

**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 **August 16, 2010**, Administration Building, One Crest Way, Aberdeen, New Jersey.

**I. CALL TO ORDER**

Board President Charles Kenny called the Regular Action Meeting to order at **8:00 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 at its annual Organization Meeting adopted a schedule of the year’s regular meetings and said schedule was posted publicly, sent to our official newspaper, the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Aberdeen-Matawan Joint Free Public Library, within seven days following the Organization Meeting.”

**IV. ROLL CALL**

Present: Ms. Hayward, Mr. Kenny, Dr. Delaney, Ms. Rubino, Ms. Esposito,  
Mr. Ruprecht, Mr. Warren – (Arrived 8:04 PM), Ms. Demarest, Mr. Donaghue  
Absent:  
Also Present: Dr. O’Malley, Ms. Deluca, Ms. Irons, Mr. Rubin

**V. MINUTES**

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

THE SUPERINTENDENT RECOMMENDS: That the Board of Education approve the minutes of the July 26, 2010, Action Meeting; July 26, 2010, Executive Session.

**UNANIMOUS VOTE:**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
July 26, 2010 – Action Meeting	7		1 Warren - (Arrived 8:04PM)	1 Donaghue
July 26, 2010 – Executive Session	7		1 Warren - (Arrived 8:04 PM)	1 Donaghue

**VI. BOARD PRESIDENT’S REPORT**

Mr. Kenny made the following statements:

- Welcomed Ms. Deluca to the meeting. Ms. Deluca thanked the Board for the vote of confidence and looks forward to working with them.
- There is only a few weeks left before the school year starts. The first day of school is an opportunity to start over, be everything you can be and look positively to the future.
- There is a new Middle School principal.
- The education system is under scrutiny and our District is doing more with less. We are stronger and more efficient.
- Wished everyone a happy and healthy remainder of the summer.

**VII. SUPERINTENDENT’S REPORT**

Dr. O’Malley made the following comments:

- Summer mailing will be going out this Thursday and should be received by students either Friday or Saturday.
- School starts for teachers September 1<sup>st</sup> and September 2<sup>nd</sup> for students.
- Received preliminary NJ ASK scores; however there has been a discrepancy throughout the State with regards to the scores for Language Arts in grades 3 through 5.
- Around September 6<sup>th</sup> parents will receive the NJ ASK scores for grades 3-8.

- There was significant staff turnover with 43 new staff members this year. Next week Ms. Deluca will be leading them during the new staff orientation. There will be a full week of activities.

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

Mr. Kosmyna, 1 Central Ave. Old Bridge,

- What is the cost for Source 4 Teachers under Other item #2? Dr. O'Malley stated the rate of pay for the subs has remained the same and it's a tiered cost based on the number of subs used. Dr. O'Malley noted that a cost can't be given because it's based on the number of outages.
- The cost for MSG Varsity? Dr. O'Malley answered that there is no cost to the District and is actually revenue.
- In regards to the Personnel agenda, is happy to see the District conformed to the contract based on steps people were being hired on.
- On the Personnel agenda under Staffing Array Changes, was Blodgett notified of the change in writing? Ms. Deluca stated she has been notified and Mr. Kosmyna will receive a copy of the letter.
- The job description for the testing coordinator has a responsibility dealing with College Boards. Will the current staff hired by College Boards retain that responsibility? Ms. Deluca stated she doesn't foresee it being taken from them.
- Are the salaries for the stipends still going to be negotiated because there is no stipend or amount attached to the Personnel agenda? Dr. O'Malley stated the position has already been budgeted and determining if it should be split between two employees.
- Is the position of Billing Coordinator going to be part of the MRTA? Dr. O'Malley answered that it would not.
- Does the District have a copy of the waiver it received for the Temporary Facility use at Strathmore? Dr. O'Malley stated he has the document which needs to be approved by the Board and then sent to the State.

Ms. Laura Porter, 71 Juniper Place, Aberdeen,

- For the transportation routes that were bid, did the "Host" do the bidding? Ms. Irons stated the Host did the bidding and where MARSD is the Host; there is estimated revenue that goes along with the jointure.

**XI. PROGRAM**

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

There were several comments and questions by the Board:

Mr. Warren would like to see the percentage of students that passed the AP exams on the balanced score cards. Instead of individual classroom percentages would like it to be by grade. Dr. O'Malley stated the percentage listed is the percentage of students who took the test not by class.

Mr. Donaghue noted that one of the benefits of the AP exams is that students can earn college credits and don't have to pay for them. Mr. Warren stated students who take the test are more likely to be college ready. Mr. Kenny stated that Mr. Warren's point is to get more students into college.

Mr. Warren is concerned with the vacancy rate for District staff. Reviewed the Source 4 Teachers figures and noticed the vacancy rate from 08/09 to 09/10 jumped 12%. Why would it do that? Dr. O'Malley stated could be 1 of 2 things. There was much more professional development or people were taking off due to non-renewals or retirements. Dr. O'Malley stated the Board should look at the filled numbers which indicates the vacancies that needed to be filled. Mr. Warren stated the 6% or 7 % vacancy rate per day is very high.

Mr. Donaghue would like to see the figures more detailed, so employees on the family leave act are broken out separately from people who are out sick.

Mr. Warren asked if the curriculum guides are public record. Mr. Rubin stated it is a public record available under OPRA.

Mr. Warren believes that based on the District's new mission statement, we should aim our curriculum standards higher than that of State standards.

Mr. Kenny stated the Board was provided with the balanced score cards which are key for student achievement.

Mr. Warren is concerned with the number of incidences at the schools. Some grades have half the incidences that other grades have. Ms. Deluca stated the majority of infractions are for cell phone use. Ms. Deluca stated the incidences decrease as students grow up and mature.

Ms. Hayward asked who will be ensuring the District is meeting its obligations for MSG Varsity. Dr. O'Malley stated it will be going through the television studio. The District will receive a \$1,000 stipend, \$2,000 worth of equipment and two \$1,000 scholarships.

Ms. Rubino stated the teacher involved with MSG will be receiving the stipend. Asked if MSG picks the clips or do they use them all? Dr. O'Malley stated the District can send in as many clips as we want but MSG chooses what goes on.

Mr. Warren inquired if any of the Out of District placements have changed at all and if the District is checking to see if each student is progressing at a particular school. Dr. O'Malley stated the parents of the 14 students at Bayshore have been contacted and there are annual reviews of student IEPs.

Mr. Warren asked if any students have changed their placements. Dr. O'Malley stated yes\.

Mr. Ruprecht inquired if the MSG curriculum will be in the classroom or through an AV club. Dr. O'Malley stated it could be the combination of both.

Mr. Donaghue asked about the possibility of MSG coming in and doing their own filming. Dr. O'Malley stated it could happen for significant events.

**Move to approve upon the recommendation of the Superintendent:**

**A. TRAVEL**

1. Pursuant to travel policy#6471, 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: 6471 School District Travel

RATIONALE: Required estimates to abide by law and policy. All amounts are not to exceed.

**B. OTHER**

1. **APPROVE** Balanced Scorecards for the 2010-2011 school year.
2. **APPROVE** an agreement with Source4teachers, L.L.C. and the Matawan-Aberdeen Regional School District to provide substitute teachers, aides, secretaries, as well as other related services from September 2, 2010 through June 30, 2011.
3. **APPROVE** an agreement with MSG Varsity for the period beginning September 1, 2010 and ending on June 30, 2011 to produce content for MSG Varsity Network in return for teacher stipends, equipment, and scholarships.
4. **APPROVE Adoption of curriculum guides** for the 2010 – 2011 school year.

Effective: August 17, 2010-08-04

POLICY: 6141 Curriculum Design/Development

RATIONALE: New curriculum guides are revised in alignment with the New Jersey Core Curriculum Content Standards

<b>CURRICULUM</b>	<b>GRADE(S)</b>	<b>CURRICULUM</b>	<b>GRADE(S)</b>
Language Arts Honors Grade 6	6	US History II	11
Language Arts Honors Grade 7	7	AP Government and Politics	11, 12
Language Arts Honors Grade 8	8	Writing Units of Study for Grade K	K
Social Studies Grade 6 (US)	6	Writing Units of Study for Grade 1	1
Language Arts Lab	11	Writing Units of Study for Grade 2	2
Mathematics Lab	11	Writing Units of Study for Grade 3	3
World Cultures	9	Writing Units of Study for Grade 4	4
US History I	10	Writing Units of Study for Grade 5	5

**C. SPECIAL SERVICES**

1. **APPROVE** the acceptance of the Individuals with Disabilities Education Act (IDEIA-B) combined for fiscal year 2011.

<b>GRANT TITLE</b>	<b>AMOUNT</b>
IDEA BASIC	\$816,891
IDEA PRESCHOOL	\$21,816

2. **APPROVE** students to attend out of district placements for the 2010 – 2011 Extended & School Year

<b>STUDENT</b>	<b>AGE</b>	<b>CLASS</b>	<b>SCHOOL</b>	<b>REASON</b>	<b>COST</b>	<b>EFF DATE</b>
008-222	16.6	Multiply Disabled	RKS Harbor School	Continued Placement	\$49,476.00	07/06/10-06/30/11

9511-068	17.5	Multiply Disabled	RKS Harbor School	Continued Placement	\$49,476.00	07/06/10-06/30/11
0609-003	6.9	Autistic	Search Day Program	Continued Placement	\$58,187.69	06/28/10-06/30/11
0001-002	7.9	Autistic	Preferred Home Health Care	Continued Services	\$47,880.00	07/01/10-06/30/11
0805-006	8.6	Emotional Disabled	CPC Behavioral Healthcare – Elem	Continued Services	\$69,700.00	07/12/10-06/30/11
0510-003	10.10	Multiply Disabled	CPC Behavioral Healthcare – Elem	Continued Services	\$69,700.00	07/12/10-06/30/11
0709-33	13.3	Multiply Disabled	CPC Behavioral Healthcare – Elem	Continued Services	\$69,700.00	07/12/10-06/30/11
0707-009	8.0	Multiply Disabled	CPC Behavioral Healthcare – Elem	Continued Services	\$69,700.00	07/12/10-06/30/11

**3. APPROVE** students to attend out of district placements for the 2010 - 2011 School Year:

STUDENT	AGE	CLASS	SCHOOL	REASON	COST	EFF DATE
0911-011	16.6	Traumatic Brain	Collier High School	Continued Placement	\$47,471.40	09/08/10 – 06/30/11
9906-011	18.4	Cognitive Impaired	Red Bank Regional	Continued Placement	\$27,000.00	09/03/10 – 06/30/11

**4. APPROVE** the following Special Education services for the 2010 -2011 school year:

SERVICES	POSITION	Hourly Rate	Effective Date
Bernadette Racioppi, DPT	Physical Therapist	As per contract \$85.00 per hour	2010-2011 Academic year, inclusive of the Extended School

		2 days per week	Year
Kim Charette	Occupational Therapist	As per contract \$85.00 per hour 3 days per week	2010-2011 Academic year, inclusive of the Extended School Year
Alicia Fehley	Teacher of Deaf	\$60.00 per hour/ 6 hours per week	9/1/10-6/30/11

**UNANIMOUS VOTE:**

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

**X. PERSONNEL**

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

Mr. Ruprecht questioned why there was nothing on the agenda about the continued employment of the custodians. Mr. Kenny stated this is a personnel matter and after speaking with the attorney the custodians involved are still employed.

Mr. Kenny congratulated Ms. Sheard and stated he is looking forward to having her in the District.

**Move to approve upon the recommendation of the Superintendent:**

**A. RESIGNATIONS/RETIREMENTS**

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

NAME	LOC	POSITION	REASON	BOARD APPROVED	EFF. DATE
BONNELL, JANETTE	CP	Instructional Assistant Pre School Disabilities	Rescission	7/26/10	8/2/10 (Retroactive)
DOWLING, LORRAINE	ST	Personal Aide Grade 3	Rescission	7/26/10	8/2/10 (Retroactive)
KEENEY, ALICE	LR	Instructional Assistant Personal Aide CI Class	Rescission	7/26/10	7/28/10 (Retroactive)
RHODES, TERESA	Holmdel	Personal Aide – Autistic Program	Rescission	7/26/10	8/4/10 (Retroactive)
TAFF, SAMANTHA	HS	Teacher – Chemistry	Rescission	6/14/10	8/8/10 (Retroactive)



KASICS, STEPHANIE	LR	Instructional Assistant P/T – CI Class	Resignation	Employed 1/4/10	8/2/10 (Retroactive)
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**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
LENGE, TATANIA	MA	Teacher of Mathematics	Maternity Leave	With Pay	11/5/10 to 1/10/11
			FMLA	Without Pay	1/11/11 to 4/5/11
			Child Care Leave	Without Pay	4/6/11 to 6/30/11

**C. APPOINTMENTS**

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

NAME	SCH	POSITION	No. Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF. DATE
BARKAWITZ, EDWARD	CO	Bus/Van Driver P/T	N/A	STEP 01	\$22.48/Hr	8	Sturt (change to F/T)	9/1/10 – 6/30/11
BARNES, BRITTANY	CL	Instructional Assistant K-2 Class Autistic	N/A	STEP-A-02	\$16,650.00 + BA Stipend \$1,485.00 (Amended)	8	Vacancy	9/1/10 – 6/30/11
BUFFA, THOMAS	CO	Operations & Maintenance Supervisor	N/A	N/A	\$80,000.00	12	Galvao (Resignation)	9/20/10 – 6/30/11
FIEHL, ANN MARGARET	ST	Personal Aide Grade 3	N/A	STEP-A-01	\$16,250.00	10	Dowling (Rescission)	9/1/10 – 6/30/11
FOLCHETTI, MARY ANN	Holmdel	Personal Aide Autistic Program	N/A	STEP-A-02	\$16,650.00	8	Rhodes (Rescission)	9/1/10 – 6/30/11
HARDOCK, DANA	ST	Instructional Assistant Personal LLD Class	N/A	STEP-A-02	\$16,650.00 + BA Stipend \$1,485.00	8	Vacancy	9/1/10 – 6/30/11
LAWRENCE, ANTHONY	CO	Bus/Van Driver F/T	N/A	STEP 01	\$22.48/Hr	8	Turner	9/1/10 – 6/30/11
LENIHAN, CHRISTINE	RD	Kindergarten Teacher	3	STEP C-03	\$45,250.00	13	New	9/1/10 – 6/30/11
MALTESE,	CO	Bus/Van Driver	N/A	STEP 01	\$22.48/Hr	8	New Position	9/1/10 –

NAME	SCH	POSITION	No. Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF. DATE
RONALD		<b>P/T</b>						6/30/11
MARSH, ANN	LR	Instructional Assistant Personal Aide CI Class	N/A	STEP-A-05	\$19,500.00	8	Keeney (Rescission)	9/1/10 – 6/30/11
MORILLO, DEBORAH	RD	Educational Media Specialist	1	STEP D-10	\$54,780.00	12	Mc Grath (Retirement)	9/1/10 – 6/30/11
OSMANOVIC, MILENA	CP	Instructional Assistant Pre School Disabilities	N/A	STEP A-02-	\$16,650.00 + BA Stipend \$1,485.00	8	Bonnell (Rescission)	9/1/10 – 6/30/11
PREWITT, CAROLINE	CP	Instructional Assistant <b>Personal Aide</b> Pre School Disabilities (Autistic)	N/A	STEP A-02	\$16,650.00 (Amended)	8	Vacancy	9/1/10 – 6/30/11
RIGNEY, PENNY	Holmdel	Personal Aide Autistic Program	N/A	STEP-A-01	\$16,250.00 + BA Stipend \$1,485.00 (Amended)	8	Vacancy	9/1/10 – 6/30/11
RODRIGUEZ- KNUDSEN, PAULA	CO	Bus/Van Driver <b>P/T</b>	N/A	STEP 01	\$22.48/Hr	8	Kosmowski	9/1/10 – 6/30/11
ROTH, MATTHEW	HS	Special Education Teacher	3	STEP D-03	\$50,250.00	15	Friedl (Retirement)	9/1/10 – 6/30/11
SCHNEIDER, ROGER	HS	Teacher of Chemistry	3	STEP C-06	\$46,150.00	10	Taff (Rescission)	9/1/10 – 6/30/11
SHEARD, DEBRA	HS/MS	Director of Middle School and Secondary School Accountability	N/A	STEP 02	\$127,904.00	6	De Luca	8/17/10 – 6/30/11
SOBIESKI, CYNTHIA	MA	Teacher of Language Arts	3	STEP C-02	\$44,950.00	12	Ferrante (Resignation)	9/1/10 – 6/30/11
STURT, FRANK	CO	Bus/Van Driver <b>F/T</b>	N/A	STEP 01	\$22.48/Hr	8	Rice (Retirement)	9/1/10 – 6/30/11
ZITZMAN, DENISE	CL	Instructional Assistant Personal Aide K-2 Class (Autistic)	N/A	STEP A-02	\$16,650.00 (Amended)	8	Vacancy	9/1/10 – 6/30/11

**2. SUMMER EXTENDED SCHOOL YEAR**

<b>NAME</b>	<b>POSITION</b>	<b>ACTIVITY</b>	<b>RATE</b>	<b>EFFECTIVE DATE</b>
MAIN, PAMELA	Student Personnel Services (HS/MS Shared)	100 Hours to be shared at the discretion of the Principal	\$40.00/Hour \$400.00	6/28/10 – 8/6/10 (Retroactive)
JOHANNESSEN, MICHELE	Special Education Teacher (Substitute) CP	SE Classes MCI, CI, LLD 135 Hours	\$40.00/Hour 21.5 Hours \$860.00	6/28/10 – 8/6/10 (Retroactive)
KLUGMAN, RIVKAH MOLINARI, DOREEN MUNCK, LEIGH	Speech Therapist	Pre-School Disabled LLD, AUT, CI	\$50.00/Hour 46.5 Hours Shared \$2,325.00	6/28/10 – 8/6/10 (Retroactive)
TREZZA, ANDREA	Behaviorist	AUT, CI, PSD, LLD	\$40.00/Hour 3 Hours \$120.00	6/28/10 – 8/6/10 (Retroactive)
HOLLINGER, JESSICA PETILLO, JENNIFER	LDT/C	IEP Meetings Shared	\$40.00/Hour 8.5 Hours Shared \$340.00	6/28/10 – 8/6/10 (Retroactive)
REIGELSPERGER, LAURA ZIBBELL, JAMES	Social Worker	IEP Meetings Shared	\$40.00/Hour 2.5 Hours Shared \$120.00	6/28/10 – 8/6/10 (Retroactive)

**RATIONALE:** Adjustment in cost due to increased number of students requiring services as per IEPs

**ACCOUNT:** 13-422-100-300-09-0000-8

**COST:** \$2905.00 **EFFECTIVE:** 2010/2011 School year

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

<b>NAME</b>	<b>COLLEGE</b>	<b>COOPERATING TEACHER ADMINISTRATOR</b>	<b>SCHOOL/AREA</b>
LYCZKOWSKI, JANICE (Replacing Ilana Greenberg – BOE Approved 5/24/10))	KEAN UNIVERSITY	KRISTEN NILSEN	MA – Language Arts Student Observer September – December 2010 1 Full Day/Week
SALIB, NICOLE	KEAN UNIVERSITY	LAURA REIGELSPERGER	CO – Special Services Social Work Internship Student Internship Fall 2010

**RATIONALE:** Student will be able to complete course work requirements toward degrees and Certifications

**COST:** None

EFFECTIVE DATE: 2010/2011 School year

**4. EXTRA CURRICULAR**

NAME	ACTIVITY	POSITION	STIPEND	EFFECTIVE DATE
STETZ, DIANE (Replacing: Neil Jackman – BOE Approved 7/26/10)	SAT PREP – FALL	INSTRUCTOR	\$50.00/Hour	9/1/10 – 6/30/11

ACCOUNT # 11-421-100-178-30-0000-0

**5. MENTORS**

NAME	LOC
FRICCHIONE, ANNE MARIE	MAMS
HAWCO, MEGHAN	MAMS
MEANEY, KAREN	RD
NOCERA, JOANN	CL
PROSS, KERRY	HS
RAMADAN, AUDREY	CL
SEGUI, JESSICA	HS
SOWA, REGINA	CL
ZIMMER, THERESA	LR

RATIONALE: Provisional Teacher assumes total responsibility for paying the Mentor Teacher pursuant to NJAC 6:11-3.2[c]

COST: None

EFFECTIVE 9/1/10 – 6/30/11

**6. STAFFING ARRAY CHANGES – 2010/2011 School year**

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	ASSIGNMENT	EFF DATE/ REASON
BLODGETT, MADELEINE	MA - 0.39 HS - 0.61	ESL ESL	MA – 0.78 HS – 0.22	ESL ESL	9/01/10 – 6/30/11
RADONCIC, ERMINIA	RD – 1.00	Instructional Assistant – Personal Aide CI Class	RD – 1.00	Instructional Assistant CI Class	9/01/10 – 6/30/11
GROSS, JILLIAN	HS - 1.00	Instructional Assistant Personal Aide – CI Class	HS – 1.00	Instructional Assistant CI Class	9/01/10 – 6/30/11
BRUDNER, HILLARY	ST - 1.00	Instructional Assistant – Personal Aide Resource Room	ST – 1.00	Instructional Assistant Resource Room	9/01/10 – 6/30/11

RATIONALE: As indicated above

EFFECTIVE: 2010/2011 School year

**D. JOB DESCRIPTIONS**

1. TESTING COORDINATOR (Personnel Attachment 1A)

2. STUDENT INFORMATION SYSTEMS COORDINATOR (Personnel Attachment 1B)
3. BILLING COORDINATOR (Personnel Attachment 1C)

**UNANIMOUS VOTE:**

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

**XI. FINANCE / TRANSPORTATION**

Motion by Ms. Rubino, Seconded by Dr. Delaney.

Mr. Ruprecht asked if the travel on the agenda is being approved by the position or by employee. Dr. O’Malley stated the travel being approved is for employees for this year.

**The Board approves the following items:**

**A. BUSINESS OPERATIONS**

1. **Bills List for August, 2010.** (Available for review in Board Secretary’s Office)  
*POLICY: 3326 Payment for Goods and Services*

July, 2010, Payroll	481,665.48
August, 2010, Bills List	2,611,915.84
<b>TOTAL:</b>	<b>\$ 3,093,581.32</b>

2. **Transfer of Funds for July, 2010.** (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 **July, 2010**) 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 July, 2010** 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 **July, 2010**, 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 **July 31, 2010**; 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. Purchase Orders in Excess of \$10,000

P.O. No.	Vendor	Amount	Purpose
	Standards Solution, LLC Account Number NCLB	\$15,000.00	Direct support in the form of educational consultants.

6. ***Routine Business Travel 2010-2011***

Policy: 4033 Travel/Reimbursable Expenses

Pursuant to Travel policy #4033, the following staff is approved for travel related to routine business for the 2010-2011 school year:

Name	Position	Year Total
Richard O’Malley	Superintendent	1,500.00
Elaine Lukenda	Psychologist	650.00
Jennifer Petillo	LDTC	650.00
Barbara, Chas	Psychologist	650.00
Beverly West	LDTC	650.00
Margaret DeLuca	Deputy Superintendent.	1,500.00
Kevin Dugal	Info Sys Opera Mgr	1,500.00
Laura Reigelsperger	Social Worker	650.00
Jessica Hollinger	LDTC	650.00
Micah Burge	Psychologist	650.00
David Galvao	Sup O&M	200.00
Maria Gallo	Social worker	650.00
Rivkeh Klugman	Speech Therapist	650.00
Joe Martucci	Asst Prin-Athetic Director	1,500.00
Robert, Schweitzer	Director Child Study Team	1,500.00
Greg Farley	Director of Technology	1,500.00
Wayne, Spells	Special Programs	1,500.00
Madeline Blodgett	Teacher HS to MAMS	250.00
Chris Nasser	Teacher Ravine to Cliffwood Drive	250.00

Isabel Spaur	Teacher Lloyd Rd to Strathmore	250.00
James Pappas	Teacher Lloyd Rd to Strathmore	250.00
Tara Aprilante	Teacher Cliffwood to MAMS	250.00
Lara DiLiberti	Teacher Ravine to Cambridge Park	250.00
Margaret Lathrop	Teacher Cliffwood Drive to Lloyd Rd	250.00
Raquel Colao	Teacher Reading/writing Coach	650.00
Andrea Trezza	Behaviorist	650.00
Barbara Danback	School Counselor	650.00
Marie Hitchman	Coordinator Substance Abuse	650.00
Susan Rardin	Teacher Cliffwood to Cambridge Park	250.00
Jessie, Zitarosa	Director of Accountability	1,500.00
Denise Lepre	Teacher Ravine to Lloyd Road	250.00
<b>Total</b>		<b>22,900.00</b>

7. Temporary Facility Use

The Strathmore Elementary School elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3 (h) ii and iii by providing toilet rooms adjacent to or outside the classroom # 28 in lieu of individual toilet rooms in each classroom.

**B. TRANSPORTATION**

Transportation Route Renewals, Bid Routes, Negotiated Routes, and Jointures; Contract Award for Vehicle bid

POLICY: 3541.1 Transportation Routes and Services

a. Jointure Routes for the 2010-11 School Year.

<i>RTE.#</i>	<i>DESTINATION</i>	<i>HOST</i>	<i>JOINER</i>	<i># OF DAYS</i>	<i>JOINER PER DIEM</i>	<i>EFF. DATE</i>	<i>Estimated Revenue</i>
658A	BJC Developmental Learning Center	MARSD	Union Beach 2 students	180	\$80.50	9/1/10-6/30/11	\$14,490.00
659	CPC Highpoint School	MARSD	Hazlet 2 students	180	\$64.00 w/aide	9/1/10-6/30/11	\$11,520.00

						<b>Total</b>	<b>\$26,010.00</b>
<i>RTE.#</i>	<i>DESTINATION</i>	<i>HOST</i>	<i>JOINER</i>	<i># OF DAYS</i>	<i>JOINER PER DIEM</i>	<i>EFF. DATE</i>	<i>COST</i>
<i>L110</i>	<i>Academy Learning Center</i>	<i>MOESC</i>	<i>MARSD 4 students</i>	<i>29</i>	<i>\$218.40 w/aide</i>	<i>6/28/10- 8/6/10</i>	<i>\$6,333.60</i>
<i>0005</i>	<i>Douglas Developmental Center</i>	<i>MOESC</i>	<i>MARSD 1 student</i>	<i>34</i>	<i>\$109.13 w/aide</i>	<i>6/28/10- 8/13/10</i>	<i>\$3,710.42</i>
<i>L147</i>	<i>Marlboro ELC / Search@ MELC</i>	<i>MOESC</i>	<i>MARSD 3 students</i>	<i>29</i>	<i>\$180.60 w/aide</i>	<i>6/28/10- 8/6/10</i>	<i>\$5,237.40</i>
<i>L205</i>	<i>Nexus Language Builders</i>	<i>MOESC</i>	<i>MARSD 1 student</i>	<i>38</i>	<i>\$202.00 w/aide</i>	<i>4/5/10- 8/26/10</i>	<i>\$7,676.00</i>
<i>L214</i>	<i>Nuview School</i>	<i>MOESC</i>	<i>MARSD 1 student</i>	<i>30</i>	<i>\$140.65 w/aide</i>	<i>6/28/10- 8/12/10</i>	<i>\$4,219.50</i>
<i>L129</i>	<i>Village ES</i>	<i>MOESC</i>	<i>MARSD 2 students</i>	<i>24</i>	<i>\$119.28 w/aide</i>	<i>7/6/10- 8/12/10</i>	<i>\$2,862.72</i>
<i>L176</i>	<i>Center School</i>	<i>MOESC</i>	<i>MARSD 1 student</i>	<i>3</i>	<i>\$181.23 w/aide</i>	<i>7/6/10- 7/8/10</i>	<i>\$543.69</i>
<i>L189</i>	<i>New Road School</i>	<i>MOESC</i>	<i>MARSD 2 students</i>	<i>30</i>	<i>\$139.44 w/aide</i>	<i>7/1/10- 8/12/10</i>	<i>\$4,183.20</i>
						<b>Total</b>	<b>\$34,766.53</b>



**b. Bid Routes for the 2010-2011 School Year.**

<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>
658A	BJC Developmental Learning Center	Milu	180	\$161.00 w/aide	9/1/10-6/30/11	\$28,980.00
659	CPC Highpoint School	Unlimited	180	\$192.00 w/aide	9/1/10-6/30/11	\$34,560.00
660	Academy Learning Center	Irwin Raphael	180	\$220.10 w/aide	9/1/10-6/30/11	\$39,618.00
661	Marlboro ELC / Search @ MELC	Keyport Auto	180	\$211.00	9/1/10-6/30/11	\$37,980.00
					<b>Total</b>	<b>\$141,138.00</b>

**c. Renewal Routes for the 2010-2011 School Year.**

<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>
643	St. Ambrose	First Student, Inc.	180	\$149.00	9/1/10-6/30/11	\$26,820.00
					<b>Total</b>	<b>\$26,820.00</b>

**d. Rejection of lowest bidder for Route #166**

BE IT RESOLVED that pursuant to N.J.S.A. 18A:18A-22(d), the Board of Education hereby rejects the lowest bidder (Semantov) for Route #166 submitted for the Transportation bid in response to its solicitation of August 10, 2010 due to non compliance with the bid specifications for the bus aide.

**UNANIMOUS VOTE:**

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

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

Mr. Mattern, 30 Lakeside Drive, Matawan,

- Concerned that the evening conferences for the Middle School on March 9<sup>th</sup> is Ash Wednesday. Requested that the Board change the school calendar to accommodate parents and teachers who may want to attend a religious service.

**XIII. UNFINISHED BUSINESS**

- There was no unfinished business from the Board.

**XIV. NEW BUSINESS**

Mr. Warren welcomed Ms. Sheard to the District and hopes she takes the curriculum and imparts excellence on our students so they are college ready.

Mr. Warren would love the Board to have a brainstorming session to determine what the goals of our students are.

Ms. Rubino asked when the Board will start to interview negotiators. Mr. Kenny stated the Board didn't have any names or dates as of yet.

Mr. Donaghue asked if the District is required to have a negotiator. Mr. Rubin stated the law does not require an outside negotiator.

Mr. Warren asked if he could disclose the composition of the negotiating committee. Mr. Kenny state the Chairwoman is Ms. Hayward, and the other members are Ms. Esposito and Dr. Delaney.

**XV. ADJOURNMENT**

A motion by Mr. Warren, seconded by Mr. Ruprecht.

RECOMMEND: That the meeting be adjourned. The Regular Action meeting adjourned at **8:51 PM**.

**UNANIMOUS VOTE:**

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

Respectfully submitted,

Susan A. Irons  
Business Administrator/Board Secretary

**APPROVED STAFF TRAVEL 2010-2011  
AUGUST 16, 2010**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Lasko, Dawn	CL	11/19/10	Brookdale CC, Wall, NJ	6 + 1 Success Through Writer's Workshop	\$0.00	\$15.82	X	X	X	\$15.82	YES
Kahaly, Vanessa	CL	12/07/10	Brookdale CC, Wall, NJ	A Mixed Bag of Stolen Good	\$0.00	\$15.82	X	X	X	\$15.82	YES
Spence, Gwen	CL	03/11/11	Brookdale CC, Wall, NJ	Apprehensive Writers	\$0.00	\$15.82	X	X	X	\$15.82	YES
Spence, Gwen	CL	12/07/10	Brookdale CC, Wall, NJ	A Mixed Bag of Stolen Goods	\$0.00	\$15.82	X	X	X	\$15.82	YES
Farrell, Brian	CL	08/12/10 - 03/24/11	Monmouth University, West Long Branch, NJ	Principal's Professional Development Academy	\$300.00	X	X	X	X	\$300.00	NO
Cottrell, Pat	LR	10/27/10	Brookdale CC, Wall, NJ	Science Experiments for Elementary School	\$0.00	\$14.32	X	X	X	\$14.32	YES
Serden, Sue	LR	12/10/10	Brookdale CC, Wall, NJ	Feel the Beat - Literacy Instruction using Music	\$0.00	\$14.32	X	X	X	\$14.32	YES
Abend, Jessica	LR	01/26/11	Brookdale CC, Wall, NJ	Mathematics in Literature - Activities to Make the Connection	\$0.00	\$14.32	X	X	X	\$14.32	YES
Abend, Jessica	LR	10/15/10	Brookdale CC, Wall, NJ	Boys and Literacy	\$0.00	\$14.32	X	X	X	\$14.32	YES
Zwirko, Tracy	LR	11/19/10	Brookdale CC, Wall, NJ	6 + 1 Success Through Writer's Workshop	\$0.00	\$14.32	\$0.70	X	X	\$15.02	YES
Mammamo, Amy	LR	03/11/11	Brookdale CC, Wall, NJ	Apprehensive Writers	\$0.00	\$14.32	X	X	X	\$14.32	YES
Bergrin, Barbara	LR	10/27/10	Brookdale CC, Wall, NJ	Science Experiments for Elementary School	\$0.00	\$14.32	\$0.70	X	X	\$15.02	YES
LoPiccolo, Angela	RD	03/11/10	Brookdale CC, Wall, NJ	Apprehensive Writers	\$0.00	\$15.50	X	X	X	\$15.50	YES
LoPiccolo, Angela	RD	11/19/10	Brookdale CC, Wall, NJ	6 + 1 Success Through Writer's Workshop	\$0.00	\$15.50	X	X	X	\$15.50	YES

**APPROVED STAFF TRAVEL 2010-2011  
AUGUST 16, 2010**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
DeSivestri, Rosalie	ST	12/07/10	Brookdale CC, Wall, NJ	A Mixed Bag of Stolen Goods	\$0.00	\$14.20	X	X	X	\$14.20	YES
Mintz, Karen	ST	12/07/10	Brookdale CC, Wall, NJ	A Mixed Bag of Stolen Goods	\$0.00	\$14.20	X	X	X	\$14.20	YES
Mintz, Karen	ST	03/11/11	Brookdale CC, Wall, NJ	Apprehensive Writers	\$0.00	\$14.20	X	X	X	\$14.20	YES
Spaur, Isabel	ST	10/15/10	Brookdale CC, Wall, NJ	Boys and Literacy	\$0.00	\$14.20	X	X	X	\$14.20	YES
Christophe, Marti	ST	12/07/10	Brookdale CC, Wall, NJ	A Mixed Bag of Stolen Goods	\$0.00	\$14.20	X	X	X	\$14.20	YES
Kyvelos, Susan	ST	11/19/10	Brookdale CC, Wall, NJ	6 + 1 Success Through Writer's Workshop	\$0.00	\$14.20	X	X	X	\$14.20	YES
Montano, Maureen	MA	10/15/10	Brookdale CC, Wall, NJ	Boys and Literacy	\$0.00	\$16.18	X	X	X	\$16.18	YES
Mattern, Pattie	MA	02/02/11	Brookdale CC, Wall, NJ	Real World Mathematical Problem Solving, Grades 5-8	\$0.00	\$16.18	X	X	X	\$16.18	YES
Mattern, Pattie	MA	01/04/11	Brookdale CC, Wall, NJ	Natural Science of the Jersey Shore	\$0.00	\$16.18	X	X	x	\$16.18	YES
Sieman, Marla	MA	10/15/10	Brookdale CC, Wall, NJ	Boys & Literacy	\$0.00	\$16.18	X	X	X	\$16.18	YES
Layton, Leah	MA	10/26/10	Brookdale CC, Wall, NJ	Preparing for NJASK with Math Activities Across the Standards	\$0.00	\$16.18	X	X	X	\$16.18	YES
Chodkiewicz, Beth	MA	12/10/10	Brookdale CC, Wall, NJ	Feel the Beat - Literacy Instruction using Music	\$0.00	\$16.18	X	X	X	\$16.18	YES
Riggleman, Catherine	MA	12/08/10	Brookdale CC, Wall, NJ	So This Is Chemistry?	\$0.00	\$16.18	X	X	X	\$16.18	YES
Layton, Leah	MA	01/12/11	Brookdale CC, Wall, NJ	Interactive Math Games That Develop Higher Order Thinking	\$0.00	\$16.18	X	X	X	\$16.18	YES

**APPROVED STAFF TRAVEL 2010-2011  
AUGUST 16, 2010**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Politano, Georgette	MA	11/30/10	Brookdale CC, Wall, NJ	Investigating Geometry Concepts Through Discovery Lessons	\$0.00	\$16.18	X	X	X	\$16.18	YES
Chodkiewicz, Beth	MA	05/13/11	Brookdale CC, Wall, NJ	Strategies for Deepening Comprehension	\$0.00	\$16.18	X	X	X	\$16.18	YES
Sieman, Maria	MA	05/13/11	Brookdale CC, Wall, NJ	Strategies for Deepening Comprehension	\$0.00	\$16.18	X	X	X	\$16.18	YES
Joyce, Kathleen	MA	01/28/11	Brookdale CC, Wall, NJ	The Power of Playing With Words	\$0.00	\$16.18	X	X	X	\$16.18	YES
Wilson, Tara	MA	02/02/11	Brookdale CC, Wall, NJ	Real World Mathematical Problem Solving, Grades 5-8	\$0.00	\$16.18	X	X	X	\$16.18	YES
Iozia, Diane	MA	11/09/10	Brookdale CC, Wall, NJ	Teaching for Financial Literacy in Math Class	\$0.00	\$16.18	X	X	X	\$16.18	YES
DeVito, JoAnn	MA	12/15/10	Brookdale CC, Wall, NJ	STEM for MS & HS Teachers	\$0.00	\$16.18	X	X	X	\$16.18	YES
Cahill, Laura	MA	11/09/10	Brookdale CC, Wall, NJ	Teaching for Financial Literacy in Math Class	\$0.00	\$16.18	X	X	X	\$16.18	YES
Iozia, Diane	MA	10/19/10	Brookdale CC, Wall, NJ	Formative and Alternate Assessments	\$0.00	\$16.18	X	X	X	\$16.18	YES
Hynes, Gina	MA	02/02/11	Brookdale CC, Wall, NJ	Real World Mathematical Problem Solving, Grades 5-8	\$0.00	\$16.18	X	X	X	\$16.18	YES
Buonomo, Teresa	MA	12/10/10	Brookdale CC, Wall, NJ	Feel the Beat - Literacy Instruction using Music	\$0.00	X	X	X	X	\$0.00	YES
Stetz, Diane	HS	10/19/10	Brookdale CC, Wall, NJ	Formative and Alternate Assessments	\$0.00	\$14.51	X	X	X	\$14.51	YES
Stetz, Diane	HS	11/30/10	Brookdale CC, Wall, NJ	Investigating Geometry Concepts Through Discovery Lessons	\$0.00	\$14.51	X	X	X	\$14.51	YES
Butler, Jacqueline	HS	10/19/10	Brookdale CC, Wall, NJ	Formative and Alternate Assessments	\$0.00	\$14.51	X	X	X	\$14.51	YES

**APPROVED STAFF TRAVEL 2010-2011  
AUGUST 16, 2010**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO
Butler, Jacqueline	HS	11/30/10	Brookdale CC, Wall, NJ	Investigating Geometry Concepts Through Discovery Lessons	\$0.00	\$14.51	X	X	X	\$14.51	YES
Kish, Sheryl	HS	10/19/10	Brookdale CC, Wall, NJ	Formative and Alternate Assessments	\$0.00	\$14.51	X	X	X	\$14.51	YES
Kish, Sheryl	HS	11/30/10	Brookdale CC, Wall, NJ	Investigating Geometry Concepts Through Discovery Lessons	\$0.00	\$14.51	X	X	X	\$14.51	YES
Wynes, Nicole	HS	11/30/10	Brookdale CC, Wall, NJ	Investigating Geometry Concepts Through Discovery Lessons	\$0.00	\$14.51	\$0.70	X	X	\$15.21	YES
Phillips, Pat	HS	10/16/10 - 10/18/10	Long Branch, NJ	NJSCA Fall Conference	\$185.00	X	X	X	X	\$185.00	NO
Hor, Brock	HS	10/05/10 - 10/06/10	Garden State Exhibit Center	AENJ Fall Conference	\$0.00	X	X	X	X	\$0.00	YES
Barnes, Barbara	HS	10/05/10 - 10/06/10	Garden State Exhibit Center	AENJ Fall Conference	\$0.00	X	X	x	X	\$0.00	YES
Pickens, Sam	HS	10/05/10 - 10/06/10	Garden State Exhibit Center	AENJ Fall Conference	\$0.00	X	X	X	X	\$0.00	YES
										<b>TOTAL</b>	<b>\$1,159.63</b>
<p align="center"><b>Travel to be paid under No Child Left Behind Grant Account # 20-265-200-320-00-0000-1</b></p> <p align="center"><b>* REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.</b></p>											

MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

*High School Testing Coordinator*

**QUALIFICATIONS:**

1. Valid New Jersey teaching certificate required.
2. NJ Supervisor Certificate preferred
3. Excellent oral and written communication skills
4. At least 5 years high school teaching experience
5. Experience as proctor in standardized testing environment.
6. Experience training adults preferred
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:**

Schedule, organize and coordinate all State required, college and career related and internal testing within the high school. This includes but is not limited to HSPA, ASHA, State End-of-Course Assessments, NJPASS, AP Exams, SAT, ACT, PSAT, Mid-Term and Final Exams.

**SUPERVISES:**

Exam proctors

**REPORTS TO:**

High School Principal

**TERMS OF EMPLOYMENT:**

Ten-month year

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**PRIMARY/PERFORMANCE RESPONSIBILITIES:**

1. Organize test administration of HSPA which includes:
  - a. Attend State sponsored training
  - b. Create classroom testing rosters
  - c. Arrange for preprinted labels as required
  - d. Assign and train proctors
  - e. Develop schedule of room use
  - f. Supervise test security from receipt in the building to distribution to and collection from the lead proctors.
  - g. Pack and return tests to the NJDOE
2. Coordinate the administration of the ASHA for students who do not pass HSPA
  - a. Work with teachers to select packets

PESONNEL ATTACHMENT 1A

- b. Provide a secure testing environment
- c. Arrange for teachers to proctor completion of the ASHA packets
- 3. Organize and coordinate the administration as outlined above of NJPASS or its successor for 9<sup>th</sup> and 10<sup>th</sup> grade students during the HSPA administration to juniors.
- 4. Organize the administration for all state required End-of-the-Course Assessments, including:
  - a. Attend State sponsored training
  - b. Identify courses/students to be tested
  - c. Work with the principal to identify the appropriate testing environment.
  - d. Assign and train proctors
  - e. Supervise test security from receipt in the building to distribution to and collection from the lead proctors.
  - f. Pack and return tests to the NJDOE
- 5. Serve as Site-Coordinator for SAT, PSAT (College Board) and ACT examinations throughout the year.
  - a. Attend training
  - b. Recruit and train proctors
  - c. Complete all building use forms for test administration
  - d. Supervise test security from receipt in the building to distribution to and collection from the lead proctors.
  - e. Be on site on the days (Saturdays) of test administration
  - f. Complete all paperwork for payment of proctors
  - g. Pack and return tests to vendor.
- 6. Organize the test administration for all AP Examinations.
  - a. Attend training
  - b. Identify courses/students to be tested
  - c. Arrange for appropriate testing environment
  - d. Supervise test security from receipt in the building to distribution to and collection from the lead proctors.
  - e. Pack and return tests to vendor.
- 7. Serves as District contact to Kaplan and other vendors who provide test preparation assistance to students.
- 8. Carries out their job responsibility in a professional manner and to the best of their ability.
- 9. Carries out such other professional duties as may be assigned by the Superintendent and/or his/her designee.

DATE ADOPTED BY THE BOARD:

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

Signature

\_\_\_\_\_  
Print Name



MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT

*High School Student Information Systems Coordinator*

**QUALIFICATIONS:**

1. Excellent computer skills and knowledge of the District's Student Information System
2. Excellent oral and written communication skills
3. Experience training adults preferred
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**PRIMARY FUNCTION:**

Serve as liaison between the administration/faculty users of the Student Information System (SIS) and the Office of Technology to maintain, monitor and "troubleshoot" the on-line system.

**SUPERVISES:**

None

**REPORTS TO:**

High School Principal

**TERMS OF EMPLOYMENT:**

Ten-month year

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy.

**PRIMARY/PERFORMANCE RESPONSIBILITIES:**

1. Serve as main contact to SIS vendor and Office of Technology
2. Attend SIS training and prepare to "turn key" to staff as needed.
3. Communicate SIS needs and deadlines to staff
4. Monitor the SIS for accuracy and reliability
5. Update SIS as needed
6. Review/monitor submission of grades and progress report comments as needed
7. Work with the principal and/or his/her designee in the development of the master schedule.
8. Facilitate/assist in the implementation of the on-line gradebook and parent portal as needed.
9. Generate reports for building administration as requested.
10. Carries out their job responsibility in a professional manner and to the best of their ability.

PERSONNEL ATTACHMENT 1B

11. Carries out such other professional duties as may be assigned by the Superintendent and/or his/her designee.

DATE ADOPTED BY THE BOARD:

AGREED TO BY INCUMBENT: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BILLING COORDINATOR**

**QUALIFICATIONS:**

1. At least two years College or equivalent is required.
2. Knowledge of modern office methods, practices and equipment and of performing routine tasks involving the keeping of financial and other records of a mathematical nature.
3. Minimum of five (5) years of full-time experience in the preparation, analysis and control of billing functions.
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 tasks involving the computing, classifying, and verifying of accounts payable documents. To assist the School Business Administrator/Board Secretary in creating, analyzing and/or collecting payroll data and comparison data for collective bargaining negotiations and grievances. To assist the School Business Administrator/Board Secretary to ensure the smooth and efficient operation of the business office. Completes related work as required and/or requested.

**REPORTS TO:**

School Business Administrator/Board Secretary and/or designee.

**TERMS OF EMPLOYMENT:**

Twelve-month school year.

**EVALUATION:**

In accordance with Board policy.

**PRIMARY/PERFORMANCE RESPONSIBILITIES:**

1. Coordinates and processes all payments to Federal, State, FICA, TPAF, PERS, State Health Benefits Program, Delta Dental, and Drug Prescription Plan.
2. Performs a variety of routine and complex tasks which involve computing, classifying, verifying and recording numerical data and the reconciliation of accounts, records, and documents in order to keep sets of financial records complete. Researches and processes all purchase orders to be paid. Tracks back orders and duplicate shipments.
3. Performs varied detailed accounting operations, i.e. posting to GAAP Accounts, preparing and processing of purchase orders, vouchers, bill/claims, and generates and processes warrants for payment of District obligations. Maintains and updates all annual purchase orders (tuition, transportation, communications, etc).
4. 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. Verifies accounts by reconciling transactions, investigating and resolving discrepancies.

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT  
BILLING COORDINATOR**

5. Checks and compares for completeness various types of documents, i.e., purchase orders, vouchers, invoices, bills and receipts. Examines vouchers to ensure they have all necessary approvals and that information is mathematically correct, and reviews financial data to ensure correct account and appropriations are cited.
6. Prepares and mails all checks from the monthly bill list. All addresses on checks must be verified for correctness.
7. 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.
8. 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; completing 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 completed 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.
9. Examines and analyzes supplemental payrolls to ensure accuracy of figures, correctness of entries, that deadlines are met, and for compliance with established payroll procedures.
10. Maintains and improves professional competence via workshops, seminars, publications, etc.
11. Carries out such other duties as may be assigned by the Business Administrator/Board Secretary and/or designee.
12. Assists with creating, analyzing and/or collecting payroll data and comparison data for collective bargaining negotiations and grievances.
13. Coordinates the student activity, athletics, and drama accounts of the district.
14. Reconciles student activity and athletics bank statements maintained by the Board.
15. Maintains historical records by preparing and filing documents. Verifies information by auditing and proofing reports.
16. Process free and reduced lunch applications.

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