

**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.

**WORKSHOP MEETING** on February 13, 2017, Administration Building, One Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

Ms. Gentile called the Regular Action 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. Kevin Ahearn	Mr. Kenneth Aitken
	Dr. John Delaney, Ed.D.	Ms. Allison Friedman
	Ms. Tara Martinez	Ms. Joelle Nappi

Absent: Mr. Weymouth Brittingham

Also 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  
Mr. David Palumbo, Assistant to the School Business Administrator/Board Secretary

**V. CURRICULUM AND INSTRUCTION**

Dr. Jones 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 February 27, 2017 Regular Action Meeting.

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

There were several questions from the Board regarding the transition from Realtime to IEP Direct and when the staff would be trained to use it. Ms. Perez and Dr. Majka addressed the concerns.

A member of the Board inquired if the softball booster club has been approved by the Board and if a parent meeting has been set up to discuss the sports trip. Dr. Majka addressed the concerns.

A member of the Board asked what is the schedule of events for the professional development workshop that Mr. Thomas Murray is the keynote speaker. Dr. Jones addressed the concern.

## **B. OTHER**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the revised 2016-2017 school calendar which reflects the Board Meetings for the remainder of the school year. **(Curriculum & Instruction Attachment #2)**

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the 2017-2018 school calendar. **(Curriculum & Instruction Attachment #3)**

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the softball team to attend the National Softball Tournament at Disney World, Orlando, FL from April 8, 2017 through April 12, 2017. Student athletes and the Matawan Softball Booster Club have fundraised to cover the cost of this trip. Student athletes and coaches will be asked to contribute approximately \$400.00 each additionally if the total cost cannot be covered through fundraising.

**Rationale:** Providing this opportunity will enable our student-athletes and coaches to gain comradeship as a team and to improve their skills required for participating in the sport of softball. The team will be able to participate in approximately 8-10 scrimmages against teams that they normally would never be scheduled to compete against.

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve an overnight field trip for 20 students and 3 chaperones for the Varsity Baseball Team to attend pre-season baseball games in Arundel County, MD on March 10 and March 11, 2017. The trip will be at no cost to the district. Substitute teachers will not be required, as Friday, March 10, 2017 is scheduled as a District In-Service Day. Student athletes and the Matawan Baseball Booster Club have fundraised to cover the cost of this trip. Student athletes and coaches will be asked to contribute approximately \$150.00 each additionally if the total cost cannot be covered through fundraising.

**Rationale:** Providing this opportunity will enable our student-athletes and coaches to gain comradeship as a team and to improve their skills required for participating in the sport of baseball. The team is scheduled to compete in three scrimmages that they normally would not be able to play in if they were in NJ due to weather conditions in March.

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve two coaches and two high school students to attend the 2017 NJSIAA State Wrestling Tournament in Convention Hall, Atlantic City, NJ on March 3, 4, and 5, 2017.

**Rationale:** Supervision is required for athletes qualifying for state level wrestling championships.

**Cost:** \$1,787.34

**Account #:** 11-402-100-580-30-1402-1

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract with *Thomas C. Murray, LLC* to provide a keynote presentation and professional development workshop on September 1, 2017 as part of the District In-Service Day.

**Rationale:** Thomas Murray serves as the Director of Innovation for Future Ready School, a project of the alliance for excellent education, located in Washington, DC. Mr. Murray works alongside the US Senate, the White House, the US Department of Education and state departments of education, corporations, and school districts throughout the country to implement student-centered, personalized learning while helping to lead [Future Ready Schools](#) and [Digital Learning Day](#). Mr. Murray serves as a regular conference keynote, was named one of “[20 to Watch](#)” by NSBA, one of the top 20 thought leaders in education, and was named the “Education Policy Person of the Year” by the Academy of Arts and Sciences in 2015. Mr. Murray’s experiences in K–12 digital leadership include implementing a 1:1 program, BYOD, blended learning, and a K–12 cyber school where he served as the director of technology and cyber education for the Quakertown Community School District in Bucks County, PA.

**Cost:** \$4,000.00

**Account #:** TBD

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract with *Inspired Instruction, LLC* (a.k.a. Standards Solutions, LLC) to provide professional development workshops on October 9, 2017 as part of the District In-Service Day.

**Rationale:** Inspired Solutions, LLC. is a team of educators that are specialists in curriculum, instruction and assessment. Inspired Solutions consultants will assist the district by leading workshops to support mathematics teachers in grades 3-11 with analyzing PARCC Evidence Statements coupled with PARCC Performance Level Summaries to foster differentiation, personalized learning and drive instructional decisions to promote greater levels of student achievement. During this workshop, educator teams will lead through an evaluation of their PARCC performance reports (student, class, and school) and conduct an item analysis of outliers to consider each grade’s performance in relationship to state results by identifying the lowest performing cohorts, and most importantly, to create a plan to address their findings. At the conclusion of the workshop day, educators will have a thorough understanding of the PARCC documents, along with a plan to address curriculum holes and individual cohort needs.

**Cost:** \$2,200.00

**Account #:** TBD

8. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract with the *Foundation for Educational Administration (FEA) /NJPSA* to provide a professional development workshop on October 9, 2017 as part of the District In-Service Day.

