

**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 December 19, 2016, Lloyd Road Elementary School, 401 Lloyd Road, Aberdeen, NJ.

**I. CALL TO ORDER**

President, Ms. Esposito called the Regular Action Meeting to order at 7:00 pm.

**II. PLEDGE OF ALLEGIANCE**

**III. STATEMENT OF ADEQUATE NOTICE**

Ms. Esposito 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 December 19, 2015. This notice was sent to the Asbury Park Press, the Star Ledger, 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. Anissa Esposito - President	Dr. Jeff Delaney - Vice President
	Mr. Kevin Ahearn	Mr. Kenneth Aitken-arrived @ 7:09 pm
	Mr. Weymouth Brittingham-arrived @ 7:05 pm	Ms. Allison Friedman
	Ms. Kathleen Gentile	Ms. Tara Martinez
	Ms. Joelle Nappi	

Absent:

Also Present: Dr. Joseph Majka, Superintendent of Schools  
Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction  
Mr. Brian Walsh, Director of Personnel  
Mr. Alex Ferreira, School Business Administrator/Board Secretary  
Mr. Dave Palumbo, Assistant to the School Business Administrator/Assistant Board Secretary  
Mr. David Rubin, Board Attorney  
Marielle Abel, Student Council Representative

**V. MINUTES**

It was moved by Ms. Gentile seconded by Ms. Martinez and approved by a unanimous roll call vote to approve the following minutes.

- Minutes of November 28, 2016, Regular Action Meeting
- Minutes of November 28, 2016, Executive Session

## **VI. BOARD PRESIDENT'S REPORT**

Board President, Ms. Esposito made the following statements:

Ms. Esposito wished everyone a happy holiday season. She hopes everyone has a restful vacation.

## **VII. SUPERINTENDENT'S REPORT**

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

Mr. Jerabek reviewed the highlights and recognitions of LR School. He welcomed the Board of Education, administration and parents.

Gifted and talented students, Siddarth Rajakumar, Jack Sassa, Abigail Spisak, Titania Art, Noah Poppe, Hanna Hammouda, Keith Miquela, Shreya Deshpande and Mark Kovack from Ms. Lasko's 4<sup>th</sup> and 5<sup>th</sup> grade classes discussed the butterfly garden.

Mr. Jerabek discussed the school wide time capsule project that will be ongoing throughout the school year.

Dr. Majka updated the Board of the District's strategic plan midway through the 16/17 school year. The PowerPoint presentation will be available on the District's website.

A member of the Board inquired about EM4. Mr. Bombardier addressed the concern.

A member of the Board asked about the summer programs being offered. Dr. Majka addressed the concern.

Mr. Ted Hopkins from the District's architectural firm of FVHD gave an update on the referendum bids.

A member of the Board asked if the Board will receive an update after the bid opening on Thursday or will they have to wait until the next meeting. Mr. Hopkins addressed the concern.

A member of the Board inquired about the acquisition of the components for the hardware and materials. The same Board member was concerned with the number of vendors completing the various projects and the warranties involved. Mr. Hopkins addressed the concerns.

A member of the Board stated that he asked the voters to support the referendum with a certain budget and that he wants the work completed within that budget. He will not ask the taxpayers for additional funds and that the architects should have built in a contingency for an increase in the costs.

A member of the Board expressed her concern that only 70% of the project may be completed. Mr. Hopkins addressed the concern.

A member of the Board stated that the cost increase of 25% over what was budgeted is well out of range of expectations at budget time. He expects that figure to come back lower in the rebid so the Board can move past this point.

A couple members of the Board were concerned that the projects would not be completed in time for the start of school. Mr. Hopkins addressed the concerns.

## **VIII. STUDENT REPRESENTATIVE'S REPORT**

The student representative, Marielle Abel made the following statements:

The annual shop at Strathmore Elementary school was open to students. The winter assembly will take place on December 22<sup>nd</sup>.

At Ravine Drive, the students enjoyed shopping at the PTOs holiday bazaar. The 3<sup>rd</sup> grade students are preparing for the winter concert.

Cliffwood Elementary students are involved with the Hour of Hope project. In Ms. Bauer's enrichment clusters, students are using Claymation with technology and putting it on the web. This past Saturday was the Sensitive Santa for the Parents of Special People.

The Lloyd Road Elementary PTO had its holiday shop on Wednesday. Ms. Abel wished instrumental teacher Ms. Lewis the best on her retirement.

At the Middle School, students wrote poems about the stuffed Scottish duo. The Faculty/Student basketball game was held December 8<sup>th</sup> with the faculty winning 8-2. Ms. Abel spoke to 3 eighth graders about what they wanted regarding sports, school work and food. The students stated they would like to have mock trial as a club and more instructional field trips.

