

**MISSION STATEMENT**

We are committed to achieving the New Jersey Core Curriculum Content Standards at all grade levels and providing a safe and supportive environment where educators inspire, empower, and encourage students 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** on January 14, 2013, Administration Building, One Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

Board President, Dr. Jeff Delaney called the Committee of the Whole Meeting to order at 7:00 PM

**II. PLEDGE OF ALLEGIANCE**

**III. STATEMENT OF ADEQUATE NOTICE**

Dr. Delaney 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 21, 2012. 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:	Dr. Jeff Delaney -President	Ms. Anissa Esposito -Vice President
	Mr. Dennis Daniels	Ms. Kathleen Gentile
	Mr. Charles Kenny	Dr. Todd Larchuk
	Mr. James Macomber	Ms. Tara Martinez
	Ms. Joelle Nappi	

Absent:

Also Present: Mr. David M. Healy, Superintendent of Schools  
Dr. Marc Natanagara, Assistant Superintendent for Curriculum and Instruction  
Ms. Carole Morris, Interim Director of Personnel  
Mr. Patrick S. DeGeorge, School Business Administrator/Board Secretary  
Mr. David Palumbo, Asst. to the Business Administrator/Asst. Board Secretary

## V. CURRICULUM AND INSTRUCTION

Dr. Natanagara reviewed the Curriculum and Instruction Agenda requesting that the Board take action this evening on Items 7 and 9. The remainder of the items will be presented for action at the January 28, 2013 Regular Action Meeting.

There was a discussion among the Board regarding the Curriculum Guides, the training for the Danielson Group Evaluation Model, textbooks, the technology issues with the administering of the NWEA exam, the eye exams being performed on the younger children and the Peer Leadership Curriculum.

The Board would like to review the proposal for the Danielson Group Teacher Evaluation Model.

There was a discussion among the Board regarding whether or not the Peer Leadership Program involves enhancing relationships for students that may be different from each other.

There was a discussion among the Board regarding the Writer's Workshop training and the overall plan of the District.

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

### A. TRAVEL

Pursuant to travel policy #4033, the following staff is approved for travel related to training and seminars. 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:** 4033 Travel/Reimbursable Expenses

**Rationale:** Required estimates to abide by law and policy.

### B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a re-subscription to Discovery Education Streaming Plus (formerly United Streaming) for the remainder of the 2012-2013 school year and the 2013-2014 school year, to provide 150,000 learning objects for K-8 students and teachers correlated to state standards. Resources include subject area videos, teaching tools, lesson plans, and webinars, available through mobile devices and classroom computers.

**Rationale:** To take advantage of district investments in technology (ex. Promethean boards, projectors, handheld digital devices), Discovery Education Streaming will be used as a resource for visual clips in the classrooms to demonstrate math, science, literacy, history, and other concepts, as well as for professional development and teaching support for staff. United Streaming digital content has been used effectively for several years in the district to augment physical learning resources.

**Cost:** \$8,224.00

**Account #** 11-190-100-610-04-0000-2

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

Middle School Curriculum Guides	High School Curriculum Guides
ESL – Beginning, Intermediate, Advanced – Grades 6-8	Timely Topics for Today’s Business World / Law for Business – Gr. 12
	ESL – Beginning, Intermediate, Advanced – Grades 9-12

**Rationale:** Curriculum guides are revised to reflect alignment to the English Language Development Standards (WIDA), New Jersey Core Curriculum Standards, Common Core State Standards or state guidelines.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the consulting contract with The Danielson Group to provide a full day staff training on February 18, 2013 on the Introduction to the Framework for Teaching.

**Rationale:** As per the Excellent Educators for New Jersey (EE4NJ) teacher evaluation requirements, all non-pilot New Jersey school districts must thoroughly train teachers on a state-approved teacher evaluation instrument by July 1, 2013 in preparation for statewide rollout of the new teacher evaluation system in 2013-2014.

**Cost:** \$36,000.00 **Account #** 11-000-221-320-04-0000-0  
 (8 trainers, not to exceed 50 participants per group at a rate of \$4,500 per trainer)

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the purchase of “Enhancing Professional Practice: A Framework for Teaching” by Charlotte Danielson for each staff member as part of the teacher evaluation system.

**Rationale:** Training in the teacher evaluation rubrics is mandated by the Excellent Educators for New Jersey (EE4NJ) law; this text is the complete reference on the evaluation frameworks.

**Cost:** \$7,860.00 (375 textbooks) **Account #** 11-000-221-610-04-0000-0

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Rutgers Graduate School of Education as a provider of professional development on effective strategies for teaching writing within a Writer’s Workshop framework. Funded by NCLB Title IA grant money.

**Rationale:** To provide additional training for teachers of language arts Grades 6-8 to teach writing within a Writer’s Workshop framework. Training will take place after school at language arts department meetings.

**Cost:** \$900.00 **Title IA Account #** 20-231-200-320-00-1112-0  
 (3 one hour sessions @ \$300.00 each)

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Northwest Evaluation Association (NWEA) to provide on-site professional development training for administrators on June 28, 2013 titled “*Stepping Stones to Using Data,*” which will focus on how to understand, analyze and interpret MAP data reports and translate knowledge into improved instructional practices. Funded by NCLB Title IIA grant money.

**Rationale:** The district is currently utilizing the NWEA as a formative assessment tool for students in Grades 2-10. Since 2012-2013 represents the first year of NWEA implementation in Grades 9 and 10, and since there are

several new administrators in the district, this workshop will provide an opportunity for experienced administrators to sharpen their skills while providing new administrators with formalized training. This workshop will provide administrators with the necessary knowledge and skills to monitor and track student performance and support teachers in using NWEA assessment data to drive instruction at the school level.

**Cost:** \$3,200.00

**Title IIA Account #** 20-270-200-320-00-0000-0

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new high school courses (**ACTION ITEM**):

**New course proposed:** Astronomy (half year course)

**Rationale:** Astronomy is a key component of the 2009 NJ Science Standards and 2012 Science Frameworks but is not covered in depth in any course. It ties into multiple careers and would help the high school achieve its 21<sup>st</sup> Century Careers goals. It is recommended that the existing Meteorology course be divided into one semester of Astronomy and one semester of Meteorology to meet these needs.

**No additional costs**

**New course proposed:** Multivariable Calculus/Calculus III (half year course)

**Rationale:** This one semester course completes the study of high school Calculus and will provide students with dual credits in partnership with Brookdale Community College. The successful completion of the course requirements will fulfill students' high school graduation requirement in addition to earning college level credit. This course is needed to address the increasing number of students taking advanced level mathematics and who need an additional math course in their senior year.

**Proposed Cost:** \$2,400.00 (textbooks)

**Account #** 11-190-100-640-04-0000-0  
(2013-2014 budget)

**New course proposed:** Topics for Mathematics for 21<sup>st</sup> Century Careers in Math & Science

**Rationale:** A second semester course is needed for students who will be taking Calculus III during the fall semester and require a final math course option during the spring semester. In this course students will study topics ranging from differential equations to linear algebra in the context of careers requiring higher level math skills. Computer and Calculator software will be used to gain a greater understanding of concepts as well as to consider non-routine problems.

**No additional costs**

**New course proposed:**     Peer Leadership/Civic Leadership

**Rationale:**     This course is needed to further enhance the climate and culture at Matawan Regional High School by reducing the number of violence, vandalism, and HIB infractions. This elective course for juniors and seniors will also address the 21<sup>st</sup> Life and Career Standards.

<b>Proposed Cost:</b>	\$2,125.00 (student training)	<b>Account #</b> 11-000-221-320-04-0000-0
	\$ 340.00 (teacher training)	<b>Account #</b> 11-000-221-320-04-0000-0
	\$ 100.00 (teacher resources)	<b>Account #</b> 11-000-221-610-04-0000-0
	\$2,400.00 (student resources)	<b>Account #</b> 11-190-100-610-04-0000-0
		(2013-2014 budget)

**Total Cost:**             \$4,965.00

**8.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education amend the agenda item previously Board approved on 10/22/12 in which the Lions Club (in conjunction with the South Jersey Eye Center) will conduct eye screenings for our pre-school and kindergarten students. Previously, there was no cost to the district but there will now be a fee of \$0.85 per student screened.

**Rationale:**     The cost for the eye screenings will now be \$0.85 per pre-school and kindergarten student screened.

**Cost:**             Approximately 380 students @ \$0.85 per student, not to exceed \$350.00.

**9.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the selection of **SmartStart Education** for differentiated supplemental instruction in the three district Title I schools. This choice is on the state approved list of supplemental service providers and reflects the input of parent feedback from the district Title I parents’ meeting in October and the company’s ability to meet our requirements. These include tutoring both before and/or after school for a period of at least four months, within the Title I budget, to be offered to approximately 140 students. **(ACTION ITEM)**

**Rationale:**     Supplemental services are required under the NCLB Title I grants for students in schools designated as Title I eligible.

**Cost:**             \$90,000.00                             **Title I Account #:** 20-231-100-320-00-0000-0

**10.** The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the revised school calendar. **(Curriculum & Instruction Attachment #2)**

**Rationale:**     Change in parent conference schedule conflicted with High School Spring Musical, alleviated by switching the High School and Middle School dates.

**C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following students to attend out of district placements for the 2012-2013 School Year:

Student	Classification	School	Reason	Cost	Effective Dates
159183	Emotional Disabled	CPC Behavioral Healthcare	New Placement	\$45,440.00	12/05/2012 – 06/30/2013
158677	N/A	Choices MOESC	New Placement	\$12,474.00	TBD 01/2013-06/30/2013

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following service providers;

Service Provider	Cost	Effective Dates
Embrace Kids Foundation Building of Hope 121 Somerset Street New Brunswick, NJ 08901	\$45.00 per hour	10/01/2012-06/30/2013

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve payment to Middlesex Educational Services for restraint training provided to staff members October 8, 2012 in a full day workshop, from **IDEA** funds.

**Cost:** \$630.00

**IDEA Account#** 20-250-200-590-00-1112-0

**VI. PERSONNEL**

Ms. Morris reviewed the Personnel Agenda on which the Board will take action at the January 28, 2013 Regular Action Meeting.

There was a discussion among the Board regarding the after school tutorial program.

There was a discussion among the Board regarding the curriculum revisions and the staff members applying to write them. Also, will there be collaboration among teachers to write the curriculum and if they can work on it electronically.

The Board inquired if it was possible to see background information on applicants prior to approving them for employment.

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

**A. 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	EFF DATES
O'Neill, Michelle	HS	Teacher of Social Studies	Maternity Leave Disability Phase	With Pay	03/18/2013 - 05/13/2013
			FMLA	Without Pay	05/14/2013 - 06/30/2013
Moscinski, Janet M	ST	Instructional Assistant	Personal	Without Pay	04/17/2013 - 04/18/2013
Morrison, Holliann  Amended Dates Previously approved 9/24/12	CL	Special Education Teacher - Autism Program	Maternity Leave Disability Phase	With Pay	11/01/2012 - 11/20/2012
			Maternity Leave Disability Phase	Without Pay	11/21/2012 - 02/05/2013
			FMLA	Without Pay	02/06/2013 - 04/30/2013
Moller, Jennifer	HS	Teacher of Language Arts	Maternity Leave Disability Phase	With Pay	02/01/2013 - 02/12/2013
			Maternity Leave Disability Phase	Without Pay	02/13/2013 - 03/12/2013
			FMLA	Without Pay	03/13/2013 - 05/01/2013
Lambert, Elizabeth	HS	Secretary 12 Months	Medical Leave	Without Pay	12/14/2012 Half Day - 03/01/2013 (Retroactive)

**B. 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	SCH	POSITION	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF DATES
TBD	LR	Teacher of Special Education ICR/POR	TBD	TBD (Pro-rated)	TBD	Noren (Retirement)	TBD - 06/30/2013
Vasilenko, Nicholas	MAMS	Teacher of Physical Education/Health Education	STEP E-01	\$53,340.00 (Pro-rated)	9	Loeb (Retirement)	02/01/2013 - 06/30/2013
TBD	CL	Instructional Assistant Autism Program	TBD	TBD (Pro-rated)	TBD	New Position	TBD - 06/30/2013

**2. COLLEGE STUDENT OBSERVER(s)**

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
Marie Coppola	Kean University	Rose-Marie Turley	HS - Biology <b>STUDENT TEACHER</b> January 2013 - May 2013
Yee Maggie	Georgian Court University	Margaret Lazur David Lehman	LR - Special Education LR - Elementary <b>STUDENT OBSERVER</b> February 4, 2013 - May 30, 2013

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

COST: None

EFFECTIVE DATE: 2012/2013 School year

**3. HOME INSTRUCTOR**

NAME	SUBJECT	COST	EFF DATES
Foster, Rochelle	Mathematics	\$35.00/Hour	01/29/2013 - 06/30/2013

RATIONALE: Addition to the 2012/2013 Home Instructor List

**4. SCHOOL NURSE - SPORTS PACKETS**

NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
TBD	School Nurse 11-000-213-104-11-0000-9	1	Review sports packets prior to start of spring season	5	\$40	\$200	MS
TBD	School Nurse 11-000-213-104-11-0000-9	1	Review sports packets prior to start of spring season	5	\$40	\$200	HS

**5. K-12 CURRICULUM REVISIONS**

Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
<b>ELEMENTARY SCHOOL CURRICULUM GUIDES (K-5)</b>								
1		Physical Education - Grades K-5 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	30	\$20	\$600	CO
2		Spanish – Grade 5 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
3		Technology – Grades K-5 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	30	\$20	\$600	CO



Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
<b>MIDDLE SCHOOL CURRICULUM GUIDES (6-8)</b>								
4		<b>World Languages – Grade 6</b> 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
5		<b>Health – Grades 6-8</b> 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
6		<b>Physical Education – Grades 6-8</b> 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
7		<b>Technology – Grades 6-8</b> 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
<b>HIGH SCHOOL CURRICULUM GUIDES (9-12)</b>								
8		<b>Brookdale English 121 (#3850)</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
9		<b>AP English Language &amp; Composition (#3830)</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
10		<b>AP Literature and Composition (#3840)</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
11		<b>Oral Communication (#3510)</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
12		<b>Print Journalism 1 (#3713)</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
13		<b>Brookdale English 155 Short Story</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	15	\$20	\$300	CO
14		<b>Print Journalism 2 (#3718)</b> 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
15		<b>Advanced Journalism 2 (#3721)</b> 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
16		<b>Advanced Algebra/Trigonometry (#4360)</b> 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO

Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
17		AP Calculus AB (#4820) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
18		AP Calculus BC (#4830) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
19		Calculus Honors (#4510) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
20		Pre-Calculus Honors (#4310) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
21		Pre-Calculus (#4320) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
22		Math Prep (#4944/4945) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
23		Math Lab (#4940) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
24		Statistics (#4710) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
25		Senior Seminar (#A8884) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
26		Business Administration & Management (#8210) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
27		Business Technology (#8881) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
28		Entrepreneurship (#8880) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
29		Accounting 1 (#A8281/8283) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
30		Stock Market Analysis (#8882) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO

Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
31		Sports and Entertainment Marketing (#8260) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
32		AP Lab Biology (#5810) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
33		AP Lab Chemistry (#5820) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
34		Forensic Science (#5560) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
35		Oceanography (#5570) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
36		Environmental Science (#5580) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
37		Meteorology (#5570) 11-000-221-104-04-0000-2	1	Realign to Common Core State Standards	5	\$20	\$100	CO
38		AP Psychology (6830) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
39		Psychology (#6420) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
40		Economics 1 (#6731) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
41		Economics 2 (#6732) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
42		Criminal Law and Juvenile Justice (#6750) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
43		Law for Business (#8230) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
44		Sociology (#6720) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
45		Spanish 2 (#7122) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO

Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
46		Spanish 3 (#7130) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
47		Spanish 4 (#7140) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
48		Spanish 5 Honors (#5151) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
49		AP Spanish 5 (#7811) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
50		Italian 2 (#7220) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
51		Italian 3 (#7230) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
52		Italian 4 (#7240) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
53		Italian 5 Honors (#7251) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
54		French 2 (#7320) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
55		French 3 (#7330) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
56		French 4 (#7340) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
57		Latin 2 (#7420) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
58		Latin 3 (#7430) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
59		Latin 4 (#74431)0 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
60		Food, Fashion, and Family (#8840) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
61		Fashion Design 1 (#8860) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
62		Fashion Design 2 (#8870) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO

Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
63		Introduction to Creative Arts (#1110) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
64		Graphic Design (#8514) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
65		Sports and Entertainment Marketing (#8260) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
66		Desktop Publishing/Presentation (#8130) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
67		Advanced Arts (#1130) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
68		Advanced Ceramics (#1142) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
69		Arts Majors Program 1 (#1161) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
70		Arts Majors Program 2 (#1162) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
71		Digital Art 1 (#8512) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
72		AP Computer Science A (#8190) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
73		Woodworking (#8720) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
74		Furniture Design & Craft (#8730) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
75		Childcare and Development 1 (#8910) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO

Posting #	NAME	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
76		Childcare and Development 2 (#8920) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
77		General Shop (#8710) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
78		Scene Study (#1330) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	15	\$20	\$300	CO
79		Performing Arts 1 (#1310) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
80		Performing Arts 2 (#1320) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
81		Theory and Harmony (#1230) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
82		TV Production 2 (#8620) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO
83		TV Production 3 (#8630) 11-000-221-104-04-0000-2	1	Realign to NJ State Standards	5	\$20	\$100	CO

**6. MENTOR - 2012/2013 SCHOOL YEAR**

NAME	SUBJECT	LOCATION
Flaum, Randy	LDT/C	Central Office

RATIONALE: Provisional Teacher assumes total responsibility for paying the Mentor Teacher pursuant to NJAC6:11-3.2c

COST: None to the Board

EFFECTIVE: 2012/2013 School year

**7. EXTRA CURRICULAR ACTIVITIES**

NAME	SCHOOL	ACTIVITY	POSITION	STIPEND	EFF DATES
Mosley-Aviles, Remoh (Replacing: E. Montiero)	MAMS	Spring Musical	Vocal Director	\$2,960.00	01/29/2013 - 06/30/2013
<b>HOURLY ACTIVITIES</b>					
Gonzalez, Louis	CO	Videographer Board of Education Meetings/School functions	(Substitute)	\$20.00	01/29/2013 - 06/30/2013
Di Brienza, Kerri	ST	After School Tutorial Program	Instructor	\$25.00	01/29/2013 - 06/30/2013

**8. VOLUNTEERS**

NAME	LOC	POSITION	EFF DATES
Ripple, Jacqueline	HS	Athletic Trainer's Office	01/29/2013 - 06/30/2013
Buragina, Matthew	HS	Baseball	01/29/2013 - 06/30/2013
Melendez, John	HS	Baseball	01/29/2013 - 06/30/2013
Antista, Maria	HS	Softball	01/29/2013 - 06/30/2013

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

**9. OTHER**

**a. SUBSTITUTE HOURLY RATE OF PAY INCREASE**

The Superintendent recommends an hourly rate of pay increase for SUBSTITUTE TRANSPORTATION ASSISTANTS from the current rate of \$9.00 per hour to \$12.00 per hour.

**b. AFFIRMATIVE ACTION OFFICER 2012/2013 School Year**

LAST NAME	FIRST NAME	REASON	EFF DATES
Morris	Carole	<i>Replacing</i> Patrick Piegari, Ed.D	01/02/2013 - 06/30/2013 Retroactive

**c. MOVING COMPENSATION - STAFF TRANSFERS**

LAST NAME	FIRST NAME	SCHOOL	TOTAL \$20.00/Hour Max: 5 Hours
Minnecci,	Frances	Cliffwood Elementary	\$100.00

Note: The above entry concludes all Moving Compensation for Staff Transfers

**VII. FINANCE/TRANSPORTATION**

Mr. DeGeorge reviewed the Finance/Transportation Agenda which the Board will take action at the January 28, 2013 Regular Action Meeting.

Dr. Natanagara discussed the Teacher Evaluation System with the Board.

There was a discussion among the Board regarding the various Capital Improvements listed under Item #7, including the company that may install the boilers, the generator at the high school and the purchase of the network switches.

The Board noted that the terms of the contract for Mr. Kalac had not changed except he is with different law firm making it necessary for the Board to approve the new contract.

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

**A. BUSINESS OPERATIONS**

- 1. Payroll and Bills List for January 2013** (Available for review in Board Secretary’s Office)  
Policy #3326 Payment for Goods and Services

December 2012, Payroll	\$3,170,814.05
January 2013, Bills List	\$
<b>TOTAL</b>	<b>\$</b>

- 2. Transfer of Funds for December, 2012** (Available for review in Board Secretary’s Office)  
Policy # 3160 Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted

**WHEREAS** N.J.A.C. 6:20-2.13 “Over expenditure of Funds” states “a district Board of Education shall not incur any obligation or approve any payment in excess of the amount appropriated by the district Board of Education in the line item pursuant to N.J.A.C. 18A:22-8.1”.

**NOW THEREFORE BE IT RESOLVED** that the attached line item transfer be approved:

- 3. S-1701 Reporting for December 2012**  
Board Secretary Report for **December 2012**

Pursuant to N.J.A.C. 6A:23-2.12(d), I do certify that as of **December 31, 2012** no budgetary line item account has been over-expended in violation of N.J.S.A.18A:22-8 and 18A:22-8.1.

\_\_\_\_\_  
 Patrick S. DeGeorge  
 Board Secretary

January 28, 2013  
Date

**Treasurer of School Funds Report for December 2012**

The **December 2012** Treasurer of School Funds Reports are in agreement with the **December 2012** Reports of the Board Secretary for the 2012-2013 school year.

\_\_\_\_\_  
 Patrick S. DeGeorge  
 Board Secretary

January 28, 2013  
Date

It is recommended that the Matawan-Aberdeen Regional School District Board of Education, pursuant to N.J.A.C. 6A:20.10(e), certify that as of **December 31, 2012** 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:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.



**4. Approval of Purchase through NJ State Cooperative**

In accordance with N.J.S.A. 18A:18A-10(a) and N.J.A.C. 5:34-7.29(c) the Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following services, in the following amount to be made through the New Jersey State Cooperative Purchasing Program..

<b>Vendor</b>	DynTek Services NJ State Contract # 73979 WSCA NJ Cisco Data Communications Contract #AR-233 WSCA NJ Participating Addendum #A83083		
<b>Line Item</b>	12-000-100-730-07-0000-0		
<b>Amount</b>	\$37,612.30		
<b>Description</b>	<b>Network Switches</b>		
<b>Quantity</b>	<b>Product</b>	<b>Unit Price</b>	<b>Total Amount</b>
11	Catalyst 2960S 24 GigE poE 370W, 4 x SFP LAN Base	\$2,476.90	\$27,245.90
11	SMARTNET 24X74 Catalyst 2960S Stack	\$322.40	\$3,546.40
11	AC Power cord 16AWG	\$0.00	\$0.00
22	1000BASE-SX SFP Transreceiver module, MMF, 850nm, DOM	\$310.00	\$6820.00
	<b>Total</b>		<b>\$37,612.30</b>

**Rationale:** Additional switches and SFP modules are a required component of the District’s Aruba Wi-Fi network that is currently being installed. The switches and Wi-Fi network will be utilized by students, staff and faculty of the Matawan-Aberdeen Regional School District.

**5. Receipt of Proposals and Award of Contract for Teacher Evaluation Services (P-13-01R Teacher Evaluation Services)**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited proposals for work in accordance with specifications prepared for the acquisition of Teacher Evaluation Services (herein “Work”); and

WHEREAS, on October 22, 2012 the Administration was authorized by the Board to solicit proposals for the Work using the competitive contracting process in lieu of public bidding; and

WHEREAS, on November 14, 2012, proposals were received and publicly read; and

WHEREAS, pursuant to N.J.S.A. 18A:18A-4.5(e), when using the competitive contracting process in lieu of public bidding, the contract must either be awarded by the Board of Education within 60 days or be rebid; and

WHEREAS, no contract could be awarded within the 60 day period, the Administration rebid for the “Work” using the competitive contracting process in lieu of public bidding; and

WHEREAS, on January 11, 2013, proposals were received and publicly read; and

WHEREAS, as a result of the request for proposals, on January 11, 2013, proposals were received from the following vendors:

VENDOR	BID AMOUNT
(To Be Determined)	(To Be Determined)

and

WHEREAS, the respondent with the highest quality service at fair and competitive prices for the Work is (To Be Determined), hereby awards a contract in the amount of (To Be Determined); and

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby awards the Contract for Work in the above referenced values and amounts to (To Be Determined).

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

**6. Carry-over of funds from FY 2012 for the No Child Left Behind Grant: Title I Part A, Title IIA and Title III**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve submission to the State Department of Education request for Carry-over No Child Left Behind Grant funds for the FY 2012 for Title I Part A, Title IIA and Title III as follows:

- Title IA - \$42,847
- Title IIA - \$ 820
- Title III - \$ 1,289
- Total - \$44,956**

**Rationale:** The Carryover will allow the District to expend the balance of these funds during FY 2013. These funds must be spent by June 30, 2013.

**7. FY14 Capital Projects to the New Jersey Department of Education**

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education authorize the Business Administrator and the district’s Architect of Record USA Architects of Somerville, New Jersey to submit the following proposed capital projects for the 2013-2014 school year to the New Jersey Department of Education for approval as required on the district’s behalf:

<u>Project Description</u>	<u>Estimated Total Cost *</u>
District Wide Security Upgrades:	\$589,980
<ul style="list-style-type: none"> <li>• Installation of External Door Card Access Readers</li> <li>• Replacement of Core Exterior Door Locks</li> <li>• Replacement of 40 Surveillance Cameras</li> <li>• Replacement of Main IT Network Switches</li> <li>• Upgrade of Walkie-Talkie System</li> </ul>	
District Wide Exterior Lighting Improvements:	50,000
<ul style="list-style-type: none"> <li>• Installation of LED lighting at Ravine, Drive, Lloyd Road and Middle School</li> </ul>	
Roofing Upgrades at High School And Cambridge Park	1,200,000
Emergency Generator at High School	240,000
Boiler Replacement at Lloyd Road and Strathmore	600,000
District Wide Public Address System Improvements	90,000
Safety Improvements at High School Auditorium	<u>180,000</u>
 TOTAL	 \$2,949,980

BE IT FURTHER RESOLVED, that the above projects be submitted as “other capital projects” as defined in N.J.A.C. 6A:26, and that the district will not seek State funding for these projects.

BE IT FURTHER RESOLVED, that upon receipt of approval from the Department of Education the Business Administrator and the Architect of Record be authorized to take all actions necessary to advertise for and receive bids related to the aforementioned capital projects.

\* The “Estimated Total Cost” presented for of each of the proposed projects has been carefully determined by the Architect of Record in conjunction with various structural engineers, and is based upon the most accurate information available at the time. Please note that the total cost proposed by potential bidders, may differ from these estimates.

**8. Approval of Appointments**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following appointments for the period of January 2, 2013 – June 30, 2013:

Affirmative Action Officer	Ms. Carole Morris
Gender-Equity Officer	Ms. Carole Morris
Anti-Bullying Coordinator	Ms. Carole Morris

**9. Approval of Board Negotiations Attorney**

WHEREAS, there exists a need for legal services for the Matawan-Aberdeen Regional School District Board of Education for the period of January 1, 2013 - June 30, 2013 and

WHEREAS, such legal services can be provided only by a licensed attorney and Paul C. Kalac, Schwartz Simon Edelstein & Celso, LLC, Attorneys at Law, 100 South Jefferson Road, Suite 200, Whippany, NJ 07981 is so recognized as such; and

WHEREAS, the Matawan-Aberdeen Regional School District in the County of Monmouth hereby appoints Paul C. Kalac to serve as Labor Counsel;

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education appoint Paul C. Kalac as Labor Counsel and that the foregoing appointment is made without competitive bidding as “professional service” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A-5a. (1)) since “professional services” contracts are specially excluded from the requirement of bidding, and the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A: 18A-2.h. as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall be set at \$165.00 per hour, plus reimbursement for all costs and disbursements reasonably incurred in the performance of his duties.

**10. Fire and Evacuation Drills**

The following Fire and Evacuation Drills occurred as follows:

SCHOOL NAME	DRILL TYPE	DATE & TIME
Cambridge Park Pre-school	Fire Drill	12/7/12 @ 10:30 AM
Cambridge Park Pre-school	Lockdown	12/19/12 @ 1:30 PM
Strathmore Elementary School	Fire Drill	12/3/12 @ 2:15 PM
Strathmore Elementary School	Lockdown	12/4/12 @ 2:30 PM
Cliffwood Elementary School	Fire Drill	12/5/12 @ 3:00 PM
Cliffwood Elementary School	Lockdown	12/13/12 @ 11:00 AM
Lloyd Road Elementary School	Fire Drill	12/5/12 @ 9:15 AM
Lloyd Road Elementary School	Lockdown	12/19/12 @ 1:00 PM
Matawan-Aberdeen Middle School	Fire Drill	12/7/12 @ 9:15 AM
Matawan-Aberdeen Middle School	Lockdown	12/19/12 @ 2:15 PM
Ravine Drive Elementary School	Fire Drill	12/4/12 @ 11:30 AM
Ravine Drive Elementary School	Evacuation	12/7/12 @ 2:30 PM
Matawan Regional High School	Fire Drill	12/5/12 @ 10:56 AM
Matawan Regional High School	Lockdown	12/10/12 @ 1:30 PM

**B. TRANSPORTATION**

**1. Award of Joint Transportation Contracts for the 2012-2013 School Year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Joint Transportation Contracts for the 2012-2013 school year with Matawan-Aberdeen Regional School District as the Host District.

RTE#	DESTINATION	HOST	JOINER	# OF DAYS	JOINER PER DIEM	EFF DATES	ESTIMATED REVENUE
668	The Shore Center	MARSD	Colts Neck	154	\$105.30	10/15/12-6/30/13	\$16,216.20
						<b>Total</b>	<b>\$16,216.20</b>

**Rationale:** Colts Neck contacted us requesting addition of their student to our existing route. Hosting a jointure provides revenue to the district. Delay in approval was due to Hurricane.

**IX. POLICY**

Mr. Healy reviewed the Policy Agenda which the Board will take action at the January 28, 2013 Regular Action Meeting.

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

**A. FIRST READING OF THE FOLLOWING POLICIES**

The Board discussed policy 6641. The discussion included questions regarding the type of lunch served, the threshold amount for implementing notices and the possible cost to the District when trying to collect outstanding balances.

There was a discussion among the Board regarding policy 5111 including the transporting of non resident students to the District and what happens to students if the District incurs additional expenses down the road.

5111 – Eligibility of Resident/Non-Resident Pupils (Revised) – **(Attachment 1)**

6641 – Student Lunch Charges (New) – **(Attachment 2)**

**VIII. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS AND OTHER MATTERS**

A member of the public inquired as to whether the company that removes the boilers can sell the scrap metal.

A member of the public stated that the notification for students that have balances on their food accounts should be uniform throughout the District.

**IX. ACTION ON AGENDA ITEMS****CURRICULUM AND INSTRUCTION**

It was moved by Ms. Esposito, seconded by Ms. Gentile and approved by a unanimous roll call vote to approve Action Items 7 and 9:

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following new high school courses (**ACTION ITEM**):

**New course proposed:**      Astronomy (half year course)

**Rationale:** Astronomy is a key component of the 2009 NJ Science Standards and 2012 Science Frameworks but is not covered in depth in any course. It ties into multiple careers and would help the high school achieve its 21<sup>st</sup> Century Careers goals. It is recommended that the existing Meteorology course be divided into one semester of Astronomy and one semester of Meteorology to meet these needs.

**No additional costs**

**New course proposed:**      Multivariable Calculus/Calculus III (half year course)

**Rationale:** This one semester course completes the study of high school Calculus and will provide students with dual credits in partnership with Brookdale Community College. The successful completion of the course requirements will fulfill students' high school graduation requirement in addition to earning college level credit. This course is needed to address the increasing number of students taking advanced level mathematics and who need an additional math course in their senior year.

**Proposed Cost:**      \$2,400.00 (textbooks)      **Account #** 11-190-100-640-04-0000-0  
(2013-2014 budget)

**New course proposed:**      Topics for Mathematics for 21<sup>st</sup> Century Careers in Math & Science

**Rationale:** A second semester course is needed for students who will be taking Calculus III during the fall semester and require a final math course option during the spring semester. In this course students will study topics ranging from differential equations to linear algebra in the context of careers requiring higher level math skills. Computer and Calculator software will be used to gain a greater understanding of concepts as well as to consider non-routine problems.

**No additional costs**

**New course proposed:**      Peer Leadership/Civic Leadership

**Rationale:** This course is needed to further enhance the climate and culture at Matawan Regional High School by reducing the number of violence, vandalism, and HIB infractions. This elective course for juniors and seniors will also address the 21<sup>st</sup> Life and Career Standards.

**Proposed Cost:**      \$2,125.00 (student training)      **Account #** 11-000-221-320-04-0000-0  
                                  \$ 340.00 (teacher training)      **Account #** 11-000-221-320-04-0000-0  
                                  \$ 100.00 (teacher resources)      **Account #** 11-000-221-610-04-0000-0  
                                  \$2,400.00 (student resources)      **Account #** 11-190-100-610-04-0000-0  
                                  (2013-2014 budget)

**Total Cost:**      \$4,965.00

9. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the selection of **SmartStart Education** for differentiated supplemental instruction in the three district Title I schools. This choice is on the state approved list of supplemental service providers and reflects the input of parent feedback from the district Title I parents' meeting in October and the company's ability to meet our requirements. These include tutoring both before and/or after school for a period of at least four months, within the Title I budget, to be offered to approximately 140 students. **(ACTION ITEM)**

**Rationale:** Supplemental services are required under the NCLB Title I grants for students in schools designated as Title I eligible.

