

MISSION STATEMENT

We are committed to achieving the NJ Core Curriculum Content and Common Core State Standards in all areas, and providing a safe and supportive environment where students are inspired, empowered, and encouraged to excel.

VISION STATEMENT

Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as honorable members of society.

WORKSHOP MEETING was held on June 13, 2016, Matawan Regional High School, 450 Atlantic Ave. Aberdeen, NJ.

I. CALL TO ORDER

Board President, Ms. Esposito called the Committee of the Whole Meeting to order at 7:03 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 June 8, and June 10, 2016. 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 (arrived at 7:41 pm)
	Mr. Kenneth Aitken	Mr. Weymouth Brittingham
	Ms. Allison Friedman	Ms. Kathleen Gentile
	Ms. Tara Martinez	Ms. Joelle Nappi
	Ms. Africa Nelson	

Absent:

Also Dr. Joseph Majka, Superintendent of Schools

Present: Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction
Mr. Thomas M. Venanzi, Interim School Business Administrator/Board Secretary
Mr. Brian Walsh, Director of Personnel
Ms. Nelyda Perez, Director of Special Services
Mr. Dave Palumbo, Asst to the Interim School Business Administrator/Asst. Board Secretary

SUPERINTENDENT’S REPORT

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

High School Principal Ms. Ruscavage recognized the High School retirees, Ms. Hitchman, Mr. Hoernle, Ms. McGuinness, Ms. Quinn and Mr. Turner. Each retiree was presented with a plaque.

Lloyd Road Elementary School Principal Mr. Jerabek recognized the Lloyd Road retiree Ms. Serden. She was presented with a plaque.

Dr. Majka presented School Business Administrator Mr. Tom Venanzi with a plaque in recognition of his service to the District.

Director of Language Arts/Humanities Ms. Zitarosa and several members of the World Language Committee made a presentation to the Board via power point on the World Language courses.

A couple members of the Board had questions regarding the scheduling of when the courses will be offered. Ms. Zitarosa addressed the concerns.

A member of the Board was concerned that students would not be interested in other languages other than Spanish since it is the only language offered in grade K-3. Ms. Zitarosa addressed the concern.

A member of the Board stated that her son studied Italian in college. He knew many words but was not able to converse.

A member of the Board was excited to hear that students would be spending more time taking foreign languages.

Dr. Delaney arrived at 7:41 pm.

A member of the Board thanked the World Language Committee for their hard work and hopefully this leads to the students being able at the college level to read books, write reports and speak fluently in class in that particular language.

A member of the Board inquired if the World Language courses could use other types of technology or items like Rosetta Stone in the classroom. Ms. Zitarosa addressed the concern.

Dr. Majka stated that the Language Arts Committee Presentation will be tabled.

There was a ceremony to recognize the Matawan-Aberdeen Education Foundation grant recipients.

Keiko Gendi, the Chairperson of the Matawan-Aberdeen Education Foundation discussed the foundation and recognized the teachers who received the grants. Six of the grant recipients, Lindsey Lorefice, Lisa Bauer, Ann Molinari, Dr. Daniel Kaplan, Amy Raiola and Colleen Marion made presentations about their projects.

Ms. Esposito had a message from former Interim Superintendent Dr. Golden. She said Dr. Golden wanted to congratulate the Education Foundation for their hard work and stepping up and accepting the challenge of making sure the Education Foundation didn't disappear.

Dr. Majka thanked Ms. Martinez for being the Board's liaison to the Education Foundation.

The Board thanked the Education Foundation and the teachers for their hard work in providing great opportunities for the students.

Ms. Keiko Gendi thanked everyone for the support. She specifically thanked Ms. Martinez for her help.

Dr. Majka gave a power point presentation on the Implementation Plan for the Referendum Projects.

STUDENT REPRESENTATIVE'S REPORT

Student Representative Adam Elliott made the following statements:

At Ravine Drive, the parents, students and staff had literacy night at Barnes and Noble.

Strathmore Elementary held its fun day event last week.

Cliffwood Elementary held its Arts Night in the beautiful friendship garden.

Lloyd Road held its field day last Friday for the 4th graders while the 5th graders went to the pool club.

The Middle School held its first ever career day.

The High School had a successful career day. In addition there was the senior picnic and the prom.

Thanked everyone for allowing him to be the Student Representative to the Board of Education.

Ms. Esposito wished Mr. Elliott good luck on his future.

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 C&I Agenda. The remainder of the items will be presented for action at the June 27, 2016 Regular Action Meeting.

A motion was made by Ms. Martinez and seconded by Ms. Nappi.

Dr. Jones pointed out that Mr. David Grier, who is the World Language person from the Department of Education is in attendance and worked with the committee.

Dr. Jones spoke regarding the reasons that the Language Arts Committee presentation was tabled.

Members of the Board thanked the administration for answering their questions prior to the Board meeting.

A member of the Board had a question regarding the New Perspectives Computer Concepts curriculum and materials. Mr. Bombardier addressed the concern.

Ms. Esposito stated she would like all Board members on the invitation list for the Consortium on Equality.

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

B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following instructional materials and resources for the 2016-2017 school year:

- 1) *Criminal Justice Today* - Schmallegger-Hall Publishing – ©2015 – HS Social Studies
- 2) *Reach* –National Geographic/Hampton Brown Publishing- ©2011 – ESL – Grade 2
- 3) **Conceptional Integrated Science* -2nd Edition – Pearson Publishing - ©2013 – HS Science
- 4) **New Perspectives Computer Concepts 2016 Enhanced* - -Parsons/Cengage Publishing - ©2017 – HS Computer Science

Rationale: As per NJDOE regulations, all districts must have a written policy and procedure for textbook replacement. The Matawan-Aberdeen Regional School District reviews and evaluates textbooks every five years to ensure alignment to state standards and content relevance. Textbooks are re-evaluated when

curriculum guides are revised, new courses are established, and/or when programmatic changes occur. * = New Course.

Total Cost: \$27,488.43

Account #: 11-190-100-640-04-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract with *Realtime, Inc.* for the 2016-2017 school year.

Rationale: New Jersey school districts are required to select a data management tool to support their chosen teacher evaluation instrument as part of the AchieveNJ state mandate. This recommendation is based on input from the AchieveNJ local and the District Evaluation Advisory Committee.

Cost: \$10,440.00

Account #: 11-190-100-610-04-00000-2

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the *2011 Danielson Framework for Teaching (FfT)* as the teacher practice evaluation instrument for the 2016-2017 school year.

