

MISSION STATEMENT

We are committed to achieving the New Jersey Core Curriculum Content Standards at all grade levels and providing a safe and supportive environment where educators inspire, empower, and encourage students to excel.

VISION STATEMENT

Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as honorable members of society.

ACTION MEETING on November 28, 2011, at Ravine Drive Elementary School, 170 Ravine Drive, Matawan, NJ.

I. CALL TO ORDER

Board President, Charles Kenny called the Regular Action Meeting to order at 7:04 PM.

II. PLEDGE OF ALLEGIENCE

Karly Simon, a third grade student from Ravine Drive Elementary School, led the Board in the Pledge of Allegiance.

III. STATEMENT OF ADEQUATE NOTICE

Mr. Kenny read the following Statement:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education advertised this meeting on May 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.”

ROLL CALL

- | | | |
|---------------|--|--------------------------------------|
| Present: | Mr. Charles Kenny-President | Ms. Elizabeth Hayward-Vice President |
| | Mr. Kenneth Aitken | Dr. Jeff Delaney |
| | Mr. Gerald Donaghue | Ms. Anissa Esposito |
| | Dr. Todd Larchuk | Ms. Patricia Phillips |
| Absent: | Mr. Dennis Daniels | |
| | Matthew Tomasello, Student Representative | |
| 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 F. Palumbo – Asst. to the Business Administrator/Asst. Board Secretary | |
| | Mr. David Rubin, Board Counsel | |

V. MINUTES

It was moved by Ms. Esposito, seconded by Ms. Phillips and approved by a unanimous roll call vote to approve the following minutes. Mr. Aitken abstained from the minutes of the November 1st Regular Action Meeting and the November 1st Executive Session. Dr. Larchuk abstained from the minutes of the November 14th Committee of the Whole and November 14th Executive Session.

November 1, 2011, Regular Action Meeting
November 1, 2011, Executive Session
November 14, 2011, Committee of the Whole
November 14, 2011, Executive Session

VI. BOARD PRESIDENT’S REPORT

Board President, Mr. Charles Kenny, commented on the following:

It is a positive reflection on the community that so many parents, guardians, teachers and administrators came out to honor the students.

Thanked members of the military and all first responders for keeping us safe.

There will be a motion to accept funds from the Education Foundation. These funds will have tangible benefits for the District.

The Board and MRTA will now enter fact finding after 5 mediation sessions. Both sides will continue to meet in an effort to come to an agreement.

The Administration will review the 2010/2011 student test scores.

VII. SUPERINTENDENT’S REPORT

High School Principal, Ms. Ruscavage and Athletic Director, Mr. Martucci honored the following players, coaches and managers of the Girls Varsity Soccer Team which won the Central Jersey Group 3 Championship. They are as follows:

Coaches: Ken McCabe and Jeremy Grigoli.

Managers: Angela Blasco and Erin Gray

Players: Emily Bellone, Colleen Branagan, Jenna Howley, Lyndsey Larsen, Hannah Nappi, Endila Radoncic, Erica Mojica, Ashley Beccia, Amanda Carmichael, Karen David, Danielle Ash, Krista Conzo, Nicole Kaye, Rebecca Labinger, Lisa Pabon, Alexis Urbanski and Alexandra Veary.

Ravine Drive Principal, Ms. Janover, reviewed the following highlights of Ravine Drive Elementary School:

- Continuation of the “Writer’s Workshop Initiative” such as “Author Celebrations”, publish “Listen to the Page” online, and “Everyday Math”.
- Implementation of Study Island
- Many parents visited for American Education Week
- Kindergarten students participated in Native American Day Celebration

- Staff at Ravine Drive infuses technology into curriculum. There are many promethean boards in classrooms
- Great Reading Race builds their love for reading. Last year earned 2nd place in state
- Peer Buddy Program is off to a great start and is continuing to grow
- Due to generous PTO, students are able to enjoy assemblies and promethean boards.

Ms. Janover called up 2nd grade teacher, Ms. Lisa Bauer and Mr. Kenny to join her in recognizing the following 2nd grade students for their initiative in creating a video in support of Anti-Bullying.

Alexander Abel, Mackenzie Boe, June-Aine M. Carelli, Thomas L. Carlson, Joseph D. Certo, Paige Cordi, William J. Cox, Zivon Crank, Angeline Dossen, Michael D. Kovacs, Stephanie Marroquin, Miranda G. Matlik, Patricia McNamee, Shravanti Mohandoss, Michael Perrette, Amanda G. Serpi, Elijah L. Sierra, Andrew J. Vilchez, Fank Whalen, EnZiyah Wilkes.

Ms. Janover recognized students with perfect scores on NJASK.

Marcelo Colonna; Garret Crawford; Ronnie Habibe; Malik Javaid; Kelly Lambertson; Ethan Magnenat; Emma McEvoy; Brando Rodriguez; Carmina Salib; Caley Scheuing; Anneliese Schmidt

Principal, Ms. Valerie Ulrich recognized students from Cliffwood Elementary School with perfect scores on NJASK.

