

**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 March 12, 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 **7:01 PM**.

**II. PLEDGE OF ALLEGIENCE**

**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 (left at 10 PM)	Ms. Elizabeth Hayward-Vice President
	Mr. Kenneth Aitken	Dr. Jeff Delaney
	Ms. Anissa Esposito	Dr. Todd Larchuk
	Ms. Patricia A. Phillips	

Absent: Mr. Dennis Daniels, Mr. Gerald Donaghue

Also	Mr. David M. Healy-Superintendent of Schools
Present:	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**

There were no comments from the public.

**VI. CURRICULUM AND INSTRUCTION**

Mr. Healy reviewed the Curriculum and Instruction agenda which the Board of Education will take action on at the March 26, 2012 Regular Action Meeting.

There was a discussion among the Board regarding the appointment of Bergen County Special Services to provide professional development to middle school teachers.

**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 an overnight Field Trip for the Matawan Regional High School Winter Guard to Wildwood, NJ from May 3, 2012 to May 6, 2012.

**Rationale:** The purpose of this trip is for our high school students to compete in the *All Chapter Championships* in Wildwood, NJ.

**Cost:** Fundraising: \$ 600.00  
 Student Cost: \$2,880.00 (18 students @ \$160 each)  
 District Cost: \$ 582.00  
**Total Cost: \$4,062.00**

**District Cost:** \$582.00

Account: 11-000-270-160-11-0000-3

- 2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Bergen County Special Services to conduct (4) one hour sessions on March 21, 2012 for middle school teachers.

**Rationale:** Bergen County Special Services will provide professional development on the use of *21<sup>st</sup> Century Tools* to middle school teachers. The teachers will explore subscription free web-based accessible content and grade level specific resources; learn how to cultivate successful global online teacher and student collaborations; and apply effective search techniques.

**Cost:** \$800.00

Account: 20-270-200-500-00-1011-0

- 3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following summer school program.

**FOUR DAY PROGRAM:** Dates of Operation: 6/25/12 – 8/2/12\*

**Location:** Strathmore

ESY (Extended School Year) - Preschool - 8:30am to 10:30am

ESY (Extended School Year) - K to 3 - 8:30am to 12:30pm

ESL (Extended School Year) - Grade 1 to 5 - 8:30am to 11:30am

Elementary (Language Arts Literacy) - Grade 1 to 5 - 8:30am to 11:30am

**Location:** High School

ESY (Extended School Year) - Grade 4 to 12 - 8:30am to 12:30pm

**FIVE DAY PROGRAM:** Dates of Operation: 6/25/12 – 8/3/12\*

**Location:** High School

HS Autism - 8:30am to 12:30pm

\*Classes will not be in session 7/4, 7/5 and 7/6

**Rationale:** The school district offers an Extended School Year program for ESL (English as a Second Language), Pre-K to 3, and Autism students during the summer to continue the education process to prepare them for the transition into the next school year

The Elementary Literacy Program will help provide students who qualify with strategic targeted assistance in language arts literacy.

- 4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve FRED CARRIGG & ASSOCIATES, LLC to provide consulting services for a full assessment of our district’s Language Arts Literacy programs and with joint development submit an Exit Report with findings and suggestions for improvement.

**Rationale:** To address the district’s Adequate Yearly Progress (AYP) deficiencies by identifying weaknesses and strengths in the area of literacy for targeted groups and subgroups that are most in need and report to the superintendent and senior administrators with joint development of recommendations to improve, enhance or correct LAL policies and practices in the schools.

**Cost:** \$2,250 per day not to exceed \$20,000

Account: 11-000-221-320-04-0000-A

**C. SPECIAL SERVICES**

1. Students to attend out of district placements for the 2011-2012 Regular School Year.

STUDENT	CLASS	SCHOOL	REASON	COST	EFFECTIVE DATE
0709-333	Multiply Disabled	Coastal Learning Center	Change in Placement	\$20,637.12* (prorated tuition)	02/16/2012-06/30/2012

\* This cost reflects a \$3,213.00 reduction from the initial budgeted amount.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following services for independent bilingual evaluations for students in district:

SERVICE PROVIDER	COST	EFFECTIVE DATE
Gladys Portacio 7 Warren Avenue Green Brook, NJ 08812	\$450.00 per Bilingual Psychological Evaluation	09/01/2011- 06/30/2012
Amparo Daniels 1126 Staghorn Drive North Brunswick, NJ 08902	\$450.00 per Bilingual Social Evaluation	09/01/2011- 06/30/2012
Dr. Andre J. Francois, Ph.D 47 Leah Way Parsippany, NJ 07054	\$1,000.00 per Arabic Evaluation Psychological	09/01/2011- 06/30/2012
Roman Perez 26 Barclay Court Somerset, NJ 08873	\$450.00 per Bilingual Educational Evaluation	09/01/2011- 06/30/2012
Martha Gomez Bryan 21 Annette Lane Colonia, NJ 07067	\$450.00 per Bilingual Speech Evaluation	09/01/2011- 06/30/2012

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve EBS (Educational Based Services) to develop a Job Coaching Program.

**Rationale:** This is necessary in order to create a Job Coaching Program for those students whose IEP indicates the need for Job Coaching as a part of their Transition Plan.

**Cost:** \$85.00 per hour, not to exceed 30 hours

**Total Cost:** \$2,550.00 Account: 11-000-219-320-09-0000-0

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the following schedule for after school professional development workshops presented by EBS on the topic of Co-Teaching. Workshops offered are as follows:

DATE	SCHOOL	STAFF
03/06/2012	High School	Science/World Language Teachers
03/06/2012	Strathmore Elementary	K-3 Teachers
03/12/2012	Lloyd Road School	4-5 Teachers
03/13/2012	Lloyd Road School	4-5 Teachers
03/21/2012	High School	Math Teachers
03/21/2012	Cliffwood Elementary	K-3 Teachers
03/28/2012	High School	Social Studies Teachers
03/28/2012	Ravine Drive Elementary	K-3 Teachers
04/24/2012	Middle School	6-8 Teachers
05/01/2012	High School	Science/World Language Teachers
05/01/2012	Strathmore Elementary	K-3 Teachers
05/02/2012	Middle School	6-8 Teachers
05/17/2012	Middle School	6-8 Teachers
05/21/2012	High School	Math Teachers
05/21/2012	Cliffwood Elementary	K-3 Teachers
05/30/2012	High School	Social Studies Teachers
05/30/2012	Ravine Drive Elementary	K-3 Teachers
06/05/2012	Middle School	6-8 Teachers

These workshops will be provided to staff members so they can gain understanding of the legal requirement to educate students in their least restrictive environment and better prepare teachers to accommodate the learning and socio-emotional needs of students with special needs as they present themselves in general education classes.

**Cost:** There is no cost to the district

**VII. PERSONNEL**

Dr. Piegari reviewed the Personnel agenda which the Board of Education will take action on at the March 26, 2012 Regular Action Meeting.

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

**A. 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
1.	INCORVAIA, CAROLINE	CL	Instructional Assistant	Personal Leave	Without Pay	05/09/12 - 05/14/12
2.	ANDRIOLA, AMANDA	RD	Basic Skills	Maternity Leave Disability Phase	With Pay	09/05/12 - 10/04/12
				FMLA	Without Pay	10/05/12 - 12/28/12
3.	KNUDSEN, PAULA	CO	Transportation Assistant	Maternity Leave Disability Phase	Without Pay	02/27/12 - 03/09/12 Amended Dates (Previously approved 2/27/12) Retroactive
4	PYSNIAK, DONNA	CO	Purchasing Agent/Accountant	Medical Leave	Without Pay	01/25/2012 Half Day 02/24/2012 Full Day (Retroactive)
6	SEGUI, JESSICA	HS	Teacher of English	Maternity Leave Disability Phase	With Pay	05/29/12 - 10/03/12
				FMLA	Without Pay	10/04/12 - 12/27/12
				Personal Leave	Without Pay	12/28/12 - 04/25/13