**Cost:** \$90,000.00

**Title I Account #:** 20-231-100-320-00-0000-0

#### **X. NEW BUSINESS**

The Board discussed the posting of the policies on the District's website and the availability to review them and to have access to Strauss Esmay's website.

#### **XI. OLD BUSINESS**

There was no old business from the Board.

#### **XII. PUBLIC COMMENTS ON OTHER MATTERS**

There were no comments from the public.

#### **XIII. EXECUTIVE SESSION**

It was moved by Ms. Esposito and seconded by Mr. Macomber that the Board convene in Executive Session and approved by a unanimous voice vote at 8:31 PM to discuss the following:

- Student Matters
- Negotiations Update

#### **XIV. ADJOURNMENT**

The Board returned to Open Session at 9:08 PM.

It was moved by Mr. Daniels, seconded by Ms. Nappi and approved by a unanimous voice vote that the meeting be adjourned at 9:09 PM.

Respectfully submitted,

Patrick S. DeGeorge  
School Business Administrator/Board Secretary

APPROVED STAFF TRAVEL 1/14/2013  
COW Meeting

NAME	BUILD	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
DeGeorge, Patrick	CO	04/10/13	Rutgers Center for Government Services, Geroge Street, New Brunswick, N.J.	Public School Bidding	\$206.00	\$11.03	\$15.00	\$0.00	\$0.00	\$232.03	NO
Jarzabek, Chester	CO	03/26/13	Convention Center, Atlantic City, N.J.	New Jersey Building & Grounds Expo. Facility Management Conference	\$100.00	\$42.43	\$20.00	\$0.00	\$0.00	\$162.43	NO
Olsen, Cristina	CO	10/11/12	Sheraton Hotel & Convention Center, Atlantic City, N.J.	(Reimbursement) Autism New Jersey Annual Conference	\$0.00	\$0.00	\$0.00	\$155.07	\$0.00	\$155.07	NO
Vitolo, Anthony	CO	03/26/13	Convention Center, Atlantic City, N.J.	New Jersey Building & Grounds Expo. Facility Management Conference	\$100.00	\$36.15	\$20.00	\$0.00	\$0.00	\$156.15	NO
Trader, Jillian	HS	05/02/13	George Street Playhouse, New Brunswick, N.J.	Teaching Shakespeare in the Classroom	\$98.50	\$9.98	\$0.00	\$0.00	\$0.00	\$108.48	YES
Tyburczy, Philip	HS	3/18, 19, 20, 2013	Trump Plaza Hotel and Casino, Atlantic City, N.J.	Directors of Athletics Association of New Jersey State Conference	\$350.00	\$56.59	\$0.00	\$169.60	\$0.00	\$576.19	NO
Conrad, Christina	MS	05/29/13	Monmouth Mall, Eatontown, NJ	Supporting Struggling Middle School Readers	\$0.00	\$18.60	\$3.00	\$0.00	\$0.00	\$21.60	YES
									Total	\$1,411.95	

REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.



# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT SCHOOL CALENDAR 2012-2013

SEPTEMBER 2012							September:	FEBRUARY 2013							February:							
S	M	T	W	T	F	S	3-Labor Day	S	M	T	W	T	F	S	15-Staff/Students School Day							
						1	4-Teacher Workshop						1	2	18-Teacher Workshop							
2	<del>3</del>	<del>4</del>	<del>5</del>	6	7	8	5-Staff Inservice All Staff Report	3	4	5	6	7	8	9	22-Staff/Students School Day							
9	10	11	12	13	14	15	6-First Day of School for Students	10	11	12	13	14	15	16	<b>February 5, 6, 7, 8 Mid Term Half Days HIGH SCHOOL STUDENTS</b>							
16	<del>17</del>	<del>18</del>	19	20	21	22	17,18-Rosh Hashanah	17	<del>18</del>	19	20	21	22	23								
23	24	25	<del>26</del>	27	28	29	26-Yom Kippur	25	25	26	27	28										
30																						
OCTOBER 2012							October:	MARCH 2013							March:							
S	M	T	W	T	F	S	8-Columbus Day Observance/ In-Service for Staff	S	M	T	W	T	F	S	25-29 Spring Recess							
	1	2	3	4	5	6	<b>29, 30, 31 Storm Days School Closed</b>						1	2								
7	<del>8</del>	9	10	11	12	13		3	4	5	6	7	8	9	10	11	12	13	14	15	16	
14	15	16	17	18	19	20		17	18	19	20	21	22	23	24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30	
21	22	23	24	25	26	27		31														
28	29	30	31																			
NOVEMBER 2012							November:	APRIL 2013							April:							
S	M	T	W	T	F	S	8, 9 NJEA Convention	S	M	T	W	T	F	S	1-Staff/Students School Day							
				1	2	3	Veteran's Day Observance		1	2	3	4	5	6								
4	5	6	7	<del>8</del>	<del>9</del>	10	21-Half Day Students/Staff	7	8	9	10	11	12	13								
11	12	13	14	15	16	17	22,23-Thanksgiving	14	15	16	17	18	19	20								
18	19	20	<del>21</del>	<del>22</del>	<del>23</del>	24	<b>1, 2, 5, 6, 7 Storm Days School Closed</b>	21	22	23	24	25	26	27								
25	26	27	28	29	30			28	29	30												
DECEMBER 2012							December:	MAY 2013							May:							
S	M	T	W	T	F	S	21-Half Day Students/Staff	S	M	T	W	T	F	S	27-Memorial Day							
						1	24-31 Winter Recess				1	2	3	4	28-Teacher Workshop							
2	3	4	5	6	7	8																
9	10	11	12	13	14	15																
16	17	18	19	20	<del>21</del>	22																
23	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	29																
30	<del>31</del>																					
JANUARY 2013							January:	JUNE 2013							June:							
S	M	T	W	T	F	S	1-New Years Day	S	M	T	W	T	F	S	<b>June 14 - Half Day Students/Teachers HIGH SCHOOL ONLY</b>							
		<del>1</del>	2	3	4	5	21-Staff/Students School Day						1									
6	7	8	9	10	11	12	<b>January 25, 28, 29, 30 FULL DAY ALL STUDENTS</b>	2	3	4	5	6	7	8								
13	14	15	16	17	18	19		9	10	11	12	13	14	15								
20	21	22	23	24	<del>25</del>	26		16	17	18	19	20	21	22								
27	<del>28</del>	<del>29</del>	<del>30</del>	31				23	24	25	<del>26</del>	<del>27</del>	28	29								
															30							26, 27 Half Day of School
																						27-Tentative Last Day of School

X = Students Off  
/ = 1/2 Day All Students/Staff  
□ = 1/2 Day High School Students Only

Marking Periods (# of Days)  
1st 09/06/12 - 11/28/12 (44 days)  
2nd 11/29/12 - 02/08/13 (45 days)  
3rd 02/09/13 - 04/22/13 (45 days)  
4th 04/23/13 - 06/27/13 (46 days)

Note: 09/5/12 First Day for Instructional  
Non-Instructional Assistants  
Office Assistants

### PARENT CONFERENCES - FOUR HOUR SESSION

10/17/12	6-12	(Afternoon Grades 6-8) (Evenings Grades 9-12)
10/18/12	6-12	(Afternoon Grades 9-12) (Evening Grades 6-8)
12/05/12	PreK-5	(Evening CL, RD, ST) (Afternoon LR, CP)
12/06/12	PreK-5	(Evening LR, CP) (Afternoon CL, RD, ST)
03/06/13	PreK-5	(Evening LR, CP) (Afternoon CL, RD, ST)
03/07/13	PreK-5	(Evening CL, RD, ST) (Afternoon LR, CP)
03/13/13	6-12	(Afternoon Grades 6-8) (Evening Grades 9-12)
03/14/13	6-12	(Afternoon Grades 9-12) (Evening Grades 6-8)

Note: Emergency days built into the original calendar have been used to make up 4 of the 8 days lost due to Hurricane Sandy in October-November. Four other days were added to the calendar to provide the mandatory 180 days of school: January 21, February 15 and 22, and April 1.

