECTION 2 - NEEDS ASSESSMENT

### A. Current Assessment of the Mentoring for Quality Induction Program

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

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

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

### B. Current Needs of District Mentoring Plan

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

- To develop a formal schedule for mentors to meet with novice teachers.
- To ensure that all staff members in each school support novice teachers.

## **SECTION 2 - NEEDS ASSESSMENT (continued)**

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

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**SECTION 3 - VISION AND GOALS****A. Mentoring Program Vision**

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

**B. Mentoring Program Goals**

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

- To assist novice teachers in the performance of their duties and responsibilities.
- To provide novice teachers with the opportunity to excel by offering them opportunities for professional growth.
- To give novice teachers opportunities to gain insights into "best practices" in the field of education.
- To facilitate the transition of novice teachers into the school district and the community.
- To assist novice teachers in enhancing communication skills with students, parent/guardians, colleagues, administrators, and the community.
- To enable novice teachers to expand their knowledge of subject matter and in teaching strategies/techniques.
- To encourage novice teachers to develop an excellent rapport with all members of the school and community.
- To assist novice teachers in the development of lesson plans to maximize instructional effectiveness.

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

## SECTION 4 - MENTOR SELECTION

### A. Guidelines for Selection of Mentors

- The teacher is tenured in the district and actively teaching.
- If such a teacher is unavailable, a certified teacher with at least three years of teaching within the previous 5 years, and who is actively teaching in the district.
- The teacher is committed to the goals of the local mentor plan, including respect for the confidential nature of the mentor/novice relationship.
- The teacher has demonstrated exemplary command of content area knowledge and pedagogy.
- The teacher must have earned a rating of effective or highly effective on the most recent summative evaluations. If a summative score is not available, then a rating of effective or highly effective on recent evaluation(s).
- The teacher is experienced in the subject area in which the novice is teaching, where possible, and where not possible, in a closely aligned subject area.
- The teacher is knowledgeable about his/her social/workplace norms of the district, board of education and the community.
- The teacher is knowledgeable about the resources and opportunities in the district and is able to act as a referral to the novice teacher.
- The teacher agrees to complete an approved comprehensive mentor-training program and attend meetings after school that will not exceed the contractual agreement.
- The mentor may not serve as mentee's direct supervisor or conduct evaluations on the mentee.
- All certified staff members will receive a communication from the Director of Personnel. Interested applicants will receive an application and reference forms to be completed. The principal shall recommend the candidates for their buildings after careful consideration and screening of the application and references that are submitted.
- The Director of Personnel will receive the applications and reference forms completed by two (2) colleagues attesting to the ability of the applicant to serve as a member of the district's mentoring pool.

- Each school principal will receive a list of approved mentors and along with the Director of Personnel will match each novice teacher to a mentor based on the district's established criteria. This list will be revised as needed.
- Each mentor will agree to attend mentor training sessions organized by the Director of Personnel and the School Improvement Panel.

### **B. Application Process**

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

### **C. Criteria for Selection of Mentors**

- The mentor teacher will possess a valid and current New Jersey teaching certificate.
- The mentor teacher will be a tenured teacher or will be recommended for tenure.
- The mentor teacher will agree to participate in sustained, ongoing mentor training.
- The mentor teacher will make a commitment to work with a novice teacher for at least one year.
- The mentor teacher will agree to maintain confidentiality for all mentor-novice teacher discussions and activities.
- The mentor teacher will agree to ongoing program evaluation and will remain committed to the goals of the district's mentoring program.

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- The mentor teacher will be well versed in “best practices” dealing with teaching strategies and techniques.

#### **SECTION 4 - MENTOR SELECTION (continued)**

- The mentor teacher will be certified in the subject area or will have experience in teaching at the same grade level as the novice teacher whenever possible.
- The mentor teacher will possess strong interpersonal skills.
- The mentor teacher will be held in the highest regard by peers and administrators.
- The mentor teacher will be knowledgeable about the available resources and opportunities in the district and will act as a referral source for the novice teacher.
- The mentor teacher will have demonstrated exemplary command of content area knowledge and of pedagogy.
- The mentor teacher must have been present for the majority of the previous year and not on leave.

#### **SECTION 5 - ROLES AND RESPONSIBILITIES**

##### **A. Mentors**

- The mentor will provide a full school year (30 weeks) of 1:1 mentoring.
- The mentor will participate in ongoing sustained mentor training.
- The mentor will meet at least twice a month with the novice teacher to answer any questions, to provide on going support, and to plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers and the Common Core State Standards, Next Generation Science Standards, and the New Jersey Core Curriculum Content Standards.
- The mentor will provide opportunities for the novice teacher to observe both the mentor and other highly experienced and qualified teachers.
- The novice teacher agrees to meet with mentor once a week for the first four weeks.
- The novice teacher will agree to meet with his/her mentor at least twice a month after the first 4 weeks of weekly meetings.
- The mentor will observe the novice teacher and conduct a meeting to discuss the lesson.



- 
- The mentor will provide the novice teacher with information regarding conferences and workshops that may be valuable to the novice Teacher's professional growth.
  - The mentor will document all mentoring activities in a log and the attached monthly charts.

#### **SECTION 5 - ROLES AND RESPONSIBILITIES (continued)**

- The mentor will maintain confidentiality regarding all mentor-novice teacher discussions and activities.
- The mentor teacher will review the district's observation and evaluation practices with the novice teacher.
- The mentor will assist the novice teacher in understanding all district and school policies and procedures.
- The mentor will share his/her expertise in teaching strategies and techniques with the novice teacher.
- The mentor will serve as a model for the novice teacher.
- The mentor will advise the novice teacher on ways to develop an excellent rapport with students, staff, parents/guardians, administration, and the community.
- The mentor will evaluate the district's mentoring program and make suggestions for revision or improvement.
- The mentor will establish regular conferencing times with the novice teacher to discuss needs, provide ongoing support, and plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers and the Common Core State Standards, Next Generation Science Standards, and the New Jersey Core Curriculum Content Standards.

#### **B. Novice Teacher**

- The novice teacher agrees to receive a full school year (30 weeks) of 1:1 mentoring.
- The novice teacher will be enrolled by the district in the mandated New Jersey Department of Education Provisional Teacher Program.
- The novice teacher agrees to meet with mentor once a week for the first four weeks.
- The novice teacher will agree to meet with his/her mentor at least twice a month after the first 4 weeks of intensive meetings.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
MENTORING PLAN 2017-2018**

- 
- The novice teacher will strive to grow professionally by attending conferences, workshops, and courses.
  - The novice teacher will maintain confidentiality for all mentor-novice teacher activities.
  - The novice teacher will document all mentoring activities in a log and the attached monthly charts.
  - The novice teacher will observe other teachers and allow his/her mentor to observe his/her classes.
  - The novice teacher will evaluate the mentoring program and make suggestions for revision or improvement.
  - The novice teacher will reflect on his/her experience as a novice teacher and offer suggestions for improvement in the mentoring program.
  - The novice teacher will make payments through the payroll department and not make direct payments to the mentor.
  - The novice teacher agrees to pay the mentor the mentoring fee of \$550.00 (2017-2018) which will be completed through equalized and automatic payroll deductions arranged through the Business Office.

**SECTION 6 - PROFESSIONAL LEARNING COMPONENTS FOR MENTORS**

- Complete training prior to beginning mentoring.
- Participate in district in-service/staff development days. (Standards 2, 6, 7, 8, 9)
- Attend after school professional meetings. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Request to attend conferences and workshops. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Observe lessons taught by colleagues and novice teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Access professional journals, on-line resources, books, videos, etc. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Serve on school and/or district committees. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)

- Meet at least twice a month with novice teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Participate in additional activities based on individual mentor's professional needs.

#### **SECTION 6 - PROFESSIONAL LEARNING COMPONENTS FOR MENTORS (cont'd)**

- Guide and support the novice teacher in developing professional goals and learning activities that are formulated to improve classroom teaching. (Standards 3, 4, 7, 8, 10, 11)
- The mentor may work with the novice teachers to determine what will be focused on during classroom visitations by collaboratively planning lessons, making suggestions for improvement, and by modeling lessons. (Standards 1, 3)
- The mentor may infuse reflective questioning techniques to help the novice teacher reflective and brainstorm on various strategies to modify lessons in order to meet the diverse learning needs of the students in the classroom. (Standards 2, 6, 7, 8)
- The mentor may be provided with opportunities to meet with other mentors, in order to share successes, experiences, and problem solving, to allow the mentor to continue to grow professionally. (Standards 3, 6, 10)
- The mentor will provide assistance and strategies to help novice teachers build relationships with colleagues, parents, administrators, and students. (Standards 8, 9)
- The mentor may be provided with opportunities to discuss any areas that the novice teacher would like assistance. By strengthening the collaborative relationships, the novice teacher may be more comfortable in communicating areas of improvement and strength. (Standards 5, 8, 9)

**SECTION 7 - PROFESSIONAL LEARNING COMPONENTS FOR NOVICE TEACHERS**

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

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

**SECTION - 8 MENTORING ACTION PLAN FOR IMPLEMENTATION****A. July to August**

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

**B. September to November**

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

**C. December to June**

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

**D. Mid – June**

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

**SECTION - 9 RESOURCE OPTIONS USED**

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

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

- Books, videos, websites, and other reference materials.



### **SECTION 10 - FUNDING RESOURCES**

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

- State funds for mentor program as available
- The Matawan-Aberdeen Regional School District budget
- Matawan-Aberdeen Education Foundation Grants
- Federal No Child Left Behind Grants as available

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

### **SECTION 11 - PROGRAM EVALUATION**

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

**ALTERNATE ROUTE TEACHERS – 34-WEEK MENTORING PLAN**

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

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

**The 34 week mentoring program must include the following:**

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

\*\*2017-2018 rate

**MENTORING APPLICATION AND REFERENCES**

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

NAME: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ SCHOOL PHONE: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_ YEARS TEACHING: \_\_\_\_\_

YEARS IN CURRENT POSITION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

Signature of applicant: \_\_\_\_\_

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

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

\_\_\_\_\_  
(Building Principal) (Date)

\_\_\_\_\_  
(Colleague) (Date)

\_\_\_\_\_

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(Colleague)

(Date)

**MID-YEAR NEEDS ASSESSMENT QUESTIONNAIRE FOR NOVICE TEACHERS**

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

Possible responses:

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

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

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

- 26. List any professional needs you have that are not addressed by the preceding items.
  
- 27. What additional types of support should the school district provide to you and to other novice teachers?

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**Thank you for your cooperation!**

Please return completed form to the Director of Personnel's Office by January 19, 2018

**MID-YEAR NEEDS ASSESSMENT QUESTIONNAIRE FOR MENTOR TEACHERS**

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

Possible responses:

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

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

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

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

**Thank you for your cooperation!**

Please return completed form to the Director of Personnel's Office by January 19, 2018





**END OF YEAR QUESTIONNAIRE FOR NOVICE TEACHERS**

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

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

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

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

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

**Thank you for your cooperation!**

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Please return completed form to the Director of Personnel's Office by June 15, 2018

**END OF YEAR QUESTIONNAIRE FOR MENTORS**

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

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

My role as a Mentor and the support received from others

1. How many years have you been a mentor? \_\_\_\_\_ years
2. What individuals, activities, or reading were most helpful in enabling you to understand your role as a mentor?
  - Individuals:
  
  - Activities:
  
  - Readings:
3. What kinds of administrative support were most valuable in helping you to fulfill your role?
4. Which types of administrative support were not as valuable?
5. How many times did you observe in your novice teacher's classroom during the year? \_\_\_\_\_ times
6. How many times did your novice teacher observe you teaching during the year? \_\_\_\_\_ times
7. To your knowledge, how many times did your novice teacher observe other faculty members teaching during the year? \_\_\_\_\_ times
8. What other resources did you guide your novice teacher to use?

**Thank you for your cooperation!**

Please return completed form to the Director of Personnel's Office by June 15, 2018



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

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

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

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

**Thank you for your cooperation!**

Please return completed form to the Director of Personnel's Office by June 15, 2018





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Please return completed form to the Director of Personnel's Office



**DISTRICT PROFESSIONAL DEVELOPMENT ACTION PLAN FOR IMPLEMENTATION**

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



**DISTRICT PROFESSIONAL DEVELOPMENT ACTION PLAN FOR IMPLEMENTATION (continued)**

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

**Mentor/Novice Teacher Topics****September Meeting Topics and Hours**                      **Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**September Mentoring activities and ideas:**

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

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
MENTORING PLAN 2017-2018**

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

**Current Month Hours** \_\_\_\_\_ **Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

*Novice Teacher Signature* \_\_\_\_\_

Please return completed form to the Director of Personnel's Office by October 13, 2017

**Mentor/Novice Teacher Topics**

**October Meeting Topics and Hours**

**Meeting Dates** \_\_\_\_\_

**thru** \_\_\_\_\_

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

**October Mentoring activities and ideas:**

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

**Current Month Hours** \_\_\_\_\_

**Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

*Novice Teacher Signature* \_\_\_\_\_

Please return completed form to the Director of Personnel's Office by November 17, 2017

**Mentor/Novice Teacher Topics**

**November Meeting Topics and Hours** \_\_\_\_\_ **Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**November Mentoring activities and ideas:**

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

**Current Month Hours** \_\_\_\_\_ **Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

*Novice Teacher Signature* \_\_\_\_\_

Please return completed form to the Director of Personnel's Office by December 15, 2017

**Mentor/Novice Teacher Topics**

**December Meeting Topics and Hours** \_\_\_\_\_ **Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**December Mentoring activities and ideas:**

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

**Current Month Hours** \_\_\_\_\_ **Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

*Novice Teacher Signature* \_\_\_\_\_



Please return completed form to the Director of Personnel's Office by January 12, 2018

**Mentor/Novice Teacher Topics**

**January Meeting Topics and Hours**

**Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**January Mentoring activities and ideas:**

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

**Current Month Hours** \_\_\_\_\_ **Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

*Novice Teacher Signature* \_\_\_\_\_

\_\_\_\_\_

Please return completed form to the Director of Personnel's Office by February 15, 2018

<b>Mentor/Novice Teacher Topics</b>	
<b>February Meeting Topics and Hours</b>	<b>Meeting Dates _____ thru _____</b>
Please check all areas discussed and keep a copy for your records.	
<b>February Mentoring activities and ideas:</b>	
<input type="checkbox"/> Review and discuss district office staff roles, departments, and support services <input type="checkbox"/> Share literature, research findings and professional journals <input type="checkbox"/> Discuss use of community resources, such as guest speakers and field trips <input type="checkbox"/> Review report card procedures <input type="checkbox"/> Begin discussion of procedures for standardized testing <input type="checkbox"/> Discuss mentee concerns you may have <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____	
<b>Current Month Hours</b> _____ <b>Total Accumulated Hours</b> _____	
<i>Mentor Signature</i> _____	
<i>Novice Teacher Signature</i> _____	

Please return completed form to the Director of Personnel's Office by March 16, 2018

**Mentor/Novice Teacher Topics**

**March Meeting Topics and Hours**

**Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**March Mentoring activities and ideas:**

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

**Current Month Hours** \_\_\_\_\_ **Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

*Novice Teacher Signature* \_\_\_\_\_

Please return completed form to the Director of Personnel's Office by April 20, 2018

**Mentor/Novice Teacher Topics**

**April & May Meeting Topics and Hours**      **Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**April & May Mentoring activities and ideas:**

April

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

May

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

**Current Month Hours** \_\_\_\_\_ **Total Accumulated Hours** \_\_\_\_\_

*Mentor Signature* \_\_\_\_\_

Novice Teacher Signature \_\_\_\_\_

Please return completed form to the Director of Personnel's Office by June 8, 2018

**Mentor/Novice Teacher Topics**

**June Meeting Topics and Hours**      **Meeting Dates** \_\_\_\_\_ **thru** \_\_\_\_\_

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

**June Mentoring activities and ideas:**

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

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

**Current Month Hours** \_\_\_\_\_      **Total Accumulated Hours** \_\_\_\_\_





**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**HUMAN RESOURCES DEPARTMENT**  
**Summer Curriculum Writing**  
**2017-2018 School Year**

***Elementary School Curriculum Guides***

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
1 A. Ripple, S. B. Rocco, S.	<b>Preschool 3 &amp; 4 Year Old Program</b>  A. 3-Year Old B. 4-Year Old	2	Update curriculum and pacing guide and align to NJ Preschool Teaching and Learning Standards and QSAC requirements using Rubicon Atlas	30  (15 hrs each)	\$30	\$900	CO
2 A. Lenihan, C. Marion, C. B. Barry, T C. Sullam, J. D. Dawson, V.	<b>ELA/Social Studies Assessments - Grades K-3</b>  A. Grade K B. Grade 1 C. Grade 2 D. Grade 3	8  (2 teachers for each grade level)	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; Must be able to attend the required on-site PD (Dates TBD)	160  (20 hrs each)	\$30	\$4,800	CO
3 A. Lenihan, C. Marion, C. (7.5 hr/each) B. Barry, T. C. Sullam, J. D. Dawson, V.	<b>ELA/Social Studies Curriculum Guides K-3</b>  A. Grade K B. Grade 1 C. Grade 2 D. Grade 3	4	Review guides and refine unit objectives; ensure alignment with NJSLs and compliance with QSAC requirements; input information to Rubicon Atlas; Must be able to attend the required on-site PD (Dates TBD)	60  (15 hrs each)	\$30	\$1,800	CO
4 A. Nikolic, A. Kyvelos, S.	<b>ELA Reading Curriculum - Grades 4-5</b>  A. 4th Grade Reading B. 5th Grade Reading	6  (3 teachers for each course)	Rewrite curriculum and pacing guides to align with the NJ Student Learning Standards for Reading using UbD Templates in Rubicon Atlas; includes all aspects of ELA Reading Instruction; Must be able to attend the required on-site PD (Dates TBD)	180  (Up to 30 hours each)	\$30	\$5,400	CO
5 A. Nikolic, A. Kyvelos, S.	<b>ELA Writing Curriculum - Grades 4-5</b>  A. 4th Grade Writing B. 5th Grade Writing	6  (3 teachers for each course)	Rewrite curriculum and pacing guides to align with the NJ Student Learning Standards for Reading using UbD Templates in Rubicon Atlas; includes all aspects of ELA Writing Instruction; Must be able to attend the required on-site PD (Dates TBD)	180  (Up to 30 hours each)	\$30	\$5,400	CO
6 A. Nikolic, A. Kyvelos, S.	<b>Social Studies Curriculum - Grades 4-5</b>  A. 4th Grade Social Studies B. 5th Grade Social Studies	2  (2 teachers for each course)	Rewrite curriculum and pacing guides to align with the NJ Student Learning Standards for Social Studies using UbD Templates in Rubicon Atlas; Teachers will need to develop units of instruction that infuse problem based learning and the infusion of various instructional resources; Must be able to attend the required on-site PD with consultant (Dates TBD)	30  (15 hours each )	\$30	\$900	CO
7 A. Lenihan, C. B. Buchanan, L. C. DeFilippo, J. D. Dawson, V. E. Patterson, C. F. Mammano, A.	<b>Science K-5</b>  A. Science K B. Science 1 C. Science 2 D. Science 3 E. Science 4 F. Science 5	6	Update the K-5 science curriculum and pacing guide and align with NJ Student Learning Standards and QSAC requirements using Rubicon Atlas	90  (15 hours per course)	\$30	\$2,700	CO



Personnel Attachment #2

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
8 A. Vacant B. Vacant	<b>Comprehensive Health/PE</b>  A. Grade K-3 B. Grade 4-5	2	Continue update s the K-5 PE/Health curriculum and pacing guide to integrate L.E.A.D.S. and Great Body Shop and align with NJ Student Learning Standards and QSAC requirements. using Rubicon Atlas	72  (12 hours per grade level)	\$30	\$2,160	CO
9 A. Marion, C. B. Vacant C. DeFilippo, J. D. Hickey, J. E. Dawson, V. F. DuBrosky, W.	<b>Math K – 5</b>  A. Math K B. Math 1 C. Math 2 D. Math 3 E. Math 4 F. Math 5	6	Align the K-5 Math curriculum guides to the 2016 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	90  (15 hours per grade level)	\$30	\$2,700	CO
10 A. Vacant B. Orr, D.	<b>Visual and Performing Arts - ART Education</b>  A. K-3 B. 4-5	2	Update curriculum and pacing guides to align with NJ Student learning standards (NJSLs) and QSAC requirements using Rubicon Atlas	90  (15 hours per grade level)	\$30	\$2,700	CO
11 A. Vacant B. Vacant	<b>Visual and Performing Arts - MUSIC Education</b>  A. K-3 B. 4-5	2	Update curriculum and pacing guides to align with NJ Student learning standards (NJSLs) and QSAC requirements using Rubicon Atlas	90  (15 hours per grade level)	\$30	\$2,700	CO
12 A. Hughes, S.	<b>Visual and Performing Arts - Instrumental Band</b>  A. 4-5	1	Update curriculum and pacing guides to align with NJ Student learning standards (NJSLs) and QSAC requirements using Rubicon Atlas	30 hours  (15 hours per grade level)	\$30	\$900	CO
13 A. Lathrop, M. B. Lathrop, M. C. Lathrop, M.	<b>World Languages</b>  A. Spanish Grade 3 B. Spanish Grade 4 C. Spanish Grade 5	1	Update curriculum and pacing guides to align with QSAC requirements using Rubicon Atlas	6 hours  (2 hours per course)	\$30	\$180	CO
14 A. Spaur, I. B. Vacant	<b>ESL</b>  A. Gr. 2 B. Gr. 3	2	Update curriculum and pacing guide and align to WIDA Proficiency levels using Rubicon Atlas	40 hrs  (20 hours per grade level)	\$30	\$1,200	CO

**Middle School Curriculum Guides 6-8**

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
15 A. DeBeVoise, M. Mescal, D. (10 r/ea) B. Hillyer, P. Reynolds, D. (10 r/ea) C. Towle, C.	<b>Science Grades 6-8</b>  A. Science 6 B. Science 7 C. Science 8	3	Continued updates to curriculum, assessments and pacing guides to align with the NJ Student Learning Standards (NGSS) and QSAC requirements using Rubicon Atlas	60 hours  (20 hours per course)	\$30	\$1,800	CO
16 A. Vacant	<b>Visual and Performing Arts ART Education</b>  A. Grade 6-8	1	Update and align curriculum and pacing guides to align with the 2014 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	45  (15 hours per grade level)	\$30	\$1,350	CO

Personnel Attachment #2

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
17 A. Loreface, L.	<b>Visual and Performing Arts MUSIC Education</b>  A. Grade 6-8	1	Update and align curriculum and pacing guides to align with the 2014 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	45  (15 hours per course)	\$30	\$1,350	CO
18 A. Vacant	<b>Comprehensive Health and Physical Education</b>  A. Grade 6-8	1	Update and align curriculum and pacing guides to align with the 2014 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	36  (12 hours per grade level)	\$30	\$1,080	CO
19 A. Costello, L. B. Costello, L. C. Johnson, J. D. Vacant E. Wietecha, C. F. Cahill, L.	<b>Math Grades 6-8</b>  A. Math 6 B. Math 6 Accelerated C. Math 7 D. Math 7 Accelerated E. Math 8 F. MS Algebra 1	6	Update and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	120 hours  (20 hours per course)	\$30	\$3,600	CO
20 A. Vacant	<b>ELA Grades 6-8</b>  A. Grade 7	1	Ensure alignment of units with QSAC requirements using Rubicon Atlas	2	\$30	\$60	CO
21 A. Vacant B. Vacant C. Bebel, H.	<b>Social Studies Grades 6-8</b>  A. Grade 6 B. Grade 7 C. Grade 8	3	Update curriculum and pacing guides to align with 2014 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	30  (10 hours per course)	\$30	\$900	CO
22 A. Garrett, C. B. Garrett, C. C. Garrett, C.	<b>World Languages</b>  A. Grade 6 French B. Grade 6 Italian C. Grade 6 Spanish	3	Update curriculum and pacing guides to reflect the new Middle School schedule, infuse TPRS strategies within units, and to align with 2014 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	30 hours  (10 hours per course)	\$30	\$900	CO

**High School Curriculum Guides (9-12)**

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
23 A. Borchers, S. B. Borchers, S. C. Massimini, G. D. Servidio, P. E. Olecnowicz, J. F. Vacant G. Vacant H. Melikova, J. I. Melikova, J. J. Kaplan, D. K. Kaplan, D. L. Massimini, G. M. Servidio, P. N. Vacant O. Kaplan, D. P. Hodnicky, H.	<b>HS Science –Existing Full Year Course Revisions</b>  A. Lab Bio. B. Lab Bio H C. AP Lab Bio. D. Molecular Cell Bio. E. Lab Chem. F. Lab Chem. H G. AP Lab Chem. H. Lab Physics I. Lab Physics H J. AP Lab Physics C Mech. K. Physics of	15	Continued updates to curriculum, assessments and pacing guides to align with the NJ Student Learning Standards (NGSS) and QSAC requirements using Rubicon Atlas	300  (20 hours per course)	\$30	\$9,000	CO

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
	<i>the 21<sup>st</sup> Century</i> L. <i>Lab Anatomy and Phys.</i> M. <i>Lab Anatomy and Phys. Honors</i> N. <i>Molecular Cell Bio.</i> O. <i>Academy Eng.</i>						
24 A. Tomasello, L. B. Vacant C. Vacant D. Vacant E. Vacant	<b>HS Science – Existing Half Year Course Revisions</b>  A. <i>Env Science</i> B. <i>Forensic Science</i> C. <i>Meteor.</i> D. <i>Astron.</i> E. <i>Geophy. Science</i>	5	Continued updates to curriculum and pacing guides to align with the NJ Student Learning Standards (NGSS) and QSAC requirements using Rubicon Atlas	50  (10 hours per course)	\$30	\$1,500	CO
25 A. Vacant B. Vacant C. Vacant D. Vacant E. Vacant F. Vacant G. Vacant H. Vacant I. Vacant J. Vacant K. Vacant L. DePaolo, A.	<b>HS Math - Existing Full Year Course Revisions</b>  A. <i>Algebra 1 H</i> B. <i>Geom. H</i> C. <i>Algebra 2 H</i> D. <i>Advanced Algebra/Trig</i> E. <i>Statistics</i> F. <i>Pre-calc H</i> G. <i>Multivariable Calculus</i> H. <i>College and Career Readiness Math</i> I. <i>21st Century Math and Financial Applications</i> J. <i>AP Calculus AB</i> K. <i>AP Calculus BC</i> L. <i>AP Statistics</i>	12	Update and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	240  (20 hours per course)	\$30	\$7,200	CO
26 A. Vacant	<b>HS Math - Existing Half Year Course Creation</b>  A. <i>Foundations of Algebra</i>	1	Create and align curriculum and pacing guides and align with the 2016 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas. This supplement math course is designed to reinforce and develop skills taught in Algebra 1.	15	\$30	\$450	CO
27 A. Bernstein, D. B. Bernstein, D. C. DePaolo, A. D. Mesko, C. E. Burfeindt, C. F. Claudio, S. G. Vacant	<b>21st Century Life and Careers- Full year courses</b>  A. <i>Stock Market Analysis &amp; Personal Finance</i> B. <i>Entrepreneurs hip</i> C. <i>AP Computer</i>	7	Update and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	105 hours  (15 hours per course)	\$30	\$3,150	CO

Personnel Attachment #2

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
	<ul style="list-style-type: none"> <li>Science A</li> <li>D. Accounting I</li> <li>E. Advanced TV Production</li> <li>F. Advanced Fashion Design</li> <li>G. Tomorrow's Teachers</li> </ul>						
28 A. Marsh, C. B. Burfeindt, C. C. Claudio, S.	<b>21st Century Life and Careers- Half year course</b> <ul style="list-style-type: none"> <li>A. Career Empwrmt.</li> <li>B. Intro to TV Production</li> <li>C. Intro to General Shop</li> </ul>	3	Create and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	45 hours  (15 hours per course)	\$30	\$1,350	CO
29 A. Blodgett, M. B. Lisciandro, T. C. Coughlin, C. D. Portee-Wells, P. E. Ogurek, M.	<b>HS World Languages</b> <ul style="list-style-type: none"> <li>A. French II</li> <li>B. Italian II</li> <li>C. Spanish II</li> <li>D. Latin II</li> <li>E. Spanish 4 Honors</li> </ul>	5  (1 teacher each course)	Revise world language curriculum and pacing guides to reflect the K-12 world language continuum, infuse TPRS strategies within units of instruction, and to align with the NJ Students Learning Standards (NJSLs) and QSAC requirements using Rubicon Atlas	150  (30 hours per course)	\$30	\$4,500	CO
30 A. Vacant B. Lisciandro, T. C. Coughlin, C. D. Vacant E. Lisciandro, T. F. Vacant G. Vacant	<b>HS World Languages</b> <ul style="list-style-type: none"> <li>A. French III</li> <li>B. Italian III</li> <li>C. Spanish III</li> <li>D. French IV</li> <li>E. Italian IV</li> <li>F. Spanish IV</li> <li>G. Spanish V Honors</li> </ul>	7  (1 teacher each course)	Revise world language units to reflect QSAC requirements using Rubicon Atlas	14  (2 hours each course)	\$30	\$420	CO
31 A. Vacant	<b>HS ELA Curriculum - New Course</b> <ul style="list-style-type: none"> <li>A. Global Humanities II - (Blended English II-H and US History I - H)</li> </ul>	2	Develop Global Humanities II (blended English II-Honors and US History I Honors) curriculum units of study and pacing guides to align with the NJ Student Learning Standards (NJSLs) for ELA and Social Studies using Rubicon Atlas	60  (30 Hours each teacher)	\$30	\$1,800	CO
32 A. Gross, Z. B. Gross, Z. C. Vacant D. Vacant E. McDede, M. F. McDede, M. G. McDede, M. H. McDede, M. I. McDede, M. J. Vacant K. Castelli, C. L. Gross, Z.	<b>HS ELA Curriculum – Revisions</b> <ul style="list-style-type: none"> <li>A. English I</li> <li>B. English I- Honors</li> <li>C. English II</li> <li>D. English II - Honors</li> <li>E. English III</li> <li>F. English III - Honors</li> <li>G. English IV - Level 2</li> </ul>	12  (1 teacher for each course)	Ensure alignment of units with QSAC requirements using Rubicon Atlas	24  (2 hours each teacher)	\$30	\$720	CO

Personnel Attachment #2

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
	H. English IV - Level 1 I. English IV - Honors J. Global Humanities I K. AP English Language and Composition L. AP English Literature and Composition						
33 A. Hueston, E. B. Hueston, E. C. Aprilante, T.	<b>Visual &amp; Performing Arts- Half year courses</b>  A. Creative Arts I B. Creative Arts II C. Drawing	3	Update and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLS) and QSAC requirements using Rubicon Atlas	45 hours  (15 hours per course )	\$30	\$1,350	CO
34 A. Hor, B. B. Vacant	<b>Visual &amp; Performing Arts- Full year courses</b>  A. Digital Art B. Scene Study	2  (1 teacher each guide)	Update and align curriculum and pacing guides to align with the 2016 NJ Student Learning Standards (NJSLS) and QSAC requirements using Rubicon Atlas	30 hours  (15 hours each course)	\$30	\$900	CO
35 A. Wegryzn, L. B. O'Neill, M. C. Kaiser, H. D. Moller, R.	<b>HS Social Studies Curriculum</b>  A. Psychology B. US History I Honors C. US History II Honors D. AP US History	4  (1 teacher each guide)	Update and align curriculum and pacing guides to align with 2014 NJ Student Learning Standards (NJSLS) and QSAC requirements using Rubicon Atlas	60  (15 hours per course)	\$30	\$1,800	CO

*\*Any of the postings above may require one school business day (prior to June 23<sup>rd</sup>) for the purpose of training curriculum writers on the utilization of Rubicon Atlas, training on UBD, and reviewing templates, standards and other frameworks that will be utilized during the summer curriculum writing process.*

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
HUMAN RESOURCES DEPARTMENT  
SUMMER POSTING 2017 RECOMMENDATIONS**

**Special Education Extended School Year Program**

July 5 – August 24, 2017

Monday – Thursday

Session I- July 5 - July 31, 2017 (15 days) with July 3 set up

Session II- August 1- August 24, 2017 (15 days) with Friday, August 25 as clean up

**Teachers may apply to teach one session or both sessions. This format was created to accommodate vacation schedules.  
Please note that preferences will be given to staff members who are able to work both sessions.**

8:30 AM to 12:30 PM Students - 8:15 AM to 12:45 PM Staff (PSD staff & elementary classes)

**Pre-School Disabled**

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
1 Leopkoski,  Kelly*Nicolau, Tara	<b>Special Ed Teacher (AUTISM)</b> 11-216-100-101-11-0000-7	2	Full day 8:15 AM to 12:45 PM (session I)	67.5 Each	\$40	\$5,400	ST
2 Leopkoski, Kelly*  <b>VACANCY</b>	<b>Special Ed Teacher (AUTISM)</b> 11-216-100-101-11-0000-7	2	Full day 8:15 AM to 12:45 PM (session II)	67.5 Each	\$40	\$5,400	ST
3 DiGeronimo, Christine** Farley, Caitlin Gzwidz, Nicole Riley, Jessica  Salerno*, Ashley *	<b>Special Ed Teacher (PSD)</b> 11-216-100-101-11-0000-7	4	Full day 8:15 AM to 12:45 PM (session I)	67.5 Each	\$40	\$10,800	ST
4 DiGeronimo, Christine** Farley, Caitlin Gzwidz, Nicole Portee-Wells, Patricia  Salerno*, Ashley	<b>Special Ed Teacher (PSD)</b> 11-216-100-101-11-0000-7	4	Full day 8:15 AM to 12:45 PM (session II)	67.5 Each	\$40	\$10,800	ST
5 Altman, Robyn Dhume, Valerie Izworski, Kevin Johanneson, Michele Mackey, Latieffa Portee-Wells, Patricia Santoro, Danielle  Brady, Gerald*	<b>Special Ed Teacher Sub (pre-K)</b> 11-216-100-101-11-0000-7	4	Full day 8:15 AM to 12:45 PM	90 Each	\$40	N/A	ST
6 Brown, Lisa Collins, Sharon Dela Rosa-Hona, Lara Dhume, Valerie Fiedler, Charnel Kops, Leslie Osmanovic, Milena Vidal, Mary  Bera, Taylor* Freda, Victoria* Giornalista, Angela* Hennig, Deanna*	<b>Instructional Assistant</b> 11-216-100-106-11-0000-7	12	Full day 8:15 to 12:45 (session I)	60 Each	Hourly Per diem or \$14 per hour	TBD	ST

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
Maggar, JeanDarc*							
<b>7</b> Brown, Lisa Dela Rosa-Hona, Lara Dhume, Valerie Fiedler, Charnel Kops, Leslie  <b>Bera, Taylor*</b> Freda, Victoria* Giornalista, Angela* Hennig, Deanna* Maggar, JeanDarc* <b>VACANCY (3)</b>	<b>Instructional Assistant</b> 11-216-100-106-11-0000-7	12	Full day 8:15 to 12:45 (session II)	60 Each	Hourly Per diem or \$14 per hour	TBD	ST
<b>8</b> Cupano, Kayla Edelstein, Joy Gray, Jeffrey Norwood, Janice  <b>Pierson, Jamie*</b> <b>VACANCY</b>	<b>Instructional Assistant Sub</b> 13-422-100-106-11-0000-8	6	Full day PSD 8:15 AM to 12:45 PM	90 Each	Hourly Per diem or \$14 per hour	N/A	ST

**Special Education Self-Contained Classes**

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
<b>9</b> Bennett, Brittany Blake, Samantha Chalmers, Jessie <b>Cairns, Danielle</b> D'Agostino, Nicole Generoso, Susan Joyce, Kathleen Layton, Leah Pickell, Lee Roche, Corrine Senne, Celeste Wilensky, Daniel  Mykytok, Michael*	<b>Special Education Teacher</b> 11-204-100-101-11-0000-7 & 11-214-100-100-11-0000-7	13	SE Classes AUT (4), LLD (6), MD/CI (3) 8:15 AM – 12:45 PM (session I)	67.5 Each	\$40	\$35,100	MS/ST
<b>10</b> Bennett, Brittany Blake, Samantha Bliss, Jacqueline <b>Cairns, Danielle</b> D'Agostino, Nicole Farley, Caitlin Generoso, Susan Joyce, Kathleen Perotta, Alexandra Pickell, Lee Senne, Celeste Sloan, Michelle Wilensky, Daniel Yaccarine, Francesca  Mykytok, Michael*	<b>Special Education Teacher</b> 11-204-100-101-11-0000-7 & 11-214-100-100-11-0000-7	13	SE Classes AUT (4), LLD (6), MD/CI (3) 8:15 AM – 12:45 PM (session II)	67.5 Each	\$40	\$35,100	MS/ST
<b>11</b> Altman, Robyn Alvarez, Robert Bergrin, Barbara Fins, Traci	<b>Special Ed Teacher Sub</b> 11-214-100-106-11-0000-7 & 11-204-100-101-	10	Full day SE Classes 8:15 AM – 12:45 PM	90 Each	\$40	N/A	MS

Personnel Attachment #3

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
Izworski, Kevin Mackey, Latieffa McFadden, Mary Beth Santoro, Danielle Smolokoff, Mary Beth  Brady, Gerald* Delorenzi, Nicole* Pierson, Jamie* Yaccarine, Francesca*	11-0000-7						
<b>12</b> Berdel, Brad Collins, Sharon Esposito, Mindy Folchetti, Maryann Greco, Dawn Grillo, Kendra Hagan, Scott Harnett, Deborah Lamicela, Joseph Meghan Mellock O'Brien, Denise Perchuck, Tara Potter, Magda Rao, Rupa Santos, LoriAnn Scatorchia, Brianna Schueller, Melanie Vatore, Sandra Walsh, Nancy Wietecha, Robert Zitzman, Denise  Anzano, Angela* Bera, Taylor* Califano, Felicia* Fornace, Linda* Gonzalez, Andrea* Habib, Sandra* Jasmin, Michaelle* Levy, Joshua* Magenheimer, Dee* Mangan, Jennifer* Moran, Gary* Muson, Joseph* Nastro, Kaitlin* Pioszyk, Tomasz* Roberts, Edward* Rodriguez, Joann* Tavarez, Santa* Ulhorn, Camille* Ulhorn, Danielle* Vidal, Mary* Yaccarine, Francesca* <b>VACANCY (3)</b>	<b>Instructional Assistant</b> 11-214-100-106-11-0000-7	38	SE Classes (session I) 8:15 AM – 12:45 PM	60	Hourly Per diem or \$14 per hour	TBD	MS
<b>13</b> Berdel, Brad Folchetti, Maryann Greco, Dawn Grillo, Kendra Hagan, Scott Henn, Nicole Lamicela, Joseph Meghan Mellock O'Brien, Denise Rao, Rupa Santos, LoriAnn	<b>Instructional Assistant</b> 11-214-100-106-11-0000-7	38	SE Classes (session II) 8:15 AM – 12:45 PM	60	Hourly Per diem or \$14 per hour	TBD	MS



<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
Scatorchia, Brianna Schueller, Melanie Vatore, Sandra <b>Wietecha, Robert</b>  Anzano, Angela* Bera, Taylor* <b>Califano, Felicia*</b> Fornace, Linda* Gonzalez, Andrea* Habib, Sandra* Kohli, Monica* Jasmin, Michaelle* Levy, Joshua* Magenheimer, Dee* Mangan, Jennifer* Moran, Gary* Muson, Joseph* Pioszyk, Tomasz* Roberts, Edward* Rodriguez, Joann* Tavarez, Santa* Ulhorn, Camille* Ulhorn, Danielle* <b>VACANCY (12)</b>							
<b>14</b> Cupano, Kayla Edelstein, Joy Norwood, Janice  <b>Pierson, Jamie*</b> <b>VACANCY</b>	<b>Instructional Assistant Sub</b> 11-214-100-106 11-0000-7	15	Full day SE Classes 8:15 AM – 12:45 PM	90 Each	Hourly Per diem or \$14 per hour	N/A	MS
<b>15a</b> Bonnell, Tiffany	<b>Special Ed Teacher</b>	1	<b>REACH PROGRAM</b>	90	\$40	\$3,600	MS
<b>15</b> <b>Berdel, Brad</b> Conceicao, Brandon Mackey, Latieffa Pugliese, Felicia  Grey, Jeffrey* Krumbine, Erica* <b>VACANCY (3)</b>	<b>Instructional Assistant</b> 11-214-100-106- 11-0000-7	9	<b>CVR or REACH</b> program runs from 7/5 to approximately 8/8- 8/15	90 each	Hourly Per diem or \$14 per hour	TBD	MS
<b>16</b> Kelly, Lauren Salsano, Jillien Zibbell, Jamie	<b>(CST) Social Worker</b> 11-000-219-104- 11-0000-7	3	Case management, IEP meetings 8:15 AM – 12:45 PM	12 Shared	\$40	\$480	ST/MS
<b>17</b> Kelly, Lauren Salsano, Jillien Zibbell, Jamie	<b>(CST) Social Worker</b> 11-000-219-104- 11-0000-7	3	Evaluations 8:15 AM – 12:45 PM	12 shared Cases	\$200	\$2,400	DISTRICT
<b>18</b> Bartlett, Mallory Mainieri, Dora Murphy, Tara Nangano, Jennifer Saccomondo, Kristina	<b>(CST) Psychologist</b> 11-000-219-104- 11-0000-7	5	Case management, IEP meetings 8:15 AM – 12:45 PM	12 Shared	\$40	\$480	ST/MS
<b>19</b> Bartlett, Mallory Mainieri, Dora Murphy, Tara Nangano, Jennifer Saccomondo, Kristina	<b>(CST) Psychologist</b> 11-000-219-104- 11-0000-7	5	Evaluations 8:15 AM – 12:45 PM	12 shared Cases	\$200	\$2,400	DISTRICT
<b>20</b> Hollinger, Jessica Miles, Lauren	<b>(CST) Learning Consultant</b> 11-000-219-104-	2	Case management, IEP meetings 8:15 AM – 12:45 PM	12 Shared	\$40	\$480	ST/MS

