

**MISSION STATEMENT**

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

**VISION STATEMENT**

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

**ACTION MEETING** on **June 27, 2011**, Cambridge Park Elementary School, One Crest Way, Aberdeen, New Jersey.

**I. CALL TO ORDER**

Board President Charles Kenny called the Regular Action Meeting to order at **7:00 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 Eposito
	Mr. Gerald Donaghue	Mr. Kenneth Aitken
	Mr. Dennis Daniels	Dr. Todd Larchuk

Absent: Ms. Patricia Demarest

Also Present: Mr. David M. Healy – Superintendent of Schools  
Dr. Patrick Piegari – Interim Deputy Superintendent of Schools,

Mr. James H. Strimple, Jr. – Interim School Business Administrator  
 Mr. David F. Palumbo – Asst. to the Business Administrator/Asst. Board Secretary  
 Mr. David Rubin – Board Counsel

**V. MINUTES**

A motion by Dr. Delaney, seconded by Ms. Hayward.

THE SUPERINTENDENT RECOMMENDS: That the Board of Education approve the minutes of the May 23, 2011, Regular Action Meeting; May 23, 2011, Executive Session; May 26, 2011, Special Meeting; May 26, 2011, Executive Session; June 13, 2011, Committee of the Whole Meeting; June 13, 2011, Executive Session; June 20, 2011, Special Meeting; June 20, 2011, Executive Session.

**UNANIMOUS VOTE:**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
May 23, 2011 – Regular Action Meeting	8*		1 Demarest	
May 23, 2011 – Executive Session	7		1 Demarest	1 Esposito
May 26, 2011 – Special Meeting	8		1 Demarest	
May 26, 2011 – Executive Session	8		1 Demarest	
June 13, 2011 – Committee of the Whole Meeting	8		1 Demarest	
June 13, 2011 – Executive Session	8		1 Demarest	
June 20, 2011 – Special Meeting	8		1 Demarest	
June 20, 2011 – Executive Session	8		1 Demarest	

\*Mr. Aitken abstains from the Bills list of the May 23 Regular Action Meeting due to a conflict.

**VI. BOARD PRESIDENT’S REPORT**

Board President, Mr. Kenny, made the following statements:

- Congratulated the graduates.
- Updated the status of negotiations with the MRTA.
- Two administrative appointments have been made. Mike Wells is the new Vice Principal at the High School while Mark Van Horn is the new Vice Principal at the Middle School.

- Congratulated Ms. O’Keefe on her retirement and thanked her for her years of dedication.

## **VII. SUPERINTENDENT’S REPORT**

Mr. Healy, the Superintendent of Schools made the following statement:

- There will be four recognitions along with the suspension report and a CAP presentation.

Presentation - Margaret Montone – CAP Program

- Spoke to the Board about the Child Assault Prevention Program (CAP).

Recognition of Kathleen Eovino.

- Mr. Healy spoke about Ms. Eovino’s 38 years of service to the District and to the community and congratulated her on her retirement. Ms. Eovino was presented with a plaque by the Board of Education.
- Mayor Buccellato presented Ms. Eovino with a proclamation from the Borough of Matawan.

Recognition of Phillip Esposito, Student Representative.

- Mr. Kenny and Mr. Healy spoke about Mr. Esposito’s impressive time as the student representative and how well he represented the students of the District. Phillip is an academic scholar who will be attending Northeastern University.

Recognition of Supporters of the High School Prom.

- Mr. Healy stated that he attended the Junior and Senior proms which were a success because the students acted like ladies and gentlemen. Mr. Healy invited Ms. Sheryl Kish to come to the podium to recognize people within the community who donated their time and money to help individuals attend the prom.
- Ms. Kish thanked several members of the community for their contributions to the prom. Mr. John Polido, Mr. Michael Moyers and Ms. Linda Easo along with 18 other local businesses touched the lives of over 30 students with their generosity.

- Monthly Reports

## **VIII. STUDENT REPRESENTATIVE’S REPORT**

The student representative, Mr. Phillip Esposito made the following statements:

- Ravine Drive did well in the Great Reading Race. This was the 3<sup>rd</sup> year in a row they have participated and the amount of readers continues to grow.
- The High School held its graduation a week ago. Acknowledged the Honorable Mention, Craig Reimold; Salutatorian, Dora Shah; and Valedictorian Asher Wasserman.
- Thanked the Board and Superintendent Healy for allowing him to serve as the student representative. He also thanked the faculty and students from around the district whom helped keep him informed.

**IX. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS**

- There were no comments from the public.

**X. CURRICULUM AND INSTRUCTION**

Motion by Ms. Esposito, seconded by Dr. Delaney.

- There was a discussion among the Board regarding the Biomedical Academy.

**The Board approves the following items:**

**A. TRAVEL**

1. Pursuant to travel policy#4033, the following staff for travel related to training and seminars. This travel is deemed educationally necessary and fiscally prudent, and all travel expenditures shall be directly related to and within the scope of the staff member's current responsibilities and the district's Professional Development Plan (**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.

Elementary CAP Program:

Total of Grant Application \$3,948.00

Special Needs CAP Program:

Total of Grant Application \$1,192.10

- 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-8<sup>th</sup>). 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

- 4. It is recommended that the Matawan-Aberdeen Board of Education Approve the Matawan-Aberdeen Regional School District 2011-2012 Professional Development Plan.**

**Rationale:** The district received approval from the Monmouth County Professional Development Board. The Board of Education is required to officially approve and adopt the plan for the 2011-2012 school year.

Effective: July 1, 2011

- 5. It is recommended that the Matawan-Aberdeen Board of Education Approve the Bilingual/ESL Three Year Program Plan for School Years 2011-2014 and submission to the New Jersey Department of Education, Office of Student Achievement and Accountability, Bureau of Bilingual/ESL Education for review and approval.**

**Rationale:** The goals and objectives of the ESL program are to provide all LEP students with the experiences that will allow them to develop abilities and skills enabling them to successfully participate in their regular classroom environment, as well as to use English in their everyday lives.

- 6. It is recommended that the Matawan-Aberdeen Board of Education Approve the Bilingual/ESL District Bilingual Waiver Request for School Year 2011-2012 and submission to the New Jersey Department of Education, Office of Student Achievement and Accountability, Bureau of Bilingual/ESL Education for review and approval.**

**Rationale:** Due to the age range and grade span of eligible students, the district is not able to accommodate 20 or more students of the same language within any one school setting for a full Bilingual program. Instead the district will provide all eligible students with the appropriate ESL instruction as outlined in the Bilingual/ESL Three Year Program Plan.

- 7. It is recommended that the Matawan-Aberdeen Board of Education Approve the Biomedical Academy Club.**

**Rationale:** The Matawan Regional High School Biomedical Academy Club will establish an environment to promote research opportunities, discussion of medical topics, science competitions and medical and scientific internships for the students.

**COST:** Volunteer Basis for the 2011 – 2012

- 8. It is recommended that the Matawan-Aberdeen Board of Education Approve the Lighting and Sound Club.**

**Rationale:** The Matawan Regional High School Lighting and Sound Club will provide students with training in the auditorium's sound booth apparatus and lighting in order to provide coverage and support for high school events throughout the school day and in the evenings.

**COST:** TBD

- 9. It is recommended that the Matawan-Aberdeen Board of Education authorize the submission of the Statement of Assurance of the Comprehensive Equity Plan implementation for the 2011-2012 school year.**

**10. Special Services**

Student to attend out of district placement for the 2011-2012 School Year:

STUDENT	AGE	CLASS	SCHOOL	REASON	COST	EFF DATE
100-10	16	Multiply Disabled	Garfield Park Academy	Court ordered placement	\$49,400.00 200 days@ \$247.00 per day	07/11/11- 06/30/12

**UNANIMOUS VOTE:**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	8		1	
			Demarest	

**XI. PERSONNEL**

Motion by Dr. Delaney, seconded by Ms. Hayward.

- Mr. Donaghue and Mr. Rubin discussed Mr. Donaghue’s abstention from page 39 of the staffing array. Mr. Rubin recommended that Mr. Donaghue abstain.

**The Board approves the following items:**

**A. RESIGNATIONS/RETIREMENTS**

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

NAME	LOC	POSITION	REASON	DATE OF HIRE	EFF. DATE
MORENO, VANESSA	HS	Teacher of Music Vocal	Resignation	9/1/08	6/30/11
WOJTASZEK, JACQUELINE	HS	Teacher of Science Chemistry/Forensic	Resignation	10/18/10	6/30/11
MERLO, JAYNE	MA	Teacher of Special Education BD Program	Resignation	9/1/10	6/30/11
O’KEEFE, PATRICIA	LR	Elementary Principal Lloyd Road Elementary School	Retirement	7/1/94	8/31/11
PEDE, JOSEPH	HS	Teacher of Science (Biology)	Resignation	9/1/10	6/30/11
RAMADAN,	CL	Elementary Teacher	Resignation	9/1/05	6/30/11

AUDREY		Grade 1			
MADDALENA, FRANCESCA	RD	Instructional Assistant	Resignation	11/2/09	6/30/11 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	6/30/11
KAHALY, VANESSA	CL	Elementary Teacher	Resignation	9/1/08	6/30/11
D'ONOFRIO, DAWN	HS	Athletic Trainer	Resignation	1/3/07	6/30/11

**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
HARRINGTON, MEGHAN	MA	Teacher of Social Studies	FMLA	Without Pay	9/1/11 – 10/31/11 Amended Dates Previously approved 3/28/11
MAMMANO, AMY	LR	Elementary Teacher Grade 5	Maternity Leave Disability Phase	With Pay	10/13/11 – 10/21/11
			Disability Phase	Without Pay	10/24/11 – 12/15/11
			FMLA	Without Pay	12/16/11 – 3/8/12

**C. APPOINTMENTS**

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



**1A. APPOINTMENTS**

NAME	SCH	POSITION	No. Demo Lesson	STEP	SALARY/STIPEND	# INT	REPLACE REASON	EFF. DATE
ZIBBELL, JAMES	CO	Social Worker	N/A	E-09	\$55,810.00 (10/11/Salary Guide)	1	Dill-Oppito (Retirement)	9/1/11 – 6/30/12
MELIKHOVA, JULIA	HS	Teacher of Science Physics	3	E-07	\$53,630.00 (10/11 Salary Guide)	4	Schneider (Resignation)	9/1/11 – 6/30/12
DANSEREAU, STEVEN	MA	Language Arts Teacher	Sub Teacher	E-07	\$53,630.00 (10/11 Salary Guide)	10	Cavise (Retirement)	9/1/11 – 6/30/12
EISENBERG, RANDI	RD	Elementary Teacher Grade 3	3	E-10	\$56,960.00 (10/11 Salary Guide)	13	Ramadan (Transfer)	9/1/11 – 6/30/12
BRUDER, ANGELA	RD	Elementary Teacher Grade 3	3	C-02	\$44,950.00 (10/11 Salary Guide)	13	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	1	E-05	\$53,030.00 (10/11 Salary Guide)	1	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
MARY GIAMO	CO	Confidential/Executive Secretary Superintendent	N/A	N/A	\$40,800.00	4	Position Re-Instated	7/1/11 – 6/30/12
KAPADIA, VISHAKHA	CL	Elementary Teacher Grade 2 (Replacement Position)	3	E-01	\$51,830.00 (10/11 Salary Guide)	13	Di Giovanni Personal Leave	9/1/11 – 6/30/12

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

**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	<b>Frischia, Mary Jane</b>	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	English 2	HS	Frischia, Mary Jane	<b>Frischia, Mary Jane</b>	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	Forensic Science	HS	Roth, Matthew	<b>Frischia, Mary Jane</b>	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	Math 2	HS	Vina, William	<b>Frischia, Mary Jane</b>	2 Hours	6 Hours	5/26/11 (Retroactive)
121020	US History 1	HS	Cassery, Kathleen	<b>Frischia, Mary Jane</b>	2 Hours	6 Hours	5/26/11 (Retroactive)
154307	US History 2	HS	Walter, Cathleen	<b>Lambly, Michelle</b>	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
154307	English 3	HS	Malave, Robert	<b>Turner, Samuel</b>	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
154307	Oceanography	HS	Hodnicky, Helen	<b>Hodnicky, Helen</b>	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
154307	Algebra 2	HS	Provines, Effie	<b>Stetz, Diane</b>	2 Hours	10 Hours	5/16/11 – 6/20/11 (Retroactive)
124054	English 3 Honors	HS	Malave, Robert	<b>Segui, Jessica</b>	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
124054	Pre-Calculus Honors	HS	Colburn, Kendra	<b>Colburn, Kendra</b>	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
124054	US History 2 Honors	HS	Walter, Cathleen	<b>Kaiser, Heather</b>	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
124054	Lab Physics Honors	HS	Kaplan, Daniel	<b>Kaplan, Daniel</b>	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
121071	English 2	HS	Pisani, Laura	<b>Turner, Samuel</b>	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)
121071	Forensic Science	HS	Pede, Joseph	<b>Pede, Joseph</b>	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)

<b>I.D.</b>	<b>SUBJECT/ CLASS</b>	<b>LOC</b>	<b>CLASSROOM TEACHER</b>	<b>HOME INSTRUCTION TEACHER FOR APPROVAL</b>	<b>HOURS PER WEEK</b>	<b>TOTAL NO. OF HOURS PER SUBJECT/ CLASS</b>	<b>EFFECTIVE DATES</b>
121071	Algebra 2	HS	Stetz, Diane	<b>Stetz, Diane</b>	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)
121071	US History 2	HS	Kaiser, Heather	<b>Kaiser, Heather</b>	1 Hour	1 Hours	6/3/11 – 6/9/11 (Retroactive)
131039	English 2	HS	Pisani, Laura	<b>Turner, Samuel</b>	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
131039	US History 1	HS	Carnovsky, Robert	<b>Carnovsky, Robert</b>	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
131039	Geometry	HS	Butler, Jacqueline	<b>Butler, Jacqueline</b>	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
131039	Lab Biology	HS	Turley, Rose- Marie	<b>Massimini, Geoffrey</b>	1 Hour	1 Hour	6/3/11 – 6/9/11 (Retroactive)
124054	Spanish 4	HS	Coughlin, Charlotte	<b>Ogurek, Mayra</b>	2 Hours	6 Hours	6/1/11 – 6/20/11 (Retroactive)
158265	Reading Writing	RD	Lyttle, Barbara	<b>Barry, Tara</b>	2 Hours	12 Hours	6/27/11 – 8/4/11
158265	Math	RD	Lyttle, Barbara	<b>Barry, Tara</b>	1 Hour	6 Hours	6/27/11 – 8/4/11

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**

<b>NAME</b>	<b>SCHOOL</b>
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**

<b>NAME</b>	<b>SCHOOL</b>
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**

<b>NAME</b>	<b>SCHOOL</b>	<b>SUBJECT</b>
SCHNEIDER, ROGER	High School	Science

**6. VOLUNTEERS – ACTIVITIES**

<b>NAME</b>	<b>ACTIVITY</b>
HERNANDEZ, EDWARD	Football
JACKSON, WILLIAM	Football
MARTUCCI, JOSEPH JR.	Football
SCOTT, RODNEY	Football

EFFECTIVE 2011/2012 School year

**7. VOLUNTEERS (STUDENTS) TRANSPORTATION DEPARTMENT & HS MEDIA CENTER**

<b>NAME</b>	<b>ACTIVITY</b>
KAESER, KEVIN	Transportation Department
KAESER, LAUREN	Transportation Department
HERNANDEZ, AMANDA	High School Media Center
DAIZELL, JOSEPH	High School Media Center

EFFECTIVE July/August 2011 School year

**8. JOB DESCRIPTIONS**

1. The SUPERINTENDENT RECOMMENDS: That the Board of Education approve the *abolishment* of the following Jobs/Job Descriptions: **(Personnel Attachment 1a.b.c.)**
  - a. Accountant
  - b. Bookkeeper
  - c. Payroll
  
2. THE SUPERINTENDENT RECOMMENDS: That the Board of Education approve the *creation* of the following positions and attached Job Description. **(Personnel Attachment 2 a.b.c.)**
  - a. Accountant/Purchasing Supervisor
  - b. Bookkeeper – Accounts Payable/Receivable
  - c. Payroll/Health Benefits Manager
  
- 3 THE SUPERINTENDENT RECOMMENDS: That the Board of Education approve the *revisions* to the following positions and attached Job Descriptions: **(Personnel Attachment 3 a.b.c.d.e.)**
  - a. Confidential/Executive Secretary to the Superintendent
  - b. Confidential/Executive Secretary to the School Business Administrator/Board Secretary
  - c. Assistant to the School Business Administrator/Board Secretary
  - d. Director of Elementary School Accountability
  - e. Director of Secondary School Accountability

**9. BUS DRIVERS and AIDES – SUMMER 2011 EXTENDED SCHOOL YEAR**

NAME (DRIVERS)	MAX. HOURS	HOURLY RATE	MAX. TOTAL
CARROLL, KATHLEEN	200	\$28.76	\$5,752.00
HAMPTON, MARY	250	\$28.76	\$7,190.00
IFANTIS, STAVROS	250	\$24.50	\$6,125.00
KAESER, REGINA	200	\$22.78	\$4,556.00
KOSBAB, KELLY	250	\$22.78	\$5,695.00
MINUE, PATRICIA	300	\$28.76	\$8,628.00
NORTHINGTON, CLEO	250	\$28.76	\$7,190.00
PETERSON, JASON	150	\$22.48	\$3,372.00
PISARCZYK, MARGARET	250	\$26.52	\$6,630.00
RAMSEY, HOLLY	300	\$22.78	\$6,834.00
STURT, FRANK	200	\$22.48	\$4,496.00
THOMAS, CORRINE	250	\$22.58	\$5,645.00
ZELLER, KERRI	200	\$22.48	\$4,496.00
NAME (AIDES)	MAX. HOURS	HOURLY RATE	MAX. TOTAL

<b>NAME (DRIVERS)</b>	<b>MAX. HOURS</b>	<b>HOURLY RATE</b>	<b>MAX. TOTAL</b>
DELA ROSA-HONA, LARA	250	\$18.00	\$4,500.00
FINERAN, HEATHER	150	\$18.00	\$2,700.00
JONES, HAZEL	300	\$18.00	\$5,400.00
KOSTELNIK, KAREN	200	\$18.00	\$3,600.00
NAZARIAN, GLORIA	200	\$18.00	\$3,600.00
O'LEARY, GRACE	100	\$18.00	\$1,800.00
RAYMOND, DIANA	200	\$18.00	\$3,600.00
ROBLES-ARROYO, VANESSA	100	\$18.00	\$1,800.00
ROSOFF, JENNY	100	\$18.00	\$1,800.00
<b>NAME (SUBSTITUTE BUS DRIVERS AND AIDES)</b>			
		<b>HOURLY RATE</b>	<b>MAX. TOTAL</b>
BARKAWITZ, EDWARD		\$22.48	N/A
BUNZEL, RICHARD		\$24.50	N/A
CINQUEGRANA, SUSAN		\$26.52	N/A
CONTE, LORETTA		\$22.48	N/A
CONNALLON, MATHEW		\$19.50	N/A
DEBEK, EWA		\$26.52	N/A
DEVINCENZO, DONALD		\$19.50	N/A
FINERAN, MELISSA		\$22.78	N/A
LOGUE, DOREEN		\$22.78	N/A
MALTESE, RONALD		\$22.48	N/A
NAZARIAN, GREGORY		\$22.78	N/A
NICORA, LOIS		\$9.00	N/A
POWELL-APITO, DEBORAH		\$19.50	N/A
REINHOLD, CATHERINE		\$28.76	N/A
RICE, PAULINE		\$19.50	N/A
RODRIGUEZ-KNUDSEN, PAULA		\$19.50	N/A
RUSEK, JAMES		\$19.50	N/A
SANMARTIN, DAVID		\$9.00	N/A
TERRANOVA, WILLIE MAE		\$9.00	N/A

**10. 2011 HIGH SCHOOL GRADUATION EXERCISE CHAPERONE**

LAST NAME	FIRST NAME
FRISCIA	MARY JANE

Rationale: Two Hours @25.00/Hour  
 Account # 11-140-100-101-30-0000-1  
 Effective: 6/20/11 (Retroactive)

- 11. **EXTRA CURRICULAR/HOURLY ACTIVITIES – Personnel Attachment #4**
- 12. **SUMMER EXTENDED SCHOOL YEAR - (Personnel Attachment #5)**
- 13. **REVISED STAFF ARRAY -- (Personnel Attachment #6)**
- 14. **APPROVED SALARIES OF STAFF 2011/2012 – (Personnel Attachment #7)**
- 15. **OTHER**

NAME	POSITION/HOURS	EFFECTIVE
GALLAGHER, DARLENE	Community Liaison P/T Technology Office Up to 29 Hours/Week \$19.85/Hour	7/1/11 – 8/31/11

**UNANIMOUS VOTE:**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	8*		1	
			Demarest	

\*Mr. Donaghue abstained from Page 39 of the staffing array due to a conflict of interest.

**XII. FINANCE / TRANSPORTATION**

Motion by Dr. Delaney, seconded by Mr. Aitken.

- Mr. Strimple noted that the request of waiver for facilities should be for room #28, not room #2.

**The Board approves the following items:**

**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	\$2,020,386.44
<b>TOTAL:</b>	<b>\$ 4,949,699.08</b>

- 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 Board of Education 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 his transfer consistent with all applicable laws and regulations.

10. **APPOINTMENT OF FOOD SERVICE MANAGEMENT COMPANY**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education appoint Chartwells as the district's Food Service Management Company for the 2011-2012 School year in accordance with the following terms and conditions:

**Administrative Fee:** Chartwells shall charge the Local Education Agency an Administrative Fee of Six Thousand Five Hundred dollars (\$6,500) per month for ten (10) months for an annual total of Sixty Five thousand dollars (\$65,000) during the 2011-2012 school year.

**Management Fee:** Chartwells shall charge the Local Education Agency a Management Fee of Six Thousand Five Hundred dollars (\$6,500) per month for ten (10) months for an annual total of Sixty Five thousand dollars (\$65,000) during the 2011-2012 school year.

**Guaranteed Return:** Chartwells guarantees that the return to the LEA from the Food Service Program for the school year will be \$100,000. If the annual operating statement shows a return less than \$100,000, Chartwells will reduce its Management Fee by the difference between the actual and the guaranteed amount, but in no event shall the reimbursement obligation exceed the amount of Chartwells' Management Fee, as set forth above. The Guaranteed Return is based on the following conditions and assumptions remaining in effect for the school year.

- (a) Reimbursement rates for the Child Nutrition Program meals will not be less than the rates in effect for any prior school year.
- (b) The value of government-donated commodities will not be less than the value of government-donated commodities received during the prior school year.
- (c) The number of days meals are served during the school year will not be less than: 180 days in the High School, middle school and elementary schools
- (d) The number of serving periods, locations, serving times and types of service will not change materially.
- (e) The student enrollment for the Term of the Agreement will not be less than 3828 students.
- (f) The level of wages, salaries and fringe benefits will not exceed those included in Chartwells' proposed operating budget submitted to the LEA.
- (g) The selling prices of Menu Pattern Meals and a la carte selections will not be less than those included in Chartwells' proposed operating budget submitted to the LEA.

- (h) Service will not be interrupted as a result of fire, work stoppage, strike or school closing.
- (i) The District and its representatives including but not limited to, school principals, teachers and District employees shall fully cooperate with Chartwells in the implementation of the Food Service Program. The District shall fully cooperate with Chartwells to limit the expansion of competitive food sales in order to maximize the gross receipts and other non-cash sales of the Food Service Program.
- (j) The LEA shall have timely submitted all documentation for reimbursement claims, except where such failure is due to an act or omission of Chartwells.
- (k) The number of students eligible for free and reduced price meals will be no less than that during the prior school year.

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

It is recommended that the Matawan-Aberdeen Regional School District Board of Education adopt the following price schedule for the 2011-2012 School Year:

	<u>Breakfast</u>	<u>Adult</u>	<u>Lunch</u>	<u>Adult</u>
Elementary	\$1.00	\$1.55	\$2.20	\$2.70
Middle School	\$1.15	\$1.70	\$2.35	\$2.95
High School	\$1.25	\$1.80	\$2.60	\$3.45
Reduced	\$0.30		\$0.40	

Ala-Carte Prices – In accordance with the document in the hands of each Board Member.

Breakfast prices were not increased. In accordance with Federal Guidelines lunch prices are required to be increased by \$0.10. Adult prices were increased by \$0.10 for both breakfast and lunch.

**12. PURCHASE OF TRUCK THROUGH STATE CONTRACT**

It is recommended that the Matawan-Aberdeen Regional Board of Education authorize the purchase of a 2012 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. RECEIPT AND AWARD OF LEASE PURCHASE FINANCING**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education acknowledge receipt of bids for Lease Purchase Financing as follows:

<u>Bidder</u>	<u>Rate Bid</u>	<u>Fee</u>	<u>Interest to be Paid</u>
Municipal Leasing Consultants	3.37%	\$250	\$8,472.00
Global Strategic LLC.	3.925	\$0	\$9,601.24

It is recommended that the Matawan-Aberdeen Regional School District Board of Education award a contract to Municipal Leasing Consultants of Vermont, to provide lease purchase financing in accordance with their bid for the purchase of a Ford F-350 Truck with plow and a 54 Passenger Bus.

**14. APPOINTMENT OF SNELLING STAFFING SERVICES**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education appoint Snelling Staffing Services to provide bookkeeping services for the district at an annual fee of \$37,000 to be paid based on the actual number of days worked by the provided individual.

**15. REQUEST OF WAIVER FOR FACILITIES FOR THE 2011-2012 SCHOOL YEAR**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education request a waiver for facility use for the 2011-2012 school year for the following buildings:

-Lloyd Road Elementary School – Dual Use of Media Center as a class room for either Basic Skills Program or Resource Center Pull Out Program.

-Strathmore Elementary School – Request approval of alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3(h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom #2 in lieu of individual toilet rooms in each classroom.

**16. SETTLEMENT OF LITIGATION**

Be It Resolved, that the Board of Education hereby approves a settlement of litigation in the matter of Barbara Cholewa v. Matawan-Aberdeen Regional Board of Education, Docket No. MON- L-5818-09, subject to execution of a written settlement agreement in a form acceptable to the Board Attorney.

**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.

<b>RTE. #</b>	<b>DESTINATION</b>	<b>CONTRACTOR</b>	<b># OF DAYS/ TRIPS</b>	<b>PER DIEM/ TRIP</b>	<b>EFFEC. DATE</b>	<b>COST</b>
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. TRANSPORTATION ROUTES FOR THE 2011-2012 SUMMER SESSION**

It is recommended that the Matawan-Aberdeen Regional School District Board of Education in accordance with N.J.A.C. 6A:27-9.13 approve the following contracted routes for 2011-2012 school year summer session.

<b>RTE. #</b>	<b>DESTINATION</b>	<b>CONTRACTOR</b>	<b># OF DAYS/ TRIPS</b>	<b>PER DIEM/ TRIP</b>	<b>EFFEC. DATE</b>	<b>COST</b>
664-S	CPC Highpoint	C-Way	24	\$144.95 w/aide	7/11/11-8/11/11	\$3,478.00
665-S	Center for Life Long Learning	C-Way	29	\$124.95	7/5/11-8/12/11	\$3,623.55
667-S	Children's Center of Monmouth County	Helfrich	39	\$184.00 w/aide	7/1/11 – 8/25/11	\$7,176.00
668-S	Bayshore Jointure Commission DLC	Helfrich	30	\$172.00	7/5/11-8/15/11	\$5,160.00
669-S	Bayshore Jointure Commission DLC	Helfrich	30	\$172.00	7/5/11-8/15/11	\$5,160.00
					Grand Total	\$24,597.00

**3. 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.

**4. 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.

**5. 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

**UNANIMOUS VOTE:**

<b>ROLL CALL VOTE:</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
	8		1	
			Demarest	

**XIV. PUBLIC COMMENTS RELATING TO ADDITIONAL CONCERS**

- There were no comments from the public.

**XIV. UNFINISHED BUSINESS**

- There was no unfinished business from the Board.

**XV. NEW BUSINESS**

- There was no new business from the Board.

**XVI. EXECUTIVE SESSION – PERSONNEL, WAYNE SPELLS HEARING AND LEGAL UPDATE - GRIEVANCES.**

A motion by Ms. Esposito, seconded by Mr. Aitken, to enter into Executive Session for Personnel, Wayne Spells Hearing and Legal Updates - Grievances.

The Board adjourned the public portion of the meeting at **7:43 PM**.

The Board went entered into Executive Session for Personnel, Wayne Spells Hearing and Legal Updates - Grievances at **7:50 PM**.

The Board exited Executive Session at **9:06 PM**.

The Board reconvened the public portion of the meeting at **9:07 PM**.

**XVII. ADJOURNMENT**

A motion by Dr. Delaney, seconded by Ms. Hayward.

RECOMMEND: That the meeting be adjourned. The Regular Action meeting adjourned at **9:08 PM**.

**UNANIMOUS VOTE:**

<b>ROLL CALL VOTE:</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
	9			

Respectfully submitted,

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

Xerox WorkCentre 7345  
Banner Sheet

dpalumbo

Date & Time : 08/09/2011 07:19 AM

User Name :

dpalumbo

File Name : Microsoft Word - Special Meeting Notes 6-20-11.doc

Start Page



**MISSION STATEMENT**

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

**VISION STATEMENT**

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

**ACTION MEETING** on **June 20, 2011**, Cambridge Park Elementary School, One Crest Way, Aberdeen, New Jersey.

**I. CALL TO ORDER**

Board President Charles Kenny called the Special Meeting to order at **8:05 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 June 14, 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. This notice was also emailed to all Board of Education members and 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
	Dr. Todd Larchuk	

Absent: Ms. Patricia Demarest, Mr. Dennis Daniels

Also Present: Mr. David M. Healy – Superintendent of Schools  
Dr. Patrick Piegari – Interim Deputy Superintendent of Schools

**V. BOARD PRESIDENT’S REPORT**

Board President, Mr. Kenny, did not make a statement.

**VI. MOTION TO ADJOUR TO EXECUTIVE SESSION –  
FOR THE PURPOSE OF INTERVIEWING  
CANDIDATES FOR THE POSITION OF VICE  
PRINCIPAL AT THE MIDDLE SCHOOL**

A motion by Ms. Hayward, seconded by Ms. Esposito, to enter into Executive Session for the purpose of Interviewing Candidates for the Position of Vice Principal at the Middle School.

The Board adjourned the public portion of the meeting at **8:09 PM**.

The Board went entered into Executive Session for the purpose of Interviewing Candidates for the Position of Vice Principal at the Middle School at **8:10 PM**.

The Board exited Executive Session at **10:05 PM**.

The Board reconvened the public portion of the meeting at **10:06 PM**.

**VII. RETURN TO OPEN SESSION**

A motion by Ms. Esposito, seconded by Ms. Hayward, to reconvene the public portion of the Special meeting.

The Board reconvened the public portion of the meeting at **10:06 PM**.

**VIII. PUBLIC COMMENTS RELATING TO BOARD  
AGENDA ITEMS**

- There were no comments from the public.

**IX. ACTION ITEM**

**PERSONNEL**

A motion by Ms. Esposito, seconded by Mr. Aitken.

The Superintendent recommends:

**A. APPOINTMENTS**

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

NAME	SCH	POSITION	No. Demo Lesson	STEP	SALARY/STIPEND	# INT	REPLACE REASON	EFF. DATE
VAN HORN, MARK	MA	Assistant Principal	N/A	STEP-02	\$122,478.00 (2010/2011 Guide)	11	Ugialoro (Resignation)	7/1/11 Sooner if Available (* 60 Day Rule Applies in Current District)

**UNANIMOUS VOTE:**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	7		2	
			Demarest, Daniels	

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

- There were no comments from the public.

**XI. UNFINISHED BUSINESS**

- There was no unfinished business from the Board.

**XII. NEW BUSINESS**

- There was no unfinished business from the Board.

**XIII. ADJOURNMENT**

A motion by Ms. Esposito, seconded by Ms. Hayward.

RECOMMEND: That the meeting be adjourned. The Special meeting adjourned at 10:30 PM.

**UNANIMOUS VOTE:**

<b>ROLL CALL VOTE:</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
	7		2	
			Demarest, Daniels	

Respectfully submitted,

David M. Healy  
Superintendent of Schools

**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
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

**APPROVED STAFF TRAVEL 2011 - 2012**

Farley, Greg	CO	07/22/11 - 07/25/11	Sheraton Society Hill, Philadelphia	National Association for Media Literacy Education Conference	\$365.00	\$47.74	X	X	X	\$412.74	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
Hitchman, Marie	HS	09/16/11	High Focus Center, Freehold, NJ	Monthly Monmouth County Association of Student Assistants Professionals Meeting	\$0.00	\$8.62	X	X	X	\$8.62	NO
Hitchman, Marie	HS	10/21/11	Hazlet Middle School, Hazlet, NJ	Monthly Monmouth County Association of Student Assistants Professionals Meeting	\$0.00	\$2.91	X	X	X	\$2.91	NO
Hitchman, Marie	HS	11/18/11	Asbury Park High School, Asbury Park, NJ	Monthly Monmouth County Association of Student Assistants Professionals Meeting	\$0.00	\$14.07	X	X	X	\$14.07	NO
Hitchman, Marie	HS	12/16/11	Long Branch High School, Long Branch, NJ	Monthly Monmouth County Association of Student Assistants Professionals Meeting	\$0.00	\$12.28	X	X	X	\$12.28	NO
Blackmore, Tyler	MA	7/11/11 - 7/12/11	FEA Conference Center, Monroe Township, NJ	English Language Arts Standards in Grades 6-12	\$150.00	\$19.93	X	X	X	\$169.93	NO
Wietecha, Corinne	MA	10/20/11 - 10/21/11	Atlantic City, NJ	NCTM Regional Mathematics Conference	\$0.00	\$117.30	X	X	X	\$117.30	YES
Gumina, Linda	ST	07/15/11 - 07/17/11	The Young Adult Institute Network, New York, NY	Introduction to PROMPT: Technique Workshop (Paid by IDEA Grant)	\$650.00	\$74.21	\$42.00	X	X	\$766.21	NO
<b>TOTAL</b>										<b>\$1,617.82</b>	

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

**Matawan Aberdeen Regional School District**

# **JOB DESCRIPTIONS TO BE ABOLISHED**

**PERSONNEL - ATTACHMENT 1 a. b. c**

## Matawan-Aberdeen Regional School District

- Title:** ACCOUNTANT
- Qualifications:** Bachelor's Degree, CPA or MBA preferred  
Requires knowledge of GAAP Accounting  
Minimum three to five years Accounting experience  
Knowledge of Microsoft Excel, Word and PowerPoint required.  
Familiarity with Systems 3000 a plus.
- Reports To:** School Business Administrator
- Major 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 of the school District's Business Office.
- Performance Responsibilities:**
- Preparation and submission of state/county/federal governmental reports as required by law for the child nutrition program, including but not limited to free and reduced lunch applications, direct certification and the verification summary report.
  - Assist in the preparation of the Application for State School Aid reports. (ASSA)
  - Monthly reconciliations of the Board of Education bank accounts.
  - Audit the food services cash receipts and reimbursement vouchers on a monthly basis.
  - Enter cash receipts and encumber purchase orders into the accounting computer system.
  - Preparation and posting of required journal entries.
  - Prepare and provide information to the school district auditor during the year and for the fiscal audit.
  - Perform internal audit on student activity accounts.
  - Coordinate closing of books at fiscal year-end including reconciling outstanding purchase orders and reserve accounts to actual commitments.

Prepare the Educational Data Bid orders for school supplies.

Acquire and maintain the necessary compliance documents for individual purchase orders.

Other financial analyses as required by the Business Administrator.

Performs other duties as may be required by the Business Administrator.

**DATE ADOPTED BY BOARD:** JUNE 30, 2008

**AGREED TO BY**  
**ENCUMBENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
Signature



# MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

## *BOOKKEEPER*

### **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.

### **PRIMARY FUNCTION:**

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

### **REPORTS TO:**

School Business Administrator/Board Secretary and/or designee.

### **TERMS OF EMPLOYMENT:**

Twelve-month school year. In accordance with the terms of the Collective Bargaining Agreement between the Board of Education and UNITE.

### **EVALUATION:**

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

### **PRIMARY/PERFORMANCE 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.
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.

## MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

### *BOOKKEEPER*

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. Handles all Educational Data Services bid work, which includes: contact with the company; sorting and distributing bid books for all supplies to departments/schools; collecting bid books; doing spread sheet books and dollar amounts. Sorts and distributes the computer printout after they are processed by Ed Data so that any changes that need to be made can be done before purchase orders are typed by Ed Data.  
After purchase orders are typed by Ed Data and returned to the District, sorts the purchase orders again and distributes to departments/schools to post for the next school year.  
The award letter for each category of bids must be put on the board of Education Agenda for approval.
10. Obtains up to date list of State contract vendors from State.
11. Prepares district order for paper and Xerox supplies.
12. Maintains and improves professional competence via workshops, seminars, publications, etc.
13. Carries out such other duties as may be assigned by the Business Administrator/Board Secretary and/or designee.
14. Assumes responsibility of sending bank statements of General Fund and Payroll to Custodian of School Monies for reconciliation.
  - a. Making copies for the Auditor
  - b. Filing of General Fund and Payroll Statements after reconciliation.
15. Coordinates the student activity, athletics, and drama accounts of the district.
16. Reconciles student activity and athletics bank statements maintained by the Board.

DATE ADOPTED BY BOARD: June 11, 2007

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**

***BOOKKEEPER***

AGREED TO BY INCUMBENT: \_\_\_\_\_

DATE: \_\_\_\_\_

## MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

### ADMINISTRATIVE ASSISTANT PAYROLL,

#### 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, ten 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) and hardware is required.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

#### PRIMARY FUNCTION:

Assists the Board Secretary/Business Administrator and/or Designee in the major business functions of employee payroll benefits and assists the Board of Education's negotiations team in developing and responding to contract proposals.

#### REPORTS TO:

Board Secretary/Business Administrator and or Designee.

#### TERMS OF EMPLOYMENT:

Twelve-month school year. Range to be determined by the Board of Education. NOTE: Irregular work time required during month to prove payroll is considered part of regular assignment and does not constitute overtime.

#### EVALUATION:

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

#### PRIMARY/PERFORMANCE RESPONSIBILITIES:

1. Prepares and proves monthly gross and net payroll, making appropriate deductions for Federal and State Income Tax, retirement programs, union dues, loans and credit unions, tax shelters, insurance coverage, unemployment withholding, and garnishes in a timely manner.
2. Prepares reports for audit and record keeping purposes in the area of payroll and obtains the required signatures of Superintendent, Board Secretary, and Board President.
3. Assists with preparation and issuance of appropriate checks to proper agencies covering all payroll deductions including Federal and State Income Taxes, Social Security, State Retirement Systems, Tax Sheltered Annuity Programs, State Unemployment Insurance, Union/Professional Dues, Health, Dental, and Disability Insurance, Garnishees, and other authorized deductions in a timely manner.
4. Prepares or assists in the preparation of all reports and documents necessary for Federal/State/Local/other agencies in regard to the above payroll deductions in a timely manner.
5. Assists the Board of Education negotiation team during collective bargaining by gathering and assembling data relevant to wages, salaries.
6. Assists in conducting appropriate analysis of union proposals relating to salary to determine cost of impact and assists in the generation of cost savings alternatives for Board counter-proposals.
7. Reviews practices within current contracts to determine frequency of use of existing benefits to assist Board in developing an agenda of cost-savings proposals when commencing negotiations.

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

ADMINISTRATIVE ASSISTANT PAYROLL,

8. Assists in conducting salary and related benefits surveys of individual position categories, obtaining appropriate wage and salary information, fringe benefits, and employee work schedule information so as to determine proposals for adjustments in salaries, benefits, or workday as appropriate.
9. Maintains a record of all personnel transactions by the Board of Education as it pertains to salary increases, stipends, deductions, leaves, hires, termination, etc.
10. Maintains a complete record of all payroll transactions by each budgetary account.
11. Maintains employees' personal history files pertaining to salaries, and payroll deductions.
12. Provides assistance to all district personnel in the preparation of all retirement and pension withdrawal forms, and fringe benefit pension loads and tax sheltered annuity forms.
13. Provides assistance to school secretaries in the completion of all summaries of payroll documents or individual vouchers generated by Board-hired employees.
14. Responsible for input of payroll data into computer systems, requiring verification reports. Verifies payroll registers prior to issuance of payroll checks.
15. Performs all other related duties as may be assigned by the Board Secretary/Business Administrator and or Designee.
16. Maintains and improves professional competence via workshops, seminars, publications, etc.
17. Maintains accurate and current W-4 information on all employees.
18. Carries out such other duties as may be assigned by the Board Secretary/Business Administrator and/or Designee.

DATE ADOPTED BY BOARD: December 17, 2001

AGREED TO BY INCUMBENT: \_\_\_\_\_

DATE: \_\_\_\_\_

**Matawan Aberdeen Regional School District**

# **JOB DESCRIPTION CREATION**

**PERSONNEL - ATTACHMENT 2 a. b. c.**

# 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

### 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**

**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**

# **JOB DESCRIPTIONS REVISIONS**

**PERSONNEL - ATTACHMENT 3 a. b. c. d. e.**

# 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.
5. Collects and reports yearly statistics of the incidence of vandalism, violence and substance abuse to State Department of Education.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**

**CONFIDENTIAL EXECUTIVE SECRETARY  
SUPERINTENDENT**

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**

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

## DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY

### **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 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.

## DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY

- \*(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.

### **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



DIRECTOR OF ELEMENTARY SCHOOL ACCOUNTABILITY

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

## DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

### **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 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.

## DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

- \* (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.

### **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

DIRECTOR OF SECONDARY SCHOOL ACCOUNTABILITY

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: \_\_\_\_\_