

**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 **March 22, 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:      | Mr. Warren , Mr. Donaghue, Ms. Hayward, Mr. Kenny, Dr. Delaney, Ms. Rubino, Dr. Gambino, Mr. O’Connell |
| Absent:       | Mr. Ruprecht   |
| Also Present: | Dr. O’Malley, Mr. Glastein, Ms. Irons, Mr. Rubin   |

**V. MINUTES**

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

THE SUPERINTENDENT RECOMMENDS: That the Board of Education approve the minutes of the February 22, 2010, Action Meeting; February 22, 2010 Executive Session; March 8, 2010 Committee of the Whole Meeting; March 8, 2010 Executive Session.

**SPLIT VOTE:**

| ROLL CALL VOTE:                        | AYES | NAYS                       | ABSENT        | ABSTAIN       |
|--|------|----------------------------|---------------|---------------|
| February 22, 2010 – Action Meeting     | 6    | 2<br>O’Connell,<br>Gambino | 1<br>Ruprecht |               |
| February 22, 2010 – Executive Session  | 7    | 1<br>Gambino               | 1<br>Ruprecht |               |
| March 8, 2010 – Committee of the Whole | 5    | 2<br>O’Connell,<br>Gambino | 1<br>Ruprecht | 1<br>Donaghue |
| March 8, 2010 – Executive Session      | 6    | 1<br>Gambino               | 1<br>Ruprecht | 1<br>Donaghue |

**VI. BOARD PRESIDENT’S REPORT**

Mr. Kenny made the following statements:

- Recognized Cambridge Park School and the students who will receive recognition.
- Many people present here tonight regarding budget concerns. A formal presentation will be made.
- Cuts have been made throughout the State but the District has done its best to keep them out of the classroom. However, those cuts may be unavoidable without union concessions, the funding isn’t there.
- Numerous clubs and sports have been retained while many districts have cut classes, clubs and sports.
- The concern of student safety is being addressed with 2 background checks for every custodian entering a building.
- There will be additional cuts if the budget does not pass.

**VII. SUPERINTENDENT’S REPORT**

Dr. O’Malley asked Mr. Spells to come to the podium.

**- Cambridge Park Highlights – Mr. Spells:**

- Welcomed everyone to the meeting and hoped they had a chance to look at the artwork by the children that is being displayed.
- Very proud of the students and staff.
- Recognized the students listed in the program. They were given a certificate by Board President Mr. Kenny.
- Recognized Ms. Lisa Brown for her dedication and hard work.

**- Public Hearing – 2010-2011 Budget**

- Dr. O'Malley presented and reviewed the slides of the power point presentation on the budget with the Board and public.

**The meeting was adjourned at 8:40 PM to move to the High School and will be reconvened at 9:52 PM due to the audience size.**

**UNANIMOUS VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|-------------|---------------|----------------|
|                        | 8           |             | 1             |                |
|                        |             |             | Ruprecht      |                |

**Meeting reconvened at 9:52 PM at the High School. Mr. Kenny stated this is a continuation of the Regular Action Meeting of March 22, 2010. Mr. Kenny asked Ms. Irons for a Roll Call as follows:**

Present: Mr. Warren , Mr. Donaghue, Ms. Hayward, Mr. Kenny, Dr. Delaney, Ms. Rubino, Dr. Gambino, Mr. O'Connell  
 Absent: Mr. Ruprecht  
 Also Present: Dr. O'Malley, Mr. Glastein, Ms. Irons, Mr. Rubin

- Dr. O'Malley completed the budget presentation.
- Reminded everyone to vote.

**Questions and Comments from Board Members:**

- There were no comments or questions from the Board.

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

The student representative, Andrew Monagle made the follow statements:

- Strathmore had a relay-a-thon to raise money for Haiti.
- Ravine Drive participated in the statewide reading race. Students read 29,471 books which was the fourth highest total in the State.
- Congratulated Sam Tobias who participated in the All Shore Symphonic Band.
- The Speech and Debate placed in a State tournament.
- Tomorrow night Charlie Brown's is supporting the music department.
- Congratulated Ms. Walling and Mr. Jones for the High School spring musical, Curtains.
- Congratulated the students who were honored earlier at Cambridge Park.

## **IX. COMMENTS & QUESTIONS FROM PUBLIC RELATING TO BOARD AGENDA ITEMS**

Various Aberdeen and Matawan residents made comments, expressed concern, and/or raised questions regarding the following items to which Dr. O'Malley responded:

Carl Kosmyna, 1075 HWY 34, Aberdeen,

- Thanked the custodial and maintenance crew for getting the High School ready at short notice.
- Did not agree with the negotiations comment. Sent an email or a letter to Mr. Ruprecht requesting to start negotiations with the possibility of union concessions. Requested scattergrams in January which the union still has not received.
- If the Board is sincere about negotiating they should give them a proposal in writing.

Ms. Friedman, Bailey Road, Aberdeen,

- Would like to see the union make concessions.
- Benefit costs around the county have increased at least 15%.
- A 2% tax increase feels like a 6% increase. Will be tough going on interviews if she can not afford to buy pants to wear.

John Leeds, 8 Golden Lane,

- Where is the research and data that shows the \$500,000 in savings with the privatization of the custodians? Dr. O'Malley stated the District contracted with a firm that reviews the figures.
- The cost of background checks for the incoming custodians. Dr. O'Malley stated that the custodial company will do the background checks.

Robert Noefeld, Marlboro,

- At what Board meeting was the consultant hired? Dr. O'Malley answered they were not hired at a Board meeting.
- Will the District rehire employees if the 1.5% give back for Health Benefits is taken?

Janet Breslin, Jackson, NJ

- Has been teaching 34 years.
- How much did the District budget for Source 4 Teachers? Ms. Irons stated it was approximately \$300,000.

Marshall Gorman, Freehold,

- Unable to verify the accuracy of the savings reported by Edvocate because the union was denied access to the report.
- Believes the District will not see a savings of \$500,000 because of the bid amount and the salary of the Director. Mr. Kenny stated the Board doesn't have those numbers tonight.

Mr. Kosmyna,

- Would like the increase in the tax levy to be at the full amount of 4% and the public should decide between a tax increase or cuts.

Mr. Leeds, 8 Ulden Lane, Aberdeen,

- Concerned with the class sizes at Strathmore School. What is going to happen to the 2<sup>nd</sup> grade class size next year? Mr. Kenny stated that Dr. Gambino has discussed class size for years and joined the Board to control class size. Dr. O'Malley stated the average class size numbers are calculated by taking the number of students divided by the number of homerooms. There were additional students at Strathmore which made it larger.
- The teachers at Strathmore have done a phenomenal job.

Ms. Langers, Holmdel,

- Thanked the custodial staff at Strathmore. They only have to be called once when she needs something done.

Casey Berelka, Howell,

- Is a teacher at Lloyd Road. Would like to know what the Board's opinion on openly negotiating in public against teachers. Mr. Kenny stated he is not sure what he's talking about. Dr. Gambino could not comment due to Board policy.

Ms. Ravanski, 8 Angelica Court, Matawan,

- The \$500,000 in savings due to the privatization of the custodians is not worth it. The custodians make their schools their home buildings and get attached to the children and people in them, plus they do a lot for the PTOs.
- Heard that the District is cutting a nurse. Dr. O'Malley stated the District is actually adding a nurse.

Mr. Monroe, Freehold,

- Grew up here. Does not understand how the Board can look people in the eye and cut them. The custodians do a lot for the community.

Ms. Dubrosky, Upper Freehold,

- Everything being discussed is about numbers, not students. \$500,000 does not seem like a lot of money and it is unfair to let these people go.

Mr. Moore, 106 Cambridge Drive, Aberdeen,

- Asked if the Board has formally negotiated with the union. Dr. O'Malley stated there was a formal negotiation where issues were trying to be resolved.
- There should have been another round of negotiations after the Governor made additional cuts.

Ms. Swirko, Indigo Lane, Aberdeen,

- Appealed to the Board that she would pay higher taxes to keep the staff.

Ms. DeVito, Colts Neck,

- Is a 7<sup>th</sup> grade science teacher in the District. Made the Board aware of all the times the custodians have helped the teachers and do whatever needs to be done quickly. The custodians care about the children and teachers never feel afraid to be in the building.

Ms. Mattern, Matawan,

- This is her 38<sup>th</sup> year of teaching in the District.
- The custodians are wonderful and dedicated.
- Inquired about the cost of the company that performed the analysis of the privatization of the custodians.
- Has the bill been paid yet for \$3,000K bill, will be on the April meeting.

Ms. Zavorskas, Aberdeen,

- The community is very passionate about these issues and knows what it's like to be facing a crowd. Everyone needs to help solve the problem including administrators by giving back a portion of their salaries.

Ms. Gubaya, Aberdeen,

- Would like to know what the cuts are. Dr. O'Malley there will be a librarian cut at the High School and Middle School. Other programs/positions being cut include amnesty international, peer leadership, consultant for musical, academic bowl, class advisors, math club advisors and the national geographic competition.
- Believes the administration should go with a 4% tax increase so when the budget fails the District may get some programs or positions back.

Ms. Nichols, Aberdeen,

- The custodians are part of the Aberdeen community and that is why the teachers are banding together for the custodians. Privatizing has proven to wreck systems and wreak havoc on the industries they affect. Mr. Kenny stated the budget is being voted on as is and that the Board had to make some very difficult decisions.

Mr. Kosmyna,

- Would like to set up times for negotiations by the end of the week.

Mr. Nichols, Aberdeen,

- Noted the public is voting for the Board members as well.
- Questioned if the budget will contain the information about the new custodial company or when it will become public knowledge.

Mr. Nazarian, Matawan,

- Is supporting the custodians. Did the Board do their homework and consult other districts that privatized? Dr. O'Malley stated that's the reason the District hired a 3<sup>rd</sup> party to review the data and have worked with other districts.
- Has the 3<sup>rd</sup> party been investigated by the Board?

Bill Mariniella, Lloyd Road, Aberdeen,

- The Board is voting on the general fund tax levy tonight, not the cuts. Dr. O'Malley answered that the specific cuts are included in the budget and were part of the presentation. Can provide Mr. Mariniella with the advertised budget or the user friendly budget.

Ms. Kruzik, Cliffwood Beach,

- Tax payer of Aberdeen for 19 years and does not believe it's appropriate for the Board to present a 2% tax increase and it should be left up to the public whether they want to pay for a 4% increase.
- Relayed a story about a custodian who had a passion for outer space and a presentation he made to a 3<sup>rd</sup> grade class. Custodians go above and beyond their jobs.
- Everyone should put a freeze on their salaries.

Charles Marsh, Keyport, NJ,

- Doesn't understand how the Board could vote on privatizing the custodians when they don't know which company is being hired.
- How can the MRTA make concessions to save jobs if the Board is voting on the budget tonight?

Ms. Zavorskas, Aberdeen,

- Once the tax levy is passed the Board can change where the cuts are made.
- Is every line of the budget reviewed by the State?
- There could be an opportunity to save the custodial jobs before the vote.

Ms. Martinez, Cliffwood Beach,

- Concerned with the safety of the children because of the privatization of the custodians.



Ms. Grace, Cliffwood Beach,

- Go with the 4% tax increase, vote down the budget tonight and work harder to find a solution.

Ms. Martinez, Cliffwood Beach,

- Would like the Board to take the public's opinion into consideration when making decisions.

Mr. Aitken, 65 Juniper Place, Aberdeen,

- Happy to see the MRTA is going to negotiate.
- Willing to pay higher taxes as long as everyone shares the pain to see what can be done. There will be problems at the schools if jobs are lost.

Mr. Marsh, Keyport,

- Would like to see the budget vote tabled for tonight.

Mr. Carroll, Matawan,

- Has spent 35 years working in the District. The community is losing the heart and soul of the District. Custodians do a lot more than clean. He has been asked to search for bombs and give the students a speech about recycling. They get to know the children.

Ms. Cullin, Howell, NJ

- Has never worried about her safety because of Mr. Carroll. Knows that the economy is bad but would like the Board to take another look and keep the custodians.

Mr. Carroll,

- Supports a family of his own but still goes to work everyday not knowing what he is walking into.

Ms. Zomro, Rumson,

- Thanked the custodians for everything they do. They go above and beyond their duties.

Ms. Friedman, Aberdeen

- Would like the Board to respect the opinions of the public and table the budget vote for a couple of weeks.

Ms. Ravanski, Matawan,

- How did the Board decide which clubs and activities to cut? Dr. O'Malley stated the recommendation came from the building principals based on enrollment in the clubs.
- Any issues with Edvocate being sued or being inaccurate. Dr. O'Malley stated he spoke to another district that used them and they were highly recommended but the focus was to get a third party to come close to the savings the administration anticipated.
- Concerned that schools won't open on time or be in good shape should there be snow or rain. Dr. O'Malley stated he has never questioned the work ethic of the present custodial staff.

Mr. Monro, Freehold,

- Has had the experience in another District that used privatized custodians and it didn't work out well. The District will get what it pays for.

Ms. Frappier, Cliffwood,

- There has been much talk about privatization but doesn't believe the savings will be there.
- Challenges the Board to vote down the budget.

Ms. Olsen, Keyport,

- Concerned with the safety of the children. There are lawsuits pending against companies for using pedophiles in school districts and 30% of districts who privatized have gotten rid of those companies and went back to district custodians.

Ms. Logue, Cliffwood Beach,

- Believes that the custodians shine and would like the community to be able to support them if the Board could delay the vote on the budget.

Ms. Hasler, Aberdeen,

- The custodians protect everyone at the buildings and does not want to see them go.

Mr. Gorman, Freehold,

- Questioned why the Board set the tax levy at 2% when the governor called for a maximum increase of 2 ½ %. Mr. Kenny stated the Board has had many discussions about goals including having a tax increase of no more than 2%.

Ms. Breslin,

- Read somewhere that a Board member supported a 3% tax levy increase.

**X. PROGRAM**

Motion by Mr. O’Connell, seconded by Ms. Hayward.

- There were no comments or questions from the Board.

**After meeting as The Committee of the Whole with the Superintendent, the Board approves the following items:**

**A. TRAVEL**

**B. OTHER**

1. **Approve an Overnight field trip** for 17 high school students to attend the Winterguard All-Chapter Championships in Wildwood, New Jersey from Thursday, April 29<sup>th</sup> to Sunday, May 2<sup>nd</sup>.

POLICY: 6153 Field Trips

RATIONALE: The Winterguard will be competing in the All-Chapter Championships.

EFFECTIVE DATE: March 23, 2010

Fundraising: \$550.00

Student Cost: \$160.00 each (17 students =\$2,720)

District Costs: \$460.00 (Substitutes & Transportation)

Total Cost: \$3,730

2. **Approve an Overnight field trip** for the Matawan-Aberdeen Middle School Willow Tree Club to attend the Willow Tree Institute at the Madison YMCA in Madison, New Jersey from Saturday, April 17<sup>th</sup> to Sunday April 18<sup>th</sup>.

POLICY: 6153 Field Trips

RATIONALE: To permit the MAMS Willow Tree Club to attend an overnight trip whereby the students will participate in a peer leadership institute to learn new ways to deal with peer pressure and return to the district with tools that will assist their peers.

EFFECTIVE DATE: March 23, 2010

Fundraising: \$ 432.00

Student Cost: \$ 25.00 (15 students=\$375.00)

District Costs: \$ 0  
 Total Cost: \$ 807.00

**C. SPECIAL SERVICES**

**Special Services**

1. Students to attend out of district placements for the 2009-2010 School Year Program

Policy: 6171.4 Special Education

| STUDENT  | AGE   | CLASSIFICATION       | SCHOOL                                   | REASON                        | COST   | EFF DATE             |
|----------|-------|----------------------|--|-------------------------------|--|----------------------|
| 0001-016 | 15.10 | Emotionally Disabled | Kiva H.S.                                | Move In                       | \$4,000.00<br>(\$1,000 per month)                            | 02/23/10<br>06/24/10 |
| 9906-015 | 20.4  | Autistic             | Applied Behavior Concepts - New Horizons | Returning Student to District | \$6,000.00<br>(\$400.00 per day-1 day per week for 15 weeks) | 03/11/10<br>06/24/10 |

**UNANIMOUS VOTE:**

| ROLL CALL VOTE: | AYES | NAYS | ABSENT   | ABSTAIN |
|-----------------|------|------|----------|---------|
|                 | 8    |      | 1        |         |
|                 |      |      | Ruprecht |         |

**XI. PERSONNEL**

Motion by Ms. Rubino, Seconded by Mr. O’Connell.

- Mr. Warren stated the teachers have been giving the proper paperwork to the administration when receiving salary adjustments but believes in the upcoming contract negotiations online institutions such as Walden University are not in the best interest of the District.

After meeting as a Committee of the Whole, the Superintendent recommends the following items for the Board of Education approval:

**A. RESIGNATIONS/RETIREMENTS**

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

| NAME              | LOC | POSITION                     | REASON     | DATE EMP. | EFF. DATE |
|-------------------|-----|------------------------------|------------|-----------|-----------|
| COLLINS, SUSAN C. | ST  | Teacher of Special Education | Retirement | 4/7/80    | 6/30/10   |
| FANTO, JoANN      | CO  | Secretary – 10 Months        | Retirement | 7/1/78    | 6/30/10   |
| BANAFATO, DONNA   | HS  | Secretary – 12 Months        | Retirement | 9/1/73    | 6/30/10   |
| SCHWARTZ, SANDRA  | CL  | Social Worker                | Retirement | 2/17/87   | 6/30/10   |

**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                          |
|--------------------|-------|---|---|---------------|------------------------------------|
| HUNT, MICHELE      | MA    | Child Study Team<br>School Social Worker  | Maternity Leave<br>Disability Phase               | With          | 4/19/10 – 5/14/10                  |
|                    |       |   | Maternity Leave<br>Disability Phase<br>Child Care | With          | 5/17/10 – 6/30/10                  |
| KARATZIA, NICOLE   | HS    | Teacher of Physical<br>Education & Health | Maternity Leave<br>Disability Phase               | With          | 5/10/10 – 5/21/10                  |
|                    |       |   | Maternity Leave<br>Disability Phase<br>Child Care | With          | 5/24/10 – 6/30/10                  |
| KAESER, REGINA     | CO    | Bus/Van Driver                            | Medical Leave                                     | Without       | 3/2/10 (PM) – TBD<br>(Retroactive) |
| LONGO, ANDREA      | LR    | Teacher of Special<br>Education           | Personal  | Without       | 4/8/10 – 4/9/10                    |
| SINGER, TOVAH      | LR/ST | LDT/C                                     | FMLA  | Without       | 3/24/10 – 4/30/10<br>Amended Dates |
| DI LIBERTI, LARISA | RD/CP | Teacher of Music                          | Medical   | Without       | 4/29/10 – 6/21/10                  |
| LANGER, ANNETTE    | ST    | Nurse                                     | Personal  | Without       | 4/22/10 – 4/23/10                  |
| CONTE, LORETTA     | CO    | Transportation Assistant                  | Medical   | Without       | 3/16/10 (1/2 Day) –<br>TBD         |
| HAMILTON, PATRICIA | HS    | Teacher of Biology                        | Medical   | Without       | 3/16/10 – 4/30/10                  |
| KASICS, STEPHANIE  | LR    | Instructional Assistant                   | Personal  | Without       | 4/14/10 – 4/23/10                  |

**C. APPOINTMENTS**

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

**1. APPOINTMENTS**

| NAME             | LOC | POSITION                         | No. Demo Lesson | STEP | SALARY/STIPEND        | # INT | REPLACE REASON             | EFF. DATE                         |
|------------------|-----|----------------------------------|-----------------|------|-----------------------|-------|----------------------------|-----------------------------------|
| PERULLO, DIANE   | HS  | Teacher of Language Arts         | N/A             | N/A  | PER DIEM \$125.00/Day | 1     | Castelli (Maternity Leave) | 4/27/10 – 6/21/10                 |
| ROSOFF, JENNY    | CO  | Transportation Assistant P/T     | N/A             | N/A  | \$18.00/Hour          | 3     | New                        | 3/23/10 – 6/21/10                 |
| SCHNEIDER, ROGER | HS  | Teacher of Biology (Replacement) | N/A             | N/A  | PER DIEM \$229.25     | N/A   | Hamilton (Medical Leave)   | 3/16/10 – 4/30/10 (Amended Dates) |

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

**2. SUBSTITUTES**

|                       |  |
|-----------------------|--|
| <b>TRANSPORTATION</b> | <b>ACCOUNT: 11-XXX-270-160-XX-XXXX-9</b> |
| KOSTELNIK, KAREN      | Transportation Assistant                 |
| <b>CUSTODIAN</b>      | <b>ACCOUNT: 11-XXX-262-116-XX-XXXX-9</b> |
| JOUVIN, GABRIELLE     | Custodian                                |
| TENEBRUSO, MICHAEL R. | Custodian                                |
| MEZA, MAX             | Custodian                                |

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

**3. SPECIAL EDUCATION - CONSULTANT**

| NAME       | POSITION | RATE              |
|------------|----------|-------------------|
| KATZ, CARI | LDT/C    | \$275.00 PER DIEM |

RATIONALE: This individual will provide required services to the Child Study Team under the supervision of the Director of Special Services.

COST: As indicated above

ACCOUNT: #

EFFECTIVE: 3/2/10 (Retroactive)

**4. SALARY ADJUSTMENTS – MRTA**

|   | NAME        | LOC  | FROM                   | TO           | 2009/2010   | INSTITUTION       |
|---|-------------|------|------------------------|--------------|-------------|-------------------|
| 1 | HYNES, GINA | MAMS | C-07<br>BA \$46,450.00 | E-07<br>(MA) | \$53,630.00 | Walden University |

RATIONALE: Additional College Credits/Degrees Earned  
 COST: Per MRTA Salary Guide  
 ACCOUNT: Contractual Salaries  
 EFFECTIVE DATE: 2/1/10 (Retroactive)

**5. COLLEGE STUDENT OBSERVER**

| NAME                   | COLLEGE/<br>UNIVERSITY                                     | COOPERATING<br>TEACHER/<br>ADMINISTRATOR | SCHOOL/AREA   |
|------------------------|--|--|---|
| VELLA,<br>LOUISE       | Brookdale Community<br>College/New Pathways to<br>Teaching | ANN MARIE FRICCHIONE                     | MAMS – World Language (Italian)<br>STUDENT OBSERVER<br>April 2010 – 4 Hours |
| FINNERTY,<br>CATHERINE | Brookdale Community<br>College/New Pathways to<br>Teaching | ANN SOZOMENU                             | RD – Elementary Grade 1<br>STUDENT OBSERVER<br>April 2010 – 15 Hours        |

RATIONALE: Student will be able to complete course work requirements toward  
 degrees and Certifications  
 COST: None  
 EFFECTIVE DATE: 2009/2010 School year

**6. VOLUNTEER – ACTIVITIES – HIGH SCHOOL**

|   | NAME           | LOC | ACTIVITY                   |
|---|----------------|-----|----------------------------|
| 1 | STEAD,<br>TOM  | HS  | FRESHMANS<br>BOYS BASEBALL |
| 2 | SMITH,<br>JOHN | HS  | BOYS<br>SPRING TRACK       |

**7. HOME INSTRUCTION – HIGH SCHOOL**

| I.D.   | Subject/<br>Class       | Loc | Classroom<br>Teacher | Home<br>Instruction<br>Teacher<br>For Approval | Hours<br>Per<br>Week | No. Of<br>Days | Total No.<br>Of Hours<br>Per<br>Subject/<br>Class | Effective<br>Dates                   |
|--------|-------------------------|-----|----------------------|--|----------------------|----------------|---|--------------------------------------|
| 158486 | English 2               | HS  | Malave,<br>Robert    | Gregg,<br>Jenifer                              | 2                    | 8 Days         | 4 Hours   | 3/1/10 –<br>3/10/10<br>(Retroactive) |
| 158486 | Lab Ecology             | HS  | Tomasello,<br>Louise | Tomasello,<br>Louise                           | 2                    | 8 Days         | 4 Hours   | 3/1/10 –<br>3/10/10<br>(Retroactive) |
| 158486 | Elements of<br>Geometry | HS  | Komito,<br>Marc      | Butler,<br>Jacqueline                          | 2                    | 8 Days         | 4 Hours   | 3/1/10 –<br>3/10/10<br>(Retroactive) |
| 158486 | US History 2            | HS  | Kaiser,<br>Heather   | Kaiser,<br>Heather                             | 2                    | 8 Days         | 4 Hours   | 3/1/10 –<br>3/10/10<br>(Retroactive) |

| I.D.   | Subject/<br>Class          | Loc | Classroom<br>Teacher                          | Home<br>Instruction<br>Teacher<br>For Approval | Hours<br>Per<br>Week | No. Of<br>Days | Total No.<br>Of Hours<br>Per<br>Subject/<br>Class | Effective<br>Dates                    |
|--------|----------------------------|-----|---|--|----------------------|----------------|---|---------------------------------------|
| 123151 | US History 1               | HS  | Marsh,<br>Charles                             | <b>Marsh,<br/>Charles</b>                      | 2                    | 25 Days        | 10 Hours  | 2/18/10 –<br>3/16/10<br>(Retroactive) |
| 123151 | Geometry                   | HS  | Stetz,<br>Diane                               | <b>Stetz,<br/>Diane</b>                        | 2                    | 25 Days        | 10 Hours  | 2/18/10 –<br>3/16/10<br>(Retroactive) |
| 123151 | Lab<br>Chemistry           | HS  | McGovern,<br>Timothy                          | <b>Milan,<br/>Gregory</b>                      | 2                    | 25 Days        | 10 Hours  | 2/18/10 –<br>3/16/10<br>(Retroactive) |
| 123151 | English 2                  | HS  | Malave,<br>Robert                             | <b>Segui,<br/>Jessica</b>                      | 2                    | 25 Days        | 10 Hours  | 2/18/10 –<br>3/16/10<br>(Retroactive) |
| 131005 | Algebra 1                  | HS  | Provines,<br>Effie                            | <b>Butler,<br/>Jacqueline</b>                  | 2                    | 31 Days        | 12 Hours  | 3/1/10 –<br>4/11/10<br>(Retroactive)  |
| 131005 | Principles of<br>Biology   | HS  | Hamilton,<br>Patricia/<br>Schneider,<br>Roger | <b>Schneider,<br/>Roger</b>                    | 2                    | 31 Days        | 12 Hours  | 3/1/10 –<br>4/11/10<br>(Retroactive)  |
| 131005 | World<br>Cultures          | HS  | Marsh,<br>Charles                             | <b>Carnovsky,<br/>Robert</b>                   | 2                    | 31 Days        | 12 Hours  | 3/1/10 –<br>4/11/10<br>(Retroactive)  |
| 124054 | US History 1<br>Honors     | HS  | Moller,<br>Robert                             | <b>Kaiser,<br/>Heather</b>                     | 2                    | 20 Days        | 8 Hours   | 2/22/10 –<br>3/19/10<br>(Retroactive) |
| 124054 | Algebra 2<br>Honors        | HS  | Fricovsky,<br>Katie                           | <b>Butler,<br/>Jacqueline</b>                  | 2                    | 20 Days        | 8 Hours   | 2/22/10 –<br>3/19/10<br>(Retroactive) |
| 124054 | Lab<br>Chemistry<br>Honors | HS  | Pross, Kerry                                  | <b>Schneider,<br/>Roger</b>                    | 2                    | 20 Days        | 8 Hours   | 2/22/10 –<br>3/19/10<br>(Retroactive) |
| 124054 | English 2<br>Honors        | HS  | Pisani, Laura                                 | <b>Mc Dede,<br/>Maria</b>                      | 2                    | 20 Days        | 8 Hours   | 2/22/10 –<br>3/19/10<br>(Retroactive) |
| 101082 | English 4                  | HS  | Goldstein,<br>Larry                           | <b>Segui, Jessica</b>                          | 2                    | 19 Days        | 8 Hours   | 3/1/10 –<br>3/31/10<br>(Retroactive)  |

RATIONALE: Home Instruction required for Student

COST: \$35.00/Hour

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



**8. HOME INSTRUCTOR**

| <b>NAME</b>         | <b>CERTIFICATION</b>                          | <b>LOCATION</b> |
|---------------------|---|-----------------|
| SCHNEIDER,<br>ROGER | TEACHER OF SCIENCE<br>(Physical & Biological) | HIGH SCHOOL     |

COST: \$35.00/Hour  
 ACCOUNT: 11-150-100-101-03-0000-1  
 EFFECTIVE: March 23, 2010

**9. NJASK PREPARATION**

| <b>NAME</b>   | <b>ACTIVITY</b>                     | <b>LOC</b> | <b>HOURS</b>   | <b>RATE</b>  | <b>EFFECTIVE DATE</b> |
|---|-------------------------------------|------------|----------------|--------------|-----------------------|
| CHRISTINA<br>CONRAD,<br>PATRICIA<br>MATTERN                         | NJASK<br>Preparation<br>English     | MAMS       | Grade 6        | \$35.00/Hour | 3/23/10 –<br>4/30/10  |
| BRIAN<br>KELLY  | NJASK<br>Preparation<br>Mathematics | MAMS       | Grade 6        | \$35.00/Hour | 3/23/10 –<br>4/30/10  |
| DEANNA<br>BAUMERT,<br>GIANNA<br>FERRANTE                            | NJASK<br>Preparation<br>English     | MAMS       | Grade 7 &<br>8 | \$35.00/Hour | 3/23/10 –<br>4/30/10  |
| LAURA<br>CAHILL,<br>CHRISTINE<br>FIORELLI,<br>GEORGETTE<br>POLITANO | NJASK<br>Preparation<br>Mathematics | MAMS       | Grade 7 &<br>8 | \$35.00/Hour | 3/23/10 –<br>4/30/10  |

**RATIONALE:** Teacher will tutor students in Mathematics & English to prepare them for the NJASK.

**EFFECTIVE:** March 23, 2010 – April 23, 2010

**COST:** \$35.00 As indicated above

**10. HIGH SCHOOL SPRING BAND & CHOIR CONCERT & MAMS SPRING MUSICAL**

| <b>NAME</b>          | <b>LOC</b> | <b>POSITION</b>                          | <b>COST</b>  | <b>EFFECTIVE DATE</b> |
|----------------------|------------|--|--|-----------------------|
| WATSON,<br>STEPHANIE | HS         | PIANIST – Spring<br>Band & Choir Concert | \$30.00/Hour/3Hours<br>TOTAL \$90.00                       | 5/18/10               |
| KOVAC,<br>RANDY      | MAMS       | SPRING MUSICAL<br>Percussionist          | \$50.00 4 Rehearsals<br>& 4 Performances<br>TOTAL \$400.00 | 4/22/10 –<br>4/25/10  |

| NAME              | LOC  | POSITION                   | COST  | EFFECTIVE DATE    |
|-------------------|------|----------------------------|---|-------------------|
| KIPEL, HARRISON   | MAMS | SPRING MUSICAL Saxophonist | \$50.00 4 Rehearsals & 4 Performances<br>TOTAL \$400.00 | 4/22/10 – 4/25/10 |
| CONNELL, BRIAN J. | MAMS | SPRING MUSICAL Bass Player | \$50.00 4 Rehearsals & 4 Performances<br>TOTAL \$400.00 | 4/22/10 – 4/25/10 |
| BALDWIN, TOBIE    | MAMS | SPRING MUSICAL Trombonist  | \$50.00 4 Rehearsals & 4 Performances<br>TOTAL \$400.00 | 4/22/10 – 4/25/10 |

ACCOUNT # (HS) 11-401-100-104-30-1403-7

ACCOUNT # (MAMS) 11-401-100-101-40-0000-1

**11. AFTER SCHOOL TEACHER ACADEMY – SPRING 2010**

| NAME                          | LOC   | COURSE TITLE  | MAX HOURS      | HOURLY COST | TOTAL             |
|-------------------------------|-------|---|----------------|-------------|-------------------|
| ABEND, JESSICA                | LR    | Promethean Board Applications for the Elementary Classroom    | 13.5           | \$20.00     | \$270.00          |
| WYNES, NICHOLE                | HS    | Using Promethean Boards for the Middle School and High School | 12             | \$20.00     | \$240.00          |
| LONGO, KARA WOLF, BARBARA     | RD LR | Web Quests  | 11.25 (Shared) | \$20.00     | \$225.00          |
| LONGO, KARA WOLF, BARBARA     | RD LR | Digital Story Telling   | 15 (Shared)    | \$20.00     | \$300.00          |
| DITRE, JENNIFER               | LR    | Teaching Writing Traits in the Classroom                      | 27             | \$20.00     | \$540.00          |
| <b>TOTAL COST SPRING ASTA</b> |       |   |                |             | <b>\$1,575.00</b> |

RATIONALE: Teaching a course for the MARSD After School Teacher Academy – Spring 2010

ACCOUNT: NCLB #20-231-200-101-00-0000-1

COST: Per MRTA Contract

EFFECTIVE: Spring 2010

**12. STAFFING ARRAY CHANGES – 2009/2010 School year**

| NAME          | FROM LOC/FTE           | ASSIGNMENT | TO LOC/FTE                          | ASSIGNMENT        | EFF DATE/ REASON                |
|---------------|------------------------|------------|-------------------------------------|-------------------|---------------------------------|
| SPAUR, ISABEL | ST – 0.60<br>LR – 0.40 | ESL<br>ESL | ST – 0.40<br>HS – 0.30<br>LR – 0.30 | ESL<br>ESL<br>ESL | 2/24/10 – 6/30/10 (Retroactive) |

RATIONALE: As indicated above

COST: Per MRTA Contracts

EFFECTIVE DATE: As indicated above - 2009/2010 School year

**D. JOB DESCRIPTIONS**

- 1. ELEMENTARY TEACHER/READING/WRITING COACH- (Personnel Attachment 1A)
- 2. BEHAVIORIST - (Personnel Attachment 1B)

**UNANIMOUS VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|-------------|---------------|----------------|
|                        | 8           |             | 1             |                |
|                        |             |             | Ruprecht      |                |

**XII. FINANCE / TRANSPORTATION**

Motion by Mr. O’Connell, seconded by Mr. Warren.

- Mr. O’Connell stated the budget has been discussed at great length. The reality is if the budget does fail the Board will have the flexibility to change what’s being cut and bring the association into the fold for discussion. The MRTA has the ability to make the concession of giving back 1 1/2% towards health benefits.
- Mr. Warren stated the budget has been discussed for two months and only now are teachers saying they’re surprised by the cuts.
- Mr. Warren noted that the budget will not pass with any increase to the tax levy. If the union would provide concessions the custodians may be saved. There needs to be some concessions by the union to close the \$7 Million gap.
- Mr. Warren finds it reprehensible that the teachers are saying that Board members are bringing pedophiles into the District.
- Mr. Donaghue thinks very highly of the custodians but decisions had to be made. The Board has to send a budget to the State and he has a responsibility to vote on the budget tonight.
- Ms. Rubino thanked everyone for staying so late. Took offense to the man who said the Board doesn’t care.
- Ms. Rubino stated that she can not in good conscience vote for the budget because there are still many questions to be answered. She is also concerned with the security of the students.

**Motion by Ms. Rubino, seconded by Dr. Gambino, to table the item #5 on the Finance agenda, the budget.**

**SPLIT VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b>  | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|--|---------------|----------------|
|                        | 2           | 6  | 1             |                |
|                        |             | O’Connell,<br>Delaney,<br>Kenny, Warren,<br>Hayward,<br>Donaghue | Ruprecht      |                |

**MOTION FAILED:**

- Mr. Donaghue stated that he would come back to the budget discussion if there is some progress in the negotiations with the union.
- Ms. Hayward was born and raised in this community and lives here with her family. Is very concerned with the safety of all the children even if she does not know all their names.
- Ms. Hayward stated the Board does not take any decisions lightly but is encouraged that 97% of programs are staying in place which is important.
- Dr. Gambino thanked everyone who came to the podium. Learned a lot about the budget including the tremendous amount of gray area that comes with it. Believes the whole District should take a pay freeze including the Superintendent. Does not believe the budget is ready to be voted on.

**After meeting as The Committee of the Whole with the Superintendent, the Board approve the following items**

**A. BUSINESS OPERATIONS**

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

|                         |                        |
|-------------------------|------------------------|
| February, 2010, Payroll | 3,367,307.33           |
| March, 2010, Bills List | 2,473,213.25           |
| <b>TOTAL:</b>           | <b>\$ 5,840,520.58</b> |

2. **Transfer of Funds for February, 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 February, 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 February, 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 **February, 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 **February 28, 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. **Move to approve upon the recommendation of the Superintendent the following resolution:**

**BE IT RESOLVED**, that the proposed budget be approved for the 2010-2011 School Year and the Secretary to the Board of Education be authorized to submit the proposed budget to the Monmouth County Executive Superintendent of Schools for approval as follows:

|                    |               |
|--------------------|---------------|
| Current Expense    | 55,695,389.00 |
| Capital Outlay     | 311,752.00    |
| Special Schools    | 88,883.00     |
| Total General Fund | 56,096,024.00 |
|                    |               |
| Special Revenue    | 1,330,330.00  |
| Debt Service       | 2,498,646.00  |
| TOTAL BUDGET       | 59,925,000.00 |

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

**BE IT RESOLVED** to acknowledge that the 2010-2011 school year budget as described results in a general fund tax levy of \$44,677,896.00 and a debt service tax levy of \$2,317,367.00 for a total tax levy of \$46,995,263.00; and

**BE IT RESOLVED** in accordance with the N.J.A.C. 6A:23B-1.2(b), the maximum expenditure for travel for the 2010-2011 school year for all staff and board members is \$42,017.25.

**BE IT RESOLVED** that a withdrawal from the Capital Reserve Other Capital Project of \$162,733 for costs related to the required ADA work which represents expenditures for the health

and safety of the students and a withdrawal of \$131,527 for assessment for Debt Service on SDA funding.

6. To approve the amendment to the American Recovery and Reinvestment Act allocations for the IDEA Basic grant for the fiscal year 2009-2011.

To change the allocation of instructional purchased services line item to the salary line item and the instructional supply line item to the tuition line item.

RATIONALE: Per the State of New Jersey Department of Education

7. Approve the acceptance of the No Child Left Behind Subgrant allocations for fiscal year 2010 for \$478,379.

*POLICY: 3280 Gifts, Grants, and Bequests*

|                  |  |                  |
|------------------|--|------------------|
| TITLE I, PART A  | Improving Basic Programs Operated by Local Education Agencies                  | \$340,345        |
| TITLE II, PART A | Teacher and Principal Training and Recruiting Fund                             | \$106,356        |
| TITLE II, PART D | Enhancing Education Through Technology   | \$3,382          |
| TITLE III        | Grants and Subgrants for English Language Acquisition and Language Enhancement | \$19,248         |
| TITLE IV         | Safe and Drug-Free Schools and Communities Act                                 | \$9,048          |
| <b>TOTAL</b>     |  | <b>\$478,379</b> |

8. Approve the acceptance of the American Recovery and Reinvestment Act allocations for fiscal year 2009-2011.

| GRANT TITLE                   | AMOUNT    |
|-------------------------------|-----------|
| TITLE I, PART A               | \$224,186 |
| TITLE I, PART A (High School) | \$7,660   |
| IDEA BASIC                    | \$905,869 |
| IDEA PRESCHOOL                | \$32,697  |

**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 2009-2010 School Year.**

| <i>RTE.#</i> | <i>DESTINATION(S)</i>      | <i>HOST</i> | <i>JOINER</i>      | <i># OF<br/>DAYS</i> | <i>JOINER<br/>PER DIEM</i> | <i>EFF.<br/>DATE</i> | <i>COST</i> |
|--------------|----------------------------|-------------|--------------------|----------------------|----------------------------|----------------------|-------------|
| 9169         | Nexus Language<br>Builders | MOESC       | MARSD<br>1 Student | 30                   | \$218.02<br>w/aide         | 3/1/10-<br>4/1/10    | \$6,540.60  |

**b. Bid Routes for the 2009-2010 School Year.**

| <b>RTE.<br/>#</b> | <b>DESTINATION</b> | <b>CONTRACTOR</b> | <b># OF<br/>DAYS/<br/>TRIPS</b> | <b>PER<br/>DIEM/<br/>TRIP</b> | <b>EFFEC.<br/>DATE</b> | <b>COST</b> |
|-------------------|--------------------|-------------------|---------------------------------|-------------------------------|------------------------|-------------|
| 638<br>Addendum   | Lakeview School    | Milu Bus Co.      | 40                              | \$83.98                       | 3/3/10-<br>6/30/10     | \$3,359.20  |

**Vote on Finance/Transportation Agenda, item #5 exclusively:**

**SPLIT VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b>        | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|--------------------|---------------|----------------|
|                        | 6           | 2                  | 1             |                |
|                        |             | Rubino,<br>Gambino | Ruprecht      |                |

**Vote on entire Finance/Transportation Agenda excluding item #5, the proposed budget for 2010/2011.**

**UNANIMOUS VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|-------------|---------------|----------------|
|                        | 8           |             | 1             |                |
|                        |             |             | Ruprecht      |                |

**XIII. Policy 8000 SERIES**

Motion by Mr. Donaghue, seconded by Mr. O'Connell.

- There were no comments or questions from the Board.

After meeting as The Committee of the Whole with the Superintendent, the Board approves the following policies:

**OPERATIONS**

| <u>Number</u> | <u>Title</u>                                   |
|---------------|--|
| 8110          | Attendance Areas                               |
| 8130          | School Organization                            |
| 8140          | Pupil Enrollments                              |
| 8210          | School Year                                    |
| 8220          | School Day                                     |
| 8311          | Managing Electronic Mail                       |
| 8335          | Family Educational Rights and Privacy Act      |
| 8441          | Care of Injured and Ill Persons                |
| 8442          | Reporting Accidents                            |
| 8451          | Control of Communicable Disease                |
| 8453          | HIV/AIDS                                       |
| 8465          | Hate Crimes and Bias-Related Acts              |
| 8470          | Response to Concerted Job Action               |
| 8500          | Food Services                                  |
| 8505          | School Nutrition                               |
| 8506          | School Lunch Program Biosecurity Plan          |
| 8540          | Free and Reduced Rate Meals                    |
| 8601          | Pupil Supervision After School Dismissal       |
| 8635          | Pupil Transportation Vehicles and School Buses |
| 8651          | Community Use of Transportation                |
| 8660          | Transportation by Private Vehicle              |
| 8690          | Monitoring Devices on School Vehicles          |
| 8710          | Property Insurance                             |
| 8740          | Bonding  |
| 8750          | Employee Indemnification                       |
| 8760          | Pupil Accident Insurance                       |
| 8770          | School Board Insurance Group                   |
| 8810          | Religious Holidays                             |
| 8820          | Ceremonies and Observances                     |

**UNANIMOUS VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|-------------|---------------|----------------|
|                        | 8           |             | 1             |                |
|                        |             |             | Ruprecht      |                |

**XIV. COMMENTS & QUESTIONS FROM PUBLIC  
RELATING TO ADDITIONAL CONCERNS**

Various Aberdeen and Matawan residents made comments, expressed concern, and/or raised questions regarding the following items:



Ms. Nappi, Lloyd Road,

- Appreciates the difficult situation at the meeting tonight because it's a very difficult time. It's sad to see the infighting which was Christie's plan. Everyone needs to come together to solve the problem.

**XV. UNFINISHED BUSINESS**

- Mr. Kenny stated the Board is in the process of evaluating the Superintendent. He will reach out in an email to Board members for their evaluations.

**XVI. NEW BUSINESS**

- Mr. Warren inquired if a "meet the candidate" night has been scheduled yet. Mr. Kenny stated he was not sure.
- Mr. Warren would like to save the summer school program if possible.

**XVII. ADJOURNMENT**

A motion by Ms. Rubino, seconded by Mr. Donaghue.

RECOMMEND: That the meeting be adjourned. The Regular Action meeting adjourned at **12:37 AM**.

**UNANIMOUS VOTE:**

| <b>ROLL CALL VOTE:</b> | <b>AYES</b> | <b>NAYS</b> | <b>ABSENT</b> | <b>ABSTAIN</b> |
|------------------------|-------------|-------------|---------------|----------------|
|                        | 8           |             | 1             |                |
|                        |             |             | Ruprecht      |                |

Respectfully submitted,

Susan A. Irons  
Business Administrator/Board Secretary

**PERSONNEL  
ATTACHMENT 1A**

**ELEMENTARY  
TEACHER/READING/  
WRITING COACH**

**Personnel Attachment 1A**  
**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
*Elementary Teacher/Reading/Writing Coach*

**QUALIFICATIONS:**

- Certificate, license, or other legal credential required
- Valid NJ Teaching license for K-5
- At least five years teaching experience in K-5 classroom
- Ability to be a teacher leader, build teams, manage groups, collaborate with teachers, and offer professional development
- Ability to coach teachers
- Evidence of improving student scores on NJASK in the area of Language Arts
- Knowledge of current research and best practices in areas of elementary reading and writing – including holistic scoring, balanced literacy and Writer’s Workshop
- Experience/Training in Lucy Calkin’s Units of Study preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PRIMARY FUNCTION:**

To help teachers develop and master instructional strategies to improve their instruction of students in the areas of reading and writing as delineated in the Matawan-Aberdeen Regional School District Curriculum Guides and the New Jersey Core Curriculum Content Standards. Coach will be assigned to schools at the discretion of the Director of Elementary School Accountability.

**REPORTS TO:**

Director of Elementary School Accountability

**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. Demonstrate exemplary classroom practice and possess a deep understanding of effective instructional strategies for teaching reading and writing.
  - Modeling lessons in a variety of classroom settings and grade levels (K-5)
  - Extend literacy competencies through professional development opportunities
2. Improve instruction by engaging teachers in intensive professional development and promote a school-based professional community
  - Support implementation of the District literacy goals
  - Provide demonstrations of literacy components
  - Observe and coach classroom teachers in effective practices
  - Provide sustained mentoring to classroom teachers
  - Research and provide information and guidance regarding a range of effective and innovative literacy practices through various activities such as

**Personnel Attachment 1A**  
**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**  
*Elementary Teacher/Reading/Writing Coach*

- individual discussions (informal and formal); coaching sessions;
  - demonstration lessons with pre- and post-discussion/analysis;
  - study groups;
  - staff meetings; and
  - professional development programs
- Provide workshops on the District literacy framework as needed
  - Research and provide content knowledge and resources to staff about best practices in teaching reading and writing
3. Work with the Director of Elementary Accountability in evaluating the school's literacy program to ensure the highest level of quality
- Collect data, analyze results and report findings
  - Implement a school-wide assessment system for monitoring student achievement
  - Evaluate effectiveness of the overall literacy program
  - Identify needs and make recommendations for appropriate reading and writing materials
4. Provide leadership for literacy across the school community
- Meet regularly with the Director of Elementary Accountability to report progress and plan next steps
  - Serve as an on-site resource for elementary principals to assist with the professional development of teachers and to provide additional support for effective instructional strategies
  - Maintain the confidentiality of schools, teachers and classrooms
  - Maintain paperwork consistently, appropriately and in a timely manner
  - Coordinate/facilitate instructional material initiatives and implementations (including software)
  - Obtain prior approval from the Director of Elementary Accountability *before* distributing written communication and other media.
5. Carries out such other professional duties as may be assigned by the Superintendent and/or his/her designee

DATE ADOPTED BY THE BOARD: March 22, 2010

AGREED TO BY INCUMBENT: \_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Print Name)

**PERSONNEL  
ATTACHMENT 1B**

**JOB DESCRIPTION  
BEHAVIORIST**

**Personnel Attachment 1B**

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**

***Behaviorist***

**QUALIFICATIONS:**

1. Board Certified Behavioral Analyst (BCBA) certification or evidence of coursework toward appropriate certificate
2. Valid New Jersey teaching certificate required
3. Successful experience working with children with special needs
4. Knowledge of diverse needs of children with disabilities
5. Ability to communicate effectively with students, parents, and school personnel
6. Required criminal history check and proof of U.S. Citizenship or legal resident alien status
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**PRIMARY FUNCTION:**

To support the district's instructional program by facilitating students' attainment of social and emotional growth consistent with the goals set forth by the individual education plans (IEP).

**SUPERVISES:**

Students

**REPORTS TO:**

Director of Special Services

**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. Works cooperatively with the constituent elementary school districts as outlined in the Inter-local agreement
2. Reports to, and consults with, the Director of Special Services on an ongoing basis
3. Consults and collaborates with the Child Study Team on an ongoing basis
4. Schedules regularly consultations with classroom teachers
5. Provides professional development to targeted staff, on all aspects of school programming with special educational programs:
  - a. Delivery of Instruction
  - b. Behavior Management of Students
  - c. Data Collection [Applied Behavioral Analysis]
6. Develops IEP goals and objectives and uses paraprofessionals to assist with implementing goals, as appropriate
7. Consults with parents regarding students' behavioral goals
8. Prepares and presents parent workshops
9. Develops home programs and related behavioral goals

**Personnel Attachment 1B**

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT**

*Behaviorist*

10. Assists parents in acquiring services from the Division of Developmental Disabilities [DDD]
11. Provides social skills Training for students
12. Assists, upon request by Director of Special Services, in the development of Functional Behavioral Assessments [FBA] and Behavior Intervention Plans [BIP]
13. Remains updated on matters regarding behavioral management strategies and programs to be used with MD/Autistic students such as Applied Behavioral Analysis
14. Assists in the design and implementation of staff development related to special education
15. Provides consultation to parents, school staff and representatives of community services and agencies with reference to student who are experiencing social and emotional difficulties
16. Serves as a consultant to administrators and special services staff on student behavioral issues
17. Interprets behavioral assessments for school staff and parents
18. Provides support to students, staff and administrators during school crises, as needed
19. Performs additional responsibilities as identified with the Director of Special Services
20. Attends evening programs (i.e., Back to School Nights, ABA workshops) annually
21. Carries out their job responsibility in a professional manner and to the best of their ability
22. Carries out such other professional duties as may be assigned by the Superintendent and/or his/her designee

DATE ADOPTED BY THE BOARD: March 22, 2010

AGREED TO BY INCUMBENT: \_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Print Name)