Katherine DeVoe; Yesmina Hammounda; Skyler Lee; Dominic Odeh; Matthew Silva

Principal, Ms. Kelly Bera recognized students from Strathmore Elementary School with perfect scores on NJASK.

Noah Alli; John Beukers; Jake Bodin; Caelin Burgi; Olivia Calcagno; Cassandra Daniele; Robert Frietag; Norman Gardell; Gabriella Green; Michael Morris; Enir Radoncic; Fulton Wilcox

Principal Mr. Luigi Laugelli recognized students from Lloyd Road with perfect scores on NJASK.

Ridhima Agrawal; Sam Alws; Nicholas Balan; Khoryn Bannis; Alexandra Betro; Avery Brown; David Casazza; Nicolas Clark; Hannah Dicovitsky; Sarah Eschert; Devan Gladden; Tara Gorman; Maleah Gracias; Sarita Guzman; Jackson Hercek; Sydney Karlin; Matthew Lara; Winston Lei; Christopher Lombardo; Emily Loniewski; Paulo Makalinao; Althea Miquela; Kareena Nicholson; Jeffery Opoku Mensah; Quinn Poole; Paul Robinson; Elijah Rubin; David Schiettino; Isha Shah; Eric Shaker; Dylan Shanes; Brianna Siriram; Mia Stapleton; William Steelman; David Tauman; Emily Teubner; Evan Tran; Christina Vawter; Subhan Zaigham Chaudh,

High School Principal Ms. Michele Ruscavage recognized current 9th graders with perfect scores on NJASK during their 2010-2011 school year.

Joshua Aidler; Yasmin Ali; Alexandra Bellisario; Melissa Dott; Cristina Guevara; Craig Johnson; Ananya Joshi; Sean Kuback; Mario Liu; Athul Nair; Hannah Nappi; Nia Parris; Talia Persaud; Andrew Polyak; Achint Raince; Humraj Singh; Rafal Stapinski; Abhishek Sutrave; Luke Tiffany; Liam Weldon

VIII. STUDENT REPRESENTATIVE’S REPORT

The student representative was not present.

IX. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

There were no public comments.

Board President, Mr. Charles Kenny indicated that the Board would move to the Finance Agenda at this time

XII. FINANCE/TRANSPORTATION

PRESENTATION OF THE 2010-2011 ANNUAL AUDIT AND MANAGEMENT REPORT

Mr. James Strimple, Interim School Business Administrator, stated that Boards of Education are required to have an annual audit for the prior fiscal year. The Matawan-Aberdeen Regional School District engaged an independent auditor, Robert A. Hulsart & Company. Mr. Strimple noted that Mr. Dave Palumbo, Assistant to the Business Administrator; Ms. Darla Reed, Payroll Supervisor and Ms. Donna Psyniak, Accountant did an outstanding job to prepare for the audit.

The Auditor, Mr. Robert Hulsart, Jr. of Robert A. Hulsart & Company reviewed various highlights of the District’s June 30, 2011 Annual Audit and Management Report with the Board. The audit includes a review of the general and special revenue funds along with the payroll and food service accounts. He also stated that part of the audit is conducting pre-audit planning, discussions with District Staff and various testing procedures. He went on to say that the Board’s records are in great shape and there were only two minor recommendations. Mr. Hulsart thanked the Business Office Staff for their cooperation during the audit.

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

A. BUSINESS OPERATIONS

- 1. **Bills List for November 2011** (Available for review in Board Secretary’s Office)
POLICY #3326 Payment for Goods and Services

October, 2011, Payroll	\$2,923,560.06
November, 2011, Bills List	\$1,679,444.41
TOTAL:	\$4,603,004.47

- 2. **Transfer of Funds for October, 2011** (Available for review in Board Secretary’s Office)
POLICY # 3160 Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted

WHEREAS NJAC 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 October, 2011)

POLICY # 3571 Financial Reports

It is recommended that the Board of Education accept the Treasurer’s Report for the Month of **October, 2011** which is in agreement with the Board Secretary’s Report.

4. The Board Secretary’s Financial Report (Month ending October, 2011)

POLICY # 3571 Financial Reports

The Board of Education hereby accepts the Board Secretary’s Financial Report for the month of **October, 2011**, 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 **October 31, 2011**; 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
Andrea Trezza	Behaviorist	\$ 650.00
Patty Giornalista	Secretary, Cliffwood	\$ 650.00
Angela Monaco	Secretary, Special Services	\$ 650.00
Barbara Danback	Guidance Counselor	\$ 650.00
Tara Aprilante	Art Teacher	\$ 650.00
Christopher Nasser	Physical Education Teacher	\$ 650.00
Denise Lepre	Art Teacher	\$ 650.00
Grace Uriarte	Secretary, Strathmore	\$ 650.00
Cristina Olsen	Supervisor, CST	\$ 1,500.00
Total		\$6,700.00

6. Acceptance of the 2010-2011 Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report

It is recommended that the Matawan-Aberdeen Regional School District Board of Education accept the 2010-2011 Comprehensive Annual Financial Report (CAFR) and Auditor’s Management Report as reported by Robert A. Hulsart & Company.

7. Approve the 2010-2011 Corrective Action Plans (CAP) – Attachment #1.

It is recommended that the Matawan-Aberdeen Regional School District Board of Education approve the 2010-2011 Corrective Action Plans (as attached) for the following findings:

Finding 11-01: During 2010-2011, a roll of athletic tickets was used by the basketball club for a fund raising event.

Finding 11-02: Reimbursement requests for transportation related meals did not provide receipts to substantiate the reimbursement, and as such it could not be verified that the amounts requested were accurate.

8. It is recommended that the Matawan-Aberdeen Regional School District Board of Education appoint Birdsall Services Group as professional engineers in accordance with their proposal dated October 4, 2011 in the amount of \$5,550 for the purpose of making a recommendation for the replacement of the existing heating system at the Cliffwood Elementary School.
9. It is recommended that the Matawan-Aberdeen Regional School District Board of Education authorize the School Business Administrator to solicit bid proposals to secure ADA Door Hardware upgrades at Lloyd Road School, Ravine Drive Elementary School and Strathmore Elementary School.

B. TRANSPORTATION

1. Award of Joint Transportation Contract for the 2011-2012 School Year

It is recommended that the Matawan-Aberdeen Regional School District Board of Education approve the following Joint Transportation Contract for the 2011-2012 school year with the Holmdel Board of Education as the Host District.

RTE#	DESTINATION	HOST	JOINER	# OF DAYS	JOINER PER DIEM	EFF. DATES	ESTIMATED COST
RBC2	Red Bank Catholic HS	Holmdel	MARSD	180	\$4.91	9/1/11 – 6/30/12	\$884.00
						TOTAL	\$884.00

2. Bus Evacuation Drills

The following bus evacuation drills occurred as follows:

Matawan High School on October 7, 2011 at various times in parking lot by the gym for the entire student body, supervised by Athletic Director/Assistant Principal Joseph Martucci

Strathmore School on October 11, 2011 at 9:30 AM in parking lot behind the school for the entire student body, supervised by Principal Kelly Bera

Matawan Aberdeen Middle School on October 12 and 13, 2011 at various times in the bus driveway behind the school for the entire student body, supervised by Assistant Principal Richard Abrahamsen

Cliffwood School on October 17, 2011 at 9:30 AM in the bus driveway in front of the school for the entire student body, supervised by Principal Valerie Ulrich

Lloyd Road School on October 18, 2011 at 9:30 AM in the bus driveway in front of the school for the entire student body, supervised by Principal Luigi Laugelli

X. CURRICULUM AND INSTRUCTION

Ms. Zitarosa, Mr. Laugelli, Ms. Ulrich, Ms. Janover and Ms. Bera reviewed their respective Elementary School Assessment Scores from 2010-2011.

Dr. Sheard, Mr. Blackmore and Ms. Ruscavage spoke about the Middle School and High School assessment results for their respective schools.

Mr. Kenny stated the Curriculum and Instruction Agenda has one addendum, the Matawan-Aberdeen Education Foundation Mini Grants.

Dr. Delaney inquired about “Fit to Return” evaluations

Mr. Healy explained when a student threatens to hurt themselves or others the student is referred to CPC for an assessment to see if they are “Fit to Return” to school.

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

A. TRAVEL

1. Pursuant to travel policy #4033, the following staff 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. All amounts are not to exceed.

B. OTHER

1. It is recommended that the Matawan-Aberdeen Board of Education Approve an Overnight Field Trip for the Matawan-Aberdeen Regional High School Marching Band, Chamber Choir, Concert Band, Jazz Ensemble, and Color Guard to Boston, Massachusetts from April 20 – 22, 2012.

Policy: 6153 Field Trips

Rationale: The students will attend activities at Faneuil Hall, JFK Library, Boston Pops and the Blue Man Group which will provide performance opportunities and possible master classes for the students.

Student Cost: \$17,712.00 (50 students * 369.00 = \$17,712.00)

District Cost: \$420.00 (Substitutes – 3 @ \$140.00/day)

Total Cost: \$18,132.00

2. It is recommended that the Matawan-Aberdeen Board of Education Approve the District Organization Chart. (*Curriculum & Instruction Attachment #2*).

3. It is recommended that the Matawan-Aberdeen Board of Education Approve the acceptance of funds from the Matawan-Aberdeen Educational Foundation for mini-grants as listed below:

POLICY: 7230 Gifts, Grants and Donations

Title	Applicants	School	Amount Approved
Enhancing Physics	Daniel Kaplan	MRHS	\$1,155.00
Collaborate, Communicate and Create in a 21 st Century Learning Environment	JoAnn DeVito & Chani Goldstone	MAMS	425.00
Destination Music	Nadine Greenspan	MAMS	841.57
Weather Forecasting	Linda Viel	MAMS	439.54
This Efficient House	Patricia Hillyer, Jeremy Grigoli, Diane Iozia, Robert Knoepfel, Lynne Lambert, Cindy Sobieski & Jacqueline Stanek	MAMS	1,050.75
Fit, Relaxed and in Control	Mary Beth Smolokoff & Christina Conrad	MAMS	256.04
Literacy Bags	Kathryn Hausmann, Wenona DuBrosky, Susan Kyvelos, Michele Gross, Christina Kushwara & Sheryl Preiser	Strathmore	462.58
Every Picture Tells a Story	Isabel Spaur & Allison Christie	Strathmore	484.00
Traveling the Musical Roadmap	Leslie Zomro	Strathmore	425.00
Kindle Books For Kids	Barbara Wolf, Joyce Noren & Brenda Adelson	Lloyd Road	300.00
TOTAL			\$5,839.48

C. SPECIAL SERVICES

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

STUDENT	CLASS	SCHOOL	REASON	COST	EFF DATE
0709-333	Multiple Disabilities	RKS – The Gateway School	Change in Placement	\$38,720.00 Prorated tuition amt	10/17/2011-06/30/2012
0911-011	Traumatic Brain Injury	Best Academy MOESC	Change in Placement	\$32,796.00 Prorated Tuition amt	11/14/2011-06/30/2012

2. Students to receive educational services – home instruction during hospitalization:

ID	Instructional Provider	Loc	Cost	Total No. of Hours per subject Class	Total Cost	Effective Dates
158114	Education Incorporated	MS	\$ 35.00 p/h	2 hours	\$840.00	10/12/11 – 10/27/11 (Retroactive)
156963	Education Incorporated	HS	\$ 35.00 p/h	2 hours	\$630.00	09/19/11 – 09/26/11 (Retroactive)
156963	High Focus Centers	HS	\$ 35.00 p/h	2 hours	\$2,100.00	09/26/11 – 11/04/11 (Retroactive)
124041	Education Incorporated	HS	\$ 35.00 p/h	2 hours	\$770.00	10/21/11 – 11/04/11 (Retroactive)
154100	Education Incorporated	HS	\$ 35.00 p/h	2 hours	\$840.00	10/23/11 – 11/08/11 (Retroactive)

Rationale: Home Instruction for Hospitalized Students

Cost: \$ 35.00 p/h

Account: 11-219-100-320-09-0000-0

Education Incorporated – 2 Main St., Plymouth, MA 02360

High Focus Centers – 6 Paragon Way, Freehold, NJ 07728

3. It is recommended that the Matawan-Aberdeen Board of Education Approve the Matawan Aberdeen Regional School District participation in the New Jersey Department of Education, Office of Special Education Early Childhood Outcome Study in which the district will be reimbursed in the amount of \$2,135.00 of our expenses to purchase the Battelle testing materials in the amount of \$2,186.50.

Rationale: Our participation is mandated.

Account: 11-000-219-610-09-0000-0

4. It is recommended that the Matawan-Aberdeen Board of Education Approve the following contracted service contract:

Crossroad School MOESC Alternative School Programs	\$14,272.00	09/01/2011 - 06/30/2012
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Rationale: To provide a psycho/educational program consisting of a drug and alcohol counseling component as well as an academic component for students that require this type of intervention.

5. It is recommended that the Matawan-Aberdeen Board of Education Approve the Special Services Department to offer a training program for parents of children with Autism. There will be a total of four 2-hour sessions offered by Andrea Trezza, District Behaviorist. The topics of Verbal Behavior, Problem Behavior, Home Strategies and Toilet Training will be covered. Training dates will be: December 2011, January 2012, February 2012 and March 2012.

Rationale: It is important for our district to work with parents to give them the tools to deal effectively with their child's unique needs and to reinforce the practices and tools used in their classrooms.

Cost: \$35.00 per hour for 8 hours or a total \$280.

6. It is recommended that the Matawan-Aberdeen Board of Education Approve the Special Services Department to facilitate an SRA Reading Mastery Program training for all teachers of Autistic Programs. Christine Crysler, a Certified Reading Consultant, will provide this training on December 5, 2011, which will provide in class, hands on consultation. The teachers who will receive the training are: L. Mastrangelo, T. Hromyak, H. Morrison, S. Generoso, M. Sloan, and E. Barrett. Substitute teachers will have to be provided.

Rationale: This training will result in more effective use of this material. Thus far, none of the teachers have had the training.

Cost: \$600 for a full day and \$300 for a follow up half day, which will total \$900.00

7. It is recommended that the Matawan-Aberdeen Board of Education Approve CPC Behavioral Healthcare to provide Fit to Return to School Evaluations and Psychiatric Evaluations.

Rationale: To make available to the district an additional mental healthcare provider resource that will provide required student assessments in a timely and appropriate manner.

Cost: Fit to Return Evaluation: \$100.00 per case
 Psychiatric Evaluations: \$250.00 per case

XI. PERSONNEL

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

A. RESIGNATIONS/RETIREMENTS

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

NAME	LOC	POSITION	REASON	DATE OF HIRE	EFF. DATE
FEHLEY, ALECIA M.	CP	CONSULTANT TEACHER OF THE DEAF P/T	Resignation	09/01/10	11/14/11
MEDINA, JACQUELINE	HS	TEACHER OF SCIENCE (FORENSIC)	Resignation	09/01/10	01/09/12

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. DATE
KLUGMAN, RIVKAH	CL/ MA	Speech Therapist	Personal	Without Pay	10/20/11 - 10/21/11 (Retroactive)
URIARTE, GRACIELA	ST	Secretary 10 Months	Personal	Without pay	12/22/11 and 12/23/11
HYNES, GINA	MA	Teacher of Mathematics	Maternity Leave Disability Phase FMLA	With Pay Without Pay	01/02/12 - 01/13/12 01/17/12 - 03/15/12
ALBANESE, AZUREE	ST	Physical Education Teacher	Maternity Leave Disability Phase FMLA	With Pay Without Pay	01/13/12 - 03/23/12 03/26/12 - 06/20/12
VASILE, LAUREN	LR	Elementary Teacher	Maternity Leave Disability Phase FMLA	With Pay Without Pay	01/30/12 - 03/02/12 03/05/12 - 05/15/12
CARNOVSKY, SHARON	LR	Physical Education Teacher	Maternity Leave Disability Phase FMLA Personal Leave	With Pay Without Pay Without Pay	01/09/12 - 02/10/12 (Half Day With Pay & Half Day Without Pay) 02/13/12 - 05/04/12 05/07/12 - 06/20/12
DELA ROSA- HONA, LARA	CO	Transportation Assistant	Personal	Without Pay	12/05/11 - 12/09/11
ROSOFF, JENNY	CO	Transportation Assistant	Personal	Without Pay	11/14/11 - 11/23/11 (Retroactive)
MOLLER, ROBERT	HS	Teacher of Social Studies	FMLA	Without Pay	11/23/11 - 12/09/11 Amended Dates Previously approved 8/22/11 (Retroactive)
ALSTON, LISA	ST	Instructional Assistant	FMLA	Without Pay	<i>Tuesday & Thursday</i> 11/15/11 - 6/30/12 (Retroactive)

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. COLLEGE STUDENT OBSERVER(s)

NAME	COLLEGE	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
KOZMA, KELLY	BROOKDALE COMMUNITY COLLEGE	ANN SOZUMENU	RD - Elementary 1st Grade STUDENT OBSERVER November 29, 2011 1 Full Day
SMITH, MICHAEL	WEST VIRGINIA UNIVERSITY	Under the Direction of TYLER BLACKMORE	MAMS - Various Special Education Classes STUDENT OBSERVER 11/29/11 - 12/23/11 15 Hours of Observation

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

COST: None

EFFECTIVE DATE: 2011/2012 School year

2. VOLUNTEERS – ACTIVITIES 2011/2012 SCHOOL YEAR

NAME	LOC	ACTIVITY
HARRIS, DARRYL	HS	BOYS VARSITY BASKETBALL

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

3. STAFF ARRAY CHANGES – 2011/2012 SCHOOL YEAR

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	NEW ASSIGNMENT	EFF. DATE/ REASON
DOUCETTE, SUSAN	HS - 0.40 HS - 0.20 HS - 0.40 HS - 0.10 O/L	Biology Level 2 ICR Env. Science Resource Program Biology Resource Program Biology LAB ICR	HS - 0.40 HS - 0.20 HS - 0.40 HS - 0.05 O/L	Biology Level 2 ICR Env. Science Resource Program Biology Resource Program Biology LAB ICR Base: \$87,900.00 MONTHLY O/L \$366.25(*)	10/31/11 - 06/30/12 (Retroactive)
DOYLE, KATHLEEN	LR - 1.00	Instructional Assistant - Personal Aide CI & Autistic Class	LR - 1.00	Instructional Assistant (**) CI & Autistic Class	11/02/11 - 06/30/12 (Retroactive)
MANDELBAUM, RAELLEN	LR - 1.00	Instructional Assistant - Resource Room	LR - 1.00	Instructional Assistant (**) CI Class & Resource Room	11/02/11 - 06/30/12 (Retroactive)
MOORE, RYAN	LR - 1.00	Instructional Assistant - Personal Aide Autistic Program	LR - 1.00	Personal Aide (**) Autistic Program	11/02/11 - 06/30/12 (Retroactive)

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	NEW ASSIGNMENT	EFF. DATE/ REASON
SLEE - WOJNAR, KATHLEEN	LR - 1.00	Instructional Assistant - Autistic Program	LR - 1.00	Personal Aide (**) Autistic Program	11/02/11 - 06/30/12 (Retroactive)
TURNER, SAMUEL	HS - 1.00	AEP (Alternative Education Period)	HS - 0.60 HS - 0.40	English 2 Level 1 English 4 Level 1 (***)	11/08/11 - 03/07/12 (Retroactive)
KISH, SHERYL	HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.40	Algebra 2 ICR Algebra 2 Resource Program Geometry 10-12 ICR Geometry Resource Program	HS - 0.20 HS - 0.20 HS - 0.20 HS - 0.40	Algebra 2 ICR World Cultures ICR (****) Geometry 10-12 ICR Geometry Resource Program	11/14/11 - 06/30/12

RATIONALE: As indicated above

COST: (*) Per MRTA Contract Guide (Pending Negotiations)

EFFECTIVE DATE: 2011/2012 School year

(**) Job Title Correction

(***) Jennifer Moller Maternity Leave

(****) Assignment Change

4. EXTRA CURRICULAR/HOURLY ACTIVITIES 2011/2012 SCHOOL YEAR

NAME	SCHOOL	ACTIVITY	POSITION	STIPEND 2009/2010 Guide	EFFECTIVE DATE
↓↓EXTRA CURRICULAR ACTIVITIES↓↓					
GOETZ, MATTHEW	HS	Athletic Trainer	Trainer	STEP-02 \$12,860.00 (Stipend Correction)	09/1/11 - 06/30/12 (Retroactive)
↓↓HOURLY ACTIVITIES↓↓					
BARNES, BRITTANY	CL	Tutorial Program	Instructor	\$25.00/Hour	11/29/11 - 06/30/12
HICKEY, JOANN	CL	Tutorial Program	Instructor	\$25.00/Hour	11/29/11 - 06/30/12
PAPPAS, ALYSSA	CL	Tutorial Program	Instructor	\$25.00/Hour	11/29/11 - 06/30/12

5. HOME INSTRUCTION

ID	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HOURS PER WEEK	NO. OF DAYS	TOTAL NO. OF HOURS PER SUBJECT CLASS	EFFECTIVE DATES
157460	English	HS	Stead, Thomas	Stead, Thomas	1	15	3	10/17/11 - 11/08/11 (Retroactive)
157460	Social Studies	HS	Stead, Thomas	Stead, Thomas	1	15	3	10/17/11 - 11/08/11 (Retroactive)
157460	Math	HS	Stead, Thomas	Stead, Thomas	1	15	3	10/17/11 - 11/08/11 (Retroactive)
157460	Chemistry	HS	Stead, Thomas	Stead, Thomas	1	15	3	10/17/11 - 11/08/11 (Retroactive)

ID	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HOURS PER WEEK	NO. OF DAYS	TOTAL NO. OF HOURS PER SUBJECT CLASS	EFFECTIVE DATES
155845	World Cultures	HS	Miller, David	Carnovsky, Robert	2	30	12	10/13/11 - 11/30/11 (Retroactive)
155845	Criminal Justice	HS	Stead, Thomas	Kathleen Casserly	2	30	12	10/13/11 - 11/30/11 (Retroactive)
155845	Biology	HS	Doucette, Susan	Zeppilli, Elizabeth	2	30	12	10/13/11 - 11/30/11 (Retroactive)
155845	English 1	HS	Quinn, Kathleen	Casserly, Kathleen	2	30	12	10/13/11 - 11/30/11 (Retroactive)
155845	Math 2	HS	Zeppilli, Elizabeth	Zeppilli, Elizabeth	2	30	12	10/13/11 - 11/30/11 (Retroactive)
144063	Chemistry	HS	Pross, Kerry	Milan, Gregory	2	30	12	10/13/11 - 11/30/11 (Retroactive)
144063	US History H	HS	Moller, Robert	Carnovsky, Robert	2	30	12	10/13/11 - 11/30/11 (Retroactive)
144063	English 2 H	HS	Castelli, Courtney	Perullo, Diane	2	30	12	10/13/11 - 11/30/11 (Retroactive)
144063	Algebra 2	HS	Stetz, Diane	Stetz, Diane	2	30	12	10/13/11 - 11/30/11 (Retroactive)
157338	English	HS	Furman, Jessica	Perullo, Diane	1	5	1	11/03/11 - 11/09/11 (Retroactive)
157338	Algebra 2	HS	Wynes, Nichole	Wynes, Nichole	1	5	1	11/03/11 - 11/09/11 (Retroactive)
157338	US History 1	HS	Wegrzyn, Louise	Wegrzyn, Louise	1	5	1	11/03/11 - 11/09/11 (Retroactive)
157338	Lab Chemistry	HS	Yamini, Varma	Yamini, Varma	1	5	1	11/03/11 - 11/09/11 (Retroactive)
122033	English	HS	Mc Dede, Maria	Mc Dede, Maria	2	18	8	11/04/11 - 12/02/11 (Retroactive)
122033	Pre-Calculus	HS	Geran, John	Colburn, Kendra	2	18	8	11/04/11 - 12/02/11 (Retroactive)
122033	Psychology	HS	Caulfield, Janette	Caulfield, Janette	2	18	8	11/04/11 - 12/02/11 (Retroactive)

ID	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HOURS PER WEEK	NO. OF DAYS	TOTAL NO. OF HOURS PER SUBJECT CLASS	EFFECTIVE DATES
122033	Meteorology	HS	Mingrone, Christopher	Mingrone, Christopher	2	18	8	11/04/11 - 12/02/11 (Retroactive)
132035	English	HS	N/A	Dr. Willie Hill	2	39	16	10/21/11 - 12/31/11 (Retroactive)
132035	US History	HS	N/A	Dr. Willie Hill	2	39	16	10/21/11 - 12/31/11 (Retroactive)
132035	Geometry	HS	N/A	Educere \$300.00 DCFSP825	Self Paced	Self Paced	Self Paced	10/21/11 - 06/20/12 (Retroactive)
132035	Chemistry	HS	N/A	Educere \$399.00 DCFSP2827	Self Paced	Self Paced	Self Paced	10/21/11 - 06/20/12 (Retroactive)
132035	Spanish 3	HS	N/A	Aventa Learning \$598.00 DCFSP983	Self Paced	Self Paced	Self Paced	10/21/11 - 06/20/12 (Retroactive)
132035	Driver's Ed NJ ½ Credit	HS	N/A	Founders Education \$199.50 DCHSP3144	Self Paced	Self Paced	Self Paced	10/21/11 - 06/20/12 (Retroactive)
132035	Digital Photography ½ Credit	HS	N/A	Aventa Learning \$299.00 plus Material Fees DCHSP975	Self Paced	Self Paced	Self Paced	10/21/11 - 06/20/12 (Retroactive)
132035	Web Design ½ Credit	HS	N/A	Compuhigh \$200.00 DCHSP2576	Self Paced	Self Paced	Self Paced	10/21/11 - 06/20/12 (Retroactive)

RATIONALE: Home Instruction required for Student
 COST: \$35.00/Hour
 ACCOUNT: 11-150-100-101-11-0000-0

XIII. POLICY

A. SECOND READING – POLICY #3216, DRESS AND GROOMING

It was moved by Ms. Esposito, seconded by Ms. Phillips and approved by a unanimous roll call vote to approve the second reading and adopt Policy #3216 - Dress and Grooming.

XIV. PUBLIC COMMENTS

There were no comments from the public.

XV. UNFINISHED BUSINESS

There was no unfinished business from the Board.

XVI. NEW BUSINESS

There was no new business from the Board.

XVII. EXECUTIVE SESSION

It was moved by Ms. Esposito, seconded by Ms. Phillips, and approved by a unanimous roll call vote to enter into Executive Session to discuss cases reported under the Anti-Bullying Legislation, grievance updates from Board Counsel, and personnel matters.

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

XVIII. ADJOURNMENT

The Board returned from Executive Session at 11:05 PM and on a motion by Mr. Donaghue, seconded by Ms. Phillips and a unanimous roll call vote the Board adjourned the meeting.

Respectfully submitted,

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

CORRECTIVE ACTION PLAN – 2010-2011

DISTRICT: Matawan-Aberdeen Regional School District COUNTY: Monmouth

TYPE OF AUDIT: 2010-2011 Comprehensive Annual Financial Report (CAFR)

DATE OF BOARD MEETING: November 28, 2011

CONTACT PERSON: James H. Strimple, Jr.- Interim Business Administrator/Board Secretary

TELEPHONE NUMBER: 732-705-4017 FAX NUMBER: 732-290-0553

<u>RECOMMENDATION NUMBER</u>	<u>CORRECTIVE ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>PERSON RESPONSIBLE FOR IMPLEMENTATION</u>	<u>COMPLETION DATE OF IMPLEMENTATION</u>
11-01	Athletic event tickets will only be used for District Sponsored events and not fundraisers.	Athletic event ticket rolls will be locked up and kept in a secure location.	Athletic Director	November 2011
	The use of athletic tickets will be monitored more closely.	The Athletic Director will maintain a log of tickets for each event and report the activity to the business office after each event.	Athletic Director Business Administrator Assistant Business Administrator	November 2011

CHIEF SCHOOL ADMINISTRATOR _____ DATE _____ INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY _____ DATE _____

CORRECTIVE ACTION PLAN – 2010-2011

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<u>RECOMMENDATION NUMBER</u>	<u>CORRECTIVE ACTION</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>PERSON RESPONSIBLE FOR IMPLEMENTATION</u>	<u>COMPLETION DATE OF IMPLEMENTATION</u>
11-02	Instructions	Instructions will be given to drivers as to what they will need to do to receive reimbursement.	Transportation Supervisor	November 2011
	Detailed meal receipts must be presented to obtain reimbursement.	Employees will request receipts when purchasing meals and submit them to the Transportation Supervisor.	Bus Drivers	November 2011
	Creation of a purchase order.	The Transportation Supervisor will create the purchase order after submission of receipts.	Transportation Supervisor Business Administrator	November 2011
	Signing of purchase order	The Business Administrator will sign the purchase order with evidence of receipts.	Business Administrator	November 2011

CHIEF SCHOOL ADMINISTRATOR _____ DATE _____
INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY _____ DATE _____

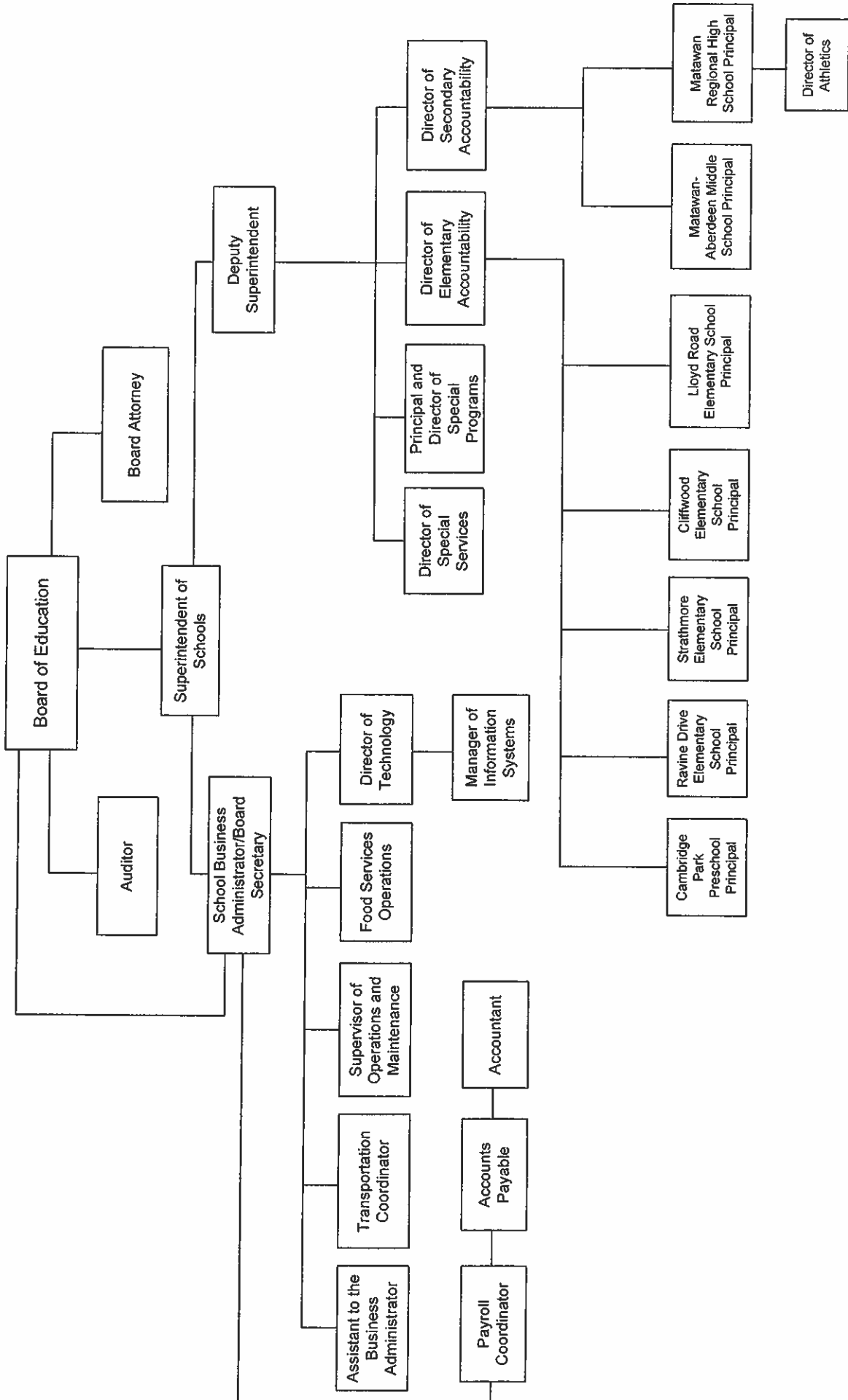
APPROVED STAFF TRAVEL 2011 - 2012
11/28/11

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Pysniak, Donna	CO	12/09/11	Jumping Brook Country Club, Neptune, NJ	Review of Local Public & Public School Contract Laws	\$99.00	\$0.00	\$0.00	X	X	\$99.00	NO
									TOTAL	\$99.00	

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

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT District Organization Chart

ATTACHMENT #2



Revised 11/28/11