Rationale: New Jersey school districts are required to select an NJDOE approved teacher evaluation instrument as part of the AchieveNJ state mandate. This recommendation is based on input from the AchieveNJ local and district advisory committees, extensive training of staff in the Danielson Framework, and successful integration of the *FfT* into practice over the past two school years. It is important to note that the district will be utilizing the 2011 edition of the Danielson Framework for Teaching (*FfT*) as Realtime does not own the copyrights for the 2013 edition of the Danielson rubrics.

Cost: Included in the Realtime license (above)

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the *Marshall Principal Practice Evaluation Instrument* for the 2016-2017 school year.

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

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve renewal of the contract for *Performance Matters* for the 2016–2017 school year.

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

Cost: \$36,100.00

Technology Account #: 11-000-218-390-07-0000-0

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve renewal of the contract for *Rubicon Atlas Curriculum Mapping Software* for the 2016–2017 school year.

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

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

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its subscription with **Global Compliance Network, Inc.** (a.k.a. GCN Training) for unlimited online staff tutorials for a period of 12 months, from July 1, 2016 through June 30, 2017.

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

Cost: Not to Exceed \$1,500.00 **Account #:** 11-000-223-320-02-0000-0

8. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its subscription with **Discovery Education** (United Streaming) for a period of 12 months, from July 1, 2016 through June 30, 2017.

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

Cost: \$16,645.00 **Account #:** 11-190-100-610-04-0000-2

9. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with **BrainPop** for a period of 12 months, from July 1, 2016 through June 30, 2017.

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

Cost: \$6,063.79 **Account #:** 11-190-100-610-04-0000-2

10. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the online subscription with **Reading A-Z** from January 28, 2017 through June 30, 2017 (current subscription expires on January 27, 2017).

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

Cost: \$395.62 (pro-rated) **Account #:** 11-190-100-610-04-0000-2

11. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with **Explore Learning Gizmos** for a period of 12 months, from July 1, 2016 through June 30, 2017.

Rationale: Gizmos provide students and teachers with access to online simulations aligned to the Next Generation Science Standards (NGSS) and Common Core State Standards (CCSS).

Cost: \$16,000.00 **Account #:** 11-190-100-610-04-0000-2

12. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with *Reflex Math* for a period of 12 months, from July 1, 2016 through June 30, 2017.

Rationale: Reflex Math is an adaptive online system that helps students to become fluent with their math facts.

Cost: \$12,181.00 **Account #:** 11-190-100-610-04-0000-2

13. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the renewal agreement with *Schoolwires* for District web hosting for the period July 1, 2016 through June 30, 2017.

Cost: \$11,552.92 **Technology Account #:** 11-000-252-340-07-0000-0

14. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the contract renewal with *Renaissance Learning* for a period of 12 months, from July 1, 2016 through June 30, 2017.

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

Cost: NTE: \$39,512.00 **Account #:** 11-190-100-610-04-0000-2

15. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education continue its online subscription with Sunburst Digital, Inc. for *Type to Learn 4* student licenses for a period of 12 months, from July 1, 2016 through June 30, 2017.

Rationale: This subscription supports the elementary computer curriculum.

Cost: Not to exceed \$5,000.00 **Account #:** 11-190-100-610-07-0000-0

16. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth University Principals' Academy* for the period July 1, 2016 through June 30, 2017.

Rationale: This membership will provide continuing professional development for school level administrators. This comprehensive membership includes attendance for school administrators at each of the four sessions that will be held during the 2016-2017 school year.

Cost: \$350.00 **Account #:** (Title II-A PD): 20-270-200-890-00-0000-0

17. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth University Superintendents' Academy* for the period July 1, 2016 through June 30, 2017.

Rationale: This membership will provide continuing professional development for district level administrators. This comprehensive membership includes attendance for district level administrators at each of the four sessions that will be held during the 2016-2017 school year.

Cost: \$350.00

Account #: (Title II-A PD): 20-270-200-890-00-0000-0

18. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth University Central Jersey Consortium for Excellence and Equity in Education (CJCEE)* for the period July 1, 2016 through June 30, 2017.

Rationale: This membership will provide continuing professional development focused on inter-district collaboration and shared learning for continuous improvement in eliminating the disparities in academic achievement and engagement to ensure the future success of traditionally underachieving students. This comprehensive membership includes attendance for up to five district representatives at each of the eight sessions that will be held during the 2016-2017 school year.

Cost: \$2,000.00

Account #: (Title II-A PD): 20-270-200-890-00-0000-0

19. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the district membership to the *Monmouth County Curriculum Consortium (MC3)* for the period July 1, 2016 through June 30, 2017.

Rationale: This membership will provide continuing professional development for district level administrators on topics related to curriculum, instruction, assessment, and professional development. This comprehensive membership includes attendance for up to five administrators at each of the three professional development summits, and attendance for up to three district administrators at each of the monthly MC3 meetings that will be held during the 2016-2017 school year.

Cost: \$600.00

Account #: 11-000-221-890-04-0000-0

20. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the District's participation in Kean University Diversity Council courses, "Teaching the Holocaust" and "Teaching Prejudice Reduction" to be offered and hosted in the Matawan-Aberdeen School District during 2016 – 2017 school year.

Rationale: This opportunity will provide continuing professional development to staff and faculty members who are interested in participating in both courses and currently hold at least a Bachelor's Degree. Participants will learn pedagogy for teaching historic information, using various texts and media that explore teaching strategies, course content, and curricular materials that meet age appropriate learning objectives, in accordance with Common Core Standards. Participants will also develop strategies for teaching prejudice reduction by examining topics such as race, ethnicity, discrimination, bullying and preconception. An essential element of teaching the Holocaust is a trip to the United States Holocaust Museum in Washington, D.C. in October 2016. The district will pay the cost of the contracted bus for the participating staff to attend. Participants also must attend one session of the Distinguished Scholar Lecture at Kean University. Enrollment in the course is limited to 30 participants on a first-come, first-serve basis.

Cost: \$2,200.00

Account #: (Title II-A PD):20-270-200-890-00-0000-0

C. SPECIAL SERVICES

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

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

Targeted Students: Students in our Cognitively Impaired (CI) classrooms and dependent on grade level, some Autism classrooms at the secondary level through age 21.

Cost: NTE: \$5,000.00 **Account #:** IDEA 20-250-100-320-09-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Rethink, a proprietary web-based training, curriculum, and data tracking platform for children with special needs.