**Rationale:** This workshop will provide School Climate/Safety Team members with information and strategies to ensure that every school and classroom provides a safe, supportive environment in which all children can take the necessary risks to develop socially and academically. Team members will learn ways to establish a collegial environment in order to collectively address both academic and Social and Emotional Learning (SEL). Participants will also learn strategies to support the academic, social and emotional development of students, while learning how to empower teachers to create positive conditions for students. This workshop will also focus on taking a teaching and learning approach to helping students take responsibility for their learning and behavior, integrating Social and Emotional Learning (SEL) with literacy instruction, discuss the importance of providing structures to support a positive adult climate, outline the roles and responsibilities of NJ School Safety/Climate Teams, and provide information and strategies to ensure a smooth transition from elementary to middle to high school for all students.

**Cost:** \$2,050.00

**Account #:** TBD

9. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract with *Houghton Mifflin Harcourt and Schillinger Educational Consultant* to provide professional development services to support the K-5 English Language Arts pilot from February 2017 through June 2017. Houghton Mifflin will work in partnership with teachers who are

piloting: Houghton Mifflin Harcourt’s Literacy by Design (2013) and Matawan-Aberdeen Regional School District’s English Language Arts/Social Studies curricular units. Schillinger Educational Consultants will work in partnership with teachers who are piloting: Lucy Calkins Units of Study for Reading and Units of Study for Writing.

**Rationale:** The district is piloting three K-5 ELA programs from February 2017 through June 2017. Each company will provide professional services that are customized for the individual programs which will include professional development as well as work with instructional resources. The companies consult with the teachers who are directly involved in the pilot to ensure that each program is being implemented with fidelity.

**Cost:** \$35,500.00 **Account #:** 11-000-221-320-04-0000-0

Houghton Mifflin Harcourt: Houghton Mifflin Harcourt’s Literacy by Design (2013) and Matawan-Aberdeen Regional School District’s English Language Arts/Social Studies program (10 days @ \$2,650.00, total \$26,500.00). The days will be split between both programs, Schillinger Educational Consultants: Lucy Calkins’ *Units of Study for Reading and Units of Study for Writing* (5 days @ \$1,800.00, total \$9,000.00).

**10.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the continued participation of Matawan Regional High School and Matawan-Aberdeen Middle School staff in the Rutgers University School Climate Transformation Project (SCTP) during the 2017-2018 school year. The original project began in September 2015 and was scheduled to end in June 2017. This resolution will extend the district’s participation into a third year for the time period of July 1, 2017 to June 30, 2018, for the two selected schools. The purpose of the SCTP is to utilize the New Jersey School Climate Survey (NJSCS) to assist schools in building a positive school climate and culture that is inclusive of all students. As part of an overall school improvement process, schools will develop a thorough understanding of administering the NJSCS and will learn to use individualized data to develop and implement school climate improvement plans. The project will address these goals by providing professional development, technical assistance and resources to help schools improve in the following research-based domains of the NJSCS: Physical Environment, Teaching and Learning, Moral in the School Community, Student Relationships, Parental Support, Safety, Emotional Environment & Administration Support. The SCTP will provide up to \$2,000.00 to the participating schools for reimbursement of approved expenditures associated with implementation of approved SCTP strategies.

**Rationale:** This initiative is designed to assist schools in building positive climate and culture that is inclusive of all students through utilization of the New Jersey School Climate Survey (NJSCS) over a two year period.

**Cost:** No cost to the District

**C. SPECIAL SERVICES**

**1.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following evaluators/agencies on an as need basis for the 2016 – 2017 school year:

Service Provider	Cost	Effective Dates
Power Play	\$300.00 per evaluation \$82.00 per hour for OT sessions	2/14/17-6/30/17

**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 #:** 20-250-200-320-09-0000-0

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

Student	Provider	Cost	Effective Dates
157962	*Education Inc.	\$35.00/hour	1/11/17-1/25/17 (retroactive)
159590	*Brookfield Schools	\$35.00/hour	1/10/17-1/15/17 (retroactive)
156487	*Education Inc.	\$35.00/hour	2/1/17-2/15/17 (retroactive)

\*Department of Education approved provider

**Cost:** NTE: \$3,500.00 each **Account #:** 11-150-100-320-09-0000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract with *Frontline IEP Software* for the 2017 – 2018 school year.

**Rationale:** Frontline IEP is a comprehensive web-based Special Education software solution which will provide Matawan-Aberdeen Regional School District with the proven ability to: draft IEP;’s collaboratively online share student data, generate program information and accountability reports, produce all State reports and NJ SMART data in minutes with just a few clicks of a mouse, stay current with changes to New Jersey State Special Education requirements with timely software updates, and support data-driven management. Frontline IEP also provides a library of goals and objectives aligned with the Common Core State Standards adopted by New Jersey, and supports integration with general education student information systems. The company was built by special education professionals, technology experts and business people who are committed to making a real difference for special education administrators, teachers, service providers, and most of all students.

**Cost:** NTE: \$33,176.17 year 1 **Account #:** 11-000-217-320-09-0000-0  
 NTE: \$14,401.67 year 2 **Account #:** 11-000-217-320-09-0000-0

**VI. 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 February 27, 2017 Regular Action Meeting.

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

A member of the Board wished Ms. Wustrow and Ms. Thomas well in their retirements.

