

**MATAWAN-ABERDEEN  
BOARD  
OF  
EDUCATION**



**Committee of the Whole  
(Workshop Meeting)  
January 11, 2010  
7:00 p.m.**

**Executive Session immediately following the Committee of the Whole Meeting**

**Cambridge Park School  
One Crest Way, Aberdeen, NJ**

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**Board of Education**  
**COMMITTEE OF THE WHOLE**  
**Workshop Meeting**

**Monday, January 11, 2010, at 7:00 PM**  
Administration Building  
Conference Room



- I. Call to Order
- II. Pledge of Allegiance
- III. Statement of Adequate Notice
- IV. Roll Call
- V. Comments & Questions from Public  
Relating to Board Agenda Items
- VI. 7:00 PM – Program
- VII. 7:30 PM – Personnel
- VIII. 8:00 PM – Finance
- IX. 8:30 PM – Policy (7000 – Property)
- X. Comments & Questions from Public  
Relating to Additional Concerns
- XI. Old Business
- XII. New Business
- XIII. Executive Session – Contractual – MRAA Grievance
- XIV. Adjourn

**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:** Upon leaving the Matawan-Aberdeen Regional School District, all children will credit us with having given them what they need educationally to help them succeed in life in the pursuit of their own goals.

**PROGRAM**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

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

**A. TRAVEL**

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

*POLICY: 4033 Travel/Reimbursable Expenses*

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

**B. OTHER**

1. **Approve the submission** of the memorandum of understanding for the Race to the Top Grant Project Application between the State of New Jersey and the Matawan-Aberdeen Regional Board of Education.

*RATIONALE: The purpose of this agreement is to establish a framework of collaboration, as well as articulate specific roles and responsibilities in support of the State in its implementation of an approved Race to the Top grant project.*

2. **Approve** three (3) Matawan Regional High School students to attend the Monmouth County Arts and Education Center High School program at Neptune High School every Monday from January through May.

*RATIONALE: The Board of Education approved the reinstatement on May 11, 2009 for our district to participate this school year. On December 21, 2009, the board approved seven (7) students to attend. Of the nine (9) alternates that were selected, three (3) have been offered to participate. The district budgeted for a total of ten (10). This recommendation is for the remaining three (3) students who were alternates and have been selected by the Arts and Education Center.*

Cost: 3 students @ \$800.00 =\$2,400 (includes transportation)

Account#:11-423-100-561-11-0000-0

**APPROVED STAFF TRAVEL 2009-2010  
JANUARY 25, 2010**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Deluca, Margaret	HS	2/12/10 through 2/15/10	Harvard University	Harvard Speech & Debate Tournament	X	(Train) \$142.00	X	\$690.00	\$200.00	\$1,032.00	NO	
Ditre, Jennifer	LR	02/03/10	Newark, NJ	What's New in Children's Literature	\$215.00	\$9.30	\$2.80	X	X	\$227.10	YES	
Dorf, Sue	CL	02/02/10	Newark, NJ	Using Interactive Centers to Differentiate Instruction	\$199.00	\$13.88	X	X	X	\$212.88	YES	
Hitchman, Marie	HS	02/4/10 and 02/5/10	New Brunswick, NJ	ASAP-Annual Conference-Shaping, Affecting, Changing Lives	\$295.00	X	X	X	X	\$295.00	NO	
Maroldo, Shannon	HS	02/10/10	Monmouth University	Annual Diversity Awareness Training	X	\$11.40	X	X	X	\$11.40	YES	
Marsh, Charles	HS	02/23/10 and 02/24/10	Kean University	Differentiated Instruction/What Every Teacher Needs to Know	\$300.00	\$15.62	X	X	X	\$315.62	YES	
Nicholasi, Antoinette	CL	02/03/10	West Long Branch, NJ	Effective Strategies for Working Successfully with Difficult/Disruptive Students	\$199.00	\$5.89	X	X	X	\$204.89	YES	
Nicholasi, Antoinette	CL	02/11/10	Newark, NJ	Effectively Using Guided Reading	\$199.00	\$7.75	X	X	X	\$206.75	YES	