Rationale: Rethink offers teaching staff a comprehensive curriculum that addresses the needs of special education students across functioning and grade levels with four main pedagogical focuses: core developmental skills, inclusive practices, transition planning, and behavior. Rethink curriculum makes it easy for teachers to address common core standards while helping students make progress on IEP goals and objectives. It includes data analysis which makes it easy for teachers to evaluate student IEP progress and engage in evidence based practices. By using Rethink to input and track data, teachers will have access to automatically generated data graphs and progress reports in Realtime, providing beautiful, accessible, and easy to understand evidence of student progress that can lead to more effective classroom interventions. The program is also inclusive of parent training and programs to help transfer skills to the home.

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

Cost: NTE: \$28,200.00 **Account #:** IDEA 20-250-100-320-09-000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following service provider for the 2016 Extended School Year:

Physical Therapy Services
Bernadette Racioppi

Rationale: Required services provided to Child Study Team under the supervision of the Director of Special Services. This is a reappointment from the 2015 Extended School Year and a continuation of services from the 2015 – 2016 school year.

Cost: \$95.00/hour **Account #:** 11-000-216-320-09-0000-0
NTE: \$3,800.00

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 June 27, 2016 Regular Action Meeting.

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

Mr. Walsh noted that Amy Mammano’s effective dates were duplicated.

Mr. Walsh stated that agenda item #11 will be pulled and placed on the next agenda.

Mr. Walsh noted that the lettering on agenda item #12 will be corrected.

A member of the Board asked that the revisions in the staffing array be made in a different color. Mr. Walsh addressed the concern.

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
Robertson, Kaitlyn	CL	Instructional Assistant	Resignation	9/1/2015	6/23/2016
Dlugokenski, Carol	CO	Secretary 12 Months to Principal/Director and Front Office Receptionist	Retirement	8/2/2004	7/29/2016

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
Alston, Lisa	ST	Instructional Assistant	Personal	Without Pay	6/22/16-6/23/16 (Retroactive)
Gregg, Jennifer	LR	Language Arts Teacher	Personal	Without Pay	5/24/16 & 6/3/16 & 6/9/16 (Retroactive)
Baker, Kristen	LR	School Social Worker	Personal	Without Pay	6/1/16 PM only (Retroactive)
Mammano, Amy	LR	Elementary Teacher	Personal	Without Pay	6/8/16-6/9/16 (Retroactive)
Santoro, Danielle	LR	Teacher of Special Education	Personal	Without Pay	6/9/16 (Retroactive)
Ciani, Susan	CO	Administrative Assistant P/T	Medical	Without Pay	6/1/16 – TBD (Retroactive)
Robertson, Kaitlyn	CL	Instructional Assistant	Personal	Without Pay	6/17/16 (Retroactive)
Morillo, Deborah	RD	School Librarian Media Specialist	Personal	Without Pay	6/10/16 (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
Kaeser, Regina	CO	Interim Transportation Coordinator	Step-03	\$80,579.00	5	Schwegler (Resignation)	7/1/16-12/31/16
Beatrice, Kathleen	CO	Interim Transportation Dispatcher-Bus/Van Driver	Step-02	\$41,496.00 + \$2,185.00 Dispatcher Stipend (\$43,683.00)	5	Kaeser (Interim)	7/1/16-12/31/16

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

2. Substitutes – 2015/2016 and 2016/2017 School Year

Category	Account Number
Nurse	11-000-213-104-11-000-9

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

3. College Student Observer(s)/Teacher(s)

Name	College	Cooperating Teacher and/or Administrator	School/Area

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

Cost: None

Effective Date: 2016/2017 School Year

4. Home Instruction

ID No.	Subject/Class	Loc	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total No. of Hour Per Subject/Class	Effective Dates
155929	English 2 Honors	HS	Castelli, Courtney	Greenman, Jessica	2	3	6	6/2/16-6/23/16 (Retroactive)
155929	US History 1 Honors	HS	Wegrzyn, Louise	Carnovsky, Robert	2	3	6	6/2/16-6/23/16 (Retroactive)

Account # 11-150-100-101-11-0000-1

5. Mentors – 2016/2017 School Year

Name	Subject	Location
Bruder, Angela	Elementary – All Subjects	Ravine Drive Elementary School
Lenihan, Christine	Kindergarten	Ravine Drive Elementary School
Russo, Susan	Special Education	Matawan Aberdeen Middle School
Sullam, Joanne	Elementary – All Subjects	Ravine Drive Elementary School

Rationale: Provisional Teacher assumes total responsibility for paying the Mentor Teacher pursuant to NJAC6:11.3.2c

Cost: None to the Board

Effective: 9/1/16-6/30/17

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

Name	School	Activity	Position	2016/2017 Stipend	Effective Date
Spampanato, Salvatore	HS	Football	Assistant Coach	Step -3 \$7,290.00	2016/2017 School Year

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

Effective: 2016/2017 School Year

7. Summer Interns – Technology Department (Part-Time) 2016-2017

Name	Position	Hours	Cost/Hour – Total
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00
TBD	Technician P/T	244	\$10.00/Hour - \$2,440.00

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

Account# 11-000-261-101-11-0000-9

Effective: 7/6/16-9/30/16

8. Anti-Bullying Specialists 2016/2017 School Year

Name	School
Walsh, Brian	District Anti-Bullying Coordinator
Spells, Wayne	School Specialist Cambridge Park Pre-School
Simmonds, Alyssa	School Specialist Cliffwood Elementary School
Baker, Kristin	School Specialist Lloyd Road Elementary School
Mc Kurth, Daryl	School Specialist Matawan Aberdeen Middle School
Alvarez, Rachel	School Specialist Matawan Regional High School
Danback, Barbara	School Specialist Ravine Drive Elementary School
Danback, Barbara	School Specialist Strathmore Elementary School

Account # 11-000-218-104-11-0000-1

Effective: 9/1/16-6/30/17

9. Spanish Translator – 2016/2017 School Year

Name	Position	Activity	Max Hours	Cost/Hour	Total Cost	Location
Luciano, Melinda (LR) Nazarian, Gloria (CO) Garrett, Carolina (MA)	Spanish Translator	Translate as needed for CST, IEP Meetings, Back-to-School Nights, Parent Conferences, etc.	As Needed	\$30.00	As Needed	District Wide

10. Chaperone

Last Name	First Name	Location
Brown	Eric	High School Graduation
Carnovsky (Replacing D. Dellert)	Robert	High School Graduation

Cost: Three Hours (3) at \$25.00 per hour

Account #: 11-421-100-178-11-0000-6

Effective: June 2016

12. OTHER

a. Mentoring Plan 2016/2017 School Year – Personnel Attachment #1

b. Staffing Array 2016/2017 School Year

c. Sidebar Agreement #1 to MRTA 2014-2017 Collective Bargaining Agreement

- d. **Sidebar Agreement #2** to MRTA 2014-2017 Collective Bargaining Agreement
- e. **ESY – Summer General Education/Special Education**
Additional Recommendations – **Personnel Attachment #2**
Attachment will be available for June 27, 2016 Board Meeting
- f. **Curriculum Revision – Summer 2016 – Personnel Attachment #3**
Attachment will be available for June 27, 2016 Board Meeting
- g. **Job Description - PK-12 Teacher Coach (STEM)**

POLICY

Mr. Walsh reviewed the Policy Agenda requesting the Board take action this evening on the first reading of the listed policies. The second reading of the Policy Agenda will be presented for action at the June 27, 2016 Regular Action Meeting.

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

A couple members of the Board would like to see the consequence chart for Policy #5600, Student Discipline/Code of Conduct. Mr. Walsh addressed the concern.

The Board would like to further discuss Policy # 8550, Outstanding Food Service Charges.

There was a motion by Mr. Aitken, seconded by Dr. Delaney to table Policies 5600 and 8550. This was approved by a unanimous voice vote.

VII. FINANCE/TRANSPORTATION

Mr. Venanzi reviewed the Finance/Transportation Agenda requesting the Board take action this evening on Action Items A.1.through A.4. The remainder of the items will be presented for action at the June 27, 2016 Regular Action Meeting.

A motion was moved by Dr. Delaney and seconded by Mr. Aitken.

Mr. Venanzi will give a financial condition report at the Regular Action Meeting on June 27, 2016.

A member of the Board was concerned that the Board will be approving a professional development support service prior to hearing from the Language Arts Committee. Dr. Jones addressed the concern. The same member of the Board asked why the District is rewriting the curriculum again if they have been working with him. Furthermore, has Schillinger worked with the literacy coaches and do the literacy coaches have contact with the students. Dr. Jones addressed the concerns.

Dr. Majka stated the items being discussed will be addressed and that is why the Language Arts Committee Presentation was tabled tonight.

A member of the Board inquired what does Schillinger provide that can't be done by our own staff. Dr. Jones addressed the concern. The same Board member was concerned how this will affect readers and writers workshop and the direction the District is going. Dr. Jones addressed the concern.

A member of the Board inquired if the vendor Safety Down Under, agenda item #18 could help with the tick issue. Dr. Majka addressed the concern.

A member of the Board inquired if a performance review was conducted with Aramark prior to renewing their contract. Dr. Majka addressed the concern.

A. BUSINESS OPERATIONS

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

5. Payroll for May 2016 and Bills List for June 2016 (Available for review in Board Secretary’s Office)
Policy #6470 Payment of Claims

May 2016, Payroll	\$3,402,496.14
June 2016, Bills List	\$
TOTAL	\$

6. Transfer of Funds for May 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 **May 2016** as presented.

7. S-1701 Reporting for May 2016
Board Secretary Report for **May 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 **May 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 **May 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.

Thomas M. Venanzi
Board Secretary

June 27, 2016
Date

8. Final Bills List and Transfers – 2015-16 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Business Administrator to prepare a final bills list for the 2015-16 school year for bills to be paid between June 27, 2016 and June 30, 2016, to be confirmed at the Board meeting to be held on Monday, July 25, 2016. Further, to authorize the Business Administrator to employ line item transfers as necessary in order to bring all accounts into balance as of June 30, 2016.

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

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

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

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

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has determined that up to \$1,500,000 is available for such purposes to transfer into the Capital Reserve account,

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

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

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

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

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

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has determined that up to \$500,000 is available for such purposes to transfer into the Maintenance Reserve account,

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

11. Award of Contract Renewal for Substitute Teacher, Assistant & Clerical Services for the 2016-17 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education, in accordance with N.J.S.A. 18A:18A-42, (renewal of contracts), renew the contract with Source 4 Teachers, Inc., 800 Kings Highway North, Suite 405, Cherry Hill, NJ 08034 for the 2016-17 school year after finding that the contract is being implemented in an efficient manner. The renewal will commence on July 1, 2016 at the following rates:

Position	Full Day Rate
Clerical	\$94.50
Teacher’s Aide/Instructional Assistant	\$94.50
Teacher - Certified	\$114.75

Teacher - Sub Cert w/ Degree	\$101.25
Teacher - Long Term Assignment	\$135.00

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

12. Appointment of Asbestos Management Services

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education appoint Environmental Connection Inc. for a 3 year re-inspection and asbestos management services in connection with AHERA regulations for the 2016-17 school year at a Professional Fee Estimate of \$2,500 based on the fee schedule on file in the Board Secretary’s Office. Funds are or will be available and appropriated from Account # 11-000-262-340-12-0000-0.

13. Allocation and Submission of the Grant Plan for the Every Student Succeeds Act (ESSA)

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the allocation and authorize the submission of the grant plan for the Every Student Succeeds Act (ESSA) for fiscal year 2016-2017.

	Grant Title	Amount
Title I, Part A	Improving Basic Programs Operated by Local Education Agencies	\$403,065.00
Title II, Part A	Teacher and Principal Training and Recruiting Fund	\$76,583.00
Title III	Grants and Subgrants for English Language Acquisition and Language Enhancement	\$20,072.00

14. Allocation of the Grant Plan for the Individuals with Disabilities Education Act (IDEA-B)

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the allocation of the grant plan for the Individuals with Disabilities Education Act (IDEA-B) for fiscal year 2016-17.

Grant Title	Amount
IDEA Basic – Public Share	\$881,388.00
IDEA Pre-school	\$20,858.00

15. Receipt of Quotations and Award of Contract for Golf Cart (Quote Q-17-04) for the 2016-17 School Year

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited quotation proposals for a Golf Cart for the 2016-17 school year (the “Work”); and

WHEREAS, as a result of the solicitation, on June 2, 2016, the following proposals were received:

Vendor	Quote Amount
TBD	TBD

and

NOW, THEREFORE BE IT RESOLVED that, after evaluating each proposal based upon the criteria established in the quotation document, the Board of Education hereby awards the Contract for Work in the amount of \$**TBD** to **TBD**, with principal offices located at **TBD**.

BE IT FURTHER RESOLVED that the District professional staff take any and all action necessary to effectuate the purpose of the Resolution.

