

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 **November 14, 2011**, 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 **7:00PM**.

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	Ms. Elizabeth Hayward-Vice President
	Dr. Jeff Delaney	Ms. Anissa Esposito
	Mr. Gerald Donaghue	Mr. Kenneth Aitken
	Mr. Dennis Daniels	Ms. Patricia A. Phillips

Absent: Dr. Todd Larchuk

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

- There were no comments from the public

VI. CURRICULUM AND INSTRUCTION

- Mr. Healy reviewed the Curriculum and Instruction Agenda on which the Board will take action at the November 28, 2011 Action Meeting.
- Mr. Kenny noted the addendum to the Curriculum and Instruction Agenda was for the Education Foundation mini grants which are beneficial to the District.

A. TRAVEL

Pursuant to travel policy #4033, the following staff are 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 (PROGRAM 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 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 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 amount	10/17/2011- 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	Effective Dates
158114	Education Incorporated	MS	\$ 35.00 p/h	2 hours	10/12/11 – 10/27/11 (Retroactive)
156963	Education Incorporated	HS	\$ 35.00 p/h	2 hours	09/19/11 – 09/26/11 (Retroactive)
156963	High Focus Centers	HS	\$ 35.00 p/h	2 hours	09/26/11 – 11/04/11 (Retroactive)
124041	Education Incorporated	HS	\$ 35.00 p/h	2 hours	10/21/11 – 11/04/11 (Retroactive)
154100	Education Incorporated	HS	\$ 35.00 p/h	2 hours	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
---	-------------	---------------------------

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.

VII. PERSONNEL

- Dr. Piegari reviewed the Personnel Agenda on which the Board will take action at the November 28, 2011 Action Meeting.

- The Board had a discussion about the replacement of a couple of teachers who were out on leave and whether there would be long term substitutes. Dr. Piegari stated that the positions will be filled by Source 4 Teachers.

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	9/1/10	11/14/11

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	With Pay	01/02/12 - 01/13/12
			FMLA	Without Pay	01/17/12 - 03/15/12
ALBANESE, AZUREE	ST	Physical Education Teacher	Maternity Leave Disability Phase	With Pay	1/13/12 - 03/23/12
			FMLA	Without Pay	03/26/12 - 06/20/12
VASILE, LAUREN	LR	Elementary Teacher	Maternity Leave Disability Phase	With Pay	01/30/12 - 03/02/12
			FMLA	Without Pay	03/05/12 - 05/15/12

NAME	LOC	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF. DATE
CARNOVSKY, SHARON	LR	Physical Education Teacher	Maternity Leave Disability Phase	With Pay	01/09/12 - 02/10/12 (Half Day With Pay & Half Day Without Pay)
			FMLA	Without Pay	02/13/12- 05/04/12
			Personal Leave	Without Pay	05/07/12 - 06/20/12
DELA ROSA- HONA, LARA	CO	Transportation Assistant	Personal	Without Pay	12/05/11 - 12/09/11

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	NO. DEMO LESSONS	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF. DATE
TBD	CP/ST	LDT/C Child Study Team	TBD	TBD	TBD	TBD	Petillo (Resignation)	12/01/11 - 06/30/12
TBD	LR	Special Education Teacher In Class Support	TBD	TBD	TBD	TBD	Increased Enrollment	12/01/11 - 06/30/12
TBD	CP	Teacher of the Deaf P/T	TBD	N/A	TBD	TBD	Fehley (Resignation)	11/15/11 - 06/30/12

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
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

3. 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 employment becoming final.

4. 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	Personal Aide (**) 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)
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

5. 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 <i>(Stipend Correction)</i>	9/1/11 - 6/30/12 (Retroactive)

6. 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)
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)

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
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)
122033	Meteorology	HS	Mingrone, Christopher	Mingrone, Christopher	2	18	8	11/04/11 - 12/02/11 (Retroactive)

Rationale: Home Instruction required for Student

Cost: \$35.00/Hour

Account: 11-150-100-101-11-0000-0

VIII. FINANCE/TRANSPORTATION

- Mr. Strimple reviewed the Finance Agenda on which the Board will take action at the November 28, 2011 Action Meeting.

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	\$
TOTAL:	\$

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 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 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
Joyce Noren	Learning Consultant	\$ 650.00
Cristina Olsen	Supervisor, CST	\$1,500.00
Total		\$7,350.00

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 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.

IX. POLICY

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

It is recommended that the Matawan-Aberdeen Regional School District Board of Education have the second reading and adopt Policy #3216 - Dress and Grooming.

There was a discussion among the Board regarding policy #3216 and if paragraph 6 could state that teachers may wear items of clothing that don't adhere to the policy during special occasions such as spirit week. Mr. Kenny stated that paragraph 6 covers that with the statement of "unique school activities."

X. PUBLIC COMMENTS RELATING TO ADDITIONAL CONCERNS

Ms. Nappi of 225 Lloyd Road addressed the Board on the following issues:

The difference in the hours for instruction for students that receive hospitalized home instruction and regular home instruction. Dr. Piegari stated that 2 hours of instruction may be all the hospitalized students are able to handle.

Concerned that there are many students that receive home instruction in this District. Dr. Piegari stated with the size of our high school it is normal and most of the students receiving home instruction have long term illnesses.

On page 2 of 3 of Finance agenda for routine travel, the learning consultant is actually a teacher. Dr. Piegari stated that will be corrected.

Inquired of the Board if the dress and groom policy was changed due to an egregious abuse of the original policy.

XI. UNFINISHED BUSINESS

There was no unfinished business from the Board.

XII. NEW BUSINESS

DISCUSSION – CONCESSIONS – BASKETBALL SCOREBOARD

The Board had a discussion regarding the philosophical position it wishes to take regarding the generation of revenues through the use of advertising on District owned properties.

The discussion came about due to a proposal from a vendor who offered to replace the high school basketball scoreboard by using funds generated by advertising revenues.

Mr. Strimple indicated that there is state law and regulations that the Board must comply with to create such an agreement.

Additional research will be undertaken and the Board will discuss this initiative at its goal setting meeting.

XIII. EXECUTIVE SESSION – STUDENT MATTERS

It was moved by Ms. Esposito, seconded by Mr. Donaghue, and approved by a unanimous roll call vote to enter into Executive Session for Student Matters at **8:03 PM**.

The Board returned from Executive Session at **8:21 PM**.

XIV. ADJOURNMENT

It was moved by Mr. Daniels, seconded by Ms. Phillips and approved by a unanimous roll call vote that the meeting be adjourned at **8:21 PM**.

Respectfully submitted,

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

APPROVED STAFF TRAVEL 2011 - 2012
11/28/11

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS PARKS	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.

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. The use of athletic tickets will be monitored more closely.	Athletic event ticket rolls will be locked up and kept in a secure location. 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 Athletic Director Business Administrator Assistant Business Administrator	November 2011 November 2011
	<u>CHIEF SCHOOL ADMINISTRATOR</u>	<u>DATE</u>	<u>INTERIM BUSINESS ADMINISTRATOR/BOARD SECRETARY</u>	<u>DATE</u>

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>
11-02	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 _____