

**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 September 16, 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 7:00 pm.

**II. PLEDGE OF ALLEGIANCE****III. STATEMENT OF ADEQUATE NOTICE**

Ms. Esposito read the following Statement:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education advertised this meeting on August 5, 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. Weymouth Brittingham	Ms. Allison Friedman
	Ms. Kathleen Gentile	Ms. Tara Martinez
	Ms. Africa Nelson	

Absent: Mr. Kenneth Aitken, Ms. Joelle Nappi

Also Dr. Joseph Majka, Superintendent of Schools

Present: Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction  
Mr. Dave Palumbo, Asst. to the Assistant Superintendent of Business/Asst. Board Secretary  
Mr. Brian Walsh, Director of Personnel  
Ms. Elaine Badalamenti, Accountant/Purchasing Supervisor

**V. UNFINISHED BUSINESS**

Ms. Esposito noted that the Board will be changing the order of agenda items and that the Unfinished Business portion will be conducted at this time.

Dr. Majka addressed the Board and the public regarding the discontinuance of the free shuttle service between the Lloyd Road Elementary School and the Strathmore Elementary School which was discussed at

the July board meeting. He once again stated that this free service was not permitted under New Jersey Law. He also assured all present that the issue was in fact discussed the prior April – and that , although some parents may not have received the calls, that robo-calls regarding the discontinuance of the shuttle service were made on June 10<sup>th</sup>. He added that there will be better communication coming out of the Transportation Department, and that the district and the municipalities need to work more closely on the issues of removal of snow and crossing of streets across the district. Dr. Majka concluded his remarks by stating that these issues will be part the district’s strategic planning process to be undertaken this year.

The district’s demographer of record, Mr. Joe Richardson from Whitehall Associates presented information to the Board regarding his most recent 5-year enrollment projections included in his demographic study of Matawan and Aberdeen – a study which Mr. Palumbo included in the Board’s Google documents. A question and answer period followed the presentation - including questions regarding how Mr. Richardson arrived at his projections, birth rates, zoning and development plans, low income housing and enrollment. Mr. Richardson addressed the concerns. Mr. Brittingham asked if it would be possible to see the Rutgers demographic report which Mr. Richardson referenced. Dr. Majka stated he would forward it to the Board.

Mr. Adam Nasr, Supervisor of Operations and Maintenance then presented a PowerPoint prepared by Mr. DeGeorge which was Part III in an ongoing discussion regarding the district’s outstanding debt, and the option to move toward a referendum for HVAC upgrades across the district. A question and answer period followed the presentation – including questions related to the potential cost of a referendum, and the need to engage the public in the discussion, as well as the cost of adding solar to the district buildings. Dr. Jones and Mr. Nasr addressed the concerns. The Board requested that the architect, bond advisor and other professionals appear before the Board to address issues, as well as present a plan to move forward.

## **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 September 28, 2015 Regular Action Meeting.

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

The Board noted that Item #2 under Special Services should reflect a cost of \$300.00 per month.

The Board inquired about Item #3 under Special Services. Ms. Esposito addressed the concern.

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 appointment of Kathleen Vergaretti and James Zibbell to the District Evaluation Advisory Committee (DEAC) for the 2015-2016 school year. These are additions to the appointments previously approved at the August 24, 2015 Board of Education Meeting.

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

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the revised curricula for the following courses:

<b>Middle School Curriculum Guides</b>
Library/Media Center Curriculum
<b>High School Curriculum Guides</b>
Library/Media Center Curriculum

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District approve David Dolan, Guest Speaker, to provide a student assembly at Matawan Regional High School for students in grades nine through twelve on October 22, 2015.

**Rationale:** The purpose of this assembly is to commemorate both Violence Awareness Week and Red Ribbon Week. This assembly will bring a knowledge base of personal experiences from Mr. Dolan to the students of Matawan Regional High School to assist them in avoiding the pitfalls of becoming involved in drugs, whether it be through experimentation, an escape from bullying, violence in their lives, mental health issues, or simply feeling as if they do not fall into the perceived main stream.

**Cost:** \$750.00 **Account #:** 11-000-218-890-30-2103-0

**C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve CPC Behavioral Healthcare to provide Fit to Return to School Evaluations and Psychiatric Evaluations from July 1, 2015 – June 30, 2016 (Retroactive).

**Rationale:** To make available to the District an additional mental healthcare provider resource that will provide required student assessments in a timely and appropriate manner.

**Cost:** \$125.00/case Fit to Return Evaluations **Account #:** 11-000-217-320-09-0000-0 (Special Education)  
 \$250.00/case Psychiatric Evaluations **Account #:** 11-000-217-320-11-0000-0 (General Education)

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Raritan Bay YMCA Area contract for the period of September 1, 2015 – June 30, 2016.

**Rationale:** We are offering the YMCA program as a component of our special education programs for selected classes. Access will be provided to all common areas of the building: pool, café area, gymnasium, fitness center and locker rooms.

**Cost:** \$300.00/month **Account #:** 11-214-100-890-09-0000-0  
 (NTE: \$3,000.00)

3. The Superintendent recommends that the Matawan Aberdeen Regional School District Board of Education approve a Tuition Contract Agreement with Monmouth County Vocational School District. The term of this agreement will be from September 1, 2015 – June 30, 2016. There will be 50 Special Education students attending (46 Special Education students and 4 Shared-Time) and 67 General Education students (45 Regular Education Program, and 22 Shared-Time). Tuition costs:

Program	Annual Amount	Number of Students	Total
Academy of Allied Health & Science	\$6,120.00	9	\$55,080.00

Academy of Law & Public Safety	\$6,120.00	3	\$18,360.00
Biotechnology High School	\$6,120.00	11	\$67,320.00
Communications High School	\$6,120.00	5	\$30,600.00
Design Academy	\$6,120.00	0	\$0
High Technology High School	\$6,120.00	8	\$48,960.00
Marine Academy of Sci. & Tech.	\$6,120.00	9	\$55,080.00
Class Academy	\$5,800.00	0	\$0
Career Center	\$5,300.00	46	\$243,800.00
Shared-Time Special Education	\$825.00	4	\$3,300.00
Shared-Time Regular Education	\$825.00	17	\$14,025.00
		<b>Total</b>	<b>\$536,525.00</b>

**Cost:** NTE \$536,525.00  
 \$289,425.00  
 \$247,100.00

**Account #:** 11-000-100-563-30-2701-0  
**Account #:** 11-000-100-564-09-0000-0

**VII. PERSONNEL**

Mr. Walsh reviewed the Personnel Agenda requesting that the Board take action this evening on Items A.1 and A.2. The remainder of the items will be presented for action at the September 28, 2015 Regular Action Meeting.

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

The Board inquired about the transition plan now that Mr. Dorso was resigning. Dr. Majka addressed the concern.

The Board inquired who would be interviewing the candidates for the position of Director of Special Services. Mr. Walsh addressed the concern.

The Board was concerned with the wages paid to the Safety Hall Monitors, especially those with prior law enforcement experience. It was suggested that the District needed to raise its rate of pay to keep these individuals. Mr. Walsh addressed the concern.

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
Schwegler, Douglas	CO	Transportation Coordinator	Resignation	11/10/2014	09/01/2015 (Retroactive)
Dorso, Raymond	CO	Director of Special Services	Resignation	11/03/2014	10/23/2015 60 Day Rule Applies
El-Rehawy, Lois	ST	Principal Secretary 12 Months	Retirement	05/01/2000	02/01/2016

**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
Banafato, Frank	LR	Instructional Assistant	FMLA	Without Pay	09/02/2015 – 10/30/2015 (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
Koch, Bridgett	District	School Nurse Floater P/T	Step E 15.5	\$80,505.00 0.61 FTE = \$49,108.00 (Pro-rated)	1	Mallozzi	09/03/2015 – 11/04/2015 (Retroactive)
Mallozzi, Catarina	District	School Nurse Floater P/T	Step C-10	\$50,260.00 0.61 FTE = \$30,659.00 (Pro-rated)	1	Koch	11/09/2015 – 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	Director of Special Services	TBD	TBD	TBD	Dorso (Resignation)	10/26/2015 – 06/30/2016
TBD	HS	Instructional Assistant Autism Program	TBD	TBD	TBD	Perna (Transfer)	TBD – 06/30/2016
TBD	LR	Instructional Assistant Autism Program	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. Salary Adjustments - MRTA**

Name	LOC	From Step/Salary	To Step/Salary	Institution
Costello, Laurie	Matawan Aberdeen Middle School	Step C-07 Bachelor Degree \$48,860.00	Step E-07 Master Degree \$56,040.00	Rutgers University
Chalmers, Jessie	Lloyd Road Elementary School	Step C-04 Bachelor Degree \$48,210.00	Step E-04 Master Degree \$55,390.00	Rowan University
Berman, Lauren	Cliffwood Elementary School	Step C-16 Bachelor Degree \$75,700.00	Step D-16 Bachelor Degree + 30 \$80,700.00	Rutgers University
Walsh, Matthew	Matawan Regional High School	Step C-05 Bachelor Degree \$48,530.00	Step E-05 Master Degree \$55,710.00	Arkansas State University

Rationale: Additional College Credits/Degrees Earned

Cost: Per MRTA 2015/2016 Salary Guide

Account: Contractual Salaries - Effective Date: 09/01/2015 (Retroactive)

**3. Extra-Curricular Activities**

Name	School	Activity	Position	2015/2016 Stipend	Effective Date
TBD	HS	Spring Musical Production	Musical Advisor	\$3,300.00	2015-2016 School Year
TBD	MS	6 <sup>th</sup> 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
TBD	CP	Parent Resource Center Elementary (District)	Manager	\$1,035.00	2015-2016 School Year
TBD	ST	Safety Patrol	Advisor	\$1,000.00	2015-2016 School Year

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
Cai, Jing Jing	Brookdale Community College	Ogurek, Mayra	HS – World Language Student Observer September – December 2015
Viani, Erin	Monmouth University	Molinari, Ann	CL – Elementary Student Observer September – December 2015
Reich, Mirel	Western Governors University	Goldberg, Deborah	HS – Math Student Teacher September – December 2015
Stabile, Daniella	Georgian Court University	Rogers, Kimberly	HS – English Student Observer September – December 2015

**5. Curriculum & Instruction – High School Tutorial**

Name	Position	Activity	Max Hours	Cost/Hour	Total Cost	LOC
TBD	High School Tutorial Instructor	Structured learning lunch tutorial to provide students an opportunity to access academic assistance during the school day.  3 days/week during lunch  (Various subject areas needed. Please specify on application.)	TBD	\$35	TBD	HS

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

**6. Curriculum & Instruction – HS Performing Arts Workshop & Play Production**

Name	Position	Staff	Activity	Max Hours	Cost/ Hour	Total Cost	LOC
Sodono, Lauren	HS Performing Arts Academy Workshop and Play Production	1	Create curriculum and pacing guide for updated course offering.	30	\$30	\$900	CO

Account Number: 20-270-200-101-00-0000-0

**7. Curriculum & Instruction – Summer Curriculum Revision Writing for 2015/2016 School Year**

Name	Position	Staff	Activity	Max Hours	Cost/ Hour	Total Cost	LOC
Mammano, Amy	Math Grades 3-5	1	Create Individual Profile of Progress (IPP) scoring sheets for new EM4 unit assessments, including the beginning, mid, and end-of-year assessments	36 (12 hrs. each person)	\$30	\$1,080	CO

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

**8. Volunteers – 2015/2016 School Year**

Name	Activity

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

**9. 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 \$60,000.00	LOC
TBD	Math Teacher	Alternative After-School Program Staff	Math Teacher 4.5 Hour/Week	\$35		HS
TBD	SLE	Alternative After-School Program Staff	SLE Instructor 2-3 Hours/Week	\$35		HS

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

**10. Substitutes – 2015/2016 School Year**

Category	Account Number
Nurse	11-000-213-104-11-0000-9

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

**11. Mentor Teachers – 2015/2016 School Year**

Name	Subject	LOC
Chodkiewicz, Beth	Special Education	MAMS
Anderson, Sonali	Special Education	CP

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

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

**12. Staff Array Change – 2015/2016 School Year**

Name	From LOC/FTE	Assignment	To LOC/FTE	Assignment	Effective Date/Reason
Vina, William	0.40	Algebra 1 ICR	<b>0.20</b>	<b>Algebra 1 POR</b>	09/08/2015 – 06/30/2016 (Retroactive)
	0.20	Functional Math	0.40	Algebra I ICR	
	0.20	Intro to Algebra Resource Program	0.20	Intro to Algebra Resource Program	
	0.20	Oceanography ICR	0.20	Oceanography ICR	
Kish, Sheryl	0.40	Algebra 2 ICR	0.40	Algebra 2 ICR	09/08/2015 – 06/30/2016 (Retroactive)
	0.20	Geometry 10-12 ICR	0.20	Geometry 10-12 ICR	
	0.20	Algebra 2 Resource Program	0.20	Algebra 2 Resource Program	
	0.20	Algebra 1 Resource Program	<b>0.20</b>	<b>21st Century Math &amp; Financial Application</b>	

**13. Other**

**a. Harassment, Intimidation, Bullying**

2014-2015 District Self-Assessment Report **Personnel Attachment #1**

**b. Per Diem Rate Coverage – Transportation**

Regina Kaeser

Hourly Rate\$26.86 – 4 Hours/Per Day

Additional Responsibilities Differential

Hourly Rate\$16.31

Effective: 08/28/15 TBD

**c. Per Diem Rate Coverage - Transportation**

Kathleen Beatrice

Hourly Rate\$24.50 – 4 Hours/Per Day

Additional Responsibilities Differential

Hourly Rate\$ 2.36

Effective: 08/28/15 - TBD

**VIII. FINANCE/TRANSPORTATION**

Mr. Palumbo reviewed the Finance/Transportation Agenda on which the Board will take action at the September 28, 2015 Regular Action Meeting.

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

The Board questioned the estimated completion date of the locker rooms at the Middle School. Dr. Majka addressed the concern.



The Board inquired as to Brookdale being selected as the graduation venue for the Middle School and High School along with the reasoning behind only one date being given for commencement. Dr. Jones addressed the concerns.

The Board inquired about the memorandum of agreements with the police departments of Matawan and Aberdeen. Dr. Majka addressed the concern.

**A. BUSINESS OPERATIONS**

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

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

<b>August 2015, Payroll</b>	\$620,863.57
<b>September 2015, Bills List</b>	\$
<b>TOTAL</b>	<b>\$</b>

- 2. **Transfer of Funds for August 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 **August 2015** as presented.

- 3. **S-1701 Reporting for August 2015**  
Board Secretary Report for **August 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 **August 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 **August 31, 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

September 28, 2015  
Date

**4. Rehabilitation and Upgrades of Locker Rooms at the Matawan Regional High School and Matawan Avenue Middle School – FVHD #4745 and #4746 – Resolution Ratifying Change Order #GC-2 – General Construction**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bid proposals for work in accordance with specifications prepared for the rehabilitation and upgrading of locker rooms at the Matawan Regional High School and the Matawan Avenue Middle School (“the Work”); and

WHEREAS, on May 12, 2015, bid proposals were received and publicly read; and  
WHEREAS, as a result of the bid, on May 18, 2015, the Board awarded the Contract for the general construction Work in the amount not to exceed \$707,000.00 to Rampart Construction, P.O. Box 31, Summit, New Jersey 07902; and

WHEREAS, the change order #GC-2 in question calls for the following:

- \$4,000 credit for elimination of work related to the toilet in Room 103A.
- \$9,300 charge to provide additional new lockers in the boy’s team room at the high school.
- \$2,330 charge for electrostatic painting of the current lockers in the girl’s team room at the high school. The lockers were in great shape and just needed painting.
- \$815 charge for the inclusion of 3-tier lockers versus the planned 2-tier lockers in the team rooms.

WHEREAS, the net cost of the aforementioned changes to the original project is \$8,445.00; and

WHEREAS, pursuant to N.J.A.C. 5:30-11.3 #10 et. seq., the described changes to the original project are permitted to be achieved up to 20% of the original cost of the project through a change order.

NOW, THEREFORE BE IT RESOLVED that the Board hereby approve the issuance of Change Order #GC-2 to the contract with Rampart Construction – leaving a credit balance in the original \$10,000.00 allowance for general construction work of \$1,555.00.

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

**GAAP Account:** 12-000-400-450-11-0000-L

**Rationale:** The original scope of the project included work on a toilet in Room 103A – work which was later determined to be unnecessary. The original scope included neither new lockers in the boy’s team room nor painting of lockers in the girl’s team room – work which was subsequently became necessary. The \$8,445 net cost of these additional items will be taken from the \$10,000 allowance for general construction work included in the contract price.

**5. Rehabilitation and Upgrades of Locker Rooms at the Matawan Regional High School and Matawan Avenue Middle School – FVHD #4745 and #4746 – Resolution Ratifying Change Order #2 – Plumbing**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bid proposals for work in accordance with specifications prepared for the rehabilitation and upgrading of locker rooms at the Matawan Regional High School and the Matawan Avenue Middle School (“the Work”); and

WHEREAS, on May 12, 2015, bid proposals were received and publicly read; and

WHEREAS, as a result of the bid, on May 18, 2015, the Board awarded the Contract for the plumbing Work in the amount not to exceed \$288,900.00 to Three G's Plumbing & Heating, 1408 Atlantic Avenue, Manasquan, New Jersey 08736; and

WHEREAS, on July 27, 2015, the Board ratified Change Order #1 for a credit of \$40,000.00 – leaving a revised contract amount of \$248,900; and

WHEREAS, the change order #2 in question calls for the following:

- \$2,614 credit for elimination of work related to the toilet in Room 103A.
- \$2,988 charge to provide new cold/hot water valves in the girls and boys locker rooms at the middle school.
- \$2,590 charge to provide new cold/hot water valves in the girls and boys locker rooms at the high school.

WHEREAS, the net cost of the aforementioned changes to the original project is \$2,964.00; and

WHEREAS, pursuant to N.J.A.C. 5:30-11.3 #10 et. seq., the described changes to the original project are permitted to be achieved up to 20% of the original cost of the project through a change order.

NOW, THEREFORE BE IT RESOLVED that the Board hereby approve the issuance of Change Order #2 to the contract with Three G's Plumbing & Heating – leaving a balance due the contractor in the original \$2,000.00 allowance for plumbing work of \$964.00.

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

**GAAP Account:** 12-000-400-450-11-0000-L

**Rationale:** The original scope of the project included work on a toilet in Room 103A – work which was later determined to be unnecessary. The original scope did not include the replacement of hot and cold water valves which became necessary as the project unfolded and the original valves were found to be unreliable. The \$2,964 net cost of these additional items will be taken from the \$2,000 allowance for plumbing work included in the contract price. The district owes the contractor \$964 above the revised contract price of \$248,900.

## **6. Venue for Graduation 2016**

The Superintendent recommends that the Matawan-Aberdeen Middle School and the Matawan Regional High School graduating classes of 2016 commencement exercises be held at the Recreation and Events Center located at Brookdale Community College, Lincroft, NJ.

## **7. Purchase of School Security Application**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the purchase of the Share911 school security application at a cost of \$2.70 per month for each full time district staff member for the 2015-2016 school year at a total cost not to exceed \$15,000. \$7,686 of the not to exceed cost will be funded through the 2015-2016 Safety Grant received from the New Jersey School Insurance Group.

**GAAP Account:** 11-000-266-600-0000-0

**8. Receipt of Quotations and Award of Contract for Spirit Wear (Quote Q-16-07) for the 2015-2016 School Year**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited quotation proposals for Spirit Wear for the 2015-2016 school year (the “Work”); and

WHEREAS, as a result of the solicitation, on September 16, 2016, the following proposals were received:

Vendor	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 **TBD**.

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

**Rationale:** To integrate a web based school store and provide hands on management experience for special needs students.

**Cost:** None to the district

**9. Annual Memorandum of Agreement between MARSD and the Aberdeen Township Police Department**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Annual Memorandum of Agreement between the Matawan-Aberdeen Regional School District and the Aberdeen Township Police Department.

**10. Annual Memorandum of Agreement between MARSD and the Matawan Borough Police Department**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Annual Memorandum of Agreement between the Matawan-Aberdeen Regional School District and the Matawan Borough Police Department.

**11. Acceptance of Donation from the Strathmore Elementary School PTO**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation of Mini iPads with cases to be used in the three basic skills classrooms at Strathmore Elementary School. This donation is being made by the Strathmore Elementary School PTO and is valued at \$1,904.59.

**12. Fire and Security Drills**

The following Fire and Security Drills occurred during August 2015:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Security Drill	No Drills Conducted – Buildings Unoccupied
Cambridge Park Pre-school	Fire Drill	No Drills Conducted – Buildings Unoccupied
Strathmore Elementary School	Security Drill	No Drills Conducted – Buildings Unoccupied

School Name	Security Drill Type	Date & Time
Strathmore Elementary School	Fire Drill	No Drills Conducted – Buildings Unoccupied
Cliffwood Elementary School	Security Drill	No Drills Conducted – Buildings Unoccupied
Cliffwood Elementary School	Fire Drill	No Drills Conducted – Buildings Unoccupied
Lloyd Road Elementary School	Security Drill	No Drills Conducted – Buildings Unoccupied
Lloyd Road Elementary School	Fire Drill	No Drills Conducted – Buildings Unoccupied
Matawan-Aberdeen Middle School	Security Drill	No Drills Conducted – Buildings Unoccupied
Matawan-Aberdeen Middle School	Fire Drill	No Drills Conducted – Buildings Unoccupied
Ravine Drive Elementary School	Security Drill	No Drills Conducted – Buildings Unoccupied
Ravine Drive Elementary School	Fire Drill	No Drills Conducted – Buildings Unoccupied
Matawan Regional High School	Security Drill	No Drills Conducted – Buildings Unoccupied
Matawan Regional High School	Fire Drill	No Drills Conducted – Buildings Unoccupied

**B. TRANSPORTATION**

**1. Approval of In District Routes for the 2015 - 2016 School Year**

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

Bus #	Destination	# of Days	Eff. Dates
43	TBD	180	9/1/2015 – 6/30/2016
44	TBD	180	9/1/2015 – 6/30/2016
45	TBD	180	9/1/2015 – 6/30/2016
46	TBD	180	9/1/2015 – 6/30/2016
47	TBD	180	9/1/2015 – 6/30/2016
48	TBD	180	9/1/2015 – 6/30/2016
49	TBD	180	9/1/2015 – 6/30/2016
51	TBD	180	9/1/2015 – 6/30/2016
52	TBD	180	9/1/2015 – 6/30/2016
53	TBD	180	9/1/2015 – 6/30/2016
54	TBD	180	9/1/2015 – 6/30/2016
55	TBD	180	9/1/2015 – 6/30/2016
56	TBD	180	9/1/2015 – 6/30/2016
57	TBD	180	9/1/2015 – 6/30/2016
58	TBD	180	9/1/2015 – 6/30/2016
59	TBD	180	9/1/2015 – 6/30/2016
60	TBD	180	9/1/2015 – 6/30/2016
61	TBD	180	9/1/2015 – 6/30/2016
62	TBD	180	9/1/2015 – 6/30/2016
63	TBD	180	9/1/2015 – 6/30/2016
64	TBD	180	9/1/2015 – 6/30/2016
65	TBD	180	9/1/2015 – 6/30/2016
66	TBD	180	9/1/2015 – 6/30/2016
67	TBD	180	9/1/2015 – 6/30/2016
68	TBD	180	9/1/2015 – 6/30/2016
69	TBD	180	9/1/2015 – 6/30/2016
70	TBD	180	9/1/2015 – 6/30/2016

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

There were none.

**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. 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

**1. Appointments**

Name	LOC	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Vaccaro, Michael	HS	Hallway Safety & Security Monitor P/T	STEP 1-2	\$11,395.00 (Pro-rated)	3	Coccio (Transfer)	09/28/2015–06/30/2016
Skolnik, Ilene	MA	Acting Assistant Principal	N/A	Per Diem Rate \$300.00	1	Abrahamsen (Acting Principal)	08/31/2015 – 10/26/2015 (Retroactive)
Garrett, Carolina	MA	World Language Spanish	Step E-10 MA	\$57,440.00 (Pro-rated)	7	Cruz (Resignation)	11/09/2015 – 06/30/2016 (or Sooner)
Rossnagel, Robyn	MA/LR	School Librarian/Media Specialist (Replacement Position)	Step E 1-2 MA	\$55,140.00 (Pro-rated)	3	Emili (Personal Leave)	09/28/2015 – 06/30/2016
Cronin, Sean	HS	Interim Assistant Principal in Charge of Student Personnel Services	Step-01	\$126,267.00 (Pro-rated)	3	Scesney (Retirement)	09/28/2015 – 06/30/2016

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

2. Substitutes – 2015/2016 School Year – ACTION ITEM

Category	Account Number
Transportation	11-000-270-160-11-0000-9
Rizzo, Sharon	Bus/Van Driver
Keating, Lisa	Bus/Van Driver

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

**XI. NEW BUSINESS**

A member of the Board stated that her children had the best first day of school ever. She thanked the staff and administration for making that happen.

A member of the Board inquired how often teachers update their web pages. Dr. Jones addressed the concern.

The Board inquired as to why an employee who is leaving was paid for their tuition reimbursement and that they should be forced to work a year before they receive this type of reimbursement. Mr. Palumbo stated he would look into the matter.

**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 Personnel Matters – Employee Performance. The subject matter of these discussions will be disclosed to the public when the reason for confidentiality subsides. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 15 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. Friedman, seconded by Ms. Martinez that the Board convene in Executive Session and approved by a unanimous voice vote at 9:08 pm.

The Board returned to Open Session at 9:23 pm.

**XIV. ADJOURNMENT**

On a motion by Ms. Nelson, seconded by Ms. Friedman and a unanimous roll call vote the Board adjourned the meeting at 9:24 pm.

Respectfully submitted,



David Palumbo  
 Assistant to the Assistant Superintendent for Business  
 Assistant Board Secretary

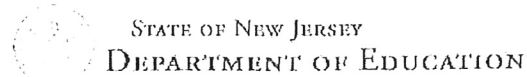




HIB Self-Assessment  
Review of 2014-2015  
District Summary (Possible 78 Total Points)

CORE ELEMENT	Cambridge Park	Strathmore	Ravine Drive	Cliffwood	Lloyd Road	Middle School	High School
Programs (Possible 15 points)	13	14	14	15	15	14	14
Training (Possible 9 points)	8	8	7	8	8	7	8
Other Staff (Possible 15 points)	12	14	14	14	13	13	14
Curriculum & Instruction (Possible 6 points)	6	5	5	6	6	6	6
HIB Personnel (Possible 9 points)	8	8	8	9	9	9	9
School Level HIB Reporting (Possible 6 points)	5	5	6	6	6	6	6
HIB Investigation Procedure (Possible 12 points)	12	11	12	12	12	11	12
HIB Reporting (Possible 6 points)	6	5	5	6	6	5	6
<b>TOTAL:</b> (Possible 78 points)	<b>70</b>	<b>70</b>	<b>71</b>	<b>76</b>	<b>75</b>	<b>71</b>	<b>75</b>

Final Approval: September 28, 2015 - Board of Education Meeting



## Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)  
County: MONMOUTH (25)

New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Cambridge Park Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
13	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
8	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	2
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of successful school climate programs or approaches.	2

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	No
<i>Option B Indicators</i>	<i>Score (0-3)</i>
A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	3
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	2
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	No
<i>Option B Indicators</i>	<i>Score (0-3)</i>
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	3
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	70

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STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)  
County: MONMOUTH (25)

New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Strathmore Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
8	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of successful school climate programs or approaches.	3

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
Indicators	Score (0-3)
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	No
Option B Indicators	Score (0-3)
A. The school has a process for ensuring that staff are implementing the district's procedure for reporting HIB that includes all required elements.	2
B. The school fosters a positive school climate that encourages reports of all concerning behaviors, including HIB, AND implements effective prevention strategies which resulted in no incidents of HIB.	3
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	No
Option B Indicators	Score (0-3)
A. Responsible staff are knowledgeable about the process to notify parents of alleged offenders and alleged victims in each reported HIB incident and how to implement the process.	2
B. The school has a process in place to ensure completion of each investigation within 10 school days of the written incident report.	3
C. The school has a process in place to prepare a written report on the findings of each HIB investigation.	3
D. The school has a procedure for reporting the results of each investigation to the chief school administrator (CSA) within 2 school days of completion of the investigation.	3
SUB-TOTAL (possible 12)	11
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
Indicators	Score (0-3)
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	70

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STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)  
County: MONMOUTH (25)

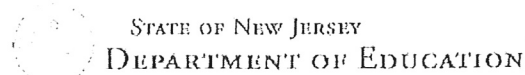
New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Ravine Drive Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
7	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of <u>successful school climate programs or approaches</u> .	3

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
Indicators	Score (0-3)
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	2
SUB-TOTAL (possible 9)	8
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
Indicators	Score (0-3)
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	71

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STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)

County: MONMOUTH (25)

New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Cliffwood Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	
15	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
8	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of successful school climate programs or approaches.	2



Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	76

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STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)

County: MONMOUTH (25)

New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Lloyd Road Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	
15	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	2
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
8	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of successful school climate programs or approaches.	1

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	75

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STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)  
County: MONMOUTH (25)

New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Matawan-Aberdeen Middle School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	2
SUB-TOTAL (possible 9)	
7	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of <u>successful school climate programs or approaches</u> .	2

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
<i>Option A Indicators</i>	<i>Score (0-3)</i>
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	2
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	11
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	71

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STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Matawan-Aberdeen Regional School District (3040)  
County: MONMOUTH (25)

New Jersey Department of Education  
School Self-Assessment for Determining Grades  
under the *Anti-Bullying Bill of Rights Act*

July 1, 2014 - June 30, 2015

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2014 - 2015	
District Name: Matawan-Aberdeen Regional School District	
School Name: Matawan Regional High School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	2
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
8	
Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)	
<i>Indicators</i>	<i>Score (0-3)</i>
A. Each teaching staff member completed at least 2 hours of <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of successful school climate programs or approaches.	2

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)	
Indicators	Score (0-3)
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9
Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2014-2015 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12
Core Element #8: HIB Reporting (N.J.S.A. 18A:17-46)	
Indicators	Score (0-3)
A. The school has a <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6
TOTAL SCORE (possible 78)	75

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