

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 August 22, 2016, Administration Building, 1 Crest Way, Aberdeen, NJ.

I. CALL TO ORDER

President, Ms. Esposito called the Regular Action Meeting to order at 7:01 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
	Ms. Allison Friedman	Ms. Tara Martinez
	Ms. Joelle Nappi	

Absent: Mr. Weymouth Brittingham, Ms. Kathleen Gentile

Also Present: Dr. Joseph Majka, Superintendent of Schools

Present: Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction
Mr. Alex Ferreira, School Business Administrator/Board Secretary
Mr. Brian Walsh, Director of Personnel
Mr. Dave Palumbo, Assistant to the School Business Administrator/Assistant Board Secretary
Mr. David Rubin, Board Attorney

V. MINUTES

It was moved by Mr. Aiken seconded by Ms. Nappi and approved by a unanimous roll call vote to approve the following minutes. Mr. Ahearn abstained from the minutes of the July 25, 2016 Regular Action and Executive Session I and II meetings.

Minutes of July 25, 2016, Regular Action Meeting
Minutes of July 25, 2016, Executive Session I and II

VI. BOARD PRESIDENT’S REPORT

Board President, Ms. Esposito made the following statements:

Ms. Esposito hoped everyone has had a wonderful summer and she is excited for the beginning of the school year.

There is a backpack bbq this Saturday the 27th. Backpacks will be provided to children in need of them. The event is sponsored by the Aberdeen Police and PBA.

Ms. Esposito congratulated hometown girl, Monica Aksamit for winning a gold medal in the Olympics.

Ms. Esposito stated that as kids start school or go off to college, parents should take some time to talk to them about bullying. She is deeply touched about the suicide of Staten Island child Danny Fitzpatrick.

VII. SUPERINTENDENT’S REPORT

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

Dr. Majka stated there is a presentation tonight on the Literacy Intervention process.

Ms. Zitarosa gave a presentation regarding the Literacy Intervention process through a PowerPoint presentation.

A member of the Board inquired if there will be materials sent home so parents can help their children read at night and help them with their homework. Ms. Zitarosa addressed the concern.

A member of the Board thanked everyone for all their hard work but was concerned that students may fall through the cracks since there are so many people involved in the intervention process. Ms. Zitarosa addressed the concern.

A member of the Board stated that the presentation was good and would like the Board to receive updates on the progress of the student through emails or another presentation later in the year. Dr. Jones addressed the concern.

A member of the Board stated she was very gratified with what she saw tonight. She was happy to see the administration taking a more active approach in screening for dyslexia. Furthermore, she likes the commitment that administrative is showing in going above and beyond.

A member of the Board thanked everyone for their hard work and that she was very appreciative.

VIII. 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. Martinez.

Dr. Jones noted there is one walk-in item. The District would like us to take a foreign exchange student from Italy. She checked with Mr. Rubin and he stated there was no reason not to accept this student.

IX. PERSONNEL

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

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

Mr. Walsh stated that the appointment of Ms. Bartolotta under agenda item C1 will be tabled for a later date.

X. POLICY

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

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

A member of the Board inquired about the discipline chart that coincides with the Code of Conduct policy. Mr. Walsh addressed the concern.

XI. FINANCE/TRANSPORTATION

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

A motion was moved by Mr. Aitken and seconded by Mr. Ahearn.

A member of the Board asked if the District can utilize the information provided by the previous demographer. Dr. Majka addressed the concern.

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.

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.

B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the appointment of the following members to the District Evaluation Advisory Committee (DEAC) for the 2016-2017 school year.

Name	Position
Joseph Majka	Superintendent of Schools
Karen Jones	Assistant Superintendent of Curriculum & Instruction
Brian Walsh	Director of Personnel
John Bombardier	Director of K-12 Instruction and Evaluation
Jessie Zitarosa	Director of K-12 Language Arts Literacy/Humanities
Cristina Olsen	Interim Vice Principal – Lloyd Road Elementary School
Nelyda Perez	Director of Special Services
Joelle Nappi	Board of Education Representative
Patricia Janover	Principal – Ravine Drive Elementary School
Wayne Spells	Principal – Cambridge Park / Director of Special Programs
Sandra Rocco	Teacher – Cambridge Park
Michele Ruscavage	Principal – Matawan High School
Mona Tobia	Assistant Principal – Matawan-Aberdeen Middle School
Mark Van Horn	Interim Principal – Cliffwood Elementary School
Casey Barilka	Matawan Regional Teachers Association President / Teacher
Aaron Eyler	Principal – Matawan-Aberdeen Middle School
Michael Wells	Assistant Principal – Matawan High School
Sean Cronin	Assistant Principal/Supervisor Student Personnel Services
Sheryl Kish	Teacher – Matawan High School
Christine Lenihan	Teacher – Ravine Drive Elementary School
Kathleen Vergaretti	Teacher -Cliffwood Elementary School
Joann Hickey	Teacher - Cliffwood Elementary School
Joseph Jerabek	Principal – Lloyd Road Elementary School
Theresa Zimmer	Teacher -Lloyd Road Elementary School
Allison Christie	Teacher – Strathmore Elementary School
Christina Fiorilli	Teacher – Middle School

Rationale: This resolution is a regulatory requirement (*N.J.A.C. 6A:10-2.2*), which requires each district board of education to establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the school district board of education’s evaluation policies and procedures.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the curricula for the following courses that have been aligned to the 2014 New Jersey Student Learning Standards.