**A. RESIGNATIONS/RETIREMENTS**

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

Name	Loc	Position	Reason	Date of Hire	Effective Date
Wustrow, Cora	CL	Secretary 12 Months Principal	Retirement	8/17/1993	5/1/2017
Thomas, Carol	CL	Elementary Teacher	Retirement	9/1/1994	3/31/2017

**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
Cupano, Kayla	LR	Instructional Assistant	Medical Leave	Without Pay	1/31/17-2/7/17 (Retroactive)
De Vincenzo, Donald	CO	Bus/Van Driver	Medical Leave	With Pay	1/20/17-2/10/17 (Retroactive)
Geroni, Frances	CL	Teacher of Physical Education	Medical Leave	With Pay	2/13/17-6/23/17 (Retroactive)

Name	Loc	Position	Type of Leave	With/W/O Pay	Effective Dates
Greenspan, Nadine	MA	Teacher of Music	FMLA	Without Pay	2/13/17-3/2/17 (Retroactive)
Mc Kurth, Julie	HS	Teacher of Physical Education/Dance	Maternity Leave Disability Phase	With Pay	3/23/17-5/31/17
Santoro, Danielle	LR	Teacher of Special Education	Personal Leave	Without Pay	1/27/17 (Retroactive)
Wilensky, Daniel	MA	Teacher of Special Education	FMLA	Without Pay	4/24/17-6/6/17
MacDonald, Gillian	ST	Elementary Teacher	Personal Leave	Without Pay	5/10/17-5/15/17 & 5/18/17-5/19/17
Scatorchia, Brianna	MA	Instructional Assistant	Personal Leave	Without Pay	1/9/17-1/20/17 (Retroactive)
Wells, Michael	HS	Assistant Principal	Medical Leave	With Pay	2/27/17-TBD

**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
Gross, Zachary	HS	Assistant Principal (Replacement Position)	Step-01	\$128,941.00 (Pro-rated)	1	Wells (Leave of Absence)	2/28/17-TBD
TBD	CL	Secretary 12 Months Principal	TBD	TBD + \$1,400.00 Principal Secretary Stipend (Pro-rated)	TBD	Wustrow (Retirement)	5/1/17-6/30/17
TBD	HS	Teacher of Dance Replacement Position	TBD	TBD (Pro-rated)	TBD	Mc Kurth (Maternity Leave)	3/23/17-5/31/17
TBD	CO	Transportation Assistant	TBD	TBD	TBD	Raymond (Resignation)	3/6/17-6/30/17
TBD	CO	Bus Van Driver Full Time	TBD	TBD (Pro-rated)	TBD	Kosbab (Resignation)	3/6/17-6/30/17
TBD	CO	Bus Van Driver Full Time	TBD	TBD (Pro-rated)	TBD	Beatrice (Transfer)	3/6/17-6/30/17
TBD	CO	Bus Van Driver Part Time	TBD	TBD (Pro-rated)	TBD	Dukes (Transfer)	3/6/17-6/30/17
TBD	CO	Bus Van Driver Part Time	TBD	TBD (Pro-rated)	TBD	Lara (Transfer)	3/6/17-6/30/17
TBD	MA	Teacher of Special Education Replacement Position	TBD	TBD (Pro-rated)	TBD	Wilensky (Leave of Absence)	4/20/17-6/6/17

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

**2. High School Husky Twilight Program (Alternative After-School Program)**

Name	Staff	Position	Activity	Max Hours	Cost/Hour	Total Cost	Loc
Godowski, Donna  Account Number: 11-421-100-101-11-0000-9	Program Administrator  Dual Certification in Special Education preferred.  Proper New Jersey Certification required for all positions.	Alternative After-School Program Staff  (Wells Replacement)	After-school program to address needs of students not successful in the traditional high-school setting. Students selected demonstrate poor attendance due to various factors. Students are currently failing and are at risk of credit loss and dropping out of school. The program is not designed to address students that present with oppositional types of behavior.  The program provides a very small setting offering counseling and a focus on career experiences.  Seeking staff members who have demonstrated success teaching students that require additional social/emotional support. Staff will work closely as a team. Program runs 2:30 to 6:30 PM; with flexibility to accommodate specific days/times of instruction.	15 Hours per Week	\$35	TBD	HS

**3. Curriculum Revisions K-12**

Name	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	Loc
Lenihan, Christine Grade K  Buchanan, Laura Grade 1  Spence, Gwen Grade 2  Dubrosky, Wenona Grade 3  Patterson, Cori Grade 4  Mammano, Amy Grade 5	Science Grades K-3	6	Science curriculum & pacing updates in Rubicon Atlas	15 Additional Hours Each	\$30	\$2,700	CO

Account Number: 11-000-221-104-04-0000-2 originally approved for Curriculum Design June 27, 2016

**4. Mentors – 2016/2017 School Year**

Novice Teacher	Mentoring Teacher	Subject	Location
Stollar, Rachel	Vergaretti, Kathleen	Elementary	CL
Coates, Lauren Segal, Elana	Wells, Gerard	Music	LR
Di Geronimo, Christine	Nicolaou, Tara	Pre-School Special Education	CP

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 6A9B-6.

