

**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.

**ACTION MEETING** on October 22, 2012, Matawan-Aberdeen Middle School, 469 Matawan Ave, Aberdeen, NJ.

**I. CALL TO ORDER**

Board President, Charles Kenny called the Regular Action Meeting to order at 7:00 PM.

**II. PLEDGE OF ALLEGIANCE**

Middle School students Patrick Hennessey and Kymere Faucette lead the Board in the Pledge of Allegiance.

**III. STATEMENT OF ADEQUATE NOTICE**

Mr. Kenny 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 May 4, 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: | Mr. Charles Kenny-President            | Ms. Elizabeth Hayward-Vice President |
|          | Mr. Kenneth Aitken – (arrived 7:09 PM) | Mr. Dennis Daniels                   |
|          | Dr. Jeff Delaney                       | Ms. Anissa Esposito                  |
|          | Dr. Todd Larchuk                       | Ms. Patricia Phillips                |

Absent: Mr. Gerald Donaghue

Also Present: Mr. David M. Healy, Superintendent of Schools

- Dr. Patrick Piegari, Interim Deputy Superintendent of Schools
- Dr. Marc Natanagara, Assistant Superintendent for Curriculum and Instruction
- Mr. James H. Strimple, Jr. Interim School Business Administrator/Board Secretary
- Mr. David F. Palumbo, Assistant to the Business Administrator/Assistant Board Secretary
- Mr. David Rubin, Board Counsel
- Anthony Barberio, Student Representative

**V. MINUTES**

It was moved by Ms. Hayward, seconded by Ms. Esposito and approved by a unanimous roll call vote to approve the following minutes: Ms. Esposito abstained from the minutes of the October 8, 2012 Committee of the Whole and Executive Session Meetings. Mr. Daniels and Dr. Larchuk abstained from the minutes of the September 24, 2012 Regular Action and Executive Session Meetings.

Minutes of September 24, 2012, Regular Action Meeting  
Minutes of September 24, 2012, Executive Session  
Minutes of October 8, 2012, Committee of the Whole Meeting  
Minutes of October 8, 2012, Executive Session

**VI. BOARD PRESIDENT'S REPORT**

Board President Mr. Kenny made the following statements:

There was a moment of silence for the loss of Ms. Kathy Camarote.

Mr. Kenny thanked Mr. Wells and the band students for tonight's music.

Mr. Kenny thanked Ms. Greenspan and the members of the chorus for singing the Star Spangled Banner.

There is an open house for the high school scheduled this week where all 7<sup>th</sup> and 8<sup>th</sup> grade students and their parents are encouraged to attend. There will also be an open house for the career academies that will be held November 1<sup>st</sup>.

The Board has been fiscally responsible with a 3.66% increase in taxes over 3 years, a 1.22% annual average increase.

**VII. SUPERINTENDENT'S REPORT**

Mr. Healy, Superintendent of Schools, introduced Mr. Cory Radisch, Middle School Principal, to present the school's highlights and student recognitions.

Mr. Radisch recognized Mr. Wells and the band students, Grace Lopez, Meagan McGlyn, Angela Ortiz, Shayanne Prince, Catherine Brown, Ryan Deale, Victoria Delehanty, Anna Giglio, Megan Groh and Rachel Kenny.

Mr. Radisch recognized Ms. Greenspan and the members of the chorus. 204 students are participating in the chorus this year.

Mr. Radisch recognized the numerous students who received a perfect "300" score on the NJ ASK.

Student poems were read in recognition of School Violence Awareness Week.

Mr. Radisch reviewed the highlights of the Middle School including the Professional Learning Communities.

Mr. Van Horn, Assistant Principal, reviewed the new Middle School Schedule.

Mr. Healy recognized the groups and individuals who donated \$1,000 or more worth of supplies and materials to include the Ravine Drive PTO, Matawan-Aberdeen Rotary Club and Mr. Scott Bellone.

Mr. Healy reviewed the Electronic Violence, Vandalism and Substance Abuse Report. This report is required by law to be filed bi-annually for school districts. This report is for the period of January 1, 2012 through June 30, 2012. There were 3 incidents of fights, 3 incidents of assaults, 1 reported threat and 23 incidents of Harassment, Intimidation and Bullying. There was 1 case of vandalism, 1 case of theft and 3 cases of substance abuse.

Dr. Piegari reviewed the Harassment, Intimidations and Bullying portion of the report. This report is also required bi-annually and covers the time period of January 1, 2012 through June 30, 2012. There were 23 reported incidents with over 60 non-confirmed cases. Overall, there was a 60% reduction of incidents this year as compared to last year.

## VIII. STUDENT REPRESENTATIVE'S REPORT

Anthony Barberio, filling in for Radhika Kumar, made the following statements:

Lloyd Road Elementary School students made an anti-bullying rules video and will announce their new student counsel soon.

Ravine Drive Elementary School had a smooth opening of the school year and had a large turnout for their Back to School Night.

Cliffwood Elementary School kicked off Anti-Bullying Week with 3<sup>rd</sup> grade students doing bucket filling whereby they give each other compliments.

Strathmore Elementary School did various activities during Anti-Bullying Week. They also had a friendship presentation on October 15<sup>th</sup>.

The Middle School participated in Violence Awareness Week with various activities including poems written by the students.

Matawan Regional High School also had many anti-bullying activities during Violence Awareness Week. Students also started a non-texting initiative and will have Spirit Week during the week of October 19<sup>th</sup>.

## IX. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

There was a question as to whether there will be a presentation regarding the findings and recommendations on the State Monitoring Audit.

## X. CURRICULUM AND INSTRUCTION

It was moved by Ms. Hayward, seconded by Ms. Phillips and approved by a unanimous roll call vote to approve the following items:

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 the revised Curriculum for the following courses:

HIGH SCHOOL COURSE NAME
Academy Chemistry
Lab Chemistry
Lab Chemistry Honors
Latin 1
Physics for the 21 <sup>st</sup> Century
Web Page Design 2

Rationale: Science Curriculum Guides were revised to reflect skills described in the 2012 National Science Frameworks and the updates to content and material based on staff input. Latin I and Web Page Design 2 were updated to the most recent NJ Core Curriculum Standards.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Annual Memorandum of Agreements between the Matawan-Aberdeen Regional School District and the Aberdeen Township and Matawan Borough Police Departments.

3. The Superintendent recommends that the Matawan-Aberdeen Board of Education approve the local Lions Club in conjunction with the South Jersey Eye Center (SJEC) to perform free vision screening for all Matawan-Aberdeen Pre-school and Kindergarten students for the 2012-2013 school year.

Rationale: Early detection for vision disorders

Cost: No Cost

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the revised school calendar to reflect the half day for the high school Prom to be changed from June 7, 2013 to June 14, 2013. **(Curriculum & Instruction attachment #2)**

Rationale: The Prom is scheduled for June 14<sup>th</sup> at the Waterview Pavilion. We were not able to find a suitable venue for June 7<sup>th</sup>.

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation valued at \$2,000.00 from Scott Bellone to the Matawan Regional High School’s Athletic Department for the purchase of a Flat Screen TV for the Athletic Office Conference Room. The television will be used by coaches and students to review recordings of athletic events and by instructors, such as the nurse, to give presentations.

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation in the amount of \$1,500.00 from the Ravine Drive Elementary School PTO for

the purchase of a Laminator. The Laminator will be used by all Ravine Drive Elementary School teachers for student work and classroom materials.

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation from the Matawan-Aberdeen Rotary Club for Backpacks & School Supplies for students in need. This donation is valued at \$2,800.00.

8. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation from the Matawan-Aberdeen Rotary Club for Dictionaries for all 3<sup>rd</sup> grade students and Thesauruses for all 6<sup>th</sup> grade students. This donation is valued at \$1,100.00.

9. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education formally receive the Findings of the Office of Fiscal Accountability and Compliance of the New Jersey Department of Education for the following federal programs: the Education Jobs Act of 2010; the Elementary and Secondary Education Act; and the Individuals with Disabilities Education Act for the period July 1, 2010 through May 8, 2012. It is recommended that the Board of Education accept and approve the proposed corrective action plans to be implemented and sent to the New Jersey Department of Education to meet the required timelines.

10. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the purchase of iPads for twenty-one (21) building level and central office administrators responsible for implementation of the NJ state-mandated teacher evaluation system, as well as one day of training in the use of the hardware.

Cost: \$10,879.00 Account #: 11-000-221-610-04-0000-0

Rationale: The evaluation system requires administrators to have greater access to mobile technology throughout the district buildings for the purpose of walk-through and extended observations. Each of the prospective data management systems is iPad compatible and this platform has additional support in the form of applications (apps), projection, and video conferencing capabilities. Funds for this hardware were pre-budgeted as part of the allocation for implementation of the teacher evaluation mandate.

11. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the bi-annual report of Violence, Vandalism, Substance Abuse and Harassment, Intimidation and Bullying for the period of January 1, 2012 through June 30, 2012.

12. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation in the amount of \$1,600.00 from the Ravine Drive Elementary School PTO for the purchase of (2) Playground Tables which will enhance the playground for student use. This donation is valued at \$1,600.00.

13. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Home Away From Home Academy to use Lloyd Road School as their emergency shelter for the 2012-2013 school year, per State School Safety requirements.

### **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	CLASS	SCHOOL	REASON	COST	EFFECTIVE DATE
20	Autistic	Center for Lifelong Learning MRESC	Continued Placement & Continued Services	\$49,680.00 tuition \$33,300.00 1-1 aide \$1,831.00 excess Occupational Therapy \$1,831.00 excess Speech Therapy	09/05/2012-06/30/2013
158072	Autistic	Center for Lifelong Learning MRESC	Continued Placement	\$49,680.00	09/05/2012-06/30/2013
5	Autistic	Academy Learning MRESC	Continued Placement	\$49,680.00	09/05/2012-06/30/2013
8	Autistic	Academy Learning MRESC	Continued Placement & Continued Services	\$49,680.00 tuition \$33,300.00 1-1 aide	09/05/2012-06/30/2013
4	Autistic	Academy Learning MRESC	Continued Placement	\$49,680.00	09/05/2012-06/30/2013
159821	Preschool Disabled	Bright Beginnings Learning Center MRESC	Continued Placement & Continued Services	\$49,680.00 \$1,831.50 excess Physical Therapy	09/05/2012-06/30/2013
154128	Autistic	CPC Behavioral Healthcare	New Placement	\$69,700.00	09/24/2012-06/30/2013

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Raritan Bay Area YMCA Service Agreement for additional memberships.

Rationale: Three (3) additional student memberships for our Special Education Program selected classes. It is necessary to group students who have nursing needs.

Additional cost to 2012-2013 membership: \$540.00

## **XI. PERSONNEL**

There was a discussion among the Board if item # 10 under the Personnel agenda was a non-budgeted item.

Mr. Aitken requested a separate vote on item #10.

It was moved by Dr. Larchuk, seconded by Ms. Hayward and approved by a unanimous roll call vote to approve the following items, except item #10:

It was moved by Dr. Larchuk, seconded by Ms. Hayward and approved by a split roll call vote to approve item #10 only. Mr. Aitken and Ms. Esposito voted No.

### **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
Morrison, Hollieann	CL	Special Education Teacher - Autism Program	Maternity Leave Disability Phase	With Pay	11/01/12 - 11/20/12
			Disability Phase	Without Pay	11/21/12 - 01/12/13
			FMLA	Without Pay	01/25/13 - 04/19/13
Kaiser, Heather	HS	Teacher of Social Studies	Maternity Leave Disability Phase	With Pay	01/17/13 - 02/06/13
			Maternity Leave Disability Phase	Without Pay	02/07/13 - 02/14/13
			FMLA	Without Pay	02/15/13 - 05/10/13
Ramsey, Holly	CO	Bus/Van Driver	Medical Leave	With Pay	10/09/12 - 10/19/12 (Retroactive)
			Medical Leave	Without Pay	10/22/12 - 11/12/12
Reigelsperger, Laura	MA	School Social Worker	Medical Leave	Without Pay	10/16/12 Half Day - Return date - TBD

**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. JOB DESCRIPTIONS - PERSONNEL ATTACHMENT #1

- a. Teacher/Technology Coach
- b. Personnel Director - Non Affiliated

2. APPOINTMENTS

NAME	SCH	POSITION	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF DATES
Sansone, Alana	MAMS	Instructional Assistant Special Education Autism Program	STEP-02-03	\$17,950.00 + \$1,485.00 BA STIPEND Total = \$19,435.00	6	New Position Autism Program	10/23/12-06/30/13
Diaz, David	CO	Computer Technician	STEP 2-3	\$36,450.00	6	Palmer (Resignation)	11/12/12-06/30/13
Kaaser, Regina	CO	Transportation Dispatcher/Substitute Bus/Van Driver	STEP-06	\$42,084.00 + \$2,185.00 Dispatcher Stipend = \$44,269.00	1	Merz (Transfer)	10/23/12-06/30/13

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

3. SALARY ADJUSTMENTS - MRTA

NAME	LOC	FROM STEP/SALARY	TO STEP/SALARY	INSTITUTION
Caldwell, Sheila	CP	STEP C-10 \$50,110.00	STEP D-10 \$55,110.00	Raritan Valley Community College New Jersey Community College Rutgers University University of Phoenix Excelsior College
Mohammed, Patrick	HS	STEP C-05 \$47,060.00	STEP D-05 \$52,060.00	Rutgers University New Jersey City University Middlesex County College De Vry University
Borchers, Sheri	HS	STEP C-04 \$46,760.00	STEP E-04 \$53,940.00	Monmouth University

RATIONALE: Additional College Credits/Degrees Earned  
 COST: Per MRTA 2012/2013 Salary Guide  
 ACCOUNT: Contractual Salaries  
 EFFECTIVE DATE: 09/01/12 (To be Retroactive)

4. MENTOR - 2012/2013 SCHOOL YEAR

NAME	SUBJECT	LOCATION
Susan Generosa	Elementary - Special Education Autism Program	Cliffwood Elementary School

RATIONALE: Provisional Teacher assumes total responsibility for paying the Mentor Teacher pursuant to NJAC6:11.3.2c  
 COST: None to the Board  
 EFFECTIVE: 2012/2013 School year

5. HOME INSTRUCTOR

STUDENT	NAME	SUBJECT	EFF DATES
155845	Matter, Patricia	Special Education All Subjects	10/01/12-06/30/13 (Retroactive)

COST: \$35.00/Hour

6. EXTRA CURRICULAR ACTIVITIES

NAME	School	ACTIVITY	POSITION	STIPEND	EFF DATES
Hoernle, Carol	HS	Future Business Leaders of America	Advisor	\$1,210.00	10/23/12-06/30/13
Diliberti, Larissa	LR	Musical Performing Arts Club	Advisor	\$1,025.00	10/23/12-06/30/13
HOURLY ACTIVITIES					
Bloss, Justin	HS	Crowd Control/Ticket Seller	Crowd Control/Ticket Seller	\$62.50 Per Game	10/23/12-06/30/13
Kaye, John	HS	Strength & Conditioning Weight Training WINTER	Coach	\$25.00/Hour	10/23/12-06/30/13



7. COLLEGE STUDENT TEACHERS/OBSERVERS/INTERNS

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
Vero, Amanda	Brookdale Community College	SANDRA ROCCO	CP - Pre-School Pre Kindergarten <b>STUDENT OBSERVER</b> October 23, 12 - 4 Hours
Russomano, Deanna	Ramapo	NICHOLE WYNES	HS - Mathematics <b>STUDENT OBSERVER</b> FALL October 23, 12 - December 20, 12

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

COST: None

EFFECTIVE DATE: 2012/2013 School year

8. VOLUNTEERS

NAME	LOC	POSITION	EFF DATES
Donohue, Kay	CL	Library Volunteer	2012/2013 School year
Devanny, Michelle	ST	Library Volunteer	2012/2013 School year
Powell, Heather	ST	Library Volunteer	2012/2013 School year
Gendi, Keik	ST	Library Volunteer	2012/2013 School year
Magliocco, Josephine	ST	Library Volunteer	2012/2013 School year
Chambers, Ann-Marie	ST	Library Volunteer	2012/2013 School year
Weidner, Kristen	ST	Library Volunteer	2012/2013 School year

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

9. STAFFING ARRAY CHANGE

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	NEW ASSIGNMENT	EFF DATES/ REASON
Barrett, Edward	HS - 1.00	Student Disabilities Autism Program	HS - 1.00 HS - 0.20 O/L	Student Disabilities Autism Program Student Disabilities Autism Program	09/01/12 - 06/30/13 (Retroactive)
Merz, Christine	CO - 1.00	Transportation Dispatcher/Substitute Bus/Van Driver	CO - 1.00	Bus/Van Driver	10/23/12 - 06/30/13
Moore, Ryan	LR - 1.00	Special Education Autism Program Replacement for Michelle Sloan Maternity Leave	CL - 1.00	Special Education Autism Program Replacement for Hollicann Morrison Maternity Leave	11/01/12 - 04/19/13
(*) Banafato, Frank	HS - 1.00	Instructional Assistant Personal Aide Autism Program	LR - 1.00	Personal Aide CI Class	10/23/12 - 06/30/13
(*) Doyle, Kathleen	LR - 1.00	Personal Aide CI Class	HS - 1.00	Instructional Assistant Personal Aide Autism Program	10/23/12 - 06/30/13

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	NEW ASSIGNMENT	EFF DATES/ REASON
Francis, Rochelle	HS - 0.20	Conversational Spanish Language & Culture	HS - 0.20	World Cultures Resource Program	10/23/12 - 06/30/13
	HS - 0.20	World Cultures Resource Program	HS - 0.20	English 1 Resource Program	
	HS - 0.20	English 1 Resource Program	HS - 0.20	English 2 Resource Program	
	HS - 0.20	English 2 Resource Program	HS - 0.20	US History ICR	
	HS - 0.20	US History 1 ICR	HS - 0.05 O/L	Chemistry ICR	
Blodgett, Madeleine	MA - 0.40	ESL MAMS	HS - 0.20	English Second Language (ESL)	09/24/12 - 06/30/13 (Retroactive)
	LR - 0.60	ESL/Basic Skills Lloyd Road	LR - 0.40	English Second Language (ESL)	
			MA - 0.40	English Second Language (ESL)	

RATIONALE: (\*) The change of assignment is necessary to be in compliance with the Education Jobs Consolidated Monitoring Report.

10. EXTENDED HOURS

NAME	POSITION/HOURS/RATE	EFF DATES
Leyra, Kristine	Attendance/Residency Officer Additional 7 hours per week not to exceed 28 hours per week @\$20.00/hour	10/01/12-06/30/13 (Retroactive)

RATIONALE: Additional time will be needed to review and investigate all registration applications to verify residency, affidavits, domicile cases, court appearances and homelessness cases within the Matawan Aberdeen Regional School District.

11. OTHER

EBS Contracted Staff - 2012/2013 School year

Social Worker           \$75.00/Hour - 7 hours/Day   Grace J. Didizian, MSW, LSW  
10/5/12 - 12/14/12 (Retroactive)

Speech & Language Pathology   \$75.00/Hour - 7 hours/Day   Shira Rottenberg, MS  
11/01/12 - 12/14/12

RATIONALE: Replacement during Staff Medical Leave of Absences

XII. FINANCE/TRANSPORTATION

Mr. Strimple spoke about item #11 that emergency work had to be performed at the High School and the incident has been reported to the County Office.

It was moved by Ms. Hayward, seconded by Mr. Aitken and approved by a unanimous roll call vote to approve the following items:

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

**A. BUSINESS OPERATIONS**

1. Bills List for October 2012 (Available for review in Board Secretary's Office)  
Policy #3326 Payment for Goods and Services

September 2012, Payroll	\$3,040,469.42
October 2012, Bills List	\$1,896,406.69
<b>TOTAL:</b>	<b>\$4,936,876.11</b>

2. Transfer of Funds for September, 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. The Report of the Treasurer (Month ending September, 2012)  
Policy # 3571 Financial Reports

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the Treasurer's Report for the Month of September, 2012 which is in agreement with the Board Secretary's Report.

4. The Board Secretary's Financial Report (Month ending September, 2012)  
Policy # 3571 Financial Reports

The Board of Education hereby accepts the Board Secretary's Financial Report for the month of September, 2012, as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

Pursuant to N.J.A.C. 6:20-2:13(e), the Board of Education certify that as of **September 30, 2012**; and after review of the Secretary's monthly financial report for the same month (appropriations section), and upon consultation with the appropriate district officials, to the best of their knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-3:13(b), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

5. Submission of Form M-1 and Comprehensive Maintenance Plan

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Three-Year Comprehensive Maintenance Plan.

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

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

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

Now Therefore Be It Resolved that the Matawan-Aberdeen Regional School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and Form M-1 for the Matawan-Aberdeen Regional School District in compliance with Department of Education requirements.

RATIONALE: To comply with Department of Education requirements.

EFFECTIVE DATE: October 31, 2012

6. Routine Business Travel 2012-2013  
 Policy: # 4033 Travel/Reimbursable Expenses

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education pursuant to Travel policy # 4033, approve the following staff for travel related to routine business for the 2012-2013 school year:

Name	Position	Year Total
Ed Barrett	Coach – Special Olympic Team	\$200.00
Eileen Wallace	Coach – Special Olympic Team	\$200.00
<b>TOTAL</b>		<b>\$400.00</b>

7. Acceptance of Non-Public Technology Initiatives Allocation

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the 2012-2013 New Jersey Nonpublic School Technology Initiative Program allocation in the District total amount of \$3,978.00 with the nonpublic school allocation as follows:

Home Away From Home Academy	\$3,978.00
<b>DISTRICT TOTAL</b>	<b>\$3,978.00</b>

NONPUBLIC SCHOOL REQUEST(S) FOR TECHNOLOGY UNDER THE NJ NONPUBLIC TECHNOLOGY INITIATIVE PROGRAM

WHEREAS, the Matawan-Aberdeen Regional School District has consulted with the administrator of each of the participating nonpublic school(s) located within the Public School District; and

WHEREAS, the Matawan-Aberdeen Regional School District has advised the nonpublic school(s) regarding the limit of funds available for the provision of technology for the full-time pupils enrolled in the nonpublic school(s); and

WHEREAS, the Matawan-Aberdeen Regional School District is in agreement with the technology to be provided to the nonpublic school(s) within the limit of the funds that are available;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education approves the NJ Nonpublic School Technology Initiative Program Request Form(s) from the following nonpublic school(s):

Home Away From Home Academy	\$3,978.00
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AND BE IT FURTHER RESOLVED that the Board of Education approves the NJ Nonpublic School Technology Initiative Program Agreement will forward Certified Minutes of this Resolution with the Program Agreement to the Monmouth County Superintendent of Schools within the timelines set by the State DOE.

8. Allocation of Nonpublic Textbook Aid, Nonpublic Nursing Aid and Chapter 192/193 Services

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the following allocation of Nonpublic Textbook Aid, Nonpublic Nursing Aid and Chapter 192/193 Services for fiscal year 2012-2013.

Nonpublic Textbook Aid	\$10,779
Nonpublic Nursing Aid	\$ 14,961
Chapter 192/193 Services	\$ 7,364

9. Initiation of Competitive Contracting Process for the Purchase of Teacher Evaluation Services

Upon advisement of Board Counsel and in compliance with N.J.S.A.18A:18A-4.3 and Local Finance Notice 2010-3, it is recommended by the Superintendent that the Matawan-Aberdeen Regional School District Board of Education authorize the Administration to solicit proposals for Teacher Evaluation Services using the competitive contracting process in lieu of public bidding.

Pursuant to N.J.S.A. 18A:18A-4.4a, a request for proposal format (RFP) shall be used and include:

- All requirements needed to submit an RFP;
- All information needed to submit an RFP; and
- A methodology by which the Board will evaluate; rank the proposals.

In accordance with 2012-2013 New Jersey State Teacher Evaluation Requirements, the District desires to appoint a provider in preparation for the statewide rollout of a new evaluation system in 2013-2014.

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	9/20/12, 2:15 PM
Cambridge Park Pre-school	Evacuation	9/25/12, 10:35 AM
Strathmore Elementary School	Lockdown	9/28/12, 10:00 AM
Strathmore Elementary School	Fire	9/21/12, 10:00 AM
Cliffwood Elementary School	Lockdown	9/25/12, 2:50 PM
Cliffwood Elementary School	Fire	9/21/12, 9:35 AM
Lloyd Road Elementary School	Lockdown	9/28/12, 10:00 AM
Lloyd Road Elementary School	Fire	9/21/12, 10:25 AM
Matawan-Aberdeen Middle School	Lockdown	9/28/12, 10:45 AM
Matawan-Aberdeen Middle School	Fire	9/14/12, 11:15 AM
Ravine Drive Elementary School	Fire	9/10/12, 10:27 AM
Ravine Drive Elementary School	Evacuation	9/21/12, 10:50 AM
Matawan Regional High School	Fire	9/12/12, 1:30 PM
Matawan Regional High School	Lockdown	9/21/12, 9:15 AM

11. Approval of Emergency Contract for Clearance of Sewer Main Blockage and Rerouting & Installation of New PVC Vein at the High School

In accordance with N.J.S.A. 40A:11-6 and N.J.S.A. 18A:18A-7, it is recommended by the Superintendent of Schools that the Matawan-Aberdeen Regional School District Board of Education approve the emergency purchase of services for the clearance of a sewer main blockage and rerouting and installation of a new PVC 6 inch main at the High School.

On Wednesday, October 17, 2012 a blockage was identified by ponding forming in the baseball field. After hand excavation, it was found that a 4 inch cleanout line ruptured and subsequently a blockage was discovered in the line. This main is the sanitary line that services the entire High School complex. Failure to correct the problem would result in the complete shut-down of the High School. It was therefore critical to immediately remediate the situation by issuing two emergency contracts to the following vendors in the amounts indicated below:

VENDOR	CONTRACT AMOUNT NOT TO EXCEED	DESCRIPTION OF SERVICES
A General Sewer & Plumbing P.O. Box 335 Farmingdale, NJ 07727	\$ 5,400.00	Remote visualization, mechanical clearance and removal of blockage in sanitary sewer main.
B & W Construction P.O. Box 574 South River, NJ 08882	\$10,000.00	Abandon existing 4" sanitary line, reroute and install new PVC 6" main.

**B. TRANSPORTATION**

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

It is recommended that the Matawan-Aberdeen Regional School District Board of Education approve the following Joint Transportation Contract for the 2012-2013 school year with Matawan-Aberdeen Regional School District as the Joiner District.

RTE#	DESTINATION	HOST	JOINER	# OF DAYS	JOINER PER DIEM	EFF DATES	ESTIMATED COST
CS018	Gateway School (Revision)	Morris Co. ESC	MARSD	180	\$155.15	9/1/12–6/30/13	\$27,927.00

2. Bus Evacuation Drills

The following bus evacuation drills occurred as follows:

Strathmore School on October 19, 2012 at 9:30 AM in the rear driveway for the entire student body, supervised by Principal Kelly Bera.

Cambridge Park School on October 11, 2012 at 9:30 AM and 12:30 PM in the front driveway for the entire student body, supervised by Principal Wayne Spells.

Ravine Drive School on October 15, 2012 at 9:30 AM in the horseshoe driveway for the entire student body, supervised by Principal Patricia Janover.

Cliffwood School on October 12, 2012 at 9:30 AM in the bus driveway for the entire student body, supervised by Principal Valerie Ulrich.

**XIII. UNFINISHED BUSINESS**

There was no unfinished business from the Board.

**XIV. NEW BUSINESS**

There was no new business from the Board.

**XV. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS**

There were questions regarding the following matters:

Increase in hours for the Residency Officer

The need for additional iPads and the teacher evaluation system model that the District will be using.

The policy regarding Chartwells and the student lunch accounts.

Concern that some local groups are not able to get use of space within District Schools.

The status of the razing of the old Cliffwood Elementary School.

**XVI. EXECUTIVE SESSION**

It was moved by Dr. Larchuk, seconded by Mr. Aitken, that the Board convene in Executive Session and approved by a unanimous voice vote at 9:00 PM to discuss the following:

Student Matters  
Negotiations Update  
Litigation Update

The Board returned to Open Session at 9:11 PM.

**XVII. ADJOURNMENT**

On a motion by Ms. Esposito, seconded by Mr. Daniels and a unanimous roll call vote the Board adjourned the meeting at 9:12 PM.

Respectfully submitted,

James H. Strimple, Jr.  
Interim Business Administrator/Interim Board Secretary





APPROVED STAFF TRAVEL 2012-2013

Regular Action Meeting  
10/22/12

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Scesney, Debbie	HS	11/14/12	National Conference Center, Holiday Inn, East Windsor, NJ	NJDOE implementing Personalized Student Learning Plans Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Turley, Rose-Marie	HS	10/27/12	Colts Neck HS, Colts Neck, NJ	AP Biology: Transitioning to Inquiry-Based Labs	\$180.00	\$3.60	\$0.00	\$0.00	\$0.00	\$183.60	NO
Wells, Michael	HS	11/13/12	Middle States Association Commissions, Philadelphia, NJ	Middle States Accreditation Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Wynes, Nichole	HS	10/25/12	Regional Professional Development Academy, Monmouth Mall, Eatontown, NJ	How to Easily and Consistently Provide Differentiated Math Instruction Grades 6-10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
Christophe, Martha	LR	11/30/12	Ocean Place Resort, Long Branch, NJ	Annual Fall Conference of the NJ Association of School Librarians	\$85.00	\$13.02	\$0.00	\$0.00	\$0.00	\$98.02	YES
Donnelly, Mary	LR	11/13/12	NJ Principals & Supervisors Association, Monroe Township, NJ	Improving School Climates and the Conditions for Learning	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Conrad, Christina	MS	11/28/12	Regional Professional Development Academy, Monmouth Mall, Eatontown, NJ	Using the iPad as a Tool for Struggling Readers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
Mescal, Debra	MS	11/03/12	Samsel Upper Elementary School, Sayreville, NJ	Integrating practical strategies, ideas and tools that can be used in the classroom.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
Nestor, Susan	MS	11/17/12	North Brunswick Township High School, North Brunswick, NJ	Type 2 Diabetes A Non-Discriminating Chronic Illness	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
									<b>TOTAL</b>	<b>\$820.96</b>	

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

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

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

**Marking Periods (# of Days)**  
 1st 09/06/12 - 11/14/12 (44 days)  
 2nd 11/15/12 - 01/30/13 (45 days)  
 3rd 01/31/13 - 04/17/13 (46 days)  
 4th 04/18/13 - 06/27/13 (49 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)
11/28/12	PreK-5	(Evening CL, RD, ST) (Afternoon LR, CP)
11/29/12	PreK-5	(Evening LR, CP) (Afternoon CL, RD, ST)
02/20/13	PreK-5	(Evening LR, CP) (Afternoon CL, RD, ST)
02/21/13	PreK-5	(Evening CL, RD, ST) (Afternoon LR, CP)
02/27/13	6-12	(Afternoon Grades 9-12) (Evening Grades 6-8)
02/28/13	6-12	(Afternoon Grades 6-8) Evening Grades 9-12)

**Note:** There are four emergency days built into the calendar, which, if taken, will not be necessary to make up in order to meet the 180-day student year. Please note, for each emergency day not taken, the last day of school for students and teachers shall be reduced by one day beginning June 27, 2013, in reverse order. If additional emergency closing days are needed to be made up, they shall be as half-days, beginning June 28, 2013. 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.

**JOB DESCRIPTION**

**PERSONNEL ATTACHMENT # 1A**

**TEACHER/TECHNOLOGY  
COACH**

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**TEACHER/TECHNOLOGY COACH**

**QUALIFICATIONS:**

1. Valid NJ teaching license.
2. Ability to be a teacher leader, build teams, manage groups, collaborate with teachers, and offer professional development.
3. Ability to coach teachers at the K-12 level.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:**

To help teachers develop and master instructional strategies to improve their classroom instruction through the use of educational technology.

**REPORTS TO:**

Assistant Superintendent of Curriculum and Instruction

**TERMS OF EMPLOYMENT:**

Ten-month year

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**PERFORMANCE RESPONSIBILITIES:**

1. Improve instruction by engaging teachers in targeted professional development and promoting a school-based professional community:
  - Demonstrate exemplary classroom practices and model lessons in a variety of classroom settings at all grade levels across the district;
  - Support implementation of the district technology goals;
  - Provide demonstrations of technology applications;
  - Provide sustained mentoring to classroom teachers;
  - Research and provide information and guidance regarding a range of effective and innovative technology practices through activities such as:
    1. individual discussions with educators;
    2. coaching sessions;
    3. demonstration lessons with pre- and post-discussion/analysis;
    4. study groups;
    5. staff meetings; and
    6. professional development programs.
  - Provide workshops to staff that support district technology programs;
  - Research and provide content knowledge and resources to staff about best practices in technology applications.
2. Work with the Assistant Superintendent of Curriculum and Instruction in evaluating the district's program to ensure the highest level of quality:
  - Collect data, analyze results and report findings on technology-related instructional practices;
  - Implement a district-wide assessment system for monitoring teachers' proficiency with technology;
  - Evaluate effectiveness of the overall technology program and curriculum;

- Identify needs and make recommendations related to educational technology applications and the overall program.
3. Provide leadership for technology across the school community:
- Meet regularly with the Assistant Superintendent of Curriculum and Instruction to advise on technology initiatives, report progress and plan next steps;
  - Work closely with the Manager of Information Systems and Technology on reviewing existing technology and the planning and implementation of new technology;
  - Serve as an on-site resource for principals to assist with the professional development of teachers and to provide additional support for effective strategies;
  - Maintain the confidentiality of schools, teachers and classrooms;
  - Maintain paperwork consistently, appropriately and in a timely manner;
  - Develop an effective means for communicating best practices across the district
  - Support effective community relations through clear and consistent online communication and planning community activities
  - Obtain prior approval from the Assistant Superintendent of Curriculum and Instruction before distributing written communication and other media.
4. Carries out such other professional duties as may be assigned by the Superintendent and/or his/her designee.

DATE ADOPTED BY BOARD: October 22, 2012

AGREED TO BY INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**JOB DESCRIPTION**

**PERSONNEL ATTACHMENT # 1B**

**DIRECTOR OF PERSONNEL  
NON AFFILIATED**

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
DIRECTOR OF PERSONNEL, NON-AFFILIATED

**QUALIFICATIONS:**

1. Chief School Administrator's Certification
2. Master's Degree required; additional degrees/coursework desirable.
3. Minimum of three years administrative experience; five years or more desirable.
4. Demonstrated knowledge, skills, and abilities in communication skills.
5. Demonstrated knowledge, skills, and abilities in labor law highly desirable.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:**

To assist the Superintendent thoroughly and efficiently in the task of providing leadership in developing, achieving, maintaining the best possible educational programs and services by planning, coordinating and supervising the operations of the personnel practices of the school district and school facilities.

**SUPERVISES:**

District staff as assigned by the Superintendent.

**REPORTS TO:**

Superintendent of Schools

**TERMS OF EMPLOYMENT:**

Twelve-month year; salary and work year to be according to the current schedule in accordance with contract.

**EVALUATION:**

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**PRIMARY/PERFORMANCE RESPONSIBILITIES:**

1. Serves as a member of the district management team.
2. Serves as Affirmative Action Officer for Personnel Practices of the district and develops and maintains an Affirmative Action Plan.
3. Serves as a resource person to all Principals and helps resolve problems at the local school level.
4. Assists the Superintendent in conducting staff meetings with school administrators and other staff as needed in order to ensure consistent and effective district procedures and to interpret changes in Board policy or administrative rules, discuss developments and/or evaluate trends as they pertain to staff.
5. Assists the Superintendent of Schools in administering the evaluation of all certificated administrators in the school district.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**DIRECTOR OF PERSONNEL, NON-AFFILIATED**

6. Assists, as necessary, the Superintendent and Board in the processing and adjudication of all grievances, including attendance at arbitration sessions with Board counsel.
7. Assists in planning and implementing district in-service programs for administrators, teachers and non-academic personnel.
8. Directs the procedures and oversees the proper evaluation of all personnel needs of the school system.
9. Maintains close contact with all departments and schools in planning and anticipating personnel needs of the school system.
10. Plans, directs coordinates, and participates in recruitment of employees for the schools and the district as a whole.
11. Directs the procedure and participates in the screening and processing of applications of candidates.
12. Provides for interviews and recommends to the Superintendent consideration for appointments and for presentation to the Board.
13. Receives, reviews and processes requests for transfers in accordance with negotiated agreements and the needs of the district.
14. Counsels with employees to resolve complaints, difficulties and other matters related to personnel management, and works with principals on difficult or sensitive personnel matters.
15. Assists and/or conducts negotiations with bargaining units in accordance with directions from the Superintendent and/or the Board of Education.
16. Reviews, processes and advises all supervisory staff members, including the Superintendent, on grievances submitted by members of bargaining units.
17. Reviews all supervisory reports, and makes recommendations to the Superintendent as to continued re-employment or other appropriate status utilizing appropriate data from the building and/or central administrative staff.
18. Processes recommendations for termination of employees, assembling substantiating information for dismissal of employees, and arranging any necessary conferences.
19. Conducts, at times, entrance and exit interviews of personnel entering or leaving the district.



**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**DIRECTOR OF PERSONNEL, NON-AFFILIATED**

20. Administers, for the Superintendent, all contract and salary schedules for personnel of the district.
21. Maintains an up-to-date application file of prospective candidates for all classes of employees.
22. Develops and maintains a system of personnel records for all school employees.
23. Prepares and maintains statistical information on all personnel, and submits the necessary statistical reports required by county, state and federal agencies.
24. Administers those phases of a personnel program that include records, reports, contracts, and certification.
25. Develops and plans, with building and district administrators, orientation sessions for the opening of school, particularly to new personnel.
26. Maintains updating and development of job descriptions for the various positions established by the Board of Education.
27. Assists the Superintendent in the evaluation of the supervisory staff.
28. Monitors the granting of professional leave in accordance with standards set forth by the Superintendent.
29. Develops procedures to improve staff performance, staff morale, staff attendance, etc.
30. Coordinates and provides substantial assistance to Board attorney and Board labor counsel in all legal cases related to personnel (e.g. unfair labor practices, increment withholdings, tenure charges, court/police jurisdictions, DYFS, etc.)
31. Assists the Superintendent in conducting research, planning, and development, evaluation/assessment, and reorganization efforts of the district in order to continually upgrade effectiveness in meeting the educational needs of all students.
32. Remains abreast of developments and innovations in the field of education; attends professional meetings, workshops and conferences, discusses educational developments and problems of mutual interest with others in the field, both within and without the district as time and resources may permit.
33. Serves as the District Anti-Bullying/Learning Climate Specialist and develops and implements all required training of staff.
34. Carries out such other duties as may be assigned by the Superintendent.

DATE ADOPTED BY BOARD: October 22, 2012

AGREED TO BY INCUMBENT: \_\_\_\_\_

DATE: \_\_\_\_\_