**APPROVED STAFF TRAVEL 2009-2010  
JANUARY 25, 2010**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Spence, Gwen	CL	02/03/10	Edison, NJ	Use Interactive Centers to Differentiated Instruction	\$199.00	\$3.53	X	X	X	\$202.53	YES	
Trimboli, Alyssa	CL	02/02/10	Newark, NJ	Use Interactive Centers to Differentiated Instruction	\$199.00	\$13.88	X	X	X	\$212.88	YES	
										<b>TOTAL</b>	<b>\$2,921.05</b>	
* The District is a Member of the Brookdale Math/Science Consortium												
* REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.												

**PERSONNEL**

The Superintendent recommends:

**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
MC CULLOUGH, BONNIE	LR	Elementary Teacher	Retirement	9/1/76	2/1/10
DE VITO, COURTNEY	CL	Instructional Assistant <b>(Part time – AM Session)</b>	Resignation	11/11/09	1/8/10 (Retroactive)
VALANZOLA, RICHARD	HS	Teacher of Social Studies	Retirement	9/1/73	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
MC CULLOUGH, BONNIE	LR	Elementary Teacher	Medical	Without	1/25/10 – 1/31/10

**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	SCH	POSITION	No. Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF. DATE
TBD	CL	Instructional Assistant Pre-School Disabilities <b>Part Time (AM Session)</b>	N/A	TBD	TBD	TBD	DeVito (Resignation)	1/26/10 – 6/30/10
TBD	HS	Head Custodian	N/A	TBD	TBD	TBD	Piccolo	1/26/10 – 6/30/10
TBD	LR	Elementary Teacher <b>(Replacement Position)</b>	TBD	TBD	TBD	TBD	Mc Cullough (Retirement)	1/26/10 – 6/30/10

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

2. SUBSTITUTES

<b>CUSTODIAN</b>	<b>ACCOUNT: 11-XXX-262-116-XX-XXXX-9</b>
	Substitute Custodian
	Substitute Custodian
<b>CHARTWELLS</b>	<b>ACCOUNT: 11-XXX-262-101-10-XXXX-1</b>
	Cafeteria Worker
<b>TRANSPORTATION</b>	<b>ACCOUNT: 11-XXX-270-160-XX-XXXX-9</b>

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

3. SALARY ADJUSTMENTS – MRTA

	NAME	LOC	FROM	TO 2009/2010 GUIDE	INSTITUTION
1					
2					
3					
4					

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

4. COLLEGE STUDENT OBSERVER

NAME	COLLEGE/ UNIVERSITY	COOPERATING TEACHER/ ADMINISTRATOR	SCHOOL/AREA
KOZMA, KELLEY	Brookdale Community College	JENNIFER BARSI	ST – Elementary Grade 1 STUDENT OBSERVER Spring 2010 January 26, 2010 – 60 hours over 15 weeks

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

5. VOLUNTEERS – ACTIVITIES – HIGH SCHOOL

	NAME	ACTIVITY
1		
2		
3		

6. EXTRA CURRICULAR/HOURLY ACTIVITIES

NAME	LOC	ACTIVITY	POSITION	STEP/ STIPEND	EFFECTIVE DATE	Budgeted Account Number
BALDASSERINI, THOMAS	HS	HS Spring Musical	Vocal Director	\$3,110.00	1/26/10 – 6/30/10	11-401-100-104-30-1403-9
TBD	HS	Girls Spring Track	Assistant Coach	TBD	1/26/10 – 6/30/10	11-402-100-104-30-1402-9
HOURLY ACTIVITIES						
TBD	HS	Strength & conditioning Weight Training Winter	Coach	\$25.00/Hour 40 Hours MAX	1/26/10 – 3/5/10	11-402-100-104-30-1402-9
TBD	HS	Strength & conditioning Weight Training Spring	Coach	\$25.00/Hour 40 Hours MAX	3/6/10 – 6/20/10	11-402-100-104-30-1402-9
KATHLEEN CASSERLY	HS	HSPA Language Arts Tutorial	Instructor	\$25.00/Hour	1/5/10 – 6/30/10 (Retroactive)	20-231-100-101-00-0000-0
NICHOLE WYNES	HS	Alternate HS Assessment (AHSA)	Instructor	\$20.00/Hour Math: 2 Hrs. Total \$40.00	1/7/10 (Retroactive)	11-421-100-178-30-0000-0
KIMBERLY ROGERS	HS	Alternate HS Assessment (AHSA)	Instructor	\$20.00/Hour Math: 1Hr. Total \$20.00	1/7/10 (Retroactive)	11-421-100-178-30-0000-0