Staff must make vacation and personal plans with the understanding that the revised schedule will be implemented as needed based upon whether there are other emergencies, and that the Board will not grant personal leave, without pay for these days. Requests for any other leaves of absence (i.e., sick leave or family illness) on these days may require a physician's verification.

Adopted: 02/27/12  
Revised: 01/28/13

# POLICY

## MATAWAN ABERDEEN REGIONAL BOARD OF EDUCATION

PUPILS

5111/Page 1 of 8

ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

The Matawan-Aberdeen Regional Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older pupil as is otherwise entitled by law to a free public education.

#### Eligibility to Attend School

The Board shall admit pupils eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 et seq.

The Board shall also admit any pupil that is kept in the home of a person other than the pupil's parent or guardian, where the person is domiciled in the school district and is supporting the pupil without remuneration as if the pupil were his or her own child in accordance with N.J.A.C. 6A:22-3.2 et seq. A pupil is only eligible to attend school in the district pursuant to this provision if the pupil's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the pupil due to family or economic hardship and the pupil is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the pupil must file, if so required by the district, a sworn statement that he or she: is domiciled within the district; is supporting the child without remuneration and intends to do so for a time longer than the school term; will assume all personal obligations for the pupil relative to school requirements; and provides a copy of his or her lease if a tenant, or a sworn landlord's statement if residing as a tenant without a written lease. Pursuant to N.J.S.A. 18A:38-1(c), any person who fraudulently allows a child of another person to use his or her residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of his or her child to a person in another district commits a disorderly persons offense.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(b) if the pupil is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year upon the parent or guardian's return from active military duty.

A pupil is eligible to attend school free of charge pursuant to N.J.S.A. 18A:38-1(d) if the pupil's parent or guardian temporarily resides within the district and elects to have the pupil attend school in the district of temporary residence, notwithstanding the existence

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

of a domicile elsewhere. Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a pupil attending school within the district of temporary residence. Where one of a pupil's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.

A pupil is eligible to attend school in the district free of charge:

1. If the pupil's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 - Education of Homeless Children;
2. If the pupil is placed in the home of a district resident by court order (as defined in N.J.A.C. 6A:22-3.2(e)) or by a society, agency, or institution pursuant to N.J.S.A. 18A:38-2;
3. If the pupil had previously resided in the district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the pupil out of the district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and
4. If the pupil resides on Federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.

The physical condition of an applicant's housing, an applicant's compliance with local housing ordinances, or terms of lease shall not affect eligibility to attend school.

A pupil's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111.

### Proof of Eligibility

The district shall accept forms of documentation from persons attempting to demonstrate a pupil's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22-3.4 et seq. The district shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

The district shall not require or request any information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. However, these protected documents or information, or pertinent parts thereof, may be voluntarily disclosed by the person(s) seeking enrollment in the district. However, the district may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.

### Initial Assessment and Enrollment

Registration, initial determinations of eligibility, and enrollment will be in accordance with N.J.A.C. 6A:22-4.1 et seq. The district shall use registration forms provided by the Commissioner of Education or locally developed forms that are consistent with the forms provided by the Commissioner. A district level school administrator designated by the Superintendent will be available and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.

Initial determinations of eligibility shall be made upon presentation of an application for enrollment and enrollment shall take place immediately in all cases except those of clear, uncontested denials. Where an applicant has provided incomplete, unclear or questionable information, enrollment shall take place immediately, but the applicant will be placed on notice that removal will result if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 et seq.

Where an applicant appears ineligible based on the information provided in the initial application, a preliminary written notice of ineligibility shall be provided, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the district's determination and intent to appeal to the Commissioner. A pupil enrolled pursuant to this provision shall be notified that he or she will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.

Where enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws. In this case, the parent(s) or guardian(s) shall, where the pupil is between the ages of six and sixteen, be asked to complete a written statement that the pupil will be attending school in another district, attending a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the event this written statement is not provided, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1, with the pupil's name,

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

the name(s) of the parent/guardian/resident, the pupil's address to the extent known, and shall indicate that admission to the district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.

Enrollment or attendance in the district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a pupil's identity required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.

Enrollment in the district shall not be denied based upon absence of pupil medical information, although actual attendance at school may be deferred as necessitated by compliance with rules regarding immunization of pupils, N.J.A.C. 8:57-4.1 et seq.

Enrollment in the district, attendance at school, or educational services where attendance in the regular education program appears inappropriate, shall not be denied based upon absence of a pupil's prior educational record. However, the applicant shall be advised that the initial educational placement of the pupil may be subject to revision upon receipt of records or further assessment of the pupil by the district.

### Notice of Ineligibility

If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-1.1 et seq., or the application initially submitted is found to be deficient upon subsequent review or investigation, notice shall immediately be provided to the applicant consistent with sample form(s) to be provided by the Commissioner. Notices shall be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility shall be provided and shall include information as required in accordance with N.J.A.C. 6A:22-4.2 et seq.

### Removal of Currently Enrolled Pupils

Nothing in N.J.A.C. 6A:22-4.3 et seq. and this policy shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, pupils enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information.

When a pupil, enrolled and attending school in the district based on an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the pupil in accordance with N.J.A.C. 6A:22-4.3(b). No pupil shall be removed from school unless the parent,

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

guardian, adult pupil or resident keeping an "affidavit pupil" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the pupil's eligibility or ineligibility and shall immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2 et seq. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. If the hearing(s) is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. No pupil may be removed except by vote of the Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

### Appeal to the Commissioner

The district's determination that a pupil is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult pupil or resident keeping an "affidavit pupil", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit pupil" eligibility determinations must be filed by the resident keeping the pupil.

### Assessment and Calculation of Tuition

If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a pupil's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.

### Nonresident Pupils

The admission of a nonresident child to school free of charge must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident pupil shall be contingent upon the pupil's maintenance of good standards of citizenship and discipline.

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

### Future Residents

A child otherwise eligible for attendance whose parent(s) or legal guardian(s) has signed a contract to buy, build or rent a residence in this district may be enrolled for the one month previous to the anticipated date of residency, upon approval by the Superintendent of Schools.

The Superintendent shall not grant such approval if the placement would require the taxpayers of this district to assume a financial obligation for services that would otherwise be the responsibility of the current resident district. If the child does not become a resident of the district by the end of the period for which free attendance is given, he/she shall be required to pay tuition for the remainder of the time until residency is established. Parent(s) or legal guardian(s) of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident pupil whose claim cannot be verified. For any pupil admitted under the circumstances of this paragraph, it is the responsibility of the parent(s) or legal guardian(s) to provide transportation.

### Former Residents

Regularly enrolled children whose parent(s) or legal guardian(s) have moved out of the school district may be permitted, if the parent(s) or legal guardian(s) so request, to finish the semester without payment of tuition, upon recommendation of the Superintendent and the approval of the Board. When a pupil is in grade twelve and his/her parents move from the district any time during the grade twelve year, upon approval by the Superintendent of Schools, the pupil shall be permitted to finish the school year without the payment of tuition. A pupil in grade twelve given such permission to complete the school year shall not be continued as a pupil in the district beyond the date of graduation in that year should the pupil not graduate at the end of that school year. Under any circumstances within this paragraph, it is the responsibility of the parent(s) or legal guardian(s) to provide transportation for their child.

~~Children of nonresident employees of the Board who were actually enrolled in the district as of 09/06/2011, pursuant to a prior version of this policy, may continue to attend in the schools of the district without payment of tuition, as far as the school facilities permit, but not if such enrollment would require the taxpayers of the district to assume a financial obligation for specialized services that would otherwise be the responsibility of the district of residence. Effective 02/28/2012, no additional children of nonresident employees may be enrolled in the district unless specifically authorized by law.~~

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

Children of nonresident employees of the Board may be enrolled and attend in the schools of this district without payment of tuition, provided that: (1) the enrollment of the child does not necessitate any additional cost to the district for additional staff, additional class sections, additional facilities or other expenditures beyond those student-specific costs entailed in the education of a typical regular education student (e.g., textbooks, sports team uniforms and equipment); and (2) the child has no extraordinary educational or other needs requiring the expenditure of additional district funds. Nonresident employees desiring to enroll their children pursuant to this policy shall notify the Superintendent, in writing, no later than April 1<sup>st</sup> prior to the commencement of the school year of desired enrollment, so that the Superintendent can assess the child's eligibility under the factors set forth herein. Eligibility for re-enrollment in subsequent years shall be determined on an annual basis by application of these factors to the circumstances as they appear at the time of application. A child enrolled hereunder who meets the criteria in one year of attendance may be found to no longer meet the criteria in a subsequent year and, in that even, shall be deemed ineligible to continue attending school in the district. In the event that the limitations on increased costs set forth in the first sentence of this paragraph are declared legally invalid by a court or other tribunal of competent jurisdiction, it is agreed that this paragraph shall be deemed null and void in its entirety, the version of the policy in effect prior to February 28, 2012 shall be deemed automatically reinstated, and the Board shall negotiate with the Matawan Regional Teachers Association concerning any future changes thereto as, and to the extent, required by applicable law.

### Other Nonresident Pupils

Other nonresident pupils may be admitted to this district on payment of tuition, where their attendance is justified on the basis of location of their residence and the convenience of access to the schools; the provision of a particular education program by the district; and where there is space available.

The Superintendent shall develop procedures for the enrollment of nonresident children which:

- A. Admit such children only on the proper application of the parent(s) or legal guardian(s);
- B. Do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, political affiliation, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual or physical or mental limitation except as permitted by law;



# POLICY

MATAWAN ABERDEEN  
REGIONAL  
BOARD OF EDUCATION

PUPILS

5111/Page 8 of 8

## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

- C. Verify claims of residency and affidavits of guardianship;
- D. Deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant;
- E. Make continued enrollment of any nonresident pupil contingent upon his/her maintaining good standards of citizenship and discipline.

N.J.S.A. 18A:38-1 et seq.

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-2.1 et seq.

Adopted: 20 December 2010

# POLICY

## MATAWAN ABERDEEN REGIONAL BOARD OF EDUCATION

6641/Page 1 of 2  
STUDENT LUNCH CHARGES

### 6641 STUDENT LUNCH CHARGES

All students not eligible for free and reduced price meals under the National School Lunch Program must pay the full cost of meals served in the district cafeterias. The Matawan-Aberdeen Regional School District Board of Education will allow students in grades K-12 to purchase lunch on credit on the occasions when students have lost their lunch money, left their lunch money at home or do not have enough money in their student lunch account to cover the cost of a meal.

When the balance a student owes the district reaches \$10.00, on the next occasion the student needs to charge lunch, the student will be provided a standard lunch and will be given a note to take home to their parent/legal guardian. This note will indicate that the child was served a lunch, the cost for that lunch, the total balance owed to the district, and the need to pay the outstanding balance. It will indicate that if the debt is not paid, on the next occasion the lunch choice will be limited. The parent/legal guardian will be provided an application for free and reduced price meals.

Students may not charge a breakfast to their account when their account balance is in arrears in the amount of \$10.00 or greater.

On the second occasion when the balance that the student owes the district reaches \$10.00 or greater, the student will be served an alternate lunch, with awareness and consideration given to dietary and/or health concerns. The student will be given a note to take home to his or her parent/legal guardian indicating that the child was served a lunch and the debt the parent/legal guardian needs to pay. The principal or designee will call the student's parent/legal guardian to review the district requirements and what will occur should further instances arise.

On the third occasion when the balance that the student owes the district reaches \$10.00 or greater, the student will be served an alternate lunch, with awareness and consideration given to dietary and/or health concerns. The principal will send a certified letter to the parent/legal guardian describing the debt and possible future action, and another call will be made by the principal or designee to the parent/legal guardian.

Once the total lunch debt has been settled with the school district, if the balance again reaches \$10.00, the process for collection will be re-started.

The Food Services Management Company is directed to provide a listing of students with negative balances to the building principals on a weekly basis. Additionally, when a student's outstanding balance reaches \$25.00, the Food Service Management Company will send a letter home to the parent/legal guardian of the student.

# POLICY

MATAWAN ABERDEEN  
REGIONAL  
BOARD OF EDUCATION

6641/Page 2 of 2  
STUDENT LUNCH CHARGES

In those instances where the parent/legal guardian owes the district \$50.00 or more due to the student charging lunches, the administration is authorized to seek reimbursement by pursuing the claim through a collection agency or commencing litigation against the parent/legal guardian, with such course costs and attorney's fees assessed as may be provided by law.

Parents are encouraged to sign up with My Payment Plan to monitor and deposit funds in their child's account.

This policy is to be sent annually to all parents/legal guardians of district students and placed on the district web site.

All written communication and notes sent to the student's parent/legal guardian regarding the charging of student lunches are to be part of the student's file.

Adopted: