

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 October 5, 2015, 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 7:03 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 December 22, 2014. 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 | Mr. Kenneth Aitken – (arrived @ 7:05 pm) |
| | Ms. Allison Friedman | Ms. Kathleen Gentile – (arrived @ 7:08 pm) |
| | Ms. Tara Martinez | Ms. Joelle Nappi |
| | Ms. Africa Nelson | |

Absent: Dr. Jeff Delaney, Mr. Weymouth Brittingham

Also Dr. Joseph G. Majka, Superintendent of Schools

Present: Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction
Mr. Patrick DeGeorge, Assistant Superintendent of Business/Board Secretary
Mr. Brian Walsh, Director of Personnel
Mr. Dave Palumbo, Asst to the Assistant Superintendent of Business/Asst Board Secretary

V. SUPERINTENDENT’S REPORT

Dr. Majka, updated the Board regarding questions about the busing for extracurricular and after school activities. He has been in contact with other Superintendents across the state and they share the same problem. Dr. Majka stated Mr. DeGeorge has been diligent in trying to go out for bids. He also stated that MOESC is having the same issues with special education students. Dr. Majka turned the meeting over to Mr. DeGeorge for Part II of the Budget Boot Camp.

Mr. DeGeorge presented Part II of the Budget Boot Camp with a power point presentation. He discussed the ongoing oversight through a purchasing review, line item transfers, list of bills, S1701 reporting, cash flow analysis, discussions with budget managers and annual reviews. The Board is also provided with an annual list of contracts and the Board role in the budget process.

A member of the Board asked about the budget managers and who reviews what is purchased. Mr. DeGeorge addressed the concerns.

A member of the Board asked if the schools get individual budgets and if they are given a dollar amount to spend or a list of items. Mr. DeGeorge addressed the concerns.

A member of the Board inquired if the list of items to be budgeted for is part of discussions that were had prior to the budget being approved. Mr. DeGeorge addressed the concern.

A member of the Board asked how often is there money left in the budget accounts. Mr. DeGeorge addressed the concern.

A member of the Board inquired if school Districts come together to order items at cheaper prices. Mr. DeGeorge stated that the District is part of cooperative purchasing program.

Dr. Majka asked Mr. DeGeorge to present the 2016/2017 budget calendar and goals.

Mr. DeGeorge addressed the budget calendar and goals for the District. He presented five high level goals that are achievable and manageable.

A member of the Board asked about the goal for the preschool expansion. Mr. DeGeorge addressed the concern. Dr. Majka also stated that the administration had discussed a full day preschool program because there are benefits in having it.

A member of the Board would like to see no increase in the tax levy. Mr. DeGeorge addressed the concern.

Dr. Majka asked Mr. DeGeorge and Mr. Nasr to discuss the HVAC upgrades. There was a power point presentation to review the upgrades. Mr. DeGeorge stated that last time the Board talked about this, he was asked about the economic and tax issues, but to demonstrate in the simplest terms, how the projects are good for kids. Mr. Nasr presented the educational impact that the HVAC projects will have on the students.

A member of the Board asked if the special needs population will be able to stay in the same buildings and environments they are used to for ESY. Mr. Nasr addressed the concern.

A member of the Board inquired with this project will get us close to having 100% of the classrooms air conditioned and how much would the electric costs go up. Mr. Nasr addressed the concern.

A member of the Board asked if these projects go through would it be possible to rent out the facilities and classrooms and create a revenue stream. Mr. Nasr and Dr. Majka addressed the concern.

A member of the Board asked if the new air conditioning units will have HEPA filters. Mr. Nasr addressed the concern.

A member of the Board stated he would like a methodology to improve the air quality in the buildings. Mr. Nasr addressed the concern.

A member of the Board asked if the District will be replacing the controls and some of the sensors. Mr. Nasr addressed the concern.

A member of the Board asked if this presentation would be going up on the District website. Mr. DeGeorge addressed the concern.

A member of the Board stated the District has replaced some of the HVAC already and can we use what is already known to do pre-engineering. If so, how far along in the process are we. Mr. Nasr addressed the concerns.

Mr. DeGeorge stated to the Board that there is a resolution in front of them authorizing the submission of all the projects for their approval and review to the State. The risk is zero because at any time the District can walk away. The positive of submitting now is to get in the front of the line for approval and securing the debt service aid. He also stated that before the actual projects are submitted, there will be the two groups. The first set of projects which does not increase the debt service levy over current levels and the second set of projects which does. This will save a lot of time and money.