The civic leaders at the High School are raising funds for families in need. They have raised nearly \$5,000. This past Friday and Saturday, they raised \$4,700 with a holiday bake sale. December 1<sup>st</sup> was the beginning of the fall drama and it was a huge success. In addition, winter sports have finally begun. The combined band and chorus concert will take place this Wednesday and Thursday and people are encouraged to donate food.

**IX. CURRICULUM AND INSTRUCTION**

Dr. Jones reviewed the Curriculum and Instruction Agenda on which the Board would take action.

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

A member of the Board noted that only one Out of District placement under Special Services is for the Extended School Year. The rest are for the Regular School Year.

**X. PERSONNEL**

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

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

A member of the Board inquired how the District would cover Ms. Leach's leave of absence considering she is in charge of the freshman academy. Mr. Walsh addressed the concern.

A member of the Board wished Ms. Mandelbaum a happy retirement.

**XI. FINANCE/TRANSPORTATION**

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

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

A member of the Board thanked the PTO who came out for the PTSO at the High School. She is amazed at the help this District receives.

A member of the Board inquired as to why the date of the Re-Organization Meeting was changed. Ms. Esposito addressed the concern.

A member of the Board stated she is pleased and proud to sponsor the application for the K.E.Y.S Academy.

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

There were none.

**XIII. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

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

**A. TRAVEL**

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

**Policy:** #6471 Travel/Reimbursable Expenses

**Rationale:** Required estimates to abide by law and policy.

**B. OTHER**

**1.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission of the Elementary and Secondary Education Act (ESEA) **2016 Graduation Rate Action Plan** and the **2016 Participation Rate Action Plan**.

**Rationale:** The 2016 *Elementary and Secondary Education Act (ESEA)* Accountability Profiles provide data on districts’ and schools’ progress toward statewide standards on graduation rate, attendance rate and assessment participation rate. Any district and any school that did not meet the accountability indicators for the metrics above must develop a board-approved corrective action plan to articulate the actions the school and/or district will implement to address the factors impacting participation rate, graduation rate and/or attendance rate.

**2.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Meridian Health to provide CPR training to the MRHS Freshman Class on February 1, 2017. Training sessions will take place during regularly scheduled Physical Education periods.

**Rationale:** Meridian Health will provide CPR training the Freshman Class each year. The long-term goal is to provide CPR training to the Freshman Class so that within 4 years, all students in the building will be knowledgeable in CPR.

**Cost:** No cost to the district

**3.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Scott Benedict the owner of *Teach for June Workshops* as a consultant to provide two days of on-site professional development in an Immediate Immersion Workshop covering TPRS® and comprehensible-input skills and techniques for the 2016-2017 school year. All world language teachers of grades K-12 will attend the 2 days of training. Teachers will integrate strategies within the classroom instruction.

**Rationale:** TPRS (Teaching Proficiency through Reading and Storytelling) was invented by Blaine Ray. It is a method of teaching foreign languages that uses a mixture of reading and storytelling to help students learn a foreign in language in a classroom setting.

Scott Benedict is a middle-school Spanish teacher from Roseville, CA. He has taught at both the high-school and middle-school levels for fifteen years. He has been teaching with TPRS® and comprehensible input since 2001 and has also been a trainer for Blaine Ray Workshops (the inventor of TPRS®). He has presented in various capacities since 2008 which include national conventions, webinars, and workshops in school districts.

**Cost:** \$2,300.00 **Account #:** 20-270-200-500-00-0000-0  
Professional Development (2 days - inclusive of travel expenses)

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the updated 2016-2017 Observation and Evaluation Guidelines based upon recommendations of the District Evaluation Advisory Committee (DEAC).

**Rationale:** Pursuant to N.J.A.C. 6A:10-4.4, districts must Board approve any updates/changes to the established Observation and Evaluation Guidelines.

**C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following student to attend an out of district placement for the ESY program and the 2016 – 2017 school years:

Student	Class	School	Reason	Cost	Effective Dates
158098	Autistic	Deron I	Per IEP	\$64,514.10	9/1/16-6/30/17 (retroactive)
157785	Autistic	Newgrange	Per IEP	\$9,083.70	7/1/16-8/31/16 (retroactive)
157154	Autistic	The Shore Center	Per IEP	\$49,000.00 tuition \$41,775.00 1:1 aide	9/1/16-6/30/17 (retroactive)
156190	Autistic	The Shore Center	Per IEP	\$49,000.00 tuition \$41,775.00 1:1 aide	9/1/16-6/30/17 (retroactive)

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following vendor on an as needed basis for the remainder for 2016 – 2017 school year:

