

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 September 24, 2012, Matawan Regional High School, 450 Atlantic Ave, Aberdeen, NJ.

I. CALL TO ORDER

Board President, Charles Kenny called the Regular Action Meeting to order at 7:02 PM.

II. INTRODUCTION OF STUDENT REPRESENTATIVE

III. PLEDGE OF ALLEGIANCE

IV. 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.”

V. ROLL CALL

Present: Mr. Charles Kenny-President Ms. Elizabeth Hayward-Vice President
 Mr. Kenneth Aitken Dr. Jeff Delaney
 Mr. Gerald Donaghue Ms. Anissa Esposito
 Ms. Patricia Phillips

Absent: Mr. Dennis Daniels, Dr. Todd Larchuk

Also Mr. David M. Healy, Superintendent of Schools

Present: 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
 Radhika Kumar, Student Representative

VI. MINUTES

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

Minutes of August 27, 2012, Regular Action Meeting
Minutes of August 27, 2012, Executive Session
Minutes of September 10, 2012, Committee of the Whole Meeting
Minutes of September 10, 2012, Executive Session

VII. BOARD PRESIDENT'S REPORT

Mr. Kenny introduced and swore in the new student representative to the Board of Education, Radhika Kumar.

Mr. Baldarassini led the choir in the singing of the National Anthem.

Mr. Kenny welcomed everyone back to school. He went on to state that Matawan Regional High School was ranked one of the top 100 high schools in New Jersey and only one of three in Monmouth County according to New Jersey Monthly Magazine.

Mr. Kenny congratulated Ms. Phillips on her induction into the Matawan Hall of Fame.

VIII. STUDENT REPRESENTATIVE'S REPORT

The student representative, Radhika Kumar, thanked the Superintendent, Board of Education and High School Principal, Ms. Ruscavage for selecting her as the student representative.

IX. SUPERINTENDENT'S REPORT

Mr. Healy introduced High School Principal, Ms. Ruscavage who presented the school highlights and student recognitions.

Ms. Ruscavage welcomed Mr. Hensel and the Marching Huskies Band and thanked them for performing this evening.

Ms. Ruscavage recognized members of the National Honor Society and the Key Club and their club advisors for raising money for Autism Speak.

Ms. Ruscavage recognized the efforts of the following Safe Space Club students and staff who spoke at the meeting: Students - Adriana Hochman and Jessica Michitsch. Staff members - Ms. Hitchman and Ms. O'Neil.

High School Assistant Principal Mr. Wells and 9th grade Guidance Counselor Ms. Leach reviewed the highlights and accomplishments of the Freshman Academy.

Sophomores Endila Radoncic, Alex Cella and Emily Bellone discussed their experiences in the Freshman Academy.

There was a brief video presentation of the Freshman Academy highlights.

Mr. Healy made the following statements:

This is the District's year of refinement with the students being the beneficiaries.

The Board of Education recently settled the contract with the MRTA through the hard work of all involved. It is an agreement that is fiscally sound and will have increased educational opportunities for our students.

The District is pleased to offer high levels of opportunities without exceeding the self imposed 1.5% tax levy increase and without decreasing staff or services.

Mr. Healy visited the schools multiple times to greet staff and students. It was exceptional to see that the students were happy to be back in the classroom. He also was present at all back to school nights for the elementary schools and looks forward to attending the back to school nights for the middle school and high school

Mr. Healy also attended the Aberdeen Day events this past Saturday and stated the event was well attended.

Mr. Healy welcomed Ms. Kumar as the new student representative to the Board of Education.

Mr. Healy reviewed the Education Jobs Consolidated Monitoring Report. This report detailed the findings and required action from the state monitors. The administration was required to present this report to the Board. The Board must adopt the correction action plan within 30 days from tonight's meeting. The corrective action plan must then be submitted to the NJ Department of Education within 10 days. There were no questions from the Board regarding the report.

X. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

A comment was made regarding the job description for the Director of Language Arts/Humanities having a primary function that includes facilitating functions in math, science and technology. Those should apply to the Director of Instruction and Evaluation.

A comment was made regarding the discussion of the State Monitoring corrective actions which will be discussed at the October 8th Board meeting.

A comment was made stating the organizational chart was not attached to the agenda.

A comment was made regarding the Salary Adjustments on the Personnel Agenda, there is no step C-3 or E-3, it should read step 02/03 since the steps were combined.

XI. CURRICULUM AND INSTRUCTION

It was moved by Ms. Esposito, 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. 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 school calendar to reflect (1) one additional Professional Development day on Tuesday, May 28, 2013. **(Curriculum & Instruction Attachment #2)**

Rationale: The additional Professional Development day for staff reflects the terms and conditions of the MRTA contract.

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

COURSE NAME
Science – Grade 6
Science – Grade 7
Science – Grade 8
Social Studies – Grade 8

Rationale: In the area of 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. In the area of Social Studies, the Curriculum Guide was updated to reflect NJ Core Content Standards and to better align instruction in grades 6 and 7.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the revised District Organization Chart for the 2012-2013 school year.

Rationale: The revised organization chart reflects personnel changes for the 2012-2013 school year.

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the extension of the existing Master Subscription with NWEA (Northwest Evaluation Association).

Rationale: The administration has analyzed and approved the use of the NWEA MAP (Measures of Academic Progress) assessment and analysis suite of online tools for grades 9 and 10 at Matawan Regional High School for school year 2012-2013, to replace the NJPASS. This will be consistent with our use in grades 2-8 and provide more data and resources to staff for using student performance data, and enable alignment with the new Common Core Standards.

Cost: \$6,994.00

Account: 11-000-218-590-20-0000-0

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Nicole Macco, along with her coach, Mrs. Michele Macco, to compete as an Independent Entry representing Matawan Regional High School in the sport of Gymnastics for the 2012 season in accordance with NJSIAA legislation. The Matawan-Aberdeen Regional School District will incur no cost with the exception of registration fees not to exceed \$70.00. The Matawan-Aberdeen Regional School

District will not be responsible for supervision and transportation will be the responsibility of the Independent. Holmdel High School has agreed to allow our Independent to compete at their meets which are being held on 10/4/12, 10/11/12 & 10/15/12.

6. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve (3) three Education Consultants from Rutgers University Graduate School of Education to provide Professional Development for the October 8, 2012 in-service day. Two Consultants will work with Social Studies and Science Teachers of grades 6-12 on teaching reading and writing across the curriculum. One Consultant will work with the Language Arts Teachers of grades 6-8 on teaching writing within a Writer’s Workshop framework.

Rationale: The new Common Core State Standards require the integration of teaching writing and reading in the content areas of Social Studies and Science. Additional Professional Development is being provided to enhance the implementation of Writer’s Workshop in grades 6-8.

Cost: \$5,100.00

Account: 11-000-223-320-04-0000-0

C. SPECIAL SERVICES

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following student to attend out of district placement for the 2012 – 2013 school year:

STUDENT	CLASS	SCHOOL	REASON	COST	EFFECTIVE DATE
155096	Multiply Disabled	Old Bridge HS	Continued Placement	\$29,965.00	09/04/2012 – 06/30/2013
157082	Cognitive Moderate	Children’s Center of Monmouth County, Inc.	Continued Placement	\$48,448.00	07/02/2012 – 06/30/2013

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve contracted services with the Summit Speech School.

STUDENT	CONTRACTED SERVICE	COST	EFFECTIVE DATE
158689	Teacher of the Deaf	\$145.00 per hour, 2 sessions per week	09/06/2012 – 06/30/2013

Rationale: The student has a 504 plan and requires these services.

Cost: \$11,020.00

Account: 11-000-219-320-09-0000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approves contracting the New Grange School to provide Professional Development and Screening Services for a member of the High School Special Education Department and 6 of her students in order to implement a Wilson Reading Program as a component of our High School Special Education Program. They will provide two half days of screening, student grouping and teacher training and one half day of demonstration and observation at the rate of \$1,100.00 per visit (not to exceed 4 visits).

Rationale: These sessions will increase the literacy for those students entering the high school who need a highly structured multisensory program and improve their overall academic success. The teacher will increase her understanding of literacy and the use of diagnostic and prescriptive teaching methods.

Cost: \$1,100.00 per visit, not to exceed \$4,400.00

Account: 11-000-221-390-00-0000

XII. PERSONNEL

Mr. Kenny stated that item #6D has been withdrawn from the agenda. Item #6C, letter d was also withdrawn from the agenda.

There was a discussion among the Board regarding the hiring of O/T and P/T providers through a contract with EBS.

