

**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 12, 2017, Administration Building, One Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

President, Ms. Gentile called the Committee of the Whole Meeting to order at 7:00 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. Kenneth Aitken	Mr. Weymouth Brittingham
	Ms. Allison Friedman	Ms. Tara Martinez
	Ms. Joelle Nappi	

Absent: Mr. Kevin Ahearn, Dr. Jeff Delaney

Also Present: Dr. Joseph Majka, Superintendent of Schools

Present: Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction  
 Mr. Alex Ferreira, School Business Administrator/Board Secretary  
 Mr. Brian Walsh, Director of Personnel  
 Ms. Nelyda Perez, Director of Special Services  
 Ms. John Bombardier, Director of Instruction and Evaluation K-12  
 Mr. David Palumbo, Assistant to the School Business Administrator/Board Secretary

**V. SUPERINTENDENT’S REPORT**

Superintendent of Schools, Dr. Majka made the following statements:

Ms. Perez and Dr. Nyman from Effective School Solutions gave a PowerPoint presentation on Effective School Solutions.

A member of the Board asked if there is data on the reduction of drug use and who refers the students to the district for assistance. Mr. Nyman addressed the concerns.

A member of the Board inquired as to what the independent lunch period is and how many staff members will be trained on how to handle various student situations. Dr. Nyman addressed the concerns.

A member of the Board asked if Effective School Solutions works with the SAC and if Effective School Solutions employees come to the District every day. Dr. Nyman addressed the concerns.

A member of the Board questions the number of students that can attend the program along with what happens if the District needs to add more students. Dr. Nydan, Dr. Majka and Ms. Perez addressed the concerns.

A member of the Board inquired as to what the typical home visit entails. Dr. Nyman addressed the concern.

A member of the Board asked how many students the District sends out of District and if there are privacy concerns with the students. Ms. Perez and Dr. Nyman addressed the concerns.

Mr. Bombardier and the High School administration presented the representatives from Lowes with a certificate of appreciation for their Toolbox for Education Grant in the amount of \$2,325. Dr. Kaplan spoke on how the funds will be used in the engineering classes.

Ms. Zitarosa gave a PowerPoint presentation on English/Language Arts. Members of the ELA committee also assisted in the presentation which included recommendations with how to proceed with the program.

A member of the Board inquired if the committee would train other staff members. Ms. Zitarosa addressed the concern.

A member of the Board asked if Literacy by Design will be piloted in all three K-3 buildings. Ms. Zitarosa addressed the concern.

A member of the Board asked how this is a hybrid program and if there will be different assessments than the District has now. Ms. Zitarosa addressed the concerns.

Mr. Bombardier and Ms. Zitarosa gave a PowerPoint presentation on BSI. Members of the BSI committee participated in the presentation as well.

A member of the Board questioned if the District will be using universal screening tools as mentioned in the ELA presentation and if we use only Dibble or other monitoring tools. Ms. Zitarosa and Mr. Bombardier addressed the concerns.

The Board and Dr. Majka thanked the members of the committees for their hard work.

Mr. Ferreira introduced Dr. Gripp from Statistical Forecasting who gave a PowerPoint presentation on the demographic situation of the District.

A member of the Board inquired about population figures on page 10 of the demographic report. Dr. Gripp addressed the concern.

A member of the Board questioned how the new units being built only generated .1 of a child. Dr. Gripp addressed the concern.

A member of the Board asked if our District's overall enrollment is fairly stable as compared to other Districts in the state. Dr. Gripp addressed the concern.

A member of the Board wanted clarification that the demographic report does not turnover for houses that exist already. Dr. Gripp addressed the concern.

There was a motion by Ms. Friedman, seconded by Ms. Esposito to take a 5 minute recess at 9:25 pm.

There was a motion by Ms. Friedman, seconded by Ms. Martinez to return to regular session at 9:33 pm.

## VI. CURRICULUM AND INSTRUCTION

Mr. Bombardier reviewed the Curriculum and Instruction Agenda requesting that the Board take action this evening on Item A. Ms. Perez reviewed the Special Services portion of the Curriculum and Instruction Agenda. The remainder of the items will be presented for action at the June 19, 2017 Regular Action Meeting.

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

A member of the Board inquired as to how much the District would be saving by bringing in Effective School Solutions. Ms. Perez addressed the concern.

A member of the Board asked what happens if a parent does not want their child to come back to the District with Effective School Solutions. Ms. Perez addressed the concern.

A member of the Board stated that they see Essential School Solutions as an investment and requested that the District evaluate the progress of the program at the end of the year. Dr. Majka addressed the concern.

A member of the Board reiterated that Effective School Solutions was not an action item. Ms. Gentile addressed the concern. The same member of the Board asked who will evaluate students to determine if they are eligible to come back into the District. Ms. Perez addressed the concern.

## 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 school year:

**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	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:** \$16,200.00      **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 Avenue 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

22. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth County Curriculum Consortium (MC3)* for the period July 1, 2017 through June 30, 2018.

**Rationale:** This membership will provide continuing professional development for district level administrators on topics related to curriculum, instruction, assessment, and professional development. This comprehensive membership includes attendance for up to five administrators at each of the three professional development summits, and attendance for up to three district administrators at each of the monthly MC3 meetings that will be held during the 2017-2018 school year.

**Cost:** \$375.00 **Account #:** 11-000-221-890-04-0000-0

23. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the District’s participation in Kean University courses, sponsored by the Kean University Diversity Council, “EMSE 5348 Advanced Seminar Teaching the Holocaust” and “EMSE 5349 Advanced Seminar Teaching Prejudice Reduction” to be offered and hosted in the Matawan-Aberdeen Regional School District, location TBD, during the 2017-2018 school year.

**Rationale:** This opportunity will provide continuing professional development to staff and faculty members who are interested, willing and able to participate in both courses and currently hold at least a Bachelor’s Degree. Course prerequisites require completion of EMSE 5342 “Teaching the Holocaust & Teaching Prejudice Reduction.” Participants will learn pedagogy for teaching historic information, using various texts and media that explore teaching strategies, course content, and curricular materials that meet age appropriate learning objectives, in accordance with Common Core Standards. Participants will also develop strategies for teaching prejudice reduction by examining topics such as race, ethnicity, discrimination, bullying and preconception. Participants also must attend one session of the Distinguished Scholar Lecture at Kean University. Enrollment in the course is limited to 30 participants on a first-come, first-serve basis.

**C. SPECIAL SERVICES**

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

Provider	Cost	Services	Effective Dates
Effective School Solutions	NTE \$495,000.00	Clinical Staff	6/1/17-6/30/18 Retroactive

**Rationale:** Effective School Solutions provides innovative clinical programs for districts seeking to reduce costs while increasing the quality of their in-district education for students with emotional and behavioral problems. They provide experienced clinical staff, proven programming, sound oversight and a mature system of quality and risk management. Services will be provided to eligible students in 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	TBD

**Rationale:** MARSD 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
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
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:**

Service Provider	Cost	Effective Date
Bernadette Mullen, MA, CCC, SLP	\$380.00 per evaluation	7/1/17-6/30/18

Service Provider	Cost	Effective Date
Speech Start, pa 1 Bethany Road Suite 60, Bldg. 5 Hazlet, NJ 07730	\$115.00 per hour \$60.00 per hour (group)	
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

Service Provider	Cost	Effective Date
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:**

Service Provider	Cost	Effective Date
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

**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, teachers will have access to automatically generated data graphs and progress reports in Realtime, providing beautiful, accessible, and easy to understand evidence of student progress that can lead to more effective classroom interventions. The program is also inclusive of parent training and programs to help transfer skills to the home.

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

**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

**\*Department of Education approved provider**

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

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

**VII. PERSONNEL**

Mr. Walsh reviewed the Personnel Agenda requesting that the Board take action this evening on Action Items 1 and 2. The remainder of the items will be presented for action at the June 19, 2017 Regular Action Meeting.

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

A member of the Board asked about the substitute situation. Dr. Majka addressed the concern. The same Board member inquired about the mentoring program. Ms. Walsh addressed the concern.

**A. RESIGNATIONS/RETIREMENTS**

Policy: 4121.1 Individual Contracts Certificated Staff

4212.1 Individual Contracts Non-Certificated Staff

Name	Loc	Position	Reason	Hire Date	Effective Date
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	06/30/2017

**B. LEAVE OF ABSENCES**

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	6/1/17-6/20/17 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)

Name	Loc	Position	Type of Leave	With/ W/O Pay	Effective Dates
Khachaturian, Marisa	MA	Teacher of Art	Personal Leave	Without Pay	5/30/17 and 6/16/17 (Retroactive)
Sidley, Kate	RD	Speech Therapist	Maternity Leave Disability Phase	With Pay	9/5/17-10/04/17
			FMLA/NJFLA Child Care Phase	Without Pay	10/5/17-11/15/17

**C. APPOINTMENTS**

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

**1. Appointments**

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
TBD	CL	Teacher of Art/ Elementary	TBD	TBD Pending MRTA Negotiations	TBD	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
TBD	CL	School Counselor	TBD	TBD Pending MRTA Negotiations	TBD	Simmonds (Resignation)	9/1/17-6/30/18
TBD	CL	Child Study Team School Social Worker	TBD	TBD Pending MRTA Negotiations	TBD	Fallon (Resignation)	9/1/17-6/30/18
Rizzo, Shannon	CO	Bus Van Driver Full Time	Step Bus-01	\$24.50/Hour	5	Kosbab (Resignation)	4/1/17-6/30/17 (Retroactive) Previously approved 4/24/17
Mc Carthy, Donna	CO	Bus Van Driver Full Time	Step Bus-01	\$24.50/Hour	5	Beatrice (Transfer)	4/1/17-6/30/17 (Retroactive) Previously approved 4/24/17
TBD	CO	Child Study Teach Speech Language Specialist P/T	TBD	TBD Pending MRTA Negotiations	TBD	Internal Transfer	9/1/17-6/30/18
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
TBD	HS	Teacher of Music	TBD	TBD Pending MRTA Negotiations	TBD	Hensel (Resignation)	9/1/17-6/30/18
TBD	HS	Teacher of Science Biological	TBD	TBD Pending MRTA Negotiations	TBD	Turley (Retirement)	9/1/17-6/30/18
TBD	HS	School Counselor (Replacement Position)	TBD	TBD Pending MRTA Negotiations	TBD	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)

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
TBD	HS	Teacher of Special Education Math/Science	TBD	TBD Pending MRTA Negotiations	TBD	New Position	9/1/17-6/30/18
TBD	ST	Elementary Teacher	TBD	TBD Pending MRTA Negotiations	TBD	Scheuing (Transfer)	9/1/17-6/30/18
TBD	LR	Elementary Teacher	TBD	TBD Pending MRTA Negotiations	TBD	Fischer (Replacement Term End)	9/1/17-6/30/18
TBD	LR	Elementary Teacher	TBD	TBD Pending MRTA Negotiations	TBD	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
TBD	MA	English Teacher BSI	TBD	TBD Pending MRTA Negotiations	TBD	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
TBD	RD	Elementary Teacher	TBD	TBD Pending MRTA Negotiations	TBD	Wetjen (Resignation)	9/1/17-6/30/18
TBD	ST	Teacher of Special Education	TBD	TBD Pending MRTA Negotiations	TBD	Jennings (Leave of Absence)	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)
159362	Math/Science	LR	Gwizdz, Nicole	Lenge, Tatiana	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
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)
161486	Speech	CP	Sidley, Kate	TBD	.5	4	2	4/25/17-6/22/17 (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
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
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	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 Hock	2017/2018 School Year
Carmichael, Armanda	HS	Girls Soccer	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>					
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

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
Carr, Curtis	HS	Drill	Co-Instructor	\$1,920.00	2017/2018 School Year 11-401-100-100-11-0000-2
<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) 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. 2017/2018 MARSD School District – Mentoring Plan 2017/2018 School **Personnel Attachment #2**

c. 2017/2018 Summer Curriculum Writing **Personnel Attachment #3** to be available for June 19, 2017 Board Meeting

**VIII. POLICY**

Mr. Walsh reviewed the Policy Agenda requesting the Board approve the first reading of the listed policy.

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

**IX. FINANCE/TRANSPORTATION**

Mr. Ferreira reviewed the Finance Agenda requesting that the Board take action this evening on Action Items A.1., 2. and 3. The remainder of the items will be presented for action at the June 19, 2017 Regular Action Meeting.

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

A member of the Board questioned if there was a work performance bond provided by the winning bidder for the asbestos work. Mr. Ferreira addressed the concern.

**A. BUSINESS OPERATIONS**

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

**4. 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>	\$
<b>TOTAL</b>	<b>\$</b>

**5. 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.

**6. 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

**7. 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.

**8. 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.

**9. 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.

**10. 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	<b>\$TBD</b>
IDEA Pre-school	<b>\$TBD</b>

**11. Allocation and Submission of the Grant Application for the Every Student Succeeds Act (ESSA)**

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 Every Student Succeeds Act (ESSA) for fiscal year 2017/18.

	<b>Grant Title</b>	<b>Amount</b>
Title I, Part A	Improving Basic Programs Operated by Local Education Agencies	<b>\$TBD</b>
Title II, Part A	Teacher and Principal Training and Recruiting Fund	<b>\$TBD</b>
Title III	Grants and Subgrants for English Language Acquisition and Language Enhancement	<b>\$TBD</b>
Title III	Supplemental Immigrant Student Aid	<b>\$TBD</b>

**12. 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
200-600	Supplies & Materials	\$20,091.00	\$0	\$20,091.00
	<b>Total</b>	<b>\$871,831.00</b>	<b>\$0</b>	<b>\$871,831.00</b>

**13. 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

**14. 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

**15. 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

**16. 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

**17. 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 at the following rates:

<b>Position</b>	<b>Full Day Rate</b>
Clerical	<b>\$TBD</b>
Teacher’s Aide/Instructional Assistant	<b>\$TBD</b>
Teacher - Certified	<b>\$TBD</b>
Teacher - Sub Cert w/ Degree	<b>\$TBD</b>
Teacher - Long Term Assignment	<b>\$TBD</b>

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

**18. 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

**19. 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

**20. 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

**21. 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

**22. 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
<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.



**23. 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

**24. 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 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

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

In accordance with N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), the Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following service, 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

**26. 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

**27. 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.

<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
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**28. 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

**29. 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>Bid Amount</b>
<b>TBD</b>	<b>TBD</b>

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>Bid Amount</b>
<b>TBD</b>	<b>TBD</b>

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

**30. District Physician Contract – RFP 18-01**

On June 13, 2017 at 3:00 pm, ( ) proposals for District Physician were received from the following:

<b>TBD</b>	<b>TBD</b>

Upon review by the School Business Administrator-Purchasing Agent and based upon the evaluation analysis completed by the Evaluation Committee, the Superintendent hereby recommends the award of contract for District Physician as follows:

<b>TBD</b>	<b>TBD</b>
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Purpose of Contract: To provide medical support and provide oversight to the Nursing and Health program. Provide medical consultation with district officials, as requested. Conduct student and employee physicals, as requested, for those individuals who do not use their own physician or who school officials deemed to require medical consultation(s).

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

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

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

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

Selection of Vendor - **TBD**

The term of contract will be from **TBD**

Total estimated contract amount as follows:

Account #: **TBD**

Contract not to exceed: **TBD**

**31. 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
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. Inter-local Agreement Resolution - Township of Aberdeen**

Matawan-Aberdeen Regional School District shall enter into an Inter-local Government Services Agreement with the Township of Aberdeen, pursuant to the provisions of NJSA 18A:20-22 and NJSA 40:8A-1, et seq., for the purposes permitted under the statutes, including, but not limited to the use of school district buses to be used for the Township’s 2017 summer recreation program. All costs for the use of the buses and bus drivers shall be paid by Aberdeen Township. Approved by Aberdeen Township on **TBD** - Resolution No. **TBD**.

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

<b>School</b>	<b>Date</b>	<b>Location</b>	<b>Supervised by</b>
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

**XI. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

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

**A. TRAVEL**

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

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

**PERSONNEL**

The following items were then approved by a unanimous roll call vote. Ms. Friedman abstained from the HIB Report.

**1. HIB Report**

The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) Report as reported during Executive Session of the Matawan Aberdeen Board of Education Meeting of May 22, 2017.

Incidents Reported	Confirmed HIB Incidents
5	1

**2. Staffing Array 2017-2018 School Year (Personnel Attachment #1)**

**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 policies:

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.

**A. BUSINESS OPERATIONS**

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

**1. Settlement Agreement**

BE IT RESOLVED, that a settlement agreement is hereby approved with reference to a student matter pertaining to NJSMART #1544276640, OAL DKT No.: EDS-04613-2016N as per settlement conference dated June 7, 2017 and that the Board President is authorized to execute a written settlement agreement memorializing the terms agreed upon by the parties.

**2. Settlement Agreement**

BE IT RESOLVED, that a settlement agreement is hereby approved with reference to a student matter pertaining to NJSMART #2208232722 and that the Board President is authorized to execute a written settlement agreement memorializing the terms agreed upon by the parties.

**3. Asbestos Removal (Bid B 18-03) for the 2017/18 School Year**

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

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

WHEREAS, on June 9, 2017 the following bid proposals were received and publicly read; and

<b>Vendor</b>	<b>Lloyd Road Elementary School Auditorium &amp; Classrooms</b>	<b>Ravine Drive Elementary School Classrooms</b>	<b>Lloyd Road Elementary School Main Office</b>	<b>Matawan-Aberdeen High School Main Office</b>	<b>Single Overall</b>
Amax Contracting	\$ 70,000	\$25,000	\$16,500	\$24,500	\$136,000
Apex Development Inc.	\$ 89,800	\$16,800	\$12,200	\$28,350	\$147,150
Lilich Corporation	\$ 36,000	\$14,500	\$ 9,900	\$19,500	\$ 79,900
MTM Metro Corporation	\$ 64,000	\$16,000	\$15,000	\$21,000	\$116,000
Two Brothers Contracting	\$114,800	\$38,500	\$11,100	\$24,400	\$188,800

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>Lloyd Road Elementary School Auditorium &amp; Classrooms</b>	<b>Ravine Drive Elementary School Classrooms</b>	<b>Lloyd Road Elementary School Main Office</b>	<b>Matawan-Aberdeen High School Main Office</b>	<b>Single Overall</b>
Lilich Corporation 606 McBride Avenue Woodland Park, New Jersey 07424	\$ 36,000	\$14,500	\$ 9,900	\$19,500	\$ 79,900

- Account # 30-000-400-450-70-1601R
- 30-000-400-450-70-1602R
- 30-000-400-450-80-1601-R
- 11-000-261-420-00-0000

**XII. UNFINISHED BUSINESS**

None

**XIII. NEW BUSINESS**

Ms. Friedman – sent an email regarding the use of permit structure. Dr. Majka addressed the concern.

Ms. Friedman – MAEF opening ceremonies for the mini golf course was awesome.

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

A member of the public discussed her concern with an incident that occurred at the Relay for Life event. Dr. Majka addressed the concern.

A member of the public stated she was not provided with a copy of the police report regarding the incident that occurred at the Relay for Life event. Dr. Majka addressed the concern.

**XV. 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 45 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action will not take place.

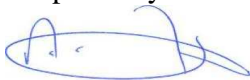
It was moved by Ms. Esposito seconded by Ms. Nappi that the Board convene in Executive Session and approved by a unanimous voice vote at 10:15 pm.

The Board returned to Open Session at 12:11am on June 13, 2017.

**XVI. ADJOURNMENT**

On a motion by Ms. Esposito seconded by Ms. Nappi and a unanimous roll call vote the Board adjourned the meeting at 12:13 am on June 13, 2017.

Respectfully submitted,



Alex Ferreira  
School Business Administrator/Board Secretary



**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING  
JUNE 12, 2017**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Lazur, Margaret	CO	8/2/2017, 8/3/2017	Timberlane Middle School Pennington, NJ	The Danielson Group Summer Academy in New Jersey Danielson Framework for Special Education	\$399.00**	\$42.24**	\$0.00	\$0.00	\$0.00	\$441.24**	NO
Perez, Nelyda	CO	8/2/2017, 8/3/2017	Timberlane Middle School Pennington, NJ	The Danielson Group Summer Academy in New Jersey Danielson Framework for Special Education	\$399.00**	\$60.64**	\$6.00**	\$0.00	\$0.00	\$465.64**	NO
Ahearn, Kevin	CO	10/24/17, 10/25/17, 10/26/17	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00***	\$56.79***	\$60.00***	\$198.00***	\$225.00***	\$639.79***	NO
									<b>TOTAL</b>	\$1,571.53	
*Amount being charged to Account #11-000-221-580-04-0000-1											
**Amount being charged to Account #20-250-100-890-09-0000-0											
***Amount being charged to Account #11-000-230-585-11-0000-0											
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$0											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											



**Central Office Administration**  
**Support Services Staffing Array**

PERSONNEL ATTACHMENT #1

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>ADMINISTRATION</b>					
Dr. Majka, Joseph	1.00	SUPERINTENDENT OF SCHOOLS	0102	N/A	
Bombardier, John	1.00	Assistant Superintendent for Curriculum & Instruction	0122	Non-tenured	07/02/2019
Ferreira, Alexandre	1.00	Business Administrator/Board Secretary	0112	Non-tenured	07/02/2019
<b>VACANCY</b>	1.00	Director of Curriculum Elementary K-5	0500		
Lazur, Margaret	1.00	Assistant Director for Special Services & Autism Program Assistant Principal Cambridge Park Pre-School <i>School Anti-Bullying Specialist</i>	0701	Non-Tenured Tenured Other	07/02/2019
Nasr, Adam	1.00	Director of Facilities	N/A	Non-tenured	
Perez, Nelyda	1.00	Assistant Superintendent for Special Services and Programs	0524	Non-tenured	12/22/2019
Spells, Wayne	0.40 0.60	Principal Cambridge Park Pre-School Director of Special Programs	0231 0599	Tenured	Medical Leave 03/27/17 – 12/31/17 Retire: 12/31/17
Walsh, Brian	1.00	Director of Personnel – Non Affiliated Office of Human Resources <i>District Anti-Bullying Coordinator</i> <i>Affirmative Action Officer</i>	0507	Non-tenured	01/03/2018
<b>VACANCY</b>	1.00	Director of Curriculum Secondary 6-12	0500		
<b>ADMINISTRATIVE SUPPORT</b>					
Badalamenti, Elaine	1.00	Accountant/Purchasing Supervisor	9300	Tenured	
Ciani, Susan	0.50	Administrative Assistant to Payroll/Benefits P/T	9300	N/A	
DeLeonardo, Christine	1.00	Confidential Executive Secretary Business Office	9300	Tenured	
Ferrara, Francine	1.00	Confidential Executive Secretary C&I	9300	Tenured	(Tenure Other)
Gallagher, Darlene	1.00	Confidential Executive Secretary C&I	9300	Tenured	
Giaimo, Mary	1.00	Confidential Executive Secretary – Superintendent	9300	Tenured	(Tenure Other)
Giornalista, Patricia	0.40 0.60	<b>PRINCIPAL SECRETARY</b> Cambridge Park Pre-school & Director of Special Programs <b>Central Office Receptionist</b>	9300	Tenured	
Guidie, Darla	1.00	Payroll/Health Benefits Manager	9300	Tenured	
Kopko, Delores	1.00	Secretary Child Study Team - <i>District CST</i>	9300	Non-tenured	08/26/2017
Lazar, Betsy	1.00	Bookkeeper/Accounts Payable/Receivable	9300	Tenured	Tenured-Other
Oppegaard, Richard	1.00	Director of Security	9300	Non-tenured	07/02/2019
Palumbo, David	1.00	Assistant to the School Business Administrator/Board Secretary	9000	N/A	
Pellicione, Harriet	1.00	Secretary Child Study Team - <i>District CST</i>	9300	Tenured	
Puleo, Carla	1.00	Confidential Executive Secretary Human Resources	9300	Tenured	
Randazzo, Cathy	1.00	Administrative Assistant/Confidential Executive Secretary Human Resources	9300	Tenured	
Vilela, Meghan	1.00	Secretary - Director of Special Services - <i>District CST</i>	9300	Non-tenured	02/28/2018
Yacovelli, Cynthia	1.00	Secretary Transportation	9300	Tenured	

**Central Office Administration**  
**Support Services Staffing Array**

PERSONNEL ATTACHMENT #1

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>EDUCATIONAL SERVICES – <u>DISTRICT WIDE</u> CHILD STUDY TEAM</b> <b>(Red Location <i>indicates</i> Home School)</b>					
Alvarez, Rachel <i>District CST</i>	1.00	School Social Worker	LR	3117	Non-tenured 02/17/2020
Baker, Kristin	1.00	Elementary Social Worker <i>School Anti-Bullying Specialist</i>	LR	310I	Non-tenured 02/15/2018
Bakley, Sarah <i>District CST</i>	1.00	CST - LDT/C	ST	31I8	Non-tenured 09/02/2019
Bauer, Jennifer <i>District CST</i>	1.00	CST – Occupational Therapist	CP	31II	Non-tenured 04/16/2019
Bartlett, Mallory <i>District CST</i>	1.00	CST – Psychologist II	MA	31I6	Non-tenured 09/02/2017
Calvosa, Alyssa <i>District CST</i>	1.00	CST - Speech Therapist	MA/HS	3120	Non-tenured 10/20/2020
Calvosa, Helena <i>District CST</i>	1.00	CST - Speech Therapist	LR	3120	Non-tenured 03/28/2021
Cardinoza, Kimberly <i>District CST</i>	1.00	CST – Behaviorist	LR	9025	Non-tenured 09/02/2020
D’Agostino, Nicole <i>District CST</i>	1.00	CST – Behaviorist	MA/HS	9025	Non-tenured 09/02/2020
D’Angelo, Christine <i>District CST</i>	1.00	CST - Speech Therapist	CP	3120	Non-tenured 01/05/2020
<b>VACANCY</b> Fallon, Curran <i>District CST</i>	1.00	CST - Social Worker	CL	3117G	Non-tenured
Farrell, Colleen <i>District CST</i>	1.00	CST - Speech Therapist	CL	3120	Non-tenured 09/02/2018
Foley, Allison <i>District CST</i>	1.00	CST - Speech Therapist	LR	3120	Tenured
Gallo, Maria <i>District CST</i>	1.00	CST - Social Worker	HS	3117G	Tenured
Gumina, Linda <i>District CST</i>	1.00	CST - Speech Therapist	ST/CP	3120	Tenured
Hollinger, Jessica <i>District CST</i>	1.00	CST - LDT/C	HS	3118G	Tenured
Irons, Mark	1.00	PK-12 Teacher Coach (STEM)	CL	2410	Non-tenured 09/02/2018
Kelly, Lauren <i>District CST</i>	1.00	CST - Social Worker	LR	3117	Tenured
Kousouris, Irene <i>District CST</i>	1.00	CST – Occupational Therapist	MA/HS/RD	31II	Non-tenured 02/16/2021
Mainieri, Dora <i>District CST</i>	1.00	CST – Psychologist II	LR	31I6	Non-tenured 09/02/2020
Miles, Lauren <i>District CST</i>	1.00	CST - LDT/C	MA	31I8	Non-tenured 01/06/2019
Molinari, Doreen <i>District CST</i>	1.00	CST - Speech Therapist	CL	3120	Tenured
Murphy, Tara <i>District CST</i>	1.00	CST – Psychologist II	RD	31I6	Non-tenured 09/02/2019
Nangano, Jennifer, PhD. <i>District CST</i>	1.00	CST - Psychologist II	HS	31I6	Non-tenured 01/06/2019

**Central Office Administration**  
**Support Services Staffing Array**

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Nieves, Jennise	1.00	Substance Abuse Coordinator - SAC	HS	3I2I	Non-tenured	09/02/2020
O'Mullan, Claudia <i>District CST</i>	1.00	CST – Occupational Therapist	LR	3III	Non-tenured	03/31/2019
Ritchie, Amy <i>District CST</i>	1.00	CST - Speech Therapist	MA	3I20	Tenured	
Saccomondo, Kristina <i>District CST</i>	1.00	CST – Psychologist II	CP	3II6	Non-tenured	09/02/2019
Salsano, Jillien <i>District CST</i>	0.77	CST – Social Worker P/T	CP	3II7G	Non-tenured	09/20/2020
Sidley, Kate <i>District CST</i>	1.00	CST - Speech Therapist <i>Maternity Leave 9/5/17 – 11/15/17</i>	RD/CP	3I20	Non-tenured	09/02/2018
<b>VACANCY Simmonds</b>	1.00	Elementary Social Worker <i>School Anti-Bullying Specialist</i>	CL	3II7	Non-tenured	
Six, Lauren <i>District CST</i>	1.00	CST - Occupational Therapist	CL	3III	Non-tenured	01/21/2019
Spitz, Yael <i>District CST</i>	1.00	CST - LDT/C	CL	3II8G	Non-tenured	09/04/2018
Trezza, Andrea <i>District CST</i>	1.00	CST - Special Education Teacher as Behaviorist	CL/CP	9025	Tenured	
Zibbell, James <i>District CST</i>	1.00	CST - Social Worker	MA	3II7G	Tenured	

Name	FTE	Position	Office Use Only AC	Status
Jannarone, Kenneth	0.10	TREASURER SCHOOL MONIES	9000	N/A
TBD		SCHOOL PHYSICIAN		N/A

**DISTRICT SPANISH TRANSLATORS**

DiPALMA, NADINE	CL	GARRETT, CAROLINA	MA
GIORNALISTA, PATRICIA	CP/CO	URIARTE, GRACE	ST
LUCIANO, MELINDA	LR	LISCIANDRO, TARA	HS
POTTER, MAGDA	CL	RAO, RUPA	ST

**HEARING IMPAIRED INTERPRETER (SIGN LANGUAGE)**

ROCCO, SANDRA	CP
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**HOME INSTRUCTORS**

All MARSD Certificated Teachers are utilized as Home Instructors selected by Administrators in each Building

**Central Office Administration  
Support Services Staffing Array**

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

CAMBRIDGE PARK PRE-SCHOOL/SPECIAL PROGRAMS

Wayne Spells <b>Retire 12/31/17</b>	MAIN OFFICE	X 4000 Patty Giornalista
<b>SUPERINTENDENT OFFICE</b>		
Joseph Majka JD	ROOM 17	X 4050 Mary Giaimo
ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION OFFICE		
John Bombardier	ROOM 20	X 4020 Fran Ferrara
BUSINESS OFFICE	ROOM 12	X 4016 Chris DeLeonardo
Alexandre Ferreira	ROOM 12	X 4015 Dave Palumbo - Assistant
HUMAN RESOURCES	ROOM 10	X 4004 Carla Puleo
Brian Walsh	ROOM 10	X 4060 Cathy Randazzo
CURRICULUM & INSTRUCTION	ROOM 20	X 4061 Darlene Gallagher
Director TBD		
CURRICULUM & INSTRUCTION	ROOM 20	X 4061 Darlene Gallagher
Director TBD		
FACILITIES	ROOM 13	X 4013 Valerie Morenz ( <b>Aramark</b> )
Adam Nasr		
PAYROLL/BENEFITS	ROOM 14	X 4064 Darla Guidie
ACCOUNTS PAYABLE	ROOM 14	X 4066 Betsy Lazur
PURCHASING	ROOM 14	X 4067 Elaine Badalamenti
ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES & PROGRAMS		
Nelyda Perez	MAIN OFFICE	X 4023 Vilela, Meghan
ASSISTANT DIRECTOR FOR SPECIAL SERVICES & AUTISM PROGRAM and ASSISTANT PRINCIPAL CAMBRIDGE PARK PRE-SCHOOL		
Margaret Lazur	MAIN OFFICE	X 4078 Delores Kopko
	MAIN OFFICE	X 4028 Harriet Pellicione
TECHNOLOGY DEPARTMENT		
Kevin Dugal	ROOM 11	X 4079 Louis Gonzalez
	ROOM 11	X 4080 David Diaz
	ROOM 11	X 4084 Ahlers, Scott J.
RESIDENCY/ATTENDANCE OFFICER	ROOM 11	X 4048 Richard Oppegaard
TRANSPORTATION	ROOM 16	X 4018 CynthiaYacovelli Secretary
Regina Kaeser <b>Coordinator</b>	ROOM 16	X 4018 Regina Kaeser
Kathleen Beatrice <b>Dispatcher</b>	ROOM 16	X 4068 Kathleen Beatrice
<b>NURSE</b>	<b>X 4032</b>	<b>SHEILA CALDWELL</b>
<b>NURSE</b>	<b>X 5277</b>	<b>DONNA GODOWSKI</b>
<b>NURSE</b>	<b>X 5277</b>	<b>CATHY MALOZZI P/T</b>
HIGH SCHOOL PRINCIPAL OFFICE		
Michele Ruscavage		X 5355 Flo Georgalas
HIGH SCHOOL ASSISTANT PRINCIPAL		
Frank Liotti		X 5356 Kathryn Cameron
Michael Wells		X 5348 Pat Reingle
ASSISTANT PRINCIPAL/SUPERVISOR STUDENT PERSONNEL SERVICES		
Sean Cronin		X 5349 Norreen Shaw
		X 5350 Maria Prinzi (Guidance)
HIGH SCHOOL ATHLETICS DEPARTMENT		
Philip Tyburczy		X 5346 Nancy Zanghi

**Central Office Administration  
Support Services Staffing Array**

PERSONNEL ATTACHMENT #1

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

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<b>NURSE</b>	<b>X 5507</b>	<b>SUSAN ANN NESTOR</b>
MIDDLE SCHOOL PRINCIPAL OFFICE		
<b>Aaron S. Eyler Principal</b>		X 5512 Paula Schnakenberg
MIDDLE SCHOOL ASSISTANT PRINCIPAL		
<b>Richard Abrahamsen Assistant Principal</b>		X 5515 Cheryl Lemma
<b>Mona Tobia Assistant Principal</b>		X 5516 Grace Festa

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<b>NURSE</b>	<b>X 5632</b>	<b>MARY ANN REESE</b>
CLIFFWOOD ELEMENTARY PRINCIPAL OFFICE		
<b>Mark Van Horn Principal</b>		X 5600 Helen Matthews
<b>Jessie Zitarosa – Assistant Principal - District</b>		X 5659 Nadine Di Palma

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<b>NURSE</b>	<b>X 5754</b>	<b>ROSALIE PREUSS</b>
LLOYD ROAD ELEMENTARY PRINCIPAL OFFICE		
<b>Joseph Jerabek Principal</b>		X 5770 Melinda Luciano
LLOYD ROAD		X 5700 Deja Gascot
<b>Cristina Olsen Assistant Principal</b>		X 5770 Melinda Luciano
		X5700 Deja Gascot

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<b>NURSE</b>	<b>X 5830</b>	<b>BRIDGET KOCH</b>
RAVINE DRIVE ELEMENTARY PRINCIPAL OFFICE		
<b>Patricia Janover Principal</b>		X 5800 Susan Palumbo
		X 5843 Karen Liebowitz

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<b>NURSE</b>	<b>X 5935</b>	<b>ANNETTE LANGER</b>
STRATHMORE ELEMENTARY PRINCIPAL OFFICE		
<b>Kelly Bera Principal</b>		X 5961 Grace Uriarte
		x 5900 Michele Di Capua

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Central Office Administration  
Support Services Staffing Array

PERSONNEL ATTACHMENT #1

2017/2018 School Year

PENDING BOARD OF EDUCATION APPROVAL

CHILD STUDY TEAMS - DISTRICT WIDE

(RED = HOME SCHOOL)

CAMBRIDGE PARK

Social Worker **JILLIEN SALSANO P/T**  
Psychologist II **KRISTINA SACCOMONDO**  
OT **JENNIFER BAUER**

Speech  
**CHRISTINE D'ANGELO**  
**KATE SIDLEY**  
  
**LINDA GUMINA (ST & CP)**  
School Behaviorist  
**ANDREA TREZZA**

CLIFFWOOD ELEMENTARY

LDT/C **Yael Spitz**  
Social Worker **VACANCY CURRAN FALLON**  
Psychologist II **TARA MURPHY**  
OT **LAUREN SIX**

Speech  
**DOREEN MOLINARI**  
**COLLEEN FARRELL**  
  
School Behaviorist  
**ANDREA TREZZA**

STRATHMORE ELEMENTARY

LDT/C **BAKLEY, SARAH**  
Social Worker **JILLIEN SALSANO (New)**  
Psychologist II **TARA MURPHY**

Speech  
**LINDA GUMINA**  
  
OT **VACANCY ???**

RAVINE DRIVE ELEMENTARY

LDT/C **SARAH BAKLEY**  
  
Social Worker **JILLIEN SALSANO (New)**  
Psychologist II **TARA MURPHY**

Speech  
**KATE SIDLEY**  
  
OT **IRENE KOUSOURIS**

LLOYD ROAD ELEMENTARY

Social Worker **LAUREN KELLY**  
**RACHEL ALVAREZ**  
Psychologist II **DORA MAINIERI**  
  
OT **CLAUDIA O'MULLAN**

Speech  
**ALLISON FOLEY (Formerly: Arolla)**  
**HELENA CALVOSA**  
**KRISTI MAHON**  
  
School Behaviorist  
**KIMBERLY CARDINOZA**

MATAWAN ABERDEEN MIDDLE SCHOOL (MA )

LDT/C **LAUREN MILES**  
Social Worker **JAMIE ZIBBELL**  
  
Psychologist II **MALLORY BARTLETT**  
OT **IRENE KOUSOURIS**

Speech  
**ALYSSA CALVOSA**  
  
Guidance/SAC – **BLAIR DIDIO (Formerly: NOTARO)**  
School Behaviorist – **NICOLE D'AGOSTINO**

MATAWAN REGIONAL HIGH SCHOOL (MRHS)

LDT/C **JESSICA HOLLINGER**  
Social Worker **MARIA GALLO**  
Psychologist II **JENNIFER NANGANO, PhD.**  
OT **IRENE KOUSOURIS**

SAC (Substance Abuse Coordinator) **JENNISE NIEVES**  
Speech – **ALYSSA CALVOSA**  
School Behaviorist – **NICOLE D'AGOSTINO**

**Central Office Administration  
Support Services Staffing Array**

PERSONNEL ATTACHMENT #1

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Name	FTE	Position	Office Use Only AC	Status	Tenure Date – N/A
<b>OPERATIONS &amp; MAINTENANCE SUPPORT</b>					
NASR, ADAM	1.00	Director of Facilities	N/A	Non-tenured (Black Seal)	02/12/2018
Cotter, Shawn	1.00	Maintenance	9500	N/A (Black Seal)	N/A
Czimcharo, Joseph W.	1.00	Maintenance Lead Mechanic	9500	N/A (Black Seal)	N/A
Hamzic, Hido	1.00	Maintenance	9500	N/A (Black Seal)	N/A
LaBruzza, Salvatore Jr.	1.00	Maintenance	9500	N/A (Black Seal)	N/A
Matos, Silvino	1.00	Maintenance	9500	N/A (Black Seal)	N/A
Tefteller, Daryl	1.00	Maintenance	9500	N/A (Black Seal)	N/A

<b>X-Retiring/Resigning Staff</b>			<b>*60 or 30 Day Rule May Apply</b>	
<u>Name</u>	<u>Location/Reason</u>		<u>Effective</u>	<u>BOE Approval</u>
Bonnell, Tiffany	CP	Resignation	06/30/2017	06/19/2017
Catalano, Patricia	CL	Retirement	06/30/2017	03/27/2017
Caulfield, Janette	HS	Retirement	06/30/2017	01/23/2017
Cottrell, Patricia	LR	Retirement	06/30/2017	01/23/2017
Cupano, Kayla	LR	Resignation	06/30/2017	05/22/2017
Dickson, Kaywana	MA	Resignation	06/30/2017	04/24/2017
Fallon, Curran	CL	Resignation	06/30/2017	04/24/2017
Hensel, Christopher	HS	Resignation	06/30/2017	06/19/2017
Jones, Karen	CO	Retirement	06/30/2017	03/13/2017
Kelly, Suzette	CL	Resignation	06/30/2017	04/24/2017
Kuchinski, Danielle	CL	Resignation	06/30/2017	05/22/2017
Mahon, Kristi	LR	Resignation	06/30/2017	05/22/2017
Mandelbaum, Raellen	LR	Retirement	06/30/2017	12/19/2016
Moscinski, Janet	ST	Retirement	06/30/2017	05/22/2017
Palomo, Hrisanthi	HS	Resignation	06/30/2017	04/24/2017
Ricca, Caroline	LR	Retirement	06/30/2017	05/22/2017
Simmonds, Alyssa	CL	Resignation	06/30/2017	05/22/2017
Spells, Wayne	CP	Retirement	12/31/2017	03/13/2017
Spence, Gwen	CL	Retirement	06/30/2017	02/27/2017
Turley, Rose-Marie	HS	Retirement	09/29/2017	06/19/2017
Vollaro, Elizabeth	MA	Resignation	06/30/2017	04/24/2017



Central Office Administration  
Support Services Staffing Array

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Z-Leaves of Absence					
Name	Loc	Position/Type of Leave	Duration of Leave	Tenure Status	BOE Approved
BRUDER, ANGELA	RD	Teacher – ML/FMLA	05/15/17 – 11/03/17	Tenured	04/24/17
DE VINCENZO, DONALD	CO	Transportation – MDL	01/20/17 – 06/30/17	N/A	06/19/17
JENNINGS, CASEY	ST	Teacher – PL	05/20/17 – 06/22/18	Tenured	04/24/17
MAIELLO, REGINA	CL	Teacher – ML/FMLA	05/04/17 – 12/01/17	Tenured	03/27/17
NINGER, ELLEN	HS	Guidance Counselor	09/01/2017 – 06/30/2018 <i>SABBATICAL LEAVE</i>	Tenure	04/24/17
SEGUI, JESSICA	HS	Teacher – ML/FMLA/PL	09/06/16 – 06/30/17 09/01/17 – 06/30/18	Tenured	05/23/16 05/22/17
SIDLEY, KATE	RD	Speech - ML/FMLA	09/05/2017 – 11/15/2017	Non-tenured	06/19/17
SPELLS, WAYNE	CP	Administration – MDL <i>Retirement 12/31/17</i>	03/27/17 – 12/31/17	Tenured	03/27/17
VAN DeWATER, ERIN	MA	Support – ML/FMLA	05/15/17 – 11/24/17	N/A	05/22/17

SOURCE4TEACHERS SUBSTITUTES AND OR REPLACEMENT POSITIONS

JENNINGS, CASEY	ST	TBD
MAIELLO, REGINA	CL	TBD
NINGER, ELLEN	HS	TBD
SEGUI, JESSICA	HS	NICHOLAS CHRISTATHAKIS (Replacement Position)
SPELLS, WAYNE	CP	NELYDA PEREZ/MAGGIE LAZUR

**Central Office Administration**  
**Support Services Staffing Array**

PERSONNEL ATTACHMENT #1

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>TECHNOLOGY</b>					
DUGAL, KEVIN	1.00	Manager of Information Systems & Technology	9000	N/A	
Ahlers, Scott J.	1.00	Computer Technician	9200	Non-tenured	07/02/2019
Diaz, David	1.00	Computer Technician	9200	Tenured	
Gonzalez, Louis A. Jr.	1.00	Computer Technician	9200	Tenured	
<b>TRANSPORTATION</b>					
KAESER, REGINA	1.00	Transportation Coordinator	9400	N/A	
Bartoletta, Geena	1.00	Bus/Van Driver	9400	N/A	
Barkawitz, Edward	1.00	Bus/Van Driver	9400	N/A	
Beatrice, Kathleen	1.00	Dispatcher Bus/Van Driver	9400	N/A	
Bloomer, Kathleen	1.00	Bus/Van Driver	9400	N/A	
Bunzel, Richard	1.00	Bus/Van Driver	9400	N/A	
Cinquegrana, Susan	1.00	Bus/Van Driver	9400	N/A	
Clark, Janet	0.46	Transportation Assistant P/T	9400	N/A	
<b>VACANCY</b> <small>Dukes</small>	1.00	Bus/Van Driver P/T	9400	N/A	
<b>VACANCY</b> <small>Lara</small>	1.00	Bus/Van Driver P/T	9400	N/A	
Debek, Ewa	1.00	Bus/Van Driver	9400	N/A	
Dela Rosa-Hona, Lara	0.46	Transportation Assistant P/T	9400	N/A	
DeVincenzo, Donald	1.00	Bus/Van Driver	9400	N/A	Medical Leave 01/20/17 – 06/30/2017
DeGennaro, Sara	0.46	Transportation Assistant P/T	9400	N/A	
Dukes, Jennifer	1.00	Bus/Van Driver	9400	N/A	
Fineran, Heather	1.00	Bus/Van Driver	9400	N/A	
Fineran, Melissa	1.00	Bus/Van Driver	9400	N/A	
Giammarino, Frank	0.46	Transportation Assistant P/T	9400	N/A	
Griggs, Samantha	1.00	Bus/Van Driver	9400	N/A	
Hampton, Eric	1.00	Bus/Van Driver	9400	N/A	
Jimenez, Elizabeth	0.46	Transportation Assistant P/T	9400	N/A	

**Central Office Administration**  
**Support Services Staffing Array**

PERSONNEL ATTACHMENT #1

**2017/2018 School Year**

**PENDING BOARD OF EDUCATION APPROVAL**

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Jones, Hazel	0.80	Transportation Assistant	9400	N/A	
Lara, Lisa	1.00	Bus/Van Driver	9400	N/A	
Leahy, Sydnie	0.46	Transportation Assistant P/T	9400	N/A	
Logue, Doreen	1.00	Bus/Van Driver	9400	N/A	
Lopez, Silvana	1.00	Bus/Van Driver	9400	N/A	
McCarthy, Donna	1.00	Bus/Van Driver	9400	N/A	
Nazarian, Gloria	0.46	Transportation Assistant P/T	9400	N/A	
Nielsen Jenny <i>Formerly: Rosoff</i>	0.46	Transportation Assistant P/T	9400	N/A	
Northington, Cleo	1.00	Bus/Van Driver	9400	N/A	
Paul-Witt, Jenna	1.00	Bus/Van Driver	9400	N/A	
Poulsen, Nicole	0.46	Transportation Assistant P/T	9400	N/A	
Ramsey, Holly	1.00	Bus/Van Driver	9400	N/A	
Robles-Arroyo, Vanessa	0.46	Transportation Assistant P/T	9400	N/A	
Rizzo, Shannon	1.00	Bus/Van Driver	9400	N/A	
Weaver, April	1.00	Bus/Van Driver	9400	N/A	
Yacovelli, Cynthia	1.00	Transportation Secretary 12 Months	9400	Tenured	
Zeller, Kerri	1.00	Bus/Van Driver	9400	N/A	

# Matawan Regional High School Administration – Support Services Staffing Array

## 2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Ruscavage, Michele	1.00	PRINCIPAL	0201	Tenured Tenured- Other	
Cronin, Sean	1.00	Assistant Principal/Supervisor Student Personnel Services	0202	Non-tenured Tenured-Other	07/02/2018
Liotti, Frank	1.00	Assistant Principal	0202	Tenured	
Tyburczy, Philip	1.00	Assistant Principal in charge of District Athletics	0202	Tenured	
Wells, Michael	1.00	Assistant Principal	0202	Tenured	
<b>Administrative Support</b>					
Berdel, Brad	1.00	Hallway Safety & Security Monitor	9400	N/A	
Cameron, Kathryn	1.00	Secretary	9300	Non-tenured	07/02/2019
Cannella, Mary	1.00	Personal Aide CI Class <b>IEP DRIVEN</b>	9150	N/A	
Carrante, Marlene	1.00	Instructional Assistant BD Program <b>IEP DRIVEN</b>	9100	N/A	
Coccio, Isabelle	1.00	Personal Aide – Autism Program <b>IEP DRIVEN</b>	9400	N/A	
Conceicao, Brandon	1.00	Instructional Assistant CI Class <b>IEP DRIVEN</b>	9100	N/A	
Georgalas, Florence	1.00	Principal Secretary	9300	Tenured	
TBD	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
Hagan, Scott	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
Harris, Darryl	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
Jackson, William	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
TBD	1.00	Instructional Assistant – <b>IEP DRIVEN</b>	9100	N/A	
Lamicela, Joseph	1.00	Instructional Assistant - <b>Personal Aide</b> Autism Program <b>IEP DRIVEN</b>	9100	N/A	
Mackey, Latieffa	1.00	Instructional Assistant - <b>CI Class</b> <b>IEP DRIVEN</b>	9100	N/A	
Mirasiri, Nayer	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
Maida, Michele	0.50 0.50	<b>MA</b> -Secretary 10.5 Months Media Center <b>HS</b> - Secretary 10.5 Months Media Center	9300	(Tenured Other) N/A	
Mellock, Megan	1.00	Instructional Assistant – Autism Program <b>IEP DRIVEN</b>	9100	N/A	
TBD	1.00	Instructional Assistant <b>IEP DRIVEN</b>	9100	N/A	
Prinzi, Maria	1.00	Secretary	9300	Tenured	
Reingle, Patricia	1.00	Secretary	9300	Tenured	
Shaw, Norreen	1.00	Secretary	9300	Non-tenured	08/19/2017
Shine, Robert	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
Vaccaro, Michael	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
TBD	1.00	Instructional Assistant <b>IEP DRIVEN</b>	9100	N/A	
Walling, Linda	1.00	Instructional Assistant <b>IEP DRIVEN</b>	9100	N/A	
Wietecha, Robert Jr.	1.00	Instructional Assistant - <b>Personal Aide</b> <b>IEP DRIVEN</b>	9400	N/A	
Zanghi, Nancy	1.00	Secretary	9300	Tenured	

# Matawan Regional High School

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Business</b>					
Bernstein, Daniel	0.10 0.10 0.10 0.20 0.30 0.20	Academy Stock Market Analysis/Personal Finance Stock Market Analysis/Personal Finance Academy Intro to Management AP Economics Entrepreneurship Senior Seminar	1962	Tenured	
Mesko, Cindy	0.20 0.20 0.10 0.10 0.40	Academy Accounting/Accounting Academy Computer Applications Intro to Marketing Business Administration/Management Sports Marketing	1301	Non-tenured	10/08/2018
<b>Educational Services</b>					
Calvosa, Alyssa <i>District CST</i>	1.00	CST - Speech Therapist <b>MA/HS</b>	3120	Non-tenured	10/20/2020
<b>VACANCY</b> Cernero, Andrea	1.00	SPS Guidance Counselor	3101	Non-tenured	
D'Agostino, Nicole <i>District CST</i>	1.00	CST – Behaviorist <b>MA/HS</b>	9025	Non-tenured	09/02/2020
De Costa, Florence	1.00	SPS Guidance Counselor	3101	Tenured	
Gallo, Maria <i>District CST</i>	1.00	CST - Social Worker <b>HS</b>	3117	Tenured	
Godowski, Donna	1.00	School Nurse <i>2015-2016 Educational Professional of the Year</i>	3114	Tenured	
Gross, Zachary	1.00	Educational Media Specialist	3105	Tenured	
Hollinger, Jessica <i>District CST</i>	1.00	CST - LDT/C <b>HS</b>	3118G	Tenured	
Kousouris, Irene <i>District CST</i>	1.00	CST – Occupational Therapist <b>MA/HS/RD</b>	3111	Non-tenured	02/16/2021
Leach, Kristina	1.00	SPS Guidance Counselor <i>2014-2015 Educational Professional of the Year</i>	3101	Tenured	
Leuin, Harvey	1.00	SPS Guidance Counselor	3101	Tenured	
Mallozzi, Catharina	0.61	School Nurse – Non Certificated P/T	3114	Tenured	
Nieves, Jennise	1.00	Substance Abuse Coordinator – SAC	3121	Non-tenured	09/02/2020

JUNE 12, 2017

MATAWAN REGIONAL HIGH SCHOOL

# Matawan Regional High School

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Nangano, Jennifer, PhD <i>District CST</i>	1.00	CST - Psychologist II <b>HS</b>	3116	Non-tenured	01/06/2019
<b>Replacement: TBD</b> Ninger, Ellen <b>Sabbatical 2017/2018</b>	1.00	SPS Guidance Counselor	3101	Tenured	<b>NINGER</b> <b>Sabbatical</b> <b>2017/2018</b>
<b>ESL</b>					
Blodgett, Madeleine	0.20 0.80	ESL High School World Language - French	1485 1510	Tenured	
<b>Fine Arts – Art</b>					
Aprilante, Tara	0.30 0.30 0.20 0.20	Drawing I Drawing 2 Creative Arts I Creative Arts 2 <i>2012-2013 Teacher of the Year</i>	1200	Tenured	
Hor, Brock	0.10 0.10 0.20 0.30 0.10 0.10 0.10	Computer Applications Desk Top Publications Advanced Digital Arts Digital Photo Graphic Design Web Design I Web Design 2	1200	Tenured	
Hueston, Emilly	0.40 0.20 0.20 0.20	Ceramics Art Major Pro I AP Art Studio I Creative Arts (Special Education)	1200	Non-tenured	01/06/2019
Pickens, Samuel	0.20 0.80	Advanced Ceramics Ceramics	1200	Tenured	

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Fine Arts – Music</b>					
Baldasserini, Andre	0.20 0.40 0.40	Academy Vocal Music Conversational Italian Language & Cultures (WL) Italian I ( <b>World Language</b> ) <i>2015 Teacher of the Year</i>	2130 1530	Tenured	
<b>VACANCY</b> Hensel, Christopher	0.40 0.20 0.20 0.20	4/5 Band Symphonic Band Instrumental Lessons Theory & Harmony/Academy Music Theory I&2 Academy Instrumental Music/Wind Ensemble	2110		
<b>Language Arts</b>					
Castelli, Courtney	0.40 0.20 0.40	AP Language & Composition English 2 Honors English 2 – Level I	140I	Tenured	
Christathakis, Nicholas <b>Replacement Position</b>	0.40 0.20 0.20 0.20	English 3 Level 1 English 4 Level 2 English 4 Level 2 ICR Reading/Writing for Careers Special Education	140I	Tenured	SEGUI Maternity Leave 09/06/17 – 06/30/18
Gallo, James	0.80 0.20	English I Level 1 English I Honors	140I	Non-tenured	09/02/2019
Harnett, Christopher	0.20 0.60 0.20	English I Level 1 English I Level 2 ICR US History 2 ICR (Special Education)	140I	Non-tenured	09/02/2020
Malave, Robert	0.40 0.40 0.20	English 3 Honors English 3 Level 1 English 3 Level 2 ICR	140I	Tenured	
Mc Dede, Maria	0.20 0.20 0.20 0.40	English 3 Level 2 ICR English 3 Level 2 English 4 Honors Global Humanities 2 Language Arts	140I	Tenured	
Miseo, Rachel	0.20 0.20 0.20 0.40	Print Journalism I & 2/Advanced Journalism English 2 Honors English 2 Level 1 English 2 Level 2 ICR	140I	Non-tenured	09/02/2020

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Moller, Jennifer	0.40 0.20 0.20 0.20	Global Humanities I LA English 2 Level I English 2 Honors English 2 Level 2 ICR	I40I	Tenured	
Pape, Kimberly	0.40 0.20 0.40	English I Level I English 2 Level I English I Honors	I40I	Tenured	
Pisani, Laura	1.00	English 4 Level I	I40I	Tenured	
Portee-Wells, Patricia	0.20 0.20 0.20 0.20 0.20	English 3 Level I Latin I Latin 2 Latin 3 Latin 4	I540	Non-tenured	09/02/2018
Rogers, Kimberly	0.40 0.20 0.20 0.20	AP English Literature & Composition English 4 (College/Career Readiness) Brookdale English 121 Brookdale English 155	I40I	Tenured	
Sodono, Lauren	0.20 0.20 0.20 0.40	Academy Workshop/Play Production Academy Performing Arts I Academy Performing Arts 2 Oral Communications	I40I	Non-tenured	09/02/2018
<b>Mathematics</b>					
Burns, Kevin	0.20 0.20 0.40 0.20	Algebra I Algebra 2 Honors Algebra I Honors 9 AP Calculus AB	I90I	Tenured	
Colburn, Kendra	0.20 0.20 0.20 0.20 0.20	Algebra 2 Algebra 2 ICR Pre-Calculus Honors Pre-Calculus Advanced Algebra/Trigonometry	I90I	Tenured	
Cornacchia, Mario	0.20 0.20 0.40 0.20	Advanced Algebra/Trigonometry AP Calculus BC Calculus Honors Academy Algebra 2/Trigonometry	I90I	Tenured	



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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Dandola-De Paolo, Andrea	0.20 0.20 0.20 0.20 0.20	AP Statistics Statistics AP Computer Science STEM Technology Advanced Algebra/Trigonometry	I90I	Non-tenured	01/27/2020
Goldberg, Deborah	0.60 0.20 0.20	Algebra I Geometry Honors Grade 9 Algebra I ICR	I90I	Tenured	
Greco, Joseph	0.80 0.20	Algebra 2 Pre-Calculus	I90I	Non-tenured	09/02/2020
Jackman, Neil	0.20 0.40 0.20 0.10 0.10	Academy Algebra 2/Trigonometry AP Calculus AB AP Calculus BC Multivariable Calculus Topics in Mathematics for 21 <sup>st</sup> Century Careers in Math  <i>2012-2013 Teacher of the Year</i>	I90I	Tenured	
Komito, Marc	0.20 0.40 0.20 0.20	Geometry 10-12 Honors Geometry 10-12 Pre-Calculus College and Career Readiness - Mathematics	I90I	Tenured	
Provines, Effie	0.60 0.40	Geometry 10-12 Geometry 10-12 ICR	I90I	Tenured	
Sa, Joana	0.20 0.40 0.20 0.20	Algebra Foundations Algebra 2 Honors Geometry 10-12 Algebra 2	I90I	Non-tenured	09/02/2020
Stetz, Diane	0.20 0.20 0.20 0.20 0.20	Academy Geometry Algebra I ICR Algebra I Geometry 9 Honors ACE Math	I90I	Tenured	

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2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Physical Education</b>					
Antista, Maria	1.00	Physical Education & Health Education Grade 9-12	I645	Non-tenured	09/02/2018
Dellert, Deirdre	1.00	Physical Education & Health Education Grade 9-12	I607	Tenured	
Brown, Eric	1.00	Physical Education & Health Education Grade 9-12	I607	Tenured	
Goetz, Matthew J.	1.00	Athletic Trainer Grade 9-12	3I13	Tenured	
Karatzia-Devaney, Nicole	1.00	Physical Education & Health Education Grade 9-12	I607	Tenured	
Kaye, John	1.00	Physical Education & Health Education Grade 9-12	I607	Tenured	
Lasko, Andrew	1.00	Physical Education & Health Education Grade 9-12	I607	Tenured	
Mc Kurth, Julie	0.60 0.20 0.20	Dance /Health – Grades 9-12 Academy Dance - 1/2/3/4 Academy Dance/PE - 1/2/3/4 Grade 9-12	I630	Tenured	
Mergner, Suzanne	0.80 0.20	Physical Education & Health Education Grade 9-12 Challenger Physical Education Special Education	I607	Tenured	
Murphy, Kevin	1.00	Physical Education & Health Education Grade 9-12	I607	Tenured	
<b>Science</b>					
Borchers, Sheri	0.50 0.25 0.25	Lab Biology Lab Biology ICR Lab Biology Honors	223I	Tenured	
Hodnick, Helen	0.20 0.40 0.25 0.15	Lab Oceanography Lab Oceanography ICR Lab Biology Science (Autism Class)	223I	Tenured	
Kaplan, Daniel	0.25 0.25 0.25 0.25	AP Physics C Academy Lab Physics Academy Engineering Physics for the 21 <sup>st</sup> Century	2236	Tenured	

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Massimini, Geoffrey	0.25 0.50 0.25	Lab Biology Honors Lab Anatomy & Physiology AP Lab Biology	223I	Tenured	
Melikhova, Julia	0.75 0.25	Lab Physics Lab Physics Honors	2236	Tenured	
Milan, Gregory	0.25 0.20 0.25 0.20 0.10	Lab Chemistry Honors Forensic Science Resource Program Lab Chemistry Level 2 ICR ACE Biology Extra Duty Coverage	2235	Tenured	
Mingrone, Christopher	0.30 0.20 0.20 0.20 0.10	Forensic Science Forensic Science ICR Meteorology Astronomy Geophysical Science ICR	2235	Tenured	
Mohammed, Patrick	0.50 0.50	Lab Chemistry Level 1 Lab Chemistry Level 2 ICR	2235	Tenured	
Olechnowicz, Jeffrey	0.75 0.25	Lab Chemistry Level 1 Lab Chemistry Level 2 ICR	2235	Tenured	
Servidio, Paul, Dr.	0.25 0.25 0.25 0.25 0.25 O/L 0.04 O/L	Academy Lab Biology Academy Lab Anatomy & Physiology Lab Anatomy & Physiology Honors Molecular Cell Biology (STEM) <b>Molecular Cell Biology (STEM)</b> <b>Academy Anatomy (Lab)</b> <i>2013-2014 Teacher of the Year</i>	223I	Tenured	
Tomasello, Louise	0.25 0.25 0.10 0.10 0.25 0.05	Lab Biology Honors Lab Biology Environmental Science Environmental Science ICR Lab Biology ICR Extra Duty Coverage	223I	Tenured	
<b>VACANCY</b> Tutley, Rose-Marie	0.50 0.50	Lab Biology ICR Lab Biology	223I		<b>Tutley</b> <b>RETIREMENT</b> <b>09/30/2017</b>

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Varma-Kumar, Yamini	0.25 0.25 0.50	Academy Lab Chemistry AP Lab Chemistry Lab Chemistry Honors	2235	Tenured	
<b>Social Studies</b>					
Bloss, Justin	0.20 0.20 0.20 0.20 0.20	US History I US History ICR World Cultures Civil Leadership I Civic Leadership 2	2322	Tenured	
Carnovsky, Robert	0.60 0.20 0.20	US History 2 US History I Criminal Law/Juvenile Justice	2322	Tenured	
Craparo, Michael	0.20 0.40 0.30 0.10	AP Government & Politics Economics I Economics II Law for Business	2322 1308	Tenured	
Harrington, Meghan	0.40 0.20 0.40	World Cultures Honors World Cultures Global Humanities I SS	2322	Tenured	
Kaiser, Heather	0.20 0.40 0.20 0.20	US History I ICR US History 2 US History I Sociology	2322	Tenured	
O' Neill, Michelle	0.60 0.20 0.20	World Cultures World Cultures Honors World Cultures ICR	2322	Tenured	
Moller, Robert	0.20 0.60 0.20	AP US History US History I Honors US History I	2322	Tenured	
Walsh, Matthew	0.20 0.60 0.20	World Cultures World Cultures ICR <b>US History I ICR (Special Education)</b>	2322	Tenured	
Walter, Cathleen	0.60 0.40	US History 2 Honors US History 2 ICR	2322	Tenured	

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Wegrzyn, Louise	0.20 0.40 0.40	US History 1 ICR Psychology Global Humanities 2 SS	2322	Tenured	
<b>Special Education</b>					
Alvarez, Robert	0.20 0.20 0.20 0.20 0.20	ACE Elective ACE Social Studies ACE Math ICR ACE English ACE Science ICR	I40IS 2322S I90IS	Non-tenured	09/02/2020
Baldwin, Kelly	0.40 0.40 0.20	Algebra 1 ICR Geometry 10-12 ICR 21 <sup>st</sup> Century Math & Financial Application	I90IS I40IS	Non-tenured	09/02/2020
Barrett, Edward	0.40 0.40 0.20	World Cultures ICR World Cultures Resource Program US History 1 ICR	2405	Tenured	
Brubaker, Mark	0.60 0.40	US History 1 Resource Program US History 2 Resource Program	2322S	Non-tenured	09/02/2018
Casserly, Kathleen	0.20 0.80	US History 2 ICR Language Arts	2322S	Tenured	
Certa, Anthony	0.20 0.20 0.20 0.20 0.20	English CI Reading CI Social Studies CI Math CI Science CI	2405	Non-tenured	09/02/2019
Frischia, Mary Jane	0.20 0.40 0.40 0.20 O/L	English 1 Resource Program English 2 ICR English 3 ICR Reach Transitional Life Skills <i>2015-2016 Teacher of the Year</i>	I40IS	Tenured	
Izworski, Kevin	0.20 0.75 0.05	Environmental Science Resource Program Lab Biology ICR Extra Duty Coverage	223IS	Non-tenured	09/02/2018

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>VACANCY</b>	0.10 0.10 0.75 0.05	Forensic Science ICR Environmental Science ICR Lab Chemistry ICR Extra Duty Coverage	2405		
Kinneman, Katelyn <i>Formerly: Humi</i>	0.60 0.20 0.20	Geometry Resource Program Algebra 2 ICR Oceanography ICR	2405	Non-tenured	09/02/2017
Kish, Sheryl	0.60 0.40	Intro to Algebra Resource Program Algebra 2 Resource Program	1901S	Tenured	
Mancuso, Kathleen <i>Formerly: Heitz</i>	0.80 0.20	Read 180 Language Arts English 1 Resource Program	2405	Non-tenured	09/02/2017
<b>VACANCY</b> Palomo, Hrisanhti	1.00	Student Disabilities – Autism Program	2405		
Paulus, Carolyn	0.20 0.20 0.40 0.20	English 3 Resource Program English 1 ICR English 2 Resource Program English 2 ICR	2235	Non-tenured	10/27/2019
Pickell, Lee	0.40 0.20 0.20 0.10 0.10	World Cultures ICR US History 1 ICR Oceanography ICR Geophysical Science ICR Forensic Science ICR	2405	Tenured	
Sloan, Michelle	1.00	Student Disabilities – Autism Program	2405	Tenured	
Ventorino, Toni Ann	0.40 0.20 0.25 0.10 0.05	Biology Resource Program Environmental Science Resource Program Lab Biology ICR Science Autism Class Extra Duty Coverage	2405S	Tenured	
Zeppilli, Elizabeth	0.20 0.20 0.20 0.40 0.20 O/L	English 3 Resource Program English 4 Resource Program English 4 ICR English 1 ICR Mathematical Applications Special Education (Reach)	1401S	Tenured	

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2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Vocational/Practical Arts</b>					
Anzano, Albert	0.40 0.20 0.10 0.10 0.20	General Shop Woodworking Intro to General Shop Academy Engineering Basic Carpentry (Special Education)	1812 1833	Tenured	
Berger, Krista	0.20 0.20 0.10 0.20 0.20 0.10	Child Care & Development Lab Advanced Fashion Design Food, Fashion, Family World Cuisine Foods & Nutrition 1 Foods & Nutrition 2	1704 1706 1760	Non-tenured	09/02/2019
Burfeindt, Craig	0.60 0.20 0.20	Advanced TV Production Intro to TV Production Work Study/Community Service	1273	Tenured	
Claudio, Shannon	0.70 0.30	Foods & Nutrition 1 Foods & Nutrition 2	1760	Tenured	
Marsh, Charles	1.00	Career Empowerment	1001	Tenured	
<b>World Language</b>					
Baldasserini, Andre	0.20 0.40 0.40	Academy Vocal Music ( <b>Fine Arts</b> ) Conversational Italian Language & Cultures Italian I <i>2014-2015 Teacher of the Year</i>	2130 1530	Tenured	
Blodgett, Madeleine	0.20 0.20 0.20 0.20 0.20	French 1 French 2 French 3 French 4 ESL	1510	Tenured	
Coughlin, Charlotte	0.40 0.60	Spanish 2 Spanish 3	1550	Tenured	
Fajardo, Carol	0.60 0.40	Spanish I Conversational Spanish Language & Cultures	1550	Tenured	
Lisciandro, Tara	0.20 0.40 0.20 0.20	Italian 3 Italian 4 AP Italian Tomorrow's Teachers	1530	Tenured	

**Matawan Regional High School  
Staffing Array**

**2017/2018 School Year**

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Nunziante, Marybeth	0.40 0.60	Italian 3 Italian 2	I530	Tenured	
Ogurek, Mayra	0.20 0.40 0.20 0.20	Conversational Spanish Language & Cultures Spanish 4 ESL AP Spanish	I550	Tenured	
Portee-Wells, Patricia	0.20 0.20 0.20 0.20 0.20	Latin I Latin 2 Latin 3 Latin 4 English 3 Level I (Language Arts)	I540	Non-tenured	09/02/2018
Vidal, Rodolfo	0.20 0.80	Spanish I Spanish 2	I550	Tenured	



# Matawan-Aberdeen Middle School Administration Support Services Staffing Array

## 2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Eyler, Aaron S.	1.00	PRINCIPAL	022I	Non-tenured	10/27/2019
Abrahamsen, Richard	1.00	Assistant Principal	0222	Tenured	
Tobia, Mona	1.00	Assistant Principal	0222	Tenured	
<b>Administrative Support</b>					
Dulak, Martin	1.00	Instructional Assistant - LLD Class <b>IEP DRIVEN</b>	9100	N/A	
Edelstein, Joy	1.00	Instructional Assistant – LLD <b>IEP DRIVEN</b> <i>2015-2016 Educational Professional of the Year</i>	9100	N/A	
Festa, Grace	1.00	Secretary to Mona Tobia	9300	Tenured	
TBD	1.00	Instructional Assistant – <b>IEP DRIVEN</b>			
TBD	1.00	Instructional Assistant – <b>IEP DRIVEN</b>			
TBD	1.00	Instructional Assistant LLD <b>IEP DRIVEN</b>			
Lemma, Cheryl	1.00	Secretary to Richard Abrahamsen	9300	Tenured	
Maida, Michele	0.50 0.50	<b>HS</b> – Secretary 10.5 Months Media Center <b>MA</b> – Secretary 10.5 Months Media Center	9300	Tenured	
TBD	1.00	Instructional Assistant BD/IEP			
TBD	1.00	Instructional Assistant – Personal <b>IEP DRIVEN</b>			
Norwood, Janice	1.00	Instructional Assistant – CI Class	9100	N/A	
Scatorchia, Brianna	1.00	Instructional Assistant – <b>IEP DRIVEN</b> I.I	9100	N/A	
Schnakenberg, Paula	1.00	PRINCIPAL SECRETARY	9300	Tenured	
Schueller, Melanie	1.00	Instructional Assistant – Autism Program <b>IEP DRIVEN</b>	9100	N/A	
Van De Water, Erin	1.00	Instructional Assistant – Autism Program <b>IEP DRIVEN</b>	9100	N/A	
Williams, Deveen	1.00	Instructional Assistant – Autism Program <b>IEP DRIVEN</b>	9100	N/A	

# Matawan-Aberdeen Middle School

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Educational Services</b>					
Bartlett, Mallory <i>District CST</i>	1.00	CST Psychologist II <b>MA</b>	3116	Non-tenured	09/02/2017
Calvosa, Alyssa <i>District CST</i>	1.00	CST - Speech Therapist <b>MA/HS</b>	3120	Non-tenured	10/20/2020
D'Agostino, Nicole <i>District CST</i>	1.00	CST – Behaviorist <b>MA/HS</b>	9025	Non-tenured	09/02/2020
Deegan, David	1.00	Computers	9000	Tenured	
Didio, Blair <i>Formerly: Notaro</i>	1.00	Guidance – Grade 6/SAC	3101 3121	Non-tenured	09/02/2019
Emili, Jessica	0.60 0.40	Media - <b>MAMS</b> Media - LR	3105	Tenured	
Feen, Kathleen	1.00	SPS Guidance Counselor Grade 8 <i>School Anti-Bullying Specialist</i>	3101	Tenured	
Kousouris, Irene <i>District CST</i>	1.00	CST – Occupational Therapist <b>MA/HS/RD</b>	3111	Non-tenured	02/16/2021
Miles, Lauren <i>District CST</i>	1.00	CST – LDT/C <b>MA</b>	3117	Non-tenured	01/06/2019
Mc Kurth, Daryl	1.00	SPS Guidance Counselor Grade 7	3101	Tenured	
Moore, Susan Ann <i>Formerly: Nestor</i>	1.00	School Nurse	3114	Tenured	
Redmond, Michael	1.00	Computers	9000	Tenured	
Ritchie Amy <i>District CST</i>	1.00	CST - Speech Therapist <b>MA</b> <i>2014-2015 Educational Professional of the Year</i>	3120	Tenured	
Zibbell, Jamie <i>District CST</i>	1.00	CST - Social Worker <b>MA</b>	3117	Tenured	

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>ESL</b>					
Leslie, Kathryn	0.67 0.33	ESL <b>MAMS</b> ESL Lloyd Road	I485	Non-tenured	09/02/2018
<b>Fine Arts – Art</b>					
Khachaturian, Marisa	1.00	Art Grade 6 - 8	I200	Non-tenured	09/02/2019
Stevens III, Roderick B.	1.00	Art Grade 6 - 8 <i>2014-2015 Teacher of the Year</i>	I200	Tenured	
<b>Fine Arts – Music</b>					
Greenspan, Nadine	1.00	Chorus Grades 6-8 <i>2013-2014 Teacher of the Year</i>	2II0	Tenured	
Lorefice, Lindsey	1.00	General Music Grades 6-8	2II0	Non-tenured	09/02/2019
Wells, Gerard	1.00	Band Grades 6-8	2II0	Tenured	
<b>Language Arts</b>					
Crawford, Emily <i>Formerly: Hawrylko</i>	0.67 0.33	Language Arts Grade 6 ICR Language Arts Grade 6 Honors	II06	Tenured	
Dansky, Samantha	0.67 0.33	Language Arts Grade 8 ICR Language Arts Grade 8 <i>2015-2016 Teacher of the Year</i>	II06	Non-tenured	09/02/2017
Di Noia, Theresa	1.00	Language Arts Grade 7	II06	Tenured	
Furman, Jessica <i>Formerly: Greenman</i>	0.67 0.33	Language Arts Grade 7 Language Arts Grade 7 Honors	I40I	Tenured	
Gregg, Jennifer	1.00	Language Arts Grade 6	I40I	Tenured	
Maltese, Kerri <i>Formerly: Ziznewski</i>	1.00	Language Arts Grade 8	II06	Non-tenured	09/02/2018
Monro, Christine	0.33 0.67	Language Arts Grade 7 Language Arts Grade 7 ICR	II06	Tenured	

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Nilsen, Kristine	0.67 0.33	Language Arts Grade 7 Language Arts Grade 7 Honors <i>2012-2013 Teacher of the Year</i>	II06	Tenured	
Pattwell, Jourdan <small>Dickson</small>	1.00	Language Arts Grade 6	II06	Non-tenured	09/02/2021
Raiola, Amy	0.67 0.33	Language Arts Grade 6 Language Arts Grade 6 Honors	II06	Non-tenured	09/02/2018
Sobieski, Cynthia	0.67 0.33	Language Arts Grade 8 Language Arts Grade 8 Honors	II06	Tenured	
Spafford, Dana	0.67 0.33	Language Arts Grade 8 Language Arts Grade 8 Honors	II06	Tenured	
<b>VACANCY</b> <small>Vollaro, Elizabeth</small>	1.00	Language Arts BSI	II06	Non-Tenured	
<b>Mathematics</b>					
Cahill, Laura	0.67 0.33	Math Grade 8 Algebra I Grade 8	II02	Tenured	
Costello, Laurie	0.67 0.33	Math Grade 6 ICR Math Grade 6 Accelerated	II02	Tenured	
Fiorilli, Christina	0.67 0.33	Math Grade 7 Accelerated Math Grade 7	II02	Tenured	
Goldstone, Chani	0.67 0.33	Math Grade 7 Algebra Grade 7	II02	Tenured	
Hynes, Gina	0.67 0.33	Math Grade 6 Math Grade 6 Accelerated	II02	Tenured	
Iozia, Diane	0.67 0.33	Math Grade 7 ICR Math Grade 7	II02	Tenured	

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Lambert, Lynne	0.33 0.67	Math Grade 7 Accelerated Math Grade 7	II02	Tenured	
Lenge, Tatiana	1.00	Math Grade 6	II02	Tenured	
Scheuing, James	0.67 0.33	Math Grade 8 Algebra Grade 8	II02	Tenured	
Toomey, Joanne	1.00	Math BSI	II02	Tenured	
Wangen, Georgette	0.33 0.33 0.34	Math Grade 8 Geometry Grade 8 Math Grade 8 ICR	II02	Tenured	
Wietecha, Corinne	0.33 0.67	Grade 8 Math Grade 8 ICR	II02	Tenured	
Wilson, Tara	0.33 0.33 0.34	Math Grade 6 Accelerated Math Grade 6 Math Grade 6 ICR	II02	Tenured	
<b>Physical Education</b>					
Acosta, Alicia	1.00	Physical Education/Health Education Grades 6-8	I607	Tenured	
Dean, Brian	1.00	Physical Education/Health Education Grades 6-8	I607	Tenured	
Mc Cabe, Kenneth	1.00	Physical Education/Health Education Grades 6-8	I607	Tenured	
Sommer, Lynne	1.00	Physical Education/Health Education Grades 6-8	I607	Tenured	
Vasilenko, Nicholas	1.00	Physical Education/Health Education Grades 6-8	I607	Tenured	
Wallace, Eileen	1.00 <b>0.17 O/L</b>	Physical Education/Health Education Grades 6-8 <b>Adaptive Physical Education</b>	I607	Tenured	<b>09/01/17 – 06/23/18</b>

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Science</b>					
De Be Voise, Margaret	0.33 0.67	Science Grade 6 Science Grade 6 ICR/ICA	II03	Tenured	
Hillyer, Patricia	0.67 0.33	Science-Grade 7 Science Grade 7 ICR/ICA	II03	Tenured	
Mescal, Debra	1.00	Science-Grade 6	II03	Tenured	
Reynolds, Dustin	0.67 0.33	Science Grade 7 Science Grade 7 ICR/ICA	II03	Non-tenured	09/02/2020
Towle, Catherine	0.33 0.67	Science-Grade 8 Science-Grade 8 ICR/ICA	II03	Tenured	
Viel, Linda	1.00	Science-Grade 8	II03	Tenured	
<b>Social Studies</b>					
Bebel, Helen	0.33 0.67	Social Studies-Grade 8 Social Studies-Grade 8 ICR/ICA	II04	Tenured	
Di Mario, Joseph	0.67 0.33	Social Studies-Grade 7 Social Studies-Grade 7 ICR/ICA	II04	Tenured	
Grigoli, Jeremy	0.67 0.33	Social Studies-Grade 7 Social Studies-Grade 7 ICR/ICA	II04	Tenured	
Hamilton, Brittany	1.00	MA - Social Studies-Grade 8	II04	Non-tenured	01/05/2020
Miller, David	1.00	Social Studies-Grade 6	II04	Tenured	
Tarrazi, Dylan	0.33 0.67	Social Studies-Grade 6 Social Studies-Grade 6 ICR/ICA	II04	Tenured	

# Matawan-Aberdeen Middle School

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Special Education</b>					
Apple, Michael	0.33 0.67	Science Grade 7 ICR Science Grade 8 ICR	II03S	Non-tenured	12/22/2020
Baumert, Deana	0.50 0.50	POR Social Studies POR Science	II03S	Tenured	
Bennett, Brittany	1.00	CI/MD Class	2470	Non-tenured	09/02/2020
Bliss, Jacqueline	1.00	LLD Program	II06S	Non-tenured	01/26/2021
Chodkiewicz, Beth	0.67 0.33	Language Arts POR (HMH) Language Arts POR	II06S	Tenured	
Freshnock, Lauren	0.67 0.33	Math Grade 8 ICR Math POR 8	II02S II03S	Non-tenured	09/02/2018
Gray, Barbara	0.67 0.33	Social Studies Grade 6 ICR Social Studies Grade 7 ICR	II04S	Tenured	
Johnson, Jesse	0.67 0.33	Math Grade 7 ICR Math Grade 8 POR	II02S	Non-tenured	09/02/2018
Joyce, Kathleen	0.33 0.67	Language Arts Grade 8 POR (MS) Language Arts Grade 8 POR	II06S	Tenured	
Layton, Leah	0.33 0.67	Social Studies Grade 7 ICR Social Studies Grade 8 ICR	II04S	Tenured	
Mc Fadden, Mary Beth	1.00	Math Grade 6 ICR	II02S	Tenured	
Monro, David	1.00	Math Grade 6 POR	II02S	Tenured	
Montano, Maureen	0.67 0.33	Language Arts Grade 7 ICR Language Arts Grade 7 POR	II06S	Tenured	
Oliveira, Jessica	0.67 0.33	Language Arts Grade 6 POR(HMH) Language Arts POR(MS)	II06S	Non-tenured	09/02/2020
Reinecke, Taylor C.	0.50 0.50	Science Grade 6 ICR Science Grade 7 ICR	II03S	Non-Tenured	09/02/2020
Russo, Susan	1.00	Math Grade 7 POR	II02S	Tenured	

# Matawan-Aberdeen Middle School

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Smolokoff, Mary Beth	1.00	LLD Program	II06S	Tenured	
Stanek, Jacqueline	0.67 0.33	Math Grade 8 POR Math Grade 8 ICR	2405S	Tenured	
Starr, Diana	0.67 0.33	Language Arts Grade 8 ICR Language Arts Grade 8 POR	2405S	Tenured	
Stevens, Vanessa	0.67 0.33	Language Arts Grade 6 ICR Social Studies Grade 6 POR	II02S	Tenured	
Weinstein, Bonnie	1.00	In Class Resource	2405S	Tenured	
Wilensky, Daniel	1.00	Autism Program	II06S	Tenured	
<b>World Language</b>					
Downey, Teresa	0.50 0.50	French Grades 6-8 Spanish Grades 6-8	III0	Tenured	
Fricchione, Anne Marie	1.00	Italian Grades 6-8	II30	Tenured	
Garrett, Carolina	1.00	Spanish Grades 6-8	II50	Non-tenured	11/24/2019



# Cambridge Park Administration (Pre-School) Staffing Array

## 2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Spells, Wayne	0.40 0.60	PRINCIPAL Cambridge Park Pre-School Director of Special Programs – CO <i>Anti-Bullying Specialist</i>	023I 0599	Tenured	Medical Leave/ Retire: 12/31/17
<b>Administrative Support</b>					
Brown, Lisa (Mrs. Rocco's Class)	1.00	Instructional Assistant Pre-School Disabilities	9100	N/A	
Dhume, Valerie (Mrs. Nicolaou's Class)	1.00	Instructional Assistant - <b>Personal Aide</b> Pre-School Disabilities <b>IEP DRIVEN</b>	9150	N/A	
Di Geronimo, Christine (AM – Ms. Whartnaby Class) (PM – Mrs. Carey's Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9300	N/A	
Giornalista, Patricia	0.40 0.60	PRINCIPAL SECRETARY & Director of Special Programs <b>Central Office Receptionist</b>	9300	Tenured	
Griffith, Elizabeth (Mrs. Ripple's Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	
Grosso, Cheryl (AM/PM- Mrs. Ripple's Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	
Hebding, Evelyn (AM – Mrs. Ripple's Class) (PM – I/A Coverage)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	
Incorvaia, Caroline (AM/PM Mrs. Rocco's Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	
Johannesen, Michele	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	

# Cambridge Park Administration (Pre-School)

## Staffing Array

2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Kruzik, Jacqueline (Mrs. Carey's Class)	1.00	Instructional Assistant Pre-School Disabilities <i>2015-2016 Educational Professional of the Year</i>	9100	N/A	
Osmanovic, Milena (AM/PM Ms. Whartnaby Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	
Panicker, Sreeba (AM - Mrs. Carey's Class) (PM I/A Coverage)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	
Prewitt, Caroline (AM/PM Ms. Whartnaby Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9150	N/A	
Slee-Wojnar, Kathleen	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9150	N/A	
Wassmer, Deborah (AM/PM Mrs. Nicolaou's Class)	1.00	Instructional Assistant Pre-School Disabilities <b>IEP DRIVEN</b>	9100	N/A	

# Cambridge Park Administration (Pre-School) Staffing Array

## 2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Educational Services</b>					
Bauer, Jennifer <i>District CST</i>	1.00	CST – Occupational Therapist <b>CP</b> /ST/RD	3III	Non-tenured	04/14/2019
Caldwell, Shelia	1.00	School Nurse	3II4	Tenured	
Farley, Caitlin E.	1.00	AM/PM Preschool Inclusion	I00IS	Non-tenured	02/02/2020
Saccomondo, Kristina <i>District CST</i>	1.00	CST - School Psychologist II <b>CP</b>	3II8	Non-tenured	09/02/2019
<b>Elementary</b>					
Carey, Elizabeth	1.00	Pre-school AM/PM Inclusion	I000	Non-tenured	09/02/2019
Gumina, Linda	1.00	CST – Speech Therapist <b>ST</b> /CP			
Rocco, Sandra	1.00	Pre-school AM Inclusion ( <b>CP</b> – Special Education) PM <i>2012-2013 Teacher of the Year</i>	I000S I003S	Tenured	
Salsano, Jillien <i>District CST</i>	0.77	CST – Social Worker P/T <b>CP</b>	3II7G	Non-tenured	09/20/2020
Sidley, Kate <i>Formerly: Gilroy</i> <i>District CST</i>	1.00	CST - Speech Therapist <b>CP</b> /RD	3I20	Non-tenured	SIDLEY Maternity Leave 9/5/17 – 11/15/17
Trezza, Andrea <i>District CST</i>	1.00	Special Ed Teacher as Behaviorist <b>CL</b> /CP	9025	Tenured	
<b>Special Education</b>					
D'Angelo, Christine <i>District CST</i>	1.00	CST – Speech <b>CP</b>	3I20	Non-tenured	01/05/2020
Nicolaou, Tara	1.00	Pre-School Disabilities <i>2014-2015 Teacher of the Year</i>	I000S	Tenured	
Ripple, Susan	1.00	Pre-School Disabilities <i>2013-2014 Teacher of the Year</i>	I000S	Tenured	
Rocco, Sandra	1.00	Pre-School Disabilities PM Inclusion ( <b>CP</b> – Elementary) AM Inclusion <i>2012-2013 Teacher of the Year</i>	I000S I003S	Tenured	
Whartnaby, Melissa	1.00	Pre-School Disabilities	I000S	Non-tenured	12/02/2018

# Cliffwood Administration Support Services Staffing Array

## 2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Van Horn, Mark	1.00	PRINCIPAL	0231	Non-tenured Tenured Other	07/02/2018
Zitarosa, Jessie	1.00	Assistant Principal – District Elementary	0200	Tenured	
<b>Administrative Support</b>					
Blake, Samantha	1.00	Instructional Assistant Autism <b>IEP DRIVEN</b>	9100	N/A	
Calandra, Debra	1.00	2:I Aide – MD Class <b>IEP DRIVEN</b>	9100	N/A	
Carhuff-Pickell, Corinne	1.00	Instructional Assistant Autism (Personal) <b>IEP DRIVEN</b>	9100	N/A	
Collins, Sharon	1.00	Personal Aide BD Class <b>IEP DRIVEN</b>	9150	N/A	
Curcie, Amanda	1.00	Instructional Assistant Autism (Personal) <b>IEP DRIVEN</b>	9100	N/A	
De Monte, Agnes	1.00	3:I Aide POR Class <b>IEP DRIVEN</b>	9150	N/A	
Di Palma, Nadine	1.00	Secretary 10.5 Months	9300	Non-tenured	08/26/2019
Gerrity, Mary Ann	0.58	Instructional Assistant Kindergarten P/T	9100	N/A	
Kops, Leslie	1.00	Instructional Assistant LLD/POR <b>IEP DRIVEN</b>	9100	N/A	
<b>VACANCY</b> Kuchinski, Danielle	0.58	Instructional Assistant (Personal) Kindergarten P/T	9100	N/A	
Matthews, Helen	1.00	PRINCIPAL SECRETARY	9300	04/25/2020	
Letowsky, Beth	1.00	Instructional Assistant (Classroom Aide) BD Class <b>IEP DRIVEN</b>	9100	N/A	
Oliver, Felicia (S4T)	1.00	Classroom Aide Various Classes <b>IEP DRIVEN</b>	9100	N/A	
Pallitto, Nancy	1.00	Instructional Assistant <b>IEP DRIVEN</b>	9100	N/A	
Peters-Esposito, Mindy	1.00	Instructional Assistant (Personal) MD Class <b>IEP DRIVEN</b>	9100	N/A	
Potter, Magda	0.58	Instructional Assistant Kindergarten P/T	9100	N/A	
Reynolds, Mary Ellen	0.58	Instructional Assistant Kindergarten P/T	9100	N/A	
Santos, Loriann	1.00	Instructional Assistant (Personal) Autism Class <b>IEP DRIVEN</b>	9100	N/A	
Walsh, Nancy	1.00	Instructional Assistant (Personal) MD Class <b>IEP DRIVEN</b>	9100	N/A	
Zitzman, Denise	1.00	Personal Aide Autism Class <b>IEP DRIVEN</b>	9150	N/A	

**CHARTWELLS**

	<b>Hours</b>		
Barbour, Gladys	<b>1.75</b>	Chartwells Cafeteria Aide	N/A
Buffalano, Danielle	<b>1.75</b>	Chartwells Cafeteria Aide	N/A
Calanni, Patricia	<b>1.75</b>	Chartwells Cafeteria Aide	N/A
Hoffman, Nelida	<b>1.75</b>	Chartwells Cafeteria Aide	N/A

# Cliffwood Elementary School [K - 3]

## Support Services Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Basic Skills</b>					
Berman, Lauren	1.00	Basic Skills	I408	Tenured	
Cacopardo, Maryann	1.00	Basic Skills	I408	Tenured	
Gonzalez, Nicole <i>Formerly: Bottone</i>	1.00	Basic Skills	I408	Tenured	
Nau, Sara	1.00	Basic Skills	I408	Tenured	
Vergaretti, Kathleen	1.00	Basic Skills	I408	Tenured	
<b>Educational Services</b>					
Bauer, Lisa	1.00	Teacher of the Academically Talented CL/RD/ST	I00I	Tenured	
<b>VACANCY</b> Fallon, Curran <i>District CST</i>	1.00	CST - Social Worker CL	3I17	Non-tenured	
Farrell, Colleen <i>District CST</i>	1.00	CST - Speech Therapist CL	3I20	Non-tenured	09/02/2018
Irons, Mark	1.00	PK-12 Teacher Coach (STEM) CL	24I0	Non-tenured	09/02/2018
Minnecci, Frances	1.00	Librarian/Media Specialist/Computer Literacy/Health	3I05	Tenured	
Molinari, Doreen <i>District CST</i>	1.00	CST - Speech Therapist CL	3I20	Tenured	
Reese, Mary Ann	1.00	School Nurse <i>2015-2016 Educational Professional of the Year</i>	3I14	Tenured	
<b>VACANCY</b> Simmonds, Alyssa	1.00	Elementary Social Worker <i>School Anti-Bullying Specialist</i>	3I17		
Six, Lauren <i>District CST</i>	1.00	CST Occupational Therapist CL	3I1I	Non-tenured	01/21/2019
Spitz, Yael <i>District CST</i>	1.00-	CST – LDT/C CL	3I18G	Non-tenured	09/04/2018

# Cliffwood Elementary School [K – 3] Support Services Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Trezza, Andrea <i>District CST</i>	1.00	Special Ed Teacher as Behaviorist <b>CL/CP</b>	9025	Tenured	
<b>Elementary</b>					
Abramowitz, Felecia	1.00	Kindergarten – <i>2014-2015 Teacher of the Year</i>	I003	Tenured	
Anderson, Sonali	1.00	Kindergarten – <i>2015-2016 Teacher of the Year</i>	I001	Tenured	
Walker, Martine	1.00	Kindergarten	I001	Tenured	
Goldheimer, Tara M.	1.00	All Subjects-Grade I	I001	Non-tenured	09/02/2018
Petrucchio, Gabrielle <i>Formerly: Lo Preto</i>	1.00	All Subjects-Grade I	I001	Non-tenured	09/02/2018
Svenson, Alycia	1.00	All Subjects-Grade I	I001	Non-tenured	09/02/2020
White, Susan	1.00	All Subjects-Grade I	I003	Non-tenured	02/02/2020
Saviano, Nicole <b>Replacement Position</b>	1.00	All Subjects-Grade 2 ICR	I001	Tenured	MAIELLO Maternity Leave 05/04/17 - 12/01/17
Molinari, Ann	1.00	All Subjects-Grade 2	I001	Tenured	
O'Brien, Matthew	1.00	All Subjects Grade 2	I001	Non-tenured	09/02/2020
<b>VACANCY</b> Spence	1.00	All Subjects-Grade 2	I001		
Butler, Charlene	1.00	All Subjects-Grade 3	I001	Tenured	
Hickey, Joanne	1.00	Teacher of the Academically Talented Grade 3 <i>2013-2014 Teacher of the Year</i>	I001	Tenured	
Maglione Allison <i>Formerly: Costa</i>	1.00	All Subjects-Grade 3	I001	Tenured	
Pappas, Alyssa	1.00	All Subjects-Grade 3 ICR	I001	Tenured	
Pappas, Laura	1.00	All Subjects-Grade 3 ICR	I001	Tenured	

# Cliffwood Elementary School [K - 3]

## Support Services Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>ESL</b>					
Alli, Asma	1.00	ESL	I485	Tenured	
<b>Fine Arts – Art</b>					
<b>VACANCY</b> Kelly, Suzette	1.00	Art/Computer Literacy	I200	Non-tenured	
<b>Fine Arts – Music</b>					
Malone, Stephen	0.80 0.20	Music Comprehensive Computer	2110	Non-tenured	09/02/2019
<b>Physical Education/Health Education</b>					
Geroni, Frances	1.00	Physical Education/Health Education	I630	Tenured	
<b>Special Education</b>					
Aiello, Nicole	1.00	In Class Resource	I004S	Non-tenured	01/14/2018
Bergrin, Barbara	1.00	BD Class	I004S	Tenured	
Ciambruschini, Dina <i>Formerly: Huhn</i>	1.00	Pull Out/LLD Class	I001	Non-tenured	09/02/2017
Morrison, Hollieann	1.00	Autism Program	I004S	Tenured	
Natale, Gloria <i>Formerly: Barbiero</i>	1.00	Autism Program	I001S	Non-tenured	09/02/2018
Polakowski, Shannon	1.00	In Class Resource	I001S	Tenured	
Stelluto, Jennifer	1.00	MD Class	I004S	Non-tenured	09/02/2019
Werner, Kelli	1.00	In Class Resource	I004S	Tenured	
<b>World Language</b>					
Lathrop, Margret	0.30 0.70	Spanish/Health Instruction <b>Cliffwood</b> Spanish/Computer Literacy <b>Strathmore</b>	I550	Tenured	



# Lloyd Road Administration Support Services Staffing Array

## 2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Jerabek, Joseph	1.00	<b>Principal</b>	023I	Non-tenured	08/19/2018
Olsen, Cristina	1.00	Assistant Principal	023I	Non-tenured Tenured Other	07/02/2018
<b>Administrative Support</b>					
Banafato, Frank	1.00	Instructional Assistant <b>IEP DRIVEN</b>	9100	N/A	
<b>VACANCY</b> Cupano, Kayla	1.00	<b>Instructional Assistant Autism Program</b> <b>IEP DRIVEN</b>			
De Michele, Karen	1.00	Instructional Assistant (Personal) ICR Class <b>IEP DRIVEN</b>	9100	N/A	
Folchetti, Mary Ann	1.00	<b>Personal Aide</b> Grade 4 ICR <b>IEP DRIVEN</b>	9150	N/A	
Gascot, Deja	1.00	Secretary 10.5 Months	9300	Non-tenured	03/02/2018
TBD		<b>Instructional Assistant BD Class</b>	9100	N/A	
Greco, Dawn	1.00	<b>Instructional Assistant Special Education</b> <b>IEP DRIVEN</b>	9100	N/A	
Grillo, Kendra	1.00	<b>Instructional Assistant Autism Program</b> <b>IEP DRIVEN</b>	9100	N/A	
Harnett, Deborah	1.00	Instructional Assistant <b>IEP DRIVEN</b>	9100	N/A	
TBD	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
<b>Luciano, Melinda</b>	1.00	<b>PRINCIPAL SECRETARY</b>	9300	Tenured	
<b>VACANCY</b> Mandelbaum, Raellen	1.00	Instructional Assistant BD Class	9100	N/A	Retirement 06/30/2017
Marsh, Ann	1.00	Media Clerk 10.5 Months	9300	Tenured	
Nicoll, Brent	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
O'Brien, Denise	1.00	Instructional Assistant LLD Class <b>IEP DRIVEN</b>	9100	N/A	
Tay, Kathleen	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
TBD	1.00	Instructional Assistant	9100	N/A	
TBD	1.00	Instructional Assistant Autism Program <b>IEP DRIVEN</b>	9100	N/A	
TBD	1.00	Instructional Assistant	9100	N/A	

**CHARTWELLS**

**Hours**

Dalik, Neha	2.50	Chartwells Cafeteria Aide	N/A
Giugliano, Maureen	2.50	Chartwells Cafeteria Aide	N/A
Rodriguez, Isabel	2.50	Chartwells Cafeteria Aide	N/A
Rosado, Carmen	2.50	Chartwells Cafeteria Aide	N/A
Ruiz, Lucy	2.50	Chartwells Cafeteria Aide	N/A
Schifini, Doreen	2.50	Chartwells Cafeteria Aide	N/A
Weissman, Linda	2.50	Chartwells Cafeteria Aide	N/A

# Lloyd Road Elementary School [4-5]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Basic Skills</b>					
Adelson, Brenda	1.00	Basic Skills/Enrichment – Grades 4 & 5 <i>Title I</i>	I408	Tenured	
Barilka, Casey	0.60 0.40	Basic Skills Elementary – Grades 4&5 <i>Title I</i> MRTA President <i>2015-2016 Teacher of the Year</i>	I00I	Tenured	
Colao, Raquel	1.00	Basic Skills – Grades 4&5	I00I	Tenured	
Flynn, Nancy	1.00	Basic Skills/Enrichment – Grades 4 & 5	I408	Tenured	
<b>VACANCY</b> Ricca	1.00	Basic Skills – Grades 4&5	I408		
Wolf, Barbara	1.00	Basic Skills – Grades 4 & 5 <i>Title I</i>	I408	Tenured	
<b>Educational Services</b>					
Alvarez, Rachel <i>District CST</i>	1.00	School Social Worker	3I17	Non-tenured	02/17/2020
Baker, Kristin	1.00	Elementary Social Worker <i>School Anti-Bullying Specialist</i>	3I0I	Non-tenured	02/15/2018
Calvosa, Helena <i>District CST</i>	1.00	CST - Speech Therapist <b>LR</b>	3I20	Non-tenured	03/28/2021
Cardinoza, Kimberly <i>District CST</i>	1.00	CST – Behaviorist <b>LR</b>	9025	Non-tenured	09/02/2020
Emili, Jessica	0.40 0.60	Media - LR Media - <b>MAMS</b>	3I05	Tenured	
Foley, Allison <i>District CST</i> <i>Formerly: Arolla</i>	1.00	CST - Speech Therapist <b>LR</b>	3I20	Tenured	
Kelly, Lauren <i>District CST</i>	1.00	CST – Social Worker <b>LR</b>	3I17G	Tenured	
Lehman, David	1.00	Computer Technology	I00I	Tenured	
Mainieri, Dora <i>District CST</i>	1.00	CST Psychologist II <b>LR</b>	3I16	Non-tenured	09/02/2020
O'Mullan, Claudia <i>District CST</i>	1.00	CST – Occupational Therapist <b>LR</b>	3III	Non-tenured	03/31/2019
Preuss, Rosalie	1.00	School Nurse <i>2015-2016 Educational Professional of the Year</i>	3I14	Tenured	

# Lloyd Road Elementary School [4-5]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Elementary</b>					
Caruso, Eve	1.00	Grade 4	I00I	Tenured	
Eisenberg, Randi	1.00	Grade 4	I00I	Tenured	
<b>VACANCY</b> Lazur	1.00	Grade 4	I00I	N/A	
Herman, Carolyn	1.00	Grade 4	I00I	Tenured	
Kliemisch, Nicole	1.00	Grade 4	I00I	Non-tenured	09/02/2020
Levine-Nikolic, Alissa	1.00	Grade 4	I00I	Tenured	
Patterson, Cori	1.00	Grade 4	I00I	Tenured	
Peterson, Ellen	1.00	Grade 4	I004	Tenured	
Reistrom, Meghan	1.00	Grade 4	I004	Non-tenured	03/30/2019
Roche, Corinne	1.00	Grade 4	I00I	Non-tenured	09/02/2018
Sakowski, Donna	1.00	Grade 4	I00I	Tenured	
Scheuing, Adrienne	1.00	Grades 4 & 5	I00I	Tenured	
Varricchio, Elissa Ann	1.00	Grade 4	I004	Tenured	
<hr/>					
Brophy, Eileen	1.00	Grade 5	I00I	Tenured	
Cosentino, Karina	1.00	Grade 5	I00I	Tenured	
Du Brosky, Wenona	1.00	Grade 5	I00I	Tenured	
Haughey, Michael	1.00	Grade 5	I00I	Tenured	
Kyvelos, Susan	1.00	Grade 5 <i>2012-2013 Teacher of the Year</i>	I00I	Tenured	
Lasko, Dawn	1.00	Grades 4 & 5	I00I	Tenured	
Mammano, Amy	1.00	Grade 5	I00I	Tenured	

# Lloyd Road Elementary School [4-5]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Maniscalchi, Kristine	1.00	Grade 5	I00I	Tenured	
Moran, Shara	1.00	Grade 5	I00I	Non-tenured	10/05/2018
Winther, Margaret	1.00	Grade 5	I00I	Tenured	
Zwirko, Tracy	1.00	Grade 5	I00I	Tenured	
<b>ESL</b>					
Leslie, Kathryn	0.33 0.67	ESL Lloyd Road ESL <b>MAMS</b>	I485	Non-tenured	09/02/2018
<b>Fine Arts – Art</b>					
Orr, Daisy	1.00	Art	I200	Tenured	
<b>Fine Arts – Music</b>					
Coates, Lauren	1.00	Instrumental Music	2I10	Non-tenured	01/04/2021
Di Liberti, Larisa	1.00	Vocal Music	2I30	Tenured	
Hughes, Susanne	1.00	Instrumental Music	2I10	Tenured	
<b>Physical Education/Health Education</b>					
Carnovsky, Sharon	1.00	Physical Education/Health Education	I630	Tenured	
Donovan, Colin	1.00	Physical Education/Health Education	I630	Tenured	

# Lloyd Road Elementary School [4-5]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Special Education</b>					
Altman, Robyn	1.00	In Class Resource	2405S	Non-tenured	09/02/2019
Ashed, Jillian	1.00	Autism Program	2405S	Non-Tenured	04/02/2021
Biagianti, Mary <i>Formerly: Bishop</i>	1.00	LLD	14IIS	Tenured	
Chalmers, Jessie M.	1.00	In Class Resource Pull Out Replacement	2405S	Tenured	
Foti, Stephanie	1.00	In Class Resource Pull Out Replacement	1004S	Tenured	
Generoso, Susan	1.00	Autism Program <i>2015-2016 Teacher of the Year</i>	1004S	Tenured	
Gwizdz, Nicole	1.00	Pull Out Replacement	2405S	Non-tenured	11/04/2017
Longo, Andrea	1.00	In Class Resource Pull Out Replacement	2405S	Tenured	
Moore, Ryan	1.00	Special Education LLD Class	2405S	Non-tenured	09/02/2017
Riley, Jessica	1.00	Pull-Out Replacement	2405S	Non-tenured	09/07/2020
Santoro, Danielle	1.00	In Class Resource	2405S	Tenured	
Zimmer, Theresa	1.00	Pull Out Replacement	100IS	Tenured	
<b>World Language</b>					
Miller, Catherine	1.00	Spanish	1150	Tenured	

# Ravine Drive Administration Support Services Staffing Array

2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Janover, Patricia	1.00	PRINCIPAL	023I	Tenured (Tenured-Other)	
<b>Administrative Support</b>					
Diaz-Valle, Evelyn	1.00	Instructional Assistant <b>Personal Aide</b> LLD/Resource Program <b>IEP DRIVEN</b>	9100	N/A	
Donaghue, Lori	1.00	Instructional Assistant CI Class <b>IEP DRIVEN</b>	9100	N/A	
Liebowitz, Karen	1.00	Secretary 10.5 Months	9300	Tenured	
Mc Peek, Catherine	0.58	<b>Personal Aide P/T</b> Kindergarten	9150	N/A	
<b>VACANCY</b>	1.00	Instructional Assistant <b>CI Class</b> <b>IEP DRIVEN</b>	9100	N/A	
Palumbo, Susan	1.00	PRINCIPAL SECRETARY	9300	Tenured	
Perchuk, Tara	1.00	Instructional Assistant	9100	N/A	
Reda, Vilma	0.58	Instructional Assistant – Kindergarten P/T	9100	N/A	
Szymanski, Barbara	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Turchiano, Carol	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Yourth, Mary Lou	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	

## CHARTWELLS

	Hours		
Cwik-Monteforte, Laurie (Permanent Sub)	1.75	Chartwells Cafeteria Aide	N/A
Ivan, Michele	1.75	Chartwells Cafeteria Aide	N/A
Muce, Annette (Permanent Sub)	1.75	Chartwells Cafeteria Aide	N/A
<b>TBD</b>	1.75	Chartwells Cafeteria Aide	N/A
Rizwana, Nasir	1.75	Chartwells Cafeteria Aide	N/A

# Ravine Drive Elementary School [K-3]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Basic Skills</b>					
Bacharde, Tiffany	1.00	Basic Skills – Grades I-3	I408	Tenured	
Dawson, Vanessa	1.00	Basic Skills – Grades I-3	I408	Non-tenured	11/29/2020
Forgie, Linda	1.00	Basic Skills – Grades K-3	I408	Tenured	
Meany, Karen	1.00	Basic Skills – Grades I-3	I408	Tenured	
Silano, Susan	1.00	Basic Skills – Grades I-3	I408	Tenured	
<b>Educational Services</b>					
Bauer, Lisa	1.00	Teacher of the Academically Talented RD/ST/CL	I00I	Tenured	
Danback, Barbara	0.60 0.40	School Counselor Ravine Drive School Counselor Strathmore <i>School Anti-Bullying Specialist</i> <i>2016 Educational Professional of the Year</i>	310I	Tenured	
Koch, Bridget	1.00	School Nurse – Non-Certificated <i>2014-2015 Educational Professional of the Year</i>	3114	Tenured	
Kousouris, Irene <i>District CST</i>	1.00	CST – Occupational Therapist MA/HS/RD	311I	Non-tenured	02/16/2021
Morillo, Deborah	0.80 0.20	Educational Media Specialist Computer Literacy	3105 I408	Tenured	
Murphy, Tara <i>District CST</i>	1.00	CST – Psychologist II RD	3116	Non-tenured	09/01/2019
Sidley, Kate <i>Formerly: Gilroy</i> <i>District CST</i>	1.00	CST - Speech Therapist RD/CP	3120	Non-tenured	SIDLEY Maternity Leave 9/5/17 – 11/15/17 09/02/2018



# Ravine Drive Elementary School [K-3]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Elementary</b>					
Alvarez, Dawn	1.00	Kindergarten	I003	Tenured	
Doyle, Mary Ellen	1.00	Kindergarten	I003	Tenured	
Lenihan, Christine	1.00	Kindergarten	I003	Tenured	
Morrissey, Christina	1.00	Kindergarten	I003	Tenured	
Sullam, Joanne	1.00	Kindergarten	I001	Tenured	
Barry, Tara	1.00	All Subjects – Grade 1	I001	Tenured	
Buchanan, Laura	1.00	All Subjects – Grade 1	I001	Non-tenured	09/04/2017
Fico, Kristina	1.00	All Subjects – Grade 1	I001	Non-tenured	09/02/2018
Pisano, Susan	1.00	All Subjects – Grade 1 <i>2014-2015 Teacher of the Year</i>	I001	Tenured	
Donovan, Jill	1.00	All Subjects – Grade 2 <i>2015-2016 Teacher of the Year</i>	I001	Tenured	
Kapadia, Vishaka	1.00	All Subjects – Grade 2	I001	Non-tenured	09/02/2017
Murray, Paula	1.00	All Subjects – Grade 2 <i>2012-2013 Teacher of the Year</i>	I001	Tenured	
Pangborn, Sandra	1.00	All Subjects – Grade 2	I408	Tenured	
Bruder, Angela	1.00	All Subjects – Grade 3	I001	Tenured	
Schultz, Lisa	1.00	All Subjects – Grade 3	I408	Non-tenured	09/02/2018
Thomson, Lori	1.00	All Subjects – Grade 3 <i>2013-2014 Teacher of the Year</i>	I001	Tenured	
<b>VACANCY</b> Wetjen	1.00	All Subjects – Grade 3			

# Ravine Drive Elementary School [K-3]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>ESL</b>					
Armanno, Carol	0.80 0.20	ESL Ravine Drive World Language Ravine Drive	<b>I485</b>	Tenured	
<b>Fine Arts – Art</b>					
Lepre, Denise	1.00	Art	<b>I200</b>	Tenured	
<b>Fine Arts – Music</b>					
Walliczek, Terri	1.00	Music Computer Literacy	<b>2100 1000</b>	Tenured	
<b>Physical Education/Health Education</b>					
Church, Patricia	1.00	Physical Education/Health Education	<b>I630</b>	Tenured	
Saraiva, David	1.00	Physical Education/Health Education	<b>I630</b>	Non-tenured	<b>09/02/2017</b>
<b>Special Education</b>					
Fins, Traci	1.00	In Class Resource	<b>I004</b>	Tenured	
Fisco, Kristen	1.00	Cognitively Impaired	<b>I00IS</b>	Tenured	
Ford, Jennifer	1.00	Special Education Resource Room/ICR	<b>I00IS</b>	Tenured	
Lyttle, Barbara	1.00	LLD	<b>2406S</b>	Tenured	
Torres, Melissa	1.00	Kindergarten ICR <b>IEP DRIVEN</b>	<b>I408</b>	Non-tenured	<b>09/02/2019</b>
<b>World Language</b>					
Armanno, Carol	0.20 0.80	World Language Spanish Ravine Dr. ESL Ravine Drive	<b>I485</b>	Tenured	

# Strathmore Elementary School Administration

## Support Services Staffing Array

2017/2018 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
<b>Administration</b>					
Bera, Kelly	1.00	PRINCIPAL	023I	Tenured (Tenured-Other)	
<b>Administrative Support</b>					
Alston, Lisa	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Brudner, Hillary	1.00	Instructional Assistant ICA/RR IEP DRIVEN	9100	N/A	
Di Capua, Michele	1.00	Secretary 10.5 Months	9300	Tenured	
Feihl, Ann Margaret	1.00	Instructional Assistant Personal ICA/RR IEP DRIVEN	9150	N/A	
<b>VACANCY</b> Kops	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
<b>VACANCY</b> Moscinski	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Radonicic, Ermina	1.00	Instructional Assistant LLD Class IEP DRIVEN	9100	N/A	
Rao, Rupa	1.00	Instructional Assistant LLD Class IEP DRIVEN	9100	N/A	
Ratcliffe, Jill	1.00	Personal Aide RR IEP DRIVEN	9150	N/A Tenured Other	
<b>VACANCY</b> Saviano	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Uriarte, Grace	1.00	PRINCIPAL SECRETARY	9300	Tenured	
Vatore, Sandra	1.00	Instructional Assistant Autism I.I IEP DRIVEN	9100	N/A	

### CHARTWELLS

	Hours		
Casazza, Maureen	2.50	Chartwells Cafeteria Aide	N/A
Collins, Geraldine	2.50	Chartwells Cafeteria Aide	N/A
Goode, Rose	2.50	Chartwells Cafeteria Aide	N/A
Logan, Judy	2.50	Chartwells Cafeteria Aide	N/A
Long, Nancy	2.50	Chartwells Cafeteria Aide	N/A
Popowych, Kelly	2.50	Chartwells Cafeteria Aide	N/A
Rotunno, Barbara	2.50	Chartwells Cafeteria Aide	N/A
Zeno, Kathy	2.50	Chartwells Cafeteria Aide	N/A

# Strathmore Elementary School [K-3]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Basic Skills</b>					
Arnone, Suzanne	1.00	Basic Skills – <b>Grade I-3</b>	1408	Tenured	
Brereton, Helen	1.00	Basic Skills – <b>Grade I-3</b>			
Cagnina, Erin	1.00	Basic Skills – <b>Grade I-3</b>	1001	Tenured	
Hausmann, Kathryn	1.00	Basic Skills – <b>Grade I-3</b>	1408	Tenured	
<b>Educational Services</b>					
Bauer, Jennifer <i>District CST</i>	1.00	CST – Occupational Therapist <b>CP</b> /ST/RD	3111	Non-tenured	04/14/2019
Bauer, Lisa	1.00	Teacher of the Academically Talented <b>ST/RD/CL</b>	1001	Tenured	
Danback, Barbara	0.40 0.60	School Counselor Strathmore School Counselor Ravine Drive <i>School Anti-Bullying Specialist</i> <i>2016 Educational Professional of the Year</i>	3101	Tenured	
Di Brienza, Kerri	1.00	Librarian/Media Specialist/Elementary	3105	Tenured	
Gumina, Linda <i>District CST</i>	1.00	CST - Speech Therapist <i>2015-2016 Educational Professional of the Year</i>	3120	Tenured	
Langer, Annette	1.00	School Nurse	3114	Tenured	

# Strathmore Elementary School [K-3]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
<b>Elementary</b>					
Burden, Colleen	1.00	Kindergarten	I003	Tenured	
Marion, Colleen	1.00	Kindergarten <i>2014-2015 Teacher of the Year</i>	I003	Tenured	
Riley, Wendy	1.00	Kindergarten	I003	Tenured	
Schneider, Liza	1.00	Kindergarten	I003	Tenured	
Smith, Meredith	1.00	Kindergarten	I003	Tenured	
Barsi, Jennifer	1.00	All Subjects – Grade I	I001	Tenured	
Cullen, Melissa	1.00	All Subjects – Grade I <i>2013-2014 Teacher of the Year</i>	I001	Tenured	
Hudak, Jennifer	1.00	All Subjects – Grade I	I003	Tenured	
Mc Nerney, Karen <i>Formerly: Mintz</i>	1.00	All Subjects – Grade I	I001	Tenured	
Tomkins, Amy	1.00	All Subjects – Grade I	I001	Tenured	
De Filippo, Joni A.	1.00	All Subjects – Grade 2	I004	Non-tenured	01/05/2020
Holynskij, Larissa	1.00	All Subjects – Grade 2	I001	Tenured	
Mac Donald, Gillian	1.00	All Subjects – Grade 2	I004	Tenured	
Winchel, Wendy	1.00	All Subjects – Grade 2	I001	Tenured	
Yorks, Diane	1.00	All Subjects – Grade 2 <i>2012-2013 Teacher of the Year</i>	I001	Tenured	
Aronowitz, Nicole	1.00	All Subjects – Grade 3	I001	Non-tenured	09/02/2020
Basirico, Angela	1.00	All Subjects – Grade 3	I001	Non-tenured	09/02/2018
Kushwara, Christina	1.00	All Subjects – Grade 3	I001	Tenured	

# Strathmore Elementary School [K-3]

## Staffing Array

2017/2018 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Preiser, Sheryl	1.00	All Subjects – Grade 3 <i>2015-2016 Teacher of the Year</i>	100I	Tenured	
<b>VACANCY</b> Scheuing Transfer	1.00	All Subjects – Grade 3	100I		
<b>ESL</b>					
Spaur, Isabel	1.00	ESL Strathmore	1485	Tenured	
<b>Fine Arts – Art</b>					
Christie, Allison	1.00	Art	1200	Tenured	
<b>Fine Arts – Music</b>					
Pruitt, Ronald	1.00	Music Comprehensive	2100	Non-tenured	01/04/2021
<b>Physical Education/Health Education</b>					
Albanese, Azuree	1.00	Physical Education Health Education	1630	Tenured	
Pappas, James	1.00	Physical Education/Health Education	1630	Tenured	
<b>Special Education</b>					
Bakley, Sarah <i>District CST</i>	1.00	CST - LDT/C	3118	Non-tenured	09/02/2019
Jennings, Casey	1.00	Leave of Absence	2405S	Tenured	Jennings Maternity Leave 05/20/2017 – 06/22/2018
Mastrangelo, Lauren	1.00	LLD Grade 2&3	2405S	Tenured	
Perrotta, Alexandra	1.00	LLD Class Grade 3	100IS	Non-tenured	09/02/2020
Senne, Celeste	1.00	Special Education – In Class Resource	2405S	Non-tenured	09/02/2020
Smith, Deborah S.	1.00	LLD K&I	2405S	Tenured	
<b>World Language</b>					
Lathrop, Margret	0.70 0.30	Spanish/Computer Literacy Strathmore Spanish/Health Instruction Cliffwood	1550	Tenured	

**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.

## 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.
- 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.
- 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.

Attachment # 2

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**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.

Attachment # 2

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**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?

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

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

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

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

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

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

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



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

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

Possible responses:

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

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

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

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

**Thank you for your cooperation!**

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

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

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

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

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

**Thank you for your cooperation!**

Please return completed form to the Director of Personnel's Office by January 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!**

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



**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
- 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 for 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

**Mentor/Novice Teacher Topics**

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

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

**February Mentoring activities and ideas:**

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

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

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

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

Please return completed form to the Director of Personnel's Office by March 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** \_\_\_\_\_

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

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

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

**Notes**