RATIONALE: As indicated above  
 COST: As per MRTA Guide  
 EFFECTIVE: As indicated above 2009/2010 School year

7. HOME INSTRUCTION – HIGH SCHOOL

I.D.	Subject/ Class	School	Classroom Teacher	Home Instruction Teacher For Approval	Hours Per Week	No. Of Weeks/Days Per Week	Total No. Of Hours Per Subject/Class	Effective Dates
123106	Academy Algebra 2/Trig.	HS	Jackman, Neil	Jackman, Neil	2	5	10	12/9/09 – 1/21/10 (Retroactive)

RATIONALE: Home Instruction required for Student  
 COST: \$35.00/Hour  
 ACCOUNT: #11-150-100-101-03-0000-1



8. PLC FACILITATOR TRAINING

NAME	LOC	ACTIVITY	POSITION	STIPEND	EFFECTIVE DATE	Budgeted Account Number
TBD	DIST	PLC Facilitator Training	Instructor	\$20.00/Hour Max 2 Hours Per Instructor	2/1/10 & 3/12/10	HS/MS 11-421-100-178-30-4000 Elementary Schools

RATIONALE: Facilitators will work with all District Teachers in creating Professional Learning Communities on 2/1/10 and 3/12/10 In-Service Days.

COST: \$20.00/Hour – 2 Hours Maximum

EFFECTIVE: February 1, 2010 and March 12, 2010

9. STAFFING ARRAY CHANGES – 2009/2010 School year

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	ASSIGNMENT	EFF DATE/REASON
DOUCETTE, SUSAN	HS 0.40 0.20 0.40 <b>0.08 O/L</b>	Principle of Biology ICR Forensic Science Res. Prog. Principle of Lab Biology Res. Cntr. <b>Principle of Biology O/L</b>	HS <b>0.40</b> <b>0.20</b> <b>0.20</b> <b>0.20</b> <b>0.08 O/L</b>	Principle of Biology ICR Forensic Science Res. Prog. Principle of Lab Biology Res. Cntr. <b>English 1 Resource Program</b> <b>Principle of Biology O/L</b>	<b>1/27/10 – 6/30/10</b>

RATIONALE: As indicated above

COST: Per MRTA Contracts

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

**FINANCE / TRANSPORTATION**

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

**A. BUSINESS OPERATIONS**

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

January, 2010, Hand Checks	\$	0
December, 2009, Payroll		
January, 2010, Bills List		
<b>TOTAL:</b>	\$	

2. **Transfer of Funds for December, 2009.** (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 **December, 2009**) 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 December, 2009** 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 **December, 2009**, 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 **December 31, 2009**; 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.

**COMMITTEE OF THE WHOLE MEETING**

**JANUARY 11, 2010**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

**X. PROPERTY**

<u>Number</u>	<u>Title</u>
7101	Educational Adequacy of Capital Projects
7102	Site Selection and Acquisition
7130	School Closing
7230	Gifts, Grants, and Donations
7243	Supervision of Construction
7250	School and Facility Names
7320	Lease of School Premises
7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan
7432	Eye Protection
7433	Hazardous Substances
7434	Smoking on School Grounds
7435	Alcoholic Beverages on School Premises
7436	Drug Free Workplace
7460	Energy Conservation
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities
7513	Recreational Use of Playgrounds
7520	Loan of School Equipment
7610	Vandalism
7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting