

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 **June 13, 2011**, Administration Building, One Crest Way, Aberdeen, New Jersey.

I. CALL TO ORDER

Board President Mr. Kenny called the Committee of the Whole Workshop Meeting to order at 7:02 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 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.”

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	Dr. Todd Larchuk
	Ms. Patricia Demarest	

Absent: None

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

V. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

Mr. Kenny stated he would allow members of the public to speak on any subject during this portion of the meeting, however, the Board will not discuss any specific members of the staff. The Board has a limited role in appointments or reappointments and relies on the Superintendent's recommendations.

Theresa Nichols of Aberdeen addressed the Board of Education on the following:

- Spoke in support of teacher Jessica Abend.

Mr. Patrick Dunn of Aberdeen addressed the Board of Education on the following:

- Spoke in support of coach Macomber. Would like to see him reinstated as JV basketball coach.

James Macomber of 50 Jubilee Circle addressed the Board of Education on the following:

- Spoke on his own behalf. He is fighting to keep the JV basketball job. Believes he is being treated unfairly to appease certain parents.

Arlene Beller of Aberdeen addressed the Board of Education on the following:

- Spoke on coach Macomber's behalf. His son played for him and believes he deserves a second chance.

Kathy Fein of 300 Cedar Lane in Allenhurst addressed the Board of Education on the following:

- Stated coach Macomber is a great coach and should keep the JV job.

Kathy Gentile of Matawan addressed the Board of Education on the following:

- Is upset about the Guidance counselor changes at the high school.

Ms. Olsen of 17 Warren Drive in Aberdeen addressed the Board of Education on the following:

- Former principal of the middle school supports Jim Macomber as well. Believes he taught the children many lessons.

Ian Phillip of Folk Lane in Matawan addressed the Board of Education on the following:

- There are over 50 parents at the meeting to support Mr. Macomber. The Board should reconsider its decision.

Don Franklin of 107 Aberdeen Road addressed the Board of Education on the following:

- Spoke on the behalf of the guidance counselor at the high school. Believed she was putting his child on the right path.

Kelly O’Sullivan of 40 Cross Road addressed the Board of Education on the following:

- Believes the JV coach made a mistake and apologized and should get another chance.

Mr. Chris MacLean addressed the Board of Education on the following:

- Played for coach Macomber and believes the cursing incident was a one time blip.

Matt Labonano of Avalon Lane of Aberdeen addressed the Board of Education on the following:

- Played his best basketball for coach Macomber who is a very approachable person.

Bill Welding of Avalon Lane in Aberdeen addressed the Board of Education on the following:

- The Board should reconsider not hiring coach Macomber because he is a gentleman and a teacher for the kids.

Jim Branagan addressed the Board of Education on the following:

- Impressed with the time coach Macomber puts into the program.

Joseph Piscapo of 18 Lakeside Drive addressed the Board of Education on the following:

- Can’t believe that people who don’t know Jim Macomber are passing judgment on him.

Pat Egan of 163 Fordham Drive in Aberdeen addressed the Board of Education on the following:

- Would like the Board to reconsider its decision because coach Macomber deserves a second chance.

Ian Philip of Matawan addressed the Board of Education on the following:

- The Superintendent should attend some games to view what's going on.

Donna Philip of 8 Oak Lane in Matawan addressed the Board of Education on the following:

- Not having coach Macomber back will directly affect her sons at high school level.

Meghan Kirgan of 40 Cross Road addressed the Board of Education on the following:

- Questioned why Lloyd Road Elementary school does not enforce the harassment policy.

Kim Macomber of 50 Jubilee Circle addressed the Board of Education on the following:

- Stated her husband loves the kids and treats them like they are his own.

VIII. CURRICULUM AND INSTRUCTION

Mr. Healy reviewed the Curriculum and Instruction agenda which the Board will act upon at the Action meeting on June 27, 2011.

The Board had a discussion about the CAP program and bullying.

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 (**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 the Rutgers Middle School and High School Depression Initiative.**

Rationale: To help schools address the problem of adolescent depression, Dr. Young from Rutgers University has developed Interpersonal Psychotherapy-Adolescent Skills Training (IPT-AST). This intervention, known to the teenagers as “Teen Talk”, teaches adolescents new ways of communicating with important people in their lives. The high school and middle school will utilize this partnership with Rutgers to identify and support students exhibiting signs of adolescent depression.

There is no cost for this initiative.

- 2. It is recommended that the Matawan-Aberdeen Board of Education Approve the Submission of the NJ Child Assault Prevention Project (CAP) K-6, Teen and Special Needs Grant Application for the 2011-2012 school year.**

Rationale: NJCAP is a statewide prevention program whose mission is to provide schools and communities with information and resources to reduce children’s vulnerability to assault.

Total of Grant Application: \$3,948.00

- 3. It is recommended that the Matawan-Aberdeen Board of Education Approve the Submission of the NJ Child Assault Prevention Project K-8 “No More Bullies, No More Victims” Grant Application for the 2011-2012 school year.**

Rationale: “No More Bullies, No More Victims” is an initiative of the New Jersey Child Assault Prevention (NJ CAP) for schools (grades K-8th). The program offers a series of workshops for staff, parents and students to assess the specific nature of bullying in the school, to train adults in appropriate intervention strategies and to improve student interaction.

Total of Grant Application: \$1,936.00

IX. PERSONNEL

Dr. Piegari reviewed the Personnel agenda which the Board will act upon at the Action meeting on June 27, 2011.

- There was a discussion among the Board regarding the O/T and P/T appointments, the volunteer position within the transportation department and the confidential secretary for the Superintendent.

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
MADDALENA, FRANCESCA	RD	Instructional Assistant	Resignation	11/2/09	6/20/11 Previously approved 5/23/11 Amended Date
UGLIALORO, JOSEPH	MA	Assistant Principal	Resignation	07/16/07	7/31/11 Or sooner (60 Day Rule Applies)
SCHNEIDER, ROGER	HS	Teacher of Science (Forensic)	Resignation	9/1/10	6/20/11
KAHALY, VANESSA	CL	Elementary Teacher	Resignation	9/1/08	6/20/11
D'ONOFRIO, DAWN	HS	Athletic Trainer	Resignation	1/3/07	6/20/11

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
RITCHIE, AMY	CL	Speech Therapist	Medical Leave	Without Pay	5/24/11 – 6/20/11 Amended Type of Leave & Dates Previously Approved 3/28/11
LENGE, TATIANA	MA	Teacher of Mathematics	Personal Leave	Without Pay	9/1/11 – 12/15/11 Amended Dates Previously approved 10/25/10
DI GIOVANNI, DONNA	CL	Elementary Teacher Grade 2	Personal Leave	Without Pay	9/1/11 – 6/30/12 Amended Type of Leave Previously approved 1/24/11

C. APPOINTMENTS

*POLICY: 4111/4211 Recruiting, Selection and Hiring
4142/4242 Salary Checks and Deductions*

4122
4213/4214

Substitute Teachers Student Teachers/Interns
Assignment/Transfer

1A. APPOINTMENTS

NAME	SCH	POSITION	No. Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF. DATE
TBD	HS	Athletic Trainer	N/A	TBD	TBD	TBD	D'Onofrio (Resignation)	9/1/11 – 6/30/12
TBD	MA	Assistant Principal	N/A	TBD	TBD (10/11 Salary Guide)	TBD	Ugialoro (Resignation)	7/1/11 – 6/30/12
TBD	MA	Language Arts Teacher	TBD	TBD	TBD (10/11 Salary Guide)	TBD	Cavise (Retirement)	9/1/11 – 6/30/12
TBD	RD	Teacher of Students with Disabilities Resource Room	TBD	TBD	TBD (10/11 Salary Guide)	TBD	Increased Student Enrollment	9/1/11 – 6/30/12
TBD	RD	Elementary Teacher Grade 3	TBD	TBD	TBD (10/11 Salary Guide)	TBD	Kahaly (Resignation)	9/1/11 – 6/30/12
BARNES, BRITTANY	CL	Teacher of Special Education MD Class	1	C-01	\$44,650.00 (10/11 Salary Guide)	2	Morrison Change of Assignment	9/1/11 – 6/30/12
FARRINGTON, KATHLEEN	CL	Librarian/Media Specialist	TBD	STEP E-05	\$53,030.00 (10/11 Salary Guide)	TBD	Rardin (Retirement)	9/1/11 – 6/30/12
YEITTER, NICOLETTA	RD	Instructional Assistant P/T Kindergarten 0.58%	N/A	STEP-01	\$9,425.00 (10/11 Salary Guide)	3	Maddalena (Resignation)	9/1/11 – 6/30/12
TBD	CO	Confidential/Executive Secretary Superintendent	N/A	N/A	TBD	TBD	Position Re-Opened	7/1/11 – 6/30/12
TBD	CL	Elementary Teacher Grade 2	TBD	TBD	TBD	TBD	Di Giovanni Personal Leave	9/1/11 – 6/30/12

1B. APPOINTMENT – OCCUPATIONAL THERAPIST and PHYSICAL THERAPIST

Name	POSITION	HOURLY RATE
RACCIOPPI, BERNADETTE M.	Physical Therapist	\$91.00 Hour 2 Days/Week
CHARETTE, KIM	Occupational Therapist	\$85.00 Hour 3 Days/Week

RATIONALE: These individuals provide required services to the Child Study Team under the supervision of the Supervisor of Special Services. Both are reappointments.
 COST: As indicated above
 ACCOUNT # (B. Raccioppi 20-250-100-300-09-0000-0) - K. Charette #11-000-216-320-09-0000-0)

EFFECTIVE: 2011/2012 School year

2. HOME INSTRUCTORS

I.D.	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HOURS PER WEEK	TOTAL NO. OF HOURS PER SUBJECT/ CLASS	EFFECTIVE DATES
121020	English 3	HS	Zeppelli, Elizabeth	Frischia, Mary Jane	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	English 2	HS	Frischia, Mary Jane	Frischia, Mary Jane	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	Forensic Science	HS	Roth, Matthew	Frischia, Mary Jane	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	Math 2	HS	Vina, William	Frischia, Mary Jane	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	US History 1	HS	Cassery, Kathleen	Frischia, Mary Jane	2 Hours	6 Hours	5/26/11 (Retroactive)
154307	US History 2	HS	Walter, Cathleen	Lambly, Michelle	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
154307	English 3	HS	Malave, Robert	Turner, Samuel	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
154307	Oceanography	HS	Hodnicky, Helen	Hodnicky, Helen	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
154307	Algebra 2	HS	Provines, Effie	Stetz, Diane	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
124054	English 3 Honors	HS	Malave, Robert	Segui, Jessica	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
124054	Pre-Calculus Honors	HS	Colburn, Kendra	Colburn, Kendra	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
124054	US History 2 Honors	HS	Walter, Cathleen	Kaiser, Heather	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
124054	Lab Physics Honors	HS	Kaplan, Daniel	Kaplan, Daniel	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
121071	English 2	HS	Pisani, Laura	Turner, Samuel	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)
121071	Forensic Science	HS	Pede, Joseph	Pede, Joseph	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)

I.D.	SUBJECT/ CLASS	LOC	CLASSROOM TEACHER	HOME INSTRUCTION TEACHER FOR APPROVAL	HOURS PER WEEK	TOTAL NO. OF HOURS PER SUBJECT/ CLASS	EFFECTIVE DATES
121071	Algebra 2	HS	Stetz, Diane	Stetz, Diane	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)
121071	US History 2	HS	Kaiser, Heather	Kaiser, Heather	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)
131039	English 2	HS	Pisani, Laura	Turner, Samuel	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
131039	US History 1	HS	Carnovsky, Robert	Carnovsky, Robert	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
131039	Geometry	HS	Butler, Jacqueline	Butler, Jacqueline	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
131039	Lab Biology	HS	Turley, Rose- Marie	Massimini, Geoffrey	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)

RATIONALE: Home Instruction required for Student

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

COST: \$35.00/Hour

ACCOUNT: # 11-150-100-101-03-0000-1

3. AFFIRMATIVE ACTION TEAM – 2011/2012 SCHOOL YEAR

NAME	SCHOOL
BISHOP, MARY	Lloyd Road Elementary
BUTLER, CHARLENE	Cliffwood Elementary
LEHMAN, DAVID	Ravine Drive Elementary
MONRO, CHRISTINE	Matawan Aberdeen Middle School
MALAVE, ROBERT	Matawan Regional High School
SAFCHIK, ELEANOR	Strathmore Elementary
COLE, WILLIAM	Community Member

RATIONALE: As per N.J.A.C.6A:7-1.5, each District Board of Education shall annually form an Affirmative Action Team to conduct a needs assessment and to assist the affirmative action office with the Comprehensive Equity Plan.

COST: None

EFFECTIVE DATE: September 1, 2011 – June 30, 2012 (2011/2012 School year)

4. MENTORS – 2011/2012 SCHOOL YEAR

NAME	SCHOOL
ROCCO, SANDRA	Cambridge Park Pre School
BOTTONE, NICOLE	Cliffwood Elementary
DITRE, JENNIFER	Lloyd Road Elementary
MINNECI, FRANCES	Lloyd Road Elementary
MESCAL, DEBRA	Matawan Aberdeen Middle School
Mc DEDE, MARIA	Matawan Regional High School
QUINN, KATHLEEN	Matawan Regional High School
SEGUI, JESSICA	Matawan Regional High School
MEANY, KAREN	Ravine Drive Elementary
MIZZI-ANDRIOLA, AMANDA	Ravine Drive Elementary
WYSHYNSKI, CHRISTINE	Ravine Drive Elementary
GROSS, MICHELE	Strathmore Elementary
SMITH, DEBORAH S. SMITH	Strathmore Elementary

RATIONALE: Provisional Teacher assumes total responsibility for paying the Mentor Teacher pursuant to NJAC6:11-3.2c
 EFFECTIVE: 2011/2012 School Year

5. HOME INSTRUCTORS –EXTENDED SCHOOL YEAR 2011/2012 SCHOOL YEAR

NAME	SCHOOL	SUBJECT
SCHNEIDER, ROGER	High School	Science

6. VOLUNTEERS – ACTIVITIES

NAME	ACTIVITY
HERNANDEZ, EDWARD	Football
JACKSON, WILLIAM	Football
MARTUCI, JOSEPH JR.	Football
SCOTT, RODNEY	Football

EFFECTIVE 2011/2012 School year

7. VOLUNTEERS (STUDENTS) TRANSPORTATION DEPARTMENT

NAME	ACTIVITY
KAESER, KEVIN	Transportation Department
KAESER, LAUREN	Transportation Department

EFFECTIVE 2011/2012 School year

8. **JOB DESCRIPTIONS – PERSONNEL ATTACHMENT #1**

- a. Accountant/Purchasing Supervisor
- b. Assistant to the School Business Administrator/Board Secretary
- c. Bookkeeper – Accounts Payable/Receivable
- d. Confidential/Executive Secretary to the Superintendent
- e. Confidential/Executive Secretary to the School Business Administrator/Board Secretary
- f. Payroll/Health Benefits Manager

9. **SUMMER SCHOOL ACTION ITEM 6/13/11**

Extended School Year Summer - 2011 (Personnel Attachment #2)

Motion by Ms. Hayward, seconded by Ms. Esposito to vote on Action Items #9 and #10 on the Personnel agenda.

UNANIMOUS VOTE:

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9*			

*Mr. Donaghue abstained from page 39 of 47 on Personnel Attachment #3, the Staffing Array.

10. **STAFF ARRAY ACTION ITEM 6/13/11**

2011/2012 STAFF ARRAY (Personnel Attachment #3)

X. FINANCE / TRANSPORTATION

Mr. Strimple reviewed the Finance agenda which the Board will act upon at the Action meeting on June 27, 2011.

- There was a discussion among the Board regarding the lease purchases, the food service firm and the surplus amount being moved to the reserves.

A. BUSINESS OPERATIONS

1. **Bills List for June, 2011.** (Available for review in Board Secretary’s Office)
POLICY: 3326 Payment for Goods and Services

May, 2011, Payroll		\$2,929,312.64
June, 2011, Bills List		
TOTAL:	\$	

2. **Transfer of Funds for May, 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 NJAC 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 May, 2011)** which is in agreement with the Board Secretary's Report. (Available for review in Board Secretary's Office)
POLICY: 3571 Financial Reports
4. **The Board Secretary's Financial Report for the month of May, 2011** as follows. (Available for review in Board Secretary's Office)
POLICY: 3571 Financial Reports

The Board of Education hereby accepts the Board Secretary's Financial Report for the month of **May, 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 **May 30, 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. **AUTHORIZATION TO PROCESS A 2010-2011 SUPPLEMENTAL BILL LIST**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education authorize the School Business Administrator to process a supplemental bill list dated June 30, 2011 to be approved at the July Board of Education Board meeting.

6. **WITHDRAW FROM NEW JERSEY STATE HEALTH BENEFITS PROGRAM FOR PRESCRIPTION DRUG COVERAGE**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education adopt the following resolution:

BE IT RESOLVED, the Matawan-Aberdeen Regional School District Board of Education hereby resolves to terminate its participation in the Local Prescription Drug Program thereby canceling prescription drug coverage provided by the New

Jersey State Health Benefits Program (N.J.S.A. 52:14-17.25 et seq.) for all its active employees.

We shall notify all active employees of the date of their termination of coverage under the program.

We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative prescription program.

We understand that this resolution shall take effect the first of the month following a 60 day period beginning with the receipt of the resolution by the State Health Benefits Commission.

7. ACCEPTANCE OF NJSBAIG SAFETY GRANT PROGRAM AWARD

It is recommended that the Matawan-Aberdeen Regional School district accept the 2011 Safety Grant in the amount of \$27,538.49 from the New Jersey School Boards Association Insurance Group.

8. AUTHORIZATION TO CREATE A MAINTENANCE RESERVE ACCOUNT AND TO TRANSFER CURRENT YEAR SURPLUS TO THE MAINTENANCE RESERVE ACCOUNT

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, there is a need to establish a Maintenance Reserve Account to be used to implement required maintenance of the school district's facilities, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Matawan/Aberdeen Regional Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Matawan/Aberdeen Regional Board of Education has determined that a not to exceed amount of \$300,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Matawan/Aberdeen Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

9. AUTHORIZATION TO TRANSFER CURRENT YEAR SURPLUS TO THE CAPITAL RESERVE ACCOUNT

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpected appropriations into reserve accounts during the month of June by Board resolution, and

WHEREAS, the Matawan/Aberdeen Regional Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Matawan/Aberdeen Regional Board of Education has determined that a not to exceed amount of \$300,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Matawan/Aberdeen Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

10. APPOINTMENT OF FOOD SERVICE MANAGEMENT FIRM

11. ESTABLISHMENT OF MEAL PRICES FOR THE 2011 – 2012 SCHOOL YEAR

12. PURCHASE OF TRUCK THROUGH STATE CONTRACT

It is recommended that the Matawan-Aberdeen Regional Board of Education authorize the purchase of a 2011 Ford F-350, 4WD, Regular Cab with snow plow at a price of \$30,592 in accordance with N.J.S.A. 18A:18A-10, the purchase of goods through State Contract. The vehicle is to be purchased from Warnock Automotive Inc., 175 Route 10, East Hanover, New Jersey. The State Contract Number for the purchase of this vehicle is A78848.

13. AWARD OF LEASE PURCHASE FINANCING

Bid to be received on June 14th.

B. TRANSPORTATION

1. TRANSPORTATION ROUTE RENEWALS FOR THE 2011-2012 SCHOOL YEAR

It is recommended that the Matawan-Aberdeen Regional School District Board of Education in accordance with N.J.A.C. 6A:27-9.13 renew the following contract routes for 2011-2012 school year after finding that the contracts are being implemented in an efficient manner and there is no increase in the contract costs.

RTE. #	DESTINATION	CONTRACTOR	# OF DAYS/ TRIPS	PER DIEM/ TRIP	EFFEC. DATE	COST
647	Lakeview	Barker Bus Co.	214	\$293.00 w/ aide	7/1/11- 6/30/11	\$62,702.00
648	Lakeview	Barker Bus Co.	214	\$293.00 w/ aide	7/1/11- 6/30/11	\$62,702.00
					Grand Total	\$125,404.00

**2. APPROVAL OF INTER-LOCAL AGREEMENT WITH ABERDEEN TOWNSHIP –
PURCHASE OF FUEL FOR THE 2011-2012 SCHOOL YEAR**

It is recommended that that the Matawan-Aberdeen Regional School District shall enter into an Inter-local Government Services Agreement with the Township of Aberdeen, pursuant to the provisions of NJSA 18A:20-22 and NJSA 40:8A-1, et seq., for the purposes permitted under the statutes, including, but not limited to the purchase of Non-Leaded Gasoline and Diesel Fuel from Matawan BP located on Highway 34 & Cambridge Drive, Aberdeen, NJ as set forth in Resolution No. 2011-65 approved on May 17, 2011 by the Township Council of the Township of Aberdeen.

3. AUTHORIZATION TO PURCHASE 54 PASSENGER TYPE ‘C’ SCHOOL BUS

It is recommended that the Matawan-Aberdeen Regional School District Board of Education authorize the purchase of one (1) 2012 Type “C” 54-passenger Diesel School Bus from H.A. DeHart & Son, Inc. Vehicle Type: C2 SAF-T LINER; Thomas/Freightliner Chassis C2 SAF-T LINER; Thomas/Body, for the amount of \$85,531.52 as determined by Middlesex Regional Educational Services

Commission Cooperative Pricing System 65MCECCPS School Bus Bid #10/11-39.

4. BUS EVACUATION DRILLS

In accordance with N.J.A.C. 6A:27-11.2 the Matawan-Aberdeen Regional School District organized and conducted emergency exit drills on the following dates:

Matawan High School on April 27, 2011 at 7:00 AM in the front bus loop for all routes, supervised by Principal Michele Ruscavage

Matawan-Aberdeen Middle School on May 17, 2011 at 8:00 AM in the rear bus loop for all routes, supervised by Principal Tyler Blackmore

Lloyd Road School on May 19-20, 2011 at 8:40 AM in the rear bus loop for all routes, supervised by Principal Patricia O’Keefe

Strathmore School on April 29, 2011 at 9:10 AM in the front bus loop for all routes, supervised by Principal Kelly Bera

Ravine Drive School on April 29, 2011 at 9:10 AM in the front bus loop for all routes, supervised by Principal Patricia Janover

Cliffwood School on May 6, 2011 at 9:10 AM in the front bus loop for all routes, supervised by Principal Brian Farrell

Cambridge Park School on May 6, 2011 at 8:40 AM in the front bus loop for all routes, supervised by Principal Wayne Spells

XI. PUBLIC COMMENTS RELATING TO ADDITIONAL CONCERNS

Mr. Franklin of 107 Aberdeen Road addressed the Board of Education on the following:

- Inquired to why the softball team’s scoreboard was not put up yet.

Kelly O’Sullivan of 40 Cross Road addressed the Board of Education on the following:

- Questioned if the “no more bullies or no more victims” intended for the bullies or the kids being bullied.

XII. UNFINISHED BUSINESS

Mr. Aitken would like the Board to adopt or review a sample policy for bus admissions.

XIII. NEW BUSINESS

Dr. Larchuk discussed the Board’s anti-bullying policy and noted that it needed to be sent to the County Executive Superintendent by September 1, 2011.

**XIV. EXECUTIVE SESSION – PERSONNEL –
(DISCUSSION OF 12 MONTH SALARIES),
NEGOTIATIONS and GRIEVANCES**

A motion by Mr. Aitken, seconded by Ms. Hayward, to enter into Executive Session for Personnel – (Discussion of 12 Month Salaries), Negotiations and Grievances.

The Board adjourned the public portion of the meeting at **9:12 PM**

The Board went entered into Executive Session for Personnel – (Discussion of 12 Month Salaries), Negotiations and Grievances at **9:13 PM**.

The Board exited Executive Session at **10:38 PM**.

The Board reconvened the public portion of the meeting at **10:39 PM**.

XV. ADJOURNMENT

A motion by Mr. Aitken, seconded by Mr. Donaghue.

RECOMMEND: That the meeting be adjourned. The Workshop meeting adjourned at **10:40 PM**.

UNANIMOUS VOTE:

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9			

Respectfully submitted,

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

APPROVED STAFF TRAVEL 2010 - 2011
06/27/11

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Gardner, Veronica	CO	07/08/11	The National Conference Center, Holiday Inn, East Windsor, NJ	One Day Transportation Supervisor's Conference	\$99.00	\$14.76	X	X	X	\$113.76	NO
O'Keefe, Patricia	LR	06/30/11	Jamesburg, NJ	NJPSA Leader to Leader Mentor Training	\$0.00	\$0.00	X	X	X	\$0.00	NO
Blackmore, Tyler	MA	08/11/11	Autism Speaks, Freehold, NJ	Understanding Autism	\$0.00	\$8.06	X	X	X	\$8.06	NO
									TOTAL	\$121.82	

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

JOB DESCRIPTIONS
PERSONNEL ATTACHMENT #1

- a. Accountant/Purchasing Supervisor
- b. Assistant to the School Business Administrator/Board Secretary
- c. Bookkeeper – Accounts Payable/Receivable
- d. Confidential/Executive Secretary to the Superintendent
- e. Confidential/Executive Secretary to the School Business Administrator/Board Secretary
- f. Payroll/Health Benefits Manager
- g. Director of Elementary Accountability
- h. Director of Secondary Accountability

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ACCOUNTANT – PURCHASING SUPERVISOR

QUALIFICATIONS:

1. Bachelor's Degree, CPA or MBA preferred
2. Requires knowledge of GAAP Accounting
3. Minimum three to five years Accounting experience
4. Knowledge of Microsoft Excel, Quicken, Word and PowerPoint required.
5. Familiarity with Systems 3000 a plus.

REPORTS TO: School Business Administrator/Board Secretary

PRIMARY FUNCTION:

To maintain all financial records of the school district in compliance with school audit, statutory and administrative code requirements. To prepare or assist in the preparation of all financial reports and reconciliations required by the School Business Administrator. To implement an efficient purchasing system for the school district.

TERMS OF EMPLOYMENT:

Twelve-month school year, unaffiliated position. Salary to be determined by the Board of Education based upon experience, knowledge, responsibility and job performance.

EVALUATION:

Annually, in accordance with Board policy.

RESPONSIBILITIES:

1. Assists in the preparation of the Application for State School Aid Report (ASSA).
2. Prepares a monthly reconciliation of the Board of Education bank accounts.
3. Enters cash receipts and encumbers purchase orders in the computer system.
4. Prepare and provide information to the school district auditor during the year and for the fiscal audit.
5. Performs a monthly internal audit on all student activity and athletic accounts. Reports finding to the School Business Administrator and Assistant to the School Business Administrator.

Job Description – Accountant – Purchasing Supervisor

6. Works with the Assistant to the School Business Administrator on the closing of the books at fiscal year-end including the preparation of outstanding order and reserve accounts to actual commitments.
7. Works with the Director of Special Services in monitoring out of district placements. Maintains a spread sheet documenting all payments during the year and the status of all students with regard to their attendance and tuition cost.
8. Implements a district wide purchasing program.
10. Advertise, prepare and mail, open and review all bid/quote packages for the district including all construction projects.
11. Maintain all bid and quote files.
12. Contact various state agencies for verification of State Contracts, Public Works Contractor Registration Act certifications, Prevailing Wage documents and insurance companies.
13. Maintain certified payroll, monthly manning, insurance certificates and Public Works Contractor Registration Act certifications for all contractors performing constructions work in the district.
14. Maintain Business Registration Certificate and Pay to Play files.
15. Prepare agenda for the Workshop and Board Meeting.
16. Fax Notice of Awards for Professional Services and Consultants after the Business Meeting.
17. Send award/regret to inform you/rejection letters to vendors after the Board of Education awards contracts.
18. Review Middlesex County Educational Services Commission and New Jersey State Contracts for the possibility of using shared service opportunities.
19. Establish relationships with local communities and other school districts pursuing the opportunity for shared services.
20. Prepare budget for Purchasing and all District Copy Machines in house and future purchases.
21. Educational Data Services, Inc. – Developed and will maintain the districts School and Use Report for the on-line ordering system.
22. Receive, breakdown and distribute purchase orders to Budget Managers, upon return of purchase orders put award on the agenda.

Job Description – Accountant – Purchasing Supervisor

23. Attempt to stay on top of invoices/payments to contractors for large construction projects so we are compliant with the Prompt Payment law.
24. Help with miscellaneous accounts payable problems.
25. Type purchase orders when necessary.
26. Review submitted purchase orders/requisitions; convert and commit then give to Accounts Payable to print. Check for compliance with Public School Contract Law and Chart of Accounts.
27. Works with the Supervisor of Buildings and Grounds in recording, invoicing, receiving building usage revenues. Sends letters to those organizations that are in arrears. Reports to the School Business Administrator when there is a significant delinquency.
28. Attends appropriate in-service programs.
29. Performs other duties as may be required by the School Business Administrator.

Adopted by Board:

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR.

QUALIFICATIONS:

1. BA in Business Administration or accounting or directly related area, with a concentration in Accounting (at least six courses) required. CPA - Certified Public Accountant license preferred.
2. At least two years public accounting experience or three years of corporate/governmental unit experience supervised by a controller or other financial officer.
3. Effective analytical ability and communication skills, both verbal and written, are required.
4. Diversified knowledge of personal computers, software (including Excel, Word, and Access) and MS DOS hardware/software. Familiarity with Network is desired.
5. Preference may be given for experience in school or public agency; or, an agency that deals with public school districts.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: School Business Administrator/Board Secretary

PRIMARY FUNCTION:

To maintain the financial records of the district efficiently, expeditiously and to the ultimate benefit of each student enrolled and to assist with the supervision of all positions in the Business Office to assure efficiency and accountability.

TERMS OF EMPLOYMENT:

Twelve-month school year, unaffiliated position. Salary to be determined by the Board of Education based upon experience, knowledge, responsibility and job performance.

EVALUATION:

Annually, in accordance with Board policy.

RESPONSIBILITIES:

1. Acts as general accountant and preserves all accounts, vouchers, and contracts relating to the school district.
2. Assists in the direction of all financial accounting.
3. Assists in setting up and controlling an encumbrance accounting system.
4. Provides accounting services essential to the preparation, administration, and control of the budget.

Job Description – Assistant to the School Business Administrator

5. Provides advance warning of potential over-expenditure of budgeted funds.
6. Assists in the preparation of and records the annual budget requirements for all departments and assists in the preparation of preliminary budget estimates. Attends Budget Committee Meetings on request of Business Administrator/Board Secretary.
7. Assists in the preparation of additional analyses required to understand the budget proposals.
8. Assists in the preparation and submission of Department of Education Budget materials.
9. Provides Assistance to the Payroll Manager in the preparation of payrolls, including deductions for withholding tax, pension, social security, Blue Cross/Blue Shield, major medical, life insurance, other health and dental insurance, and such other required salary deductions when needed.
10. Assists in the preparation and maintenance of all necessary earnings records, deduction records, and similar personnel payment records.
11. Serves as accountant for regular budget and all federal, state, and private projects approved by the Board.
12. Records tuition, rental, and other moneys due the Board, except moneys apportioned by the federal, state, or local government.
13. Assists in the maintenance of an effective inventory control and property accounting system
14. Assists in the preparation, entering, and recording of all disbursements of district funds.
15. Reviews all payroll authorization preparations and all related files.
16. Performs monthly reconciliation between the district's computer general ledger, Board Secretary's and Treasurer of School Monies' Reports.
17. Maintains GAAP chart of accounts.
18. Maintains separate bank accounts for the Athletic Funds, all Student Body Activity and other similar accounts.
19. Prepares or verifies all bank account reconciliation's monthly.
20. Deposits all miscellaneous revenue collected and renders a monthly report to the Board treasurer of the receipts during the preceding month.
21. Assists in the preparation of all reports that are the result of the accounting function.

Job Description – Assistant to the School Business Administrator

22. Assists in the preparation of financial and other budget reports at regular intervals.
23. Assists in the preparation of ASSA report as required by Board of Education.
24. Reports to the School Business Administrator on the accounting affairs of the district and recommends changes and improvements as necessary.
25. Examines and audits all accounts and demands against the Board.
26. Assists in the preparation for audit of all accounts and records annually by an independent certified public accountant selected by the Board.
27. Cooperates with the auditors and provides information to them as requested.
28. Maintains and improves professional competence via workshops, seminars, publications, etc.
29. Reviews account numbers/transfers with new personnel working with budgets/purchase orders.
30. Assists in the evaluation of all business office employees.
31. Carries out such other duties as may be assigned by the School Business Administrator/Board Secretary and/or designee.

Adopted by Board:

MATAWAN- ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

BOOKKEEPER – ACCOUNTS PAYABLE/RECEIVABLE

QUALIFICATIONS:

1. High School diploma or equivalent is required.
2. Knowledge of basic office procedures and office machines, including personal computers and peripherals.
3. Prior successful experience in area preferred.
4. Ability to work harmoniously with other employees and respect confidential information.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Knowledge of Systems 3000 is preferred.

REPORTS TO: School Business Administrator/Board Secretary and/or designee.

PRIMARY FUNCTION:

To perform all duties required of the accounts payable/receivable operations and to assist the School Business Administrator/Board Secretary to ensure the smooth and efficient operation of the business office.

TERMS OF EMPLOYMENT:

Twelve-month school year. In accordance with the terms of the Collective Bargaining Agreement between the Board of Education and the Matawan-Aberdeen Teacher's Association.

EVALUATION:

Annually, in accordance with Board policy.

RESPONSIBILITIES:

1. Researches and processes all purchase orders to be paid.
2. Maintains and updates all annual purchase orders (tuition, transportation, communications, etc).
3. Handles all inquiries regarding purchase orders, telephone calls, letters and faxes from vendors and companies seeking information and payment for services rendered; also all calls from departments/schools within the district.

Job Description – Bookkeeper – Accounts Payable/Receivable

4. Prepares a monthly bill list for approval at the Board of Education meeting, which includes checking each purchase order to be sure the essential parts are in the file to proceed to pay the purchase order:
 - Business Office Copy;
 - Receiving copy from school/office that ordered items. This is the proof of the receipt of an order.

VOUCHER/CERTIFICATION – Must be signed by vendor and returned to the district.

INVOICE – Indicates the items sent and the amount billed. It reflects the correct amount owed to the vendor.

5. Prepares and mails all checks from the monthly bill list. All addresses on checks must be verified for correctness.
6. Researches open purchase orders and sends vouchers to vendors to sign when they have not returned the original sent to them. Research also includes follow-up with departments/schools to be sure they return the necessary paperwork to proceed with paying bills.
7. Processes all accounts payable mail.
8. Tracks back orders and duplicate shipments.
9. Obtains up to date list of State contract vendors from State.
10. Prepares district order for paper and Xerox supplies.
11. Maintains and improves professional competence by attending workshops and in-service programs and by reading appropriate publications.
12. Reviews the invoice from Source 4 Teachers and verifies the charges.
13. Processes the invoices for the rental of district facilities.
14. Makes follow-up inquiries to organizations that rent district facilities and do not remit their payment in a timely fashion.
15. Assists the district's auditors by answering questions and providing them documents they request.
16. Works with Business Office staff in the periodic purging of district files.

Job Description – Bookkeeper – Accounts Payable/Receivable

17. Maintains an appropriately clean workstation and maintains organized files.
18. Carries out such other duties as may be assigned by the School Business Administrator/Board Secretary and/or designee.

Adopted by Board:

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

**CONFIDENTIAL EXECUTIVE SECRETARY
SUPERINTENDENT**

QUALIFICATIONS:

1. BA, AA, Professional School Diploma/Certificate is highly desirable; and high school diploma or equivalent is required.
2. Prior successful experience in area of application is desirable; and, five or more years of experience will be taken into account in consideration of point #1 above.
3. Effective analytical ability and communication skills, both verbal and written, are required.
4. Diversified knowledge of personal computers, software (including word processing and database management) is required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To assist the Superintendent with responsibility of completing assigned duties within the scope of assigned authority. Exercises initiative and sound judgment in dealing with members of the Board of Education, staff, students and community. Serves as coordinator of emergency responses between the Superintendent and Board of Education, staff, students and community. Establishes computerized formats for documents and information generated by central office administrators.

REPORTS TO:

Superintendent

TERMS OF EMPLOYMENT:

Twelve-month year; salary to be determined by the Board of Education, based upon experience, knowledge, responsibility, and job performance.

EVALUATION:

In accordance with Board policy and/or procedure on evaluation of secretarial/clerical personnel.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Assists Superintendent in all aspects of general administration including personnel, curriculum and instruction, special programs and community relations.
2. Promotes adherence to an appropriate chain of command and confidentiality; resolving parental inquiries and complaints by referring them to the appropriate resource.
3. Maintains office calendar, set and confirm attendance of the Superintendent at all meetings and events related to district.
4. Reports yearly enrollments for both Fall State Aid and annual closeout of State Student Registers, verifying figures for each school to the Department of Education.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

**CONFIDENTIAL EXECUTIVE SECRETARY
SUPERINTENDENT**

5. Collects and reports yearly statistics of the incidence of vandalism, violence and substance abuse to State Department of Education.
6. Maintains and updates computerized organizational chart of the district; calendar of events and meetings pertaining to the Board of Education.
7. Prepares draft letters of recommendation for staff and students for Superintendent's signature.
8. Disseminates materials and information to administrative staff, teaching staff, students and community.
9. Assists in keeping staff, administration and board members informed regarding regulations, procedures and changes pertaining to State reporting requirements.
10. Prepares correspondence for distribution for the Superintendent.
11. Maintains and improves professional competence via workshops, seminars, publications, etc. keeping abreast of new trends in software application and peripherals.
12. Carries out such other duties as may be assigned by the Superintendent or designee.

DATE ADOPTED BY BOARD: June 27, 2011

AGREED TO BY INCUMBENT: _____ DATE: _____

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

CONFIDENTIAL EXECUTIVE SECRETARY

TO THE

SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. BA, AA, Professional School Diploma/Certificate is highly desirable. High School diploma is required.
2. Prior successful experience in area of application required.
3. Expertise with computers in word processing, data entry, spread sheets – preferably with Microsoft.
4. Proficiency in typing, shorthand and machine transcription.
5. Effective analytical ability and communication skills, both verbal and written are required.
6. Strong organizational skills

REPORTS TO: School Business Administrator/Board Secretary

PRIMARY FUNCTION:

Assists the School Business Administrator/Board Secretary with the functions of the Business Office in completing assigned duties within the scope of assigned authority; assists in maintaining the responsibility for continuity of office operations in the absence of the School Business Administrator. To work with and assist the School Business Administrator/Board Secretary with their diversified job responsibilities; to help maintain an efficient office and to support the goals of the school district.

TERMS OF EMPLOYMENT:

Twelve month school year, unaffiliated position. Salary to be determined annually by the Board of Education based on experience, knowledge responsibility and job performance.

EVALUATION:

Annually, in accordance with Board policy.

Job Description – Confidential Executive Secretary

RESPONSIBILITIES:

1. Takes authorized action during the absence of the School Business Administrator/Board Secretary using initiative and judgment to see that matters requiring attention are referred to the appropriate delegated authority.
2. Maintains attendance records for the School Business Administrator and other staff in the Business Office.
3. Prepares the Finance/Transportation agenda by receiving information from the appropriate individuals.
4. Assembles/collates the agenda for all Board Meetings and makes sure they are distributed to the members of the Board of Education.
5. Insures that the Open Public Records Act Meeting notice is distributed according to Board policy.
6. Prepares and maintains the permanent record of Board proceedings in the Minute Books for Open Session Meeting and for Executive Session Meetings.
7. Receives all telephone call for the School Business Administrator and screens all calls.
8. Receives all visitors for the School Business Administrator. Makes all appointments for the School Business Administrator and coordinates all of their activities.
9. Handles all correspondence of the School Business Administrator and the Board of Education.
10. Coordinates appointments and scheduling for Board members when appropriate.
11. Maintains a regular filing system as well as a set of confidential files. Maintains a cross reference file for all correspondence. Purges files periodically.
12. Coordinates the regular purging of files in accordance with State regulations.
13. Maintains official files regarding all District contracts, minutes, title paerps, deeds, and all other documents to be kept on file.

Job Description – Confidential Executive Secretary

14. Implements all aspects of the child nutrition program under the direction of the School Business Administrator and the Assistant to the School Business Administrator including:

- the commodities program
- processing of invoices
- enrollment of students into the free and reduced lunch program
- income verification
- prepares for state audit and local audit
- maintains contact with food service company
- files free and reduced monthly statements
- implements the SNEARS Program
- audits the food service services cash receipts and reimbursement vouchers on a monthly basis

15. Assists the School Business Administrator with the annual school election.

16. Avails themselves to appropriate in-service programs.

17. Assists the School Business Administrator with the preparation of reports for the New Jersey Department of Education.

18. Takes dictation when appropriate.

19. Carries out such other duties as may be assigned by the School Business Administrator and/or designee.

Adopted By Board:

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

PAYROLL-HEALTH BENEFITS MANAGER

QUALIFICATIONS:

1. High School Graduate with experience in accounting and payroll.
2. Prior successful experience in area of application required.
3. Expertise with computers in data processing and spread sheets.
4. Effective analytical ability and communication skills.
5. Strong interpersonal skills.
6. Strong organizational skills.
7. Experience with Systems 3000, preferred.

REPORTS TO: School Business Administrator/Board Secretary

PRIMARY FUNCTION:

To manage and implement a payroll system for the school district attendant with all of the responsibilities connected with a payroll system. To prepare confidential financial information for the School Business Administrator in connection with negotiations with the professional associations. To manage the health benefits program for all district employees.

TERMS OF EMPLOYMENT:

Twelve month school year, unaffiliated position. Salary to be determined annually by the Board of Education based on experience, knowledge responsibility and job performance.

EVALUATION:

Annually, in accordance with Board policy.

Job Description – Payroll-Health Benefits Manager

RESPONSIBILITIES:

1. Maintains in an organized fashion all records relative to payroll as required by federal, state and board policy.
2. Review confidential personnel files and records for the purpose of calculating salaries, benefits, deductions and determining other information necessary for the payroll operation.
3. Institute a purging system and schedule in accordance with law.
4. Prepare and mail all correspondence relating to payroll and the management of the district's health benefits program.
5. Maintain all telephone communication pertinent to payroll and health benefits program.
6. Prepares payroll for all district employees in accordance with all federal and state laws, and in accordance with board policy.
7. Prepares a payroll summary each pay period for the Treasurer of School Monies..
8. At the direction of the School Business Administrator and/or the Superintendent of Schools, prepare confidential financial information and cost analysis in conjunction with the negotiations process.
9. At the direction of the School Business Administrator and/or the Superintendent of Schools, prepare confidential financial information and cost analysis in conjunction with the grievance process.
10. Prepare and reconcile monthly social security contribution report sent to the state.
11. Prepare and reconcile 941 report.
12. Prepare and reconcile the NJ 927 Report, the WR-30 Report and Multiple Worsite Report quarterly.
13. Reconcile and distribute W-2 forms annually: prepare and remit reconciliation forms to federal and state government.

Job Description – Payroll-Health Benefits Manager

14. Reconcile TPAF and PERS pension and contributory insurance quarterly reports; prepare checks and transmittal forms.
15. Annually determine voucher due dates for payroll.
16. Calculates all extra pay vouchers monthly and charges the payroll to the appropriate line item.
17. Enroll staff in automatic payroll program as well as the appropriate pension system.
18. Receive all W'4 forms for employees and maintain file.
19. Reconcile the payroll agency account, the payroll account and the unemployment account on a monthly basis and share with the Assistant to the School Business Administrator.
20. Working with the School Business Administrator encumbers payroll line items for the school year and monitors the balances in each line item on a monthly basis and reports to the School Business Administrator and Assistant to the School Business Administrator when there is a deviation.
21. Prepares all agency checks for proper agencies covering employee monthly deductions; update records each monthly for any employee changes, reconcile spread sheet monthly for deposits and payments of all agency checks.
22. Prepare all imputed income calculations.
23. Monitor and implement all workers' compensation claims.
24. Enrolls all staff into the district's health benefits program.
25. Monthly reviews the invoice from the providers to determine the accuracy of enrollment. Adds new enrollees and deletes those individuals not receiving benefits or leaving their position.
26. Creates the purchase order to pay health benefits providers.
27. Implements the district's COBRA program.
28. Implements the open enrollment period when offered.
29. Periodically attends appropriate in-service programs.

Job Description – Payroll-Health Benefits Manager

30. Be prepared to respond to auditor's requests.

31. Carries out such other duties as may be assigned by the School Business Administrator and/or designee.

Adopted By Board:

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY**

QUALIFICATIONS:

1. School Administrator Endorsement required.
2. Master's Degree required; additional degrees/coursework desirable.
3. Prior administrative experience at the appropriate level.
4. Demonstrated knowledge, skills, and abilities in communication skills.
5. Demonstrated knowledge, skills, and abilities in curriculum development, highly desirable.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To supervise and direct, on an on-going basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students; to assist the Superintendent substantially and effectively by providing leadership in developing, achieving and maintaining high-quality curricula and instructional activities; and to observe, evaluate and make recommendations to the Superintendent concerning the employment of building principals and other administrators for which responsibility is assigned by the Superintendent.

REPORTS TO:

Superintendent of Schools

SUPERVISES and EVALUATES:

Building Principals and other district staff assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Month Year; Salary to be determined by the Board of Education upon the recommendation of the Superintendent.

EVALUATION:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to make presentations to a variety of audiences. Ability to work collaboratively with others. Ability to interact effectively with a variety of people. Knowledge of group dynamics. Ability to lead groups to consensus. Ability to use conflict resolution strategies. Ability to analyze, interpret, and use data for decision making. Ability to make decisions based on relevant information. Ability to interpret test results and develop instructional programs to address program needs. Ability to plan, organize and establish priorities. Ability to use current technology in administration and instruction. Knowledge of local, state and federal policies which impact elementary school education. Knowledge of current trends, research and best practices in curriculum and instruction. Knowledge of effective schools concepts and principles. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of federal, state and district educational goals and standards. Ability to observe,

DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY

evaluate and make personnel recommendations concerning building principals and other staff for which responsibility is assigned.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate the development and implementation of performance standards for Elementary programs.
- * (2) Coordinate the development, implementation and evaluation of curriculum for Elementary programs.
- * (3) Ensure that educational programs are modeled after best practices.
- * (4) Implement the requirements of the No Child Left Behind Act (NCLB).
- * (5) Assist in the development of curriculum and learning activities to achieve district goals and state standards.
- * (6) Coordinate, monitor, and evaluate elementary programs.
- * (7) Coordinate the summer school program for elementary schools.
- * (8) Assist with the recruitment, employment, assignment, and evaluation of personnel.
- * (9) Oversee instructional technology and media services for elementary schools.
- * (10) Monitor test results and provide specific assistance to improve student performance.
- * (11) Coordinate the evaluation and selection of instructional materials, technology equipment and software.
- * (12) Assist in the development, utilization, revision and distribution of instructional program materials.
- * (13) Coordinate the school accreditation process.
- * (14) Assist with the annual update and implementation of the approved curriculum.
- * (15) Visit classrooms daily and participate in grade level staff meetings.
- * (16) Assist in the development of administrative guidelines for elementary programs.
- * (17) Assist in the development of policies for elementary education programs.
- * (18) Assist in revising program handbooks.
- * (19) Monitor the student database.
- * (20) Oversee categorical and special programs and grants for elementary programs.
- * (21) Supervise the grant application process to fund special programs.
- * (22) Assist school and district leaders in the planning, construction and renovation of School facilities.
- * (23) Observe, evaluate and make personnel recommendations concerning building principals and other staff for which responsibility is assigned by the Superintendent.

Communication and Delivery

- * (24) Coordinate program planning to involve district and school personnel, community representatives and students when appropriate.
- * (25) Collaborate with schools and district personnel to facilitate continuing systemic improvement in student performance.
- * (26) Work closely with district and school staff to support school improvement initiatives and processes.
- * (27) Coordinate the short and long-range planning process with elementary school administrators.
- * (28) Develop and monitor an articulation plan for elementary curriculum and instructional programs.
- * (29) Maintain a close working relationship with school personnel to ensure articulation of

DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY

programs and services.

- * (30) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (31) Assist in the interpretation of programs, philosophy and policies of the district to staff, Students and the community.
- * (32) Consult with business and community groups on educational and training needs.
- * (33) Keep the Superintendent informed of potential problems or unusual events.
- * (34) Provide information and advice to the Superintendent regarding the effective and efficient operation of elementary schools.
- * (35) Use effective positive interpersonal communication skills.
- * (36) Develop, maintain, and enhance school community relations and provide liaison among schools and school communities.
- * (37) Maintain a close working relationship with school administrators to ensure information exchange and coordination of effort for effective school operations.

Professional Growth and Improvement

- * (38) Assist in the coordination in placement of student interns from colleges and universities.
- * (39) Keep informed and disseminates information about current research, trends and best practices in elementary education.
- * (40) Maintain expertise in assigned areas to fulfill position goals and objectives.
- * (41) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (42) Assist in the development, implementation and evaluation of staff development activities.
- * (43) Form partnerships with administrators in a developmental growth process.
- * (44) Coach and/or mentor administrative and teaching staff.

Systemic Functions

- * (45) Promote the vision and mission of the district.
- * (46) Assist in implementing the district's goals, policies and strategic commitment.
- * (47) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- * (48) Ensure that school improvement initiatives are consistent with the district vision and mission.
- * (49) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (50) Develop and manage budgets as required.
- * (51) Serve on district, state or community councils or committees as assigned or appropriate.
- * (52) Represent elementary schools at district functions.
- * (53) Represent the district in a positive and professional manner.
- * (54) Assist principals, as needed, in the recruitment, selection, and placement of personnel.
- * (55) Assist in the transfer or assignment of personnel and programs at elementary level.
- * (56) Assist as needed in the recruitment, selection, placement and appraisal of school-based instructional personnel.
- * (57) Supervise assigned personnel, provide assistance, conduct performance appraisals and make recommendations for appropriate employment actions.
- * (58) Model and maintain high standards of professional conduct.

DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY

Leadership and Strategic Orientation

- *(59) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery of services and evaluation of services provided.
- *(60) Assist school personnel to identify program needs and to select appropriate materials and equipment.
- *(61) Assist school personnel in initiating and implementing new programs.
- *(62) Assist secondary school leaders with the development and implementation of school improvement plans.
- *(63) Involve principals in systematic and team approaches to school leadership and management.
- *(64) Assist schools in keeping abreast of state mandates, district initiatives, and opportunities for participation in grants or special programs.
- *(65) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(66) Oversee cooperative planning with other administrators.
- *(67) Perform other tasks consistent with the goals and objectives of this position as may be assigned by the Superintendent.
- *(68) Develops, implements and refines and is responsible for the evaluation of all elementary instructional programs in grades preK-5.
- *(69) Works with other Directors to coordinate the instruction and staff development of the district in order to implement a cohesive K-12 curriculum program for all students.
- *(70) Performs such other administrative tasks as may be assigned by the Superintendent or his/her designee.

*Essential Performance Responsibilities

DATE ADOPTED BY BOARD: _____

AGREED TO BY INCUMBENT: _____

DATE: _____

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

QUALIFICATIONS:

1. School Administrator Endorsement required.
2. Master's Degree required; additional degrees/coursework desirable.
3. Prior administrative experience at the appropriate level.
4. Demonstrated knowledge, skills, and abilities in communication skills.
5. Demonstrated knowledge, skills, and abilities in curriculum development, highly desirable.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

PRIMARY FUNCTION:

To supervise and direct, on an on-going basis, the translation of the District's educational philosophy, goals, and objectives into active terms that directly benefit students; to assist the Superintendent substantially and effectively by providing leadership in developing, achieving and maintaining high-quality curricula and instructional activities; and to observe, evaluate and make recommendations to the Superintendent concerning the employment of building principals and other administrators for which responsibility is assigned by the Superintendent.

REPORTS TO:

Superintendent of Schools

SUPERVISES and EVALUATES:

Building Principals and other district staff assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Month Year; Salary to be determined by the Board of Education upon the recommendation of the Superintendent.

EVALUATION:

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

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively, both orally and in writing. Ability to make presentations to a variety of audiences. Ability to work collaboratively with others. Ability to interact effectively with a variety of people. Knowledge of group dynamics. Ability to lead groups to consensus. Ability to use conflict resolution strategies. Ability to analyze, interpret, and use data for decision making. Ability to make decisions based on relevant information. Ability to interpret test results and develop instructional programs to address program needs. Ability to plan, organize and establish priorities. Ability to use current technology in administration and instruction. Knowledge of local, state and federal policies which impact Secondary school education. Knowledge of current trends, research and best practices in curriculum and instruction. Knowledge of effective schools concepts and principles. Knowledge of learning theory, program planning, curriculum development and management of instructional programs. Knowledge of federal, state and district educational goals and standards. Ability to observe,

DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

evaluate and make personnel recommendations concerning building principals and other staff for which responsibility is assigned.

PRIMARY/PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate the development and implementation of performance standards for Secondary programs.
- * (2) Coordinate the development, implementation and evaluation of curriculum for Secondary programs.
- * (3) Ensure that educational programs are modeled after best practices.
- * (4) Implement the requirements of the No Child Left Behind Act (NCLB).
- * (5) Assist in the development of curriculum and learning activities to achieve district goals and state standards.
- * (6) Coordinate, monitor, and evaluate Secondary programs.
- * (7) Coordinate the summer school program for Secondary schools.
- * (8) Assist with the recruitment, employment, assignment, and evaluation of personnel.
- * (9) Oversee instructional technology and media services for Secondary schools.
- * (10) Monitor test results and provide specific assistance to improve student performance.
- * (11) Coordinate the evaluation and selection of instructional materials, technology equipment and software.
- * (12) Assist in the development, utilization, revision and distribution of instructional program materials.
- * (13) Coordinate the school accreditation process.
- * (14) Assist with the annual update and implementation of the approved curriculum.
- * (15) Visit classrooms daily and participate in grade level staff meetings.
- * (16) Assist in the development of administrative guidelines for Secondary programs.
- * (17) Assist in the development of policies for Secondary education programs.
- * (18) Assist in revising program handbooks.
- * (19) Monitor the student database.
- * (20) Oversee categorical and special programs and grants for Secondary programs.
- * (21) Supervise the grant application process to fund special programs.
- * (22) Assist school and district leaders in the planning, construction and renovation of School facilities.
- * (23) Observe, evaluate and make personnel recommendations concerning building principals and other staff for which responsibility is assigned by the Superintendent.

Communication and Delivery

- * (24) Coordinate program planning to involve district and school personnel, community representatives and students when appropriate.
- * (25) Collaborate with schools and district personnel to facilitate continuing systemic improvement in student performance.
- * (26) Work closely with district and school staff to support school improvement initiatives and processes.
- * (27) Coordinate the short and long-range planning process with Secondary school administrators.
- * (28) Develop and monitor an articulation plan for Secondary curriculum and instructional programs.
- * (29) Maintain a close working relationship with school personnel to ensure articulation of

DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

programs and services.

*(30) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

*(31) Assist in the interpretation of programs, philosophy and policies of the district to staff, Students and the community.

*(32) Consult with business and community groups on educational and training needs.

*(33) Keep the Superintendent informed of potential problems or unusual events.

*(34) Provide information and advice to the Superintendent regarding the effective and efficient operation of Secondary schools.

*(35) Use effective positive interpersonal communication skills.

*(36) Develop, maintain, and enhance school community relations and provide liaison among schools and school communities.

*(37) Maintain a close working relationship with school administrators to ensure information exchange and coordination of effort for effective school operations.

Professional Growth and Improvement

*(38) Assist in the coordination in placement of student interns from colleges and universities.

*(39) Keep informed and disseminates information about current research, trends and best practices in Secondary education.

*(40) Maintain expertise in assigned areas to fulfill position goals and objectives.

*(41) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

*(42) Assist in the development, implementation and evaluation of staff development activities.

*(43) Form partnerships with administrators in a developmental growth process.

*(44) Coach and/or mentor administrative and teaching staff.

Systemic Functions

*(45) Promote the vision and mission of the district.

*(46) Assist in implementing the district's goals, policies and strategic commitment.

*(47) Develop annual goals and objectives consistent with and in support of district goals and priorities.

*(48) Ensure that school improvement initiatives are consistent with the district vision and mission.

*(49) Prepare or oversee the preparation of all required reports and maintain appropriate records.

*(50) Develop and manage budgets as required.

*(51) Serve on district, state or community councils or committees as assigned or appropriate.

*(52) Represent Secondary schools at district functions.

*(53) Represent the district in a positive and professional manner.

*(54) Assist principals, as needed, in the recruitment, selection, and placement of personnel.

*(55) Assist in the transfer or assignment of personnel and programs at Secondary level.

*(56) Assist as needed in the recruitment, selection, placement and appraisal of school-based instructional personnel.

*(57) Supervise assigned personnel, provide assistance, conduct performance appraisals and make recommendations for appropriate employment actions.

*(58) Model and maintain high standards of professional conduct.

DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

Leadership and Strategic Orientation

- * (59) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivery of services and evaluation of services provided.
- * (60) Assist school personnel to identify program needs and to select appropriate materials and equipment.
- * (61) Assist school personnel in initiating and implementing new programs.
- * (62) Assist secondary school leaders with the development and implementation of school improvement plans.
- * (63) Involve principals in systematic and team approaches to school leadership and management.
- * (64) Assist schools in keeping abreast of state mandates, district initiatives, and opportunities for participation in grants or special programs.
- * (65) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (66) Oversee cooperative planning with other administrators.
- * (67) Perform other tasks consistent with the goals and objectives of this position as may be assigned by the Superintendent.
- * (68) Develops, implements and refines and is responsible for the evaluation of all Secondary instructional programs in grades 6-12.
- * (69) Works with other Directors to coordinate the instruction and staff development of the district in order to implement a cohesive K-12 curriculum program for all students.
- * (70) Performs such other administrative tasks as may be assigned by the Superintendent or his/her designee.

***Essential Performance Responsibilities**

DATE ADOPTED BY BOARD: _____

AGREED TO BY INCUMBENT: _____

DATE: _____

PERSONNEL ATTACHMENT # 2

**EXTENDED SCHOOL YEAR and
CURRICULUM WRITING
SUMMER 2011 RECOMMENDATIONS**

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT
RECOMMENDATIONS FOR SUMMER 2011
June 13, 2011 Board of Education COW Meeting**

Special Education Extended Year Program

June 27, 2011 to August 4, 2011

Monday – Thursday

(Off July 4, 2011)

Preschool Disabled 9:30 AM to 11:30 AM
8:30 AM to 12:30 PM (full day PSD & elementary classes)

Personnel Attachment 2

Pre-School Disabled

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
1	Special Ed Teacher 13-422-100-101-11-0000-8 Sandy Rocco Susan Ripple	2	½ day 9:30 AM-11:30 AM	57.5 Each	\$40.00	\$4,600	CP
2	Special Ed Teacher 13-422-100-101-11-0000-8 Tara Hromyak Lauren Mastrangelo	2	Full day 8:30 AM-12:30 PM	103.5 Each	\$40.00	\$8,280	CP
3	Special Ed Teacher Sub 13-422-100-101-11-0000-8 Deborah Smith Michelle Johannsen Rachel Shaw	3	½ day & full day PSD	103.5 Each	\$40.00	N/A	CP
4	Instructional Assistant 13-422-100-106-11-0000-8 Lisa Brown - 1/2 day Mary Sansone - 1/2 day Valerie Dhume - full day Ryan Moore - full day Melina Osmanovic - full day Jacqueline Kruzik - full day	2 4	½ day program Full day	57.5 Each 103.5 Each	Per diem	\$13,800	CP
5	Instructional Assistant Sub 13-422-100-106-11-0000-8 Sharon Collins Corinne Wietecha Ermina Radonic	3	½ & full day Program	103.5 Each	\$10.00 Per hr	N/A	CP

Special Education Self-Contained Classes

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
6	Special Education Teacher 13-422-100-101-11-0000-8 Michele Sioane Stephanie Kaiser Susan Generoso Hollie Morrison Kristen Fisco	5	SE Classes AUT, MD, CI, 8:30 AM-12:30 PM	103.5 Each	\$40.00	\$20,700	CP

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
7	Special Ed Teacher Sub 13-422-100-101-11-0000-8 Rachel Shaw Michele Johannsen Tara Barry Deborah Smith Andrea Longo Theresa Zimmer	6	SE Classes AUT,MD,CI 8:30 AM-12:30 PM	103.5 Each	\$40.00	N/A	CP
8	Special Education Teacher 13-422-100-101-11-0000-8 Kathleen Redzinak Meghan Fiorino Casey Jennings Ed Barrett	4	SE Classes AUT,MD, CI, LLD, MAMS 8:30 AM-12:30 PM	103.5 Each	\$40.00	\$16,560	HS
9	Instructional Assistant 13-422-100-106-11-0000-8 Mary Cannella Mary L Yourth Beth Letowsky Latieffa Mackey Frank Banafato Brittany Barnes Caroline Incorvia Grace Uriarte Deborah Harnett Denise Zitzman Penny Rigby Mary Ann Folchetti	12 -	SE Classes AUT, MD, CI, LLD 8:30 AM-12:30 PM	103.5 Each	Per diem	\$27,000	HS
10	Instructional Assistant Sub 13-422-100-106-11-0000-8 Michele Maida Sharon Collins Corinne Wietecha Tara Barry Ermina Radoncic	5	SE Classes AUT,MD,CI,LLD 8:30 AM-12:30 PM	103.5 Each	\$10.00 Per hr	N/A	HS
11	Speech Therapist (Shared) 11-000-216-104-11-0000-8 Doreen Molinari Leigh Munck	2	PSD,LLD,AUT, CI, MD 8:30 AM-12:30 PM	90 Each	\$50.00	\$9,000	CP/HS
12	Nurse 11-000-213-104-11-0000-8 Vacancy	1	PSD & Elementary 8:30 AM-12:30 PM	103.5	\$40.00	\$4,140	CP
13	Nurse (additional hrs @ HS) 11-000-213-104-11-0000-8 Donna Godowski (sub Cathy Mallozzi)	1	Special Ed/Summer Theater Workshop (Additional Hours for HS nurse Wk of 8/1- 8/5/2011 8:30 AM-12:30 PM Additional Hours for HS 1 hr per day)	150 (24 hours + 20 hours)	\$40.00	\$6,000	HS
14	Wilson Reading Teacher 13-422-100-101-11-0000-8 Barbara Lyttle	1	Elementary school	50	\$40.00	\$2,000	HS

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
15	Wilson Reading Teacher 13-422-100-101-11-0000-8 Kathleen Joyce	1	Middle School	50	\$40.00	\$2,000	HS
16	Behaviorist 11-000-216-104-11-0000-8 Andrea Trezza	1	AUT, CI, PSD, LLD, MD Classes	50	\$40.00	\$2,000	CP/HS
17	Teacher of the Deaf 13-422-100-101-11-0000-8 Alecia Fehley	1	Pre-school disabled Class	9	\$40.00	\$360	CP
18	Lindamood Bell 13-422-100-101-11-0000-8 Kathleen Joyce	1	Middle School	50	\$40.00	\$2,000	MS

Guidance
Dates TBD

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
19	Student Personnel Services(MS) 11-000-218-104-40-2103-8 Sam Turner Mary Donnelly Kathleen Feen		Hours to be shared at the discretion of the principal	56 Total	\$40	\$2,240	MS
20	Student Personnel Services(HS) 11-000-218-104-30-2103-8 Pam Main Ellen Ninger Harvey Leuin Kathleen Feen Florence DeCosta		Hours to be shared at the discretion of the principal	100 Total	\$40	\$4,000	HS

Summer Athletics
Dates TBD

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
21	Teacher 11-402-100-101-30-0000-1 Sam Turner Eddie Hernandez <u>Alternates</u> Kathy Feen Dylan Tarrazi	2	Weight Training (Shared Hours)	70 Shared	\$40	\$2,800	HS

ESL
June 27, 2011 to July 28, 2011
Monday – Thursday
Week of July 4, Tuesday – Friday

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
23	ESL Teacher (June 27-July 28) 8:30 – 11:00 AM Monday-Thursday 20-275-100-101-00-0000-1 Isabel Spaur Tim Spaur	2	ESL Program @HS	47.5 hours each	\$40.00	\$3,800	District Wide

Elementary Curriculum Writing/Development
Dates TBD

Posting #	Position	Staff	Activity	Max Hours	Cost/Hr	Total Cost	School
24	Reading Curriculum Committee for Grades 3-5 11-000-221-104-04-0000-9 Jennifer Ditre Theresa Zimmer Lauren Paris Lauren Vasile Kathryn Hausmann JoAnn Nocera	6	Includes teacher training and planning; curriculum writing; coordination of resources; development of assessments to reflect aspects of a Reader's Workshop framework	20 Each	\$20	\$2,400	CO
25	Reading Curriculum Committee - Lead Curriculum Writer for Grades 3-5 11-000-221-104-04-0000-9 Raquel Colao	1	Includes teacher training and planning; curriculum writing; coordination of resources; development of assessments to reflect aspects of a Reader's Workshop framework	150	\$20	\$3,000	CO
26	Science/Social Studies Curriculum Committee for Grades 3-5 11-000-221-104-04-0000-9 Nancy Flynn Jennifer Ditre Lauren Paris Theresa Zimmer Michele Gross Amanda Mizzi-Andriola	6	Includes teacher training and planning, curriculum mapping/sequencing; integration of new standards	12 Each	\$20	\$1,440	CO
27	Math Curriculum/ Assessment Committee for Grades K-5 11-000-221-104-04-0000-9 Eileen Brophy Elissa Varricchio Adrienne Scheuing Michele Gross Amanda Mizzi Andriola	5	Modify unit assessments; develop computation assessments; integrate new standards	20 Each	\$20	\$2,000	CO
28	Technology Curriculum Committee for Grades K-5 11-000-221-104-04-0000-9 JoAnn Nocera Barbara Wolf	2	Develop technology project resource guide for whole group technology projects	20 Each	\$20	\$800	CO

Middle School/High School Curriculum Writing/ Development
Dates TBD

<i>Posting #</i>	<i>Position</i>	<i>Staff</i>	<i>Activity</i>	<i>Max Hours</i>	<i>Cost/Hr</i>	<i>Total Cost</i>	<i>School</i>
29	High School –US History I Honors 11-000-221-104-04-0000-9 Louise Wegrzyn Michelle Lambly	2	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	15 Each	\$20	\$600	CO
30	High School –US History II Honors 11-000-221-104-04-0000-9 Heather Kaiser Michelle Lambly	2	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	15 Each	\$20	\$600	CO
31	High School - AP Economics 11-000-221-104-04-0000-9 Michael Craparo	1	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	30	\$20	\$600	CO
32	High School -- AP Statistics 11-000-221-104-04-0000-9 Katy Fricovsky	1	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	30	\$20	\$600	CO
33	High School – AP Computer Science 11-000-221-104-04-0000-9 Katy Fricovsky	1	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	30	\$20	\$600	CO
34	High School – AP French 11-000-221-104-04-0000-9 Coleen Petro	1	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	30	\$20	\$600	CO
35	High School – AP Italian 11-000-221-104-04-0000-9 Tara Lisciandro	1	Includes teacher training and planning, curriculum writing and sequencing, mid term and final exams	30	\$20	\$600	CO
36	Technology Curriculum Committee for Grades 6-12 11-000-221-104-04-0000-9 Zachary Gross Maria McDede Jessica Emili Dylan Tarrazi	4 (2 from MS; 2 from HS)	Develop technology project resource guide for whole group technology projects	10 Each	\$20	\$800	CO

Thursday, June 09, 2011

PERSONNEL ATTACHMENT # 3

2011/2012 SCHOOL YEAR

STAFF ARRAY

**Central Office Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
Healy, David M.	1.00	Superintendent of Schools	0102	N/A	
Patrick Piegari, Ed.D	1.00	Interim Deputy Superintendent	0120	N/A	
Schweitzer, Robert	1.00	Director of Special Services	0524	Non-tenured	6/9/2012
Sheard Debra, Ed.D	1.00	Director of Middle School and Secondary School Accountability	0504	Non-tenured	8/18/2013
Spells, Wayne	0.40 0.60	Principal Cambridge Park Pre School Director of Special Programs	0599 0231	Tenured	
Strimple, James H. Jr.	1.00	Interim School Business Administrator/Board Secretary	0112	N/A	
Zitarosa, Jessie	1.00	Director of Elementary School Accountability	0503	Tenured (Tenure-Other)	
Administrative Support					
VACANCY	1.00	Confidential Secretary – Superintendent	9300		
Iugokenski, Carol	1.00	Secretary Transportation	9300	Tenured	
Folchetti, Mary Ann	1.00	Personal Aide – Holmdel Autistic Program	9150	N/A	
Gallagher, Darlene	0.50	Communications Officer/Community Liaison P/T	9258	N/A	
Gaiimo, Mary	1.00	Secretary Technology	9300	Tenured	
VACANCY La Milia	1.00	Accountant	9000	N/A	
Monaco, Angela	1.00	Secretary Child Study Team/ Cambridge Park	9300	Tenured	
Palumbo, David	1.00	Assistant to the School Business Administrator/Assistant Board Secretary	9000	N/A	
Pellicione, Harriet	1.00	Secretary Child Study Team	9300	Tenured	
Puleo, Carla	1.00	Confidential Secretary Human Resources	9300	Tenured	
Randazzo, Catherine	1.00	Administrative Assistant/Confidential Secretary Human Resources	9300	Tenured	
Reed, Darla	1.00	Payroll	9300	Non-tenured	7/2/2013
Rigney, Penny	1.00	Personal Aide – Holmdel Autistic Program	9150	N/A	

