

**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 October 8, 2012, Administration Building, One Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

Board President, Mr. Kenny called the Committee of the Whole Workshop Meeting to order at 7:03 PM.

**II. PLEDGE OF ALLEGIANCE**

There was a moment of silence for Lance Corporal Phillip Frank, a citizen of Aberdeen and 2002 graduate of Matawan Regional High School, who died serving his country. The Township of Aberdeen will honor his memory by naming a street after him.

**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 - (arrived at 7:04 PM)
	Mr. Kenneth Aitken - (arrived at 7:16 PM)	Mr. Dennis Daniels
	Dr. Jeff Delaney	Mr. Gerald Donaghue - (Left at 9:25 PM)
	Dr. Todd Larchuk	Ms. Patricia A. Phillips

Absent: Ms. Anissa Esposito

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 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 the 2012-2013 Board Goals. The remainder of the items will be presented for action at the October 22, 2012 Regular Action Meeting.

There was a discussion among the Board regarding item #9, the findings of the Office of Fiscal Accountability and the Corrective Action Plans to be submitted by the Board.

Mr. Healy, stated in accordance with the Federal Jobs Act, the Board will review the Corrective Action Plans to be submitted to the New Jersey Department of Education. The findings of the monitors covered Federal Jobs Fund, IDEA B Basic, IDEA B Preschool, Title IA, Title IIA and Title III for the period of July 1, 2010 through May 8, 2012. The report contains 27 findings and necessary actions.

Mr. Strimple, Mr. Spells, Dr. Piegari and Mr. Jakubowski presented their individual department's findings and Corrective Action Plans.

There was a discussion among the Board regarding finding #13. Purchase orders must be completed prior to the goods or services being received.

There was a discussion among the Board regarding Board goal #3 for the percentage improvement of 3<sup>rd</sup> grade students on the NJ ASK exam. Mr. Healy noted that it was part of the original Board goals adopted on January 23, 2012.

There was a discussion among the Board regarding a donation of the television to the High School Athletic Department.

There was a discussion among the Board regarding the purchase of new iPads for administrators to use for the new teacher evaluation system. Their old iPads will be used by the students.

## CURRICULUM AND INSTRUCTION

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.

**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

STUDENT	CLASS	SCHOOL	REASON	COST	EFFECTIVE DATE
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

**VI. PERSONNEL**

Dr. Piegari reviewed the Personnel Agenda requesting that the Board take action this evening on items A1 and A2. The remainder of the items will be presented for action at the October 22, 2012 Regular Action Meeting.

There was a discussion among the Board regarding at what point a part time employee receives benefits.

There was a discussion among the Board of whether or not additional hours for the employee under item #9 were budgeted.

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

**A. 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
TBD	CO	Director of Personnel Non Affiliated	TBD	TBD	TBD	Piegari (Interim)	01/02/2013 - 06/30/2013

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	10/23/2012 - 06/30/2013
TBD	DISTRICT	Teacher/Technology Coach Grades K-12	TBD	TBD	TBD	New Position	10/23/2012 - 06/30/2013
TBD	CO	Computer Technician	TBD	TBD	TBD	Palmer (Resignation)	10/23/2012 - 06/30/2013
TBD	CO	Transportation Dispatcher/Substitute Bus/Van Driver	TBD	TBD	TBD	Merz (Transfer)	10/23/2012 - 06/30/2013

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

**2. SALARY ADJUSTMENTS - MRTA**

	NAME	LOC	FROM STEP/SALARY	TO STEP/SALARY	INSTITUTION
1	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
2	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
3	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: 09/01/2012 (To be Retroactive)

**3. 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

**4. HOME INSTRUCTOR**

ID	NAME	SUBJECT	EFF DATES
155845	MATTERN, PATRICIA	Special Education All Subjects	10/01/2012 - 06/30/2013 (Retroactive)

COST: \$35.00/Hour

**5. EXTRA CURRICULAR ACTIVITIES**

NAME	SCHOOL	ACTIVITY	POSITION	STIPEND	EFF DATE
HOERNLE, CAROL	HS	FBLA Future Business Leaders of America	Advisor	\$1,210.00	10/23/12 - 06/30/2013

**6. 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, 2012 - 4 Hours
RUSSOMANNO, DEANNA	Ramapo	NICHOLE WYNES	HS - Mathematics <b>STUDENT OBSERVER</b> FALL October 23, 2012 - December 20, 2012

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

COST: None

EFFECTIVE DATE: 2012/2013 School year

**7. VOLUNTEERS**

NAME	LOC	POSITION	EFF DATES
Donohue, Kay	LR	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, Keiko	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.

**8. 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	09/01/2012 - 06/30/2013 (Retroactive)
MERZ, CHRISTINE	CO - 1.00	Transportation Dispatcher/Substitute Bus/Van Driver	CO - 1.00	Bus/Van Driver	10/23/2012 - 06/30/2013
MOORE, RYAN	LR - 1.00	Special Education Autism Program Replacement for Michelle Sloan Maternity Leave	CL - 1.00	Special Education Autism Program Replacement for Hollieann 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
FRANCIS, ROCHELLE	HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.20	Conversational Spanish Language & Culture Program World Cultures Resource Program English 1 Resource Program English 2 Resource Program US History 1 ICR	HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.05 O/L	World Cultures Resource Program English 1 Resource Program English 2 Resource Program US History ICR Chemistry ICR Chemistry ICR	10/23/12 - 06/30/13
BLODGETT, MADELEINE	MA - 0.40 LR - 0.60	ESL MAMS ESL/Basic Skills Lloyd Road	HS - 0.20 LR - 0.40 MA - 0.40	English Second Language (ESL) English Second Language (ESL) English Second Language (ESL)	10/23/12 - 06/30/13

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

**9. EXTENDED HOURS**

NAME	POSITION/HOURS/RATE	EFF DATE
LEYRA, KRISTINE	Attendance/Residency Officer Additional 7 hours per week not to exceed 28 hours per week @\$20.00/hour	10/01/2012 - 06/30/2013 (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.

**10. 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



**VII. FINANCE/TRANSPORTATION**

Mr. Strimple reviewed the Finance/Transportation Agenda on which the Board will take action at the October 22, 2012 Regular Action Meeting.

Dr. Natanagara reviewed the process for selecting the teacher evaluation system.

There was a discussion among the Board regarding the acceptance of the Non-Public Technology Initiatives Allocation.

There was a discussion among the Board regarding the use of Advantage 3 and the District generating additional revenue through advertising.

Mr. Kenny stated that it was the Superintendent’s recommendation to remove items #5, #6 and #7, Advantage 3, from the agenda and that they will not be up for action at the next Board meeting.

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	\$
<b>TOTAL:</b>	<b>\$</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. Participation Agreement for Asset Identification Services/Marketing/Advertising for the Purpose of Generating Revenue**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the administration to approve the Participation Agreement for Asset Identification Services/Marketing/Advertising for the Purpose of Generating Revenue with the Middlesex Regional Educational Services Commission Cooperative Pricing System as follows:

The Matawan-Aberdeen Regional School District Board of Education agrees to participate with the Middlesex Regional Educational Services Commission Cooperative Pricing System award of RFP 11/12-01 for Asset Identification Services/Marketing/Advertising for the Purpose of Generating Revenue as awarded to Advantage3 of Maplewood, New Jersey.

The Board agrees to provide Advantage3 with access to its facilities for the purpose of developing a marketing portfolio.

The Board understands that the final decision on the types and locations of advertising is at their sole discretion and participation in this program does not obligate them to place adds within their facilities.

The Board of Education recognizes they will be charged as follows for the preparation of the advertising portfolio:

Middle School	\$5,000.00
High School	\$7,500.00

The Board of Education recognizes they will share in the advertising revenue generated as follows:

- 80% to the Board of Education
- 18% to Advantage3
- 2% to the Middlesex Regional Educational Services Commission

**6. Participation Agreement for School Bus Advertising**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the administration to approve the Participation Agreement for School Bus Advertising for the Purpose of Generating Revenue with the Middlesex Regional Educational Services Commission Cooperative Pricing System as follows:

The Matawan-Aberdeen Regional School District Board of Education agrees to participate with the Middlesex Regional Educational Services Commission Cooperative Pricing System award of RFP 12/13-20 for School Bus Advertising for the Purpose of Generating Revenue as awarded to Advantage3 of Millburn, New Jersey.

The Board agrees to provide Advantage3 with access to its school bus fleet for the purpose of developing a marketing portfolio.

The Board understands that the final decision on the types and locations of advertising is at their sole discretion and participation in this program does not obligate them to place ads on their school buses.

The Board recognizes they will be charged \$145.00 per bus used in the program for a total of \$2,030 for 14 buses.

The Board of Education recognizes they will share in the advertising revenue generated as follows:

- 65% to the Board of Education
- 33% to Advbantge3
- 2% to the Middlesex Regional Educational Services Commission

#### **7. Participation Agreement for WEB Site Advertising**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the administration to approve the Participation Agreement for WEB Site Advertising for the Purpose of Generating Revenue with the Middlesex Regional Educational Services Commission Cooperative Pricing System as follows:

The Matawan-Aberdeen Regional School District Board of Education agrees to participate with the Middlesex Regional Educational Services Commission Cooperative Pricing System award of RFP 12/13-21 for Web Site Advertising for the purpose of Generating Revenue as awarded to Advantage3 of Millburn, New Jersey.

The Board agrees to assist Advantage3 with implementing the advertising software on its web site.

The Board understands that the final decision on the types and locations of advertising is at their sole discretion and participation in this program does not obligate them to place ads on their web site.

The Board recognizes they will be charged a onetime setup fee of \$3,450.00

The Board recognizes they will share in the advertising revenue generated as follows:

- 51% to the Board of Education
- 47% to Advantage3
- 2% to the Middlesex Regional Educational Services Commission

#### **8. 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

**9. 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>

**10. 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.

**11. 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

**12. 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.

**13. 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	9/21/12, 10:50 AM
Ravine Drive Elementary School	Lockdown	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

**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 <i>revision</i>	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.

Matawan High School on October 5, 2012 throughout the school day in the gym parking lot for the entire student body, supervised by Assistant Principal Phillip Tyburczy.

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.

Lloyd Road School on (DATE) at (TIME) AM in the bus driveway in front of the school for the entire student body, supervised by TBD.

Matawan Aberdeen Middle School on (DATE), 2012 at (TIME) AM in the bus driveway behind the school for

**VIII. POLICIES**

Mr. Healy discussed the policy on student lunch charges.

There was a discussion among the Board regarding Policy 6641 – Student Lunch Charges. There was concern with the wording of the policy. It was the consensus of the Board that further discussion was needed regarding this matter.

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

There were no comments from the public.

**X. ACTION ON CURRICULUM & INSTRUCTION AGENDA ITEM**

It was moved by Ms. Hayward, seconded by Mr. Daniels and approved by a unanimous roll call vote to approve 2012-2013 Board Goals under Curriculum and Instruction:

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

The Board of Education recommends the adoption of the following 2012-2013 Board Goals that were developed following discussions at the Board of Education meetings on August 6, 2012 and September 10, 2012.

**Goal #1: COMMUNITY RELATIONS**

Improve community relations by enhancing school, district and community culture and climate with feedback from and involvement of stakeholders. The Superintendent will present evidence of actions to increase participation, communication and positive feedback during the 2012-2013 school year that may include but not limited to:

- Increased involvement of community organizations using school facilities.
- Increased participation of school personnel in community events. (ex. Matawan Day, Aberdeen Day)
- Increased information on district web pages and other online media.
- Increased participation of parents in online resources. (ex. Parent Portal, Virtual Backpack)
- Survey results that reflect improvements in any of the above areas.

**Goal #2: 21<sup>ST</sup> CENTURY SKILLS**

Increase student learning and experience of 21<sup>st</sup> Century Skills, in the following areas:

- Increased student engagement in interactive lessons using new Promethean technology in every school building, targeting Critical Thinking and Problem Solving.
- Increased access to and use of wireless technology by the end of the school year, targeting Information Literacy.
- Increased enrollment in courses that target Leadership and Responsibility Life and Career Skills in grades 6-12.
- Improved and targeted instruction of 21<sup>st</sup> century skills through the increased use of electronic data analysis tools, professional development, and personnel support.

Evidence may include but not limited to:

- a. Progress made towards installing Promethean boards in every K-12 classroom, beginning with lower elementary in 2012-13, with lesson plans and artifacts demonstrating interactive and authentic lessons
- b. Wireless access points installed in every building and wireless devices (laptops, iPads) connected, with lesson plans indicating applicable lessons.
- c. Work samples demonstrating content and Leadership and Life and Career Skills readiness.
- d. Improve the teaching of 21<sup>st</sup> century skills through the use of electronic data analysis tools (e.g. Performance Matters), personnel support (e.g. Technology Teacher/Coach and increased role for Manager of Information Systems and Technology).

**XI. PERSONNEL - ACTION ITEM (A1 and A2)**

It was moved by Ms. Phillips, seconded by Ms. Hayward and approved by a roll call vote to approve items **A1 and A2** under Personnel:

**VOTE:**

**AYES - 6     Mr. Daniels, Mr. Donaghue, Ms. Hayward, Mr. Kenny, Dr. Larchuk, Ms. Phillips**

**NAYS - 2     Mr. Aitken, Dr. Delaney**

**ABSENT - 1   Ms. Esposito**

There was a discussion among the Board regarding the job title and salary for the employee listed under action item #2.

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

**A. 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. MANAGER OF INFORMATION SYSTEMS AND TECHNOLOGY**

**2. SALARY - New Position with additional responsibilities**

NAME	POSITION	SALARY	EFF. DATE
DUGAL, KEVIN	Manager of Information Systems & Technology	\$110,800.00	07/01/2012 - 06/30/13 (Retroactive)

**XII. NEW BUSINESS**

Mr. Healy reviewed his Budget goals for the 2013/2014 school year. Mr. Aitken noted that under Budget goal #1, it should state that the Board will increase the tax levy “no more that 1.5%.”

Mr. Strimple discussed the Budget calendar for the 2013/2014 school.

Mr. Strimple discussed the demolition of the Old Cliffwood Building. The Board then had a discussion regarding the estimated cost and timing of the demolition.

**XIII. OLD BUSINESS**

There was no old business from the Board.



**XIV. PUBLIC COMMENTS ON OTHER MATTERS**

There were no comments from the public.

**XV. EXECUTIVE SESSION**

It was moved by Mr. Daniels and seconded by Ms. Phillips that the Board convene in Executive Session and approved by a unanimous voice vote at 9:57 PM to discuss the following:

- Student Matters
- Negotiations Update
- Confidential Personnel Matter

**XVI. ADJOURNMENT**

The Board returned to Open Session at 10:30 PM.

It was moved by Dr. Delaney, seconded by Mr. Aitken and approved by a unanimous voice vote that the meeting be adjourned at 10:31 PM.

Respectfully submitted,

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

APPROVED STAFF TRAVEL 2012-2013  
 Committee of the Whole Meeting  
 10/8/12

NAME	BUILD	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Ulrich, Valerie	CL	11/13/12	NJ Principals & Supervisors Association, Monroe Township, NJ	Improving School Climates and the Conditions for Learning	\$0.00	\$16.99	\$0.00	\$0.00	\$0.00	\$16.99	NO
Natanagara, Ed.D, Marc	CO	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
Piegari, Ed.D, Patrick	CO	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
Molinar, Doreen	CP	10/24/12	Southard School, Howell, NJ	Using the iPad to enhance communication for students with special needs.	\$0.00	\$11.78	\$0.00	\$0.00	\$0.00	\$11.78	NO
Ripple, Susan	CP	11/05/12	Red Bank Primary School, Red Bank, NJ	Arts Integration Presentation: Laying a Foundation: Defining Arts Integration Conference, Focusing on Pre-K and Kindergarten	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	YES
Claudio, Shannon	HS	11/21/12	Pines Manor, Edison, NJ	NJFCLLA Fall Leadership Connection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO
DeCosta, Florence	HS	11/14/12	National Conference Center, Holiday Inn, East Windsor, NJ	NJDOE Implementing Personalized Student Learning Plans Conference	\$0.00	\$13.70	\$0.00	\$0.00	\$0.00	\$13.70	NO
Gross, Zachary	HS	12/01/12	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	NO
Kaiser, Heather	HS	10/24/12	Busch Campus/Rutgers University, New Brunswick, NJ	Annual Conference of the NJ Council for Social Studies	\$75.00	\$7.13	\$0.00	\$0.00	\$0.00	\$82.13	YES
Lucey, Tiffany	HS	12/08/12	Verona High School, Verona, NJ	AP Computer Science Workshop	\$205.00	\$11.72	\$0.00	\$0.00	\$0.00	\$216.72	NO

APPROVED STAFF TRAVEL 2012-2013  
 Committee of the Whole Meeting  
 10/8/12

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LOGGING	MEALS	TOTAL	SUB YES/NO
O'Neill, Michelle	HS	10/22/12	Rutgers Law Center, New Brunswick, NJ	Annual High School Mock Trial Workshop for Teachers and Attorneys	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
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
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
									TOTAL	\$820.96	

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

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

September:							February:						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	<del>3</del>	<del>4</del>	<del>5</del>	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	<del>15</del>	16
16	<del>17</del>	<del>18</del>	19	20	21	22	17	<del>18</del>	19	20	21	<del>22</del>	23
23	24	25	<del>26</del>	27	28	29	25	25	26	27	28		
30													
October:							March:						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6						1	2
7	<del>8</del>	9	10	11	12	13	3	4	5	6	7	8	9
14	15	16	17	18	19	20	10	11	12	13	14	15	16
21	22	23	24	25	26	27	17	18	19	20	21	22	23
28	29	30	31				24	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	30
							31						
November:							April:						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3		<del>1</del>	2	3	4	5	6
4	5	6	7	<del>8</del>	<del>9</del>	10	7	8	9	10	11	12	13
11	12	13	14	15	16	17	14	15	16	17	18	19	20
18	19	20	<del>21</del>	<del>22</del>	<del>23</del>	24	21	22	23	24	25	26	27
25	26	27	28	29	30		28	29	30				
December:							May:						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				1	2	3	4
2	3	4	5	6	7	8	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12	13	14	15	16	17	18
16	17	18	19	20	21	22	19	20	21	22	23	24	25
23	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	29	26	<del>27</del>	<del>28</del>	29	30	31	
30	<del>31</del>												
January:							June:						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		<del>1</del>	2	3	4	5							1
6	7	8	9	10	11	12	2	3	4	5	6	7	8
13	14	15	16	17	18	19	9	10	11	12	13	14	15
20	<del>21</del>	22	23	24	25	26	16	17	18	19	20	21	22
27	28	29	30	31			23	24	25	26	27	28	29
							30						

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

**Marking Periods (# of Days)**  
 1st 09/09/12 - 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.

Adopted: 02/27/12  
 Revised: 10/22/12

**JOB DESCRIPTION A**

**PERSONNEL ATTACHMENT #1**

**MANAGER OF  
INFORMATION  
SYSTEMS AND  
TECHNOLOGY**

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**MANAGER OF INFORMATION SYSTEMS AND TECHNOLOGY**

**QUALIFICATIONS:**

1. Experience managing an IT infrastructure within an academic environment and implementing technology initiatives to support the goals and overall mission of a school district.
2. Experience in the development and implementation of network technologies including infrastructure, information systems, security, data and voice communications and data center operations;
3. Experience in technology strategic planning, evaluation, coordination and maintenance of information technology systems, and related infrastructure which supports district objectives and goals.
4. Communication skills that allow for effective communication of technology and district initiatives with faculty and staff, ensuring the successful implementation of operations.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:**

Responsible for the planning, developing, management, implementation and maintenance for all district technology and computer networks.

**REPORTS TO:**

Superintendent of Schools

**SUPERVISES and EVALUATES:**

District staff assigned by the Superintendent of Schools

**TERMS OF EMPLOYMENT:**

Twelve month year with salary based on qualifications and experience approved by the Board of Education.

**EVALUATION:**

Performances of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional Personnel.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops in cooperation with the Superintendent, Assistant Superintendent and Business Administrator, technology initiatives that are aligned with the District's technology plan and organizational long-term goals.
2. Responsible for the research, evaluation, implementation, management, and support of all technology hardware, software, computers and servers for the district.
3. Plans and coordinates the acquisition of all district information technology hardware, including computers, servers, and telecommunication equipment.
4. Reviews and coordinates outside technology vendors providing technology services to the district.
5. Responsible for all aspects of administrative and academic computing, networking, and telecommunication services.
6. Manages and oversees department budget and capital plan for technology.
7. Ensures that district financial, physical and human resources are used as efficiently and effectively as possible to meet district technology goals.

8. Attends technology committee meetings and works effectively with all members to ensure that district technology resources are meeting the needs of users.
9. Develops and administers district technology policies and procedures to ensure effective security procedures.
10. Ensures effective tracking and management of all district software and hardware resources.
11. Stays informed of trends in information and educational technology.
12. Oversees District Technology Helpdesk functions.
13. Develops and administers district technology policies and procedures to ensure effective use by staff, students, and teaching staff.
14. Provides professional development to staff on the use and application of new technology software applications and hardware devices.
15. Supports district staff development initiatives which foster and provide support for the infusion of technology into the curriculum.
16. Coordinates the development of a multi-year technology plan with input from staff, community members, and experts in the field of technology.
17. Oversees and provides input on the technical aspects of grant applications and program implementation.
18. Evaluates all staff assigned to the department who are non-educational certified.
19. Perform such other administrative tasks as may be assigned by the Superintendent or his/her designee.

DATE ADOPTED BY BOARD: October 22, 2012

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

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

**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: \_\_\_\_\_