**B. APPOINTMENTS**

POLICY: 4111/4211 Recruiting, Selection and Hiring  
 4142/4242 Salary Checks and Deductions  
 4122 Substitute Teachers Student Teachers/Interns  
 4213/4214 Assignment/Transfer

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

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
COLLANTE, MEGAN	BROOKDALE COMMUNITY COLLEGE	KRISTINE NILSEN	MS - Language Arts <b>STUDENT OBSERVER</b> SPRING 2012 (03/27/12 - 06/30/12)
INCORVIA, KRISTEN	TOWSON UNIVERSITY	BRITTANY BARNES REBECCA LONIEWSKI	CL - Special Education MS - Special Education <b>STUDENT OBSERVER</b> SPRING 2012 (03/27/12 - 06/30/12)
SCHITTONI, MARYANN	UNIVERSITY OF PHOENIX	VALERIE ULRICH/ VARIOUS ELEMENTARY TEACHERS	CL - Elementary <b>STUDENT OBSERVER</b> SPRING 2012 (03/27/12 - 06/30/12)

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

COST: None EFFECTIVE DATE: 2011/2012 School year

**2. EXTRA CURRICULAR/HOURLY ACTIVITIES 2011/2012 SCHOOL YEAR**

NAME	SCHOOL	ACTIVITY	POSITION	STIPEND 2009/2010 Guide	EFF DATE
<b>EXTRA CURRICULAR ACTIVITIES</b>					
TAKACS, JULIE	HS	SPRING MUSICAL PRODUCTION	CHOREOGRAPHER	\$2,730.00 (Stipend Correction)	09/01/11- 06/30/12 (Retroactive)

**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
142122	Algebra 1	HS	Marc Komito	MARC KOMITO	2	5	2	02/23/12 (Retroactive)
142122	English 1	HS	Jessica Greenman	MARIA McDEDE	2	5	2	02/23/12 (Retroactive)
142122	Lab Chemistry	HS	Jonathan Marbach	JONATHAN MARBACH	2	5	2	02/23/12 (Retroactive)
142122	US History 1	HS	Robert Moller	DAVID MILLER	2	5	2	02/23/12 (Retroactive)
132006	Lab Biology	HS	RoseMarie Turley	GREG MILAN	2	20	8	02/23/12 (Retroactive)
132006	World Cultures	HS	David Miller	DAVID MILLER	2	20	8	02/23/12 (Retroactive)
132006	English 1	HS	Amber Fegan	KATHLEEN QUINN	2	20	8	02/23/12 (Retroactive)
132006	Algebra 1	HS	Marc Komito	WILLIAM VINA	2	20	8	02/23/12 (Retroactive)
141048	English 2	HS	Jessica Greenman	LAURA LARSEN	2	5	2	02/17/12 (Retroactive)
141048	Chemistry	HS	Greg Milan	GREG MILAN	2	41	15	03/09/12 - 05/09/12 (Retroactive)
141048	Geometry	HS	Sheryl Kish	SHERYL KISH	2	31	15	03/09/12 - 05/09/12 (Retroactive)
141048	English 2	HS	Jessica Greenman	LAURA LARSEN	2	41	15	03/09/12 - 05/09/12 (Retroactive)
141048	Spanish *	HS	Carol Fajardo	KATHY CRUZ	1	41	7	03/09/12 - 05/09/12 (Retroactive)
141048	US History 1	HS	Louise Wegrzyn	DAVID MILLER	2	41	15	03/09/12 - 05/09/12 (Retroactive)
132086	English 3 Honors	HS	Michele Lambly	HEATHER KAISER	**	**	10	*As needed
132086	Calculus Honors	HS	Mario Cornacchia	NEIL JACKMAN	**	**	10	*As needed

ID #	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HRS PER WEEK	# OF DAYS	TOTAL # OF HRS PER SUBJECT CLASS	EFF DATES
132086	Lab Physics Honors	HS	Daniel Kaplan	DANIEL KAPLAN	**	**	10	*As needed
132086	English 3 Honors	HS	Robert Malave	LAURA LARSEN	**	**	10	*As needed
131010	US History 2	HS	Heather Kaiser	HEATHER KAISER	2	11	4	03/12/12 - 03/30/12
131010	Algebra 2	HS	Kendra Colburn	KENDRA COLBURN	2	11	4	03/12/12 - 03/30/12
131010	English 3	HS	Robert Malave	JESSICA SEGUI	2	11	4	03/12/12 - 03/30/12
131010	Lab Physics	HS	Julia Melikhova	JULIA MELIKHOVA	2	11	4	03/12/12 - 03/30/12

RATIONALE: Home Instruction required for Student

COST: \$35.00/Hour

ACCOUNT: 11-150-100-101-03-0000-1 (Regular Education)

(\*\*) One hour per subject for every two consecutive absences per 504

ACCOUNT: 11-150-100-320-30-0000-0 (Special Education) (\*) Spanish included per J. Jakubowski

**4. VOLUNTEERS - ACTIVITIES 2011/2012 SCHOOL YEAR**

NAME	LOC	ACTIVITY
RIKER, KELLY	HS	SOFTBALL

**5. ASTA - AFTER SCHOOL TEACHER ACADEMY (SPRING 2011/2012)**

**GRADES PRE K-5**

NAME	POSITION	COURSE TITLE	MAX Total Hours @ \$20.00	EFF DATE
PARIS, LAUREN	ASTA Instructor	Interactive Notebook, Science and Social Studies, Grades 3-5	4.5 hours @ \$20.00 \$90.00 Maximum	Spring 2012

RATIONALE: Provide after school Professional Development for Staff

COST: Title II NCLB Funds (Account # Salaries: 20-265-200-101-00-0000-1)

EFFECTIVE: 2011/2012 School Year



6. **OTHER**

A. **DISTRICT CALENDAR REVISION** - Amended dates of the following Leave of Absences:

NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ WITHOUT PAY	EFF DATE
HYNES, GINA	MA	Teacher	Maternity Leave Disability Phase	With Pay	01/03/12 - 01/17/12
			FMLA	Without Pay	01/18/12 - 03/16/12 (Previously approved 11/28/11)
MAROLDO, SHANNON	HS	Teacher	FMLA	Without Pay	05/23/11 - 10/05/11
			Personal	Without Pay	10/06/11 - 04/02/12 (Previously approved 8/22/11)
PISANI, LAURA	HS	Teacher	Maternity Leave Disability Phase	With Pay	09/12/11 - 12/06/11
			FMLA	Without Pay	12/07/11 - 03/05/12 (Previously approved 5/23/11)
MOLLER, JENNIFER	HS	Teacher	FMLA	Without Pay	09/16/11 - 03/08/12 (Previously approved 9/26/11)

RATIONALE: District Calendar Revised 12/19/11. The above Leave of Absences adjusted by one day.

**VIII. FINANCE/TRANSPORTATION**

Mr. Strimple reviewed the Finance/Transportation agenda which the Board of Education will take action on at the March 26, 2012 Regular Action Meeting

There was a discussion among the Board regarding the Preschool Program and whether to continue providing it to regular education preschool students.

Mr. Strimple and Mr. Healy reviewed the Tentative Proposed Budget during a power point presentation.

There was a discussion among the Board regarding the Tentative Proposed Budget.

**A. BUSINESS OPERATIONS**

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

February, 2012, Payroll	\$3,025,750.56
March, 2012, Bills List	\$
<b>TOTAL:</b>	<b>\$</b>

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

- 4. The Board Secretary’s Financial Report** (Month ending February, 2012)  
Policy # 3571 Financial Reports

The Board of Education hereby accepts the Board Secretary’s Financial Report for the month of **February, 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 **February 29, 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. Routine Business Travel 2011-2012**  
Policy # 4033 Travel/Reimbursable Expenses

Pursuant to Travel Policy # 4033, the following staff is approved for travel related to routine business for the 2011-2012 school year:

Name	Position	Year Total
Randy Flaum	LDT/C	\$ 650.00
<b>Total</b>		<b>\$ 650.00</b>

**6. Cancellation of Outstanding Checks**

Cancellation of all Outstanding Checks in the General Fund; Athletic Fund; Middle School Student Activity Fund and the High School Student Activity Fund prior to June 30, 2011.

Account	Total Amount
General Fund	\$4,279.60
Athletic Fund	\$ 732.50
Middle School Student Activity Fund	\$ 135.00
High School Student Activity Fund	\$3,928.69

Rationale: All checks issued by the school district are valid for 90 days. Above totals represent checks that are currently outstanding.

**7. Resolution of Settlement Agreement MRTA, 09-301-and 10-305, Long Term Substitute**

Be It Resolved, that the Board President be authorized to execute a written settlement agreement resolving Matawan Regional Teachers Association Grievance Nos. 09-301 and 10-305, on terms set forth therein.

**Settlement Agreement**

WHEREAS, the Matawan Regional Teachers Association (“MRTA”) filed Grievances 09-301 and 10-305, claiming entitlement of certain substitute teachers to payment on the MRTA salary guide from the Matawan-Aberdeen Regional Board of Education (“the Board”) after 60 days of service; and

WHEREAS, the parties have amicably resolved their differences and desire to memorialize their agreement in writing,

NOW, THEREFORE BE IT AGREED, AS FOLLOWS:

1. The Board shall pay the following amounts to the teachers stated, through the Board’s payroll system with appropriate salary deductions, in the same manner as would have been the case if the income were paid during the year of service: Roger Schneider -- \$10,538.62; Dolores Gettens -- \$15,150.00; and Gail Marshall -- \$10,393.00.
2. Upon the payment of the sums referenced in the preceding paragraph, the MRTA shall promptly submit a written withdrawal of these grievances, and its pending demand for arbitration, with prejudice.
3. This Settlement Agreement resolves all claims by all present or former substitute teachers and/or members of the collective negotiations unit represented by the MRTA for additional payment for substitute teaching beyond 60 days.
4. This Settlement Agreement is entered into solely to avoid the expense and inconvenience of arbitration, and should not be construed as a concession by either party of the correctness of the other party’s factual or legal position on any issue involved herein.

**8. Receipt of Bids and Award of Contract for Door Hardware Installation (B-12-01R Door Hardware)**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bid proposals for work in accordance with specifications prepared to install new door hardware and core locking systems at District facilities (hereinafter “Work”); and

WHEREAS, on March 16, 2012, bid proposals were received and publicly read; and

WHEREAS, as a result of the bid, on March 16 2012, *(to be determined)* bid proposals were received from the following vendors:

*(to be determined)*  
*(to be determined)*  
*(to be determined)*; and

WHEREAS, in accordance with the bid solicitation, the Board sought prices for:

- A. Total cost of materials;
- B. Cost of warranty;
- C. Cost of labor per hour for weekdays;
- D. Cost of labor per hour for weekends and holidays;
- E. Total value;
- F. Material discount stated as a percentage off list price; and

WHEREAS, the lowest responsive and responsible bidder for the Work is *(to be determined)*, awarded as follows:

- A. Total cost of materials \$ *(to be determined)*;
- B. Cost of warranty \$ *(to be determined)*;
- C. Cost of labor per hour for weekdays \$ *(to be determined)*;
- D. Cost of labor per hour for weekends and holidays \$ *(to be determined)*;
- E. Total value \$ *(to be determined)*; together with;
- F. Material discount stated as a *(to be determined)*% discount off list price; and

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby awards the Contract for Work in the above-referenced values and amounts to *(to be determined)*.

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

**9. Receipt of Bids and Award of Contract for Roof Replacement at Cambridge Park Elementary School (USA 2011-046 Roof Replacement)**

WHEREAS, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bid proposals for work in accordance with specifications prepared for the roof replacement at the Cambridge Park Elementary School (hereinafter “Work”); and

WHEREAS, on March 20, 2012, bid proposals were received and publicly read; and

WHEREAS, as a result of the bid, on March 20 2012, *(to be determined)* bid proposals were received from the following vendors:

*(to be determined)*  
*(to be determined)*  
*(to be determined)*; and

WHEREAS, the Board has determined that the lowest responsive and responsible bidder for the Work is *(to be determined)*, awarded in the amount of \$ *(to be determined)*; and

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby awards the Contract for Work in the above-referenced values and amounts to *(to be determined)*.

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

#### **10. New Jersey Cooperative Bid Maintenance Program for the 2012-2013 school year**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the New Jersey Cooperative Bid Maintenance Program for the 2012-2013 school year. The licensing and maintenance fee for the 2012-2013 school year will be \$12,500 and the Right to Know services for the 2012-2013 school year will be \$3,500. The licensing fee refers to the use of copyrighted bid specifications and interactive software. The maintenance fee refers to the supplying of cooperative bid prices; cross referenced awarded vendor catalogs; updated users and account codes.

#### **11. Proposal for Architectural and Engineering Services**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve a contract with USA Architects Planners and Interior Designers for the purpose of conducting a Structural and Environmental Assessment for the demolition of Cliffwood Avenue Elementary School in the lump sum amount of \$28,850 plus Analytical Laboratory Fees of approximately \$4,900, plus reimbursable expenses, all in accordance with their proposal dated February 29, 2012.

#### **12. Proposal for Cambridge Park Preschool Parking Area Improvements**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education award a contract to French & Parrello Associates of Wall, NJ to provide Professional Services for parking area improvements at the Cambridge Park Elementary School in the amount of \$24,700, plus reimbursable expenses in accordance with their proposal dated January 20, 2012.

#### **13. Discussion of Pre-school Program**

**14. Adoption of the 2012-2013 Proposed Budget**

RESOLVED that the Matawan-Aberdeen Regional School District Board of Education adopt the 2012-2013 Proposed Budget as follows:

General Fund	\$
Special Revenue Fund	\$ 990,424
Debt Service Fund	\$ <u>2,473,677</u>
Total Proposed Budget	\$

RESOLVED, that there should be raised for General Funds \$ \_\_\_\_\_ for the ensuing school year (2012-2013).

It has been determined that each municipality’s share of the above-mentioned amount is as follows:

Aberdeen Township	\$
Matawan Township	\$

RESOLVED, Amount to be Raised for Taxes – Debt Service – that the Board of Education acknowledge that \$ \_\_\_\_\_ be raised to support the debt service budget for the ensuing school year (2012-2013).

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education requests the approval of a capital reserve withdrawal in the amount of \$ \_\_\_\_\_. The district intends to utilize these funds for required ADA Improvements at various schools (\$ \_\_\_\_\_) and Roof Repair work at the Cambridge Park School (\$ \_\_\_\_\_).

RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education in accordance with N.J.S.A. 18A:7F-39 does hereby acknowledge that it has banked cap according to the following:

2012-2013 Tax Levy CAP	\$
2012-2013 Proposed Tax Levy	\$
Tax Levy Banked	\$

**IX. POLICY**

**A. SECOND READING OF THE FOLLOWING POLICY**

Mr. Kenny reviewed the Policy agenda which the Board of Education will take action on at the March 26, 2012 Regular Action Meeting.

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education have the second reading of the following policy. - **Adoption**

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

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

A member of the public commented and asked questions regarding the following matters:

Concerned that more information was not made available to the public regarding agenda items to be discussed by the Board.

The viability of the preschool program.

**XI. UNFINISHED BUSINESS**

There was no unfinished business from the Board of Education.

**XII. NEW BUSINESS**

Encourage people to go to the website “Freerice.com.” which donates rice to impoverished countries for every K-8 vocabulary answer given.

The use of Makerbot for projects in the high school.

The use of social media to disseminate information to the public. Its use is supported by the NJSBA.

**XIII. EXECUTIVE SESSION – STUDENT MATTERS AND NEGOTIATIONS UPDATE**

It was moved by Ms. Esposito, seconded by Mr. Aitken, and approved by a unanimous roll call vote to enter into Executive Session for Student Matters and Negotiations Update.

The Board entered into Executive Session at 9:40 PM.

**XIV. ADJOURNMENT**

It was moved by Dr. Delaney, seconded by Ms. Phillips and approved by a unanimous roll call vote that the meeting be adjourned at 10:13 PM.

