

**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 April 11, 2016, Administration Building, 1 Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

Board President, Ms. Esposito called the Committee of the Whole Meeting to order at 7:02 pm.

**II. PLEDGE OF ALLEGIANCE**

**III. STATEMENT OF ADEQUATE NOTICE**

Ms. Esposito read the following Statement:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education advertised this meeting on December 19, 2015. This notice was sent to the Asbury Park Press, the Star Ledger, the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Matawan-Aberdeen Joint Free Public Library. The notice was also placed on the district’s web site.”

**IV. ROLL CALL**

Present:	Ms. Anissa Esposito - President	Dr. Jeff Delaney - Vice President
	Mr. Kenneth Aitken	Ms. Allison Friedman
	Ms. Kathleen Gentile	Ms. Tara Martinez
	Ms. Joelle Nappi	Ms. Africa Nelson

Absent: Mr. Weymouth Brittingham

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

Mr. Spells announced that construction on Owen’s playground is in phase I of completion. There are four official dates that he invited the Board and administration to. They are April 18<sup>th</sup> which is a fundraiser dinner at MJ’s. The next is the ground breaking on April 22<sup>nd</sup>. The third date is April 23<sup>rd</sup> where over 75 volunteers will build the playground. Finally, June 3<sup>rd</sup> is the actual dedication in honor of Owen.

Dr. Majka thanked everyone for their support during the past couple of months. His daughter has been having a difficult time and the basket they sent was appreciated by her. He could not ask for a better Board.

**V. EXECUTIVE SESSION I**

Be It Resolved, that a closed session be convened for the purpose of Confidential Personnel Matters – Employee Performance. 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 may take place.

It was moved by Ms. Nappi, seconded by Ms. Martinez that the Board convene in Executive Session and approved by a unanimous voice vote at 7:06 pm.

The Board returned to Open Session at 8:07 pm.

**VI. CURRICULUM AND INSTRUCTION**

Dr. Jones reviewed the Curriculum and Instruction Agenda requesting that the Board take action this evening on Item A. The remainder of the items will be presented for action at the April 25, 2016 Regular Action Meeting.

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

Ms. Esposito would like to see the Board members attend some New Jersey School Board Association training.

A member of the Board noted that on agenda item C1, student 2 of 2, the effective date should be 12/10/2015.

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 submission of the NJ Child Assault Prevention Project (CAP) Elementary Teen, Special Needs, and “No More Bullies, No More Victims” grant applications for the 2016 – 2017 school year.

**Rationale:** NJCAP is a statewide prevention program whose mission is to provide schools and communities with information and resources to reduce children’s vulnerability to assault. “No More Bullies, No More Victims” is an initiative of the New Jersey Child Assault Prevention (NJ CAP) for our Grades K-8 schools. The program offers a series of workshops for staff, parents, and students to assess the specific nature of bullying in the school and trains adults in appropriate intervention strategies and to improve student interaction.

**Elementary CAP Program:**

Total Cost to District: \$1,692.00  
 Total Amount of Grant: \$5,640.00

**Special Needs CAP Program:**

Total Cost to District: \$ 561.30  
 Total Amount of Grant: \$1,871.00

**No More Bullies, No More Victims Program:**

Total Cost to District: \$2,219.50  
 Total Amount of Grant: \$4,439.00

**Account #:** 11-190-100-520-20-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve an opportunity for up to twenty middle and high school students to attend the 4<sup>th</sup> Annual Middle and High School Student Leadership Forum, as part of our district membership in the Central Jersey

Consortium for Excellence and Equity, at Monmouth University in West Long Branch, NJ on June 1, 2016 from 9 a.m. to 2 p.m. Students will be accompanied by school counselors, Daryl McKurth and Kristina Leach, as well as at least one district administrator.

**Rationale:** The goal of the one day forum is to help develop student leadership in the area of equity, to develop a multi-district network of emerging leaders, “to enlighten a diverse group of middle and high school students about current issues in education to empower them to aid in recreating equity for all within their respective school/districts” (quote from invitation).

**Cost:** \$500.00 **Account #:** 11-000-270-162-11-0000-5

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the District School Statement of Assurance to the Executive County Superintendent for approval to operate summer programs:

- ESL Extended Year – Grades 1 – 6
- Literacy (Language Arts) – Grades 1 – 5
- ESY – Special Education – Grades PK – 12
- G&T Summer STEM Academy – Grades 2 & 3

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the donation of a Snap Circuit Kit, a Raspberry Pi, and a Circuit Scribe from the Institute of Electrical and Electronics Engineers (IEEE), Electron Devices Society and the EPICS/Engineering Projects in Community Service group. These STEM supplies are valued at \$275.00

**Rationale:** The IEEE is donating these STEM supplies as a gesture of appreciation for having one student from Matawan Regional High School attend all seven sessions of the IEEE supported Engineering Mini Academy at Neptune High School. The IEEE is sponsoring a training session at Brookdale Community College on May 4, 2016 in order for the District Technology Coach to learn how to create lesson plans and experiments with these STEM items.

**C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following students to attend out of district placements for the 2015 – 2016 regular school year and ESY program:

Student	Classification	School	Reason	Cost	Effective Date
159175	Emotionally Disturbed	Collier	Per IEP	\$52,200.00	1/19/2016 – 6/30/2016 (Retroactive)
54	Autistic	Woods	Per IEP	\$64,781.60	12/10/2015 – 6/30/2016 (Retroactive)

**Cost:** NTE: \$52,200.00 **Account #:** 11-000-100-562-09-0000-0  
 NTE: \$64,781.60 **Account #:** 11-000-100-566-09-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following community based instruction (CBI) trips for the 2015-2016 school year:

School	Trip	Total Cost
High School	Liberty Science Center	\$302.25

**Rationale:** Community Based Instruction is an effective instructional method for teaching, in real life settings, under the supervision of educators. Teaching students outside of the classroom exposing them to a variety of different experiences and setting can help achieve specific IEP related goals and objectives.

**Cost:** NTE: \$302.25 **Account #:** 11-214-890-09-0000-0

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

Student	Provider	Cost	Dates
158556	*MOESC	\$75.00/hour,8 hours/week	4/8/2016-6/24/2016 (Retroactive)

**\*Department of Education approved provider**

**Cost:** NTE: \$3,500.00 **Account #:** 11-150-100-320-09-000-0

**VII. PERSONNEL**

Mr. Walsh reviewed the Personnel Agenda requesting that the Board take action this evening on Action Items 1 and 2. The remainder of the items will be presented for action at the April 25, 2016 Regular Action Meeting.

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

Mr. Walsh stated there is a walk-in agenda which was discussed in executive session a few moments ago.

A member of the Board asked how the leave of absence for Michele O’Neill would be covered. Would it be a full time Source 4 Teachers employee? Mr. Walsh addressed the concern.

There was a discussion among the Board regarding the difference between using technology or pens and pencils. The Board agreed that there needs to be a balance between both and that being able to work with pens and pencils is a valuable skill.

A member of the Board stated that with the power outage at Lloyd Road the students had to “old school it” writing manually on the white boards.

A member of the Board inquired as to why Mr. Flaherty was resigning. Mr. Walsh addressed the concern.

A member of the Board inquired as to why the Instructional Assistant for the Autism Program was leaving. Mr. Walsh addressed the concern.

A member of the Board asked if the District has redefined the job description for the Substance Abuse Coordinator position. Mr. Walsh addressed the concern.

There was a discussion among the Board regarding the parental training and if it would be possible for parents to come in and observe classrooms. Ms. Perez 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
Flaherty, David	CO	Director of Security	Resignation	08/10/2015	06/30/2016
Warren, Michael	HS	Instructional Assistant Autism Program	Resignation	09/01/2015	04/29/2016

**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
O’Neill, Michelle	HS	Teacher of Social Studies	Personal Leave	Without Pay/Without Benefits	09/01/2016 – 06/30/2017
Yacovelli, Cynthia	HS	Secretary 12 Months Child Study Team	Medical Leave	Without Pay	03/22/2016 Half Day 03/23/2016 – 03/24/2016 (Retroactive)
Fiasco, Kristen	RD	Teacher of Special Education	Maternity Leave Disability Phase Maternity Leave FMLA	With Pay Without Pay Without Pay	05/02/2016 – 05/12/2016 05/13/2016 05/16/2016 – 06/24/2016
Greenspan, Nadine	MA	Teacher of Music	Personal Leave	Without Pay	04/08/2016 (Retroactive)
Alston, Lisa	ST	Instructional Assistant	Personal Leave	Without Pay	04/04/2016 (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
TBD	CO	School Business Administrator/ Board Secretary	N/A	TBD	TBD	Venanzi (Interim)	07/01/2016 – 06/30/2017
TBD	CO	Director of Security	N/A	TBD	TBD	Flaherty (Resignation)	07/01/2016 – 06/30/2017
TBD	CL	Elementary Teacher/Teacher of Music	TBD	TBD	TBD	Gorman (Retirement)	TBD
TBD	HS	Assistant Principal of Student Personnel Services	TBD	TBD	TBD	Cronin (Interim)	07/01/2016 – 06/30/2017
TBD	HS	Substance Abuse Coordinator/ School Social Worker	TBD	TBD	TBD	Hitchman (Retirement)	09/01/2016 – 06/30/2017