A member of the Board asked if once the submission to the State is completed, can the Board see a copy. Mr. DeGeorge stated yes.

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 October 26, 2015 Regular Action Meeting.

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

Ms. Esposito encouraged people to check out the Barnes and Noble night fundraiser for the Middle school STEM program.

A member of the Board asked what QSAC is. Dr. Jones addressed the concern.

A member of the Board would like to have the QSAC documents such as the SOA and DPR prior to the meeting.

A member of the Board inquired who the staff at the Google parent workshop would be and if there would be a separate training for staff members. Dr. Jones addressed the concerns.

Dr. Majka stated he would like to invite Mr. Kiker back as many times as possible.

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 Matawan-Aberdeen Middle School's participation in the Barnes and Noble Mini Maker Fair ("Book Fair") fundraiser event being held at the Barnes and Noble in Holmdel, NJ on November 6, 2015. All proceeds from the fundraiser will support the Middle School STEM Club.

Rationale: On November 6, 2015, Barnes and Noble has offered Matawan-Aberdeen Middle School's STEM Club the opportunity to be represented and display and/or demo any of the STEM projects they have been working on as part of the STEM Club. During this Maker Fair fundraiser there will be new tech and other Maker Products for the students to explore. Matawan-Aberdeen Middle School will be featured on the Barnes and Noble flyer, along with the event times as a way to promote other local school to participate in the Maker's Fair fundraising event.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the New Jersey Quality Single Accountability Continuum (NJQSAC) and District Performance Indicators (DPR) and Statement of Assurance (SOA) for the 2015-2016 school year, and authorize the Superintendent to submit the fully executed SOA and DPR to the Executive County Superintendent for Monmouth County.

Rationale: In accordance with N.J.A.C. 6A:30, Evaluation of the Performance of School Districts, and pursuant to N.J.S.A. 18A:7A, local Boards of Education must approve the district’s submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) Statement of Assurance (SOA) to verify the accuracy of the District Performance Review (DPR).

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Richard M. Kiker of *Kiker Learning, LLC* to provide a *Google Parent Education Workshop* for K-12 families on October 28, 2015.

Rationale: This professional development workshop will support the district’s Google initiative by providing K-12 families with training resources related to Google Education and the entire Google ecosystem which includes:

- Emerging tools from Google EDU
- Google Apps for Education
- Google Classroom
- Chrome Browser for Education

Cost: No Cost to the District

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Richard M. Kiker of *Kiker Learning, LLC* to provide professional development workshop for staff at the February 12, 2016 District In-Service Day.

Rationale: This professional development workshop will support the district’s Google initiative by providing staff with training and resources related to Google Education and the entire Google ecosystem which includes:

- Emerging tools from Google EDU
- Google Apps for Education
- Google Classroom
- The Chrome book Experience
- Chrome Web Store
- Chrome browser for Education

Cost: \$3,000.00

Account #: 20-270-200-320-11-0000-0

C. Special Services

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following evaluator/agency on an as needed basis for the 2015-2016 school year:

Shore Kids Pediatric Therapies

| Services | Rate |
|--------------------------------------|------------|
| Evaluations for Occupational Therapy | \$375.00 |
| Evaluations for Speech Therapy | \$375.00 |
| Evaluations for Reading | \$750.00 |
| Psych educational Evaluations | \$1,500.00 |
| Neuropsych Evaluations | \$2,700.00 |

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

Cost: NTE: \$6,000.00

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

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

| Student | Provider | Cost | Dates |
|---------|-----------------|-----------------------------------|--------------------------------------|
| 159169 | *Education Inc. | \$35.00/hour 10 hours per week | 09/08/15 – 09/19/15 (retroactive) |

*Department of Education approved provider

Cost: NTE: \$3,500.00

Account #: 11-150-100-320-09-0000-0

VII. PERSONNEL

Mr. Walsh reviewed the Personnel Agenda requesting that the Board take action this evening on Item A. The remainder of the items will be presented for action at the October 26, 2015 Regular Action Meeting.

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

Mr. Walsh stated there is a walk-in agenda item and that it does not say action but he would like to do so tonight.

There were questions from the Board regarding agenda item D16, the Handle with Care training. Mr. Walsh addressed the concerns.

A member of the Board asked if Ms. Olsen would be taking Mr. Dorso’s position and who would be taking hers in the interim. Mr. Walsh addressed the concerns.

A member of the Board would like to see the training occur at the High School and Middle School as well. The same Board member asked if this was the first training and when would all staff members be trained. Mr. Walsh and Dr. Majka addressed the concerns.

Dr. Majka stated that he has made the transition from one restraint training to another and there is a transition period involved. Everyone can’t be trained all at once.

A member of the Board asked if the principals would be trained as well. Mr. Walsh addressed the concern.

A member of the Board asked about the website designee from each building and will these people be the designated web director for each school. Dr. Jones addressed the concerns. The same Board member asked who at the building level will manage the website. Dr. Jones and Dr. Majka addressed the concerns.

A member of the Board asked if students could have some input into the School Website Enhancement. Dr. Majka answered yes.

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

B. 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 |
|------|-----|----------|--------|--------------|-----------------|
| | | | | | |

C. 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 |
|---------------------|-----|------------------------|---------------|---------------|---------------------------------------|
| Fiorilli, Christina | MA | Teacher of Mathematics | Personal | Without Pay | 10/30/2015 – 11/04/2015 |
| Spitz, Yael | CL | LDT/C | Personal | Without Pay | 10/05/2015 – 10/06/2015 (Retroactive) |

D. 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 | Director of Special Services | TBD | TBD | TBD | Dorso (Resignation) | 10/26/2015 – 06/30/2016 |
| TBD | CO | Transportation Coordinator | TBD | TBD | TBD | Schwegler (Resignation) | TBD – 06/30/2016 |
| TBD | CO | Transportation Assistant P/T | TBD | TBD | TBD | Minue (Resignation) | TBD – 06/30/2016 |
| TBD | CO | Speech Language Specialist | TBD | TBD | TBD | New Position | TBD – 06/30/2016 |
| TBD | CO | Occupational Therapist P/T | TBD | TBD | TBD | New Position | TBD – 06/30/2016 |

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

2. Substitutes – 2015/2016 School Year

| Category | Account Number |
|----------------|--------------------------|
| Nurse | 11-000-213-104-11-0000-9 |
| | |
| Transportation | 11-000-270-160-11-0000-9 |
| | |

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

3. Curriculum & Instruction – Lloyd Road Elementary Tutorial

| Name | Position | Activity | Max Hours | Cost/Hour | Total Cost | LOC |
|-------------------|----------------------|--|-----------|-----------|------------|-----|
| Teacher(s) TBD | Teachers | Structured After School Homework Hour 5 days/week, 1 hour/day | TBD | \$35 | TBD | LR |
| Nurse(s) TBD | Tutorial Instructors | | | | | |
| Substitutes (TBD) | Nurses Substitute | | | | | |

Account Number: 11-421-100-178-11-0000-3

4. Title 1 Supplemental Reading Program – Cliffwood Elementary School

| Name | Position | Activity | Max Hours | Cost/Hour | Total Cost | LOC |
|-------------------|---|--|--------------------------------|-----------|------------|-----|
| TBD TBD TBD | Cliffwood Title 1 iRead Supplemental Reading Program Teachers | (3) Teachers for the iRead Title 1 Supplemental Reading Program at Cliffwood Elementary School. The iRead Program will run 2 days/week, Wednesdays & Thursdays, one hour per day 8:05AM – 9:05AM October 14, 2015 – April 28, 2016 | 201 Hours 67 hours each | \$35 | \$7,035 | CL |

Account # 20-231-100-101-11-0000-1

5. Title 1 – Supplemental Reading Program – Lloyd Road Elementary School

| Name | Position | Activity | Max Hours | Cost/Hour | Total Cost | Loc |
|------------|---|---|--------------------------------|-----------|------------|-----|
| TBD TBD | Lloyd Road Read 180 Title 1 Supplemental Reading Program Teachers | (2) Teachers for the Read Title 1 Supplemental Reading Program at Lloyd Road Elementary School. The Read 180 Program will run 2 days/week, Mondays & Tuesdays, one hour per day 3:20PM – 4:20PM October 19, 2015 – May 17, 2016 (60 days) | 122 Hours 61 hours each | \$35 | \$4,270 | LR |

Account # 20-231-100-101-11-0000-1

6. Title 1 Supplemental Reading Program – Middle School

| Name | Position | Activity | Max Hours | Cost/Hour | Total Cost | LOC |
|------------|---|---|-----------|-----------|------------|-----|
| TBD TBD | MAMS Title 1 After School Supplemental Reading Program Teachers | (2) Teachers for the after-school Title 1 Supplemental Reading Program at Matawan-Aberdeen Middle School. The Read 180 Program will run 2 days/week, Mondays & Tuesdays, one hour per day 2:45PM – 4:00PM October 2015 – April 2016 | TBD | \$35 | TBD | MA |

Account # 20-231-100-101-11-0000-1

7. School Website Enhancement Committee

| Name | Position | Activity | Max Hours | Cost/Hour | Total Cost | LOC |
|---------------------|--|--|--------------------------|-----------|------------|-----|
| 1. Coach (TBD) | School Website Enhancement Committee Teachers (1 per school and 1 coach) | Teachers to develop a plan for enhancing the school and district website with the goal of having more interactive links and information for the school community | 40 (5 hours each) | \$30 | \$1,200 | CO |
| 2. HS (Teacher TBD) | | | | | | |
| 3. MA (Teacher TBD) | | | | | | |
| 4. LR (Teacher TBD) | | | | | | |
| 5. RD (Teacher TBD) | | | | | | |
| 6. ST (Teacher TBD) | | | | | | |
| 7. CL (Teacher TBD) | | | | | | |
| 8. CP (Teacher TBD) | | | | | | |

Account # 20-270-200-101-11-0000-0

8. Mentor Teachers – 2015/2016 School Year

| Name | Subject | LOC |
|------|---------|-----|
| | | |

Rationale: To assist first-year teachers in the performance of their duties and adjustment to the challenges of their teaching assignment; reduce novice teacher attrition; improve the effectiveness of new teachers; and enhance knowledge of and strategies related to the CCSS to facilitate student achievement and growth, by implementing the Board Approved Mentoring Plan pursuant to NJAC 6A9B-8.

Cost: None to the District. Provisional Teacher assumes total responsibility for paying the Mentor Teacher
 Effective Date: 9/1/15 – 6/30/16

9. College Student Observer/Teacher(s)

| Name | College | Cooperating Teacher and/or Administrator | School/Area |
|-------------------|-----------------------|--|--|
| Kinneman, Katelyn | Monmouth University | Hollinger, Jessica | HS – LDTC Internship Spring and Fall 2016 |
| Hoffman, Karissa | Ball State University | Trezza, Andrea | CO – Special Services Applied Behavioral Analysis Observer/Intern October 2015 – June 2016 |

10. Extra-Curricular Activities

| Name | School | Activity | Position | 2015/2016 Stipend | Effective Date |
|------------------|--------|---|------------------|-------------------|-----------------------|
| TBD | HS | Spring Musical Production | Musical Director | \$3,300.00 | 2015-2016 School Year |
| TBD | MA | Science Competition Team (Science Bowl) | Advisor | \$1,240.00 | 2015-2016 School Year |
| TBD | MS | 6 th Grade Class | Advisor | \$1,300.00 | 2015-2016 School Year |
| TBD | MS | World Language Club | Advisor | \$1,300.00 | 2015-2016 School Year |
| TBD | MS | Yearbook | Advisor | \$4,030.00 | 2015-2016 School Year |
| Reistrom, Meghan | LR | Environmental Club | Co-Advisors | \$555.00 | 2015-2016 School Year |
| Huhn, Dina | LR | Environmental Club | Co-Advisors | \$555.00 | 2015-2016 School Year |

| Name | School | Activity | Position | 2015/2016 Stipend | Effective Date |
|--------------------|----------|------------------|------------|-------------------|-----------------------|
| Scheuing, Adrienne | ST | Safety Patrol | Advisor | \$1,000.00 | 2015-2016 School Year |
| TBD | District | Athletic Trainer | Substitute | \$25.00/Hour | 2015-2016 School Year |
| Lemma, Cheryl | HS/MS | Crowd Control | Monitor | \$62.50/Game | 2015-2016 School Year |
| Saffioti, John | HS/MS | Crowd Control | Monitor | \$62.50/Game | 2015-2016 School Year |

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

11. 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 |
|--------|------------------------------------|-----|-------------------|--------------------------|----------------|--------------|-------------------------------------|---------------------------------------|
| 159624 | ELA, Social Studies, Science, Math | LR | Moore, Ryan | Chalmers, Jessie | 10 | 4 | ELS/SS 15 Math 15 Science 10 | 10/05/2016 – 11/02/2015 (Retroactive) |
| 157962 | English 2 | HS | Moller, Jennifer | Moller, Jennifer | 2 | 1 | 2 | 09/25/2015 – 10/08/2015 (Retroactive) |
| 157962 | U S History 1 | HS | Wegrzyn, Louise | Carnovsky, Robert | 2 | 1 | 2 | 09/25/2015 – 10/08/2015 (Retroactive) |
| 157962 | Geometry | HS | Provines, Effie | Wynes, Nichole | 2 | 1 | 2 | 09/25/2015 – 10/08/2015 (Retroactive) |
| 157962 | Lab Chemistry | HS | Milan, Gregory | Milan, Gregory | 2 | 1 | 2 | 09/25/2015 – 10/08/2015 (Retroactive) |
| 161040 | Speech | CL | Butler, Charlene | Farrell, Colleen | 1 | 16 | 16 | 09/08/2015 – 12/23/2015 (Retroactive) |

12. Home Instructor – 2015/2016 School Year

| Name | Certification |
|---------------|---------------|
| Larsen, Laura | English |

13. Volunteers – 2015/2016 School Year

| Name | Activity |
|------|---|
| TBD | Cambridge Park Pre-School Reading Buddy Volunteer |

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

14. High School Husky Twilight Program - (Alternative After-School Program) 2015/2016 School Year

Program runs 2:30 to 6:30 PM; with flexibility to accommodate specific days/times of instruction.

| Name | Staff | Position | Max Hours | Cost/ Hour (Total Cost Not To Exceed \$60,000) | LOC |
|------|--------------------------------------|--|-------------------------------|--|-----|
| TBD | Math Teacher | Alternative After-School Program Staff | Math Teacher 4.5 Hour/Week | \$35/hour | HS |
| TBD | SLE (Structured Learning Experience) | Alternative After-School Program Staff | SLE Instructor 2-3 Hours/Week | \$35/hour | HS |

Account Number: 11-421-100-101-11-0000-9

15. K-12 World Language Curriculum Committee

| Name | Position | Activity | Max Hours | Cost/ Hour | Total Cost | LOC |
|---------|--|---|----------------------|------------|------------|-----|
| TBD (9) | K-12 World Language Curriculum Committee | World Language Teachers to assist in the review and analysis of the District’s K-12 World Language Program continuum. This position will include a combination of independent research and preparation, as well as in-person guided professional development work sessions. The guided professional development work sessions will take place at Central Office | 6 Hours maximum each | \$30/Hour | \$1,620 | CO |

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

16. Handle With Care – Training

| Name | Location | Position | Daily Per Diem Rate of Pay |
|------------------------|--------------------------------|-------------------------------------|----------------------------|
| Slee-Wojnar, Kathleen | Lloyd Road Elementary School | Instructional Assistant – Autism | \$98.15 |
| Johnansen, Michele | Lloyd Road Elementary School | Instructional Assistant – BD Class | \$135.68 |
| Ashed, Jillian | Cliffwood Elementary School | Autism Aide | \$102.58 |
| Peters-Esposito, Mindy | Cliffwood Elementary School | Instructional Assistant – MD Class | \$110.68 |
| Collins, Sharon | Cliffwood Elementary School | BD Aide | \$127.25 |
| Letowsky, Beth | Cliffwood Elementary School | BD Aide | \$181.80 |
| Nicoll, Brent | Ravine Drive Elementary School | Aide – CI Class | \$102.83 |
| Perchuk, Tara | Ravine Drive Elementary School | Instructional Assistant Grade 1 ICA | \$100.83 |
| Feihl, Ann-Margaret | Strathmore Elementary School | Aide – Resource Room | \$98.15 |
| Dhume, Valerie | Cambridge Park Pre School | Aide - Autism | \$107.08 |

Effective Date: October 12, 2015

Account #: 11-000-219-110-11-0000-1

17. Staff Array Change – 2015/2016 School Year

| Name | From LOC/FTE | Assignment | To LOC/FTE | Assignment | Effective Date/Reason |
|----------------|------------------------|--|------------------------|--|--------------------------------------|
| Marsh, Charles | HS – 0.67 MA – 0.33 | HS AEP MA – Social Studies Grade 7 ICR/ICA | MA – 0.67 MA – 0.33 | Social Studies – Grade 8 Social Studies Grade 7 ICR/ICA | 09/28/2015 – TBD (Retroactive) |

18. Other

IX. FINANCE/TRANSPORTATION

Mr. DeGeorge reviewed the Finance/Transportation Agenda requesting that the Board take action this evening on Items A.10 and 11. The remainder of the items will be presented for action at the October 26, 2015 Regular Action Meeting.

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

A member of the Board asked if the District needed to go out for bid for agenda item A11 or could we simply go out and purchase it. Mr. DeGeorge addressed the concern. The same member of the Board inquired with the steep price, would the District be purchasing a significant diesel generator. Mr. Nasr addressed the concern.

A member of the Board inquired about the transportation for the homeless student. Mr. DeGeorge addressed the concern.

A member of the Board stated he was fine with the submission of the documents because the public will ultimately decide when the referendum takes places. The same Board member would like to see a project manager handle these projects because of the magnitude of them. Mr. DeGeorge addressed the concern.

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

A. BUSINESS OPERATIONS

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

- 1. Payroll for September 2015 and Bills List for October 2015** (Available for review in Board Secretary’s Office)
Policy #6470 Payment of Claims

| | |
|---------------------------------|----------------|
| September 2015, Payroll | \$3,380,252.12 |
| October 2015, Bills List | \$ |
| TOTAL | \$ |

- 2. Transfer of Funds for September 2015** (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 **September 2015** as presented.

3. S-1701 Reporting for September 2015

Board Secretary Report for **September 2015**

BE IT RESOLVED, that the Report of the Secretary to the Board of Education and the Report of the Treasurer of School Monies for **September 2015**, 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 **September 30, 2015**, 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.

Patrick S. DeGeorge
Board Secretary

October 26, 2015
Date

4. Submission of the Annual Comprehensive Maintenance Plan and Form M-1

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and Form M-1 documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached documents for the various school facilities of the Matawan-Aberdeen Regional School District are consistent with these requirements, and

WHEREAS, all past and planed activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and Form M-1 for the Matawan-Aberdeen Regional School District in compliance with Department of Education requirements.

5. Adoption of 2016-2017 Budget Calendar

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the Board of Education Calendar for the 2016-2017 School year. **(Finance Attachment #1)**

6. Adoption of 2016-2017 Budget Goals

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the following Budget Goals for the 2016-2017 school year:

- Goal 1:** TBD
- Goal 2:** TBD
- Goal 3:** TBD
- Goal 4:** TBD
- Goal 5:** TBD

7. Approval of 2015-2016 Title I Grant Funding of Staff Salaries for the Mentoring Our Students Together (M.O.S.T) Program

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the use of the Title I grant as the funding source for the following Mentoring Our Students Together (M.O.S.T.) staff:

| MARSD Staff Member | Total Compensation | Title I Amount | Net Cost to Paid by M.O.S.T. |
|--------------------|--------------------|----------------|------------------------------|
| TBD | TBD | TBD | TBD |
| TBD | TBD | TBD | TBD |
| TBD | TBD | TBD | TBD |
| TOTALS | TBD | TBD | TBD |

Number of district students attending the M.O.S.T Program: **TBD**

Number of district students that are low income: **TBD**

Percentage of district students that are entitled to Title I funding: **TBD %**

Account: 20-231-100-101-11-0000-1

Rationale: Federal regulations require a board of education to list in the minutes the names of individuals and the funding source for their salaries. The maximum budget available for funding this program is \$5,000.

8. Routine Business Travel 2015-2016

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 2015-2016 school year:

| Name | Position | Total |
|--------------|----------|-------|
| Bridget Koch | Nurse | \$650 |

9. Fire and Security Drills

The following Fire and Security Drills occurred during September 2015:

| School Name | Security Drill Type | Date & Time |
|--------------------------------|---------------------|--------------------|
| Cambridge Park Pre-school | Evacuation | 9/24/15 @ 1:00 pm |
| Cambridge Park Pre-school | Fire Drill | 9/16/15 @ 2:20 pm |
| Strathmore Elementary School | Lockdown | 9/21/15 @ 10:15 am |
| Strathmore Elementary School | Fire Drill | 9/18/15 @ 2:30 pm |
| Cliffwood Elementary School | Lockdown | 9/18/15 @ 2:20 pm |
| Cliffwood Elementary School | Fire Drill | 9/16/15 @ 10:00 am |
| Lloyd Road Elementary School | Evacuation | 9/22/15 @ 10:00 am |
| Lloyd Road Elementary School | Fire Drill | 9/11/15 @ 11:30 am |
| Matawan-Aberdeen Middle School | Evacuation | 9/28/15 @ 1:45 pm |
| Matawan-Aberdeen Middle School | Fire Drill | 9/18/15 @ 1:45 pm |
| Ravine Drive Elementary School | Evacuation | 9/17/15 @ 2:30 pm |
| Ravine Drive Elementary School | Fire Drill | 9/9/15 @ 11:40 am |
| Matawan Regional High School | Evacuation | 9/17/15 @ 8:25 am |
| Matawan Regional High School | Fire Drill | 9/16/15 @ 1:30 pm |

B. TRANSPORTATION

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

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Transportation Routes for the 2014-2015 school year.

| RTE # | Destination | Contractor | # of Days | Per Diem | Eff. Dates | Cost |
|--------------|---------------------|-------------------|------------------|-----------------|-------------------|-------------|
| TBD | Matawan High School | MOESC | TBD | \$227.85 | TBD | TBD |
| | | | | | Total | TBD |

Rationale: Route TBD is required to transport student 155274 to Matawan High School, as required under N. J. A. C. 6A:27-6.2 (Homeless student attending school in his / her home district while temporarily living outside of the home district).

IX. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

A member of the public was concerned with the restraint training because staff members are being injured. He is also concerned that Source 4 Teachers staff members are not allowed to participate in the restraint of students. He asked who would assist the person who is trained. Mr. Walsh addressed the concern.

A member of the Board stated that it’s not always a special needs child that needs restraining. The same Board member asked if Handle with Care means the District is getting rid of CPI. Mr. Walsh addressed the concern.

A member of the Board would like to know the differences between Handle with Care and CPI. Dr. Majka stated Ms. Olsen will put an email together.

A member of the public asked if staff members needed to be retrained with CPI after a certain amount of time. Mr. Walsh addressed the concern.

X. ACTION ON AGENDA ITEMS

CURRICULUM AND INSTRUCTION

A. TRAVEL - ACTION ITEM

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

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.

A. OTHER - ACTION ITEM

HIB Report

The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) report as reported during Executive Session of the Matawan Aberdeen Board of Education Meeting of September 28, 2015

| Incidents Reported | Confirmed HIB Incidents |
|--------------------|-------------------------|
| 2 | 0 |

FINANCE/TRANSPORTATION

A. BUSINESS OPERATIONS

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:

10. Authorization for Submission of Capital Project Documents to the New Jersey Department of Education – ACTION ITEM

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the following projects:

- HVAC Replacement Systems at Cambridge Park ES (DOE #3040-040-16-1000) (FVHD #4804A)
- HVAC Replacement Systems at Cliffwood ES (DOE #3040-060-16-1000) (FVHD #4804B)
- HVAC Replacement Systems at Lloyd Road ES (DOE #3040-065-16-1000) (FVHD #4804C)
- HVAC Replacement Systems at Matawan Regional HS (DOE #3040-050-16-1000) (FVHD #4804D)
- HVAC Replacement Systems at Matawan-Aberdeen MS (DOE #3040-053-16-1000) (FVHD #4804E)
- HVAC Replacement Systems at Ravine Drive ES (DOE #3040-075-16-1000) (FVHD #4804F)
- HVAC Replacement Systems at Strathmore ES (DOE #3040-080-16-1000) (FVHD #4804G)

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

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

11. Approval of Emergency Contract for the Replacement of Emergency Generator at the Lloyd Road School – ACTION ITEM

In accordance with N.J.S.A. 18A:18A-7, it is recommended by the Superintendent that the Matawan-Aberdeen Regional School District Board of Education approve the emergent replacement of emergency generator at the Lloyd Road School.

On September 22, 2015 the 48 year old generator at the Lloyd Road Elementary School failed.

On October 5, 2015 an emergency contract was issued to the following vendor in the amount indicated to complete the work.

| Contractor Name | Address | Description | NTE Amount |
|--------------------------------|---|---|-------------------|
| Allaire Electrical Contractors | 2220 Landmark Place Suite 4 Manasquan, NJ 08736 | Replacement of Emergency Generator at the Lloyd Road School | \$43,289.00 |

GAAP Accounts: 12-000-261-730-12-0000-0 (93% = \$40,258.00)
61-910-310-610-11-0000-0 (7% = \$3,031.00)

Rationale: This generator powered 90% of the emergency lighting as well as powering the boiler plants during prolonged power outages. This generator is vital to the safe operation of the school building and must be replaced as soon as possible.

XI. UNFINISHED BUSINESS

A member of the Board would like to know the rationale behind the switch from CPI to Handle with Care. In addition, she would like to get some resources on both programs. Dr. Majka addressed the concerns.

A member of the Board asked if the Board could be informed when additional items are added to the Google Drive. Mr. DeGeorge stated that will be done from now on.

XII. NEW BUSINESS

A member of the Board stated that the K-5 STEM night was amazing. In addition, the Matawan-Aberdeen Education Foundation had a very successful night with the “paint and drink” party. A lot of money was raised by the foundation. The same Board member stated that the interest in the STEM program at Lloyd Road is off the charts.

Dr. Majka stated that one of the District goals is to increase diversity. The District has gotten Hampton and Howard Universities involved.

A member of the Board stated that her passion is helping students with dyslexia. The State Department of Education passed an important mandate that deals with the subject. It acknowledges that dyslexia is a disability that districts much deal with.

XIII. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS

A member of the public thanked Ms. Esposito for answering his emails. He asked Mr. DeGeorge how many empty seats are there on the buses and how many buses does the District own? Mr. DeGeorge addressed the concerns. The same member of the public asked when the routes will be looked at again to see if there are empty seats. Mr. DeGeorge stated it would be done during October. The same member of the public asked how many people are waiting for subscription busing. Mr. DeGeorge addressed the concern. The member of the public stated the District should buy a bus or two. Mr. DeGeorge addressed the concern.

A member of the Board asked if there are a certain number of students on a route, can the District go out for bid. Mr. DeGeorge addressed the concern.

XIV. EXECUTIVE SESSION

Be It Resolved, that a closed session be convened for the purpose of Confidential Employee 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 20 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

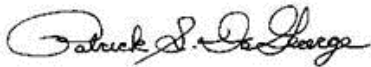
It was moved by Ms. Gentile, seconded by Ms. Nelson that the Board convene in Executive Session and approved by a unanimous voice vote at 8:57 pm.

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

XV. ADJOURNMENT

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

Respectfully submitted,



Patrick S. DeGeorge
Assistant Superintendent for Business/Board Secretary

MATAWAN-ABERDEEN BOARD OF EDUCATION
2016-2017 BUDGET CALENDAR *

| | |
|----------------------------|--|
| Mon., September 28, 2015 | Budget Boot Camp – Part I: Budget Creation |
| October 2015 | Budget data collection tools distributed to budget managers |
| Mon., October 5, 2015 | Budget Boot Camp – Part II: Budget Management Board discusses Budget Calendar and Budget Goals |
| Mon., October 26, 2015 | Board adopts budget calendar and budget goals |
| Mon., November 9, 2015 | Systems 3000 budget module ready for data entry |
| Mon., November 30, 2015 | Submission of budget information to the Assistant Superintendent, Director of Technology and Supervisor of Operations & Maintenance |
| Tue., November 3, 2015 | Board of Education election |
| Fri., December 11, 2015 | Submission of departmental budgets to the Business Administrator |
| December 2015/January 2016 | Central administration begins review of all departmental budgets Central administration meets with budget managers |
| Mon., January 4, 2016 | Board conducts annual organization meeting |
| February – March 2016 | Central administration develops draft and tentative budgets |
| Mon., February 8, 2016 | Discussion of draft budget |
| Mon., February 22, 2016 | Presentation and discussion of tentative budget |
| Mon., March 14, 2016 | Adoption of tentative budget |
| Fri., March 25, 2016 | Deadline for electronic submission of tentative budget to County Office |
| Mon., April 11, 2016 | Presentation and discussion of final budget |
| Mon., April 25, 2016 | Public hearing on and adoption of final budget |
| Fri., May 14, 2016 | Deadline for electronic submission of final budget to County Office |

* The dates presented are subject to change dependent upon the pending release by the Department of Education of the official *2016 School Election and Budget Procedures*.