Provider	Type of Service	Cost
JVS (Transition Services)	Vocational Evaluation or Vocational Evaluation	\$875.00 per evaluation
	with TEACCH Transition Assessment Profile (TTAP)	\$900.00 per evaluation

3. The Superintendent recommends that the Matawan-Aberdeen Regional Scholl District Board of Education approve the following service provider to provide one-to-one RN Nursing services for the 2016 – 2017 school year:

Student	Class	Provider	Reason	Cost	Effective Dates
162323	Preschool Child with a Disability	*Bayada Home Health Care, Inc.	Continued one-to-one Nursing Services provided during the transporting of student to and from school. 4 hrs. per day @ \$55.00/hr.	\$24,640.00	1/3/17-6/30/17

**Rationale:** This nursing service provides medically necessary supports to a student with medical needs per the student’s IEP and doctor’s orders.

**Cost:** NTE: \$24,640.00

**Account #:** 11-000-217-320-09-0000-0

**PERSONNEL**

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

**A. RESIGNATION/RETIREMENTS**

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

Name	Loc	Position	Reason	Date of Hire	Effective Dates
Mandelbaum, Raellen	LR	Instructional Assistant	Retirement	11/20/1990	06/30/2017

**B. LEAVE OF ABSENCE**

Policy: 4151 Attendance Patterns  
4151.1 Personal Illness and Injury/Health and Hardship

Name	Loc	Position	Type of Leave	With/W/O Pay	Effective Dates
Moore, Ryan	LR	Teacher of Special Education	Personal Leave	Without Pay	5/4/17-5/05/17
Murray, Paula	RD	Elementary Teacher Grade 2	Medical Leave	With Pay	1/3/17-2/15/17
Gregg, Jennifer	MA	Teacher of English	Medical Leave FMLA	Without Pay	12/1/16-2/23/17 (Retroactive)
Leach, Kristina	HS	Guidance Counselor	Maternity Leave FMLA	With Pay Without Pay	2/21/17-5/01/17 5/2/17-6/30/17
Reistrom, Meghan	LR	Elementary Teacher Grade 4	Maternity Leave FMLA	With Pay Without Pay	2/27/17-4/17/17 4/18/17-6/30/17
Caldwell, Sheila	CP	School Nurse	Medical Leave	With Pay	12/19/16-1/2/17 (Retroactive)
Schnakenberg, Paula	MA	Secretary 12 Months	Medical Leave	With Pay	11/17/16-12/12/16 (Retroactive)
Thomas, Carol	CL	Elementary Teacher Grade 3	Medical Leave	With Pay	11/28/16-3/15/17 (Retroactive)

**C. APPOINTMENTS**

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

**1. Appointments**

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Segal, Elana	LR	Teacher of Music Replacement Position	Step C-01	\$49,190.00 (Pro-rated)	11	Hughes (Maternity Leave)	1/16/17-5/31/17
Rabbitt, Katelyn	LR	School Social Worker (Non Child Study Team) Replacement Position	Step E-01	\$56,090.00 (Pro-rated)	8	Baker (Maternity Leave)	1/3/17-6/30/17
Bliss, Jacqueline	MA	Teacher of Special Education LLD	Step E-01	\$56,090.00 (Pro-rated)	1	Portelli (Resignation)	1/25/17-6/30/17
Apple, Michael	MA	Teacher of Special Education	Step E-01	\$56,090.00 (Pro-rated)	1	New Position	12/21/16-6/30/17

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

**2. Mentor – 2016/2017 School Year**

Novice Teacher	Mentoring Teacher	Subject	Location
Pruitt, Ronald	Albanese, Azuree	Music - Special	ST
Bowman, Jennifer	Karatzia-Devaney, Nicole	Physical Education	HS
Bonnell, Tiffany	Rocco, Sandra	Pre School Inclusion	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

**3. College Student Observer/Teacher(s) 2016/2017 School Year**

Name	College	Cooperating Teacher and/or Administrator	School/Area
Campion, Brett	Kean University	Church, Patricia	RD – Elementary Physical Education Student Observer Spring 2017
Kenny, Christine	Fairleigh Dickinson University	Wegrzyn, Louise	HS – Social Studies Student Observer January 3, 2017 – January 20, 2017
Kaiser, Heather	Montclair University	Ruscavage, Michele	HS – Administration Internship Spring 2017
Mc Dermid, Jenna	Rowan University	Foti, Stephanie	LR – Elementary/Special Education Student Teacher May 2017 – June 2017
Giles, Thomas	Brookdale Community College	Maglione, Allison	CL – Elementary Student Observer Spring 2017
Wheeler, Meaghan	Monmouth University	Moller, Robert Carnovsky, Robert	HS – Social Studies Student Teacher Spring 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