**Central Office Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date	
Educational Services						
Burge, Micah	1.00	Psychologist II	CL/MA/RD	3116	Non-tenured	10/27/2012
Colao, Raquel	1.00	Reading & Writing Coach/Teacher	CL/LR/RD/ST	1001	Non-tenured	10/27/2012
VACANCY (Dill-Oppito)	1.00	CST Social Worker	CP/ST	3117	Tenured	
Fox, Karen	1.00	Speech Therapist	RD	3120	Tenured	
Gallo, Maria	1.00	CST Social Worker	HS/LR	3117G	Tenured	
Gumina, Linda	1.00	Speech Therapist	ST	3120	Tenured	
Hitchman, Marie	1.00	Substance Abuse Coordinator/Social Worker	HS/MA	3121	Tenured	
Hollinger, Jessica	1.00	LDT/C	HS/LR	3118G	Tenured	Maternity Leave 9/1/11 - 12/22/11
Khugman, Rivkeh	1.00	Speech Therapist	MA/CP/HS	3120	Non-tenured	11/17/2012
Lukenda, Elaine	1.00	Psychologist	CP/ST	3116	Tenured	
Molinari, Doreen	1.00	Speech Therapist	CP	3120	Tenured	
Munck, Leigh	1.00	Speech Therapist	LR	3120	Tenured	
Pearsall, Susan	1.00	Psychologist	HS/LR	3116	Non-tenured	12/11/2013
Petillo, Jennifer	1.00	LDT/C	CP/ST	3118G	Non-tenured	9/2/2011
Reigelsperger, Laura	1.00	CST Social Worker	MA/CL/RD	3117G	Tenured	
Ritchie Amy <i>Formerly: Gallagher</i>	1.00	Speech Therapist	CL	3120	Tenured	
Trezza, Andrea	1.00	Behaviorist	CL	9602	N/A	
West, Beverly	1.00	LDT/C	MA/CL/RD	3118G	Tenured	
Miscellaneous						
Jannarone, Kenneth	0.10	Treasurer School Monies		9000	N/A	
Jennifer D. Engel, M.D., F.A.A.P Bayshore Pediatric Association		School Physician			N/A	

**Central Office Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	<i>Office Use Only AC</i>	Status	Tenure Date
OPERATIONS & MAINTENANCE SUPPORT					
Buffa, Thomas	1.00	Supervisor of Operations & Maintenance	9400	N/A (Black Seal)	
Cotter, Shawn	1.00	Mechanic	9500	N/A (Black Seal)	
Hamzic, Hido	1.00	Mechanic	9500	N/A (Black Seal)	
Matos, Silvino	1.00	Mechanic	9500	N/A	
Vitolo, Anthony	1.00	Mechanic	9500	N/A	
West, Jai	1.00	Mechanic	9500	N/A	

Central Office Administration
Support Services Staffing Array

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
TECHNOLOGY					
FARLEY, GREG, Ed.D	1.00	Director of Technology	9300	N/A	
Dugal, Kevin	1.00	Information Systems Operations Manager	9200	N/A	
TRANSPORTATION					
Barkawitz, Edward	0.50	Bus/Van Driver P/T	9400	NA	
Bloomer, Kathleen	1.00	Bus/Van Driver	9400	N/A	
Bunzel, Richard	1.00	Bus/Van Driver	9400	N/A	
Cinquegrana, Susan	1.00	Bus/Van Driver	9400	N/A	
Conte, Loretta	0.50	Bus/Van Driver P/T	9400	N/A	
Debek, Ewa	1.00	Bus/Van Driver	9400	N/A	
Dela Rosa-Hona, Lara	0.46	Transportation Assistant P/T	9400	N/A	
Fineran, Heather	0.46	Transportation Assistant P/T	9400	N/A	
Fineran, Melissa	1.00	Bus/Van Driver	9400	N/A	
GARDNER, VERONICA	1.00	Transportation Coordinator	9400	N/A	
Hampton, Mary	1.00	Bus/Van Driver	9400	N/A	
Ifantis, Stavros	1.00	Bus/Van Driver	9400	N/A	
Jones, Hazel	0.80	Transportation Assistant	9400	N/A	
Kaeser, Regina	1.00	Bus/Van Driver	9400	N/A	
Kosbab, Kelli	1.00	Bus/Van Driver	9400	N/A	
Kostelnik, Karen	0.46	Transportation Assistant P/T	9400	N/A	
VACANCY (Lawrence)	1.00	Bus/Van Driver	9400	N/A	
Logue, Doreen	1.00	Bus/Van Driver	9400	N/A	
Maltese, Ronald	0.50	Bus/Van Driver P/T	9400	N/A	
Merz, Christine	1.00	Dispatcher/Sub-Bus/Driver	9400	N/A	
Minue, Patricia	1.00	Bus/Van Driver	9400	N/A	
Nazarian, Gregory	1.00	Bus/Van Driver	9400	N/A	
Nazarian, Gloria	0.46	Transportation Assistant P/T	9400	N/A	
Northington, Cleo	1.00	Bus/Van Driver	9400	N/A	

Central Office Administration
 Support Services Staffing Array

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
O'Leary, Grace	0.46	Transportation Assistant P/T	9400	N/A	
Pisarczyk, Margaret C.	1.00	Bus/Van Driver	9400	N/A	
Ramsey, Holly	1.00	Bus/Van Driver	9400	N/A	
Raymond, Diana	0.46	Transportation Assistant P/T	9400	N/A	
Reinhold, Catherine	1.00	Bus/Van Driver	9400	N/A	
Robles-Arroyo, Vanessa	0.46	Transportation Assistant P/T	9400	N/A	
Rosoff, Jenny	0.46	Transportation Assistant P/T	9400	N/A	
San Martin, David	0.46	Transportation Assistant P/T	9400	N/A	
Sturt, Frank	1.00	Bus/Van Driver	9400	N/A	
Thomas, Corine	0.50	Bus/Van Driver P/T	9400	N/A	
Zeller, Kerri	1.00	Bus/Van Driver	9400	N/A	

Central Office Administration
Support Services Staffing Array

2011/2012 School Year

X-Retiring/Resigning Staff					
<i>Name</i>	<i>Location</i>	<i>Reason</i>	<i>Effective</i>	<i>BOE Approval</i>	
Burkhardt, Patrice	MA	Retirement	06/30/11	05/03/11	
Cavise, Sherry	MA	Retirement	06/30/11	03/28/11	
DeLuca, Margaret	CO	Resignation	03/11/11	02/28/11	
DeSilvestri, Rosalie	ST	Retirement	06/30/11	04/11/11	
Dill-Oppito	CO	Retirement	06/30/11	05/03/11	
Dix, Rhona	RD	Retirement	06/30/11	02/28/11	
D'Onofrio, Dawn	HS	Resignation	06/30/11	06/27/11	
Homoky, Michael	CO	Retirement	04/29/11	02/28/11	
Kahaly, Vanessa	CL	Resignation	06/30/11	06/13/11	
Mattern, Patricia	MA	Retirement	06/30/11	03/23/11	
Nadel, Mitzi	ST	Retirement	04/29/11	03/28/11	
Perri, Patricia	ST	Retirement	06/30/11	05/03/11	
Phillips, Patricia	HS	Retirement	06/30/11	05/03/11	
Rardin, Susan	CL/CP	Retirement	06/30/11	05/23/11	
Roth, Matthew	HS	Resignation	06/30/11	05/03/11	
Schneider, Roger	HS	Resignation	06/30/11	06/13/11	
Ugliodoro, Joseph	MA	Resignation	07/24/11	06/13/11	
Z-Leaves of Absence					
<u>Name</u>	<u>Loc</u>	<u>Position/Type of Leave</u>	<u>Duration of Leave</u>	<u>Tenure Status</u>	<u>BOE Approved</u>
Baumert, Deana	MA	Teacher - ML/FMLA	03/30/11 - 06/22/11	Non-tenured	3/28/11
Barsi, Jennifer	ST	Teacher - ML/FMLA	02/22/11 - 06/22/11	Tenured	09/02/11
Buonomo, Teresa	MA	Teacher - ML/FMLA	02/24/11 - 12/09/11	Non-tenured	3/28/11
Conrad, Christina	MA	Teacher - ML/FL	12/6/10 - 02/28/11	Non-tenured	10/25/10
Cullen, Melissa	ST	Teacher - ML/FL/PL	09/1/10 - 06/30/11	Tenured	05/24/10
Di Giovanni, Donna	CL	Teacher - ML/FMLA Teacher - Personal Leave	04/26/11 - 06/22/11 09/01/11 - 06/30/12	Tenured	01/24/11 06/13/11
Fiorilli, Christina	MA	Teacher - ML/FMLA	03/21/11 - 06/22/11	Tenured	02/28/11 3/28/11
Harrington, Meghan	MA	Teacher - ML/FMLA	04/15/11 - 06/22/11	Tenured	02/28/11 3/28/11
Herman, Carolyn	LR	Teacher - ML	05/23/11 - 06/22/11	Tenured	02/28/11
Hollinger, Jessica	CO	LDT/C	09/01/11 - 12/22/11	Tenured	05/23/11
Lenge, Tatiana	MA	Teacher - ML/FL/PL	10/25/10 - 06/30/11 09/01/11 - 12/15/11	Tenured	10/25/10 06/27/11
Loeb, Paul	MA	Teacher - FMLA	01/03/11 - 03/04/11	Tenured	01/24/11 02/28/11
Maroldo, Shannon	MA	Teacher - ML/FMLA	03/21/11 - 10/21/11	Tenured	01/24/11
O'Brien, Denise	ST	Support - ML/FMLA	04/01/11 - 11/23/11	N/A	01/24/11
Patterson, Cori	LR	Teacher - ML/FL	10/11/10 - 03/18/11	Tenured	07/26/10
Peterson, Ellen	CL	Teacher - ML/FL/PL (2)	09/01/10 - 06/30/11	Tenured	05/24/10
Pisani, Laura	HS	Teacher - ML/FL	09/12/11 - 03/02/12	Tenured	05/23/11
Ritchie, Amy <i>Formerly: Gallagher</i>	CL	Speech Therapist - ML/FLMA	09/20/10 - 06/03/11	Tenured	01/24/11 2/28/11 3/28/11
Russo, Susan	CL	Teacher - ML/FMLA	01/13/11 - 05/11/11	Tenured	12/20/10
Schneider, Liza	ST	Teacher - ML/FMLA	04/01/11 - 06/22/11	Tenured	02/28/11 3/28/11
Wegrzyn, Louise	HS	Teacher - ML/FMLA	02/14/11 - 06/30/11	Tenured	12/20/10

Central Office Administration
Support Services Staffing Array

2011/2012 School Year

Wilson, Tara	MA	Teacher - MDL	02/1/11 - 06/30/11	Tenured	10/25/10
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**Matawan Regional High School Administration –
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
Ruscavage, Michele	1.00	Principal	0201	Tenured Tenured- Other	
Liotti, Frank	1.00	Assistant Principal	0202	Tenured	
Martucci, Joseph	1.00	Director of Athletics/Assistant Principal	0526	Tenured	
Scesney, Debra	1.00	Assistant Principal	0202	Tenured	
Wells, Michael	1.00	Assistant Principal	0202	Non-tenured	7/22/2014
Administrative Support					
VACANCY	0.61	Hallway Safety & Security Monitor	9400	N/A	
Banafato, Frank	1.00	Instructional Assistant Personal Aide Autistic Class	9100	N/A	
Carrante, Marlene	1.00	Instructional Assistant BD Class	9100	N/A	
Coccio, Isabelle	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
Edelstein, Joy	1.00	Instructional Assistant Personal Aide Resource Program	9100	N/A	
El-Rehawy, Magdy	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
Failla, Francine	1.00	Secretary	9300	Tenured	
Georgalas, Florence	1.00	Secretary	9300	Tenured	
Harris, Darryl	1.00	Hallway Safety & Security Monitor	9400	N/A	
Jackson, William	0.61	Hallway Safety & Security Monitor P/T	9400	N/A	
Lambert, Elizabeth	1.00	Secretary	9300	Non-tenured	1/7/2012
Mackey, Latieffa	1.00 0.38 O/L	Instructional Assistant Autistic Class	9100	N/A	
Perullo, Diane	1.00	Instructional Assistant CI Class	9100	N/A	
Prinzi, Maria	1.00	Secretary	9300	Tenured	
Reingle, Patricia	1.00	Secretary – 10 Months	9300	Tenured	
Schoen, Peggy	1.00	Secretary Child Study Team	9300	Tenured	
Turner, Samuel	1.00	AEP (Alternative Education Period)	9100	Tenured (Other)	
Walling, Linda	1.00	Instructional Assistant-Resource Program	9100	N/A	
Weissman, Linda	0.60 0.40	Secretary - Media Center High School Secretary – Media Center MAMS	9300	Tenured	

**Matawan Regional High School Administration –
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Williams, Deveen	1.00	Instructional Assistant BD Class	9100	N/A	
Zanghi, Nancy	1.00	Secretary	9300	Tenured	

CHARTWELLS

	Hours		
Rotunno, Barbara	3.5	Chartwells Cafeteria Aide	N/A
Ruiz, Lucy	3.5	Chartwells Cafeteria Aide	N/A

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Business					
Deegan, David	0.20	Computer Applications/Academy Computer Applications	1962	Tenured	
	0.30	Digital Photography			
	0.20	Desktop Publishing & Presentation			
	0.10	Computer Applications			
	0.20	Community Service/Work Study			
Mickley, Geraldine	0.10	Academy Intro to Marketing/Intro to Marketing	1300	Tenured	
	0.10	Business Administration Management			
	0.10	Law for Business			
	0.20	Academy Accounting/Accounting 1			
	0.10	Computer Applications			
	0.10	Entrepreneurship			
	0.10	Academy Senior Seminar			
0.10	Academy Investment/Personal Finance				
Educational Services					
De Costa, Florence	1.00	SPS Guidance Counselor	3101	Tenured	
Feen, Kathleen	1.00	SPS Guidance Counselor	3101	Tenured	
Gallo, Maria	0.50	CST – Social Worker High School	3101	Tenured	
	0.50	CST – Social Worker Lloyd Road			
Godowski, Donna	1.00	School Nurse	3114	Tenured	
Gross, Zachary	1.00	Educational Media Specialist	3105	Non-tenured	9/2/2013
Hitchman, Marie	0.80	Substance Abuse Coordinator/Social Worker	3121	Tenured	
	0.20	MA – SAC/Social Worker			
Hollinger, Jessica	0.50	LDT/C High School	3118G	Tenured	Maternity Leave 9/1/11 – 12/22/11
	0.50	LDT/C Lloyd Road			
Klugman, Rivkeh	0.05	Speech Therapist HS	3120	Non-tenured	11/17/2012
	0.50	Speech Therapist MAMS			
	0.45	Speech Therapist CP			
Leuin, Harvey	1.00	SPS Guidance Counselor	3101	Tenured	

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Main, Pamela	1.00	SPS Guidance Counselor	3101	Tenured	
Mallozzi, Catharina	0.60 P/T	School Nurse	3114	N/A	
Ninger, Ellen	1.00	SPS Guidance Counselor	3101	Tenured	
Pearsall, Susan	0.50 0.50	Psychologist High School Psychologist Lloyd Road	3116	Non-tenured	12/11/2013
ESL					
Blodgett, Madeleine	0.22 0.78	ESL High School ESL MAMS	1485	Tenured	
Fine Arts – Art					
Barbato, Gerarda	0.60 0.40	Ceramics Intro Creative Art	1200	Tenured	
nes, Barbara	0.20 0.20 0.60	Advanced Art Art Majors Pro 1&2 and Art Majors Advanced Pro 2 Drawing	1200	Tenured	
Hor, Brock	0.20 0.10 0.10 0.20 0.20 0.10 0.10	Ceramics Digital Art I Digital Art 2 Graphic Design Web Design 1 Web Design 2 Digital Photo	1200	Tenured	
Pickens, Samuel	0.20 0.80	Advanced Ceramics Ceramics	1818	Tenured	
Fine Arts – Music					
Hensel, Christopher	0.40 0.20 0.20 0.20	4/5 Band Instrumental Lessons Theory & Harmony/Academy Music Theory 1&2 Academy Instrumental Music	2110	Non-tenured	9/2/2013

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Moreno, Vanessa	0.20 0.60 0.20	Academy Vocal Music Concert Choir Vocal Lessons	2130	Non-tenured	9/2/2011
Language Arts					
Bauwens, Gail	0.20 0.40 0.20 0.20	Academy Workshop & Play Production Oral Communication Performing Arts 1/Academy Performing Arts 1 Performing Arts 2/Academy Performing Arts 2	1401	Tenured	
Castelli, Courtney	0.20 0.60 0.20	AP Language & Composition English 3 Level 1 English 2 Honors	1401	Tenured	
Fegan, Amber	0.60 0.20 0.20	English 1 Level 1 English 1 Level 2 ICR English 1 Honors	1401	Tenured	
Furman, Jessica	0.40 0.20 0.20 0.20	English 1 Level 1 English 1 Level 2 ICR English 2 Level 1 English 1 Honors	1401	Tenured	
Malave, Robert	0.40 0.20 0.40	English 3 Honors English 4 Level 2 English 3 Level 2	1401	Tenured	
Maroldo, Shannon	0.40 0.20 0.20 0.20	English 3 Level 1 English 3 Level 2 English 3 Level 2 ICR Print Journalism 1 & 2	1401	Tenured	Maternity Leave 3/21/11 – 10/21/11
Mc Dede, Maria	0.20 0.40 0.40	English 2 Level 1 English 2 Level 2 ICR English 4 Honors	1401	Tenured	
Moller, Jennifer	0.60 0.40	English 2 Level 1 English 4 Level 1	1401	Tenured	
Pisani, Laura	0.20 0.40 0.40	English 2 Level 1 English 2 Level 2 English 2 Honors	1401	Tenured	Maternity Leave 9/12/11 – 3/2/12

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Rogers, Kimberly	0.40 0.20 0.20 0.10 0.10	English 1 Level 1 AP English Literature & Composition ASHA/HSPA LAL Brookdale English 121 Brookdale English 155	1401	Tenured	
Segui, Jessica	0.20 0.20 0.40 0.20	English 4 Level 2 English 4 Level 2 ICR English 4 Level 1 LAL Lab	1401	Tenured	
Mathematics					
Colburn, Kendra	0.60 0.20 0.20	Algebra 2 Level 1 Pre Calculus Honors Algebra 2 Honors	1901	Tenured	
Cornacchia, Mario	0.80 0.20	Advanced Algebra/Trigonometry Calculus Honors	1901	Tenured	
Tricovsky, Katy	0.20 0.20 0.20 0.20 0.20	AP Statistics Algebra 2 Level 1 Algebra 2 Level 2 Bio. Medical Technology AP Computer Science	1901	Tenured	
Geran, John	0.60 0.40	Pre Calculus Algebra 2 Honors	1901	Tenured	
Goldberg, Deborah	0.40 0.60	AHSA/HSPA Math Geometry Level 9	1901	Tenured	
Jackman, Neil	0.20 0.60 0.20	Academy Algebra 2/Trigonometry AP Calculus AB AP Calculus BC	1901	Tenured	
Komito, Marc	0.40 0.20 0.20 0.20	AHSA/HSPA Math Algebra 1 Grade 9 Level 1 Algebra 1 Grade 9 Level 2 Algebra 1 Grade 9 Level 2 ICR	1901	Non-tenured	9/2/2012
Wosmyna, Carl	0.40 0.20 0.40	Geometry 10-12 Level 1 Geometry 10-12 Level 2 MRTA President	1901	Tenured	

Matawan Regional High School Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Provines, Effie	0.60 0.20 0.20	Algebra 1 Grade 9 Level 1 Geometry Honors Geometry 9	1901	Tenured	
Saeed, Zebunnisa	0.60 0.40	Algebra 2 Level 1 Math LAB	1901	Tenured	
Stetz, Diane	0.40 0.20 0.20 0.20	Algebra 2 Level 2 Geometry 10-12 Level 2 Geometry 10-12 Level 2ICR Pre-Calculus	1901	Tenured	
Wynès, Nicole	0.20 0.20 0.20 0.20 0.20	Academy Geometry Algebra 2 Level 2 Algebra 2 Honors Algebra 2 Level 1 Algebra 2 Level 2 ICR	1901	Tenured	
Physical Education					
Acosta, Alicia	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	
Dellert, Deirdre	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	
VACANCY D'Onofrio	1.00	Athletic Trainer Grade 9-12	3113	Non-tenured	
Karatzia, Nicole	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	
Kaye, John	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	
Lasko, Andrew	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	
Monzò, Jess	1.00	Physical Education & Health Education Grade 9-12	1607	Non-tenured	9/2/2012
Mergner, Suzanne	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	
Murphy, Kevin	1.00	Physical Education & Health Education Grade 9-12	1607	Tenured	

Matawan Regional High School

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Takacs, Julie	0.40 0.20 0.20 0.20	Dance Composition 4/5 Jazz Dance Forms 4/5-Advance Dance Majors 4/5 Academy Dance - 1/2/3/4 Academy Dance/PE - 1/2/3/4 Grade 9-12	1630	Tenured	
Science					
Hodnicky, Helen	1.00	Lab Oceanography	2231	Tenured	
Kaplan, Daniel	0.25 0.25 0.25 0.25	AP Physics C Lab Physics Lab Physics Honors Lab Physics Honors/Academy Lab Physics	2236	Tenured	
Marbach, Jonathan	0.75 0.25	Lab Chemistry Level 1 Lab Chemistry Level 2 ICR	2235	Non-tenured	9/2/2012
Massimini, Geoffrey	0.50 0.25 0.25	Lab Biology Level 1 Lab Biology Level 2 ICR Lab Biology Honors	2231	Non-tenured	9/2/2013
Milan, Gregory	0.75 0.25	Lab Chemistry Level 1 Lab Chemistry Level 2 ICR	2235	Tenured	
Mingrone, Christopher	0.60 0.40	Forensic Science Meteorology	2235	Tenured	
Pede, Joseph	0.40 0.25 0.25	Forensic Science Lab Biology Level 2 Lab Biology Level 2 ICR	2231	Non-tenured	9/2/2013
Pross, Kerry	0.25 0.25 0.50	Academy Lab Chemistry AP Lab Chemistry Lab Chemistry Honors	2235	Tenured	
VACANCY Schneider	1.00	Lab Physics	2235	Non-tenured	
Servidio, Paul, Dr.	0.25 0.25 0.50	Academy Lab Biology Academy Lab Anatomy & Physiology Lab Anatomy & Physiology Honors	2231	Tenured	

**Matawan Regional High School
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2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Tomasello, Louise	0.25 0.50 0.25	Lab Biology Honors Lab Biology Level 1 Environmental Science	2231	Tenured	
Turley, Rose-Marie	0.25 0.75	AP Biology Lab Biology Level 1	2231	Tenured	
Wojtaszek, Jacqueline	0.20 0.25 0.50	Forensic Science Lab Chemistry Level 1 Lab Chemistry 2 Level 2	2235	Non-tenured	10/19/2013
Social Studies					
Carnovsky, Robert	0.40 0.20 0.20 0.20	World Cultures World Cultures ICR World Cultures Honors Criminal Law/Juvenile Justice	2322	Tenured	
Caulfield, Janette	0.20 0.80	AP Psychology Psychology	2317	Tenured	
Craparo, Michael	0.20 0.20 0.30 0.10 0.20	AP Government & Politics AP Economics (Macro/Micro) Economics I Economics II US History 1	2322 1308	Non-tenured	9/2/2012
Kaiser, Heather	0.20 0.60 0.20	US History 1 US History 2 Sociology	2322	Tenured	
Lambly, Michele	0.20 0.20 0.40 0.20	US History 1 US History 1 ICR US History 2 US History 2 Honors	2322	Non-Tenured	9/2/2012
Marsh, Charles	0.40 0.20 0.20 0.20	World Cultures World Cultures Honors US History 1 World Cultures ICR	2322	Tenured	
Miller, David	1.00	World Cultures	2322	Tenured	
Moller, Robert	0.20 0.60 0.20	AP US History 1 US History 1 Honors US History 1	2322	Tenured	

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Walter, Cathleen	0.40 0.40 0.20	US History 2 US History 2 Honors US History 2 ICR	2322	Tenured	
Wegrzyn, Louise	0.80 0.10 0.10	US History 1 Sociology Criminal Law/Juvenile Justice	2322	Tenured	
Special Education					
Barrett, Edward	1.00	Student Disabilities - Autistic Class	2483S	Non-tenured	8/18/2012
Casserly, Kathleen	0.20 0.20 0.20 0.40	US History 1 Resource Program US History 1 ICR US History 2 ICR US History 2 Resource Program	2322S	Tenured	
Doucette, Susan	0.40 0.20 0.40 0.10 O/L	Biology Level 2 ICR Environmental Science Resource Program Biology Resource Program Biology Lab ICR	2231S	Tenured	
Francis, Rochelle	0.20 0.40 0.40	US History 1 Resource Program World Cultures Resource Program World Cultures ICR	2322S	Tenured	
Frischia, Mary Jane	0.40 0.20 0.20 0.20	English 2 ICR English 2 Resource Program English 3 ICR English 3 Resource Program	1401S 1412S	Tenured	
Haar, John	0.10 0.20 0.20 0.10 0.40	Psychology English 2 BD Class English 3 BD Class Headline News US History 1 BD Class	1401S 2322S	Non-tenured	9/2/2013
Kish, Sheryl	0.20 0.20 0.20 0.40	Algebra 2 ICR Algebra 2 Resource Program Geometry 10-12 ICR Geometry Resource Program	1901S	Tenured	

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Pickell, Lee	0.20 0.20 0.20 0.20 0.20	English CI Math CI Reading CI Science CI Social Studies CI	1401S 2202S 1901S 2302S	Non-tenured	9/2/2013
Quinn, Kathleen	0.40 0.40 0.20	English 1 ICR English 1 Resource Program Math 4 Resource Program	1401S 1901S	Tenured	
Stead, Thomas	0.20 0.20 0.10 0.20 0.20 0.10	Environmental Science BD Class Forensic Science BD Class History Through Cinema Mathematics 1 BD Class Mathematics 4 BD Class The Vietnam Experience	2231S 2205S 2322S 1901S 1317S	Tenured	
Vina, William	0.40 0.20 0.40	Algebra Resource Program Algebra 1 Grade 9 Level 2 ICR Pre-Algebra Resource Program	1901S	Non-tenured	9/2/2011
Zeppilli, Elizabeth	0.20 0.40 0.20 0.20	English 2 Resource Program English 4 Resource Program English 4 ICR Mathematics 2 Resource Program	1401S	Tenured	
Zullo, Laura	0.60 0.40 0.10 O/L	Forensic Science Resource Program Lab Chemistry ICR Lab Chemistry ICR	2205S 2206S 2206S	Non-tenured	9/2/2014
Vocational/Practical Arts					
Anzano, Albert	0.80 0.20	General Shop Woodworking	1812 1833	Tenured	
Burfeindt, Craig	0.60 0.20 0.20	TV Production 1 TV Production 2 TV Production 3 & 4	2645	Non-tenured	9/2/2012
Claudio, Shannon	0.60 0.40	Foods & Nutrition 1 Foods & Nutrition 2	1760	Tenured	

**Matawan Regional High School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Hoernle, Carol	0.20 0.20 0.10 0.10 0.20 0.20	Child Care & Development 1 Child Care & Development 2 Fashion Design 1 Fashion Design 2 Food, Fashion, Family World Cuisine	1700 1706 1760	Tenured	
World Language					
Baldwin, Harry	0.40 0.40 0.20 0.20 O/L	Latin 1 Latin 2 Latin 3 Latin 4 O/L	1540	Tenured	
Coughlin, Charlotte	0.60 0.40	Spanish 3 Spanish 4	1550	Tenured	
Fajardo, Carol	0.60 0.20 0.20	Spanish 1 Spanish 1B Spanish 2	1550	Tenured	
Lisciandro, Tara	0.40 0.20 0.20 0.20	Italian 1 Italian 2 Italian 4 Italian 5 Honors /AP Italian	1530	Tenured	
Nunziante, Marybeth	0.60 0.40	Italian 2 Italian 3	1530	Tenured	
Ogurek, Mayra	0.80 0.20	Spanish 2 Spanish 5 Honors & AP Spanish	1550	Tenured	
Petro, Colleen	0.20 0.20 0.20 0.20 0.20	French 1 French 2 French 3 French 4 French 5 Honors/AP French	1510	Tenured	

**Matawan-Aberdeen Middle School Administration
Support Services Staffing Array**

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Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Administration					
Blackmore, Tyler	1.00	Principal	0221	Non-tenured	7/2/2013
Abrahamsen, Richard	1.00	Assistant Principal	0222	Tenured	
VACANCY Ugliarolo	1.00	Assistant Principal	0222	Tenured	
Administrative Support					
Cannella, Mary	1.00	Instructional Assistant Personal Aide CI Class	9150	N/A	
Festa, Grace	1.00	Secretary	9300	Tenured	
Lemma, Cheryl	1.00	Secretary	9300	Tenured	
Maida, Michelle	1.00	Instructional Assistant - Personal Aide CI Class	9150	(Tenured Other) N/A	
Norwood, Janice	1.00	Instructional Assistant Personal Aide Resource Program	9100	N/A	
Schnakenberg, Paula	1.00	Secretary	9300	Tenured	
Weissman, Linda	0.40 0.60	Secretary – Media Center MAMS Secretary – Media Center High School	9300	Tenured	
Zubritsky, Carole	1.00	Secretary Child Study Team	9300	Tenured	

CHARTWELLS

	Hours		
Gendlek, Cathy	3.5	Chartwells Cafeteria Aide	N/A
Palumbo, Maggie	3.5	Chartwells Cafeteria Aide	N/A
Pantelas, Hazel	3.5	Chartwells Cafeteria Aide	N/A
Ratty, Connie	3.5	Chartwells Cafeteria Aide	N/A

Matawan-Aberdeen Middle School

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Educational Services					
Burge, Micah	0.45 0.30 0.25	Psychologist MAMS Psychologist Cliffwood Psychologist Ravine Drive	3116	Non-tenured	10/27/2012
Donnelly, Mary	1.00	SPS Guidance Counselor Grade 6-8	3101	Tenured	
Emili, Jessica	1.00	Media Specialist	3105	Non-tenured	9/2/2012
Hitchman, Marie	0.20 0.80	Substance Abuse Coordinator/Social Worker HS – SAC/Social Worker	3121	Tenured	
Klugman, Rivkeh	0.50 0.05 0.45	Speech Therapist MAMS Speech Therapist HS Speech Therapist CP	3120	Non-tenured	11/17/2012
Mc Kurth, Daryl	1.00	SPS Guidance Counselor Grade 6-8	3101	Tenured	
Nestor, Susan Ann	1.00	School Nurse	3114	Non-tenured	9/2/2013
Reigelsperger, Laura	0.34 0.33 0.33	CST Social Worker Matawan Avenue CST Social Worker Cliffwood CST Social Worker Ravine Drive	3117	Tenured	
West, Beverly	0.34 0.33 0.33	CST Social Worker Matawan Avenue CST Social Worker Cliffwood CST Social Worker Ravine Drive	3117	Tenured	
ESL					
Blodgett, Madeleine	0.30 0.35 0.22	ESL MAMS French ESL High School	1485	Tenured	
Fine Arts – Art					
Aprilante, Tara	0.33 0.67	Art MAMS Grade 7 Art Cliffwood	1200	Tenured	
Stevens III, Roderick B.	1.00	Art Grade 6 - 8	1200	Tenured	

**Matawan-Aberdeen Middle School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Fine Arts – Music					
Greenspan, Nadine	0.12 0.42 0.46	Chorus Grades 6-8 General Music Grade 6-8 Vocal Lessons	2130	Tenured	
Walliczek, Terri	0.12 0.28 0.60	Band Grades 6-7 General Music Grade 6-8 Instrumental Lessons	2110	Tenured	
Wells, Gerald	0.12 0.44 0.44	Band Grades 7-8 General Music Grade 6-8 Instrumental Lessons	2110 2100	Tenured	
Language Arts					
Buonomo, Teresa	0.67 0.33	Literacy Grade 8 Literacy Grade 8 ICR	1106	Non-tenured	02/24/2012 Maternity Leave 2/24/11-12/09/11
VACANCY (Cavise)	1.00	Literacy Grade 7	1106		
Di Noia, Theresa	1.00	Literacy Grade 7	1106	Tenured	
Festa, Paula	0.67 0.33	Literacy Grade 8 Honors Literacy Grade 8	1106	Tenured	
Gregg, Jennifer	1.00	Literacy Grade 6	1106	Tenured	
Harpootlian, Lee	0.67 0.33	Literacy Grade 6 Honors Literacy Grade 6	1106	Tenured	
Hawrylko, Emily	0.67 0.33	Literacy Grade 6 Literacy Grade 6 ICR	1106	Non-tenured	9/2/2011
Knoepfel, Robert	0.67 0.33	Literacy Grade 7 Honors Literacy Grade 7	1106	Tenured	
Monro, Christine	0.33 0.67	Honors Literacy Grade 7 Literacy Grade 7	1106	Tenured	
Nilsen, Kristine	1.00	Literacy Grade 7	1106	Tenured	
Pape, Kimberly	0.33 0.67	Honors Literacy Grade 8 Literacy Grade 8	1106	Tenured	

Matawan-Aberdeen Middle School
Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Sieman, Marla	0.67 0.33	Literacy Grade 6 Honors Literacy Grade 6	1106	Tenured	
Sobieski, Cynthia	0.67 0.33	Literacy Grade 7 Literacy Grade 7 ICR	1106	Non-tenured	9/2/2013
Spafford, Dana	0.67 0.33	Literacy Grade 8 Literacy Grade 8 ICR	1106	Tenured	
Mathematics					
Cahill, Laura	0.33 0.33 0.33	Grade 8 Pre-Algebra Grade 8 Pre-Algebra ICR Grade 8 Algebra 1	1102	Tenured	
Costello, Laurie	0.33 0.33 0.33	Mathematics Grade 6 Mathematics Grade 6 Pre-Algebra Grade 6	1102	Non-tenured	9/2/2012
Corilli, Christina	1.00	Mathematics Grade 7	1102	Tenured	
Goldstone, Chani	0.34 0.67	Grade 7 Algebra I Mathematics Grade 7	1102	Tenured	
Hynes, Gina	0.33 0.67	Mathematics Grade 6 Mathematics Grade 6 Accelerated	1102	Tenured	
Iozia, Diane	0.67 0.33	Mathematics Grade 7 Grade 7 Pre-Algebra	1102	Tenured	
Lambert, Lynne	0.33 0.34 0.33	Grade 7 Algebra I Mathematics Grade 7 Mathematics Grade 7 ICR	1102	Tenured	
Lenge, Tatiana	0.33 0.67	Mathematics-Grade 7 Pre-Algebra Grade 7	1102	Tenured	Personal Leave 9/1/11 - 12/15/11
Read, Christine	0.67 0.33	Mathematics Grade 7 Pre-Algebra Grade 7	1102	Tenured	
Redmond, Michael	0.67 0.33	Grade 8 Algebra I Grade 8 Geometry	1102	Tenured	

**Matawan-Aberdeen Middle School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Scheuing, James	0.33 0.67	Grade 6 Pre-Algebra Mathematics Grade 6	1102	Tenured	
Wangen, Georgette Formerly: Politano	0.67 0.33	Grade 8 Algebra I Grade 8 Geometry	1102	Tenured	
Wietecha, Corinne	0.67 0.33	Pre-Algebra Grade 8 Pre-Algebra Grade 8 ICR	1102	Tenured	
Wilson, Tara	0.67 0.33	Mathematics Grade 6 Accelerated Mathematics Grade 6	1102	Tenured	
Physical Education					
Dean, Brian	1.00	Physical Education/Health Education Grades 6-8	1607	Tenured	
Mahoney, Timothy	1.00	Physical Education/Health Education Grades 6-8	1607	Tenured	
Loeb, Paul	1.00	Physical Education/Health Education Grades 6-8	1607	Tenured	
Mc Cabe, Kenneth	1.00	Physical Education/Health Education Grades 6-8	1607	Tenured	
Sommer, Lynne	1.00	Physical Education/Health Education Grades 6-8	1607	Tenured	
Wallace, Eileen	1.00	Physical Education/Health Education Grades 6-8	1607	Tenured	
Science					
Cronin, Sean	0.83 0.17	Science-Grade 6 Science Grade 6 ICR	1103	Non-tenured	9/2/2012
De Be Voise, Margaret	0.83 0.17	Science-Grade 7 Science-Grade 7 ICR	1103	Tenured	
De Vito, JoAnn	0.83 0.17	Science-Grade 7 Science-Grade 7 ICR	1103	Tenured	

Matawan-Aberdeen Middle School

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Hillyer, Patricia	0.83 0.17	Science-Grade 7 Science Grade 7 ICR	1103	Tenured	
Mescal, Debra	0.83 0.17	Science-Grade 6 Science-Grade 6 ICR	1103	Tenured	
Riggleman, Catherine	0.83 0.17	Science-Grade 8 Science-Grade 8 ICR	1103	Tenured	
Viel, Linda	0.66 0.33	Science-Grade 8 Science-Grade 8 ICR	1103	Tenured	
Social Studies					
Bebel, Helen	0.83 0.17	Social Studies-Grade 8 Social Studies-Grade 8 ICR	1104	Tenured	
Di Mario, Joseph	0.83 0.17	Social Studies-Grade 7 Social Studies-Grade 7 ICR	1104	Tenured	
Gorman, Marshall	0.66 0.34	Social Studies-Grade 8 Social Studies-Grade 8 ICR	1104	Tenured	
Grigoli, Jeremy	0.66 0.34	Social Studies-Grade 7 Social Studies-Grade 7 ICR	1104	Tenured	
Harrington, Meghan Formerly: HAWCO	0.83 0.17	Social Studies-Grade 7 Social Studies-Grade 7 ICR	1104	Tenured	
Mc Inerney, Nancy	0.67 0.33	Social Studies-Grade 6 Social Studies-Grade 6 ICR	1104	Tenured	
Tarrazi, Dylan	0.83 0.17	Social Studies-Grade 6 Social Studies-Grade 6 ICR	1104	Tenured	
Special Education					
VACANCY	1.00	Autism Program			
Baumert, Deana	1.00	Literacy Grade 8 Resource Program	1106S	Non-tenured	
Podkiewicz, Beth	1.00	Literacy Grade 7 Resource Program	1106S	Tenured	
Conrad, Christina	1.00	MD Program	1106S	Non-tenured	9/2/2012

**Matawan-Aberdeen Middle School
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Gray, Barbara	1.00	Science/Social Studies Grade 7 ICR	1103S 1104S	Tenured	
Jenkins, Karen	0.33 0.17 0.17 0.17 0.16	Mathematics Grade 8 ICR Science Grade 8 ICR Social Studies Grade 8 ICR Science Grade 8 POR Social Studies Grade 8 POR	1901S 1103S 1104S 1103 1104S	Tenured	
Joyce, Kathleen	0.33 0.33 0.34	Literacy Grade 8 Resource Program Literacy Grades 6-8 Wilson Reading Literacy Grades 6-8 Wilson Reading	1106S 1104S 1103S	Tenured	
Layton, Leah	1.00	Mathematics Grade 7 Resource Program	1901S	Tenured	
Mc Fadden, Mary Beth	0.33 0.33 0.17 0.17	Literacy Grade 8 ICR Mathematics Grade 8 ICR Science Grade 8 ICR Social Studies Grade 8 ICR	1106S 1901S 1103S 1104S	Tenured	
Merlo, Jayne	1.00	BD Program	1901S 1106S 1103S 1104S	Non-tenured	9/2/2013
Monro, David	1.00	Mathematics Grade 8 Resource Room	1901S	Tenured	
Montano, Maureen	0.67 0.17 0.17	Literacy Grade 6 Resource Program Science Grade 6 ICR Social Studies Grade 6 ICR	1106S 1103S 1104S	Tenured	
Redzinak, Kathleen	1.00	Cognitively Impaired	1001S	Tenured	
Russo, Susan	0.33 0.33 0.17 0.17	Mathematics Grade 6 POR Mathematics Grade 7 POR Social Studies Grade 7 ICR Science Grade 7 ICR	1901S 1901S 1103S 1104S	Tenured	
Smolokoff, Mary Beth	1.00	LLD Program		Tenured	
Stanek, Jacqueline	0.33 0.33 0.17 0.17	Mathematics Grade 7 ICR Literacy Grade 7 ICR Science Grade 7 ICR Social Studies Grade 7 ICR	1901S 1106S 1103S 1104S	Non-tenured	9/2/2013

Matawan-Aberdeen Middle School

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Stevens, Vanessa	0.33	Literacy Grade 6 ICR	1106S	Tenured	
	0.33	Mathematics Grade 6 ICR	1901S		
	0.17	Science Grade 6 ICR	1103S		
	0.17	Social Studies Grade 6 ICR	1104S		
World Language					
Blodgett, Madeleine	0.30	ESL MAMS	1485	Tenured	
	0.35	French			
	0.22	ESL High School			
Downey, Teresa	1.00	French Grades 6-8	1110	Tenured	
Cosentino, Karina	0.33	Learning Laboratory Grade 6-8	1130	Tenured	
	0.67	Italian Grade 6-8			
Diaz, Oscar	1.00	Spanish Grade 6-8	1150	Non-tenured	9/2/2013
Fricchione, Anne Marie	0.33	Learning Laboratory	1130	Tenured	
	0.67	Italian Grade 6-8			
Vidal, Rodolfo	0.33	Learning Laboratory	1150	Tenured	
	0.67	Spanish Grade 6-8			

**Cambridge Park Administration (Pre-School)
Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
Spells, Wayne	0.40 0.60	Principal Cambridge Park Pre School Director of Special Programs - CO	0231 0599	Tenured	
Administrative Support					
Brown, Lisa (Mrs. Rocco's Class)	1.00	Instructional Assistant – Pre School Disabilities	9100	N/A	
Dhume, Valerie (Ms. Hromyak's Class)	1.00	Instructional Assistant – Personal Aide Pre-School Disabilities	9150	N/A	
Griffith, Elizabeth (Mrs. Ripple's Class)	0.58	Instructional Assistant- PM - P/T Pre School Disabilities	9100	N/A	
Grosso, Cheryl (Ms. Hudak's Class)	1.00	Instructional Assistant- Pre School	9100	N/A	
Kruzik, Jacqueline (Ms. Anderson's Class)	1.00	Instructional Assistant-Pre School	9100	N/A	
Monaco, Angela	1.00	Secretary Cambridge Park Secretary Child Study Team	9300	Tenured	
Moore, Ryan C.	1.00	Instructional Assistant – Personal Aide AM/PM Pre School Disabilities	9100	N/A	
Osmanovic, Milena (Ms. Mastrangelo's Class)	1.00	Instructional Assistant Pre School Disabilities (Autistic)	9100	N/A	
Prewitt, Caroline (Ms. Mastrangelo's Class)	1.00	Instructional Assistant Personal Aid Pre School Disabilities – (Autistic)	9100	N/A	
Sansone, Mary (Mrs. Anderson's Class)	0.58	Instructional Assistant – Personal Aide Pre School Disabilities – AM – P/T	9100	N/A	
Szymanski, Barbara (Mrs. Ripple's Class)	0.58	Instructional Assistant – Personal Aide AM – P/T Pre School Disabilities	9100	N/A	
Stein, Rachel (Mrs. Rocco's Class)	0.58	Instructional Assistant – Personal Aide AM – P/T Session Pre School Disabilities	9100	N/A	
Wassmer, Deborah (Ms. Hromyak's Class)	1.00	Instructional Assistant Pre School Disabilities - Autistic Class	9100	N/A	

Cambridge Park Administration (Pre-School)

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Educational Services					
Caldwell, Shelia	1.00	School Nurse	9150	Non-Tenured	9/2/2013
VACANCY (Dill-Oppito)	0.50 0.50	CST Social Worker Cambridge Park CST Social Worker Strathmore	3117	Tenured	
Klugman, Rivkeh	0.45 0.50 0.05	Speech Therapist CP Speech Therapist MAMS Speech Therapist HS	3120	Non-tenured	11/17/2012
Lukenda, Elaine	0.50 0.50	Psychologist Cambridge Park Psychologist Strathmore	3116	Tenured	
Petillo, Jennifer	0.50 0.50	LDT/C Cambridge Park LDT/C Strathmore	3118G	Non-tenured	9/2/2011
Elementary					
Anderson, Sonali	1.00	Pre School (4 year old) AM/PM	1000	Tenured	
Hudak, Jennifer	1.00	Pre School (3 year old)AM Pre School (4 year old) PM	1000	Tenured	
Rocco, Sandra	1.00	Pre School (4 year old) AM (CP – Special Education) PM	1000S 1003S	Tenured	
Special Education					
Fehley, Alecia	N/A	Consultant – Teacher of the Deaf		N/A	
Hromyak, Tara	1.00	Pre School Disabilities - Autism	1000S	Non-tenured	9/2/2012
Mastrangelo, Lauren	1.00	Pre School Disabilities – Autism	1000S	Non-tenured	9/2/2013
Molinari, Doreen	1.00	Speech	3120	Tenured	
Ripple, Susan	1.00	Pre-School Disabilities	1000S	Tenured	
Rocco, Sandra	1.00	Pre-School Disabilities PM (CP – Elementary) (4 year old) AM	1000S 1003S	Tenured	
World Language					
Lathrop, Margret	0.27 0.40 0.02 0.31	Spanish Instruction Cambridge Park Spanish Instruction Cliffwood Spanish Instruction Lloyd Road Spanish Instruction Strathmore	1550	Tenured	

**Cliffwood Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
Farrell, Brian	1.00	Principal	0231	Non-Tenured	10/14/2011
Administrative Support					
Barnes, Brittany	1.00	Instructional Assistant – K-2 Class Autistic Class	9100	N/A	
Collins, Sharon	1.00	Instructional Assistant Personal Aide BD Class	9150	N/A	
De Michele, Karen	1.00	Instructional Assistant – Personal Aide	9100	N/A	
De Nardo, Anna Marie	0.58	Instructional Assistant-Kindergarten P/T	9100	N/A	
Gerrity, Mary Ann	0.58	Instructional Assistant-Kindergarten P/T	9100	N/A	
Giornalista, Patricia	1.00	Secretary	9300	Tenured	
Gross, Jillian	1.00	Instructional Assistant – K-2 Autistic Class	9150	N/A	
Incorvaia, Caroline	1.00	Instructional Assistant – MD Class	9100	N/A	
Letowsky, Beth	1.00	Instructional Assistant – BD Class	9100	N/A	
Peters-Esposito, Mindy	0.58	Instructional Assistant-Kindergarten P/T	9100	N/A	
Walsh, Nancy	1.00	Instructional Assistant – Resource Room	9100	N/A	
Wustrow, Cora	1.00	Secretary	9300	Tenured	
Zitzman, Denise	1.00	Instructional Assistant – K-2 Class Personal Aide Autistic Class	9100	N/A	

CHARTWELLS

	Hours		
Calanni, Patricia	2	Chartwells Cafeteria Aide	N/A
Di Pede, Josephine	2	Chartwells Cafeteria Aide	N/A
Greene, Elaine	2	Chartwells Cafeteria Aide	N/A
Schifini, Doreen	2	Chartwells Cafeteria Aide	N/A
Hoffman, Nelida	2	Chartwells Cafeteria Aide	N/A

Cliffwood Elementary School [Pre-K – 3]

Support Services Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Basic Skills					
Cacopardo, Maryann	1.00	Basic Skills	1001	Tenured	
Molinari, Ann	1.00	Basic Skills	1001	Tenured	
Vergaretti, Kathleen	1.00	Basic Skills/Reading Recovery	1001	Tenured	
Educational Services					
Burge, Micah	0.30 0.45 0.25	Psychologist II Cliffwood Psychologist II MAMS Psychologist II Ravine Drive	3116	Non-tenured	10/27/2012
VACANCY Rardin	1.00	Librarian/Media Specialist	3105	Non-tenured	
Reese, Mary Ann	1.00	School Nurse	3114	Tenured	
Reigelsperger, Laura	0.33 0.34 0.33	CST Social Worker Cliffwood CST Social Worker Matawan Avenue CST Social Worker Ravine Drive	3117	Tenured	
Ritchie, Amy <i>Formerly: Gallagher</i>	1.00	Speech Therapist	3120	Tenured	
Trezza, Andrea	1.00	Behaviorist	9602	N/A	
West, Beverly	0.33 0.34 0.33	CST Social Worker Cliffwood CST Social Worker Matawan Avenue CST Social Worker Ravine Drive	3117	Tenured	

**Cliffwood Elementary School [Pre-K – 3]
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Elementary					
Catalano, Patricia	1.00	Kindergarten	1003	Tenured	
Freundel, Myra	1.00	Kindergarten	1003	Tenured	
Morrissey, Christina	1.00	Kindergarten	1001	Tenured	
Walker, Martine	1.00	Kindergarten	1003	Tenured	
Butler, Charlene	1.00	All Subjects-Grade 1	1001	Tenured	
Bottone, Nicole	1.00	All Subjects-Grade 1	1001	Tenured	
Pappas, Alyssa	1.00	All Subjects-Grade 1	1004	Non-tenured	9/2/2011
Pappas, Laura	1.00	All Subjects-Grade 1	1001	Tenured	
Ramadan, Audrey	1.00	All Subjects-Grade 1	1004	Tenured	
Di Giovanni, Donna	1.00	All Subjects-Grade 2	1001	Tenured	Maternity Leave 9/1/11 – 6/30/12
Ricca, Caroline	1.00	All Subjects-Grade 2	1001	Tenured	
Sowa, Regina	1.00	All Subjects-Grade 2	1003	Tenured	
Spence, Gwen	1.00	All Subjects-Grade 2	1001	Tenured	
Hickey, Joanne	1.00	All Subjects-Grade 3	1004	Tenured	
Lasko, Dawn	1.00	All Subjects-Grade 3	1001	Tenured	
Nocera, JoAnn	1.00	All Subjects-Grade 3	1001	Tenured	
Thomas, Carol	1.00	All Subjects-Grade 3	1001	Tenured	

**Cliffwood Elementary School [Pre-K – 3]
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
ESL					
Alli, Asma	1.00	ESL	1485	Tenured	
Fine Arts – Art					
Aprilante, Tara	0.67 0.33	Art Cliffwood Art MAMS Grade 7	1200	Tenured	
Fine Arts – Music					
Gorman, Rebecca	1.00	Music - Comprehensive	2100	Tenured	
Physical Education					
Geroni, Frances	1.00	Physical Education	1630	Tenured	
Nasser, Christopher	0.40 0.60	Physical Education Cliffwood Physical Education Ravine Drive	1630	Tenured	
Special Education – AUTISTIC CLASS K-2)					
Generoso, Susan	1.00	Special Education Kindergarten – Grade 2 Autism Class	1004S	Non-tenured	9/2/2013
VACANCY	1.00	Special Education – MD Class	1004S	Non-tenured	
Morrison, Holliann	1.00	Special Education – Autistic	1004S	Non-tenured	9/2/2013
Polakowski, Shannon	1.00	Special Education Resource Room	1001S	Non-tenured	10/6/2012
Werner, Kelli	1.00	Special Education BD Class	1004S	Non-tenured	9/2/2013
World Language					
Lathrop, Margret	0.40 0.27 0.02 0.31	Spanish Instruction Cliffwood Spanish Instruction Cambridge Park Spanish Instruction Lloyd Road Spanish Instruction Strathmore	1550	Tenured	

**Lloyd Road Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
O'Keefe, Patricia	1.00	Principal	0231	Tenured	
Administrative Support					
Doyle, Kathleen	0.58	Instructional Assistant P/T Personal Aide CI Class	9150	N/A	
Fischetti, Judith	1.00	Secretary 10 Months	9300	Tenured	
Harnett, Deborah	1.00	Instructional Assistant CI Class	9100	N/A	
Jablonski, Joyce	1.00	Instructional Assistant – BD Class	9100	N/A	
Johannesen, Michele	1.00	Instructional Assistant – BD Class	9100	N/A	
Mandelbaum, Raellen	1.00	Instructional Assistant – LLD Class	9100	NA	
Marsh, Ann	1.00	Instructional Assistant Personal Aide BD Class	9150	N/A	
Mc Guinness, Linda	1.00	Secretary	9300	Tenured	
VACANCY	1.00	Instructional Assistant – CI Class	9100	N/A	
VACANCY	0.58	Instructional Assistant Personal Aide CI Class	9150	N/A	
VACANCY	1.00	Instructional Assistant – BD Class	9100	N/A	

CHARTWELLS

	Hours		
Barbour, Gladys	2.7	Chartwells Cafeteria Aide	N/A
Beyers, Beverly	2.7	Chartwells Cafeteria Aide	N/A
Bloom, Lisa	2.7	Chartwells Cafeteria Aide	N/A
Colleran, Lori	2.7	Chartwells Cafeteria Aide	N/A
Guigliano, Maureen	2.7	Chartwells Cafeteria Aide	N/A
Muth, Florence	2.7	Chartwells Cafeteria Aide	N/A

Lloyd Road Elementary School [4-5]

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Basic Skills					
Adelson, Brenda	1.00	Basic Skills	1001	Tenured	
Noren, Joyce	1.00	Basic Skills	1001	Tenured	
Wolf, Barbara	1.00	Basic Skills	1001	Tenured	
Educational Services					
Danback, Barbara	0.80 0.20	School Counselor Lloyd Road School Counselor Strathmore	3101	Tenured	
Gallo, Maria	0.50 0.50	CST – Social Worker Lloyd Road CST – Social Worker High School	3101	Tenured	
Hollinger, Jessica	0.50 0.50	LDT/C High School LDT/C Lloyd Road	3118G	Tenured	Maternity Leave 9/1/11 – 12/22/11
Linnecci, Frances	1.00	Librarian/Media Specialist	3105	Tenured	
Munck, Leigh	1.00	Speech Therapist	3120	Tenured	
Pearsall, Susan	0.50 0.50	Psychologist Lloyd Road Psychologist High School	3116	Non-tenured	12/11/2013
Preuss, Rosalie	1.00	School Nurse	3114	Tenured	

**Lloyd Road Elementary School [4-5]
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Elementary					
Bacharde, Tiffany	1.00	All Subjects – Grade 4	1001	Tenured	
Bucci, Barbara	1.00	All Subjects – Grade 4	1001	Tenured	
Caruso, Eve	1.00	All Subjects – Grade 4	1001	Tenured	
Cottrell, Patricia	1.00	All Subjects – Grade 4	1001	Tenured	
Forgie, Linda	1.00	All Subjects – Grade 4	1001	Tenured	
Grigoli, Kimberly	1.00	All Subjects – Grade 4	1001	Tenured	
Haughey, Michael	1.00	All Subjects – Grade 4	1001	Tenured	
Maniscalchi, Kristine	1.00	All Subjects – Grade 4	1001	Tenured	
Paris, Lauren	1.00	All Subjects – Grade 4	1001	Non-tenured	9/2/2013
Peterson, Ellen	1.00	All Subjects – Grade 4	1004	Tenured	
Varricchio, Elissa	1.00	All Subjects – Grade 4	1004	Tenured	
Sullam, Joanne	1.00	All Subjects – Grade 4	1004	Tenured	
Zwirko, Tracy	1.00	All Subjects – Grade 4	1001	Tenured	
Barilka, Casey	1.00	All Subjects – Grade 5	1001	Tenured	
Brophy, Eileen	1.00	All Subjects – Grade 5	1001	Tenured	
Ditre, Jennifer	1.00	All Subjects – Grade 5	1001	Tenured	
Flynn, Nancy	1.00	All Subjects – Grade 5	1001	Tenured	
Herman, Carolyn	1.00	All Subjects – Grade 5	1001	Tenured	
Levine-Nikolic, Alissa	1.00	All Subjects – Grade 5	1001	Tenured	
Mammano, Amy	1.00	All Subjects – Grade 5	1001	Tenured	
Patterson, Cori	1.00	All Subjects – Grade 5	1001	Tenured	

Lloyd Road Elementary School [4-5]

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Serden, Suzanne	1.00	All Subjects – Grade 5	1001	Tenured	
Turner, Jodi	1.00	All Subjects – Grade 5	1001	Tenured	
Walnock, Richard	1.00	All Subjects – Grade 5	1001	Tenured	
Winchel, Wendy	1.00	All Subjects – Grade 5	1001	Tenured	
Winther, Margaret	1.00	All Subjects – Grade 5	1001	Tenured	
ESL					
Spaur, Isabel	0.20 0.80	ESL Lloyd Road ESL Strathmore	1485	Tenured	
Fine Arts – Art					
Lepre, Denise	0.16 0.84	Art Lloyd Road Art Ravine Drive	1200	Tenured	
Orr, Daisy	1.00	Art	1200	Tenured	
Fine Arts – Music					
Breslin, Janet	1.00	Vocal/Chorus	2130	Tenured	
Hughes, Susanne	0.80 0.20	Instrumental Music Vocal Music	2110 2130	Tenured	
Lewis, Lyn	1.00	Instrumental Music	2110	Tenured	
Physical Education					
Carnovsky, Sharon	1.00	Physical Education	1630	Tenured	
Donovan, Colin	1.00	Physical Education	1630	Tenured	
Pappas, James	0.08 0.92	Physical Education Lloyd Road Physical Education Strathmore	1630	Tenured	

**Lloyd Road Elementary School [4-5]
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Special Education (AUTISTIC CLASS 3-5)					
Bergin, Barbara	1.00 0.20 O/L	Behaviorally Disabled BD Science	1001S	Tenured	Effective: 9/1/11-6/30/12
Bishop, Mary	1.00 0.20 O/L	LLD/Wilson Reading LD Science	1001S	Tenured	Effective: 9/1/11-6/30/12
Black, Dolores	1.00	Resource Program – ICR Resource Program – PO	1001S	Tenured	
Kaeser, Stephanie	1.00 0.20 O/L	Cognitively Impaired CI Science	1004S	Non-tenured	9/2/2012 Effective: 9/1/11-6/30/12
Lazur, Margaret	1.00	Resource Program – ICR Resource Program – PO	2405S 2406S	Tenured	
Longo, Andrea	1.00	Resource Program – ICR Resource Program – PO	2405S 2406S	Tenured	
Santoro, Danielle	1.00	Resource Program ICR Resource Program - PO	2406S	Tenured	
Schneiderman, Gail	1.00	Resource Program – ICR Resource Program - PO	2405S 2406S	Tenured	
Sloan, Michelle	1.00	Autism Grade 3-5	2405S	Non-tenured	9/2/2014
Vasile, Lauren	1.00	Resource Program – ICR Resource Program - PO	2405S	Non-tenured	9/2/2012
Zimmer, Theresa	1.00	Resource Program ICR Resource Program PO	2405S 2406S	Tenured	
World Language					
Lathrop, Margret	0.02 0.27 0.40 0.31	Spanish Instruction Lloyd Road Spanish Instruction Cambridge Park Spanish Instruction Cliffwood Spanish Instruction Strathmore	1550	Tenured	
Miller, Catherine	1.00	Spanish – Grade 4 & 5	1150	Tenured	

**Ravine Drive Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
Janover, Patricia	1.00	Principal	0231	Tenured (Tenured -Other)	
Administrative Support					
Diaz-Valle, Evelyn	1.00	Instructional Assistant - Personal Aide Resource Program	9100	N/A	
Donaghue, Lori	1.00	Instructional Assistant - CI Class	9100	N/A	
Liebowitz, Karen	1.00	Secretary 10 Months	9300	Tenured	
Pallitto, Nancy	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Palumbo, Susan	1.00	Secretary	9300	Tenured	
Madonovic, Ermina	1.00	Instructional Assistant CI Class	9100	N/A	
Shaw, Rachel	1.00	Instructional Assistant - Personal Aide CI Class	9100	N/A	
Yeitter, Nicoletta	0.58	Instructional Assistant - P/T Kindergarten	9100	N/A	
Yourth, Mary Lou	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	

CHARTWELLS

	Hours		
Goode, Rose	2.25	Chartwells Cafeteria Aide	N/A
VACANCY	2.25	Chartwells Cafeteria Aide	N/A
Ivan, Michele	2.25	Chartwells Cafeteria Aide	N/A
Petersen, Donna	2.25	Chartwells Cafeteria Aide	N/A

**Ravine Drive Elementary School [K-3]
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Basic Skills					
Di Liberti, Larisa	0.20 0.80	Basic Skills Vocal Music Ravine Drive	2130	Tenured	
VACANCY Kahaly	1.00	Basic Skills	1004	Non-tenured	
Meany, Karen	1.00	Basic Skills/Reading Recovery	1001	Tenured	
Morillo, Deborah	0.20 0.80	Basic Skills Educational Media Specialist	1001 3105		
Pangborn, Sandra	1.00	Basic Skills	1001	Tenured	
Educational Services					
Burge, Micah	0.25 0.30 0.45	Psychologist II Ravine Drive Psychologist II Cliffwood Psychologist II MAMS	3116	Non-tenured	10/27/2012
Fox, Karen	1.00	Speech Therapist	3120	Tenured	
Koch, Bridget	1.00	School Nurse	3114	Non-tenured	9/2/2013
Morillo, Deborah	0.80 0.20	Educational Media Specialist Basic Skills	3105	Non-tenured	9/2/2013
Reigelsperger, Laura	0.33 0.33 0.34	CST Social Worker Ravine Drive CST Social Worker Cliffwood CST Social Worker Matawan Avenue	3117	Tenured	
West, Beverly	0.33 0.33 0.34	CST Social Worker Ravine Drive CST Social Worker Cliffwood CST Social Worker Matawan Avenue	3117	Tenured	

**Ravine Drive Elementary School [K-3]
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Elementary					
Abramowitz, Felecia	1.00	Kindergarten	1003	Tenured	
Alvarez, Dawn	1.00	Kindergarten	1003	Tenured	
Doyle, Mary Ellen	1.00	Kindergarten	1003	Tenured	
Lenihan, Christine	1.00	Kindergarten	1003	Non-tenured	9/2/2013
Nau, Sara	1.00	Kindergarten	1003	Tenured	
Barry, Tara (Formerly: Fenimore)	1.00	All Subjects – Grade 1	1001	Non-tenured	9/2/2012
Mizzi, Amanda	1.00	All Subjects – Grade 1	1001	Non-tenured	9/2/2011
Pisano, Susan	1.00	All Subjects – Grade 1	1001	Tenured	
Sozomenu, Ann	1.00	All Subjects – Grade 1	1001	Tenured	
Vogler, Mary Lou	1.00	All Subjects – Grade 1	1001	Tenured	
Donovan, Jill	1.00	All Subjects – Grade 2	1001	Tenured	
Lehman, David	1.00	All Subjects – Grade 2	1001	Tenured	
Murray, Paula	1.00	All Subjects – Grade 2	1001	Tenured	
Wyshynski, Christine	1.00	All Subjects – Grade 2	1004	Tenured	
Bauer, Lisa	1.00	All Subjects – Grade 3	1001	Tenured	
Sakowski, Donna	1.00	All Subjects – Grade 3	1001	Tenured	
Scheuing, Adrienne	1.00	All Subjects – Grade 3	1001	Tenured	
Thomson, Lori	1.00	All Subjects – Grade 3	1001	Tenured	
VACANCY	1.00	All Subjects – Grade 3	1004		
ESL					
Armanno, Carole	0.80 0.20	ESL Ravine Drive World Language Ravine Drive	1485	Tenured	

**Ravine Drive Elementary School [K-3]
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Fine Arts – Art					
Lepre, Denise	0.84 0.16	Art Ravine Drive Art Lloyd Road	1200	Tenured	
Fine Arts – Music					
Di Liberti, Larisa	0.80 0.20	Vocal Music Ravine Drive Basic Skills	2130	Tenured	
Physical Education					
Church, Patricia	1.00	Physical Education	1630	Tenured	
Nasser, Christopher	0.60 0.40	Physical Education Ravine Drive Physical Education Cliffwood	1630	Tenured	
Special Education					
VACANCY	1.00	Resource Room			
Fisco, Kristen (Formerly: Lenardo)	1.00	Cognitively Impaired	1001S	Non-tenured	9/2/2012
Lyttle, Barbara	1.00	Resource Program P/O	2406S	Tenured	
World Language					
Armano, Carole	0.20 0.80	World Language Spanish Ravine Dr. ESL Ravine Drive	1485	Tenured	

**Strathmore Elementary School Administration
Support Services Staffing Array**

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
Administration					
Bera, Kelly	1.00	Principal	0231	Tenured (Tenured-Other)	
Administrative Support					
Alston, Lisa	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Brudner, Hillary	1.00	Instructional Assistant -- Resource Room	9100	N/A	
El-Rehawy, Lois	1.00	Secretary	9300	Tenured	
Feihl, Ann Margaret	1.00	Instructional Assistant -- Personal Aide Grade 3 Autistic	9100	N/A	
Fileccia, Laura	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Hardock, Dana	1.00	Instructional Assistant -- Personal Aide LLD Class	9100	N/A	
Hebding, Evelyn	1.00	Instructional Assistant -- LLD Class	9100	N/A	
Kops, Leslie	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
Moscinski, Janet	0.58	Instructional Assistant P/T Kindergarten	9100	N/A	
O'Brien, Denise	1.00	Instructional Assistant -- Personal Aide LLD Class	9100	N/A	Maternity Leave 4/1/11 - 11/23/11
Ratcliffe, Jill	1.00	Instructional Assistant -- Personal Aide LLD Class	9100	N/A Tenured Other	
Uriarte, Ana	1.00	Secretary 10 Months	9300	Tenured	

**Strathmore Elementary School Administration
Support Services Staffing Array**

2011/2012 School Year

CHARTWELLS

Hours

Casazza, Maureen	2.5	Chartwells Cafeteria Aide	N/A
VACANCY	2.5	Chartwells Cafeteria Aide	N/A
Fléck, Judy	2.5	Chartwells Cafeteria Aide	N/A
Margolis, Rita	2.5	Chartwells Cafeteria Aide	N/A
Rodriguez, Isabel	2.5	Chartwells Cafeteria Aide	N/A
VACANCY	2.5	Chartwells Cafeteria Aide	N/A

Strathmore Elementary School [K-3]

Staffing Array

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Basic Skills					
Arnone, Suzanne	1.00	Basic Skills	1001	Tenured	
Safchik, Eleanor	1.00	Basic Skills	1001	Tenured	
Stein, Cynthia	1.00	Basic Skills/Reading Recovery	1001	Tenured	
	1.00	Basic Skills/Reading Recovery	1001	Tenured	
Educational Services					
Christophe, Marti	1.00	Librarian/Media Specialist	3105	Tenured	
Danback, Barbara	0.20 0.80	School Counselor Strathmore School Counselor Lloyd Road	3101	Tenured	
VACANCY (Dill-Oppito)	0.50 0.50	CST Social Worker Strathmore CST Social Worker Cambridge Park	3117	Tenured	
Jumina, Linda	1.00	Speech Therapist	3120	Tenured	
Langer, Annette	1.00	School Nurse	3114	Tenured	
Petillo, Jennifer	0.50 0.50	LDT/C Cambridge Park LDT/C Strathmore	3118G	Non-tenured	9/2/2011
Lukenda, Elaine	0.50 0.50	Psychologist Strathmore Psychologist Cambridge Park	3116	Tenured	
Elementary					
Burden, Colleen	1.00	Kindergarten	1003	Tenured	
Marion, Colleen	1.00	Kindergarten	1003	Tenured	
Riley, Wendy	1.00	Kindergarten	1003	Tenured	
Smith, Meredith	1.00	Kindergarten	1003	Tenured	
Toomey, Joanne	1.00	Kindergarten	1003	Tenured	
Weiner, Linda	1.00	Kindergarten	1003	Tenured	

**Strathmore Elementary School [K-3]
Staffing Array**

2011/2012 School Year

Name	FTE	Subject Detail	Office Use Only AC	Status	Tenure Date
Barsi, Jennifer	1.00	All Subjects – Grade 1	1001	Tenured	
Cullen, Melissa	1.00	All Subjects – Grade 1	1001	Tenured	
Schneider, Liza	1.00	All Subjects – Grade 1	1001	Tenured	
Tomkins, Amy	1.00	All Subjects – Grade 1	1001	Tenured	
Yorks, Diane	1.00	All Subjects – Grade 1	1001	Tenured	
Brereton, Helen	1.00	All Subjects – Grade 2	1001	Tenured	
Cagnina, Erin	1.00	All Subjects – Grade 2	1001	Tenured	
Holynskyj, Larissa	1.00	All Subjects – Grade 2	1001	Tenured	
Mac Donald, Gillian	1.00	All Subjects – Grade 2	1001	Tenured	
Mintz, Karen	1.00	All Subjects – Grade 2	1001	Tenured	
Thompson, Gail	1.00	All Subjects – Grade 2	1001	Tenured	
Du Brosky, Wenona	1.00	All Subjects – Grade 3	1001	Tenured	
Gross, Michele	1.00	All Subjects – Grade 3	1001	Tenured	
Hausmann, Kathryn	1.00	All Subjects – Grade 3	1001	Tenured	
Kushwara, Christine	1.00	All Subjects – Grade 3	1001	Tenured	
Kyvelos, Susan	1.00	All Subjects – Grade 3	1004	Tenured	
Preiser, Sheryl	1.00	All Subjects – Grade 3	1001	Tenured	

Strathmore Elementary School [K-3]

Staffing Array

2011/2012 School Year

Name	FTE	Position	Office Use Only AC	Status	Tenure Date
ESL					
Spaur, Isabel	0.80 0.20	ESL Strathmore ESL Lloyd Road	1485	Tenured	
Fine Arts – Art					
Christie, Allison	1.00	Art	1200	Tenured	
Fine Arts – Music					
Zomro, Leslie	1.00	Music Comprehensive	2100	Tenured	
Physical Education					
Albanese, Azuree Formerly: Schnur	1.00	Physical Education	1630	Tenured	
Pappas, James	0.92 0.08	Physical Education Strathmore Physical Education Lloyd Road	1630	Tenured	
Special Education					
Smith, Deborah S.	1.00	Special Education – Resource Program	1001S	Tenured	
Fiorino, Meghan	1.00	LLD Class	1001S	Non-tenured	9/2/2013
Jennings, Casey Formerly: Shalhoub	1.00	LLD Class	1001S	Tenured	
World Language					
Lathrop, Margret	0.31 0.27 0.40 0.02	Spanish Instruction Strathmore Spanish Instruction Cambridge Park Spanish Instruction Cliffwood Spanish Instruction Lloyd Road	1550	Tenured	