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

A. RESIGNATIONS/RETIREMENTS

- POLICY: 4112.1 Individual Contracts-Certificated Staff
- 4212.1 Individual Contracts Non-Certificated Staff

NAME	LOC	POSITION	REASON	DATE OF HIRE	EFF. DATE
SANSONE, ALANA	MAMS	Instructional Assistant Special Education Autism Program	Rescission	08/27/2012	08/28/2012 (Retroactive)

B. 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. DATE
MORRISON, HOLLIEANN	CL	Special Education Teacher - Autism Program	Maternity Leave	With Pay	11/01/2012 - 11/20/2012
			Disability Phase	Without Pay	11/21/2012 - 01/12/2013
			FMLA	Without Pay	01/25/2013 - 04/19/2013
RIGNEY, PENNY	CL	Instructional Assistant	Maternity Leave	With Pay	12/03/2012 - 01/15/2013 (Half Day)
			Disability Phase	Without Pay	01/15/2013 - 01/30/2013 (Half Day)
			FMLA	Without Pay	01/31/2013 - 04/26/2013

C. 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. SALARY ADJUSTMENTS - MRTA

	NAME	LOC	FROM STEP/SALARY	TO STEP/SALARY	INSTITUTION
1	PREWITT, CAROLINE J.	CP	STEP-04 \$18,150.00	STEP-04 \$18,150.00 + AA STIPEND \$805.00 Total \$18,955.00	Thomas Edison State College
2	LONIEWSKI, REBECCA	CL	STEP C-02 \$46,460.00	STEP C-03 \$46,460.00 Previous experience verified	N/A
3	COUGHLIN, CHARLOTTE	HS	STEP D-10 \$55,110.00	STEP E-10 \$57,290.00	Northcentral University
4	GENEROSO, SUSAN	CL	STEP D-03 \$51,460.00	STEP E-03 \$53,640.00	New Jersey City 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)

2. EXTRA CURRICULAR STIPENDS for the 2012/2013 SCHOOL YEAR Personnel Attachment # 1

3. ACTIVITIES - VOLUNTEERS

NAME	ACTIVITY	LOCATION	EFF DATE
Gross, Zachary	Boys Cross Country	HS	2012/2013 School year
Gross, Zachary	Spring Track	HS	2012/2013 School year
Pluff, Richard	Football	HS	2012/2013 School year
Carnovsky, Robert	Football	HS	2012/2013 School year
Carnovsky, Robert	Varsity Cross Country	HS	2012/2013 School year
Collabelli, James	Cross Country	MAMS	2012/2013 School year
Collabelli, James	Spring Track	MAMS	2012/2013 School year

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

4. COLLEGE STUDENT TEACHERS/OBSERVERS/INTERNS

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
SARAIVA, DAVID	Kean University	KEVIN MURPHY	HS - Physical Education/Health Education STUDENT TEACHER Fall 2012 October 22, 2012 - December 21, 2012
MARFLAK, REBECCA	Brookdale Community College	JILL DONOVAN	RD - Elementary STUDENT OBSERVER Fall 2012 September 25, 2012 - December 21, 2012

RATIONALE: Student will be able to complete course work requirements toward degree and certification.
 COST: None
 EFFECTIVE DATE: 2012/2013 School year

5. REQUIRED HOURS FOR RESTRAINT TRAINING

	NAME	LOCATION	POSITION	DAILY PER DIEM RATE OF PAY
1	Osmanovic, Milena	Cambridge Park Pre School	Paraprofessional	\$98.18
2	Prewitt, Carrie	Cambridge Park Pre School	Paraprofessional	\$90.75
3	Radoncic, Ermina	Cambridge Park Pre School	Paraprofessional	\$98.43
4	De Monte, Agnes	Cliffwood Elementary	Paraprofessional	\$89.75
5	Galietti, Elyse	Cliffwood Elementary	Paraprofessional	\$102.93
6	Harnett, Deborah	Cliffwood Elementary	Paraprofessional	\$119.83
7	Peters-Esposito, Mindy	Cliffwood Elementary	Paraprofessional	\$98.18
8	Walsh, Nancy	Cliffwood Elementary	Paraprofessional	\$117.93
9	Collins, Jacqueline	Strathmore Elementary	(S4T) Maternity Replacement	\$100.00
10	Hebding, Evelyn	Strathmore Elementary	Paraprofessional	\$121.33
11	O'Brien, Denise	Strathmore Elementary	Paraprofessional	\$121.33
12	Fiore, Jill	Matawan Aberdeen Middle School	Paraprofessional	\$95.93
13	Jasiak, Roger	Matawan Aberdeen Middle School	Paraprofessional	\$97.18
14	Lytte, Kristin	Matawan Aberdeen Middle School	Paraprofessional	\$95.93
15	Palomo, Hrisanthi	Matawan Regional High School	Paraprofessional	\$97.18
16	Mackey, Latieffa	Matawan Regional High School	Paraprofessional	\$97.18

RATIONALE: It is required and recommended that staff members who teach or provide services to autistic

-students be given this training.

Individual One Day - Per Diem Daily rate of pay

Effective: OCTOBER 8, 2012

6. OTHER

A. OCCUPATIONAL THERAPIST SERVICES

SERVICE PROVIDER	COST	EFF DATE
De JIANNE, ALEXIS Occupational Therapist EBS	\$75.00/Hour Extended school year program 2 Days/week \$1,725.00	06/26/2012 - 08/05/2012 (Retroactive)
MATHERS, VIRGINIA Occupational Therapist EBS	\$75.00/Hour Extended school year program 4 Days/week \$3,150.00	06/26/2012 - 08/05/2012 (Retroactive)

B. MEDIATION SESSION

NAME/TITLE	COST	EFF DATE
WEST, BEVERLY Learning Consultant	Per diem rate \$137.74	Mediation on 8/21/2012 (Retroactive)

RATIONALE: A mediation session was conducted in which it was advisable to have the case manager present.

COST: \$137.74

ACCOUNT: 11-000-219-101-11-0000-0

C. JOB DESCRIPTIONS - PERSONNEL ATTACHMENT#2

- a. Assistant Superintendent of Curriculum and Instruction
- b. Director of K-12 Language Arts Literacy/Humanities
- c. Director of K-12 Instruction and Evaluation
- d. Manager of Information Systems and Technology

D. REVISED SALARY - New Position with additional responsibilities

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

XIII. FINANCE/TRANSPORTATION

It was moved by Ms. Esposito, 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 September 2012** (Available for review in Board Secretary’s Office)
Policy #3326 Payment for Goods and Services

August 2012, Payroll	\$525,352.04
September 2012, Bills List	\$2,922,267.64
TOTAL:	\$3,447,619.68

- 2. **Transfer of Funds for August, 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 **August, 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 **August, 2012** which is in agreement with the Board Secretary’s Report.

4. The Board Secretary’s Financial Report (Month ending August, 2012)

Policy # 3571 Financial Reports

The Board of Education hereby accepts the Board Secretary’s Financial Report for the month of **August, 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 **August 31, 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. Approval of 2012-2013 No Child Left Behind (NCLB) Grant Funding of Staff Salaries

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the No Child Left Behind Grant (NCLB) as the funding source for the following staff:

Staff Member	Location	Job Title	%	Line Item	NCLB Funding
Brenda Adelson	LR	Basic Skills	100%	20-231-100-101-11-0000-1	\$87,480
Nancy Flynn	LR	Basic Skills	93%	20-231-100-101-11-0000-1	\$76,920
Nancy Flynn	LR	Basic Skills	7%	11-230-100-101-11-0000-1	5,630

Rationale: Federal regulations require a board of education to list in the minutes the names of individuals and the funding source for their salaries.

6. Approval of 2012-2013 IDEA B and IDEA Pre-School Grants Funding of Staff Salaries

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the IDEA B Grant and Pre-School IDEA Grant as the funding source for the following staff:

Staff Member	Location	Job Title	Total Salary
LINE ITEM: 20-250-100-106-11-0000-1			
Lori Donaghue	RD	Instructional Aide	\$23,585.00
Deborah Harnett	CL	Instructional Aide	\$23,965.00
Evelyn Hebding	ST	Instructional Aide	\$24,265.00
Michelle Johannesen	LR	Instructional Aide	\$24,265.00
Beth Letowsky	CL	Instructional Aide	\$33,785.00
Raellen Mandelbaum	LR	Instructional Aide	\$34,465.00
Jillian Ashad	CL	Instructional Aide	\$18,880.00
Linda Walling	HS	Instructional Aide	\$40,785.00
Devenn Williams	HS	Instructional Aide	\$20,365.00
Marlene Carrante	HS	Instructional Aide	\$23,965.00
Kelly McGinniss	MAMS	Instructional Aide	\$19,185.00

Staff Member	Location	Job Title	Total Salary
LINE ITEM: 20-255-100-106-11-0000-1			
Milena Osmanovic	CP	Instructional Aide	\$19,635.00

Staff Member	Location	Job Title	Total Salary
LINE ITEM: 20-250-200-106-11-0000-1			
Frank Banafato	HS	Personal Aide	\$22,365.00
Latieffa Mackey	HS	Personal Aide	\$19,435.00
Mary Cannella	MAMS	Personal Aide	\$22,780.00
Joy Edelstein	MAMS	Personal Aide	\$23,585.00
Mary Ann Folchetti	LR	Personal Aide	\$18,150.00
Ann Margarate Feihl	ST	Personal Aide	\$17,950.00
Janice Norwood	MAMS	Personal Aide	\$21,265.00
Kathleen Slee-Wojnar	LR	Personal Aide	\$17,950.00

Staff Member	Location	Job Title	Total Salary
LINE ITEM: 20-250-200-105-11-0000-1			
Harriet Pelliccione	CO	CST Secretary	\$30,780.00
Peggy Schoen	CO	CST Secretary	\$47,035.00
Angela Monaco	CO	CST Secretary	\$39,980.00

Rationale: Federal regulations require a board of education to list in the minutes the names of individuals and the funding source for their salaries.

7. Source 4 Teachers Contract – Changes to Pricing Plan

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education in accordance with the contract between Source 4 Teachers and the Matawan-Aberdeen Board of Education, contract provision 6.2, Changes to Pricing Plan, hereby approve the following payment structure for substitute teachers for the 2012-2013 school year retroactive to September 6, 2012:

- Teacher – Substitute Certificate with Bachelor’s Degree or higher \$75 per day
- Teacher – Bachelor’s Degree, CE, CEAS or Standard License \$85 per day

B. TRANSPORTATION

1. Approval of Inter-Local Agreement with Aberdeen Township – Purchase of Fuel for the 2012-2013 School Year

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education shall enter into an Inter-local Government Services Agreement with the Township of Aberdeen, pursuant to the provisions of N.J.S.A. 18A:20-22 and N.J.S.A. 40:8A-1, et seq., for the purposes permitted under the statutes, including, but not limited to the purchase of Non-Leaded Gasoline and Diesel Fuel from Matawan BP located at Highway 34 and Cambridge Drive, Aberdeen, NJ as set forth in Resolution No. 2012-87, approved on September 4, 2012 by the Township Council of the Township of Aberdeen.

2. Award of Contracts for Transportation Routes for the 2012-2013 School Year

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

RTE#	DESTINATION	CONTRACTOR	# OF DAYS	PER DIEM	EFF DATES	COST
684	St Ambrose School	Wehrle's Bus Service	180	\$96.00	9/1/12 - 6/30/13	\$17,280.00
685	Lloyd Road School	Unlimited Auto	57	\$183.30	9/6/12 - 12/5/12	\$10,448.10
686-H	Matawan High School	Wehrle's Bus Service	180	\$47.50	9/1/12 - 6/30/13	\$8,550.00
687	Bright Beginnings	Keyport Auto / Shamrock	57	\$257.00 w/aide	9/5/12 - 12/4/12	\$14,649.00
					Total	\$50,927.10

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

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

RTE#	DESTINATION	HOST	JOINER	# OF DAYS	JOINER PER DIEM	EFF DATES	ESTIMATED COST
SR069	Gateway School	Morris Co. ESC	MARSD	180	\$76.13	9/1/12 -- 6/30/13	\$13,703.40
2080	New Road Parlin	MOESC	MARSD	180	\$108.50	9/1/12 – 6/30/13	\$19,530.00
2023	Center School	MOESC	MARSD	180	\$85.58	9/1/12 – 6/30/13	\$15,404.40
6034	Newmark High School	MOESC	MARSD	180	\$194.41	9/1/12 – 6/30/13	\$34,993.80
0005	Douglas Develop	MOESC	MARSD	180	\$171.50 w/aide	9/1/12 – 6/30/13	\$30,870.00
2052	Oakwood School	MOESC	MARSD	180	\$31.07	9/1/12 – 6/30/13	\$5,592.60
V7093	Harbor School to Career Center	MOESC	MARSD	180	\$6.77	9/1/12 – 6/30/13	\$1,218.60
V080	KIVA	MOESC	MARSD	180	\$128.49	9/1/12 – 6/30/13	\$23,128.20
						Total	\$144,441.00

XIV. UNFINISHED BUSINESS

Mr. Strimple provided the Board an update on the discussions with Advantage 3. The Board will have to authorize Advantage 3 to conduct research for generating revenues for the District. They can have hard advertisements along with advertisements on buses and the District's website. Mr. Strimple only recommends advertising at the middle school and high school and the Board will have the say of where the advertisements are placed.

There was a discussion among the Board as to whether Advantage 3 can provide estimates in revenue based on the results of other Districts of similar size. There was also a discussion of when the Board will authorize Advantage 3 to conduct its research.

Dr. Natanagara and the Board of Education discussed the Board goals which include the 21st Century Skills, community relations and measurement of 3rd grade student results on the NJ ASK. The Board discussed using a survey to reach out to the public and the various ways to measure the 21st Century Skills. The goal for the increase in student achievements should be measurable and attainable. It was the consensus of the Board that the goal should be an 8% increase in test scores. The administration will also report to the Board on a monthly basis on the progress of the goals.

Mr. Kenny stated action on the Board goals will be taken at the Committee of the Whole Meeting on October 8th.

XV. NEW BUSINESS

Mr. Aitken announced that the VFW Post in Cliffwood is running essay contests for high school and middle school students. There are substantial prizes that include a \$30,000 scholarship for a high school student. Essays are due November 1st.

Mr. Donaghue stated that the Huskies football team is 3-0 and will be featured on the Varsity Sports television show.

XVI. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS

There was a question on what the District will use to measure an increase in student performance using NWEA and the DRA2.

A suggestion was made that the Board should set goals for the entire District, not grade 3 alone.

A comment was made relating to the policy regarding student lunch balances that exceed \$25.

XVII. EXECUTIVE SESSION

It was moved by Ms. Hayward, seconded by Mr. Aitken, that the Board convene in Executive Session and approved by a unanimous voice vote at 9:39 PM to discuss the following:

- Residency Appeal Hearing
- Litigation Update
- Special Education Litigation
- Personnel Matters

The Board returned to Open Session at 11:28 PM.

XVIII. ADJOURNMENT

On a motion by Mr. Donaghue, seconded by Dr. Delaney and a unanimous roll call vote the Board adjourned the meeting at 11:29 PM.

Respectfully submitted,

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

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Fricchione, Anne Marie	MA	09/29/12	Rutgers University, New Brunswick, NJ	Enhancing the Italian classroom with effective Web 2.0 Tools	\$35.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35.00	NO
Mescal, Debra	MA	10/09/12	Princeton Marriott, Princeton, NJ	N.J. Science Convention	\$149.00	\$18.94	\$0.00	\$0.00	\$0.00	\$167.94	YES
Danback, Barbara	ST	10/15/12	Ocean Place, Long Branch, NJ	N.J. School Counselors Fall Conference	\$165.00	\$6.32	\$0.00	\$0.00	\$0.00	\$171.32	NO
									TOTAL	\$374.26	

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

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT SCHOOL CALENDAR 2012-2013

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

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

Marking Periods (# of Days)
 1st 09/08/12 - 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.

PERSONNEL ATTACHMENT #1

EXTRA CURRICULAR STIPENDS for the

2012/2013

SCHOOL YEAR

STIPEND AMOUNTS AS PER 2011-2014 MRTA CONTRACT SETTLEMENT

2012-2013
Extra-Curricular Report

LAST	FIRST	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION
Goetz	Matthew	3	\$ 13,410.00	5/21/2012	HS	11-402-100-100-11-0000-2	Athletic Program	TRAINER
Stead	Thomas	3	\$ 9,540.00	5/21/2012	HS	11-402-100-100-11-0000-2	Basketball - Boys'	HEAD COACH
Pelkey	Michael	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Basketball - Boys' (2)	ASSISTANT COACH
Saffioti	John	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Basketball - Boys' (2)	ASSISTANT COACH
Lagomarsino	Jay	3	\$ 9,540.00	5/21/2012	HS	11-402-100-100-11-0000-2	Basketball - Girls'	HEAD COACH
Eisenstein	Steve	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Basketball - Girls'	ASSISTANT COACH
Walsh	Matthew	3	\$ 6,960.00	5/21/2012	MA	11-402-100-100-11-0000-3	Basketball - Boys' 6-7-8	ASSISTANT COACH
Feen	Kathy	3	\$ 6,960.00	5/21/2012	MA	11-402-100-100-11-0000-3	Basketball - Boys' 6-7-8	ASSISTANT COACH
Vitaliano	Richard	N/A	\$62.50/Game	6/25/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Miller	David	N/A	\$62.50/Game	6/25/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Vidal	Rodolfo	N/A	\$62.50/Game	6/25/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Turner	Sam	N/A	\$62.50/Game	6/25/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Murphy	Kevin	N/A	\$62.50/Game	6/25/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Antista	Maria	N/A	\$62.50/Game	6/25/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Martucci Sr.	Joseph	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Martucci Jr.	Joseph	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Geran	Tom	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Kelly	Connie	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Friedl	JP	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Scott	Rodney	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Wallace	Eileen	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Acosta	Alicia	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Carnovsky	Robert	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Dellert	Dee	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Di Mario	Joseph	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Eisenstein	Steve	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Feen	Kathy	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Geran	John	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Harris	Darryl	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Jackson	William	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Kaye	John	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Lenma	Cheryl	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Loeb	Paul	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Mc Kurth	Daryl	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Monro	David	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Pickens	Sam	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Scheuing	John	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Sobieski	James	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Sommer	Cynthia	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Vina	Lynne	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Wietecha	Robert	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Williams	Devenn	N/A	\$62.50/Game	6/11/2012	HS/MS	11-402-100-100-11-0000-2	Crowd Control	TICKET SELLERS/CROWD CONTROL
Kaye	John	3	\$ 9,540.00	2/27/2012	HS	11-402-100-100-11-0000-2	Football	HEAD COACH
Bellamy	Jay	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Football	ASSISTANT COACH
Turner	Sam	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Football	ASSISTANT COACH
Marsh	Charles	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Football	ASSISTANT COACH
Monroe	David	3	\$ 6,960.00	5/21/2012	HS	11-402-100-100-11-0000-2	Football	ASSISTANT COACH
Mandeville	Kevin	3	\$ 3,480.00	5/21/2012	HS	11-402-100-100-11-0000-2	Football	CO-ASSISTANT COACH
Walsh	Matthew	3	\$ 3,480.00	5/21/2012	HS	11-402-100-100-11-0000-2	Football	CO-ASSISTANT COACH

2012-2013
Extra-Curricular Report

GROUPS/SPORTS/ESTABLISHMENTS									
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION		
Carnovsky Robert	1	\$ 6,520.00	5/21/2012	HS	11-402-100-100-11-0000-2	Baseball	HEAD COACH		
Deegan David	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Baseball	ASSISTANT COACH		
Stead Thomas	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Baseball	ASSISTANT COACH		
Scheuing James	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Baseball 6-7-8	ASSISTANT COACH		
Stanek Jacqueline	1	\$ 3,230.00	5/21/2012	HS	11-402-100-100-11-0000-2	Cheerleaders (Per Season)	HEAD COACH		
Bernhardtson Amanda	1	\$ 2,420.00	9/24/2012	HS	11-402-100-100-11-0000-2	Cheerleaders (Per Season) Replacing: Sobieski	ASSISTANT COACH		
Takacs Julie	3	\$ 4,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Dance (Per Season)	HEAD COACH		
Williams Devonn	3	\$ 8,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Field Hockey - Girls'	HEAD COACH		
Dellert Deidre	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Field Hockey - Girls'	ASSISTANT COACH		
Antista Maria	1	\$ 4,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Field Hockey - Girls'	ASSISTANT COACH		
Sommer Lynne	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Field Hockey	ASSISTANT COACH		
Deegan David	3	\$ 8,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Soccer - Boys'	HEAD COACH		
Rosenberg Michael	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Soccer - Boys'	ASSISTANT COACH		
Mc Cabe Kenneth	3	\$ 8,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Soccer - Girls'	HEAD COACH		
Grigoli Jeremy	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Soccer - Girls'	ASSISTANT COACH		
Mc Kurth Daryl	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Soccer - Boys' 6-7-8	ASSISTANT COACH		
Scheuing James	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Soccer - Girls' 6-7-8	ASSISTANT COACH		
Eisenstein Steve	3	\$ 8,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Softball - Girls'	HEAD COACH		
Dellert Deidre	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Softball - Girls'	ASSISTANT COACH		
Williams Devonn	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Softball 6-7-8	ASSISTANT COACH		
Mc Cabe Kenneth	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Softball 6-7-8	ASSISTANT COACH		
Turner Samuel	3	\$ 8,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Track - Boys'	HEAD COACH		
Murphy Kevin	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Track - Boys'	ASSISTANT COACH		
Lasko Andrew	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Track - Boys'	ASSISTANT COACH		
Mergner Suzanne	3	\$ 8,080.00	5/21/2012	HS	11-402-100-100-11-0000-2	Track - Boys'	HEAD COACH		
Bagley Dorothy	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Track - Girls'	ASSISTANT COACH		
Monroe David	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Track - Girls'	ASSISTANT COACH		
Brown Eric	1	\$ 6,520.00	6/11/2012	HS	11-402-100-100-11-0000-2	Wrestling	HEAD COACH		
Lasko Andrew	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Wrestling	ASSISTANT COACH		
Pappas James	3	\$ 5,950.00	5/21/2012	HS	11-402-100-100-11-0000-2	Wrestling	ASSISTANT COACH		

2012-2013
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NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	GROUPS		ACTIVITY	POSITION
					STIPENDS	POSITIONS		
Lasako	3	\$ 6,520.00	5/21/2012	HS	11-402-100-100-11-0000-2	Cross Country - Boys'	HEAD COACH	
Bagley	3	\$ 5,670.00	5/21/2012	HS	11-402-100-100-11-0000-2	Cross Country - Girls'	ASSISTANT COACH	
Mergner	3	\$ 5,620.00	5/21/2012	HS	11-402-100-100-11-0000-2	Cross Country - Girls'	HEAD COACH	
Moller	3	\$ 5,670.00	5/21/2012	HS	11-402-100-100-11-0000-2	Cross Country Boys'	ASSISTANT COACH	
Dean	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Cross Country - Girls/Boys	ASSISTANT COACH	
Grigoli	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Track (Boys)	ASSISTANT COACH	
Dean	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Track Girls	ASSISTANT COACH	
Turner	3	\$ 6,520.00	5/21/2012	HS	11-402-100-100-11-0000-2	Winter Track - Boys/Girls	HEAD COACH	
Murphy	3	\$ 5,670.00	6/11/2012	HS	11-402-100-100-11-0000-2	Winter Track - Boys/Girls	ASSISTANT COACH	
Mergner	3	\$ 5,670.00	6/11/2012	HS	11-402-100-100-11-0000-2	Winter Track - Boys/Girls	ASSISTANT COACH	
Marsh	3	\$ 5,950.00	5/21/2012	MA	11-402-100-100-11-0000-3	Wrestling	ASSISTANT COACH	
ATHLETICS								
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	
Carmoveky	1	\$ 2,460.00	5/21/2012	HS	11-402-100-100-11-0000-2	Bowling Boys/Girls'	CO-HEAD COACH	
Hughes	1	\$ 2,460.00	5/21/2012	HS	11-402-100-100-11-0000-2	Bowling Boys/Girls'	CO-HEAD COACH	
Craparo	3	\$ 5,800.00	5/21/2012	HS	11-402-100-100-11-0000-2	Tennis - Boys'	HEAD COACH	
Crapato	3	\$ 5,800.00	5/21/2012	HS	11-402-100-100-11-0000-2	Tennis - Girls'	HEAD COACH	
ARTS								
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	
Sommer	N/A	\$ 970.00	6/11/2012	MA	11-402-100-100-11-0000-3	Intra-Mural Basketball WINTER	COACH	
Tarrazi	N/A	\$ 970.00	6/11/2012	MA	11-402-100-100-11-0000-3	Intra-Mural Basketball WINTER	COACH	
Stevens	N/A	\$ 970.00	6/11/2012	MA	11-402-100-100-11-0000-3	Intramural Floor Hockey FALL	COACH	
Grigoli	N/A	\$ 970.00	6/11/2012	MA	11-402-100-100-11-0000-3	Intramural Floor Hockey FALL	COACH	
Sommer	N/A	\$ 970.00	6/11/2012	MA	11-402-100-100-11-0000-3	Volleyball Intramural - SPRING	COACH	
Carmovsky	N/A	\$ 970.00	6/11/2012	MA	11-402-100-100-11-0000-3	Volleyball Intramural - SPRING	COACH	
NON-ATHLETIC								
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	
McDede	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	Academic Challenge Team	Advisor	
Francis	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	African-American Student Union	Advisor	
Hensel	N/A	\$ 6,870.00	5/21/2012	HS	11-401-100-100-11-0000-2	Band	Director	
Schwartz	N/A	\$ 1,430.00	5/21/2012	HS	11-401-100-100-11-0000-2	Band	Co-Assistant Director	
Wells	N/A	\$ 1,430.00	5/21/2012	HS	11-401-100-100-11-0000-2	Band	Co-Assistant Director	
Baldasserini	N/A	\$ 4,370.00	5/21/2012	HS	11-401-100-100-11-0000-2	Chamber Choir	Advisor	
Phillips	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	Chess Club	Advisor	

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Extra-Curricular Report

NONATHLETIC ACTIVITIES - HIGH SCHOOL									
LAST NAME	FIRST NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	
Walling	Linda	N/A	\$ 3,135.00	5/21/2012	HS	11-401-100-100-11-0000-2	Drama Thespian Society	Advisor	
Delgado	Suzanne	N/A	\$ 1,850.00	5/21/2012	HS	11-401-100-100-11-0000-2	Drill	Co-Drill Designer Instructor	
Hughes	Suzanne	N/A	\$ 1,850.00	5/21/2012	HS	11-401-100-100-11-0000-2	Drill	Co-Drill Designer Instructor	
Tomasello	Louise	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	Environmental Club	Advisor	
Walling	Linda	N/A	\$ 4,620.00	5/21/2012	HS	11-401-100-100-11-0000-2	Fail Drama Production	Producer/Director	
Pickens	Sam	N/A	\$ 3,160.00	5/21/2012	HS	11-401-100-100-11-0000-2	Fail Drama Production	Production Design/Construction	
Prinzi	Maria	N/A	\$ 1,350.00	5/21/2012	HS	11-401-100-100-11-0000-2	Fail Drama Production	Production Assistant	
Bernstein	Daniel	N/A	\$ 1,210.00	6/25/2012	HS	11-401-100-100-11-0000-2	FBLA (Future Business Leaders of America)	Advisor	
Servino	Paul	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	FBLA (Future Business Leaders of America)	Advisor	
Hoernle	Carol	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	Food & Fashion Club	Advisor	
Bauwens	Gail	N/A	\$ 2,000.00	5/21/2012	HS	11-401-100-100-11-0000-2	Forensics	Co-Advisor	
Trader	Jillian	N/A	\$ 2,000.00	5/21/2012	HS	11-401-100-100-11-0000-2	Forensics	Co-Advisor	
Holmes	Kristina	N/A	\$ 1,250.00	5/21/2012	HS	11-401-100-100-11-0000-2	Freshman Class	Co-Advisor	
Caldera	Glenn	N/A	\$ 3,700.00	5/21/2012	HS	11-401-100-100-11-0000-2	Guard	Instructor	
Delgado	Elyse	N/A	\$ 3,700.00	5/21/2012	HS	11-401-100-100-11-0000-2	Guard	Assistant Instructor	
Pickell	Lee	N/A	\$ 4,500.00	7/23/2012	HS	11-401-100-100-11-0000-2	High School Challenger Team	Coach	
Walling	Linda	N/A	\$ 2,385.00	5/21/2012	HS	11-401-100-100-11-0000-2	History & Government Club	Advisor	
Komito	Marc	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	Mathematics Competitions League	Advisor	
Jackman	Neil	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	Math Honor Society	Advisor	
Pickell	Lee	N/A	\$ 605.00	5/21/2012	HS	11-401-100-100-11-0000-2	Interact Club	Co-Advisor	
Gross	Zachary	N/A	\$ 605.00	5/21/2012	HS	11-401-100-100-11-0000-2	Interact Club	Co-Advisor	
Hensel	Chris	N/A	\$ 2,860.00	5/21/2012	HS	11-401-100-100-11-0000-2	Jazz Band	Director	
Bloss	Justin	N/A	\$ 1,640.00	5/21/2012	HS	11-401-100-100-11-0000-2	Junior Class	Advisor	
Quinn	Kathleen	N/A	\$ 700.00	5/21/2012	HS	11-401-100-100-11-0000-2	Key Club	Co-Advisor	
Weissman	Linda	N/A	\$ 700.00	5/21/2012	HS	11-401-100-100-11-0000-2	Key Club	Co-Advisor	
Liscandro	Tara	N/A	\$ 1,900.00	5/21/2012	HS	11-401-100-100-11-0000-2	Literary Journal	Co-Advisor	
Hensel	Chris	N/A	\$ 1,790.00	5/21/2012	HS	11-401-100-100-11-0000-2	Marching Band	Director	
O'Neill	Michelle	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	Mock Trial	Advisor	
Maroldo	Shannon	N/A	\$ 5,110.00	5/21/2012	HS	11-401-100-100-11-0000-2	NRHS NEWS (Hustleview)	Advisor	
Burfeindt	Craig	N/A	\$ 1,025.00	5/21/2012	HS	11-401-100-100-11-0000-2	MSG Varsity	Consultant	
Baldasserini	Andre	N/A	\$ 645.00	8/27/2012	HS	11-401-100-100-11-0000-2	National Honor Society	Co-Advisor	
Tomasello	Louise	N/A	\$ 645.00	5/21/2012	HS	11-401-100-100-11-0000-2	National Honor Society	Co-Advisor	
Main	Pamela	N/A	\$ 4,270.00	5/21/2012	HS	11-401-100-100-11-0000-2	Peer Leadership	Leader	
Kovac	Randy	N/A	\$ 3,700.00	5/21/2012	HS	11-401-100-100-11-0000-2	Percussion	Instructor	
NONATHLETIC ACTIVITIES - HIGH SCHOOL									
Kaplan	Daniel	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	Physics Club	Advisor	
Mc Dede	Maria	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	SADD	Advisor	
O'Neill	Michelle	N/A	\$ 580.00	5/21/2012	HS	11-401-100-100-11-0000-2	Safe Space	Co-Advisor	
Hitchman	Marie	N/A	\$ 580.00	5/21/2012	HS	11-401-100-100-11-0000-2	Safe Space	Co-Advisor	
Kaplan	Daniel	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	Science National Honor Society	Advisor	
Walling	Linda	N/A	\$ 2,060.00	5/21/2012	HS	11-401-100-100-11-0000-2	Senior Class	Advisor	
Nunziantie	Marybeth	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	Sophomore Class	Advisor	
Wells	Michael	N/A	\$ 950.00	5/21/2012	HS	11-401-100-100-11-0000-2	Sound & Lighting Club	Co-Advisor	
Miller	David	N/A	\$ 950.00	5/21/2012	HS	11-401-100-100-11-0000-2	Sound & Lighting Club	Co-Advisor	
Walling	Linda	N/A	\$ 6,190.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Production/Director	
Hensel	Christopher	N/A	\$ 3,160.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Musical Director	
Baldasserini	Andre	N/A	\$ 3,160.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Vocal Director	
Pickens	Samuel	N/A	\$ 3,780.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Production/Design/Construction	
Takacs	Julie	N/A	\$ 2,800.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Choreographer	
Wells	Michael	N/A	\$ 2,440.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Technical Director	
Prinzi	Maria	N/A	\$ 1,350.00	5/21/2012	HS	11-401-100-100-11-0000-2	Spring Musical Production	Production Assistant	
Kish	Sheryl	N/A	\$ 1,290.00	5/21/2012	HS	11-401-100-100-11-0000-2	Student Accounts	Manager	
Crabaro	Michael	N/A	\$ 2,360.00	5/21/2012	HS	11-401-100-100-11-0000-2	Student Council	Co-Advisor	

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Extra-Curricular Report

NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS															
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION
Komito	N/A	\$ 2,360.00	5/21/2012	HS	11-401-100-100-11-0000-2	Student Council	Co-Advisor	Prinzi	N/A	\$ 3,585.00	5/21/2012	HS	11-401-100-100-11-0000-2	Student Information Systems	Coordinator
Irons	N/A	\$ 8,690.00	5/21/2012	HS	11-401-100-100-11-0000-2	Testing	Coordinator	Burfaendt	N/A	\$ 5,280.00	5/21/2012	HS	11-401-100-100-11-0000-2	TV Studio	Manager
Burfaendt	N/A	\$ 1,210.00	5/21/2012	HS	11-401-100-100-11-0000-2	Telecommunications Club	Advisor	Caldera	N/A	\$ 1,500.00	5/21/2012	HS	11-401-100-100-11-0000-2	Winter Color Guard	Director
Wells	N/A	\$ 1,500.00	5/21/2012	HS	11-401-100-100-11-0000-2	Winter Color Guard	Assistant	Alber	N/A	\$ 1,480.00	5/21/2012	HS	11-401-100-100-11-0000-2	Woodworking Club	Advisor
Coughlin	N/A	\$ 605.00	5/21/2012	HS	11-401-100-100-11-0000-2	World Language Honor Society (Foreign)	Co-Advisor	Liscandro	N/A	\$ 605.00	5/21/2012	HS	11-401-100-100-11-0000-2	World Language Honor Society (Foreign)	Co-Advisor
Fajardo	N/A	\$ 5,110.00	5/21/2012	HS	11-401-100-100-11-0000-2	Yearbook & Business Manager	Manager	NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS							
NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS															
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION
Dansereau	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	Academic Bowl 6-8	Advisor (Dansereau Recinded)	Stevens	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	African-American Student Union	Advisor
Tarrazi	N/A	\$ 1,900.00	5/21/2012	MA	11-401-100-100-11-0000-3	Art Club	Advisor	Wells	N/A	\$ 3,130.00	5/21/2012	MA	11-401-100-100-11-0000-3	Audio Visual Department	Director
Hawnyko	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	Band	Advisor	Nilsen	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	6 Grade Class	Advisor
Riggelman	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	7 Grade Class	Advisor	Miller	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	8 Grade Class	Advisor
Mescal	N/A	\$ 1,290.00	5/21/2012	MA	11-401-100-100-11-0000-3	Chess Club	Advisor	Di Noia	N/A	\$ 1,900.00	5/21/2012	MA	11-401-100-100-11-0000-3	Environmental Club	Advisor
Politano	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	Literary/Art Magazine	Advisor	Tarrazi	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	Math Club	Advisor
Ioza	N/A	\$ 2,440.00	5/21/2012	MA	11-401-100-100-11-0000-3	Multi-Cultural Club	Advisor	De Be Voice	N/A	\$ 1,450.00	6/11/2012	MA	11-401-100-100-11-0000-3	Peer Leadership	Advisor
Cronin	N/A	\$ 1,500.00	6/11/2012	MA	11-401-100-100-11-0000-3	Science Club	Advisor	Sobieski	N/A	\$ 1,900.00	5/21/2012	MA	11-401-100-100-11-0000-3	Science Competition Team	Advisor
Hawnyko	N/A	\$ 1,900.00	5/21/2012	MA	11-401-100-100-11-0000-3	School Newspaper	Advisor	Veil	N/A	\$ 5,770.00	5/21/2012	MA	11-401-100-100-11-0000-3	Student Organization Council	Advisor
NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS															
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION
Veil	N/A	\$ 2,960.00	5/21/2012	MA	11-401-100-100-11-0000-3	Theater Arts	Director	Montero	N/A	\$ 2,960.00	5/21/2012	MA	11-401-100-100-11-0000-3	Theater Arts	Vocal Director
Wells	N/A	\$ 2,960.00	5/21/2012	MA	11-401-100-100-11-0000-3	Theater Arts	Musical Director (Band)	NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS							
NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS															
Bunch	N/A	\$ 2,770.00	5/21/2012	MA	11-401-100-100-11-0000-3	Theater Arts	Choreographer	Vacancy	N/A	\$ 2,820.00		MA	11-401-100-100-11-0000-3	Theater Arts	Production/Design/Construction
Vacancy	N/A	\$ 2,440.00		MA	11-401-100-100-11-0000-3	Theater Arts	Technical Director	Vacancy	N/A	\$ 1,350.00		MA	11-401-100-100-11-0000-3	Theater Arts	Production Assistant
Greenspan	N/A	\$ 1,900.00	5/21/2012	MA	11-401-100-100-11-0000-3	Vocal Chorus	Advisor	Costello	N/A	\$ 1,040.00	5/21/2012	MA	11-401-100-100-11-0000-3	Willow Tree	Advisor
Cruz	N/A	\$ 1,210.00	5/21/2012	MA	11-401-100-100-11-0000-3	World Language Club	Advisor	Emill	N/A	\$ 3,840.00	5/21/2012	MA	11-401-100-100-11-0000-3	Yearbook	Advisor
NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS															
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION	NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION
Vacancy	N/A	\$ 1,025.00		CL	11-401-100-100-11-0000-1	Environmental Club	Advisor	Pappas	N/A	\$ 925.00	6/25/2012	CL	11-401-100-100-11-0000-1	Safety Patrol	Advisor
Vacancy	N/A	\$ 965.00		CP	11-401-100-100-11-0000-1	Parent Resource Center Elementary District Wide	Manager	Winther	N/A	\$ 1,025.00	6/11/2012	LR	11-401-100-100-11-0000-1	Academic Bowl	Advisor
Johannessen	N/A	\$ 1,025.00	6/11/2012	LR	11-401-100-100-11-0000-1	Book Room	Manager	Donovan	N/A	\$ 1,025.00	6/11/2012	LR	11-401-100-100-11-0000-1	Chess Club	Advisor
Orr	N/A	\$ 512.50	6/11/2012	LR	11-401-100-100-11-0000-1	Environmental Club	Co-Advisor	NON-ATHLETIC/GENERAL/ARTS/MUSIC/TECHNICAL/CLUBS							

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Extra-Curricular Report

		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT	
		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT	
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION		
Wolf	N/A	\$ 512.50	6/11/2012	LR	11-401-100-100-11-0000-1	Environmental Club	Co-Advisor		
Carmovsky	N/A	\$ 1,025.00	6/11/2012	LR	11-401-100-100-11-0000-1	Indoor Soccer Intramural	Coach		
Vacancy	N/A	\$ 1,025.00		LR	11-401-100-100-11-0000-1	Musical Performing Arts Club	Advisor		
Grigoli	N/A	\$ 1,025.00	6/11/2012	LR	11-401-100-100-11-0000-1	Student Council	Advisor		
Barry	N/A	\$ 512.50	6/11/2012	RD	11-401-100-100-11-0000-1	Environmental Club	Co-Advisor		
Bruder	N/A	\$ 512.50	6/11/2012	RD	11-401-100-100-11-0000-1	Environmental Club	Co-Advisor		
Heaney	N/A	\$ 925.00	6/11/2012	RD	11-401-100-100-11-0000-1	Safety Patrol	Advisor		
Du Brosky	N/A	\$ 925.00	6/11/2012	ST	11-401-100-100-11-0000-1	Safety Patrol	Advisor		
Vacancy	N/A	\$ 1,025.00		ST	11-401-100-100-11-0000-1	School Art Activity Club	Advisor		
		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT	
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION		
Godowski	N/A	\$20,000/Hour	6/11/2012	DIST	11-000-213-104-11-0000-1	CPR Certified	Trainer		
Barrett	N/A	\$ 2,910.00	6/11/2012	DIST	11-402-100-100-11-0000-2	Special Olympics (\$970.00/Season)	Coach		
Wallace	N/A	\$ 2,910.00	6/11/2012	DIST	11-402-100-100-11-0000-2	Special Olympics (\$970.00/Season)	Coach		
Gallagher	N/A	\$20,000/Hour	6/11/2012	DIST	11-401-100-100-11-0000-0	Video - BOE Meetings/School Functions	Videographer		
Marmo	N/A	\$20,000/Hour	6/11/2012	DIST	11-401-100-100-11-0000-0	Video - BOE Meetings/School Functions	Videographer		
		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT		NONNATHAN DISTRICT	
NAME	STEP	2012-2013 STIPEND	BOARD APPROVAL	LOC	ACCOUNT NO.	ACTIVITY	POSITION		
Vacancy	N/A	\$25,000/Hour		CL	11-421-100-178-100-0000-4	ESL Tutorial Program	Instructor		
Vacancy	N/A	\$25,000/Hour		CL	11-421-100-178-100-0000-4	Tutorial Program (4)	Instructor		
Vacancy	N/A	\$25,000/Hour		CL	11-421-100-178-100-0000-4	Tutorial Program Substitute	Instructor		
Quinn	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Gross	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Garan	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Dellert	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Carmovsky	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Varma	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Ventorino	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	After School Detention	Monitor		
Castelli	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SAT PREP - FALL	Instructor		
Stetzel	N/A	\$50,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SAT PREP - FALL	Instructor		
Segui	N/A	\$50,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SAT PREP - SPRING	Instructor		
Stelz	N/A	\$50,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SAT PREP - SPRING	Instructor		
Kaye	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Carmovsky	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Takacs	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Dellert	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Quinn	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Kathleen	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Milan	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Marsh	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention	Monitor		
Gross	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention - SUBSTITUTE	Monitor		
Blackley	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention - SUBSTITUTE	Monitor		
Marsh	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-5	SATURDAY Detention - SUBSTITUTE	Monitor		
Vacancy	N/A	\$25,000/Hour		HS	11-402-100-100-11-0000-2	Strength & Conditioning Weight Training Winter	Instructor		
Vacancy	N/A	\$25,000/Hour		HS	11-402-100-100-11-0000-2	Strength & Conditioning Weight Training Spring	Instructor		
Kish	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - Basic Skills	Instructor		
Jackman	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - MATHEMATICS	Instructor		
Wynes	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - MATHEMATICS	Instructor		
Kish	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - COMPUTER LAB	Instructor		
Greenman	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - ENGLISH	Instructor		
Liscandro	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - ITALIAN	Instructor		
Kaplan	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - PHYSICS	Instructor		
Pross	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - CHEMISTRY	Instructor		
Varma	N/A	\$25,000/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - CHEMISTRY	Instructor		

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Extra-Curricular Report

		HOURS/ACTIVITIES						
Hodnicky	Helen	N/A	\$25.00/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - SCIENCE	Instructor
Coughlin	Charlotte	N/A	\$25.00/Hour	5/21/2012	HS	11-421-100-178-11-0000-6	Tutorial Program - SPANISH	Instructor
Schneiderman	Gail	N/A	\$25.00/Hour	6/11/2012	LR	11-421-100-178-11-0000-4	Before/After School Detention	Monitor
Carnovsky	Sharon	N/A	\$25.00/Hour	6/11/2012	LR	11-421-100-178-11-0000-4	Before/After School Detention	Monitor
Flynn	Nancy	N/A	\$25.00/Hour	6/11/2012	LR	11-421-100-178-11-0000-4	Before/After School Detention	Monitor
Schneiderman	Gail	N/A	\$25.00/Hour	6/11/2012	LR	11-421-100-178-11-0000-4	Tutorial Program	Instructor
	Vacancy	N/A	\$25.00/Hour		LR	11-421-100-178-11-0000-4	Tutorial Program (9)	Instructor
Wietecha	Corinne	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Before/After School Detention	Monitor
Mc Fadden	Mary Beth	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Before/After School Detention	Monitor
Tarazi	Dylan	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Before/After School Detention	Monitor
Cahill	Laura Cahill	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Before/After School Detention	Monitor
Joyce	Kathleen	N/A	\$35.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	LINDAMOOD BELL	Advisor
Mc Fadden	Mary Beth	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Tutorial Program (Academic Assistance)	Instructor
Tarazi	Dylan	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Tutorial Program (Academic Assistance)	Instructor
Cahill	Laura Cahill	N/A	\$25.00/Hour	5/21/2012	MA	11-421-100-178-11-0000-5	Tutorial Program (Academic Assistance)	Instructor
Wietecha	Corinne	N/A	\$25.00/Hour	6/11/2012	MA	11-421-100-178-11-0000-5	Tutorial Program (Academic Assistance)	Instructor
Bruder	Angela	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	Tutorial Program	Instructor
Barry	Tara	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	Tutorial Program	Instructor
Pisano	Susan	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	Tutorial Program	Instructor
Eisenberg	Randi	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	Tutorial Program	Instructor
Morillo	Deborah	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	Tutorial Program	Instructor
Lenihan	Christine	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	Tutorial Program	Instructor
Lenihan	Christine	N/A	\$25.00/Hour	6/11/2012	RD	11-421-100-178-11-0000-1	ESL Tutorial Program	Instructor
Spaur	Isabel	N/A	\$25.00/Hour	6/11/2012	ST	11-421-100-178-11-0000-2	Tutorial Program - ESL	Instructor
Tomkins	Amy	N/A	\$25.00/Hour	6/11/2012	ST	11-421-100-178-11-0000-2	Tutorial Program	Instructor
	Vacancy	N/A	\$25.00/Hour	6/11/2012	ST	11-421-100-178-11-0000-2	Tutorial Program (2)	Instructor
Smith	Deborah	N/A	\$25.00/Hour	6/11/2012	ST	11-421-100-178-11-0000-2	Tutorial Program (Substitute)	Instructor

JOB DESCRIPTION A

PERSONNEL ATTACHMENT #2

**ASSISTANT
SUPERINTENDENT OF
CURRICULUM AND
INSTRUCTION**

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT FOR CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

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

PRIMARY FUNCTION:

To supervise and direct, on an on-going basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students and to assist the Superintendent substantially and effectively by providing leadership in developing, achieving and maintaining the best possible curricula and instructional activities.

REPORTS TO:

Superintendent of Schools

SUPERVISES and EVALUATES:

District staff assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Month Year; Salary as established 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. Interprets the instructional programs, philosophy, and policies of the district to staff, students, and the community at large.
2. Develops, implements and refines the ongoing administrative operations of the district in such areas as administration, research, planning, and assessment/evaluation.
3. Develops, implements, refines and is responsible for the evaluation of all district instructional programs, Pre-K to grade 12.
4. Carries out a leadership role in curriculum development and resulting staff development, Pre-K to grade 12.
5. Serves as a resource person to Principals, other administrators and identified certificated staff in the district and helps resolve problems at the local school level.
6. Evaluates all professional development in regard to instructional programs.

ASSISTANT SUPERINTENDENT/CURRICULUM AND INSTRUCTION

7. Makes periodic on-site visits to schools and classrooms for the purpose of program evaluation, implementation, and needs assessment.
8. Supervises the overall activities of the district's regular, gifted and remedial educational programs and ensures that such programs are carried out in an efficient and effective manner.
9. Provides recommendations regarding the recruitment, employment, assignment, transfer, promotion, discipline, dismissal, and evaluation of personnel, as needed.
10. Reviews evaluations of district personnel and makes recommendations to the Superintendent and the Administrator responsible for Personnel.
11. Assists the Superintendent in ensuring the district's maximum utilization of funding opportunities to further benefit the district's programs, facilities and personnel.
12. Assists the Superintendent in the overall activities relating to the operation of an effective community relations program.
13. Oversees development and implementation of short and long range plans for the continuous review of assessment procedures, strategies, etc., so as to maximize student achievement.
14. Supervises the overall activities relating to the operation of an effective district testing program.
15. Remains abreast of developments and best practices 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 outside the district as time and resources may permit.
16. Assists the Superintendent in conducting major research, planning, development, evaluation/assessment, and reorganization efforts for the district in order to continually upgrade its effectiveness in meeting the educational needs of all students.
17. Supervises the district's multi-year equity plan as it pertains to course offerings, programs, activities and services.
18. Directs the efforts of the district to meet external monitoring/evaluation reviews (e.g. Middle States, QSAC, etc.).
19. Develops long term and short term projections of program needs.

ASSISTANT SUPERINTENDENT/CURRICULUM AND INSTRUCTION

20. Assists the Superintendent in conducting staff meetings with school administrators and other staff as needed/requested in order to ensure consistent and effective implementation of district procedures, to interpret changes in Board policy or administrative rules and discusses developments and/or evaluate trends as they pertain to staff in relation to curriculum and instruction.
21. Assists the Superintendent in administering the evaluation of certificated administrators as needed/assigned.
22. Supervises the acquisition and use of technology (hardware & software) as it relates to the instructional program.
23. Coordinates the collection, analysis and use of student performance data by district staff.
24. Carries out such other related duties as may be assigned by the Superintendent.

DATE ADOPTED BY BOARD: September 24, 2012

AGREED TO BY INCUMBENT: _____ DATE: _____

JOB DESCRIPTION B

PERSONNEL ATTACHMENT #2

DIRECTOR OF K-12

LANGUAGE ARTS

LITERACY/HUMANITIES

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
DIRECTOR OF K-12 LANGUAGE ARTS LITERACY/HUMANITIES

QUALIFICATIONS:

1. School Administrator Endorsement desired, or work toward endorsement in year 1.
2. Master's Degree required; additional degrees/coursework desirable.
3. Prior administrative experience at the appropriate levels.
4. Demonstrated knowledge, skills, and abilities in communication skills, curriculum development and teacher evaluation.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent for Curriculum and Instruction:

- provide leadership in developing, achieving and maintaining high-quality curricula, resources, and instructional activities, particularly in the areas of humanities (language arts literacy, social sciences, arts) instruction, that meet national and state standards and are consistent with district goals and initiatives
- help plan and implement targeted and meaningful professional development for staff
- facilitate articulation in the areas of math, science and technology among the district schools and K-12 grade levels
- observe, evaluate and make recommendations to the Assistant Superintendent concerning the performance of teachers, principals and other personnel as assigned.
- collect, analyze and report district student performance data, and help make decisions for programs to increase targeted student achievement
- supervise and direct, on an on-going basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

SUPERVISES and EVALUATES:

Principals and other district staff assigned by the Assistant Superintendent or the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month year; salary to be determined by the Board of Education upon the recommendation of the Superintendent.

EVALUATION:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to: communicate effectively, both orally and in writing; make presentations to a variety of audiences; work collaboratively with others; interact effectively with a variety of people; lead groups to consensus; use conflict resolution strategies; analyze, interpret, and use data for decision making; make decisions based on relevant information; interpret test results and develop instructional programs to address instructional needs; plan, organize and establish priorities; use current technology in administration and instruction; and work with members of the office as a team. Knowledge of: group dynamics; local, state and federal policies which impact public school education; current trends, research and best practices in curriculum and instruction; effective

schools concepts and principles; learning theory, program planning, curriculum development, management of instructional programs; and federal, state and district educational goals and standards. Ability to observe, evaluate and make personnel recommendations concerning building principals and other staff for which responsibility is assigned.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Coordinate the development and implementation of performance standards based on NJ Core Content or Common Core Standards.
- 2) Coordinate the development, implementation, monitoring and evaluation of curriculum for district humanities programs.
- 3) Ensure that educational programs are modeled after best practices.
- 4) Implement state and federal requirements.
- 5) Assist in the development and implementation of curriculum and learning activities to achieve district goals and state standards.
- 6) Assist with the coordination of summer school programs.
- 7) Assist with the implementation of instructional technology and media services for all schools.
- 8) Monitor test results and provide specific assistance to improve student performance.
- 9) Coordinate the evaluation and selection of instructional materials, technology equipment and software.
- 10) Assist in the development, utilization, revision and distribution of instructional program materials.
- 11) Assist with the coordination of the school accreditation process.
- 12) Visit classrooms regularly and participate in grade level staff meetings.
- 13) Assist in revising program/course description handbooks.
- 14) Assist with supervision of grant applications.
- 15) Assist school and district leaders in the planning, construction and renovation of school facilities.
- 16) Observe, evaluate building principals and other staff for which responsibility is assigned by the Assistant Superintendent.
- 17) Assist in recruiting, interviewing, and making personnel recommendations concerning principals and other staff as assigned by the Assistant Superintendent.

Communication

- 18) Coordinate program planning to involve district and school personnel, community representatives and students as assigned by the Assistant Superintendent.
- 19) Collaborate with schools and district personnel to facilitate continuing systemic improvement in student performance and school improvement initiatives.
- 20) Coordinate the short and long-range planning process with school administrators.
- 21) Develop and monitor an articulation plan for K-12 curriculum and instructional programs and staff development.
- 22) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- 23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students and the community.
- 24) Consult with business and community groups on educational and training needs.
- 25) Keep the Assistant Superintendent informed of potential problems and important events.
- 26) Provide information and advice to the Assistant Superintendent regarding the effective and efficient operation of schools.

Professional Growth and Improvement

- 27) Keep informed and disseminates information about current research, trends and best practices in education.
- 28) Maintain and strategically increase expertise in assigned areas, legal issues, and best practices to fulfill position goals and objectives through research and attendance at conferences and workshops.
- 29) Assist in the development, implementation and evaluation of staff professional development activities.
- 30) Form partnerships with administrators in a developmental growth process.
- 31) Coach and/or mentor administrative and teaching staff.

Systemic Functions

- 32) Assist in implementing the district's goals, policies and strategic plans.
- 33) Develop annual goals and objectives in curriculum and instruction consistent with and in support of district goals and priorities.
- 34) Promote and ensure that school improvement initiatives are consistent with the district vision and mission.
- 35) Prepare and coordinate the preparation of all required reports and maintain appropriate records.
- 36) Develop and manage budgets as required.
- 37) Serve on district, state, community councils, and committees as assigned by the Assistant Superintendent.
- 38) Represent the Office of Curriculum and Instruction at district and external functions in a positive and professional manner.
- 39) Assist in the transfer or assignment of personnel and programs.
- 40) Model and maintain high standards of professional conduct.

Leadership and Strategic Orientation

- 41) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery of services, and evaluation of services provided.
- 42) Assist school personnel to identify program needs and to select appropriate materials and equipment.
- 43) Assist school personnel in initiating and implementing new programs.
- 44) Assist school leaders with the development and implementation of school improvement plans.
- 45) Involve principals in systematic and team approaches to school leadership and management.
- 46) Assist schools in keeping abreast of state mandates, district initiatives, and opportunities for participation in grants and special programs.
- 47) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- 48) Oversee cooperative planning with other administrators.
- 49) Perform such other administrative tasks as may be assigned by the Superintendent or his/her designee.

DATE ADOPTED BY BOARD: September 24, 2012

AGREED TO BY INCUMBENT: _____

DATE: _____

MAN 8.24.12

JOB DESCRIPTION C

PERSONNEL ATTACHMENT #2

**DIRECTOR OF K-12
INSTRUCTION AND
EVALUATION**

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
DIRECTOR OF K-12 INSTRUCTION AND EVALUATION

QUALIFICATIONS:

1. School Administrator Endorsement desired, or work toward endorsement in year 1.
2. Master's Degree required; additional degrees/coursework desirable.
3. Prior administrative experience at the appropriate levels.
4. Demonstrated knowledge, skills, and abilities in communication skills, curriculum development and teacher evaluation.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent for Curriculum and Instruction:

- provide leadership in developing, achieving and maintaining high-quality curricula, resources, and instructional activities, particularly in the areas of math, science and technology instruction, that meet national and state standards and are consistent with district goals and initiatives
- help plan and implement targeted and meaningful professional development for staff
- facilitate articulation in the areas of math, science and technology among the district schools and K-12 grade levels
- observe, evaluate and make recommendations to the Assistant Superintendent concerning the performance of teachers, principals and other personnel as assigned.
- collect, analyze and report district student performance data, and help make decisions for programs to increase targeted student achievement
- supervise and direct, on an on-going basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students

REPORTS TO:

Assistant Superintendent for Curriculum and Instruction

SUPERVISES and EVALUATES:

Principals and other district staff assigned by the Assistant Superintendent or the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month year; salary to be determined by the Board of Education upon the recommendation of the Superintendent.

EVALUATION:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to: communicate effectively, both orally and in writing; make presentations to a variety of audiences; work collaboratively with others; interact effectively with a variety of people; lead groups to consensus; use conflict resolution strategies; analyze, interpret, and use data for decision making; make decisions based on relevant information; interpret test results and develop instructional programs to address instructional needs; plan, organize and establish priorities; use current technology in administration and instruction and work with members of the office as a team. Knowledge of: group dynamics; local, state and federal policies which impact public school education; current trends, research and best practices in curriculum and instruction;

effective schools concepts and principles; learning theory, program planning, curriculum development, management of instructional programs; and federal, state and district educational goals and standards. Ability to observe, evaluate and make personnel recommendations concerning building principals and other staff for which responsibility is assigned.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- 1) Coordinate the development and implementation of performance standards based on NJ Core Content or Common Core Standards.
- 2) Coordinate the development, implementation, monitoring and evaluation of curriculum for math, science and technology programs.
- 3) Ensure that educational programs are modeled after best practices.
- 4) Implement state and federal requirements.
- 5) Assist in the development and implementation of curriculum and learning activities to achieve district goals and state standards.
- 6) Help coordinate summer school programs.
- 7) Oversee instructional technology and media services for all schools.
- 8) Monitor test results and provide specific assistance to improve student performance.
- 9) Coordinate the evaluation and selection of instructional materials, technology equipment and software.
- 10) Assist in the development, utilization, revision and distribution of instructional program materials.
- 11) Help coordinate the school accreditation process.
- 12) Visit classrooms regularly and participate in grade level staff meetings.
- 13) Assist in revising program/course description handbooks.
- 14) Help supervise grant applications.
- 15) Assist school and district leaders in the planning, construction and renovation of school facilities.
- 16) Observe and evaluate building principals and other staff for which responsibility is assigned by the Assistant Superintendent and oversee any new evaluation procedures or programs.
- 17) Assist in recruiting, interviewing, and making personnel recommendations concerning principals and other staff as assigned by the Assistant Superintendent.

Communication

- 18) Coordinate program planning to involve district and school personnel, community representatives and students as assigned by the Assistant Superintendent.
- 19) Collaborate with schools and district personnel to facilitate continuing systemic improvement in student performance and school improvement initiatives.
- 20) Coordinate the short and long-range planning process with school administrators.
- 21) Develop and monitor an articulation plan for K-12 curriculum and instructional programs and staff development.
- 22) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- 23) Assist in the interpretation of programs, philosophy and policies of the district to staff, students and the community.
- 24) Consult with business and community groups on educational and training needs.
- 25) Keep the Assistant Superintendent informed of potential problems and important events.
- 26) Provide information and advice to the Assistant Superintendent regarding the effective and efficient operation of schools.

Professional Growth and Improvement

- 27) Keep informed and disseminates information about current research, trends and best practices in education.
- 28) Maintain and strategically increase expertise in assigned areas, legal issues, and best practices to fulfill position goals and objectives through research and attendance at conferences and workshops.
- 29) Assist in the development, implementation and evaluation of staff professional development activities.
- 30) Form partnerships with administrators in a developmental growth process.
- 31) Coach and/or mentor administrative and teaching staff.

Systemic Functions

- 32) Assist in implementing the district's goals, policies and strategic plans.
- 33) Develop annual goals and objectives in curriculum and instruction consistent with and in support of district goals and priorities.
- 34) Promote and ensure that school improvement initiatives are consistent with the district vision and mission.
- 35) Prepare and coordinate the preparation of all required reports and maintain appropriate records.
- 36) Develop and manage budgets as required.
- 37) Serve on district, state, community councils, and committees as assigned by the Assistant Superintendent.
- 38) Represent the Office of Curriculum and Instruction at district and external functions in a positive and professional manner.
- 39) Assist in the transfer or assignment of personnel and programs.
- 40) Model and maintain high standards of professional conduct.

Leadership and Strategic Orientation

- 41) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery of services and evaluation of services provided.
- 42) Assist school personnel to identify program needs and to select appropriate materials and equipment.
- 43) Assist school personnel in initiating and implementing new programs.
- 44) Assist school leaders with the development and implementation of school improvement plans.
- 45) Involve principals in systematic and team approaches to school leadership and management.
- 46) Assist schools in keeping abreast of state mandates, district initiatives, and opportunities for participation in grants and special programs.
- 47) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- 48) Oversee cooperative planning with other administrators.
- 49) Perform such other administrative tasks as may be assigned by the Superintendent or his/her designee.

DATE ADOPTED BY BOARD: September 24, 2012

AGREED TO BY INCUMBENT: _____

DATE: _____

JOB DESCRIPTION D

PERSONNEL ATTACHMENT #2

**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: September 24, 2012

AGREED TO BY INCUMBENT: _____

DATE: _____