

**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 April 16, 2012, Cambridge Park Elementary School, One Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

Board President, Mr. Kenny called the Committee of the Whole Workshop Meeting to order at 7:00 PM.

**II. PLEDGE OF ALLEGIANCE**

After the Pledge, there was a moment of silence for Brian Quinn.

**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 Board of Education advertised this meeting on May 3, 2011. The notice was sent to the Asbury Park Press, the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Aberdeen-Matawan Joint Free Public Library. The notice was also placed on the district’s web site.”

**IV. ROLL CALL**

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

Absent: None

Also Present: Mr. David M. Healy-Superintendent of Schools  
Dr. Patrick Piegari-Interim Deputy Superintendent of Schools  
Mr. James H. Strimple, Jr.-Interim Business Administrator/Board Secretary  
Mr. David Palumbo-Asst. to the Business Administrator/Asst. Board Secretary

## V. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

Members of the public commented on the following items:

Spoke on behalf of Middle School Principal, Tyler Blackmore, and requested that the Board retain him.

Spoke on behalf of Wrestling Coach Mr. Monzo, requested that the Board retain him.

## VI. CURRICULUM AND INSTRUCTION

Mr. Healy, reviewed the Curriculum and Instruction agenda which the Board will take action on at the April 30, 2012 Regular Action meeting.

### A. TRAVEL

1. 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 2011-2012 school calendar.  
*(Curriculum & Instruction Attachment # 2)*

**Effective date:** April 30, 2012

- High School Graduation date - June 15, 2012
- MAMS 8<sup>th</sup> Grade Promotion - June 14, 2012
- Last day of school for students and teachers - June 15, 2012

**Rationale:** Since the 3 built in emergency days were not taken, the last day of school for students and teachers shall be reduced by three days, beginning June 20, 2012, in reverse order.

**C. SPECIAL SERVICES**

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the additional required hours for Restraint Training.

DATE OF TRAINING	NAME/LOCATION/POSITION	DAILY PER DIEM RATE OF PAY – ½ DAY
03/09/2012	Incorvaia, Caroline Cliffwood/Instructional Assistant	\$44.34 (retro)

**Account:** 11-212-100-106-11-0000-1

**Rationale:** This staff member was omitted from the original list of participants in the restraint training workshop offered on March 9, 2012.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a contract with Summit Speech School for the following student: 158689 (effective 04/01/2012 – 06/01/2012).

**Cost:** \$145.00 per hour, maximum of 4 hours

**Total Cost:** \$580.00                      **Account:** 11-000-213-320-09-0000-0

**Rationale:** Summit Speech School will provide an acoustical evaluation for a student who is classified as Preschool Disabled and has hearing impairment.

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a contract with the Monmouth Ocean Educational Services Commission (MOESC) for a Learning Consultant.

**Effective:** 09/06/2011 – 02/16/2012

**Cost:** \$375.00 per day – 6 hours per day (approximate cost based on 103 days)

**Total Cost:** \$38,625.00                      **Account:** 11-000-219-320-09-0000-0

**Rationale:** Services are needed to cover the vacancy position for the Learning Consultant at Cambridge Park and Strathmore Elementary schools (previously omitted).

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Education Based Services (EBS) for occupational therapy services for the following days: 02/14/2012, 02/21/2012, 02/24/2012, 02/28/2012 and 03/02/2012.

**Cost:** \$75.00 per hour – 12 hours total

**Total Cost:** \$900.00                      **Account:** 11-000-216-320-09-0000-0

**Rationale:** Occupational Therapy services provided by Janice Woerner to cover the absence of Alexis DeJianne (retroactive payment for required coverage).

5. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve services for independent bilingual evaluations for the following student:

SERVICE PROVIDER	COST	DATE OF SERVICE
Medhat R Zakhary	\$450.00 per Bilingual Arabic Social Evaluation	01/31/12

6. The Superintendent recommends that Matawan-Aberdeen Regional School District Board of Education join the Ocean/Monmouth Challenger Sports League which will require the adoption of the Memorandum of Understanding, which includes the following cost items:

- The creation of a Challenger Coaching Position – stipend to be established by the Superintendent in consultation with the teachers association.
- Transportation – travel is based on an estimated 14 away games, with a maximum of 30 miles each way. Most games will be less than the maximum.
- Liability Insurance – Cost to be determined
- Team league enrollment fee to POAC for \$500

**Rationale:** POAC Autism Services, in conjunction with school districts throughout Ocean and Monmouth Counties, will be hosting challenger athletic games. These games are designed to elicit social and recreational opportunities for students who suffer from mental and physical disabilities which exclude them from participation in their regular high school and middle school athletic teams in football, basketball, soccer, softball, and baseball. Non-disabled students participate as partners to these students.

7. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Special Education services for the 2012-2013 school year:

SERVICE PROVIDER	POSITION	HOURLY RATE	EFFECTIVE DATES
Bernadette Racioppi, DPT	Physical Therapist	As per contract \$91.00 per hour – currently working 14 hours per week (no change in rate)	2012-2013 Academic year, inclusive of the Extended School Year
Kim Charette	Occupational Therapist	As per contract \$85.00 per hour – currently working 21 hours per week (no change in rate)	2012-2013 Academic year, inclusive of the Extended School Year

**Rationale:** Contracts based on the needs of IEP’s

**VII. PERSONNEL**

Dr. Piegari reviewed the Personnel agenda which the Board will take action on at the April 30, 2012 Regular Action meeting.

**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 DATES
BAUWENS, GAIL	HS	Teacher of English Speech Arts/Drama	Retirement	09/01/1972	06/30/2012
LUKENDA, ELAINE	CO	Psychologist	Retirement	09/01/2001	06/30/2012
MALTESE, RONALD	CO	Bus/Van Driver P/T	Resignation	09/02/2010	03/29/2012
BLACKMORE, TYLER	MA	Principal	Resignation	07/01/2010	06/30/2012

**B. LEAVES OF ABSENCE**

POLICY: 4151 Attendance Patterns  
 4151.1 Personal Illness and Injury/Health and Hardship

NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF DATES
ANDRIOLA, AMANDA	RD	Basic Skills	Maternity Leave Disability Phase	With Pay	09/05/2012 - 10/05/2012
			FMLA	Without Pay	10/06/2012 - 12/28/2012
			Personal Leave	Without Pay	01/02/2013 - 06/30/2013
HODNICKY, HELEN	HS	Teacher of Science	Personal Leave	Without Pay	05/09/2012 - 05/11/2012
PISANI, LAURA	HS	Teacher of English	Medical Leave	Without Pay	03/21/2012 - 04/04/2012 (Retroactive)
ALBANESE, AZUREE	ST	Teacher of Physical Education	Maternity Leave Disability Phase	With Pay	01/20/2012 - 04/02/2012
			FMLA	Without Pay	04/03/2012 - 05/31/2012 (Amended Dates - Previously approved 11/28/11 - Retroactive)
HARRIS, DARRYL L.	HS	Hallway Safety & Security Monitor	Personal Leave	Without Pay	05/23/2012
KARATZIA- DEVANEY, NICOLE	HS	Teacher of Physical Education	Maternity Leave Disability Phase	With Pay	03/05/2012 - 05/21/2012
			FMLA	Without Pay	05/22/2012 - 05/29/2012 (Amended Dates - Previously approved 01/23/2012 - Retroactive)

NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF DATES
HAUSMANN, KATHRYN	ST	Elementary Teacher	Maternity Leave Disability Phase	With Pay	05/29/2012 - 06/15/2012
			FMLA	Without Pay	09/05/2012 - 11/06/2012
DI GIOVANNI, DONNA	CL	Elementary Teacher	Personal Leave (Year request following Maternity Leave)	Without Pay/Without Benefits	09/01/2012 - 06/30/2013

**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. APPOINTMENTS**

NAME	SCH	POSITION	# Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF DATE
LEWIS, JESSICA	RD	Speech Therapist	N/A	STEP E- 05	\$53,030.00	6	FOX (Resignation)	09/01/2012 - 06/30/2013
TBD	LR	Assistant Principal	N/A	TBD	TBD	TBD	New Position	07/01/2012 - 06/30/2013
TBD	HS	Athletics Director	N/A	TBD	TBD	TBD	Martucci (Retirement)	07/01/2012 - 06/30/2013
TBD	DIST	Elementary Literacy Coach	TBD	TBD	TBD	TBD	New Position	09/01/2012 - 06/30/2013
TBD	HS	Teacher of Social Studies	TBD	TBD	TBD	TBD	Staff Assignment Change	09/01/2012 - 06/30/2012

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

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

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
STELLUTO, JENNIFER	Fordham University	Kathleen Joyce	MA - Special Education STUDENT OBSERVER 03/30/2012 – 06/20/2012

RATIONALE: Student will be able to complete course work requirements toward degree and certification.  
 COST: None EFFECTIVE DATE: 2011/2012 School year

**3. HOME INSTRUCTION**

ID #	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HRS PER WEEK	# OF DAYS	TOTAL # OF HRS PER SUBJECT CLASS	EFF DATES
132006	NJ PASS 9	HS	N/A	WILLIAM VINA	5	N/A	5	03/05/2012 - 03/06/2012 (Retroactive)
159624	Elementary	RD	Sara Nau	SARA NAU	5	5	2 Rdg/LAL 2 Math 1 content	03/26/2012 - 06/30/2012 (Retroactive)

RATIONALE: Home Instruction required for Student  
 COST: \$35.00/Hour

**4. SUMMER THEATRE - 2012/2013**

NAME	POSITION	2011/2012 STIPEND
TBD	Director/Coordinator	\$6,100.00
TBD	Director	\$5,530.00
TBD	Vocal Director	\$3,050.00
TBD	Musical Director	\$3,110.00
TBD	Production Design/Construction	\$3,710.00
TBD	Production Assistant	\$1,220.00
TBD	Choreographer	\$2,730.00
TBD	Choreographer	\$2,730.00
TBD	Technical Director	\$2,380.00
	<b>Grand Total</b>	<b>\$30,560.00</b>

EFFECTIVE: June/July/August 2012

**5. OTHER**

Employee #4613 suspension of 5 days will be deducted as follows:

2.5 Days 03/30/12 Payroll

2.5 Days 04/15/12 Payroll

**VIII. FINANCE/TRANSPORTATION**

Mr. Strimple reviewed the Finance/Transportation agenda which the Board will take action on at the April 30, 2012 Regular Action meeting. He noted that many items on the agenda would normally be approved at the Organization Meeting. However, due to the election being moved to November, it will not take place until January.

The Board discussed the appointment of the Homeless Liaison for the District.

There was a discussion among the Board regarding the re-adoption of textbooks and perhaps switching over to electronic or online textbooks.

There was a discussion among the Board regarding reimbursement and insurance costs for Kindles provided to students by the District.

The Board discussed the appointment of an auditing firm.

**A. BUSINESS OPERATIONS**

- 1. **Bills List for April 2012** (Available for review in Board Secretary’s Office)  
Policy #3326 Payment for Goods and Services

March, 2012, Payroll	\$2,919,731.52
April, 2012, Bills List	\$
<b>TOTAL:</b>	<b>\$</b>

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



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

The Board of Education hereby accepts the Board Secretary's Financial Report for the month of **March, 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 **March 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. Open Public Meetings Act-Establish Meeting Dates, Time and Place**

WHEREBY NOTICE IS HEREBY GIVEN THAT PURSUANT TO THE "OPEN PUBLIC MEETINGS LAW", P.L. 1975, C.231, THE BOARD OF EDUCATION OF THE MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT DOES HERewith ANNOUNCE ITS SCHEDULE OF ANNUAL MEETINGS TO BE HELD DURING THE PERIOD FROM MAY 7, 2012 UNTIL THE NEXT ORGANIZATION MEETING IS HELD.

A. Public meetings will be held monthly on the fourth Monday of each month at 7:00 p.m. in various locations. The purpose of the meeting is to act on all agenda items and any other business to come before the Board. The regular action meetings are designated as meetings to be recorded for broadcast on the District cable access channel. **(Attachment A)**

Exceptions to this timetable are noted on the attached schedule.

B. Committee of the Whole meetings will be held on the second Monday of each month at 7:00 p.m. in the Administrative Offices at One Crest Way in Aberdeen, NJ.

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Matawan-Aberdeen Regional Board of Education Administration Office and posted on the District website.

**6. Adoption of official newspaper for advertisement**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the use of the Asbury Park Press to be adopted as the official newspaper to be used for the advertisement of the meetings and legal ads and all other necessary public notifications for the 2012-2013 school year. The Star Ledger will also be used for the advertisement of Board of Education meetings.

**7. Designation of approved tax shelter annuities**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2012-2013 school year.

AXA EQUITABLE  
 AIG VALIC  
 METLIFE  
 LINCOLN INVESTMENT PLANNING, INC.

**8. Approval of Appointments**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following appointments for the 2012-2013 school year:

Board Secretary	James H. Strimple, Jr.
Assistant Board Secretary	David Palumbo
Treasurer of School Money's	Kenneth Jannarone (annual compensation - \$5,970)
Public Agency Compliance Officer	James H. Strimple, Jr.
Affirmative Action Officer for Contracts	James H. Strimple, Jr.
Affirmative Action Officer	Dr. Patrick Piegari
Gender-Equity Officer	Dr. Patrick Piegari
School Physician	Bayshore Pediatrics - \$4,500
Section 504 Plan Officer	Mr. Joseph Jakubowski
Anti-Bullying Coordinator	Dr. Patrick Piegari
Asbestos Management/AHERA Coordinator	Thomas Buffa
Safety and Health Officer	Thomas Buffa
Indoor Air Quality Officer	Thomas Buffa
Integrated Pest Management Coordinator	Thomas Buffa
Chemical Hygiene Officer	Thomas Buffa
Right to Know Officer	Thomas Buffa
Substance Awareness Coordinator	Marie Hitchman

**9. Approval of School Funds Investor**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the designation of the Business Administrator/Board Secretary and Assistant Business Administrator the Funds Investor and authorize to make wire transfer amongst the board accounts as may be necessary.

**10. Authorization to Implement 2012-2013 Budget**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Superintendent and Business Administrator/Board Secretary to implement the 2012-2013 budget pursuant to local and state policies.

**11. Adoption of the Uniform Minimum Chart of Accounts**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education authorize the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2012-2013 school year.

**12. Appointment of Insurance Brokers**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education appoint G.R. Murray, 707 State Road, Princeton, New Jersey 08542, as the District’s Insurance Broker for all Property and Casualty Insurance coverage’s for the period of July 1, 2012 to June 30, 2013.

LDP Consulting Group, Inc. 80 Lambert Lane, Suite 140, Lambertville, New Jersey 08530, be appointed as the District’s Insurance Broker for the Delta Dental coverage effective July 1, 2012 to June 30, 2013.

Integrity Consulting Group, 1271 Little Gloucester Road, Blackwood, New Jersey 08012, be appointed as the District’s Insurance Broker for Prescription coverage effective July 1, 2012 to June 30, 2013.

**13. Appointment of Architect of Record**

WHEREAS, the Matawan-Aberdeen Regional School District requires professional architectural services to be performed for the school year 2012-2013; and

WHEREAS, the firm of USA Architects Planners and Interior Designers of Somerville, New Jersey, are architects in the State of New Jersey and are willing to perform said services;

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

Compensation for this contract shall be set at the following rate schedule:

Principal in Charge	\$150.00
Project Manager	\$115.00
Project Architect/Designer	\$ 90.00
Quality Control Reviewer	\$ 90.00
Building Envelope Specialist	\$ 85.00
Interior Designer	\$ 75.00
Specifications Writer	\$ 90.00
Construction Administrator	\$100.00
Intern	\$ 50.00
Technical Support	\$ 60.00

**14. Appointment of Board Attorney**

WHEREAS, there exists a need for legal services for the Matawan-Aberdeen Regional School District Board of Education for the 2012-2013 school year, and

WHEREAS, such legal services can be provided only by a licensed attorney and David B. Rubin, 44 Bridge Street, P.O. Box 4579, Metuchen, NJ 08840 is so recognized as such; and

WHEREAS, the Matawan-Aberdeen Regional School District in the County of Monmouth hereby appoints David B. Rubin to serve as Board Attorney;

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

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

**15. Readoption of Textbooks**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education readopt the existing textbooks for the 2012-2013 school year.

**16. Appointment of District Purchasing Agent**

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (\$36,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$5,400) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that Matawan-Aberdeen Regional School District Board of Education, pursuant to the statues cited above hereby appoints James H. Strimple, Jr., as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Matawan-Aberdeen Regional School District Board of Education, and

BE IT FURTHER RESOLVED that James H. Strimple, Jr., is hereby authorized to award contracts on behalf of the Matawan-Aberdeen Regional School District Board of Education that are in the aggregate less than 15% of the bid threshold (\$5,400) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that James H. Strimple, Jr., is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Matawan-Aberdeen Regional School District Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000.

**17. Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2012-2013 School Year**

WHEREAS, Title 18A:18A-10 provides that “A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education desires to authorize its purchasing agent for the 2012-2013 to make any and all purchases necessary to meet the needs of the school district throughout the school year:

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

**18. Appointment of Computer Software Services**

The Matawan-Aberdeen Regional School District Board of Education shall award a contract for the 2012-2013 fiscal year to Systems 3000, Eatontown, New Jersey 07724. The amount of the contract is \$20,334 for Computer Software services to assist the district in daily usage of budget, payroll, personnel and fixed asset software.

It has been determined that the required services are specialized in nature, require expertise in the field of computers and software, and it is not reasonably possible to describe the required services with written bid specifications.

**19. Appointment of Asbestos Management Services**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education appoint Environment Connection Inc. for asbestos management services in connection with monitoring, and abatement training for the 2012-2013 school year at a Professional Fee Estimate of \$2,000 based on the fee schedule on file in the Board Secretary's Office.

**20. Approval of Tax Payment Schedule**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the attached payment schedule to receive the current expense tax levy and the debt service tax levy for the 2012-2013 school year. **(Attachment B)**

**21. Readoption of the Standard Operating Procedure and Internal Control Manuals**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Standard Operating Procedure and Internal Control manuals.

**22. Approval of Travel and Related Expense Reimbursement**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual; school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$59,472 for all staff and board members.

**23. Receipt and Rejection of Bids and Rebid for HVAC Services**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bid proposals for HVAC services; and

WHEREAS, on April 4, 2012, bid proposals were received and publicly read; and

WHEREAS, the published bid specifications did not clearly indicate all documentation to be submitted with bid proposals; and;

WHEREAS, the Board cannot insist that bidders provide documentation not requested in the published bid specifications, nor can it give preferential treatment to bidders who happen to provide such documentation; and;

WHEREAS, in light of the above-referenced language concerning required documents for submission with bid proposals, the Board has determined that, pursuant to N.J.S.A. 18A-18A-22-(d), a change in the bid specifications will permit the Board to confirm that all specifications have been drafted in a manner to encourage free and open competitive bidding; and;

WHEREAS, the Board finds that the purpose of the public bidding statutes is to secure competition and guard against favoritism, improvidence, extravagance and corruption and to ensure public work is awarded to the lowest responsive and responsible bidder; and;

WHEREAS, the Board finds that a rejection of all bids received for the work and a revision of the bid specifications would effectuate the purpose of the Public School Contract Law (the “Law”) and endure that the purpose and provisions of the Law were not violated;

NOW, THEREFORE, BE IT RESOLVED that the Matawan-Aberdeen Regional School District Board of Education hereby rejects all bids received in response to its bid solicitation of April 4, 2012; and;

BE IT FURTHER RESOLVED that District professional staff and personnel are hereby directed to take any and all action necessary to revise the specifications for the scope of the work hereinabove referenced and rebid the Work.

**24. Lease Purchase Bidding/Financial Advisory Services**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education enter into a contract with the Middlesex County Educational Services Commission to provide Financial Advisory Services for the purpose of acquiring lease purchase financing for the purpose of acquiring one 54 passenger school bus and one 24 passenger school bus at a fee of \$500.00 according to the terms stated below.

Pursuant to the official action taken at the meeting of the Board of Education of the Matawan-Aberdeen School District, County of Monmouth, NJ (hereinafter referred to as the “Board”), held on April 30, 2012, the Board agrees that the Middlesex Regional Educational Services Commission (hereinafter referred to as the “Commission”), shall provide Lease Purchase Bidding/Financial Advisory Services.

The terms of this Agreement shall be in effect from the date of adoption by the Board until funding of the financing. The Board may withdraw from this contract with the Commission by providing written notice to the Commission at any time. The Board agrees to compensate the Commission for all work completed prior to the termination.

The Board agrees to pay the Commission \$500.00 for these services. The following payment schedule is hereby agreed to: 100% of the fee upon closing of the lease purchase. No other funding is due to the Commission in order to operate this program.

**Commission Responsibilities:**

The Commission will provide the following services:

- A. Free budgetary advice on aggregating anticipated acquisitions, determining the best use of budgeted funds in structuring a lease purchase transaction, the preparation and delivery of a budgetary repayment schedule delineating principal and interest components for the anticipated term of the lease purchase.
- B. Identifying and educating potential financial institutions in lease purchase for public entities thereby creating a pool of informed bidders for the lease purchase offerings.
- C. (The following fall under the billable components of the service) the service includes the accumulation and preparation of necessary financial information of client for potential bidders to make an informed credit decision prior to bidding. This will include the conversion of the last three years' audits and current budget to PDF format which will be uploaded to the web upon release of bid.
- D. Pre-bid conference with the School Business Administrator or the designee to finalize the collateral balance of the lease purchase offering, finalize the structure of the repayment schedule to be bid and schedule the date of the lease purchase bid.
- E. Prepare the bid specifications for the lease purchase bid, outlining financing highlights, repayment structure and criteria for award of bid. Prepare form of public notice and transmit it to the client in time to publish in their official paper. Upload bid specifications and financial information to the web for contemporaneous release with date of publication of public notice. E-mail identified financial institutions notice of the release of bid. These services are subject to review and approval of the Board's attorney.
- F. Field any and all questions regarding the lease purchase bid posed by potential bidders, posting amendments to the bid when indicated.
- G. On day of bid opening, have copies of bid sent to the Commission, where we conduct a review of submitted documents for compliance. Review and analyze responsible proposals submitted. Develop a report to the client's Board with recommendation of award. Prepare and submit proposed form of resolution awarding the bid. These services are subject to review and approval by the Board's attorney.



- H. Critical to the success of this program, on behalf of our clients, is the posting of the results of the bid to the web. This must be done the day of or day after the bid to ensure bidders see the results. This practice creates a self-pricing model which benefits our clients by creating a nexus of rate referral for potential bidders in subsequent bids.
- I. Monitor closing process with client, client's counsel, and bidder to ensure successful funding.

**Board Responsibilities:**

The Board will provide the following information:

- A. Provide either in PDF or hard copy the last three years' audit financial statements, current and proposed budget and any other pertinent financial information as may be deemed necessary to facilitate a successful bid.
- B. Discussion with the School Business Administrator or designee regarding financing needs, what is budgeted and structuring the proposed lease purchase repayment schedule to best meet the fiscal needs of the Board.
- C. Equipment list or project description of items to be included in the financing.
- D. All legal services are subject to review and approval by the Board's attorney.

**25. Approve the submission of the NJ School Board's Insurance grant application for the 2012 Safety Grant Program**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education approve the submission of a grant application for the 2012 Safety Grant Program through the New Jersey School Boards Association Insurance Group's MOCSSIF Subfund for the purposes described in the application, in the amount of **\$28,510.85**, for the period July 1, 2012 through June 30, 2013.

**X. PUBLIC COMMENTS RELATING TO ADDITIONAL CONCERNS**

There were no comments by the public.

**XI. UNFINISHED BUSINESS**

There was no unfinished business from the Board of Education.

**XII. NEW BUSINESS**

Mr. Roman Oben, a representative of Advantage 3, gave a presentation to the Board regarding their services. Advantage 3 is a company that aids school districts in obtaining additional sources of revenue by selling advertising space on District owned property.

The Board asked questions and there was a discussion among the Board regarding Advantage 3 services.

It was the consensus of the Board to have Mr. Strimple continue in talks with Advantage 3 regarding their services.

There was a discussion among the Board regarding the purchase of textbooks with the additional state aid.

### **XIII. EXECUTIVE SESSION**

It was moved by Ms. Phillips, seconded by Ms. Esposito, and approved by a unanimous roll call vote to enter into Executive Session to discuss the following matters:

- Staff who are eligible for Tenure
- Staffing of Central Administration

The Board entered into Executive Session at 8:41 PM.

### **XIV. ADJOURNMENT**

It was moved by Ms. Hayward, seconded by Mr. Donaghue and approved by a unanimous roll call vote that the meeting be adjourned at 10:39 PM.

Respectfully submitted,

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

**APPROVED STAFF TRAVEL 2011 - 2012**  
**Committee of the Whole Meeting**  
**4-16-12**

*Curriculum & Instruction Attachment # 1*

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX.	TOLLS PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Caldwell, Sheila	CP	3/9/2012	Brookdale Community College, Lincroft, NJ	Gastrostomy Tubes Training for School Nurses	\$0.00	\$8.43	\$0.00	\$0.00	\$0.00	\$8.43	NO
Hitchman, Marie	HS	4/30/2012	Middlesex County Fire Academy, Sayreville, NJ	University Behavioral Healthcare	\$0.00	\$4.65	\$0.00	\$0.00	\$0.00	\$4.65	NO
Preuss, Rosalie	LR	3/9/2012	Brookdale Community College, Lincroft, NJ	Gastrostomy Tubes Training for School Nurses	\$0.00	\$7.50	\$0.00	\$0.00	\$0.00	\$7.50	NO
Nestor, Susan	MA	3/9/2012	Brookdale Community College, Lincroft, NJ	Gastrostomy Tubes Training for School Nurses	\$0.00	\$6.77	\$0.00	\$0.00	\$0.00	\$6.77	NO
									<b>TOTAL</b>	<b>\$27.35</b>	

**REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY.**

## MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT SCHOOL CALENDAR 2011 - 2012

SEPTEMBER 2011							September:	FEBRUARY 2012							February:
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				X	X	3	1 - In-Service for Faculty				1	2	3	4	17, 20 - President's Weekend Schools Closed
4	X	6	7	8	9	10	2 - All Staff Report	5	6	7	8	9	10	11	
11	12	13	14	15	16	17	5 - Labor Day	12	13	14	15	16	X	18	
18	19	20	21	22	23	24	6 - Schools Open	19	X	21	22	23	24	25	
25	26	27	28	X	X		29, 30- Rosh Hashanah Schools Closed	26	27	28	29				
OCTOBER 2011							October:	MARCH 2012							March:
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
						1	10 - Columbus Day Observance/ In-Service for Staff					1	2	3	9 - In Service for Staff Schools Closed
2	3	4	5	6	7	8		4	5	6	7	8	X	10	
9	X	11	12	13	14	15		11	12	13	14	15	16	17	
16	17	18	19	20	21	22		18	19	20	21	22	23	24	
23	24	25	26	27	28	29		25	26	27	28	29	30	31	
30	31														
NOVEMBER 2011							November:	APRIL 2012							April:
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5	10 - NJEA Convention School Closed	1	2	3	4	5	X	7	6 - 13 - Spring Recess Schools Closed
6	7	8	9	X	X	12	11 - NJEA Convention/Veterans Day Observance	8	X	X	X	X	X	14	
13	14	15	16	17	18	19	23 - Half Day Students/Staff	15	16	17	18	19	20	21	
20	21	22	23	X	X	26	24, 25 -Thanksgiving Schools Closed	22	23	24	25	26	27	28	
27	28	29	30					29	30						
DECEMBER 2011							December:	MAY 2012							May:
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3	23 - Half Day Students/Staff			1	2	3	4	5	28 - Memorial Day - Schools Closed
4	5	6	7	8	9	10	26 - 30 - Winter Recess School Closed	6	7	8	9	10	11	12	
11	12	13	14	15	16	17		13	14	15	16	17	18	19	
18	19	20	21	22	23	24		20	21	22	23	24	25	26	
25	X	X	X	X	X	31		27	X	29	30	31			
JANUARY 2012							January:	JUNE 2012							June:
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	X	3	4	5	6	7	2 - New Years Day School Closed						1	2	June 8 - Half Day Students/Teachers <b>HIGH SCHOOL ONLY</b>
8	9	10	11	12	13	14	16 - Martin Luther King Day	3	4	5	6	7	8	9	
15	X	17	18	19	20	21	Jan. 24, 25, 26, 27 - Half Day <b>HIGH SCHOOL STUDENTS ONLY</b>	10	11	12	13	14	15	16	14 - Half Day Students/Staff 15 - Half Day Students/Staff 15 - Last Day of School
22	23	24	25	26	27	28		17	18	19	20	21	22	23	
29	30	31						24	25	26	27	28	29	30	

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

Marking Periods  
1st 09/08/11 - 11/09/11  
2nd 11/14/11 - 01/27/12  
3rd 01/30/12 - 04/05/12  
4th 04/16/12 - 06/15/12

Note: 09/02/11 First Day for Instructional  
Non-Instructional Assistants  
Office Assistants

**PARENT CONFERENCES - FOUR HOUR SESSION**

10/19/11	6-12	(Afternoon Grades 6-8) (Evenings Grades 9-12)
10/20/11	6-12	(Afternoon Grades 9-12) (Evening Grades 6-8)
11/30/11	Pre-K-5	(Evening CL, RD, ST) (Afternoon LR, CP)
12/01/11	Pre-K-5	(Evening LR, CP) (Afternoon CL, RD, ST)
02/29/12	Pre-K-5	(Afternoon CL, RD, ST) (Evening LR, CP)
03/01/12	Pre-K-5	(Afternoon LR, CP) (Evening CL, RD, ST)
03/14/12	6-12	(Evening Grades 6-8) (Afternoon 9-12)
03/15/12	6-12	(Afternoon Grades 6-8) (Evening 9-12)

Note: There are **three 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. In fact, for each emergency day not taken, the last day of school for students and teachers shall be reduced by one day beginning June 20, 2012, in reverse order. If additional emergency closing days are needed to be made up, they shall be as half-days, beginning June 21, 2012. 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.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
**PROPOSED 2012-2013**  
**BOARD OF EDUCATION MEETINGS SCHEDULE**

In accordance with the Open Public Meetings Act, Chapter 231, PL 1975, the Matawan-Aberdeen Regional School District Board of Education at its Meeting on April 23, 2012 PROPOSED the following schedule of regular monthly meetings. Generally the Board will meet on the second and fourth Monday of each month unless otherwise noted as below. **ACTION MEETINGS** will be held on the **FOURTH MONDAY** of each month except for May and December. Meetings will commence at 7:00 PM at the District locations listed below unless otherwise designated. Committee of the Whole meetings (COW) will commence at 7:00 PM at the Administration Building and action may be taken.

**REGULAR ACTION/COMMITTEE OF THE WHOLE MEETINGS**

<b>MEETING DATE</b>	<b>LOCATION</b>	<b>ADDRESS</b>
MONDAY, May 7, 2012	COW Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, May 21, 2012	Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, June 11, 2012	COW Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, June 25, 2012	Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, July 23, 2012	Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, August 27, 2012	Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, September 10, 2012	COW Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, September 24, 2012	Matawan-Aberdeen Regional High School	450 Atlantic Ave., Aberdeen, NJ
MONDAY, October 8, 2012	COW Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, October 22, 2012	Matawan-Aberdeen Middle School	469 Matawan Ave. Cliffwood, NJ
MONDAY, November 12, 2012	COW Administration Building	One Crest Way, Aberdeen, NJ
MONDAY, November 26, 2012	Ravine Drive Elementary School	170 Ravine Drive, Matawan, NJ
MONDAY, December 17, 2012	Lloyd Road School	401 Lloyd Road, Aberdeen, NJ
MONDAY, January 7, 2013	COW Administration Building Organization Meeting	One Crest Way, Aberdeen, NJ

James H. Strimple, Jr.

Interim School Business Administrator/Board Secretary

**TAX PAYMENT SCHEDULES**

**ABERDEEN TOWNSHIP**

DATE DUE 2012	AMOUNT DUE	10-1210-000-1 GENERAL FUND	40-1210-000-1 DEBT SERVICE
July 10, 2012	2,813,497.00	2,362,371.00	451,126.00
August 10, 2012	2,813,497.00	2,362,371.00	451,126.00
September 10, 2012	2,813,497.00	2,362,371.00	451,126.00
October 10, 2012	2,813,497.00	2,813,497.00	
November 10, 2012	2,813,497.00	2,813,497.00	
December 10, 2012	2,813,497.00	2,813,497.00	
<b>TOTAL 2012</b>	<b>16,880,982.00</b>	<b>15,527,604.00</b>	<b>1,353,378.00</b>

DATE DUE 2013	AMOUNT DUE	10-1210-000-1 GENERAL FUND	40-1210-000-1 DEBT SERVICE
January 10, 2013	2,849,199.39	2,535,681.00	313,518.39
February 10, 2013	2,598,385.00	2,598,385.00	
March 10, 2013	2,598,385.00	2,598,385.00	
April 10, 2013	2,598,385.00	2,598,385.00	
May 10, 2013	2,598,385.00	2,598,385.00	
June 10, 2013	2,598,381.09	2,598,381.09	
<b>TOTAL 2013</b>	<b>15,841,120.48</b>	<b>15,527,602.09</b>	<b>313,518.39</b>

<b>TOTAL 2012-2013 SCHOOL YEAR</b>	<b>32,722,102.48</b>	<b>31,055,206.09</b>	<b>1,666,896.39</b>
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**TAX PAYMENT SCHEDULES**

<b>MATAWAN BOROUGH</b>		<b>10-1210-000-1</b>	<b>40-1210-000-1</b>
<b>DATE DUE 2012</b>	<b>AMOUNT DUE</b>	<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>
July 10, 2012	1,415,842.00	1,205,671.00	210,171.00
August 10, 2012	1,415,842.00	1,205,671.00	210,171.00
September 10, 2012	1,415,842.00	1,205,671.00	210,171.00
October 10, 2012	1,205,671.00	1,205,671.00	
November 10, 2012	1,205,671.00	1,205,671.00	
December 10, 2012	1,205,671.00	1,205,671.00	
<b>TOTAL 2012</b>	<b>7,864,539.00</b>	<b>7,234,026.00</b>	<b>630,513.00</b>

<b>DATE DUE 2013</b>	<b>AMOUNT DUE</b>	<b>10-1210-000-1</b>	<b>40-1210-000-1</b>
		<b>GENERAL FUND</b>	<b>DEBT SERVICE</b>
January 10, 2013	1,351,734.61	1,205,671.00	146,063.61
February 10, 2013	1,205,671.00	1,205,671.00	
March 10, 2013	1,205,671.00	1,205,671.00	
April 10, 2013	1,205,671.00	1,205,671.00	
May 10, 2013	1,205,671.00	1,205,671.00	
June 10, 2013	1,205,672.91	1,205,672.91	
<b>TOTAL 2013</b>	<b>7,380,091.52</b>	<b>7,234,027.91</b>	<b>146,063.61</b>

<b>TOTAL 2012-2013 SCHOOL YEAR</b>	<b>15,244,630.52</b>	<b>14,468,053.91</b>	<b>776,576.61</b>
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