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

Effective Date: 2016/2017 School Year

**5. Substitutes**

Category	Account Number
Transportation	11-000-270-160-11-0000-9

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

Teacher Certificated: \$85.00 per Day – 2016/2017 School Year – Substitute Principal \$300.00 per day – 2016/2017 School Year

**6. College Student Observers/Teachers 2016/2017 School Year**

Name	College	Cooperating Teacher and/or Administrator	School/Area
McDonald, Jeannine	Montclair State University	Nangano, Jennifer, Dr.	HS – School Psychology Intern Spring 2017 (Continuation from Fall 2016)
Dansky, Samantha	Montclair State University	Tobia, Mona	MA – Administration INTERN Spring and Fall 2017
Mellon, Dana	Middlesex County College	Roche, Corinne ELA/SS Varricchio, Elissa Math/Science	LR – Elementary STUDENT OBSERVER Spring 2017
Hibbitts, Paige	Monmouth University	Morrison, Holliann Special Education Abramowitz, Felicia General Education	CL – Elementary STUDENT TEACHER Spring and Fall 2017

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

Cost: None to the Board Effective Date: 2016/2017 School Year

**7. Home Instruction**

I.D.	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/ Class	Effective Dates
161641	ELA/SS	RD	Buchanan, Laura	Fico, Kristina	5	2	10	1/30/17-2/15/17 (Retroactive)
161641	Math	RD	Buchanan, Laura	Fico, Kristina	3.5	2	7	1/30/17-2/15/17 (Retroactive)
161641	Science	RD	Buchanan, Laura	Fico, Kristina	1.5	2	3	1/30/17-2/15/17 (Retroactive)

Account # 11-000-219-101-09-0000-0 –Special Education

Account # 11-150-100-101-11-0000-1 – Regular Education

**8. Extra-Curricular/Hourly Activities - 2016/2017 School Year**

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
<b>Extra-Curricular Activities</b>					
Murchie, Jaclyn Kristina Leach Replacement	HS	Freshman Class	Advisor	\$670.00	2016/2017 School Year
Murchie, Jaclyn Kristina Leach Replacement	HS	Sophomore Class	Advisor	\$700.00	2016/2017 School Year
<b>Hourly Activities</b>					

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

Account # 11-401-100-100-11-0000-1 (Elementary Staff Members)

Account # 11-401-100-100-11-0000-2 (High School Staff Members)  
 Account # 11-401-100-100-11-0000-3 (Middle School Staff Members)

**9. Volunteers – Activities 2016/2017 School Year**

Name	Location	Activity	Effective Date
Abdelaziz, Amiah	HS	Theatre Academy Makeup Workshop	2016/2017 School Year

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

**10. Curriculum & Instruction – Alternative After School Program**

Name	Position	Staff	Activity	Max Hours	Cost/ Hour	Total Cost	Loc
TBD	Algebra 1 Math Teacher & Geometry Math Teacher  Dual Certification in Special Education preferred for all positions	2	Provide supplemental after-school academic assistance to students who have failed Algebra 1 and/or Geometry.  This program will provide targeted remedial instruction in a small group setting designed to strengthen math skills and content knowledge related to Algebra 1 and Geometry.	4.5 Hours per Week (Feb-June)  2 Days per Week for Algebra 1  2 Days per Week for Geometry	\$35	\$3,150 NTE	HS

Account # 11-421-101-11-0000-6 Total Amounts NTE \$8,050

**11. Staff Array Changes – 2016/2017 School Year**

Name	Loc	Assignment	Loc	Assignment	Effective Date

**12. OTHER**

**VII. FINANCE/TRANSPORTATION**

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

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

**A. BUSINESS OPERATIONS**

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

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

Policy #6470 Payment of Claims

<b>January 2017, Payroll</b>	\$3,621,091.80
<b>February 2017, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

**3. Transfer of Funds for January 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 **January 2017** as presented.

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

Board Secretary Report for **January 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 **January 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 **January 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

February 27, 2017  
Date

**5. Window Replacement at Classroom Wing and Main Office (Center Wing) at Cambridge Park Elementary School**

BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education approve the following projects to benefit the functionality of the HVAC improvements as previously approved by the Board in connection to the referendum:

Window Replacement at Classroom Wing and Main Office (Center Wing) at Cambridge Park Elementary School (FVHD #4926 / DOE #3040-040-17-1000)

BE IT FURTHER RESOLVED that the District’s Architects, Fraytak Veisz Hopkins Duthie, P.C., be authorized to submit the above project to the NJ Department of Education for approval on the District’s behalf.

BE IT FURTHER RESOLVED that the above project be approved as “other capital projects” as defined in N.J.A.C. 6A:26 – The District will not seek State funding for the above project.

BE IT FURTHER RESOLVED that amendments to the Long-Range Facilities Plan by Fraytak Veisz Hopkins Duthie, P.C. to incorporate the above project be approved.

**6. New Jersey School Boards Code of Ethics**

Mr. David Rubin, Board Attorney will provide training to members.

CODE OF ETHICS FOR SCHOOL BOARD MEMBER  
N.J.S.A.: 18A:12-24.1

A School Board Member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

The Board Secretary has provided each board member with a copy of the Code of Ethics.

BE IT RESOLVED, that the members of the Matawan-Aberdeen Regional School District Board of Education will abide by the New Jersey School Board Member Code of Ethics and certifies the Following:

That the School Ethics Act and Code of Ethics for School Board Members has been received and discussed.

That Policies and Procedures regarding training of District Board of Education Members have been adopted, and

That each Board of Education member acknowledges receipt of the Code of Ethics for School Board Members and has become familiar with the Code of Ethics.

## **7. Carry Forward of Funds – IDEA**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the carry forward of unspent funds from the 2015-2016 Individuals with Disabilities Education Act (IDEA) Basic into the 2016-2017 IDEA grant:

<b>NCLB Program</b>	<b>2016-2017 Original Award</b>	<b>2015-2016 Carry Forward Amount</b>	<b>New Allocation for 2016-2017</b>
IDEA Basic	\$835,887	\$35,944	\$871,831

**Rationale:** The proposed carry forward will allow the unspent funds from 2015-2016 to be spent during the 2016-2017 school year.

**8. Acceptance of Donation from Cambridge Park Elementary School PTO**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation in the amount of \$5,000.00 from the Cambridge Park Elementary School PTO. This donation will be used to purchase equipment for the playground and gym.

**9. Acceptance of Donation from Prudential Financial**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation in the amount of \$1,000.00 from Prudential Financial. This donation will be used to contribute to the building of the Matawan Regional High School Senior Patio.

**10. Recognition of the MRHS Girls Basketball, "Ladies First" Booster Club, as an Official Booster Club**

The Superintendent recommends that the Matawan-Aberdeen Regional Board of Education recognize the Matawan Regional High School Girls Basketball, "Ladies First" Booster Club, as an official Booster Club for the Matawan-Aberdeen Regional High School Girls Basketball Team in accordance with Policy 9191.

**11. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during January 2017:

<b>School Name</b>	<b>Security Drill Type</b>	<b>Date &amp; Time</b>
Cambridge Park Pre-school	Fire Drill	1/11/17 @ 1:35 pm
Cambridge Park Pre-school	Lockdown	1/10/17 @ 9:30 am
Strathmore Elementary School	Fire Drill	1/4/17 @ 9:30 am
Strathmore Elementary School	Active Shooter	1/9/17 @ 2:05 pm
Cliffwood Elementary School	Fire Drill	1/12/17 @ 2:45 pm
Cliffwood Elementary School	Shelter in Place	1/31/17 @ 12:42 pm
Lloyd Road Elementary School	Fire Drill	1/27/17 @ 10:55 am
Lloyd Road Elementary School	Lockdown	1/24/17 @ 10:10 am
Matawan-Aberdeen Middle School	Fire Drill	1/27/17 @ 8:35 am
Matawan-Aberdeen Middle School	Active Shooter	1/6/17 @ 1:40 pm
Ravine Drive Elementary School	Fire Drill	1/4/17 @ 2:25 pm
Ravine Drive Elementary School	Lockdown	1/3/17 @ 10:30 am
Matawan Regional High School	Fire Drill	1/18/17 @ 1:30 pm
Matawan Regional High School	Lockdown	1/23/17 @ 9:15 am

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

There were none.

**IX. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

The following item was then approved by a unanimous roll call vote. Ms. Gentile and Ms. Esposito abstained from their portions of the travel agenda.

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

**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.

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

**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 January 26, 2017.

Incidents Reported	Confirmed HIB Incidents
4	2

**2. Appointment**

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

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Kousouris, Irene	CO	Child Study Team Occupational Therapist District Wide	Step C-08	\$66,150.00 (Pro-rated)	5	New Position	2/15/17-6/30/17
Kops, Leslie	CL	Instructional Assistant F/T Special Education Autism Program	Step-02	\$20,515.00 + \$805.00 AA Stipend = \$21,320.00 (Pro-rated)	2	New Position	2/21/17-6/30/17

**FINANCE**

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

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

**1. Resolution Approving ELA Professional Development Support Services Contract – RFP 17-05**

On February 9, 2017 at 10:00 am, one (1) proposal for ELA Professional Development Support Services was received from the following:

Houghton Mifflin Harcourt Publishing Company	One Pierce Place, Itasca, IL 60143
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Upon review by Mr. Alex Ferreira, School Business Administrator, Board Secretary, Purchasing Agent, and based upon the evaluation analysis completed by the Evaluation Committee, your Committee of the Whole hereby recommends the award of contract for ELA Professional Development Support Services as follows:

Houghton Mifflin Harcourt Publishing Company	One Pierce Place, Itasca, IL 60143
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Purpose of Contract:

To provide ten days of professional development during the 2016-2017 school year with focus on two pilot programs, Houghton Mifflin Harcourt *Literacy by Design* Program (2013) and Matawan-Aberdeen Regional School District English Language Arts/Social Studies curriculum (2016).

Evaluation Process:

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

- Ms. Jessie Zitarosa, Director of K-12 Language Arts Literacy/Humanities
- Mr. John Bombardier, Director of K-12 Instruction & Evaluation
- Ms. Darlene Gallagher, Confidential Secretary

using the following criteria: I. Technical Criteria  
II. Management Criteria  
III. Cost Criteria

Methodology of Awarding Contract:

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

	<u>Category</u>	<u>Value Points</u>
I.	Technical Criteria A. Description of Services	60
II.	Management Criteria A. Business Management B. Qualifications; Relevant Experience	30
III.	Cost Criteria A. Fee Proposal	10

Selection of Vendor -

Houghton Mifflin Harcourt meets each of the qualifications of respondents outlined in RFP and has the ability to provide all necessary training and coaching support for Matawan-Aberdeen Regional School

District's K-5 ELA pilot for Houghton Mifflin Harcourt's *Literacy by Design* K-5 ELA program and the Matawan-Aberdeen Regional School District's ELA/SS curriculum.

The term of contract will be from January 01, 2017 – June 30, 2017

Total estimated contract amounts as follows:

GAAP Account #:11-000-221-320-04-0000

Contract not to exceed: \$26,500.00

## **X. UNFINISHED BUSINESS**

Dr. Jones discussed the comparisons between the costs and curriculum of the YMCA and Kindercare/Champions programs including the needs of special education students.

There were several questions from the Board regarding the Kindercare/Champions program in terms of cost, including the needs of special education students that may attend the program along with the curriculum. They also discussed how the Kindercare/Champions program would encompass the PAWS program. Dr. Jones and Ms. Perez addressed the concerns.

There was a discussion among the Board about the process of reviewing the Bylaws of the District. They discussed the possibilities of having an Ad Hoc Committee or schedule a special meeting to review them. A member of the Board stated she would like to have this done by the end of February.

## **XI. NEW BUSINESS**

A member of the Board spoke about how great the battle of the classes was at the Middle School. The students, including her child, were excited to participate. Dr. Majka also spoke about the event.

A member of the Board discussed the fundraising events sponsored by the Education Foundation.

A member of the Board noted that a Board member had missed three consecutive meetings and that per District policy 0145 the Board should propose to discuss such Board members possible removal. A discussion took place among the Board regarding the policy, most notably what constitutes a regular Board meeting and the proper way to administer the policy. The Board also discussed Board Council's opinion.

Ms. Gentile noted the following: "per District Policy 0145, the Board proposes to proceed with a discussion, with possible action taken at the upcoming regular action meeting on February 27, 2017, for the removal of Mr. Brittingham from the Board, for failure to attend the last three consecutive regular meetings without good cause."

Several Board members asked if the Board member up for possible removal had been notified or if he was asked about the absences. A member of the Board stated that the proposed discussion will occur at the next Board meeting.

Ms. Nappi and Ms. Friedman objected to the procedural steps with reference to the manner in which policy 0145 was being invoked.

## **XII. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS**

There were none.

**XIII. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of discussing Confidential Student Matters - HIB Report, Student Safety and Confidential Legal Matters - Contract. The subject matter of these discussions will be disclosed to the public when the reason for confidentiality subsides. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 30 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

It was moved by Ms. Esposito seconded by Ms. Martinez that the Board convene in Executive Session and approved by a unanimous voice vote at 8:02 pm.

The Board returned to Open Session at 9:21 pm.

**XIV. ADJOURNMENT**

On a motion by Ms. Nappi seconded by Ms. Friedman and a unanimous roll call vote the Board adjourned the meeting at 9:22 pm.

Respectfully submitted,



Alex Ferreira  
School Business Administrator/  
Board Secretary

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

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Bombardier, John	CO	2/14/2017	Forsgate Country Club Monroe, NJ	New Jersey Department of Education Pearson Regional Training for the PARCC Assessment: NJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Dugal, Kevin	CO	2/14/2017	Forsgate Country Club Monroe, NJ	New Jersey Department of Education Pearson Regional Training for the PARCC Assessment: NJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Spells, Wayne	CO	2/14/2017	Forsgate Country Club Monroe, NJ	New Jersey Department of Education Pearson Regional Training for the PARCC Assessment: NJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Cronin, Sean	HS	2/15/2017	Forsgate Country Club Monroe, NJ	New Jersey Department of Education Pearson Regional Training for the PARCC Assessment: NJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Saccomondo, Kristina	CP	2/23/2017, 2/24/2017	Mount Laurel, NJ	AEP Connections Zones of Regulations - Strategies to Teach Behavior & Emotional Regulation, Social Skills & Executive Functioning Skills in Students	\$225.00*	\$57.16*	\$0.00	\$0.00	\$0.00	\$312.46*	NO
Bombardier, John	CO	2/24/2017	FEA Conference Center Monroe Twp., NJ	FEA Arts Education Series: An Introduction to the New NJ Student Learning Standards	\$149.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00**	NO
Goetz, Matthew	HS	2/26/2017, 2/27/2017	Double Tree Hilton Somerset, NJ	Athletic Trainers Society of NJ 31st Annual Conference & Business Meeting	\$140.00****	\$14.59****	\$0.00	\$0.00	\$0.00	\$154.59****	NO
Esposito, Anissa	CO	2/28/2017	Renaissance Hotel Iselin, NJ	NJICLE 2017 School Law Conference	\$220.00*****	\$6.82*****	\$5.00*****	\$0.00	\$0.00	\$231.82	NO







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

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Tobia, Mona	MS	10/19/2017, 10/20/2017	Ocean Place Long Branch, NJ	NJPSA Annual Conference	\$285.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$285.00**	NO
									<b>TOTAL</b>	\$3,685.16	
*Amount being charged to Account #20-270-200-500-00-0000-0											
**Amount being charged to Account #11-000-230-580-11-0000-0											
***Amount being charged to Account #11-000-230-585-02-0000-0											
****Amount being charged to Account #11-402-100-580-30-1402-1											
*****Amount being charged to Account #11-000-230-585-11-0000-0											
*****Amount being charged to Account #11-000-251-580-11-0000-0											
Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$1,066.50											
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											

## MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT 2016 - 2017 SCHOOL CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">SEPTEMBER 2016</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4</td><td><del>5</del></td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	SEPTEMBER 2016							S	M	T	W	T	F	S								4	<del>5</del>	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<p><b>September:</b> 1, 2 - Staff In-Service Day 5 - Labor Day 6 - First Day for Students</p> <p><b>Total Days for Students: 19</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th colspan="7">FEBRUARY 2017</th></tr> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td><del>17</del></td><td>18</td></tr> <tr><td>19</td><td><del>20</del></td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table>	FEBRUARY 2017							S	M	T	W	T	F	S					1	2	3	5	6	7	8	9	10	11	12	13	14	15	16	<del>17</del>	18	19	<del>20</del>	21	22	23	24	25	26	27	28					<p><b>February:</b> 17 - 20 - Presidents' Weekend</p> <p><b>Total Days for Students: 18</b></p>							
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**Marking Periods**

1: Sept 6 - Nov 15 (45 days)  
 2: Nov 16- Jan 30 (45 days)  
 3: Jan 31 - Apr 6 (45 days)  
 4: Apr 7 - June 23 (49 days\*)

Total days for teaching staff: 187\*  
 Total days for students: 183\*

PARENT CONFERENCE DATES (FOUR HOUR SESSIONS)		
11/17/16	Pre-K	Evening Conferences - CP
11/21/16	K-3	Evening CL, RD, ST
11/22/16	Pre-K-3	Afternoon CL, RD, ST, CP
12/06/16	HS	Afternoon Conferences - Grades 9-12
12/06/16	MS	Evening Conferences - Grades 6-8
12/07/16	HS	Evening Conferences - Grades 9-12
12/07/16	MS	Afternoon Conferences - Grades 6-8
12/13/16	HS	Afternoon Conferences - Grades 9-12
12/13/16	MS	Evening Conferences - Grades 6-8
12/14/16	HS	Evening Conferences - Grades 9-12
12/14/16	MS	Afternoon Conferences - Grades 6-8
01/18/17	LR	Afternoon Conferences - Grades 4-5
01/19/17	LR	Evening Conferences - Grades 4-5
01/24/17	LR	Afternoon Conferences - Grades 4-5
01/25/17	LR	Evening Conferences - Grades 4-5
03/02/17	Pre-K	Evening Conferences - CP
03/07/17	K-3	Evening CL, RD, ST
03/08/17	Pre-K-3	Afternoon CL, RD, ST, CP

**\*Note:** Three extra days have been built into the calendar for emergencies, weather closings, etc. For each of these days not used, the last day of school for students and teachers will be reduced by one day, beginning June 23, in reverse order. If **additional** emergency closing days need to be made up, they will be deducted from subsequent days scheduled as days closed and/or added as half-days beginning June 23. Please note that May 26 will be used as a snow day once the 3 others have been exhausted. If a 5th day is needed, April 17 will be used as a snow day. Should additional days be needed, they will be added to the calendar through June 30.

Matawan-Aberdeen Regional School District staff must make vacation and personal plans with the understanding that if a revised schedule is implemented due to emergencies, etc., the Board will not grant personal leave, with or without pay, for these days. Requests for any other leaves of absence (i.e., sick leave or family illness) on these days may require a physician's verification.

= Marking Period  
 = Parent Conferences  
 = Dates of proposed Board of Education meetings

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
2017 - 2018 SCHOOL CALENDAR

<b>SEPTEMBER 2017</b>							<b>September:</b> 1, 5 - Staff In-Service Day 4 - Labor Day 6 - First Day for Students 21, 22 - Rosh Hashanah  <b>Total Days for Students: 16</b>	<b>FEBRUARY 2018</b>							<b>February:</b> 16 - 19 - Presidents' Weekend  <b>Total Days for Students: 18</b>	
S	M	T	W	T	F	S		S	M	T	W	T	F	S		
						2							1	2	3	
3	<del>4</del>	<del>5</del>	6	7	8	9		4	5	6	7	8	9	10		
10	11	12	13	14	15	16		11	12	13	14	15	<del>16</del>	17		
17	18	19	20	<del>21</del>	<del>22</del>	23		18	<del>19</del>	20	21	22	23	24		
24	25	26	27	28	29	30		25	26	27	28					
<b>OCTOBER 2017</b>							<b>October:</b> 9 - Staff In-Service/Columbus Day Observance  <b>Total Days for Students: 21</b>	<b>MARCH 2018</b>							<b>March:</b> 1 - Early Dismissal - Pre-K for Conferences 6 - Early Dismissal K-3 for Conferences 7 - Early Dismissal - Pre-K-3 for Conferences 9 - Staff In-Service Day 30 - Spring Break  <b>Total Days for Students: 20</b>	
S	M	T	W	T	F	S		S	M	T	W	T	F	S		
1	2	3	4	5	6	7						1	2	3		
8	<del>9</del>	10	11	12	13	14		4	5	6	7	8	<del>9</del>	10		
15	16	17	18	19	20	21		11	12	13	14	15	16	17		
22	23	24	25	26	27	28		18	19	20	21	22	23	24		
29	30	31						25	26	27	28	29	<del>30</del>	31		
<b>NOVEMBER 2017</b>							<b>November:</b> 9, 10 - NJEA Convention 15 - Early Dismissal - Students - Pre-K-8 22 - Early Dismissal - Students/Staff 23, 24 Thanksgiving 27 - Early Dismissal - Pre-K-3 for Conferences 28 - Early Dismissal K-3 for Conferences 29 - Early Dismissal - Pre-K-3 for Conferences <b>Total Days for Students: 18</b>	<b>APRIL 2018</b>							<b>April:</b> 2 - 6 Spring Break  <b>Total Days for Students: 16</b>	
S	M	T	W	T	F	S		S	M	T	W	T	F	S		
			1	2	3	4		1	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	7		
5	6	7	8	<del>9</del>	<del>10</del>	11		8	9	10	11	12	13	14		
12	13	14	15	16	17	18		15	16	17	18	19	20	21		
19	20	21	<del>22</del>	<del>23</del>	<del>24</del>	25		22	23	24	25	26	27	28		
26	27	28	29	30				29	30							
<b>DECEMBER 2017</b>							<b>December:</b> 5, 6, 12, 13 - Early Dismissal - HS/MS for Conferences 22 - Early Dismissal - Students/Staff 26 - 29 - Winter Recess <b>Total Days for Students: 16</b>	<b>MAY 2018</b>							<b>May:</b> 25 - 28 - Memorial Day Weekend  <b>Total Days for Students: 21</b>	
S	M	T	W	T	F	S		S	M	T	W	T	F	S		
					1	2				1	2	3	4	5		
3	4	5	6	7	8	9		6	7	8	9	10	11	12		
10	11	12	13	14	15	16		13	14	15	16	17	18	19		
17	18	19	20	21	22	23		20	21	22	23	24	<del>25</del>	26		
24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30		27	<del>28</del>	29	30	31				
31																
<b>JANUARY 2018</b>							<b>January:</b> 1 - New Year's Day Observed/ Winter Recess 15 - Martin Luther King Day 22, 23, 24, 25 - Early Dismissal LR for Conferences 30 - Early Dismissal - Pre-K-8 <b>Total Days for Students: 21</b>	<b>JUNE 2018</b>							<b>June:</b> 8 - Early Dismissal - HS Students & Staff only 15-21 Early Dismissal - HS Students only for Finals* 21, 22 - Early Dismissal - Students & Staff* 22 - Tentative Last Day of School* 22 - HS/MS Graduation  <b>Total Days for Students: 16</b>	
S	M	T	W	T	F	S		S	M	T	W	T	F	S		
	<del>1</del>	2	3	4	5	6							1	2		
7	8	9	10	11	12	13		3	4	5	6	7	8	9		
14	<del>15</del>	16	17	18	19	20		10	11	12	13	14	15	16		
21	22	23	24	25	26	27		17	18	19	20	<del>21</del>	22	23		
28	29	30	31					24	25	26	27	28	29	30		

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 3: Jan 30 - Apr 13 (45 days)  
 4: Apr 14 - June 22 (48 days\*)

**Total days for teaching staff: 187\***  
**Total days for students: 183\***

**PARENT CONFERENCE DATES (FOUR HOUR SESSIONS)**

11/27/17	Pre-K	Evening Conferences - CP
11/28/17	K-3	Evening CL, RD, ST
11/29/17	Pre-K-3	Afternoon CL, RD, ST, CP
12/05/17	HS	Afternoon Conferences - Grades 9-12
12/05/17	MS	Evening Conferences - Grades 6-8
12/06/17	HS	Evening Conferences - Grades 9-12
12/06/17	MS	Afternoon Conferences - Grades 6-8
12/12/17	MS	Afternoon Conferences - Grades 6-8
12/12/17	HS	Evening Conferences - Grades 9-12
12/13/17	MS	Evening Conferences - Grades 6-8
12/13/17	HS	Afternoon Conferences - Grades 9-12
01/22/18	LR	Afternoon Conferences - Grades 4-5
01/23/18	LR	Evening Conferences - Grades 4-5
01/24/18	LR	Afternoon Conferences - Grades 4-5
01/25/18	LR	Evening Conferences - Grades 4-5
03/01/18	Pre-K	Evening Conferences - CP
03/06/18	K-3	Evening CL, RD, ST
03/07/18	Pre-K-3	Afternoon CL, RD, ST, CP

**\*Note:** Three extra days have been built into the calendar for emergencies, weather closings, etc. For each of these days not used, the last day of school for students and teachers will be reduced by one day, beginning June 22, in reverse order. If **additional** emergency closing days need to be made up, they may be deducted from holiday weekends, spring break, if additional days are still necessary they will be added as half days beginning June 25, 2018 through June 29, 2018, at the discretion of the Superintendent.

Matawan-Aberdeen Regional School District staff must make vacation and personal plans with the understanding that if a revised schedule is implemented due to emergencies, etc., the Board will not grant personal leave, with or without pay, for these days. Requests for any other leaves of absence (i.e., sick leave or family illness) on these days may require a physician's verification.

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