Personnel Attachment #3

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
	11-0000-7						
<b>21</b> Hollinger, Jessica Miles, Lauren	<b>(CST) Learning Consultant</b> 11-000-219-104-11-0000-7	2	Evaluations 8:15 AM – 12:45 PM	12 shared Cases	\$200	\$2,400	DISTRICT
<b>22</b> Mallozzi, Catharina <b>Preuss, Rosalie Sub</b>	<b>Nurse</b> 11-000-213-104-11-0000-7	1	Elementary 8:15 AM – 12:45 PM	135	\$40	\$5,400	ST
<b>23</b> Caldwell, Sheila	<b>Nurse</b> 11-000-213-104-11-0000-7	1	Summer Evaluations	8	\$40	\$320	DISTRICT
<b>24</b> Nestor, Susan <b>Preuss, Rosalie Sub</b>	<b>Nurse</b> 11-000-213-104-11-0000-7 60-900-100-101-104-11-0000-1	1  1	Special Education 8:15 AM – 12:45 PM  Summer Theater (Split with above plus up to 30 additional hours for some afternoons and additional days) 9:30 AM – 12:30 PM June 29 – August 2	135  42.5	\$40  \$40	\$5,400  \$1,700	MS
<b>25</b> Cardinoza, Kimberly Trezza, Annie	<b>Behaviorist</b> 11-000-216-104-11-0000-7	2	SE Classes	130 hours max Shared	\$40	\$5,200	ST/MS
<b>26</b> Calvosa, Alyssa Calvosa, Helena D'Angelo, Christine Farrell, Colleen Gumina, Linda Molinari, Doreen	<b>(CST) Speech/ Language Specialist</b> 11-000-219-104-11-0000-7	6	Student service time, IEP meetings	90 hours shared	\$50	\$4,500	ST/MS
<b>27</b> Calvosa, Alyssa Calvosa, Helena D'Angelo, Christine Farrell, Colleen Gumina, Linda Molinari, Doreen	<b>(CST) Speech/ Language Specialist</b> 11-000-219-104-11-0000-7	6	Evaluations	12 shared	\$200	\$2,400	DISTRICT
<b>28</b> <b>Using Out-of-District Providers for ESY</b>	<b>Occupational Therapist</b> 11-000-219-104-11-0000-7	3	Student service time, IEP meetings	90 hours shared	\$40	\$3,600	ST/MS
<b>29</b> <b>Using Out-of-District Providers for ESY</b>	<b>Occupational Therapist</b> 11-000-219-104-11-0000-7	3	Evaluations	12 shared Cases	\$200	\$2,400	DISTRICT
<b>30</b> Alvarez, Rachel	<b>Social Worker</b> 11-000-219-104-11-0000-7	1	Program Services	45	\$40	\$1,800	ST/MS
<b>31</b> Bruder, Angela Ford, Jennifer Lenihan, Christine Maltese, Kerri Santoro, Danielle Schultz, Lisa Tarrazi, Dylan Wietecha, Corrine	<b>Teacher – General Ed</b> 11-000-219-104-11-0000-7	8	IEP Meetings	12 Shared	\$40	\$480	ST/MS
<b>32</b> Alvarez, Robert Chalmers, Jessie Fins, Traci Ford, Jennifer Izworski, Kevin	<b>Teacher – Special Ed</b> 11-000-219-104-11-0000-7	6	IEP Meetings	12 Shared	\$40	\$480	ST/MS

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
Santoro, Danielle							
<b>33</b> Hollinger, Jessica	<b>CST Member</b> 11-000-219-104-11-0000-7	1	Scheduling HS	20	\$40	\$800	HS
<b>34</b> Miles, Lauren (10 hrs) Zibbell, Jamie (10 hrs)	<b>CST Member</b> 11-000-219-104-11-0000-7	2	Scheduling MS	20 Shared	\$40	\$800	MS
<b>35</b> Miles, Lauren (10 hrs) Zibbell, Jamie (10 hrs)	<b>CST Member</b> 11-000-219-104-11-0000-7	2	Scheduling LR	20 Shared	\$40	\$800	LR

**Elementary Literacy Summer Program/ESL/Algebra 1 Summer Course**

Wednesday, July 5 - Tuesday August 8  
Monday – Thursday - 8:30 AM to 10:30 AM Students - 8:15 AM to 10:45 AM Staff

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
<b>36</b> Montanto, Maureen Oliveira, Jessica  Ellerson, Alyssa*	<b>In Class Resource Special Education Teacher</b> 11-204-100-101-11-0000-7 (Dual Certification Elementary/ Special Education Preferred)	2	Elementary Literacy Grades 1 – 5	50 Each	\$40	\$6,000	ST
<b>37</b> Oliveira, Jessica	<b>Focus Intervention Teacher (FIT)</b> 11-204-100-101-11-0000-7	1	4 hours per week	30	\$40	\$1,200	ST

**Elementary ESL**

Wednesday, July 5 - Tuesday August 8  
Monday – Thursday - 8:30 AM to 10:30 AM Students - 8:15 AM to 10:45 AM Staff

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
<b>38</b> Kapadia, Vishakha  Brown, Katie* Soletti, Joanna*	<b>ESL Teachers</b> 20-241-100-101-11-0000-1 (Title III)	3	ESL Program Grades K– 5	50 each	\$40	\$6,000	ST

**ESY Coordinator – Preschool through Grade 12 Position**

July 5 – August 25, 2017  
Monday – Thursday  
Friday, August 25 as clean up  
8:00 AM to 1:00 PM Daily  
With additional hours prior to start of program

Posting #	Position	Staff	Activity	Total Cost	School
<b>39</b> Biagianti, Mary	ESY Coordinator	1	Per posted job qualifications	\$7,000	District Wide

**General Education Extended School Year Program**

Wednesday, July 5 – Thursday, July 20, 2017

Monday, July 24 - Tuesday, August 8, 2017

(20 days total - 4 days per week)

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
<b>40</b> Aronowitz, Nicole Basarico, Angela Berman, Lauren Colao, Raquel <b>DuBrosky, Wenona</b> Ford, Jennifer Lenihan, Christine Lyttle, Barbara Pappas, Laura Vergaretti, Kathy  <b>Albano, Nicole*</b> <b>Basso, Geena*</b> <b>VACANCY</b>	<b>General Education Elementary Literacy Program Teacher</b> 11-120-100-101-11-0000-7	13	Elementary Literacy Grades 1 – 5  2.5 Hours Per Day X 20 Days	50 Each	\$40	\$26,000	ST
<b>41</b> Schultz, Lisa Winther, Peggy  Altman, Robyn Sub	<b>Title 1 Read 180 Program Teachers (Must be Read180 Trained)</b> FY 18 Title 1 Funds	2	Title 1 Summer Read 180 Program Grades 4 -5  2.5 Hours Per Day X 20 Days	50 Each	\$40	\$4,000	ST
<b>42</b> DeNorscio, Dana Minneci, Frances	<b>Title 1 iRead Teachers (Must be iRead Trained)</b> FY 18 Title 1 Funds	2	Title 1 Summer iRead Program Grades 1 -3  2.5 Hours Per Day X 20 Days	50 Each	\$40	\$4,000	ST
<b>43</b> Abramowitz, Felicia Tomkins, Amy VACANCY (1)	<b>Title 1 Kindergarten Teachers</b> FY 18 Title 1 Funds	3	Title 1 Kindergarten Jumpstart Program - for NEW rising Kindergarten students with no preschool experience	50 Each	\$40	\$6,000	ST
<b>44 Void See 22</b>	<b>Summer Program Nurse</b> 11-120-100-101-11-0000-7	1	Nurse for General Education Summer Program	40	\$40	\$1,600	ST
<b>45 Void See 38</b>	<b>ESL Teachers</b> FY 18 Title III Funds	3	ESL Program Grades K – 5  2.5 Hours Per Day X 20 Days	50 Each	\$40	\$6,000	ST
<b>46 Void See 38</b>	<b>ESL Teachers</b> FY 18 Title III Funds	2	ESL Jumpstart Program - For NEW incoming K and 1st Grade Students based on K registration and Home Language Survey  2.5 Hours Per Day X 20 Days	50 Each	\$40	\$4,000	ST

Personnel Attachment #3

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
47 Bauer, Lisa DuBrosky, Wenona Hickey, Joann Izworski, Kevin (Sub)	<b>G&amp;T Teacher</b> 11-120-100-101- 11-0000-7	3	Summer G&T Program for CURRENT G&T Students in Grades 2, 3 & 4  3 Teachers x <b>16 Days</b> x 2.5 Hours Per Day  Monday-Thursday 8:30 – 10:30 STRATHMORE  July 10-13, Week 1 July 17-20, Week 2 July 24-27, Week 3 July 31-Aug 3, Week 4	40 Each	\$40	\$4,800	ST
48 Wietecha, Corrine  Freshnock, Lauren Sub	<b>Middle School Algebra Teacher</b> 11-130-100-101- 11-0000-7	1	MAMS Algebra 1 Sneak Peek Program  1 Teacher x 16 Days x 2.5 Hours Per Day  July 17-20, Week 1 July 24-27, Week 2 July 31-August 3, Week 3 August 7-10, Week 4	40	\$40	\$1,600	MAMS
49 Hynes, Gina  Freshnock, Lauren Sub	<b>Middle School Math Teacher</b> 11-130-100-101- 11-0000-7	1	MAMS Math 6 Accelerated Sneak Peek Program  2 Teachers x 16 Days x 2.5 Hours Per Day  July 17-20, Week 1 July 24-27, Week 2 July 31-August 3, Week 3 August 7-10, Week 4	40	\$40	\$1,600	MAMS
50 Wilson, Tara  Freshnock, Lauren Sub	<b>Middle School Math Teacher</b> 11-130-100-101- 11-0000-7	1	MAMS Math 7 Accelerated Sneak Peek Program  Target Audience: Students going from Math 6 Regular to Math 7 Accelerated Measure of Success: STAR Renaissance  1 Teacher x 16 Days x 2.5 Hours Per Day  July 17-20, Week 1 July 24-27, Week 2 July 31-August 3, Week 3 August 7-10, Week 4	40	\$40	\$1,600	MAMS
51	<b>Elementary and</b>	1	MAMS Summer	40	\$40	\$1,600	MAMS

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
Furman, Jessica	<b>Middle School ELA Teacher</b> 11-130-100-101-11-0000-7		Reading Academy  Target Audience: Struggling Readers Entering 6th and 7th grade.  3 teachers x 16 days x 2.5 hours per day  July 17-20, Week 1 July 24-27, Week 2 July 31-August 3, Week 3 August 7-10, Week 4				
<b>52</b> Johnson, Jesse  Freshnock, Lauren Sub	<b>Algebra 1 Readiness Program</b> FY 18 Title 1 Funds	1	Algebra 1 Readiness Program for at-risk rising 9th grade students entering Algebra 1 in September 2017  5 teachers X 20 Days X 2.5 Hours per day	50	\$40	\$2,000	MAMS

**Guidance**

Dates and Times TBD

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
<b>53</b> Didio, Blair Feen, Kathy	<b>Student Personnel Services (MS)</b> 11-000-218-104-40-0040-1	2	Hours to complete 504 updates, scheduling reviews and other tasks at the discretion of the Principal. Must be able to work August 21-31.	56 Shared	\$40	\$2,240	MAMS
<b>54</b> DeCosta, Flo Gerard, Gabriella Leuin, Harvey Murchie, Jaclyn Ninger, Ellen Palumbo, Christine	<b>Student Personnel Services (HS)</b> 11-000-218-104-30-0030-1 (Dates TBD)	3	Hours to be shared at the discretion of the principal	125 Shared	\$40	\$5,000	HS

**Freshman Academy**

Freshman Academy Orientation Preparation - August 22, 2017 8:00-1:00  
 Freshman Orientation - August 24, 2017 7:00-12:00  
 (6 hours Preparation)  
 (5 hours Program Day)

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
<b>55</b> Alvarez, Robert Bloss, Justin Borchers, Sheri	<b>HS Teachers</b> 11-000-213-104-11-0000-0	20	Freshman Academy Preparation August 22, 2017	6 Each	\$30	\$3,600	HS

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
Goldberg, Debbie Gallo, James Harnett, Chris Harrington, Meg Leach, Kristina Massimini, Geoff Nieves, Jennise O'Neill, Michele Pape, Kim Stetz, Diane Tomasello, Louise VACANCY (9)							
<b>56</b> Alvarez, Robert Bloss, Justin Borchers, Sheri Goldberg, Debbie Gallo, James Harnett, Chris Harrington, Meg Leach, Kristina Massimini, Geoff Nieves, Jennise O'Neill, Michele Pape, Kim Stetz, Diane Tomasello, Louise VACANCY (9)	<b>HS Teachers</b> 11-000-213-104- 11-0000-9	20	Freshman Academy Participation  August 24, 2016 7:00 AM – 12:00 PM	5 Each	\$40	\$4,000	HS
<b>57</b> Godowski, Donna	<b>Nurse</b> 11-000-213-104-11- 0000-9	1	Freshman Academy Participation	4	\$40	\$160	HS

**Summer Athletics**  
Dates and Times TBD

<b>Posting #</b>	<b>Position</b>	<b>Staff</b>	<b>Activity</b>	<b>Max Hours</b>	<b>Cost/Hr</b>	<b>Total Cost</b>	<b>School</b>
<b>58</b> Kaye, John Marsh, Charles	<b>Teacher</b> 11-402-100-100- 11-0000-2	2	Weight Training (Shared Hours)	70 Shared	\$40	\$2,800	HS