Name	Loc	Position	Step	Salary/Stipend	# Int	Replace Reason	Effective Dates
TBD	HS	Teacher of Special Education	TBD	TBD	TD	Quinn (Retirement)	09/01/2016 – 06/30/2017
TBD	HS	Teacher of English	TBD	TBD	TBD	Turner (Retirement)	09/01/2016 – 06/30/2017
TBD	HS	Secretary 12 Months	TBD	TBD	TBD	McGuinness (Retirement)	07/01/2016 – 06/30/2017
TBD	HS	Instructional Assistant Autism Program	TBD	TBD	TBD	Warren (Resignation)	05/02/2016 – 06/30/2016

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

**2. Educators for Home Services and Parental Training**

Name	Position	Cost/Effective Date
Palomo, Hrisanthi Carta, Anthony Wilensky, Daniel Generoso, Susan	Provide Home Services and Parental Training for Parents/Families of Children with Autism	\$35.00/Hour 2015/2016 School Year

Rationale: A critical aspect related to educating students with Autism Spectrum Disorders is related to ensuring that the skills learned during the school day can be generalized to other settings. This will enable parents to learn how to implement specific strategies in various settings.

Account #20-250-100-100-09-0000-0

**3. Substitutes – 2016/2017 School Year**

Category	Account Number
<b>Transportation</b>	<b>11-000-270-160-11-0000-9</b>
Bartlett, Glenna	Substitute Bus/Van Driver
Keating, Lisa	Substitute Bus/Van Driver
Navarro, Victor	Substitute Bus/Van Driver
Rice, Pauline	Substitute Bus/Van Driver
Rizzo, Shannon	Substitute Bus/Van Driver
Howell, Matthew	Substitute Aide
Mc Cathy, Donna	Substitute Aide
Poulsen, Nicole	Substitute Aide
Trinova, Gaye	Substitute Aide
Weaver, Mary	Substitute Aide
<b>Nurse</b>	<b>11-000-213-104-11-000-9</b>
Bodley-Orriss, Courtney	Substitute Nurse
Mahoney, Kathleen	Substitute Nurse
Nastro, Gina	Substitute Nurse
Olufsen, Carole	Substitute Nurse
Schifano, Noreen	Substitute Nurse

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

**4. College Student Observer/Teacher(s)**

Name	College	Cooperating Teacher and/or Administrator	School/Area
Hayes, Kathleen	Rider University	Bartlett, Mallory	MA – Special Services School Psychologist Internship 2016-2017 School Year
Reamer, Keyana	Rider University	Notaro, Blair/Mc Kurth Daryl	MA – SAC/School Counseling Internship 2016-2017 School Year

Name	College	Cooperating Teacher and/or Administrator	School/Area
Zelishovsky, Hannah	Western Governors University	Starr, Diana/Polakowski, Shannon	MA/CL – Special Education Student Teacher September 2016 – December 2016

Rationale: Student will be able to complete course work requirements toward degree and certification.  
 Cost: None Effective Date: 2015/2016 and 2016/2017 School Year

**5. Chaperones – High School Graduation Ceremony June 2016**

	Last Name	First Name	Location
1	Aprilante	Tara	HS
2	Antista	Maria	HS
3	Cannella	Mary	HS

Cost: Three Hours (3) at \$25.00 per hour Account Number: 11-421-100-178-11-0000-6  
 Effective: June 2016

**6. Curriculum & Instruction – Curriculum Revisions**

Name	Position	Staff	Activity	Max Hours	Cost/Hour	Total Cost	Loc
a) Borchers, Sheri/ Massimini, Goeffrey b) TBD d) Mohammed, Patrick/ Olechnowicz, Jeffrey e) Varma-Kumar, Yamini f) Melikova, Julie g) TBD h) Kaplan, Daniel k) Hodnicky, Helen l) Kaplan, Daniel	HS Science –Existing Full Year Course Revisions a) Lab Biology b) Lab Bio Honors d) Lab Chemistry e) Lab Chemistry Honors f) Lab Physics g) Lab Physics Honors h) Physics of the 21st Century k) Oceanography l) Academy Engineering	12	Revise curriculum and pacing guide to align with the Next Generation Science Standards (NGSS) using Rubicon Atlas Curriculum Mapping Software	240 (20 Hours per course)	\$30	\$7,200	CO
a) Tomasello, Louise	HS Science – Existing Half Year Course Revisions a) Environmental Science	4	Revise curriculum and pacing guide to align with the Next Generation Science Standards (NGSS) using Rubicon Atlas Curriculum Mapping Software	40 (10 Hours per course)	\$30	\$1,200	CO

Rationale: Fulfills the requirement by the NJDOE to align all middle and high school science curricular to the NGSS by September 2016. Teachers have been receiving ongoing professional development to support the transition to these new standards prior to beginning the curriculum revision process. The approval of hours for MS and HS curriculum writing will allow the district to begin the curriculum revision process prior to the summer when many staff has vacations and other obligations planned. This will also allow curriculum designers ample time to elicit feedback from colleges who may not be available in the summer months. The hours for MS and HS science curriculum writing were budgeted through C & I for the 2015-2016 school year.  
 Account Number: 11-000-221-104-04-0000-2

**7. Summer Curriculum Revisions**

Name	Position	Staff	Activity	Max Hours	Cost/Hour	Total Cost	Loc
Sodono, Lauren	HS English a) Oral Communications	1	Update curriculum guide to align with new instructional resource	20 hours	\$30	\$600	CO

Previously approved July 27, 2015 – Additional Hours (20) needed.  
 Account #11-000-221-104-04-0000-2

**8. Technology Committee**

Name	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
TBD	Technology Committee	7 Total CL-1 RD-1 ST-1 LR-1 MS-1 HS-1 Tech Coach-1	Assist in the identification of Google Applications for rollout in 2016-2017; make recommendations for altering Google privileges for staff and students; make recommendations for revised technology consent forms; make recommendations for the utilization of online social media tools for staff and students; review and make recommendations for completing the 3-year Technology Plan. Work to be completed April – June.	4 hours (Each)	\$30	\$840	CO

Account Number: 11-000-221-104-04-0000-2

**9. Home Instructors – 2016/2017 School Year**

Name	Subject
All MARSD Certificated Staff	All Subjects

Cost: \$35.00/Hour

Account Number: 11-150-100-101-11-0000-1

**10. 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
155963	Conversational Spanish Language and Culture	HS	Fajardo, Carol	Fajardo, Carol	2	8	16	02/01/2016 – 03/24/2016 (Retroactive)
156458	English 1 Honors	HS	Gallo, James	Greenman, Jessica	2	3	6	03/07/2016 – 03/24/2016 (Retroactive)
156458	Academy Lab Biology	HS	Servidio, Paul	Milan, Gregory	2	3	6	03/07/2016 – 03/24/2016 (Retroactive)
156458	Academy Algebra 2/Trig	HS	Jackman, Neil	Jackman, Neil	2	3	6	03/07/2016 – 03/24/2016 (Retroactive)
156458	World Cultures Honors	HS	Carnovsky, Robert	Carnovsky, Robert	2	3	6	03/07/2016 – 03/24/2016 (Retroactive)
157124	Math	MA	Scheuing, James	Wietecha, Corinne	2.5	12 Weeks + 2 Days	31	03/21/2016 – 06/24/2016 (Retroactive)
157124	Language Arts	MA	Maltese, Kerri	Mc Fadden, Mary Beth	2.5	12 Weeks + 2 Days	31	03/21/2016 – 06/24/2016 (Retroactive)



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
157124	Science	MA	Viel, Linda	TBD	2.5	12 Weeks + 2 Days	31	03/21/2016 – 06/24/2016 (Retroactive)
157124	Social Studies	MA	Hamilton, Brittany	Tarrazi, Dylan	2.5	12 Weeks + 2 Days	31	03/21/2016 – 06/24/2016 (Retroactive)
159624	ELA/SS	LR	Moore, Ryan	Longo, Andrea	4	10	40	04/11/2016 – 06/17/2016
159624	Science	LR	Moore, Ryan	Longo, Andrea	1	10	10	04/11/2016 – 06/17/2016
159624	Math	LR	Moore, Ryan	Longo, Andrea	2	10	20	04/11/2016 – 06/17/2016

Account Number: 11-150-100-101-11-0000-1

**11. Volunteers – Activities 2015/2016 School Year**

Name	Activity

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

**12. Pit Musician – High School Spring Musical 2015/2016**

Name	Instrument	Rate	Total
Malone, Stephen	Guitar	\$75.00 Per Service	Not to exceed \$450.00

Effective: March 17-20, 2016 (Retroactive)

**13. Other - 2016/2017 Annual Appointments**

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

**a. Appointments/Reappointments**

The Superintendent recommends: that the Board of Education approve the appointment/reappointment of the individuals listed on **Personnel Attachment #1 – Rehire List 2016/2017 School Year (To be available for RAM Meeting of 4/25/16)**

The Board also directs the Superintendent or his designee to notify those individuals of their appointment/reappointment in accordance with the contractual provisions pertaining.

Note: \* All appointments and re-appointments are being approved at this time in order to meet the April 30 contractual requirements for bargaining unit employees.

All appointments/reappointments are subject to all applicable laws, regulations, policies, and bargaining agreements. In the case of unforeseen budgetary constraints or enrollment/placement changes, additional non-renewals or reductions in force may be required. Reassignments and transfers may be made by the Superintendent via recommendation to the Board at any time in accordance with applicable statutes, regulations, or policies. All of the above is also subject to any applicable provision or individually executed contracts.

Effective Date: 2016/2017 School year and/or fiscal year and or/ short-term contract, as appropriate for the category so assigned.

**b. 2016/2017 Contract of Employment**

1. Assistant Superintendent of Curriculum & Instruction

**VIII. POLICY**

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

**IX. FINANCE/TRANSPORTATION**

Mr. Venanzi reviewed the Finance/Transportation Agenda requesting the Board take action this evening on Action Items A.1.and 2. The remainder of the items will be presented for action at the April 25, 2016 Regular Action Meeting.

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

Mr. Venanzi stated that the Board should place Public Hearing of the 2016-17 Budget under “Public Comments Related to Board Agenda Items” for the April 25, 2016 meeting.

Dr. Majka stated the bidding process for extra-curricular transportation began much earlier this year than last year. He commended Mr. Venanzi for getting the bidding done earlier. Dr. Majka went on to say that many Districts are receiving very high prices for these transportation items.

A member of the Board inquired about the Civil Rights finding during the administrative review and whether it was District-wide. Mr. Venanzi addressed the concern.

A member of the Board asked if there is a cap on the amount that can be paid to the transportation vendors. Mr. Venanzi addressed the concern.

A member of the Board inquired as to where the additional spots at Cambridge Park will be located. The same Board member asked if the Freshwater Wetlands Study/Schematics from the previous paving project can be used for this project. Mr. Venanzi addressed the concern.

A member of the Board inquired what route #5460 to the Middle School and Lloyd Road was for. Mr. Venanzi addressed the concern.

A member of the Board was concerned with the quality of the buses which would be provided for the extra-curricular routes. Mr. Venanzi addressed the concern.

**A. BUSINESS OPERATIONS**

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

3. **Payroll for March 2016 and Bills List for April 2016** (Available for review in Board Secretary’s Office)  
Policy #6470 Payment of Claims

<b>March 2016, Payroll</b>	\$3,429,840.71
<b>April 2016, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

**4. Transfer of Funds for March 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 **March 2016** as presented.

**5. S-1701 Reporting for March 2016**  
 Board Secretary Report for **March 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 **March 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 **March 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.

	<u>April 25, 2016</u>
Thomas M. Venanzi Board Secretary	Date

**6. Adoption of the 2016-17 Proposed Budget**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the adoption of the 2016-17 proposed budget as follows:

General Fund	\$65,378,595
Special Revenue Fund	\$ 1,139,890
Debt Service Fund	<u>\$ 1,871,150</u>
Total Proposed Budget	\$68,389,635

**7. Acknowledgment of Amount to be raised for Local Taxes**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education acknowledge that \$50,596,991 be raised in local taxes which includes the use of \$525,735 for a health insurance premium adjustment and \$1,036,964 in unused banked cap for the General Fund and that \$1,871,150 be raised in local taxes for the Debt Service Fund for a total amount of \$52,468,141 for the 2016-17 ensuing school year as follows:

	<b>Total</b>	<b>Matawan</b>	<b>Aberdeen</b>
General Fund	\$50,596,991	\$16,624,936	\$33,972,055
Debt Service Fund	<u>\$ 1,871,150</u>	<u>\$ 614,814</u>	<u>\$ 1,256,336</u>
Total Taxes to be Raised	\$52,468,141	\$17,239,750	\$35,228,391

**8. Authorization to Implement the 2016-17 Budget**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Superintendent and Business Administrator/Board Secretary to implement the 2016-17 budget pursuant to local and state policies.

**9. Receipt of Bids and Award of Contract for Sports and Educational Field Trips (Bid # 17-01)**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bid proposals to secure Sports and Educational Field Trips for the 2016-2017 School year (hereinafter the “Work”); and

WHEREAS, on April 6, 2016 bid proposals were received and publicly read; and

WHEREAS, as a result of the bid, on April 6, 2016 the following bid proposals were received:

Vendor	Educational Field Trips between 9:30 am & 1:30 pm	Educational Field Trips starting before 9:30 am and/or ending after 1:30 pm	Sports Trips Monday – Friday any times, excludes legal holidays	Any trips (sports or educational occurring on weekends or legal holiday
Durham School Services	\$82.00 hourly	No submission	No submission	\$82.00 hourly
Unlimited Auto, Inc.	\$195.00 hourly	\$249.00 hourly	\$232.00 hourly	\$265.00 hourly

and

WHEREAS, the Board has determined that the lowest responsive and responsible bidder for the Work is, Durham School Services, 49 Kanen Lane, Middletown, NJ for: Educational Field Trips between 9:30am and 1:30 pm in the amount of \$82.00 hourly and for any trips (sports or educational occurring on weekends or legal holiday in the amount of \$82.00 hourly and Unlimited Autos, Inc., PO Box 375, Keyport, NJ for: Educational Field Trips starting before 9:30 am and/or ending after 1:30 pm for \$249.00 hourly and for Sports Trips Monday-Friday any time, excludes legal holidays for \$232.00 hourly.

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby awards the Contract for Work in the above-referenced values and amounts to both Durham School Services and Unlimited Autos, Inc. respectively.

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

Line Item # 11-000-270-512-05-1402-0 Not to exceed \$70,000.00

**10. Approval of Change Orders**

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

**Change Order 2 - HVAC Work at High School**

<b>Contract</b>	HVAC Work at High School	
<b>Contractor</b>	Sun Electrical Construction Corp	
<b>Change Order Number</b>	2	
<b>Amount</b>	\$2,519.15	
<b>Description</b>	Remove and re-install ballasts in existing classroom lighting fixtures	\$1,862.45
	Temporary feed electric power to classroom unit ventilators	\$656.70

	This change order was necessary due to field conditions that were discovered during demolition and could not have been anticipated as part of the original scope of work since the condition was not visible.	
	<b>Total amount of change order</b>	<b>\$2,519.15</b>

**Change Order 3 – ATC Replacement at Cambridge Park and HVAC Work at High School**

<b>Contract</b>	ATC Replacement at Cambridge Park and HVAC Work at High School	
<b>Contractor</b>	Sun Electrical Construction Corp	
<b>Change Order Number</b>	3	
<b>Amount</b>	-\$2,966.36	
<b>Description</b>	Credit for deletion of electrical wiring for four (4) ATC panels as shown on Drawing E202HS	
	<b>Total amount of change order</b>	<b>-\$2,966.36</b>

**11. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred during March 2016:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Fire Drill	3/8/16 @ 10:45 am
Cambridge Park Pre-school	Fire Drill	3/22/16 @ 1:00 pm
Strathmore Elementary School	Fire Drill	3/1/16 @ 10:30 am
Strathmore Elementary School	Lockdown	3/4/16 @ 10:45 am
Cliffwood Elementary School	Fire Drill	3/8/16 @ 11:10 am
Cliffwood Elementary School	Lockdown	3/22/16 @ 2:43 pm
Lloyd Road Elementary School	Fire Drill	3/9/16 @ 10:15 am
Lloyd Road Elementary School	Bomb Threat	3/23/16 @ 9:05 am
Matawan-Aberdeen Middle School	Fire Drill	3/3/16 @ 1:25 pm
Matawan-Aberdeen Middle School	Shelter in Place	3/21/16 @ 1:45 pm
Ravine Drive Elementary School	Fire Drill	3/9/16 @ 9:23 am
Ravine Drive Elementary School	Shelter in Place	3/15/16 @ 11:24 am
Matawan Regional High School	Fire Drill	3/1/16 @ 1:30 pm
Matawan Regional High School	Lockdown	3/14/16 @ 8:30 am

**B. TRANSPORTATION**

**1. Award of Transportation Route for the 2015-2016 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Route for the 2015-2016 school year.

RTE #	Destination	Contractor	# of Days	Per Diem	Eff Dates	Cost
#5460	MAMS and LR	S & S Transportation	57	\$114.19	4/4/2016-6/30/2016	\$6,508.83

**Rationale:** The quote threshold was being approached requiring us to seek bids for a new contract to complete the route through end of the school year. MOESC does the bidding for these routes.

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

There were none

**XI. ACTION ON AGENDA ITEMS**

**CURRICULUM AND INSTRUCTION**

**A. TRAVEL - ACTION ITEM**

The following item was approved by a unanimous roll call vote. Ms. Friedman abstained from Action Item 1.

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 item was 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 March 21, 2016.

Incidents Reported	Confirmed HIB Incidents
2	0

**2. Staffing Array Changes – 2015/2016 – ACTION ITEM**

Name	From Loc/FTE	Assignment	To Loc/FTE	Assignment	Effective Date/Reason
Mc Fadden, Mary Beth	MA - 0.67 MA - 0.33	Math Grade 6 ICR Science Grade 6 ICR	MA - 0.67 MA - 0.33 MA – 0.33 O/L	Math Grade 6 ICR Science Grade 6 ICR Science/Social Studies Grade 6 ICR	04/05/2016 – 06/30/2016 IEP Driven (Retroactive)
Montana, Maureen	MA - 0.67 MA - 0.33	Language Arts Grade 7 ICR Social Studies Grade 7 ICR	MA - 0.67 MA - 0.33 MA – 0.33 O/L	Language Arts Grade 7 ICR Social Studies Grade 7 ICR Math Grade 6 ICR	04/05/2016 – 06/30/2016 IEP Driven (Retroactive)

**3. The Superintendent recommends the Suspension of Employee #6134 with pay from 4/11/16–5/10/16 (30 days). – ACTION ITEM**

**POLICY – ACTION ITEM**

**2<sup>nd</sup> Reading and Adoption of the following policy**

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

The Superintendent recommends that the Matawan Aberdeen Regional School District Board of Education approve the second reading and adoption of the following policy:

M indicates mandated by State law

<b>Policy/Regulation #</b>	<b>Title</b>	<b>First Reading</b>	<b>Second Reading &amp; Adoption</b>
<b>P 8600</b>	Transportation (M)	March 21, 2016	April 11, 2016

**FINANCE**

**A. BUSINESS OPERATIONS**

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

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

**1. Acceptance of Administrative Review Summary Report and Related Corrective Action Plan - ACTION ITEM**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the administrative review conducted on the district's nutrition programs and approve the corrective actions on findings.

**Verification (200)**

The following areas need corrective action:

- Verification process was not completed by November 15<sup>th</sup>

**State Agency (SA)’s Suggested Corrective Action:**

Develop and implement procedure(s) to ensure:

- Verification process is completed by November 15<sup>th</sup> of each year

**LEA’s Documented Corrective Action and date implemented:**

- The LEA will have a second individual ready to complete the verification process when the individual who normally completes the verification is not available. Date of implementation will be effective immediately, March 24, 2016.

**Offer versus Serve (500)**

The following areas need corrective action:

**Breakfast**

- Teachers in one of the preschool classroom at Cambridge Park did not demonstrate understanding of a reimbursable meal including appropriate quantities
- Training not provided for teachers who serve meals in classroom

**State Agency (SA)'s Suggested Corrective Action:**

Develop and implement procedure(s) to ensure

- Teachers or meal monitors are trained on how to identify a reimbursable meal, including appropriate quantities

**LEA's Documented Corrective Action and date implemented:**

The LEA will provide training to teachers and preschool meal monitors on how to serve a reimbursable meal and the difference between offer versus serve. The date of implementation will occur by April 8<sup>th</sup> 2016 when the FSMC will provide a workshop to teachers and preschool monitors.

**Civil Rights (800)**

The following areas need corrective action:

- Although racial and ethnic data is collected annually, the information must be reported on the Civil Rights Compliance Form (86) by October 15<sup>th</sup> of every year

**State Agency (SA)'s Suggested Corrective Action:**

Develop and implement procedure(s) to ensure:

- Civil Rights Compliance Form (86) is used to report racial and ethnic data annually

**LEA's Documented Corrective Action and date implemented:**

Starting October 2016, Civil Rights Compliance Form (86) will be used to report racial and ethnic data annually. The date of implementation will October 2016.

**Food Safety (1400)**

The following areas need corrective action:

- The HACCP plan was not in place at each serving location
- Standard Operating Procedures (SOPs) to document that the HACCP plan has been implemented, monitored, and updated were not signed

**State Agency (SA)'s Suggested Corrective Action:**

Develop and implement procedure(s) to ensure:

- The HACCP plan is in place at each serving location
- Standard Operating Procedures (SOPs) are signed to document that the HACCP plan has been implemented, monitored, and updated

**LEA's Documented Corrective Action and date implemented:**

HACCP training has been ongoing since the review. All schools HACCP books will be reviewed, updated and signed accordingly. The date of implementation will be immediately, March 24, 2016.

**Split Session Milk Program (SSMP) (2000)**

The following areas need corrective action:

- Number of ½ pints of milk purchased on most recent claim did not match the cost of milk reflected on invoices



**State Agency (SA)’s Suggested Corrective Action:**

Develop and implement procedure(s) to ensure:

- Number of ½ pints of milk purchased on most recent claim matches the cost of milk reflected on invoices

**LEA’s Documented Corrective Action and date implemented:**

The FSMC will use the correct cost of milk. The total cost of the milk for the month will be utilized instead of the per carton cost of the milk. The date of implementation will be immediately, March 24, 2016.

**2. Acceptance of Proposal for Architectural and Engineering Services for Additional Parking Spaces at Cambridge Park Elementary School, FVHD #4814 - ACTION ITEM**

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education accept the proposal dated Revised March 2, 2016 from the district’s architect of record Fraytak, Veisz, Hopkins, Duthie, P.C. of Trenton, New Jersey for architectural and engineering services for the additional parking spaces at Cambridge Park Elementary School as follows:

<b>Preliminary Construction Cost Estimates</b>	
Additional Parking Spaces at Cambridge Park Elementary School	
Phase 1-Survey and Wetlands Delineation and informal review with the DEP	
Limited Survey Work	\$4,200
Freshwater Wetlands Study/Schematics	\$3,300
<b>Subtotal</b>	<b>\$7,500</b>
Phase 2-Construction Document, Bidding and Construction Administrator Additional parking spaces at Cambridge Park Elementary Schools	
Construction, widening and additional parking spaces	\$75,000
<b>Subtotal-Construction Cost Estimate</b>	<b>\$75,000</b>
Contingency, 10%	\$7,500
Architectural/Engineering fees	\$9,500
DEP applications	\$2,500
Regulatory Agency Applications	\$1,200
Other Soft Costs, printing	\$9,300
<b>Total Project Costs</b>	<b>*\$105,000</b>

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

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

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

BE IT FURTHER RESOLVED, that the Business Administrator and the Architect of Record be authorized to take all actions necessary to advertise for and receive bids related to the aforementioned capital project.

\* The “Total Estimated Project Cost” presented for each of the proposed projects has been carefully determined by the Architect of Record in conjunction with various structural engineers, and is based upon

the most accurate information available at the time. Please note that the total cost proposed by potential bidders, may differ from these estimates.

**Rationale:** The addition of the parking spaces is required to address the shortfall of parking spaces at the site.

## **XII. UNFINISHED BUSINESS**

A member of the Board was pleased to see the District has a mobile application. She was also happy to see the community come together for Strategic Planning.

A member of the Board stated that the Middle School collected massive loads of clothing to donate.

## **XI. NEW BUSINESS**

Ms. Gentile presented Ms. Esposito with her plaque stating she was a Certified Board Member. Ms. Esposito also congratulated Ms. Gentile for the earning the same status.

Ms. Esposito stated there may have an issue with the date for the Board goals session. She also stated the District is also close to being certified as a Board.

Ms. Esposito stated she will be sending out an email regarding the Superintendent's evaluation which has to be completed by the end of the month.

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

There were none

## **XV. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of Confidential Student Matters – HIB Reports, Confidential Legal Matters – Litigation Update, Confidential Personnel Matters – Employee Performance, and Confidential Financial Matters – Food Service Operations. 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 may take place.

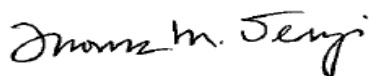
It was moved by Ms. Martinez, seconded by Ms. Nappi that the Board convene in Executive Session and approved by a unanimous voice vote at 8:49 pm.

The Board returned to Open Session at 10:22 pm.

## **XVI. ADJOURNMENT**

On a motion by Ms. Nelson, seconded by Ms. Friedman and a unanimous roll call vote the Board adjourned the meeting at 10:23 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**  
**April 11, 2016**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Bombardier, John	CO	5/25/2016	Georgian Court University Lakewood, NJ	MacConnell Consulting Garden State Summit	\$175.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$175.00*	NO
Danback, Barbara	RD	5/25/2016	Richard Stockton University Galloway, NJ	The Cecilynn Miller Institute for Leadership & Diversity in America School Climate & Anti-Bullying Conference	\$225.00*	\$39.68*	\$0.00	\$0.00	\$0.00	\$264.68*	NO
Lorefice, Lindsey	MS	07/11/2016, 07/12/2016, 07/13/2016, 07/14/2016, 07/15/2016	Ridge High School Bernards, NJ	World Music Drumming & Music Workshops, Ltd.	\$635.00*	\$115.10*	\$0.00	\$0.00	\$0.00	\$750.10*	NO
Mesko, Cindy	HS	07/13/2016, 07/14/2016	Marlboro Middle School Marlboro, NJ	EdTech Team NJ Summit Google for Education	\$279.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$279.00*	NO
Dandola-DePaolo, Andrea	HS	07/18/2016, 07/19/2016, 07/20/2016, 07/21/2016	Rutgers Univerisy New Brunswick, NJ	AP Summer Institute in Statistics	\$1,025.00*	\$40.18*	\$0.00	\$0.00	\$0.00	\$1,065.18*	NO
Dandola-DePaolo, Andrea	HS	07/25/2016, 07/26/2016, 07/27/2016, 07/28/2016	Rutgers Univerisy New Brunswick, NJ	AP Summer Institute in Computer Science	\$1,025.00*	\$40.18*	\$0.00	\$0.00	\$0.00	\$1,065.18*	NO
									<b>TOTAL</b>	<b>\$3,775.54</b>	

\*Amount being charged to Account #20-270-200-500-00-0000-0/11-000-223-580-04-0000-0

Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day NTE: \$1,896.00