Elementary School Curriculum Guides
Science – Grades K-5
Enrichment Pull Out – Grade 3
Enrichment Pull Out Grade 4 – ELA/Math
Enrichment Pull Out Grade 5 – ELA/Math
Technology Media – Grades K-5
Physical Education/Health – Grades K-5
ESL – Grades K-5
World Language – Spanish – Grades K-5
English Language Arts-Social Studies – Grades K-5
Visual and Performing Arts – Grades K-5

Middle School Curriculum Guides
Science – Grades 6-8
Social Studies – Grades 6-8
Physical Education/Health – Grades 6-8
Technology – Grades 6-8
English Language Arts – Grades 6-8
World Language – French – Grades 6-8
World Language – Italian – Grades 6-8
World Language – Spanish – Grades 6-8
Visual and Performing Arts – Grade 6-8
High School Curriculum Guides
High School Science – Grades 9-12
Lab Biology
Lab Biology Honors
Molecular Cell Biology
Lab Chemistry
Lab Chemistry Honors
Lab Physics
Lab Physics Honors
Physics of the 21 st Century
Lab Anatomy and Physiology
Lab Anatomy and Physiology Honors
Oceanography
Academy Engineering
Environmental Science
Forensic Science
Meteorology
Astronomy
Academy Computer Applications
Computer Applications
Desktop Publishing
Academy Accounting
Introduction to Management
AP Studio Art 1
Art Majors 1
Drawing
Introduction to Creative Art
Advanced Art
Ceramics
High School Curriculum Guides
Advanced Ceramics
Web Design 1
Web Design 2
Digital Art 1
Digital Art 2
Graphic Design
Digital Photography
General Shop
Woodworking
Furniture Design
Academy Vocal Music
Dance/Dance Academy
Theory & Harmony
PARCC ELA

PARCC Math
AP Literature
AP Language and Composition
Brookdale English
English 1
English 11 Honors
English III Level I & II
English III Honors
English IV Honors
English IV – Level 1
English IV – Level 2
Journalism 1
Journalism 11
Advanced Journalism
Criminal Law
AP Economics
AP Computer Science Principles
Economics I
Economics II
World Cultures
World Cultures Honors
AP Government and Politics
Sociology
French I
French II
French III
French IV
Latin I
Latin II
Latin III
Latin IV
Italian I
Italian II
Italian III
Italian IV
Italian V – AP
Conversational Italian
Spanish I
Spanish II
High School Curriculum Guides
21 st Century Life and Careers & Business – Grades 9-12
Spanish III
Spanish IV
Spanish V – AP
Conversational Spanish
TV Production I
TV Production II
TV Production III
TV Production IV
Child Care & Development I
Child Care & Development II
Fashion Design I
Food, Fashion, Family
World Cuisine

Foods & Nutrition I
Foods & Nutrition II
Visual & Performing Arts – Grades 9-12

Rationale: The summer 2016 curriculum updates are necessary to align with the newly adopted 2014 New Jersey Student Learning Standards. As per N.J.A.C. 6A:3-3.1, all school districts are required to board approve new and/or revise curricula that clearly and specifically align with the most recent State Board adopted version of the NJ standards for each of the nine K-12 content areas.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District approve Dr. Hodges, Guest Speaker from William Patterson University, to provide professional development workshops for District Coaches and District PE Staff on September 1, 2016, October 10, 2016 and March 10, 2017.

Rationale: The purpose of these professional development opportunities is to teach District coaches and PE Staff instructional strategies for teaching students in the classroom and in athletic arenas, with a focus on how to take responsibility for creating a safe and inclusive school environment.

Cost: \$600.00 **Account #:** 20-270-200-320-11-0000-0

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District approve Samantha Heggman, Assistant Athletic Director for Compliance, Guest Speaker, to provide professional development workshops on NCAA Eligibility Academic Requirements for MRHS student athletes and their families on August 25, 2016 at 7:00 PM.

Rationale: The purpose of this professional development workshop is to provide student athletes and families with information on NCAA academic eligibility requirements to support students and families in selecting appropriate core courses, mainlining academic eligibility and understanding the requirements for exams such as the SAT and ACT.

Cost: \$600.00 **Account #:** 11-000-221-320-04-0000-0

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following K-8 science curriculum design teachers for their participation and compensation in a 5-hour professional development training workshop to take place in August 2016:

Laura Buchanan	Wenona DuBrosky	Margie DeBeVoise	Debbie Mescal
Dawn Lasko	Christine Lenihan	Dustin Reynolds	Patricia Hillyer
Amy Mammano	Cori Patterson	Catherine Towle	

Rationale: This professional development workshop will support the implementation of the science curriculum.

Cost: \$1,650 **Title II-A (PD) Account #:** 20-270-200-101-11-0000-0

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District approve 9th grade student, Grace Costello, and her coach, Michelle Costello, to compete as an Independent entry representing Matawan Regional High School in the sport of Gymnastics for the 2016 season.

Rationale: By approving this request, the Matawan-Aberdeen Regional School District Board of Education will be giving a student athlete the opportunity to compete in the NJSIAA recognized sport as an independent representative of Matawan Regional High School allowing the student-athlete to

experience and learn both the present and long term effects of self-discipline, commitment, and accountability.

Cost: No cost

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve S.V. As a foreign exchange student at Matawan-Regional High School for the 2016 - 2017 school year. She is a 12th grade student from Rome, Italy. S.V. is being represented by the Educational Resource Development Trust Agency. She will be hosted by a family from Keyport, NJ.

Rationale: To further expose our students to a diverse population from abroad and enhance their social and educational experiences.

C. SPECIAL SERVICES

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

Student	Class	School	Reason	Cost	Effective Dates
159163	Autistic	Camp Excel	Make up Sessions	NTE: \$300.00	9/8/2016-12/3/2016
157588	Autistic	Academy Learning Center	Per IEP	Tuition: \$4,872.00 1 to 1 Aide: \$3,190.00	6/27/2016-8/5/2016 (Retroactive)
122016	Cognitively Impaired	Center for Lifelong Learning	Per IEP	Tuition: \$4,321.00	6/27/2016-8/5/2016 (Retroactive)
20	Autistic	Center for Lifelong Learning	Per IEP	Tuition: \$4,872.00 1 to 1 Aide: \$3,190.00 Speech & OT: \$318.00 each	6/27/2016-8/5/2016 (Retroactive)
161839	Other Health Impaired	CPC High Point School	Per IEP	Tuition: \$73,795.90	7/5/2016-6/30/2017 (Retroactive)
154611	Other Health Impaired	CPC High Point School	Per IEP	Tuition: \$73,795.90	7/5/2016-6/30/2017 (Retroactive)
159555	Other Health Impaired	CPC High Point School	Per IEP	Tuition: \$73,795.90 1 to 1 Aide: \$40,180.00	7/5/2016-6/30/2017 (Retroactive)
162268	Cognitively Impaired	CPC High Point School	Per IEP	Tuition: \$73,795.90	7/5/2016-6/30/2017 (Retroactive)
19	Multiply Disabled	CPC High Point School	Per IEP	Tuition: \$73,795.90	7/5/2016-6/30/2017 (Retroactive)
161131	Other Health Impaired	CPC High Point School	Per IEP	Tuition: \$73,795.90	7/5/2016-6/30/2017 (Retroactive)

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following agency/provider:

Provider	Rates	Effective Dates
Our Special Place	\$120.00/hour and \$60.00/ half-hour	9/1/2016–6/30/2017

Rationale: They are being recommended to provide social skills to a student. This student was approved in prior years and it was in the student’s IEP. We agreed providing through this agency, which is familiar with the student and cooperative with the District.

Cost: NTE: \$2,500.00 **Account #:** 11-000-217-320-09-0000-0

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

Provider	Rates	Effective Dates
CPC Behavioral Healthcare 10 Industrial Way East Eatontown, NJ 07724	\$250.00/Psychiatric Evaluation \$125.00/ “Return to School” Evaluation	9/1/16–6/30/17

Rationale: Various evaluations must be completed as per N.J.A.C. 6A:14 based on individual student needs.

Cost: NTE: \$6,000.00 **Account #:** 11-000-320-09-0000-0

PERSONNEL

The following items were then approved by a unanimous roll call vote. Ms. Esposito abstained from agenda item C1.

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

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
Ambrose, Stephanie	ST	Elementary Teacher	Resignation	9/1/2014	8/22/2016 (Retroactive)
Marzella, Dana	MA	Teacher of Special Education Replacement Position	Rescission	9/1/2016	9/23/2016 60 Day Rule May Apply
Van Allen, Clara	MA	Teacher of Special Education	Rescission	9/1/2016	9/23/2016 60 Day Rule May Apply
Boyce, Thomas	MA	Instructional Assistant	Resignation	1/13/2016	8/11/2016 (Retroactive)
Verbovsky, Elizabeth	MA	Occupational Therapist P/T	Resignation	2/1/2016	9/29/2016 60 Day Rule May Apply
Sturt, Frank	CO	Bus/Van Driver	Resignation	9/1/2009	8/12/2016 (Retroactive)
Wynes, Nichole	HS	Teacher of Mathematics	Resignation	9/1/2005	10/14/2016 60 Day Rule May Apply
Brisebois, Kirsten	LR	Instructional Assistant Autism Program	Resignation	10/13/2015	9/13/2016 30 Day Rule May Apply
Grigoli, Kimberly	LR	Elementary Teacher	Resignation	9/1/2003	10/14/2016 60 Day Rule May Apply

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
Ashed, Jillian	CL	Instructional Assistant	Personal Leave	Without Pay	9/1/2016–12/21/2016

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
Mozo, Katarina (District Employee)	CL	Special Education Teacher Autism 1-2-3 (Replacement Position)	C-01	\$49,190.00	1	Morrison (Maternity Leave)	9/1/2016–1/3/2017
Di Palma, Nadine	CL	Secretary 10.5 Months	Step-01	\$21,710.00	8	Giornalista (Transfer)	8/23/2016–6/30/2017
Blake, Samantha	CL	Instructional Assistant MD Class	Step-01	\$19,630.00 + BA Stipend \$1,485.00 = \$21,115.00	7	New Position (IEP Driven)	9/1/2016–6/30/2017
Salsano, Jillien	CO	Child Study Team Social Worker P/T 25 Hours	Step E-01	\$56,090.00 @ 77% FTE = \$43,189.00	5	Fallon (Transfer)	9/1/2016–6/30/2017
Dukes, Jennifer (District Employee P/T To F/T)	CO	Bus/Van Driver	Step-02	\$24.70/Hour	6	Reinhold (Retirement)	9/1/2016–6/30/2017
Bartolotta, Geena	CO	Bus/Van Driver	Step-01	\$24.50/Hour	6	Sturt (Resignation)	9/1/2016–6/30/2017
Mirnasiri, Nayer	HS	Instructional Assistant Autism Program	Step-01	\$19,630.00 + BA Stipend \$1,485.00 = \$21,115.00	7	Incorvaia (Transfer)	9/1/2016–6/30/2017
Hagan, Scott	HS	Instructional Assistant Autism Program	Step-01	\$19,630.00 + BA Stipend \$1,485.00 = \$21,115.00	7	Cupano (Transfer)	9/1/2016–6/30/2017
Mellock, Megan	HS	Instructional Assistant Autism Program	Step -01	\$19,630.00 + AA Stipend \$805.00 = \$20,435.00	7	Warren (Resignation)	9/1/2016–6/30/2017
Kliemisch, Nicole	LR	Elementary Teacher	Step C-04	\$50,600.00	14	Scannella (Resignation)	9/1/2016–6/30/2017
Pattwell, Jourdan	MA	Elementary Teacher Basic Skills P/T Literacy Intervention	Step C-01	\$49,190.00 @ 62% FTE = \$30,498.00	12	New Position (Title I)	9/1/2016–6/30/2017

Name	Loc	Position	Step	Salary/Stipend	# Int	Replace Reason	Effective Dates
Calvosa, Alyssa	MA	Speech Language Specialist	Step E-01	\$56,090.00	6	Ignoscia (Resignation)	9/1/2016-6/30/2017
Portelli, Krista	MA	Special Education LLD Gr. 6-8	Step C-03	\$50,090.00	12	New Position (IEP Driven)	9/1/2016-6/30/2017
Reinecke, Taylor	MA	Teacher of Special Education (Science)	Step C-01	\$49,190.00	12	New Position Van Allen (Rescission)	9/1/2016-6/30/2017
Scatorchia, Brianna	MA	Instructional Assistant BD Class	Step-01	\$19,630.00 + BA Stipend \$1,485.00 = \$21,115.00	7	Boyce (Resignation)	9/1/2016-6/30/2017
Reda, Vilma	RD	Instructional Assistant Kindergarten P/T	Step-01	\$19,630.00 + BA Stipend \$1,485.00 = \$21,115.00 @ 58% FTE = \$12,247.00	2	New Position (Enrollment)	9/1/2016-6/30/2017
Ford, Jennifer District Employee	RD	Teacher of Special Education	Step E-02	\$56,410.00	1	New Position (IEP Driven)	9/1/2016-6/30/2017
Aronowitz, Nicole E.	ST	Elementary Teacher Grade 3	Step C-01	\$49,190.00	11	Ambrose (Resignation)	9/1/2016-6/30/2017

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

2. Substitutes

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

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

Name	College	Cooperating Teacher and/or Administrator	School/Area
Viani, Erin	Monmouth University	Aiello, Nicole	CL – Special Education Field Observation 2016/2017 School Year

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. Mentor – 2016/2017 School Year

Name	Subject	Loc
Maglione, Allison	Elementary – All Subjects	CL
Pappas, Alyssa	Elementary – All Subjects	CL
Natale, Gloria	Special Education	CL
Jennings, Casey	Elementary – All Subjects	ST

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-8.

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

Effective Date: 2016/2017 School Year

5. Middle School Jump Start Program

Name	Position	Max Hours	Cost/Hour	Total Cost	School
Vollaro, Elizabeth	Jump Start LAL	20	\$40	\$800	MAMS
Weitecha, Corinne	Jump Start MATH	20	\$40	\$800	MAMS

Effective Date: August 22, 2016 – August 31, 2016 (8:15am -10:45am)

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

6. High School Freshman Academy

Name	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
#17 Mallozzi, Catarina Pickell, Lee Massimini, Geoffrey	HS Teachers 11-000-213-104-11-0000-0	20	Freshman Academy Preparation August 22, 2016 9:00AM–1:00PM	4	\$30	\$2,400	HS
#18 Pickell, Lee Massimini, Geoffrey	HS Teachers 11-000-213-104-11-0000-0	20	Freshman Academy Preparation August 24 2016 7:00AM–12:00PM	5	\$40	\$4,000	HS
19 Mallozzi, Catarina	Nurse 11-000-213-104-11-0000-9	1	Freshman Academy Participation August 24, 2016 Nurse’s Hours 7:30AM–11:30AM	4	\$40	\$160	HS

Note: Additional staff previously approved.

7. Cambridge Park Pre School Paw Program

Name	Position	Cost/Hour	Total Hours	Effective Date	School
Fiedler, Charnell	PAW Program Coordinator	\$20.00	Not to exceed 28 Hours Per Week	9/1/2016-6/30/2017	CP

Account# 11-105-100-101-11-0000-1

8. K-12 Curriculum Revisions

Name	Position	Staff	Activity	Max Hours	Cost/Hr.	Total Cost	Loc
Elementary School Curriculum Guides (K-5)							
#2 b) Weinstein, Bonnie c) Weinstein, Bonnie	Enrichment a) Enrichment Pull Out Grade 4 (ELA/Math) b) Enrichment Pull Out Grade 5 (ELA/Math)	3	Update/Create curriculum guides for Enrichment pull-out using Rubicon Atlas	45 (15 hours each)	\$30	\$1,350	CO

Name	Position	Staff	Activity	Max Hours	Cost/Hr.	Total Cost	Loc
#7 a.Preiser, Sheryl b.Schultz, Lisa	ELA-SS Curriculum Committee	14	Revise the curriculum and pacing guide (e.g. performance tasks; signposts; assessment rubrics; grade -level norms, etc.) ; align with the CCSS and NJCCSS for 21st Century and Technology; Enter into Rubicon Atlas Curriculum Mapping Software	420 (30 hours person)	\$30	\$12,600	CO
#33 a.Berman, Lauren b.Colao, Raquel	District Literacy Coaches	2	Summer work to prepare materials and facilitate training for New Teacher Literacy Training, and to prepare for the in-service day presentations.	20 hours each	\$30	\$1200	CO
#34 a.Lenihan, Christine b.Marion, Colleen c.Barry, Tara d.Maiello, Regina e.Pappas, Alyssa f.Sullam, Joanne g.Hudak, Jennifer	ELA Curriculum Committee	7	Summer work to prepare for the in-service day presentations.	5 hours each	\$30	\$1050	CO

Rationale For Curriculum Updates: The summer 2016 curriculum updates are necessary to align with the newly adopted 2014 New Jersey Student Learning Standards the newly adopted Next Generation Science Standards (NGSS). As per N.J.A.C. 6A:3-3.1, all school districts are required to board-approve new and/or revised curricula that clearly and specifically align with the most recent State Board adopted version of the NJ standards for each of the nine K-12 content areas. Additional staff previously approved.
Account # 11-000-221-104-04-0000-2

9. Extra-Curricular/Hourly Activities - 2016/2017 School Year

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
Marsh, Laura (Replacing: D. Dellert)	HS	Field Hockey Group I/B Sports	Assistant Coach	Step 1 \$5,010.00	2016/2017 School Year
Hourly Activities 2016/2017 School Year					
Minneci, Frances	CL	ESL	Tutor	\$35.00/Hour	2016/2017 School Year

Account # 11-402-100-100-11-0000-2

10. Volunteers – Activities 2016/2017 School Year

Name	Location	Activity	Effective Date
Servidio, Paul, Dr.	HS	Cross Country Fall Indoor Track – Winter Outdoor Track – Spring	2016/2017 School Year

11. Staff Array Changes – 2016/2017 School Year

Name	Loc	Assignment	Loc	Assignment	Effective Date
Servidio, Paul, Dr.	HS – 0.25	Academy Lab Biology	HS – 0.25	Academy Lab Biology	9/1/2016-6/30/2017
	HS – 0.25	Academy Lab Anatomy & Physiology	HS – 0.25	Academy Lab Anatomy & Physiology	
	HS – 0.25	Lab Anatomy & Physiology	HS – 0.25	Lab Anatomy & Physiology	
	HS – 0.25	Honors	HS – 0.04 O/L	Honors	
		Molecular Cell Biology (STEM)	HS – 0.04 O/L	Molecular Cell Biology (STEM)	
Komito, Marc	HS – 0.20	Geometry 10-12 Honors	HS – 0.20	Geometry 10-12 Honors	9/1/2016-6/30/2017
	HS - 0.40	Geometry 10-12 Level I	HS – 0.40	Geometry 10-12 Level I	
	HS – 0.40	Pre-Calculus	HS - 0.20	Pre-Calculus	
			HS – 0.20	College and Career Readiness - Math	
Wynes, Nichole	HS – 0.40	Algebra 2 Honors	HS – 0.40	Algebra 2 Honors	9/1/2016-6/30/2017
	HS – 0.20	Algebra 2 Level I	HS – 0.20	Algebra 2 Level I	
	HS – 0.20	Pre-Calculus Honors	HS – 0.20	Pre-Calculus Honors	
	HS – 0.20	College and Career Readiness – Math	HS – 0.20	Pre-Calculus	
Ford, Jennifer	RD – 1.00	Basic Skills Grades 1-3	RD – 1.00	Special Education – Resource Room	9/1/2016-6/30/2017

11. Other

A. Job Description - Director of Special Services

FINANCE/TRANSPORTATION

The following items were then approved by a unanimous roll call vote. Ms. Friedman abstained from agenda item A8. Mr. Aitken abstained from agenda item A5. Ms. Nappi abstained from her portion of agenda item A1.

A. BUSINESS OPERATIONS

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

1. Payroll for July 2016 and Bills List for August 2016 (Available for review in Board Secretary’s Office)
Policy #6470 Payment of Claims

July 2016, Payroll	\$664,075.36
August 2016, Bills List	\$3,638,854.69
TOTAL	\$4,302,930.05

2. Transfer of Funds for July 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 **July 2016** as presented.

3. S-1701 Reporting for July 2016

Board Secretary Report for **July 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 **July 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 **July 31, 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

August 22, 2016
 Date

4. Award of Funding for Nonpublic 192/193 Services

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the following funding for Nonpublic 192/193 Services for fiscal year 2016-2017.

Chapter 192/193 Services	\$4,794
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Rationale: The District receives annual funding for Nonpublic 192/193 services that are issued to Home Away from Home Academy.

5. Non-Resident Students of Staff Members

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following non-resident student enrollments. Non-resident students of staff members may attend the Matawan-Aberdeen Regional School District, in accordance with Board of Education Policy 5111. Students will be approved on an annual basis.

Staff Member ID	Student ID	Grade	School Requested
4618	160060	3	Ravine Drive
4618	160587	1	Ravine Drive

6. Approval of Change Order

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

Change Order 1 – HVAC Replacement on Second Floor at Cliffwood

Contract	HVAC Replacement on Second Floor at Cliffwood	
Contractor	Pat Maggio & Son Electric, Inc.	
Change Order	1	
Amount	+\$4,922.24	
Description	Change Smoke Devices in 10 Classrooms to Heat Detectors and place above ceiling	+\$4,922.24
	Total Change Order 1	+\$4,922.24

7. Approval of Dual Use of Educational Space for the 2016-17 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve submission of the annual application to the Executive County Superintendent for Monmouth County, to elect for the 2016-2017 school year for the dual use of Room 17 and Room 28 at the Strathmore Elementary School to be used simultaneously for both English as a Second Language (ESL) and Basic Skills instruction and Room 13 at the Cliffwood Elementary School to be used simultaneously for both Special Education and Occupational Therapy instruction. As required by code, instruction will be separated by placement of a divider in each room.

8. Appointment of Demographic Services for the 2016-17 School Year

WHEREAS, there exists a need for the district to perform demographic services for the Matawan-Aberdeen Regional School District Board of Education for the 2016-2017 school year; and

WHEREAS, such demographic services can be provided by Statistical Forecasting, LLC of P. O. Box 1156, Secaucus, New Jersey 07096; and

WHEREAS, such demographic services will be provided at a cost not to exceed the amount of \$17,350 as appropriated or to be appropriated from account 11-000-251-330-11-0000-0; and

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education appoint Statistical Forecasting to perform demographic services and that the foregoing appointment is made without competitive bidding pursuant to N.J.S.A. 18A:18A-5 et seq., meeting the definition of an extraordinary unspecifiable service based upon the service being of such nature that is specialized, requiring expertise and a proven reputation in the field.

9. Approval of Travel and Related Expense Reimbursement

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.4 et seq. requires board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may through policy establish, for regular district business travel only, an annual; school year threshold, such threshold must not exceed the statutory maximum of \$1500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.4 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education out of district travel and reimbursement documents.

NOW, THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.4 et seq. as being necessary and unavoidable as noted on the approved Board of Education out of district travel and reimbursement documents; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements for the 2016-2017 school year in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$85,700 for all staff and board members.

10. Routine Business Travel 2016-2017

Policy: # 6471 School District Travel

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education pursuant to Travel policy # 6471, approve the following staff for travel related to routine business for the 2016-2017 school year:

Name	Position	Total
Joseph Majka	Superintendent	\$2400
Karen Jones	Assistant Superintendent for Curriculum & Instruction	\$1500
Alex Ferreira	School Business Administrator	\$1500
Brian Walsh	Director of Personnel	\$1500
Nelyda Perez	Director of Special Services	\$1500
Cristina Olsen	Assistant Director, Special Services & Autism Programs	\$1500
Scott Ahlers	Computer Technician	\$1300
Rachael Alvarez	Social Worker	\$650
Elaine Badalamenti	Accountant/Purchasing Supervisor	\$100
Sara Bakley	LDTC	\$650
Mallory Bartlett	Psychologist	\$650
Jennifer Bauer	Occupational Therapist	\$650
Kelly Bera	Principal, Strathmore	\$1500
Lauren Berman	Literacy Coach	\$650
John Bombardier	Director, K-12 Instruction & Evaluation	\$1500
Allison Calvosa	Speech Therapist	\$650
Rachel Colao	Literacy Coach	\$650
Nicole D'Agostino	Behaviorist	\$650
Christine D'Angelo	Speech Therapist	\$650
Chris DeLeonardo	Confidential Executive Secretary to the School Business Administrator/Board Secretary	\$100
Aida Deutsch	Speech Therapist	\$650
Dave Diaz	Computer Technician	\$1300
Kevin Dugal	Information Systems Operations Manager	\$1500
Aaron Eyler	Principal, MAMS	\$1500
Curran Fallon	Social Worker	\$650
Colleen Farrell	Speech Therapist	\$650
Allison Foley	Speech Therapist	\$650
Maria Gallo	Social Worker	\$650
Louis Gonzalez	Computer Technician	\$1300
Darla Guidie	Payroll/Benefits Manager	\$100
Linda Gumina	Speech Therapist	\$650
Jessica Hollinger	LDTC	\$650

Name	Position	Total
Mark Irons	STEM Coach	\$650
Pat Janover	Principal, Ravine Dr	\$1500
Joe Jerabek	Principal, Lloyd Rd	\$1500
Lauren Kelly	Social Worker	\$650
Betsy Lazar	Bookkeeper	\$100
Michele Maida	Secretary	\$650
Dora Mainieri	Psychologist	\$650
Lauren Miles	LDTC	\$650
Doreen Moilnari	Speech Therapist	\$650
Tara Murphy	Psychologist	\$650
Jennifer Nangano	Psychologist	\$650
Adam Nasr	Supervisor, O&M	\$350
Claudia O'Mullan	Occupational Therapist	\$650
Rich Oppegaard	Director of Security	\$350
Dave Palumbo	Assistant to the School Business Administrator/Board Secretary	\$100
Amy Ritchie	Speech Therapist	\$650
Michele Ruscavage	Principal, HS	\$1500
Jillian Salsano	Social Worker	\$650
Kristina Saccomondo	Psychologist	\$650
Debra Sibilia	Transition Coordinator	\$650
Kate Sidley	Speech Therapist	\$650
Lauren Six	Occupational Therapist	\$650
Wayne Spells	Principal, Cambridge Park Elementary School/ Director of Special Programs	\$1500
Yael Spitz	LDTC	\$650
Annie Trezza	Behaviorist	\$650
Phil Tyburczy	Assistant Principal in Charge of Athletics	\$1500
Mark Van Horn	Principal, Cliffwood	\$1500
Jamie Zibbell	Social Worker	\$650
Celestine Zitarosa	Director, K-12 Language Arts Literacy/Humanities	\$1500

11. Fire and Evacuation Drills

The following Fire and Evacuation Drills occurred during July 2016:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Fire Drill	No Drill Required
Cambridge Park Pre-school	Lock Down	No Drill Required
Strathmore Elementary School	Fire Drill	7/13/16 @ 9:00 am
Strathmore Elementary School	Lock Down	7/14/16 @ 9:00 am
Cliffwood Elementary School	Fire Drill	No Drill Required
Cliffwood Elementary School	Bomb Threat	No Drill Required
Lloyd Road Elementary School	Fire Drill	No Drill Required
Lloyd Road Elementary School	Active Shooter	No Drill Required
Matawan-Aberdeen Middle School	Fire Drill	7/12/16 @ 9:20 am
Matawan-Aberdeen Middle School	Shelter in Place	7/20/16 @ 9:45 am
Ravine Drive Elementary School	Fire Drill	7/18/16 @ 11:11 am
Ravine Drive Elementary School	Evacuation	7/20/18 @ 10:18 am
Matawan Regional High School	Fire Drill	7/6/16 @ 10:00 am
Matawan Regional High School	Lock Down	7/5/16 @ 10:00 am

XIV. UNFINISHED BUSINESS

Ms. Esposito stated that she and Mr. Walsh have reviewed the District’s bylaws. They were going through them to make sure none were out of date. They will be reaching out to Strauss Esmay to see if there are any updates.

XV. NEW BUSINESS

There was none.

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 Legal Matters – Litigation Update; Confidential Personnel Matters – Discussion of Interim Vice Principal. 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. Martinez, seconded by Mr. Aitken that the Board convene in Executive Session and approved by a unanimous voice vote at 7:49 pm.

The Board returned to Open Session at 8:08 pm.

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

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

PERSONNEL

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

2. Appointments

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Olsen, Cristina	LR	Interim Assistant Principal	MRAA: Guide B - Step-01	\$128,941.00 (Pro-rated)	17	Van Horn (Transfer to Interim Principal)	9/1/16-6/30/17 (or sooner)
Lazur, Margaret	CO	Interim Assistant Director of Special Services & Autism Programs	MRAA: Guide C - Step-02	\$122,210.00 (Pro-rated)	17	Olsen (Transfer to Interim Assistant Principal)	9/1/16-6/30/17 (or sooner)

XVIII. ADJOURNMENT

On a motion by Ms. Nappi, seconded by Ms. Friedman and a unanimous roll call vote the Board adjourned the meeting at 8:10 pm.

Respectfully submitted,



Alex Ferreira
School Business Administrator/
Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
AUGUST 22, 2016**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Arnone, Suzanne (replacing Jennifer Ford previously approved 7/25/2016)		8/22/2016, 8/23/2016, 8/24/2016, 8/25/2016, 8/26/2016	Holiday Inn Secaucus, NJ	Institute for Multi-Sensory Education IMSE Comprehensive Orton-Gillingham Training	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	NO
Gonzalez, Nicole	CL	8/22/2016, 8/23/2016, 8/24/2016, 8/25/2016, 8/26/2016	Holiday Inn Secaucus, NJ	Institute for Multi-Sensory Education IMSE Comprehensive Orton-Gillingham Training	Previously approved 7/25/2016	Previously approved 7/25/2016	Additional \$19.00* Previously approved 7/25/2016	\$0.00	\$0.00	\$19.00*	NO
Hausmann, Kathryn	ST	8/22/2016, 8/23/2016, 8/24/2016, 8/25/2016, 8/26/2016	Holiday Inn Secaucus, NJ	Institute for Multi-Sensory Education IMSE Comprehensive Orton-Gillingham Training	Previously approved 7/25/2016	Previously approved 7/25/2016	Additional \$26.50* Previously approved 7/25/2016	\$0.00	\$0.00	\$26.50*	NO
Cacopardo, MaryAnn (replacing T. Goldheimer previously approved 7/25/2016)	CL	8/22/2016, 8/23/2016, 8/24/2016, 8/25/2016, 8/26/2016	Holiday Inn Secaucus, NJ	Institute for Multi-Sensory Education IMSE Comprehensive Orton-Gillingham Training	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	Previously approved 7/25/2016	NO
Eyler, Aaron	MS	9/16/2016, 12/1/2016, 3/17/2016	NJPSA/FEA Monroe Twp., NJ	NJPSA State Council Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Palumbo, David	CO	9/10/2016	Doubletree Inn Mt. Laurel, NJ	New Jersey NJASBO Fiscal Updates to Procurement under Federal Grant Programs and Homeless Education Costs	\$75.00**	\$18.29**	\$0.00	\$0.00	\$0.00	\$0.00	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR ACTION MEETING
AUGUST 22, 2016**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Bakley, Sarah	ST/CP	10/14/2016	Double Tree Somerset, NJ	International Dyslexia Association Identifying Struggling Readers and Providing Research Based Interventions Across All Settings	\$230.00****	\$0.00	\$0.00	\$0.00	\$0.00	\$230.00****	NO
Hollinger, Jessica	HS	10/14/2016	Double Tree Somerset, NJ	International Dyslexia Association Identifying Struggling Readers and Providing Research Based Interventions Across All Settings	\$230.00****	\$13.14****	\$0.00	\$0.00	\$0.00	\$243.14****	NO
Miles, Lauren	MS	10/14/2016	Double Tree Somerset, NJ	International Dyslexia Association Identifying Struggling Readers and Providing Research Based Interventions Across All Settings	\$230.00****	\$12.77****	\$0.00	\$0.00	\$0.00	\$242.77****	NO
Spitz, Yael	CL	10/14/2016	Double Tree Somerset, NJ	International Dyslexia Association Identifying Struggling Readers and Providing Research Based Interventions Across All Settings	\$230.00****	\$12.89****	\$0.00	\$0.00	\$0.00	\$242.89****	NO
Langer, Annette	ST	10/18/2016	The Palace Somerset, NJ	25 Annual NJAAP School Health Conference	\$175.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00*	YES
Preuss, Rosalie	LR	10/18/2016	The Palace Somerset, NJ	25 Annual NJAAP School Health Conference	\$175.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00*	YES
Palumbo, David	CO	4/27/2016	Doubletree Inn Mt. Laurel, NJ	NJASO Audit Program Update and Miscellaneous Financial Issues	\$75.00**	\$18.29**	\$0.00	\$0.00	\$0.00	\$93.29**	NO
TOTAL										\$5,373.87	

*Amount being charged to Account #11-000-221-580-04-0000-1

**Amount being charged to Account #11-000-251-580-11-0000-0

***Amount being charged to Account #11-000-219-580-09-0000-0

****Amount being charged to Account #20-250-200-300-09-0000-0

Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$237.00

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
 BOARD OF EDUCATION REGULAR ACTION MEETING
 AUGUST 22, 2016**

Curriculum and Instruction Attachment #1

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.											