**4. Home Instruction**

<b>ID</b>	<b>Subject</b>	<b>School</b>	<b>Classroom Teacher</b>	<b>Home Instruction Teacher</b>	<b>Hours Per Week</b>	<b>No. of Weeks</b>	<b>Total Hours Per Subject/ Class</b>	<b>Effective Dates</b>
161884	Science	MAMS	Freshnock, Lauren	Reinecke, Taylor Previously approved 11/28/16 Instruction Teacher Change	2.5	5	12.5	11/21/16-12/21/16 (Retroactive)
158409	English 3	HS	Mc Dede, Maria	Mc Dede, Maria	2	2	4	12/1/16-12/15/16 (Retroactive)
158409	Algebra 2	HS	Colburn, Kendra	Wietecha, Corinne	2	2	4	12/1/16-12/15/16 (Retroactive)
158409	Oceanography	HS	Hodnicky, Helen	Hodnicky, Helen	2	2	4	12/1/16-12/15/16 (Retroactive)
158409	US History 2	HS	Kaiser, Heather	Kaiser, Heather	2	2	4	12/1/16-12/15/16 (Retroactive)
160111	US History 2	HS	Brubaker, Mark	Alvarez, Robert	2	1	2	12/5/16-12/16/16 (Retroactive)
160111	Biology	HS	Milan, Gregory	Milan, Gregory	2	1	2	12/5/16-12/16/16 (Retroactive)
160111	Algebra 2	HS	Burns, Kevin	Wietecha, Corinne	2	1	2	12/5/16-12/16/16 (Retroactive)
160111	English II	HS	Christathakis, Nicholas	Alvarez, Robert	2	1	2	12/5/16-12/16/16 (Retroactive)
157607	Science	MA	Towle, Catherine	Towle, Catherine	2.5	2	5	12/9/16-12/23/16 (Retroactive)
157607	Social Studies	MA	Bebel, Helen	Bebel, Helen	2.5	2	5	12/9/16-12/23/16 (Retroactive)
157607	Math	MA	Wangen, Georgette	Wietecha, Corinne	2.5	2	5	12/9/16-12/23/16 (Retroactive)
157607	Language Arts	MA	Sobieski, Cynthia	Greenman, Jessica	2.5	2	5	12/9/16-12/23/16 (Retroactive)
156648	Science	MA	Towle, Catherine	Kaiser, Heather	2.5	12	30	11/30/16-2/28/17 (Retroactive)
156648	Social Studies	MA	Bebel, Helen	Miller, David	2.5	12	30	11/30/16-2/28/17 (Retroactive)
156648	Math	MA	Wietecha, Corinne	Freshnock, Lauren	2.5	12	30	11/30/16-2/28/17 (Retroactive)
156648	Language Arts	MA	Joyce, Kathleen	Greenman, Jessica	2.5	12	30	11/30/16-2/28/17 (Retroactive)
157124	World Cultures	HS	Harrington, Meghan	Carnovsky, Robert	2	1	2	12/5/16-12/13/16 (Retroactive)
157124	Lab Biology	HS	Tomasello, Louise	Milan, Gregory	2	1	2	12/5/16-12/13/16 (Retroactive)
157124	Algebra I	HS	Stetz, Diane	Stetz, Diane	2	1	2	12/5/16-12/13/16 (Retroactive)
157124	English I	HS	Gallo, James	Kaiser, Heather	2	1	2	12/5/16-12/13/16 (Retroactive)

Account # 11-000-219-101-09-000-0 -High School

Account #11-150-100-101-11-0000-1 – Middle School



**5. Curriculum & Instruction Committee - Revisions**

Name	Position	Staff	Activity	Max Hours	Cost/ Hour	Total Cost	Loc
Miller, Catherine Blodgett, Madeleine Garrett, Carolina	K-12 World Language Curriculum Committee	8 World Language Teachers	Evaluate District’s curricular revisions, program framework, and instructional resources. The guided professional development work sessions will take place at Central Office	6 hours maximum each	\$30	\$1,440	CO
Svenson, Alycia Senne, Celeste Barry, Tara	K-5 English Language Arts Committee	14 12 Teachers (2 per grade level) and 2 literacy coaches	Evaluate the K-5 ELA curricular revisions, program framework, and instructional resources; take part in data analysis; conduct independent research as needed; may include development and delivering a BOE presentation. The guided professional development work sessions will take place at Central Office	9 hours maximum each	\$30	\$3,780	CO
Bruder, Angela Viani, Erin Dawson, Vanessa	K-5 Basic Skills Committee	14 12 Teachers (2 per grade level) and 2 literacy coaches	Evaluate the K-5 ELA Basic Skills Program; may require data analysis; conduct independent research as needed; may include development and delivering a BOE presentation. The guided professional development work sessions will take place at Central Office	9 hours maximum each	\$30	\$3,780	CO
Fins, Traci Lenihan, Christine Hudak, Jennifer Bruder, Angela Viani, Erin	DRA-2 Committee	14 12 Teachers (2 per grade level) and 2 literacy coaches	Develop an online assessment resource for the district to aid in the scoring of DRA by identifying DRA exemplars from district responses	6 hours maximum each	\$30	\$2,520	CO

Account # 20-270-200-101-11-0000-1

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

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
<b>Extra-Curricular Activities</b>					
Tarrazi, Dylan (Maternity Replacement for S. Hughes)	MA	Intra-Mural Bowling 11-402-100-100-11-0000-3	Coach	\$1,045.00	2016/2017 School Year

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

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

Name	Location	Activity	Effective Date
Bagley, Dorothy L.	High School	Winter Track & Field	2016/2017 School Year
Harris, Daryl L.	High School	Boys’ Basketball	2016/2017 School Year
O’Brien, Matthew	High School	Boys’ Basketball	2016/2017 School Year
Short, John	High School	Varsity Wrestling	2016/2017 School Year

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

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

Name	Loc	Assignment	Loc	Assignment	Effective Date
Karatzia-Devaney, Nicole	HS - 1.00	Physical Education & Health Education Grade 9-12	HS - 1.00	Physical Education & Health Education Grade 9-12	12/12/16-12/23/16 (J. Kaye Leave of
			HS – 0.20 O/L	Physical Education & Health	

Name	Loc	Assignment	Loc	Assignment	Effective Date
				Education Grade 9-12	Absence) (Retroactive)
Mohammed, Patrick	HS – 0.50 HS – 0.25 HS – 0.25	Lab Chemistry Level 1 Lab Chemistry Level 2 Lab Chemistry Level 2 ICR	HS – 0.50 HS – 0.25 HS – 0.25 HS – 0.25 O/L HS – 0.05 O/L	Lab Chemistry Level 1 Lab Chemistry Level 2 Lab Chemistry Level 2 ICR Lab Chemistry Honors Academy Lab Chemistry	1/9/17-2/10/17
Ogurek, Mayra	HS – 0.40 HS – 0.40 HS – 0.20	Spanish 2 Spanish 4 AP Spanish	HS – 0.40 HS – 0.40 HS – 0.20 HS - 0.20 O/L	Spanish 2 Spanish 4 AP Spanish ESL Period 9	1/3/17-6/30/17
Coughlin, Charlotte	HS - 0.20 HS - 0.80	Spanish 2 Spanish 3	HS – 0.20 HS – 0.80 HS – 0.20 O/L	Spanish 2 Spanish 3 Yoga – Reach Program Students	District Conference Half Days: 1/18/17 1/19/17 1/24/17 1/25/17 1/31/17 3/2/17 3/7/17 3/8/17

**9. Other**

**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 November 28, 2016.

Incidents Reported	Confirmed HIB Incidents
<b>4</b>	<b>0</b>

**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. Payroll for November 2016 and Bills List for December 2016** (Available for review in Board Secretary’s Office)

Policy #6470 Payment of Claims

<b>November 2016, Payroll</b>	\$3,476,883.12
<b>December 2016, Bills List</b>	\$2,162,552.46
<b>TOTAL</b>	<b>\$5,639,435.58</b>

**2. Transfer of Funds for November 2016** (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 **November 2016** as presented.

**3. S-1701 Reporting for November 2016**  
Board Secretary Report for **November 2016**

BE IT RESOLVED, that the Report of the Secretary to the Board of Education and the Report of the Treasurer of School Monies for **November 2016**, 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 **November 30, 2016**, 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

December 19, 2016  
Date

**4. Change Order 1 – Home Economics Classroom Renovations at MRHS**

<b>Contract</b>	Home Economics Classroom Renovations at MRHS-FVHD 4877	
<b>Contractor</b>	Performance Mechanical Corp	
<b>Change Order Number</b>	1	
<b>Amount</b>	-\$560.00	
<b>Description</b>	Credit for unused allowance	-\$560.00
	Total for Change Order # 1	-\$560.00

**5. Change Order 1 – Partial Roof Replacement at Strathmore Elementary School**

<b>Contract</b>	Partial Roof Replacement at Strathmore Elementary School-FVHD 4878	
<b>Contractor</b>	Premier Enterprises, LLC	
<b>Change Order Number</b>	1	
<b>Amount</b>	-\$3,290.00	
<b>Description</b>	Credit for unused allowance	-\$3,000.00
	Credit for unused allowance for the board foot allowance	-\$290.00
	Total for Change Order # 1	-\$3,290.00

**6. Open Public Meetings Act-Establish Meeting Dates, Time and Place**

WHEREBY notice is hereby given that pursuant to the “OPEN PUBLIC MEETINGS LAW”, P.L. 1975, C.231, the Board of Education of the Matawan-Aberdeen Regional School District does herewith announce its schedule of meetings to be held during the month of January 2017.

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Matawan-Aberdeen Regional Board of Education Administration Office and posted on the District website.

Meeting	Date	Location
Re-Organization Meeting	January 5, 2017 (change of date from January 4, 2017)	Administration Building, 1 Crest Way, Aberdeen, NJ
Committee of the Whole Meeting	January 9, 2017	Administration Building, 1 Crest Way, Aberdeen, NJ
Regular Action Meeting	January 23, 2017	Cliffwood Elementary School, 422 Cliffwood Ave., Cliffwood, NJ

**7. Acceptance of the State Aid Audit on the Application for State School Aid and District Report of Transported Resident Students as of October 14, 2014, Extraordinary Special Education Aid and Non-Public Chapter 192/192 Aid for FY 2014-2015**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education accept the 2014-2015 State Aid Audit on the Application for State School Aid and District Report of Transported Resident Students as of October 14, 2014, Extraordinary Special Education Aid and Non-Public Chapter 192/192 Aid for FY 2014-2015 as reported by the Office of Fiscal Accountability and Compliance (OFAC).

**8. Approve the 2014-2015 Corrective Action Plans (CAP)**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education approve the 2014-2015 Corrective Action Plans (**Finance Attachment #1**) for the following findings:

Finding 15-01: The district enhances work papers to ensure students sent to other schools districts were in attendance at the sent district.

Finding 15-02: The district enhances work papers for students reported as Low Income on the ASSA to include the work papers for students of district employees.

Finding 15-03: The district enhances procedures in place to cross reference students transported with the Special Education Department to ensure accuracy and determine which students require special transportation needs.

Finding 15-04: The district ensures that students reported on the EXAID Application are required to receive and are in fact receiving a qualified Intensive Related Service and that the salaries and benefits of the in-district EXAID student’s teachers are verified with the payroll department.

**9. Approval of Application Submission for the Recovery High School (K.E.Y.S. Academy)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the application submission for the Recovery High School (K.E.Y.S. Academy). K.E.Y.S. (Knowledge Empowers Youth and Sobriety). The Alternative Education program will meet the legal mandates for establishing an alternative education program.

**Rationale:** K.E.Y.S Academy (*Knowledge Empowers Youth & Sobriety*) Monmouth Counties Recovery High School will provide an academically innovative environment which will serve to eliminate the achievement gap for Monmouth County Middle and High school students who have been diagnosed with a substance abuse or dependence disorder and are seeking a sober lifestyle.

The strategies of recovery-based academic programs are to integrate quality education, recovery support services, family support services and community engagement within a drug free educational environment. These programs provide support for relapse prevention, lifestyle(s) management, and overall wellness by the use of positive academic and recreational activities, therefore, creating an optimal learning environment to support the ‘whole-student’.

**10. Recognition of the Matawan Regional High School Parent Teacher Student Organization (PTSO)**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education recognize the formation and operation of the voluntary Matawan Regional High School Parent Teacher Student Organization (PTSO) for the purposes of the promotion of pupil welfare in accordance with district initiatives pursuant to Board of Education Policy 9210 – Parent Organization.

**11. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during November 2016:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Fire Drill	11/18/16 @ 12:20 pm
Cambridge Park Pre-school	Lockdown	11/2/16 @ 10:02 am
Strathmore Elementary School	Fire Drill	11/1/16 @ 9:30 am
Strathmore Elementary School	Lockdown	11/3/16 @ 9:40 am
Cliffwood Elementary School	Fire Drill	11/18/16 @ 2:33 pm
Cliffwood Elementary School	Bomb Threat	11/28/16 @ 11:30 am
Lloyd Road Elementary School	Fire Drill	11/3/16 @ 10:50 am
Lloyd Road Elementary School	Evacuation	11/17/16 @ 1:40 pm
Matawan-Aberdeen Middle School	Fire Drill	11/2/16 @ 11:00 am
Matawan-Aberdeen Middle School	Lockdown	11/15/16 @ 8:45 am
Ravine Drive Elementary School	Fire Drill	11/4/16 @ 9:37 am
Ravine Drive Elementary School	Lockdown	11/3/16 @ 2:49 pm
Matawan Regional High School	Fire Drill	11/7/16 @ 1:30 pm
Matawan Regional High School	Lockdown	11/18/16 @ 7:35 am

**B. TRANSPORTATION**

**1. Award of Transportation Route Renewal for the 2016-2017 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Route Renewal for the 2016 - 2017 school year.

Rte #	Destination	Contractor	# of Days	Per Diem	Eff Dates	Cost
680	The Shore Center	Wehrle’s Bus Service	210	\$207.21	7/1/16-6/30/17 (Retroactive)	\$43,514.10

**Rationale:** Route 680 is required to transport Special Education students for the 2016-2017 school year in accordance with N.J.A.C. 6A:27-5.1.

**2. Award of Parental Contract for Student Transportation**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a Parental Contract for Student Transportation (Route Cambridge Park) with Irene Ferrolho in accordance with N.J.A.C. 6A:27-9.9 (e) and N.J.A.C. 6A:27-1.5(a) and (b) 1.

Rte #	Destination	Provider	# of Days	Per Diem	Eff Dates	Cost
825	Cambridge Park	Mrs. I. Ferrolho	116	\$0.31 x 8 miles (RT)= \$2.48 x 116 days	1/11/16- 6/30/16 (Retroactive)	\$287.68
825	Cambridge Park	Mrs. I. Ferrolho	210	\$0.31 x 8 miles (RT)= \$2.48 x 210 days	7/8/16-6/30/17	\$520.80

**Rationale:** Route 825 was required to transport Special Education student from home to school as indicated for the 2015-2016 school year (retroactive) and is required for the 2016-2017 school year.

**3. Award of Transportation Route for the 2016-2017 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Route for the 2016-2017 school year as designed by Education Services Commission New Jersey (ESCNJ).

Rte #	Destination	Contractor	# of Days	Per Diem	Eff Dates	Cost
T229	Lord Stirling School	Hendry	126	\$209.00	12/7/16- 6/30/17	\$26,334.00

**Rationale:** Route T229 is required to transport Special Education students for the 2016-2017 school year in accordance with N.J.A.C. 6A:27-5.1.

**XIV. UNFINISHED BUSINESS**

There was none.

**XV. NEW BUSINESS**

A member of the Board stated the situation with the K.E.Y.S. Academy is the one where her professional life crosses with her position as a Board member. She stated she would love to volunteer and is aware of two prosecutors whose children attend the District that would like to volunteer as well.

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

There were none.

**XVII. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of discussing Confidential Student Matters - HIB Reports, Programming; Confidential Personnel Matters – Staffing; Confidential Legal Matters - Litigation Update and Board Business. 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 will take place.

It was moved by Ms. Friedman seconded by Mr. Aitken that the Board convene in Executive Session and approved by a unanimous voice vote at 8:22 pm.

The Board returned to Open Session at 9:49 pm.

**XVIII. ADJOURNMENT**

On a motion by Ms. Friedman seconded by Ms. Nappi and a unanimous roll call vote the Board adjourned the meeting at 9:50 pm.

Respectfully submitted,



Alex Ferreira  
School Business Administrator/Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR ACTION MEETING  
December 19, 2016**

*Curriculum and Instruction Attachment #1*

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Kinneman, Katelyn	HS	1/10/2017	Monmouth University West Long Branch, NJ	2017 MC3 Winter Summit	\$0.00	9.49*	0.50*	\$0.00	\$0.00	\$9.99*	YES
Kish, Sheryl	HS	1/10/2017	Monmouth University West Long Branch, NJ	2017 MC3 Winter Summit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
McDede, Maria	HS	1/10/2017	Monmouth University West Long Branch, NJ	2017 MC3 Winter Summit	\$0.00	\$2.54*	\$0.00	\$0.00	\$0.00	\$2.54*	YES
Weinstein, Bonnie	LR	1/10/2017	Monmouth University West Long Branch, NJ	2017 MC3 Winter Summit	\$0.00	\$9.30*	\$0.00	\$0.00	\$0.00	\$9.30*	YES
Abrahamsen, Richard	MS	1/13/2017	NJPSA Monroe Twp., NJ	New Jersey Principals & Supervisors Association Formative Assessment: Data to Inform Instruction	\$149.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00*	NO
Dansky, Samantha	MS	1/13/2017	NJPSA Monroe Twp., NJ	New Jersey Principals & Supervisors Association Formative Assessment: Data to Inform Instruction	\$149.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00*	YES
Spafford, Dana	MS	1/13/2017	NJPSA Monroe Twp., NJ	New Jersey Principals & Supervisors Association Formative Assessment: Data to Inform Instruction	\$149.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$149.00*	YES
Bombardier, John	CO	1/18/2017	Learning Resource Center East Orange, NJ	New Jersey Department of Education Instructional Improvement System RAC edConnect NJ	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Flynn, Nancy	LR	1/23/2017, 1/24/2017, 1/25/2017, 1/26/2017	Embassy Suites by Hilton Secaucus Meadowlands Secaucus, NJ	IMSE Advanced Continuum Orton-Gillingham Training	\$975.00*	\$69.68*	\$40.00*	\$0.00	\$0.00	\$1084.68*	YES



**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BOARD OF EDUCATION REGULAR ACTION MEETING  
December 19, 2016**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Wolf, Barbara	LR	1/23/2017, 1/24/2017, 1/25/2017, 1/26/2017	Embassy Suites by Hilton Secaucus Meadowlands Secaucus, NJ	IMSE Advanced Continuum Orton-Gillingham Training	\$975.00*	\$77.87*	\$0.00	\$0.00	\$0.00	\$1052.87*	YES
Dugal, Kevin	CO	1/26/2017, 1/27/2017	Harrah's Resort Atlantic City, NJ	New Jersey Association of School Administrators TechSpo '17	\$425.00**	\$64.97**	\$60.00**	\$0.00	\$0.00	\$549.97**	NO
Cronin, Sean	HS	1/30/2017	NJPSA Monroe Twp., NJ	New Jersey Principals & Supervisors Association Transformational Leadership: Instruction as a Collaborative Process	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Sobieski, Cynthia	MS	2/25/2017	University of Pennsylvania Philadelphia, PA	University of Pennsylvania - Center for Urban Ethnography The 38th Annual Ethnography in Education Research Forum	\$140.00*	\$40.36*	\$4.90*	\$0.00	\$0.00	\$185.26*	YES
Cronin, Sean	HS	3/2/2017	NJPSA Monroe Twp., NJ	New Jersey Principals & Supervisors Association Transformational Leadership: Making Curriculum Accessible to All Process	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Cronin, Sean	HS	4/7/2017	NJPSA Monroe Twp., NJ	New Jersey Principals & Supervisors Association Transformational Leadership: Breaking Down Barriers in Successful Teaching & Learning Process	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Sodono, Lauren	HS	4/16/2017	PaperMill Playhouse Millburn, NJ	Speech & Theatre Association of NJ Spring Conference	\$130.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$130.00*	YES
									<b>TOTAL</b>	\$3,471.61	

\*Amount being charged to Account #20-270-200-500-00-0000-0

\*\*Amount being charged to Account #11-000-230-580-11-0000-0

Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$2,133.00

REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.

**NEW JERSEY DEPARTMENT OF EDUCATION**  
**OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE**  
**CORRECTIVE ACTION PLAN**

**NAME OF SCHOOL DISTRICT** MATAWAN-ABERDEEN REGIONAL BOARD OF EDUCATION  
**COUNTY** MONMOUTH

**AUDIT REVIEWS OF 10/15/14 APPLICATION FOR STATE SCHOOL AID- DISTRICT REPORT OF TRANSPORTED RESIDENT STUDENTS AND FY 2014-2015 EXAID, CHAPTER 192/193**

**DATE OF BOARD MEETING** DECEMBER 19, 2016

**CONTACT PERSON** MR ALEX FERREIRA - SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

**TELEPHONE NUMBER** 732 705-4016

<b>RECOMMENDATION NUMBER</b>	<b>CORRECTIVE ACTION APPROVED BY THE BOARD</b>	<b>METHOD OF IMPLEMENTATION</b>	<b>PERSON RESPONSIBLE FOR IMPLEMENTATION</b>	<b>COMPLETION DATE OF IMPLEMENTATION</b>
15-01	Enhanced District work papers for sent students	Match work papers to attendance records of the receiving District.	Director of Special Services	January 1, 2017
15-02	Maintain Low Income work papers for students of District employees.	Cross reference district employees in the payroll system with students who receive school lunch program benefits.	Assistant BA/Manager of Technology/Business Administrator/Payroll/Benefits	January 1, 2017
15-03	The District will determine which students require special transportation needs.	Special Services and the Transportation Department will meet on a quarterly basis to	Director of Special Services	January 1, 2017

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
15-04	For Extraordinary Aid, the District will verify that the students are receiving the Intensive Related Service and that the salaries and benefits are verified with the payroll department.	determine which special education students require special transportation needs consistent with the child's Individual Education Plan.  Special services will verify through the students' Individualized Education Plan that they require the Intensive Special Service. In addition the Special Services Department will meet with the Payroll Department quarterly to verify the salaries and benefits of the teachers who provide the Intensive Related Services.	Director of Special Services Payroll/Benefits Manager	January 1, 2017

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CHIEF SCHOOL ADMINISTRATOR                      DATE                      BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR                      DATE