Account: 12-402-100-730-30-0000-0

16. Receipt of Quotations and Award of Contract for Automatic Temperature Control Service and Repairs (Quote Q-17-03) for the 2016-17 School Year

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited quotation proposals for Automatic Temperature Control Service and Repairs for the 2016-17 school year (the “Work”); and

WHEREAS, as a result of the solicitation, on May 23, 2016, the following proposals were received:

	Baldy Hill Consulting	AME, Inc.
ATC Technician, Regular time rate	\$140.00	\$135.00
ATC Technician, Overtime rate	\$220.00	\$200.00
ATC Technician, Emergency rate	\$275.00	\$250.00
% discount off Johnson Controls list price	45% discount	50% discount
% discount off Honeywell list price	45% discount	50% discount
% discount on other manufacturers list price	25% discount	30% discount

and

NOW, THEREFORE BE IT RESOLVED that, after evaluating each proposal based upon the criteria established in the quotation document, the Board of Education hereby awards the Contract for Work to AME, Inc., with principal offices located at 1275 Bloomfield Avenue, Bldg 2, Suite 17B, Fairfield, NJ 07704.

BE IT FURTHER RESOLVED that the District professional staff take any and all action necessary to effectuate the purpose of the Resolution.

Account: 11-000-261-420-12-0000-0

17. Award of Contract Renewal for Aramark for the 2016-17 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education, in accordance with N.J.S.A. 18A:18A-42, (renewal of contracts) renew the contract with Aramark, 1101 Market Street, Philadelphia, PA 19107 for the 2016-17 school year after finding that the contract is being implemented in an efficient manner. The renewal will commence on July 1, 2016 with a 1% increase. The total renewal fee for the 2016-17 is not to exceed \$1,630,854.

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

18. Approval of Purchase through Educational Data Services for the 2016-17 School Year

In accordance with N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), the Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following cooperative purchase, in the following amount to be made through Educational Data Services:

Vendor	Safety Down Under, Inc.
Ed Data #	Ed Data Bid #6893
Account	11-000-261-420-12-0000-0 (Inspections) & 11-000-263-420-12-0000-0 (Surfacing)

Amount	Not to exceed \$13,438.00
Description	Annual playground inspections and replacement of playground mulch district wide

19. Award of Contract for Asbestos Project Management for the 2016-17 School Year

WHEREAS, project management and testing is required in connection with Heating, Ventilation, and Air Conditioning projects at Matawan Regional High School, Matawan-Aberdeen Middle School, Lloyd Road Elementary School, and Cliffwood Elementary School; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) has approved Environmental Connection, Inc. with principal offices located at 120 North Warren Street, Trenton, NJ 08608, as the district’s asbestos monitor for 2016-17 school year (the “Work”); and

WHEREAS, funds in the amount of not to exceed \$20,210 are available for this purpose and appropriated from Account # 12-000-400-334-12-0000-0.

NOW, THEREFORE, BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education appoint Environmental Connection, Inc. to provide asbestos abatement project management, monitoring, and testing without competitive bidding as “professional services” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A-5a.(q)) since “professional services” contracts are specifically excluded from the requirement of bidding, and the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A:18A-2.h. as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall set at the following rate schedule:

Principal:	\$190.00/hr.
Project Manager:	\$90.00/hr.
Administrator:	\$45.00/hr.
Industrial Hygiene Technician:	\$560/Shift
Phase Contrast Microscopy Air Samples:	\$12.00/ea.
Reports & Project Close-out:	\$250.00/school

20. Routine Business Travel 2015-16

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 2015-16 school year:

Name	Position	Total
Eileen Wallace	Special Olympics Coach	\$100

21. Fire and Evacuation Drills

The following Fire and Evacuation Drills occurred during May 2016:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Fire Drill	5/25/16 @ 2:00 pm
Cambridge Park Pre-school	Active Shooter	5/11/16 @ 1:00 pm
Strathmore Elementary School	Fire Drill	5/2/16 @ 9:20 am
Strathmore Elementary School	Evacuation	5/9/16 @ 10:25 am

School Name	Security Drill Type	Date & Time
Cliffwood Elementary School	Fire Drill	5/9/16 @ 2:10 pm
Cliffwood Elementary School	Evacuation	5/20/16 @ 10:35 am
Lloyd Road Elementary School	Fire Drill	5/19/16 @ 2:00 pm
Lloyd Road Elementary School	Active Shooter	5/31/16 @ 1:45 pm
Matawan-Aberdeen Middle School	Fire Drill	5/12/16 @ 9:00 am
Matawan-Aberdeen Middle School	Evacuation	5/11/16 @ 1:45 pm
Ravine Drive Elementary School	Fire Drill	5/9/16 @ 10:07 am
Ravine Drive Elementary School	Lock Down Active Shooter	5/2/16 @ 2:16 pm
Matawan Regional High School	Fire Drill	5/12/16 @ 7:45 am
Matawan Regional High School	Evacuation	5/20/16 @ 9:16 am

B. TRANSPORTATION

1. Inter-local Agreement Resolution - Borough of Matawan

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education shall enter into an Inter-local Government Services Agreement with the Borough of Matawan, pursuant to the provisions of N.J.S.A. 18A:20-22 and N.J.S.A. 40:8A-1, et seq., for the purposes permitted under the statutes, including, but not limited to the use of school district buses to be used for the Borough’s 2016 summer recreation program. All costs for the use of the buses and bus drivers shall be paid by Matawan Borough. Approved by the Matawan Borough on **TBD** - Resolution No. **TBD**.

2. Award of Transportation Route Renewals for the 2016-17 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Route Renewal for the 2016-17 school year.

Rte #	Destination	Contractor	# of Days	Per Diem	Eff Dates	Cost
803	St. John Vianney/St Ben’s	Wehrle Bus Service	180	\$193.60	9/1/16-6/30/17	\$34,848

VIII. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

There were none.

IX. ACTION ON AGENDA ITEMS

CURRICULUM AND INSTRUCTION

A. TRAVEL - ACTION ITEM

The following item was approved by a unanimous roll call vote. All 9 members of the Board abstained from their portion of the travel agenda.

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 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 - ACTION ITEM

The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) report as reported during Executive Session of the Matawan Aberdeen Board of Education Meeting of May 23, 2016

Incidents Reported	Confirmed HIB Incidents
2	1

2. Appointments - ACTION ITEM

- 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
D’Agostino, Nicole	CO	Behaviorist Child Study Team	Step E-01	\$56,090.00	6	New Position	9/1/16-6/30/17
Ahlers, Scott J.	CO	Computer Technician	Step -02	\$37,125.00 + \$1,485.00 BA Stipend (\$38,610.00)	6	Weissman (Resignation)	7/1/16-6/30/17
Christathakis, Nicholas	HS	Language Arts Teacher Replacement Position	Step E-01	\$56,090.00	8	Segui (Leave of Absence)	9/1/16-6/30/17
Bennett, Brittany	MA	Teacher of Special Education	Step C-01	\$49,190.00	8	Gagliardi (Resignation)	9/1/16-6/30/17

POLICY

The following items were approved by a unanimous roll call vote with the exception of Policies 5600 and 8550 which were tabled.

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

M indicates mandated by State law

Policy/Regulation #	Title
P 1140	Affirmative Action Program (M) - Revised
P 1523	Comprehensive Equity Plan (M) – Revised
P 1530/R 1530	Equal Employment Opportunities (M) – Revised
P 1550	Affirmative Action Program for Employment and Contract Purposes (M) – Revised
P 2200/R 2200	Curriculum Content (M) – Revised
P 2260	Affirmative Action Program for School and Classroom Practices (M) – Revised
P 2411/R 2411	Guidance Counseling (M) – Revised

P 2423/R 2423	Bilingual and ESL Education (M) – Revised
P 2610	Educational Program Evaluation (M) – Revised
P 2622	Student Assessment (M) – Revised
P 5600/R 5600	Student Discipline/Code of Conduct (M) – Revised
P 5750	Equal Educational Opportunity (M) – Revised
P 5755	Equity in Educational Programs and Services (M) – Revised
P 8462/R 8462	Reporting Potentially Missing or Abused Children (M) - Revised
P 8550	Outstanding Food Service Charges (M)
R 9150	School Visitors (M)

FINANCE

A. BUSINESS OPERATIONS

The following items were approved by a unanimous roll call vote with the exception of agenda item #3. Dr. Delaney voted no to that agenda item.

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

1. Resolution Authorizing the Matawan-Aberdeen Regional School District Board of Education to enter into a Cooperative Pricing Agreement – ACTION ITEM

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration for the provision and performance of goods and services; and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education desires to become a member of the Hunterdon County Educational Services Commission, effective June 13, 2016 and each renewal, thereafter of the system, unless the Matawan-Aberdeen Regional School District Board of Education elects to formally withdraw from the system;

NOW THEREFORE BE IT RESOLVED, that the Board President and School Business Administrator/Board Secretary are hereby authorized to execute the attached agreement for such membership.

2. Authorization to Adopt a Bond Sale – ACTION ITEM

Resolution determining the form and other details of \$19,856,000 school bonds of the Board of Education of the Matawan-Aberdeen Regional School District in the County of Monmouth, New Jersey and providing for their sale as stated in attachment. (**Finance Attachment #1**)

3. Resolution Approving ELA Professional Development Support Services Contract – RFP 17-01 – ACTION ITEM

On June 2, 2016 at 10:00 am, two (2) proposals for ELA Curriculum Development Support Services were received from the following:

Generation Ready	352 7 th Avenue, New York, NY 10001
Schillinger Educational Consultants	7 Scenic Road, Accord, NY 12404

Upon review by Mr. Thomas Venanzi, Interim 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 Curriculum Development Support Services as follows:

Schillinger Educational Consultants	\$1,800.00 per diem
-------------------------------------	---------------------

Purpose of Contract

Schillinger Educational Consultants meets each of the qualifications of respondents outlined in the RFP including 5 years of experience focused on the integration of design based pedagogy, 5 years experienced focused on strategies to support the effective implementation of the components of Balanced Literacy through a Reader’s and Writer’s Workshop framework; 5 years of experience focused on effective literacy instruction for student with special learning needs; 5 years of experience focused on the Close Reading strategies and the Common Core State Standards for ELA and an understanding of its application on PARCC.

Evaluation Process:

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

- Ms. Jessie Zitarosa, Director of ELA & Humanities
- Mr. John Bombardier, Director of Curriculum & Instruction
- 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:

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

Selection of Vendor - Schillinger Educational Consultants

The term of contract will be from June 24, 2016 – June 30, 2017

Total estimated contract amounts as follows:

Account #: 11-000-221-320-04-0000-0 **Contract not to exceed:** \$35,000.00

4. Approval of Purchase through Hunterdon County Educational Services Commission for the 2016-17 School Year – ACTION ITEM

In accordance with N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c), the Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following cooperative purchase, in the following amount to be made through the Hunterdon County Educational Services Commission:

Vendor	DeHart & Son, Inc.
HCESC Contract	Trans 13-04 through 8/1/16; Trans 13-05 through 10/31/16
Account	12-000-270-733-05-0000-1 & 12-000-270-734-05-0000-1
Amount	Not to exceed \$149,709.40
Description	Replacing one 54 passenger bus (\$88,471.59); Replacing one 24 passenger van with a 19 passenger with 3 w/c seats (\$61,237.81)

X. UNFINISHED BUSINESS

There was none

XI. NEW BUSINESS

Ms. Esposito congratulated all the students and seniors being recognized with achievement awards. She also wished the seniors the best of luck.

Ms. Gentile encouraged the Board to attend the NJSBA school and student safety conference at the Middle School tomorrow at 6:30 pm.

Ms. Esposito discussed the ribbon cutting for the Cambridge Park Playground.

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 Confidential Student Matters – HIB Reports and Confidential Personnel Matters – Superintendent Evaluation. The subject matter of this discussion 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 not take place.

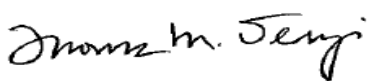
It was moved by Ms. Nappi, seconded by Ms. Friedman that the Board convene in Executive Session and approved by a unanimous roll call vote at 9:35 pm.

The Board returned to Open Session at 9:55 pm.

XVI. ADJOURNMENT

On a motion by Ms. Martinez, seconded by Ms. Nappi and a unanimous voice vote the Board adjourned the meeting at 9:59 pm.

Respectfully submitted,



Thomas M. Venanzi
Interim School Business Administrator/Board Secretary

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING
June 13, 2016

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	6/24/2016	Learning Resource Center Trenton, NJ	New Jersey Department of Education Conversations Around Curriculum & Instruction: Building the Curricular Framework	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Starr, Diana	MS	6/27/2016	Brookdale Community College Lincroft, NJ	New Jersey Coalition for Inclusive Education Annual Summer Inclusion Conference	\$150.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00*	NO
Nestor, Susan	MS	7/12/2016	The Health Care Training Academy Hillsborough, NJ	Emergency Cardiac Care PEARS (Pediatric Emergency Assessment, Resuscitation and Stabilization)	\$132.00*	\$18.97*	\$0.00	\$0.00	\$0.00	\$150.97*	NO
Bombardier, John	CO	7/26/2016	North Plainfield High School North Plainfield, NJ	North Plainfield Admin Camp 2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Aitken, Kenneth	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$54.64**	\$60.00**	\$194.00**	\$225.00**	\$633.64**	NO
Brittingham, Weymouth	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$54.80**	\$60.00**	\$194.00**	\$225.00**	\$633.80**	NO
Delaney, Jeff	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$54.74**	\$60.00**	\$194.00**	\$225.00**	\$633.74**	NO
Esposito, Anissa	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$56.97**	\$60.00**	\$194.00**	\$225.00**	\$635.97**	NO

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING
June 13, 2016

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Ferreira, Alex	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00***	\$54.74***	\$60.00***	\$194.00***	\$225.00***	\$633.74***	NO
Friedman, Allison	CO	10/25/2016, 10/26/2016,	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$56.42**	\$45.00**	\$97.00**	\$141.00**	\$439.42**	NO
Gentile, Kathy	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$56.54**	\$60.00**	\$194.00**	\$225.00**	\$635.54**	NO
Jones, Karen	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00*****	\$13.95*****	\$60.00*****	\$194.00*****	\$225.00*****	\$592.95*****	NO
Majka, Joseph	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00****	\$26.78****	\$60.00****	\$194.00****	\$225.00****	\$605.78****	NO
Martinez, Tara	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$54.80**	\$60.00**	\$194.00**	\$225.00**	\$633.80**	NO
Nappi, Joelle	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$56.54**	\$60.00**	\$194.00**	\$225.00**	\$635.54**	NO
Nasr, Adam	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00***	\$32.24***	\$60.00***	\$194.00***	\$225.00***	\$611.24***	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING
June 13, 2016**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Nelson, Africa	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00**	\$55.67**	\$60.00**	\$194.00**	\$225.00**	\$634.67**	NO
Walsh, Brian	CO	10/25/2016, 10/26/2016, 10/27/2016	Convention Center Atlantic City, NJ	New Jersey School Board Association Workshop	\$100.00*****	\$52.70*****	\$60.00*****	\$194.00*****	\$225.00*****	\$631.70*****	NO
Mohammed, Patrick	HS	10/25/2016, 10/26/2016	Princeton Marriott at Forrestal Princeton, NJ	New Jersey Science Convention	\$175.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00*	YES
Olechnowicz, Jeffrey	HS	10/25/2016, 10/26/2016	Princeton Marriott at Forrestal Princeton, NJ	New Jersey Science Convention	\$175.00*	\$14.69*	\$0.00	\$0.00	\$0.00	\$189.69*	YES
									TOTAL	\$9,257.19	

*Amount being charged to Account #11-000-223-580-04-0000-0

**Amount being charged to Account #11-000-230-585-11-0000-0

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

**** Amount being charged to account #11-000-230-580-01-0000-0

*****Amount being charged to account #11-000-230-580-02-0000-0

*****Amount being charged to account #11-000-221-580-04-0000-2

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 SCHOOLS

NEW STAFF
MENTORING
PLAN

2016-2017**

DISTRICT PROFILE SHEET

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

District Code: **3040**

County Code: **25**

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

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

Mentoring Program Contact: **Brian Walsh**

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

Mentoring Program Contact's e-mail: bwalsh@marsd.org

Type of District: **PreK-12**

SECTION 2 - NEEDS ASSESSMENT

A. Current Assessment of the Mentoring for Quality Induction Program

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

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

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

B. Current Needs of District Mentoring Plan

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

SECTION 2 - NEEDS ASSESSMENT (continued)

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

SECTION 3 - VISION AND GOALS

A. Mentoring Program Vision

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

B. Mentoring Program Goals

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

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

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

SECTION 4 - MENTOR SELECTION

A. Guidelines for Selection of Mentors

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

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

B. Application Process

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

C. Criteria for Selection of Mentors

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

SECTION 4 - MENTOR SELECTION (continued)

- The mentor teacher will be certified in the subject area or will have experience in teaching at the same grade level as the novice teacher whenever possible.
- The mentor teacher will possess strong interpersonal skills.
- The mentor teacher will be held in the highest regard by peers and administrators.
- The mentor teacher will be knowledgeable about the available resources and opportunities in the district and will act as a referral source for the novice teacher.
- The mentor teacher will have demonstrated exemplary command of content area knowledge and of pedagogy.

SECTION 5 - ROLES AND RESPONSIBILITIES

A. Mentors

- The mentor will provide a full school year (30 weeks) of 1:1 mentoring.
- The mentor will participate in ongoing sustained mentor training.
- The mentor will meet at least twice a month with the novice teacher to answer any questions, to provide on going support, and to plan and reflect on classroom practices aligned with the New Jersey Professional Standards for Teachers and the Common Core State Standards and the New Jersey Core Curriculum Content Standards.
- The mentor will provide opportunities for the novice teacher to observe both the mentor and other highly experienced and qualified teachers.
- The novice teacher agrees to meet with mentor once a week for the first four weeks.
- The novice teacher will agree to meet with his/her mentor at least twice a month after the first 4 weeks of weekly meetings.
- The mentor will observe the novice teacher and conduct a meeting to discuss the lesson.
- The mentor will provide the novice teacher with information regarding conferences and workshops that may be valuable to the novice Teacher's professional growth.
- The mentor will document all mentoring activities in a log and the attached monthly charts.

SECTION 5 - ROLES AND RESPONSIBILITIES (continued)

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

B. Novice Teacher

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

- The novice teacher will document all mentoring activities in a log and the attached monthly charts.
- The novice teacher will observe other teachers and allow his/her mentor to observe his/her classes.
- The novice teacher will evaluate the mentoring program and make suggestions for revision or improvement.
- The novice teacher will reflect on his/her experience as a novice teacher and offer suggestions for improvement in the mentoring program.
- The novice teacher will make payments through the payroll department and not make direct payments to the mentor.
- The novice teacher agrees to pay the mentor the mentoring fee of \$550.00 (2016-2017) which will be completed through equalized and automatic payroll deductions arranged through the Business Office.

SECTION 6 - PROFESSIONAL LEARNING COMPONENTS FOR MENTORS

- Complete training prior to beginning mentoring.
- Participate in district in-service/staff development days. (Standards 2, 6, 7, 8, 9)
- Attend after school professional meetings. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Request to attend conferences and workshops. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Observe lessons taught by colleagues and novice teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Access professional journals, on-line resources, books, videos, etc. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Serve on school and/or district committees. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Meet at least twice a month with novice teacher. (Standards 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11)
- Participate in additional activities based on individual mentor's professional needs.

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

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

SECTION 7 - PROFESSIONAL LEARNING COMPONENTS FOR NOVICE TEACHERS

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

SECTION - 8 MENTORING ACTION PLAN FOR IMPLEMENTATION

A. July to August

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

B. September to November

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

C. December to June

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

D. Mid – June

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

SECTION - 9 RESOURCE OPTIONS USED

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

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

SECTION 10 - FUNDING RESOURCES

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

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

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

SECTION 11 - PROGRAM EVALUATION

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

ALTERNATE ROUTE TEACHERS – 34-WEEK MENTORING PLAN

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

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

The 34 week mentoring program must include the following:

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

**2016-2017 rate

MENTORING APPLICATION AND REFERENCES

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

NAME: _____ SCHOOL: _____

E-MAIL: _____ SCHOOL PHONE: _____

ASSIGNMENT: _____ YEARS TEACHING: _____

YEARS IN CURRENT POSITION: _____

HOME ADDRESS: _____

CITY: _____ ZIP: _____

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

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

Signature of applicant: _____

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

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

(Building Principal) (Date)

(Colleague) (Date)

(Colleague) (Date)

MID-YEAR NEEDS ASSESSMENT QUESTIONNAIRE FOR NOVICE TEACHERS

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

Possible responses:

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

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

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

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

Thank you for your cooperation!

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

MID-YEAR NEEDS ASSESSMENT QUESTIONNAIRE FOR MENTOR TEACHERS

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

Possible responses:

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

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

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

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

Thank you for your cooperation!

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

END OF YEAR QUESTIONNAIRE FOR NOVICE TEACHERS

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

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

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

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

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

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by June 16, 2017

END OF YEAR QUESTIONNAIRE FOR MENTORS

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

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

My role as a Mentor and the support received from others

1. How many years have you been a mentor? _____ years
2. What individuals, activities, or reading were most helpful in enabling you to understand your role as a mentor?
 - Individuals:

 - Activities:

 - Readings:
3. What kinds of administrative support were most valuable in helping you to fulfill your role?
4. Which types of administrative support were not as valuable?
5. How many times did you observe in your novice teacher's classroom during the year? _____ times
6. How many times did your novice teacher observe you teaching during the year? _____ times
7. To your knowledge, how many times did your novice teacher observe other faculty members teaching during the year? _____ times
8. What other resources did you guide your novice teacher to use?

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by June 16, 2017

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

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

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

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

Thank you for your cooperation!

Please return completed form to the Director of Personnel's Office by June 16, 2017

DISTRICT PROFESSIONAL DEVELOPMENT ACTION PLAN FOR IMPLEMENTATION

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

DISTRICT PROFESSIONAL DEVELOPMENT ACTION PLAN FOR IMPLEMENTATION (continued)

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

Mentor/Novice Teacher Topics

September Meeting Topics and Hours

Meeting Dates _____

thru _____

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

September Mentoring activities and ideas:

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

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by October 15, 2016

Mentor/Novice Teacher Topics

October Meeting Topics and Hours

Meeting Dates _____ **thru** _____

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

October Mentoring activities and ideas:

- Discuss procedures, preparation and best practices for parent/teacher conferences
- Discuss teacher evaluations – Help answer any questions about the Danielson/Teachscape process and rubrics
- Review how to prepare for report cards
- Monitor classroom management techniques
- Develop behavior modification strategies (continuing from September)
- Discuss management of instructional tasks and timelines (time management in teaching lessons)
- Explain procedures for planning field trips and how to submit requests for undesignated personal and personal illness days
- Discuss importance of being aware of cultural differences, especially in relation to holidays
- Analyze lesson plans (especially the writing of objectives and use of NGSS/CCCS/CCSS, etc.)
- Assist the novice teacher in planning his/her first formal observation
- Discuss comfort level with curriculum and where extra assistance may be necessary
- Discuss struggling students and if they are possible referrals to I & RS, 504, or CST.
- Discuss the provisional teacher 10-week evaluation
- Ensure familiarity with HIB and referrals to DYFS.
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by November 18,
2016

Mentor/Novice Teacher Topics

November Meeting Topics and Hours

Meeting Dates _____ **thru** _____

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

November Mentoring activities and ideas:

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by December 16,
2016

Mentor/Novice Teacher Topics

December Meeting Topics and Hours _____ **Meeting Dates** _____ **thru** _____

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

December Mentoring activities and ideas:

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

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

Mentor/Novice Teacher Topics

January Meeting Topics and Hours

Meeting Dates _____ **thru** _____

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

January Mentoring activities and ideas:

- Examine how and if the novice teacher is establishing positive relationships with students and teachers
- Review teaching experiences that the novice teacher has encountered
 - Discuss highlights
 - Evaluate growth experiences
 - Celebrate successes
 - Examine and discuss unsuccessful moments focusing on ways to improve
- Review IEPs, 504s and any relevant documentation of the special needs of, and accommodations or modifications for, students
- Continue informal communications on a weekly basis
- Complete mid-year Assessment Questionnaire found in the Mentoring Plan and send to the Personnel Department
- Discuss and/or plan for 2nd formal observation
- Discuss mid-terms exams (if applicable)
- Discuss the provisional teacher 20-week evaluation
- Other: _____
- Other: _____

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by February 16, 2017

Mentor/Novice Teacher Topics

February Meeting Topics and Hours

Meeting Dates _____ **thru** _____

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

February Mentoring activities and ideas:

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

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

Mentor/Novice Teacher Topics

March Meeting Topics and Hours

Meeting Dates _____ **thru** _____

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

March Mentoring activities and ideas:

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by April 21, 2017

Mentor/Novice Teacher Topics

April & May Meeting Topics and Hours **Meeting Dates** _____ **thru** _____

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

April & May Mentoring activities and ideas:

April

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

May

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

Please return completed form to the Director of Personnel's Office by June 9, 2017

Mentor/Novice Teacher Topics

June Meeting Topics and Hours **Meeting Dates** _____ **thru** _____

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

June Mentoring activities and ideas:

- Discuss mentee concerns
- Review year's events
- Discuss tips & building procedures for packing up classroom
- Communicate with principal/supervisor regarding the 30-week evaluation
- Discuss report cards, cumulative folders, fines due, etc. before report cards can be distributed
- Complete End-of-Year Questionnaire in Mentoring Plan Packet and send to the Personnel Department
- Other: _____
- Other: _____

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

Current Month Hours _____ **Total Accumulated Hours** _____

Mentor Signature _____

Novice Teacher Signature _____

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