Respectfully submitted,

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

**APPROVED STAFF TRAVEL 2011 - 2012**  
**Committee of the Whole Meeting**  
**3-12-12**

*Curriculum & Instruction Attachment # 1*

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Buffa, Thomas	CO	04/03/12 - 04/04/12	Taj Mahal, Atlantic City, NJ	16th Annual New Jersey School Building & Grounds Conference	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	NO
DeLeonardo, Chris	CO	05/15/12	DoubleTree Hotel, Mt. Laurel, NJ	Central Office Administrative Secretaries	\$75.00	\$31.53	\$10.00	X	X	\$116.53	NO
Gardner, Veronica	CO	05/17/12 - 05/19/12	Desmond Hotel, Albany, NY	Transfinder National Client Conference	\$0.00	\$109.09	\$46.60	\$312.00	X	\$467.69	NO
Palumbo, Dave	CO	06/06/12 - 06/08/12	Borgata Hotel, Atlantic City, NJ	NJASBO Annual Conference	\$150.00	\$46.50	\$10.00	\$220.00	\$165.00	\$591.50	NO
Strimple, James	CO	06/05/12 - 06/08/12	Borgata Hotel, Atlantic City, NJ	NJASBO Annual Conference	\$0.00	\$57.80	\$10.00	\$220.00	\$207.00	\$494.80	NO
Pysniak, Donna	CO	04/11/12	Rutgers Center for Government Services, New Brunswick, NJ	Public School Bidding	\$206.00	\$32.00	\$1.50	X	X	\$239.50	NO
Lasko, Andrew	HS	03/02/12 - 03/03/12 (retro)	Boardwalk Hall, Atlantic City, NJ	2012 NJSIAA Wrestling State Championship	\$0.00	\$114.08	\$0.00	X	\$45.00	\$159.08	YES
Monzo, Jess	HS	03/02/12 - 03/03/12 (retro)	Boardwalk Hall, Atlantic City, NJ	2012 NJSIAA Wrestling State Championship	\$0.00	\$57.04	\$0.00	X	\$45.00	\$102.04	YES
Hillyer, Patricia	MA	04/27/12	Washington, DC	USA Science & Engineering Festival	\$0.00	\$0.00	\$0.00	X	X	\$0.00	YES
									<b>TOTAL</b>	<b>\$2,271.14</b>	

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



5111 ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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

Eligibility to Attend School

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

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

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

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



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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

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

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

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

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

### Proof of Eligibility

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



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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

### Initial Assessment and Enrollment

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

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

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

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



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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

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

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

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

### Notice of Ineligibility

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

### Removal of Currently Enrolled Pupils

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

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



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

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

### Appeal to the Commissioner

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

### Assessment and Calculation of Tuition

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

### Nonresident Pupils

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



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

### Future Residents

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

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

### Former Residents

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

~~Children of nonresident employees of the Board may be enrolled and attend in the schools of this district without payment of tuition, as far as the school facilities permit, but not if such enrollment would require the taxpayers of the district to assume a financial obligation for specialized services that would otherwise be the responsibility of the resident district.~~

Children of nonresident employees of the Board who were actually enrolled in the district as of 09/06/2011, pursuant to a prior version of this policy, may continue to attend in the schools of the district without payment of tuition, as far as the school facilities permit, but



## ELIGIBILITY OF RESIDENT/NONRESIDENT PUPILS (M)

not if such enrollment would require the taxpayers of the district to assume a financial obligation for specialized services that would otherwise be the responsibility of the district of residence. Effective 02/28/2012, no additional children of nonresident employees may be enrolled in the district unless specifically authorized by law.

### Other Nonresident Pupils

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

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

- A. Admit such children only on the proper application of the parent(s) or legal guardian(s);
- B. Do not exclude any child, otherwise eligible, on the basis of such child's race, creed, color, national origin, political affiliation, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the Armed Forces of the United States, or atypical hereditary cellular or blood trait of any individual or physical or mental limitation except as permitted by law;
- C. Verify claims of residency and affidavits of guardianship;
- D. Deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant;
- E. Make continued enrollment of any nonresident pupil contingent upon his/her maintaining good standards of citizenship and discipline.

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

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

Adopted: March 26, 2012



