

**MISSION STATEMENT**

To provide every child with the highest quality of instruction, curricula, and services; to treat every child with respect and dignity; to give every child the opportunity to learn and mature, to acquire a thirst for knowledge, to experience the satisfaction of accomplishment, and to anticipate becoming a productive member of a democratic society.

**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.

**ACTION MEETING** on **October 20, 2008**, Lloyd Road School, 401 Lloyd Road, Aberdeen, New Jersey.

**I. CALL TO ORDER**

Board President Ms. Demarest called the Regular Action Meeting to order at **8:03PM**.

**II. PLEDGE OF ALLEGIENCE**

**III. STATEMENT OF ADEQUATE NOTICE**

**Ms. Demarest 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. Demarest, Dr. Gambino, Ms. Rubino, Mr. Ruprecht  
Mr. O’Connell, Mr. Donaghue-(Left meeting at 10:42PM), Mr. Kenny,**

**Ms. Zavoriskas**

Absent:

**Mr. Barbato**

Also Present:

**Dr. O’Malley, Mr. Glastein, Mr. Gross, Ms. Irons**

**V. MINUTES**

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

- Ms. Zavorskas inquired as to the detail in the minutes of September 22, 2008 for the MOST Program.
- Page 7 of 20 of the September 22, 2008 minutes for the NCLB funding of the MOST Program will be broken down by detail within the grant.
- The minutes for the October 6, 2008 Committee of the Whole should include the language regarding whether the state lost the LRRP or if the Architect failed to submit them.
- Mr. O’Connell abstained from the minutes for the September 22, 2008 Action Meeting.

THE SUPERINTENDENT RECOMMENDS: That the Board of Education approve the minutes of the **October 6, 2008, Committee of the Whole; and September 22, 2008, Regular Action Meeting.**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	8		1	0
			Barbato	

**VI. CORRESPONDENCE**

None.

**VII. BOARD PRESIDENT’S REPORT**

- Ms. Demarest was happy seeing many parents and students at the meeting. Cross County meets and football games are ongoing and urge as many people as possible to attend all events of the district.

**VIII. SUPERINTENDENT’S REPORT**

Dr. O’Malley thanked Ms. O’Keefe, Mr. Abrahamson and the Lloyd Road PTO for setting up the meeting room and for the food and beverages.

Ms. O’Keefe discussed several highlights of the Lloyd Road School:

- Enrollment is higher due to an increase in a larger incoming class as compared to the outgoing class. Approximately 35 more students.
- Back to school night was in September.
- The school and faculty are engaged a some initiatives including the Everyday Math Program, utilization of the Northwest Assessment Program and the introduction of laptop carts that hold up to 24 laptop computers.
- There was a large turnout for the last PTO meeting. The PTO is revitalized and people were eager to give ideas and get projects underway.

The Lloyd Road School had students write poems about colors. Led by Ms. Barbara Bucci the students wrote poems and several were sent for publication to the American Library of Poetry. The poems of eight students were selected for publication. The students were called up to read their poems. The students are Aakansha Kumar, Chloe Lemoing, Emily Montgomery, Gillian Smith, Abby Casazza, Marley Perstein, Charles Lambert, and Matthew Coyle. After the students read their poems Ms. Demarest presented them with certificates of achievement.

Jackie Kruzik discussed the Parent Resource Center. She is the Parent Resource Center Coordinator for Cliffwood. Susan Ripple for Central Office, David Lehman for Ravine Drive, Annette Langer at Strathmore, James Zibbell is a new team member. Program started during the 2006-2007 school year. During the first year, they spent time purchasing materials for library books, dvds and vhs tapes to help parents with various issues. Also during the first year, they developed a survey for parents to find out what they wanted. Parents were interested in the areas of homework strategies and discipline. The Parent Resource Centers hosted a workshop last year called 1,2, 3 Magic. A sample was given out to the Board of Education which was issued to the parents. Ms. Demarest asked if materials are identical at all the schools. Currently, they are identical at Cliffwood and Strathmore. Parents can get materials when the material requests go home with the children.

- Public Hearing comments on Violence & Vandalism Report

Dr. O'Malley discussed the district's Violence and Vandalism Report which is due annually. This report details events from the prior school year. This report is included with the attachment. The district had 42 incidents of violence and vandalism. The four categories include acts of violence, vandalism, weapons and substance abuse. There was a reduction from the 2006-2007 to the 2007-2008. The number of incidents went from 60 to 42. Have to share with public activities for violence awareness week. Included is the CAP program, talking about bullying, stories and guest readers in the elementary schools, Red Ribbon activities and anti-bullying posters. Also Math classes will be using statistics to solve math problems dealing with bullying. The 9<sup>th</sup> graders will be watching an award winning documentary about the children's march. There were no comments or questions from the public regarding the Violence and Vandalism Report.

### **Quality Assurance Annual Report (QAAR)**

The QAAR Report was the discussed by Dr. O'Malley. This is the last year the district will have to do this report. Next year this information will be available through QSAC. The following are some highlights of the QAAR Report.

- The QAAR is based upon prior year events. Discusses the implementation of school level plans, the plans are for the current school year, the State School Report Card and facilities.
- The summary on last year's Achievement of Performance Level Objectives is located in Appendix B for the 2007-2008 school year. Each school had 2 primary objectives. Dr. O'Malley went on to discuss the results of each school with an emphasis being that the High School is a school in need of improvement and funds will have to be allocated to address this through the NCLB grant.

Mr. Donaghue wanted to know the number of students in the RTI program for the 2008-2009 school year.

- The goals of 2008-2009 are located in Appendix A. There are 2 goals for every building. Dr. O'Malley proceeded to go through each school's goals for the 2008-2009 school year.
- Rest of report includes other items, goes to county superintendent who uses this to monitor our school.
- The QAAR Report will be scanned and put on the website.

Mr. O'Connell had two questions. First, what is the rubric's scale and can the results go home to the parents. The rubric is scale of 1 through 5 for language arts, grammar and all different aspects of writing. If student receives a 1, it will show where they received it. Teachers will use the rubric's scale across all curriculum so parents will then understand it. The students need to know what they did wrong and how to improve it. The scale is found on the State Department of Education's website also.

Mr. O'Connell asked about the Middle School's first goal to exceed DFG scores in Language Arts/Literacy and Math. The district should exceed the AYP scores.

Mr. Kenny stated that Dr. O'Malley is aggressively seeking new curriculum with the help of the new Directors of Accountability. Teachers and Administrators have bought into the plan. The district has implemented the Every Day Math Program and hired EDSOL. The benchmarking process with NWA was initiated with the next one being done in December. Students in the Middle School are learning algebra so they are ready for algebra I in grade 9.

Mr. Ruprecht, asked about the ramifications of meeting the goals as outlined in the QAAR. The goals are the goals of building principals. If the goals are not met after 2 years Dr. O'Malley will have to meet with the County Superintendent and discuss the goals of the previous year. The district will not be penalized.

Dr. Gambino wants to commend Dr. O'Malley on his accomplishments thus far. The goals outlined are goals to a sound education.

**COMMENTS AND QUESTIONS FROM THE PUBLIC REGARDING THE BAYSHORE JOINTURE COMMISSION:**

Ms. Demarest changed the meeting schedule to discuss public comments regarding the Bayshore Jointure concerns:

**Ms. Gray,**

- Concerned that come June the students will need to find a new school. Dr. O'Malley stated that the Matawan-Aberdeen Regional School District and Bayshore Jointure Commission do not have a written lease agreement. Both sides need to come up with a joint lease. Dr. O'Malley does not know where the rumors came from but this is a negotiation process. Dr. O'Malley wants to assure parents that kids will put in the forefront of negotiations. Negotiations started in early September and Dr. O'Malley has been working with the Superintendent of Bayshore to come to an agreement. Dr. O'Malley believes an agreement will be reached. Part of this agreement will include the total cost of square footage and the custodians that our district supplies.

- Ms. Gray was concerned that if an agreement is not reached that the students will be placed at an adult high school facility in Union Beach. There are safety concerns. Dr. O'Malley stated that Ms. Gray would have to ask the Superintendent of Union Beach.

- Ms. Gray went on to state that these kids have a lot of obstacles and the district should not be concerned with money because the cost to send the children elsewhere would be very expensive.

**Ms. Vatore,**

- At the Bayshore Jointure Commission back to school night, parents were told that Bayshore would have to leave the building for Matawan-Aberdeen's Pre-K 3 and Pre-K 4 year old expansion plan which was mandated. Dr. O'Malley said that a Pre-K initiative that is coming from the Governor may cause the district to need classrooms down the line and he doesn't want to tell the board to enter in a long term agreement with Bayshore if later there is a burden on the taxpayers of Matawan-Aberdeen to pay for new space. Ms. Vatore doesn't understand why things were being so misconstrued. Dr. O'Malley stated he doesn't know why things were misconstrued and that the issue is getting a written lease.

**Mr. Coolis,**

- Wants to have the contract signed as soon as possible. His wife also spoke and stated she is thrilled with Bayshore and if it closes down she would be very upset. It's the best program and her daughter has come so far. She was upset that they may be kicked out.

**Ms. Cabasito, Hazel,**

- Her Son did not utter a word until he came to Baysshore. She believes in the potential of her son and Baysshore provides that. The adult school in Union Beach does not have facilities that Baysshore does such as a playground. The results of the Baysshore program can be seen.

**Mr. Levinthal,**

- The kids can not afford to lose those teachers regardless of what happens with the contract. The teachers are phenomenal.

**Presentation of 2007-2008 CAFR by Robert A. Hulsart and Company**

Bob Hulsart Jr. presented the district's 2007-2008 audit to the Board of Education. Mr. Hulsart stated the results were very good. The auditors came in late July to do the audit. It was clear to him that a number of internal controls were put into place including the district wide purchasing manual. The district's fund balance at June 30, 2008 was approximately \$1.2 million with \$400,000 being excess surplus. This figure was down from the \$1.2 million the district had last year as excess surplus. All Board of Educations are being asked to do more with less. Mr. Hulsart went on to discuss the six audit findings of the district as numerated below:

- 1) A balance \$22,000 for the 2006-2007 IDEA grant was not expended as of June 30, 2008. The district has subsequently spent those funds prior to deadline of having to return those monies.
- 2) The Non-Public Textbook left over from the 2006-2007 was incorrectly set up as deferred revenue. These funds have 1 year to be spent and then must be sent back to the State. These funds have been set up as due back to the grantor.
- 3) The High School store needs to have a perpetual inventory with dollar values assigned to the goods on hand at the end of each month.
- 4) A beginning and ending inventory should be maintained for all athletic events tickets for the Athletic fund. This will allow the auditors to verify the sale of tickets to the events.
- 5) The Student Activity funds have some old outstanding checks. The business office should void these checks to use for student activities.
- 6) A written contract with the Baysshore Jointure Commission is not maintained.

The auditors also reviewed the findings of previous year and correction action has been taken.

Mr. Hulsart then took questions from the Board of Education regarding the audit:

Mr. Kenny stated the auditors are independent hired by the Board of Education and is an outside person with no ties to the district with relation to the findings of the district. Mr. Hulsart stated they reviewed the prior year's findings and said they have been addressed to their satisfaction.

Mr. Kenny wanted the auditors to elaborate about the improvement in purchasing procedures through the district-wide Purchasing manual. Mr. Hulsart stated the new purchasing manual is consistent across the district and that makes for better internal controls.

Dr. Gambino inquired as to how the prior year's auditors had 18 findings and for this year there were only 6 findings. Mr. Hulsart stated that there was a different administration in place last year and that there may have been a lack of oversight and internal controls which are now in place.

Dr. Gambino asked if there were any blanket purchase orders floating around to which Mr. Hulsart stated no.

Mr. O'Connell asked the material finding from 2006-2007 and if it was remediated. Mr. Hulsart stated the prior auditors recommended that the district's financial statements were not in agreement last year. The auditors should not be making adjustments to the records of the district. There also will not be additional audit fees charged to the district.

Mr. O'Connell also discussed the 0% expenditure error test and commended the business office on the improvement.

Ms. Rubino asked about Recommendation 08-02. Ms. Irons stated \$900 had to be given back for the Non-Public funds.

Ms. Rubino asked about finding 08-01 for the IDEA grant. The balance of funds did not have to go back to the State, they were spent.

Ms. Demarest stated that the one thing the district looks at is the fund balance because it reduces the tax burden of the residents. There is only a fund balance of \$400,000 for the year ending June 30, 2008, down \$800,000 from June 30, 2007 which the district will not have next year.

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

Matthew Bratsch, the student representative made several comments.

- Applauds the parents of Baysshore program for getting involved and went straight where they had to in order to clear things up.
- This past week at the High School was homecoming spirit week. The school was divided by grades and was called the "battle of the classes." The classes had to dress up in different themes and the winner receives a big trophy. The Juniors won and have done so two years in a row. The school had color wars on Monday, decade day on Tuesday,

Matawan Day on Wednesday, heritage day on Thursday and Friday was college day. Students had so much fun they began talking about having a second spirit week.

- This past Monday was the Powder Puff football game. Last year the game made \$1,200 while this year it made \$4,000 and it ended in a tie.
- College/Parent planning night is on October 7, 2008. SPS had presentation about college resumes. Is enjoying the fact that the Naviance program is being utilized by the students. It displays past students that went to college and what the scores and grades of those students had to get into specific schools
- The bonfire was cancelled due to the fire department not granting a fire permit. The students will be having a movie night to make up for it.
- The homecoming king and queen were announced this past weekend. The winners Audry Riley and Jamil Simms.
- Fall drama auditions took place. The play “Life of the Party” will take place from December 1<sup>st</sup> through December 7<sup>th</sup>.
- The Hall of Fame assembly was this past Friday. Hall of Fame members did not discuss themselves, they gave advice to students.
- Orientation for 8<sup>th</sup> graders is October 28<sup>th</sup> and the Huskie mascot will be in attendance.
- The Talent Show is this Friday at 7:30. Tickets are \$5.00 if purchased at school, \$8.00 if purchased at the door.
- Dr. O’Malley stated the goal of the Board of Education was to get people interested in four year colleges. Resources such as the Naviance program and guidance department are of a great help. Mr. Bratsch is trying to get into NJ City University. He was originally going to go to Brookdale but wants to get into a four year college. Matawan has prepared students to go to college. The academy programs will begin next year within the district.

Mr. Donaghue discussed the Powder Puff girl cheerleaders and students. Enjoyed the fact that he didn’t see students carrying an iPod or a cell phone in their hands.

Ms. Demarest stated that two students were present from the television production class.

## **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 included in the agenda to which Dr. O’Malley, Ms. Demarest, Mr. O’Connell, Dr. Gambino, Ms. Demarest responded.

Mr. Thomas Estruny,



- Discussed the findings of last year. Within the 18 findings last year was there a finding regarding the fact there was no contract with Bayshore. There was not a finding and this is the second year without a contract with Bayshore. Is there a time limit on the contracts? Ballpark a timeframe when the contract will be put in place. Dr. O'Malley stated situations could change but it may not take longer than a month. The issues are financial. The district has to have a written contract. The district only receives rent from Bayshore. Other issues are utilities and snow removal.

**Mr. Skabinski, South Brunswick,**

- Pulled his daughter out of private institution so should could attend the Bayshore Jointure Commission. Bayshore is doing a wonderful job and should be embraced and this is an investment opportunity. This situation should not be looked at as a drain on funds.

Mr. O'Connell stated the public should not make the assumption that the Board of Education does not understand autism. There are two parties to every agreement and the public should communicate their feeling to the Bayshore Jointure Commission's Board of Education. Does not only want to see people come out to Board of Education meetings during times of crisis.

**Ms. Gintilli, Matawan,**

- With regards to the QAAR report. She valued her student's NWA assessment. It was great to find out what her sons strengths and weaknesses and if the report could give more in terms of telling parents what to do to help students improve in areas that need improvement.
- Northwest Assessment is not done for High School.
- Wants to find out if Pearson assessment can be at the High School as not to have to wait for progress reports. Parents want to view the grades. Dr. O'Malley stated we do not have Pearson in the High School. That is more of a student management problem. The district currently has SASI but that was bought out by Power School. Ms. Gintilli stated that the progress report do not give enough substance.

Dr. Gambino stated it was Pearson Inform that was not compatible with the SASI system.

**Ms. Esposito,**

- Co-chair of Parent Advisory Council. She wants to be clear that the district is not looking to get rid of these kids and that the district is behind the kids. Dr. O'Malley stated the district is simply looking for a written lease agreement. Ms. Demarest stated many students are from Matawan and Aberdeen and the issue is simply the housing of the program, not the existence of the program.

**Mr. Aitken, 65 Juniper place,**

- When will the audit be posted on the internet? The audit will be up tomorrow.
- Where there any major findings in the audit? Mr. Hulsart answered that there were not any material findings.

- Special situation done on ticketing and the situation at the store. Ms. Irons stated that this is done through corrective action and proper procedures will be put in place.
- This audit is an unqualified opinion and what the difference is between a qualified and unqualified opinion. Mr. Hulsart stated that an unqualified opinion indicates there were no material weaknesses while a qualified opinion indicates the audit report is good except for certain items such as fixed assets.
- The district is purchasing a new truck. Has the district looked into purchasing a used truck as opposed to a new truck. Ms. Irons stated it is much more feasible for the board to buy it new and is more cost effective for maintenance.
- Also received NWEA and is very happy with it. It is a very good tool and provides information to the parents.

**Mr. Marinella, 500 Lloyd Road,**

- Was anything added to the contract with the police contract since the Committee of the Whole. Dr. O'Malley stated that absentee changed from 5 days to 3 days for a replacement. Also, changed the payment date and the district has more authority in the decision making process. Mr. Marinella believes that our SRO should be a member of the NASRO. It's a training program that the state pays for. Training is done and could learn some things to make position better. Also believes the contract should state the township should apply for grants.
- Discussed the MOST Program. Who participates and when is it done for two hours a day. Dr. O'Malley state it has not been done in past and is open to grades 4 through 12 after school for Language Arts and Math.
- How many people participated in the Adults for Foreign Born English last year and this year. Dr. O'Malley stated there 25 participants last year and about the same number for this year.

**Ms. Kruzik,**

- Also happy to see the NWEA assessment. It will make conferences at the Middle School more productive. Mr. Kruzik stated she knows Dr. O'Malley is a proponent of technology and this will allow guidance to get the High School grades on the computer for parents to see.

**Ms. Camarote, Matawan,**

- Upset with timing of progress reports of the High School. If parents could get more information on their tests they could get a push at home.

**X. FACILITIES**

**Motion by Mr. O’Connell, seconded by Mr. Ruprecht .**

**THE SUPERINTENDENT RECOMMENDS:**

There were no comments or questions from the Board of Education.

- A. To approve the DOE submission, project application and the amendment of the District’s Long Range Facility Plan by Frank Messino, AIA of USA Architects Planners and Interior Designers. The fee to provide this service is at a not to exceed \$31,500.00 plus reimbursable expenses.

**RATIONALE:** To obtain forty percent funding from the State of New Jersey.

**B. COMPREHENSIVE MAINTENANCE PLAN SUBMISSION**

Approve the following resolution for the **submission of the Three-Year Comprehensive Maintenance Plan.**

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the various school facilities of the Matawan-Aberdeen Regional School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Matawan-Aberdeen Regional School District hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Matawan-Aberdeen Regional School District in compliance with Department of Education requirements.

**RATIONALE:** To comply with Department of Education requirements for the yearly QAAR Report.

**EFFECTIVE DATE:** November 15, 2008

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

**XI. FINANCE / TRANSPORTATION**

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

Ms. Demarest stated that the Board Treasurer’s Report and Secretary’s report can be found here.

There was a discussion among Board Members regarding the SRO and to whether to table the vote on item #6 until language is put in the contract to mandate that the SRO receive the proper training and join the NASRO and also if the district would ask the Township to apply for grant money.

Mr. Marinella stated from the audience that the training is not mandated because the officer is grandfathered in.

There were also concerns that the SRO would not show up at the High School if an agreement was not voted upon by the Board of Education.

**THE SUPERINTENDENT RECOMMENDS:**

**A. BUSINESS OPERATIONS**

1. **Bills Lists for October, 2008.** (Available for review in Board Secretary’s Office)  
*POLICY: 3326 Payment for Goods and Services*

October, 2008, Hand Checks	\$	0
September, 2008, Payroll		3,353,722.23
October, 2008, Bills List		2,222,182.88
<b>TOTAL:</b>	<b>\$</b>	<b>5,575,905.11</b>

2. **Transfer of Funds for August/September, 2008.** (Available for review in Board Secretary’s Office)  
*POLICY: 3160 Transfer of Funds Between Line Items/Amendments/Purchases Not Budgeted*

**WHEREAS** NIAC 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 NIAC 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 **August/September 2008**) 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 August/September 2008** 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 **August/September, 2008**, 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 **August 31, 2008; September 30, 2008**; 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. **Approve the purchase of a 2008 Ford F250**

To approve the purchase of a Ford F250 Super duty 2008 truck from Warnock Fleet at a cost of \$26,588.47. The State Contract Number is #A70987. The 1992 Dodge truck will be auctioned to the highest bidder.

6. **Interlocal School Resource Officer Agreement** (Available for review in Board Secretary’s Office)

To approve the Interlocal School Resource Officer Agreement at a cost of \$50,000.00 per year for a period of five years.

**Motion to table item #6 under the Finance Agenda.**

**Motion by Dr. Gambino, seconded by Mr. O’Connell.**

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	8		1	
			Barbato	

7. **Approve the following tuition rates for the Monmouth County Vocational School District for the 2008-2009 school year:**

	Tuition Cost	Number of Students
Academy of Allied Health & Science	5,800.00	9
Biotechnology High School	5,800.00	10
Communications High	5,800.00	17

School			
High Technology High School	5,800.00		9
Marine Academy of Sci. & Tech.	5,800.00		10
Class Academy	5,500.00		0
KIVA High School	10,000.00		0
Career Center Special Needs	5,000.00		26
Shared-Time Regular Education	750.00		25

**8. Acceptance of 2007-2008 CAFR**

To accept the 2007-2008 Comprehensive Annual Financial Report (CAFR) as reported by Robert A. Hulsart & Company.

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

**XII. PERSONNEL AGENDA**

Motion by Mr. Ruprecht, seconded by Ms. Rubino.

- Item #4, page 3 of 7 of the Personnel Agenda should include \$35/hour for Saturdays.
- RTI pairs, item #15, page 6 of 7 on the Personnel Agenda, attachment #1 should indicate that Debra McGrath be replaced with Sandra Pangrin.

Mr. Ruprecht inquired as to the changes for item #4 under the Personnel Agenda for the Tuesdays/Thursdays at \$25/hour and Saturdays for \$35/hour.

Dr. Gambino is excited about the MOST Program, fully supports it and wishes it success.

Ms. Rubino still has concerns about the MOST Program. How many children will be approached by the administration and will it include students not making AYP. Also will the Board of Education get a report from the church to see how many children are taking advantage of it and if so how often, after a month or after two months. Dr. O'Malley stated the Board would definitely get updates on the program. There will be a sign in sheet to keep track of how many students are attending and will also get reports of what students are getting out of the program.

Ms. Rubino further inquired if there are sports activities. Dr. O'Malley stated there is a large gym for basketball. It will be the Board of Education's responsibility to pay for the tutors of the program to help with academics.

Ms. Rubino asked if students can leave after an hour or do they have to stay there. Dr. O'Malley stated they will not force people to say.

Mr. Donaghue asked about insurance for the program if a student gets hurt. The location will be responsible since it's their facility.

Mr. Ruprecht asked which students will attend and at what location. Dr. O'Malley wants to surround children with responsible role models.

Mr. Kenny echoed Dr. Gambino's support for the program. There are many people who support the programs, such as volunteers. This is evident by the crowd of people still left in the audience. The volunteers working together with the district is a great thing.

Mr. O'Connell, wasn't available to see the Reverend's presentation. Commented Dr. O and Mr. Spells for the program. Good to see adults care. Especially after 3pm.

Ms. Zavorstkas asked about the tutorial portion of the program and which grades would it serve. The MOST program will aid the students that the district can't through the district's normal mentoring program. Students may have anxiety about going to teachers with problems so students may go directly to the mentors. Ms. Zavorstkas wants to know if the mentors will push the kids towards the academic portion of the program. Dr. O'Malley stated the students will not be going just for the athletics. Mentors will try to push them towards the academics.

Mr. Spells stated that the tutoring will occur between 4PM and 6PM. The MOST program began last week. The tutoring portion will start tomorrow, once the tutors are approved. Word of mouth has gotten around that the program provides food and door prizes to draw students in. Mr. Spells wants to earn the trust of student by using the ideas the students come up with also. Mentors will be asked to follow up and address the scores of the students. Tutoring is first, mentoring is next. A MOST Committee will meet once a week and will address the items the students bring up. Mr. Spells wants members of the Board of Education to sit on the committee.

Ms. Rubino asked if an administrator would be present. Mr. Spells said a community center administrator is on the premises during program hours and closes the facility at the end of the day. There is anywhere between two or three adults in each room.

Ms. Zavorstkas asked if more grants could be obtained besides the NCLB grant. Mr. Spells said they are trying to receive funding from more grants.

Mr. Ruprecht asked who the volunteer contact would be and that person is Mr. Spells. There will be flyers posted at the schools and the community center which will inform students of the program. Student volunteers may be utilized as well.

Dr. Gambino asked if information was available on the district's website yet. Mr. Spells stated it was.

*After meeting as a Committee of the Whole, the Superintendent recommends the following items for the Board of Education's 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
HUTNIK, STEPHEN	HS	Teacher of Social Studies	Retirement	1/7/75	6/30/09

**B. LEAVES OF ABSENCE**

*POLICY: 4151 Attendance Patterns*

*4151.1 Personal Illness and Injury/Health and Hardship*

NAME	SCH	POSITION	TYPE OF LEAVE	WITH/ W/O PAY	EFF DATE
SPAFFORD, DANA	MAMS	Language Arts Teacher 8 <sup>th</sup> Grade	Maternity Disability Phase	With	1/5/09 – 2/18/09
MONRO, CHRISTINE	MAMS	Language Arts Teacher 7 <sup>th</sup> Grade	Maternity Disability Phase	With	1/5/09 – 3/24/09
AMENDOLA, KATHLEEN	HS	Hallway Safety & Security Monitor	Personal FMLA	Without	3/25/09 – 5/15/09
MAMMAMO, AMY	LR	Elementary Teacher	Maternity Disability Phase	With	10/15/08 -12/2/08
			Disability Phase	Without	12/3/08 – 12/16/08 (Revised Dates) Previously approved 6/30/08
KUSHWARA, CHRISTINA	LR	Elementary Teacher	Maternity Disability Phase	With	10/30/08 – 1/13/09
			Disability Phase	Without	1/14/09 – 1/22/09
			FMLA (No Benefits)	Without	1/23/09 – 4/17/09
			Personal (No Benefits)	Without	4/20/09 – 6/30/09 (Revised Dates) Previously approved 8/25/08



**B. 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. SUBSTITUTES

TEACHERS:	ACCOUNT: 11-XXX-100-101-XXXX-9
CATEGORY I	CERTIFICATION
GETTENS, DOLORES	Elementary Teacher
LAVOIE, CARLA	Teacher of Beauty Culture
CATEGORY II	ACCOUNT: 11-XXX-100-101-XXXX-9
WEG, DAWN	Teacher K-12 All Subjects
SECRETARIAL/CLERICAL/INSTRUCTIONAL ASSISTANTS	ACCOUNT: 11-000-240-105-XX-XXXX-9
RANDAZZO, LAURA	Instructional Assistant/Secretary-With Computer/Office Assistant/Library Clerk
CUSTODIAN	ACCOUNT: 11-XXX-262-116-12-XXXX-9
LEONARD, MICHAEL	Substitute Custodian

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

2. COLLEGE STUDENT(S) OBSERVER(S) – 2008/2009 school year

NAME	COLLEGE/UNIVERSITY	COOPERATING TEACHER/ ADMINISTRATOR	SCHOOL/AREA
KRISTEN MAHON	FAIRLEIGH DICKINSON UNIVERSITY	CHANI GOLDSTONE	MAMS – Mathematics <b>STUDENT OBSERVER</b> January 7, 2009 – January 21, 2009 10 Days
JOHN SCHENDEL	KEAN UNIVERSITY	KEN Mc CABE	MAMS – Physical Education/Health <b>STUDENT OBSERVER</b> SPRING 2009 January 20, 2009 – May 11, 2009
SHROUK KHALIL	KEAN UNIVERSITY	JAMES SCHEUING	MAMS – Mathematics <b>STUDENT TEACHER</b> SPRING 2009 January 20, 2009 – May 11, 2009
YAMELY RIVERA	MONMOUTH UNIVERSITY	MAYRA OGUREK and ENID LASSMAN	HS – World Language (Spanish) <b>STUDENT TEACHER</b> SPRING 2009 January 20, 2009 – May 1, 2009

RATIONALE: Student(s) will be able to complete course work requirements toward degrees and Certifications

**ACTION MEETING – OCTOBER 20, 2008**

COST: None  
EFFECTIVE DATE: 2008/2009 School year

**3. SALARY ADJUSTMENTS**

NAME	LOC	FROM	TO 2008/2009 GUIDE	INSTITUTION
RIGGLEMAN, CATHERINE	MA	C-04 \$44,150.00	E-04 \$51,330.00	Walden University

RATIONALE: Additional College Credits/Degrees Earned

COST: Per MRTA Salary Guide

ACCOUNT: Contractual Salaries

EFFECTIVE DATE: 9/1/08 (Retroactive) 2008/2009 School year

**4. HSPA PREPARATION**

NAME	ACTIVITY	SUBJECT	COST/HOUR	TOTAL
WYNES, NICHOLE	HSPA PREP	MATHEMATICS (5 hours Curriculum Writing)	\$20.00/5 Hours	\$100.00
WYNES, NICHOLE SAEED, ZEBUNNISA STETZ, DIANE	HSPA PREP Student Contact	MATHEMATICS	\$25.00/36 Hours (Shared)	\$900.00

RATIONALE: Teachers will tutor students in Mathematics & English for HSPA

Preparation

COST: Title I NCLB Funds

EFFECTIVE DATE: 2008/2009 School year (1.5 hours Tuesday/Thursday & 1.5 hours  
Saturday 11/1/08 – 2/26/09)

**5. ESL – ADULT EVENING SCHOOL**

NAME	ACTIVITY	COST/HOUR	TOTAL
ISABEL SPAUR	ESL TEACHER	\$25.00/Hour 1 Day/Week 1.5 Hours (25 Days)	\$937.50
		Planning \$20.00/Hour (Not to exceed 20 Hours)	\$400.00
GRACE URLARTE	ESL – TEACHER AIDE	\$20.00/Hour 1 Day/Week 1 Hour (25 Days)	\$500.00

RATIONALE: To assists foreign born residents speak and read the English language.

COST: Title I NCLB Funds

EFFECTIVE DATE: 2008/2009 School year – 11/13/08 – 6/30/09

6. MOST PROGRAM (Mentoring Our Students Together)

NAME	POSITION	ACTIVITY	RATE/HOUR
CHERYL SYKES ROCHELLE FRANCIS	ELEMENTARY TEACHER	TUTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
CORINNE WIETECHKA	MIDDLE SCHOOL MATHEMATICS	TUTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
JESSICA SEGUI	MIDDLE SCHOOL LANGUAGE ARTS	TUTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
JENNIFER GREGG	HIGH SCHOOL LANGUAGE ARTS	TUTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
DIANE STETZ	HIGH SCHOOL MATHEMATICS	TUTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
KATHLEEN FEEN	HIGH SCHOOL SPS COUNSELOR	COUNSELOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00

RATIONALE: As indicated above  
 COST Title INCLB Funds  
 EFFECTIVE DATE: 10/21/08 – 6/10/09 (2008/2009 School year)

7. VOLUNTEERS – CLIFFWOOD ELEMENTARY SCHOOL (PARENT)

NAME	ACTIVITY
BOBBIE MAITOGLOU	LIBRARY

RATIONALE: As indicated above  
 COST: None  
 EFFECTIVE DATE: 2008/2009 School year

8. VOLUNTEER – STRATHMORE ELEMENTARY SCHOOL (PARENTS)

NAME	NAME	ACTIVITY

KAREN Mc FADDEN	AMY FISCHETTI	LIBRARY
GERALDINE CROCKET	LISA A. GROH	LIBRARY
REBECCA LONIEWSKI	FRIANN HAKIM	LIBRARY
JACQUELINE FARRELL	MARCIE LEVITT	LIBRARY
DEBRA PINTO	LYNNE MYERSON	LIBRARY
CHRISTINE DEVINE-BURGI	JACQUELINE VILLANUEVA	LIBRARY

RATIONALLE: As indicated above

COST: None

EFFECTIVE DATE: 2008/2009 School year

9. VOLUNTEER –RAVINE DRIVE ELEMENTARY SCHOOL - KEY CLUB READING (STUDENTS)

NAME	NAME
KAYLA GLYNN	DEIRDRE GLYNN
NICHOLE WALLING	SPENCER WARSHAUER
SALLY RAE GOODE	STEPHANIE PISCOPO
PAK HO HU	ASHUNI VENKERDRAMAN
MIRAYLA PETRILLA	JESSICA YOUNG
JOSH YOUNG	TESS LE MOIREY
TYLER BICKET	CAROLYN ALBANO
STEVEN LAUGHLIN	TARA MORSY
BRIANNA KELLY	ASHLEY CONROY

10. VOLUNTEER – HIGH SCHOOL STUDENTS (Community Service)

NAME	ACTIVITY/LOCATION
BRIAN GUISTI	COMMUNITY SERVICE – LLOYD ROAD ELEMENTARY SCHOOL
KAITLIN KOSZTUR	KINDERGARTEN – STRATHMORE ELEMENTARY SCHOOL

RATIONALLE: As indicated above

COST: None

EFFECTIVE DATE: 2008/2009 School year

11. VOLUNTEERS - SPEECH & DEBATE TEAM JUDGES

NAME	NAME
MARTIN BORDAK	CHRISTINE BOYNE
MARK BRATSCCH	FRANCES BROWNE
CATHERINE ESPOSITO	JANET KAIN
PATTY MALONEY	PATRICIA MONAGLE
JOSEPH O'BRIEN	JULIE PETRILLO
MARCELA PROSPER	PRISCILLA RUSSEL
LOUISE TOMASELLO	TAMMY WARD

RATIONALE: The above mentioned people have volunteered to Judge for the High School Speech & Debate Team at the Forensic Tournaments

COST: None

EFFECTIVE DATE: 2008/2009 School year

12. VOLUNTEERS – RAVINE DRIVE ELEMENTARY SCHOOL (CLASS PARENTS)

NAME	NAME
LAURA SHAPRO	MICHELLE OLSEN
MARIA A. KOEMPEL	ALECIA FEHLEY
STEPHANIE COLONNA	LISA CERIO
CHRISTINE CATALANO	ROWENA CARINO
KIM CALDON	SUE ANFUSO

RATIONALE: As indicated above

COST: None

EFFECTIVE DATE: 2008/2009 School year

13. EXTRA CURRICULAR ACTIVITIES

NAME	LOC	ACTIVITY	POSITION	STIPEND
JUSTIN RYAN	HS	SPRING MUSICAL	VOCAL DIRECTOR	\$3,050.00
CAHILL, LAURA <i>Replacing: Christine Sikora</i>	MA	7 <sup>TH</sup> GRADE CLASS	ADVISOR	\$1,160.00
MUSCATELLO, CHRISTINE	MA	6 <sup>th</sup> GRADE CLASS	CO-ADVISOR with KRISTEN O'CONNOR	\$580.00
HOURLY ACTIVITIES				
SAEED, ZEBUNNISA <i>Replacing: Neil Jackman</i>	HS	MATHEMATICS TUTORIAL PROGRAM	INSTRUCTOR	\$25.00/HOUR
VITALIANO, RICHARD	HS	CROWD CONTROL	TICKET SELLER/CROWD CONTROL	\$62.50/GAME

RATIONALE: As indicated above

Cost: As indicated above

EFFECTIVE DATE: 2008/2009 School year

14. ADMINISTRATIVE INTERNSHIP (OBSERVER)

NAME	COLLEGE/UNIVERSITY	COOPERATING TEACHER ADMINISTRATOR	SCHOOL/AREA
CHRISTINE SIKORA	Mommouth University	SHAUNA CARTER	MSED Principal Program Internship 150 Hours

RATIONALE: Observation (Shadowing) needed for Internship

COST: None  
EFFECTIVE DATE: 2008/2009 School year

**15. RTI – CO-TEACHING PAIRS 2008-2009 School year (PER PERSONNEL ATTACHMENT # 1)**

C. OTHER

**1. STAFFING ARRAY CHANGES - 2008/2009 School year.**

NAME	FROM LOC/FTE	ASSIGNMENT	TO LOC/FTE	ASSIGNMENT	EFF DATE/ REASON
KATHLEEN QUINN	HS – 1.00	SPECIAL EDUCATION	HS – 1.00	SPECIAL EDUCATION	10/2/08 - 6/30/09 (Retroactive)
	0.40	English 1 Resource Center	0.40	English 1 Resource Center	
	0.20	English I In Class Support	0.20	English I In Class Support	
	0.20	Biology In Class Support	0.20	Biology In Class Support	
	0.20	Marine Biology In Class Support	0.20	Marine Biology In Class Support	
	.08	Lab Science O/L	.08 O/L	Lab Science O/L	
EVELYN DIAZ VALLE	CL – 1.00	ADMINISTRATIVE SUPPORT Instructional Assistant BD Class	RD – 1.00	ADMINISTRATIVE SUPPORT Instructional Assistant Kindergarten Class	10/20/08 – 6/30/09

RATIONALE: As indicated above  
COST: Per MRTA Contract  
EFFECTIVE: 2008/2009 School year

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	7		2	
			Barbato, Donaghue- Left meeting at 10:42PM	

**XIII. PROGRAM**

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

- One new item is the trigonometry curriculum that the district has added.

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. Designate the week of October 20 to October 24, 2008 School Violence Awareness Week.

**RATIONALE:** In compliance with state law (PL. 2001, C298)

2. The Nursing Plan as required by the Quality Assurance Annual Report (QAAR) for the 2008-2009 school year.

**POLICY:** 6147 *Standards of Proficiency*

3. The 2008-2009 School Safety Plan for the Matawan-Aberdeen Regional School District.

**RATIONALE:** In compliance with N.J.A.C. 6A:16-1.1

4. The submission of the Quality Assurance Annual Report (QAAR) for the 2007-2008 school year.

**POLICY:** 6147 *Standards of Proficiency*

**RATIONALE:** In compliance with N.J.A.C. 6A

5. The Revised Uniform Memorandum of Agreement between the Matawan-Aberdeen Regional School District and the police of the Township of Aberdeen

and the Borough of Matawan. This agreement has been updated between all parties for the 2008-2009 school year.

RATIONALE: In compliance with N.J.A.C. 6A:16-1.1 et. Seq. and 6A:16-6.2(b)15ii.

6. School nursing services agreement with Bayada Nurses, Inc., for the 2008-2009 school year to provide a registered nurse to the district on a substitute basis at a rate of \$61.00 per hour.

RATIONALE: To provide a registered nurse on a substitute basis when the district is unable to obtain a substitute nurse for an absent nurse and/or field trips.

7. The adoption of the following curriculum guide for the 2008-2009 school year. Effective October 21, 2008.

Policy: 6141 Curriculum Design/Development

CURRICULUM	GRADE
TRIGONOMETRY	11-12

RATIONALE: New course.

**C. SPECIAL SERVICES**

1. The following contracts for the 2008-2009 school year provided by Baysshore Jointure Commission for services in Physical Therapy & Occupational Therapy. *Contracts available in Business Office*

NAME	POSITION	HOURLY RATE
Power Play Pediatric Therapy LLC	Occupational Therapist	\$85.00 per hour
Gregory Santucci, MS, OTR		
JEM Rehabilitation, LLC	Physical Therapist	\$85.00 per hour
Marietta S. Nelson, PT		



2. The following contracts for the 2008-2009 school year for services in Physical Therapy & Occupational Therapy  
*Contracts available in Business Office*

NAME	POSITION
Bernadette Racioppi	Physical Therapist
Kimberly Charette	Occupational Therapist

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	7		2	
			Barbato, Donaghue	

#### **XIV. POLICY**

Motion by Ms. Zavoriskas, Seconded by Mr. Rupprecht.

- There is an error in the nepotism policy, it is consolidated into one page.

Mr. Ruprecht inquired as to the definition of an employee was in regards to the work study program. Mr. Gross stated the district has not had the definition before and the State has not clarified.

Ms. Demarest asked what is being done to protect the work study programs. Mr. Gross stated everyone has adopted a standard policy which is State mandated. The policy as it stands right now makes it unclear about the future of the work study students.

Dr. O'Malley stated that Strauss Esmay is reviewing the policy however, everyone is grandfathered in for the current year and the Board of Education will readopt the policy when Strauss Esmay comes before the Board of Education.

Mr. Ruprecht questioned the legal services policy and the designation of a contact person which has been answered.

Mr. O'Connell stated the Board selected the conservative options of policies.

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

**A. NEW POLICIES (ATTACHMENT #1)**

<b>Policy Number</b>	<b>Description</b>
0142.1	Nepotism
0174	Legal Services
0177	Professional Services
1570	Internal Controls
1620	Administrative Employment Contracts
6111	Special Education Medicaid Initiative (SEMI) Program
6320	Purchases Subject to Bid
6360	Political Contributions
6362	Contributions to board members and contract awards
6423	Expenditures for non-employee activities, meals and refreshments
6470	Payment of claims
6510	Payroll authorization
6831	Withholding or recovering state aid
7410	Maintenance and repair
7650	School vehicle assignment, use, tracking, maintenance and accounting
9120	Public relations program

Effective Date: October 21, 2008

**XV. 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 included in the agenda to which Dr. O'Malley, Ms. Demarest and Mr. Glastein responded.

Ms. Tragali,

- Parents have two big issues. First, the slushy machines. Students only have twenty minutes to eat their lunch and the kids are on line for fifteen minutes. Kids only have five minutes to eat lunch and can not get a slushies until after

they eat their lunch. There is not enough time to have slushies and the kids get brain freezes. Wants the Board members to come to a lunch serving.

- The second issue is the lice problem. Is there an official Board policy on lice. When do parents need to be notified and students checked for lice. Every school appears to be different with regards to notification. Dr. O'Malley stated there are procedures that administrators are trying to systemize across the district. He is not aware of specific procedures that take place such as cleaning out the cubbies to try to cure the problem. Ms. Demarest stated each child would be reexamined by the school nurse before they reenter the school. Dr. O'Malley stated we have procedures but they differ by school. Ms. Tragali stated each child should get a bag for their cubbies to stop the spread of lice. Dr. O'Malley stated policy would come from the Board and that Mr. Glastein should meet with the nurses to come up with a unified strategy.

**Ms. Langer,**

- Medical websites are coming up with policies that are uniform across the country. Could be a benefit to the district

**Ms. Lynch, Aberdeen,**

- Children should be checked before entering the school. If same kids keep coming back with lice they should be checked every two weeks. Ms. Langer stated it could be perceived as discriminatory or harassment to check the same kids over and over again. Chemicals in the lice shampoo are harmful and she can't ask the parent to do that. Would like the district to move away from the lice hysteria.

**Mr. Dunphy,**

- His son is a kindergartener at Strathmore. His son does not get into lunch until 1:30 pm. Students should be receiving their lunch earlier. Dr. O'Malley stated it is scheduling issue and should be taken up with building principal.

## **XVI. UNFINISHED BUSINESS**

Mr. Kenny discussed the crowd that was at the Board meeting and the positive things he has seen specifically the Academies in the High School and the mentoring program. At back to school night the facilities were great especially at the High School and the Middle School. There was a lot of enthusiasm with the students, who were trying to bring out the vote. Parents are buying into the plans of the administrators for all the new programs that will achieve quick and measurable results. Keep the momentum and achievement going.

Mr. O'Connell wants to commend the administration again for the accomplishments of the QAAR. The information that is coming from the principals and assistant principals in the buildings is very positive.

Dr. Gambino stated that academic achievement flourishes within in the schools. There is a positive culture and climate in the school district this year and the students enjoy coming to school. Likes the direction the district is heading.

**XVII. NEW BUSINESS**

None

**XVIII. EXECUTIVE SESSION**

None

**XIX. ADJOURNMENT**

A motion by Mr. O’Connell, seconded by Mr. Kenny.

**RECOMMEND:** That the meeting be adjourned. The public portion of the Regular Action meeting adjourned at **11:27 PM.**

<b>ROLL CALL VOTE:</b>	<b>AYES</b>	<b>NAYS</b>	<b>ABSENT</b>	<b>ABSTAIN</b>
	7		2 Barbato, Donaghue	

Respectfully submitted,



Susan A. Irons  
Business Administrator/Board Secretary

**PERSONNEL**

RTI

TEACHER	SCHOOL	ASSIGNMENT	COST	SUBJECT	GR.
<b>RAVINE DRIVE ELEMENTARY SCHOOL</b>					
STEPHANIE CIANCHETTA	RD	Home Room Teacher	\$200.00	Language Arts	2
LARA Di LIBERTI	RD	Interventionist	\$200.00	Language Arts	2
TARA VAZQUEZ	RD	Home Room Teacher	\$200.00	Language Arts/Math	2
KAREN MEANY	RD	Interventionist	\$200.00	Language Arts/Math	2
LAUREN ROGERS <i>for</i>	RD	Home Room Teacher	\$200.00	Language Arts	2
PAULA MURRAY	RD	Interventionist	\$200.00	Language Arts	2
CHERYL SYKES	RD	Interventionist	\$200.00	Mathematics	2
LAUREN ROGERS <i>for</i>	RD	Home Room Teacher	\$200.00	Mathematics	2
PAULA MURRAY	RD	Interventionist	\$200.00	Mathematics	2
DONNA SAKOWSKI	RD	Interventionist	\$200.00	Mathematics	2
AMY BLOOM	RD	Home Room Teacher	\$200.00	Language Arts/Math	2
SANDRA PANGBORN	RD	Interventionist	\$200.00	Language Arts/Math	2
ADRIENNE SCHEUING	RD	Home Room Teacher	\$200.00	Language Arts	3
DEBORAH Mc GRATH	RD	Interventionist	\$200.00	Language Arts	3
ADRIENNE SCHEUING	RD	Home Room Teacher	\$200.00	Mathematics	3
DEBORAH Mc GRATH	RD	Interventionist	\$200.00	Mathematics	3
DAVID LEHMAN	RD	Home Room Teacher	\$200.00	Language Arts	3
RHONA DIX	RD	Interventionist	\$200.00	Language Arts	3
DAVID LEHMAN	RD	Home Room Teacher	\$200.00	Mathematics	3
DONNA SAKOWSKI	RD	Interventionist	\$200.00	Mathematics	3
MEAGAN DRAPKIN	RD	Home Room Teacher	\$200.00	Language Arts/Math	3
LISA BAUER	RD	Interventionist	\$200.00	Language Arts/Math	3
<b>CLIFFWOOD ELEMENTARY SCHOOL</b>					
DONNA Di GIOVANNI	CL	Home Room Teacher	\$200.00	Mathematics	2
HELEN BRERETON	CL	Interventionist	\$200.00	Mathematics	2
CHRISTINA MORRISSEY	CL	Home Room Teacher	\$200.00	Mathematics	2
MICHAEL HORGAN	CL	Interventionist	\$200.00	Mathematics	2
SHERYL PREISER	CL	Home Room Teacher	\$200.00	Mathematics	2
MICHAEL HORGAN	CL	Interventionist	\$200.00	Mathematics	2
GWEN SPENCE	CL	Home Room Teacher	\$200.00	Mathematics	2
HELEN BRERETON	CL	Interventionist	\$200.00	Mathematics	2
CHRISTINA MORRISSEY	CL	Home Room Teacher	\$200.00	Language Arts	2
SUSAN RARDIN	CL	Interventionist	\$200.00	Language Arts	2
SHERYL PREISER	CL	Home Room Teacher	\$200.00	Language Arts	2
SUSAN RARDIN	CL	Interventionist	\$200.00	Language Arts	2
SUSAN KYVELOS	CL	Home Room Teacher	\$200.00	Language Arts	3
LAURA PAPPAS	CL	Interventionist	\$200.00	Language Arts	3
CAROLINE RICCA	CL	Home Room Teacher	\$200.00	Language Arts	3
ANTHIA STEIN	CL	Interventionist	\$200.00	Language Arts	3
BARBARA SPAFORD	CL	Home Room Teacher	\$200.00	Language Arts	3
DAWN LASKO	CL	Interventionist	\$200.00	Language Arts	3

TEACHER	SCHOOL	ASSIGNMENT	COST	SUBJECT	GR.
CAROL THOMAS	CL	Home Room Teacher	\$200.00	Language Arts/Math	3
KATHLEEN VERGARETTI	CL	Interventionist	\$200.00	Language Arts/Math	3
SUSAN KYVELOS	CL	Home Room Teacher	\$200.00	Mathematics	3
MARY ANN CACOPARDO	CL	Interventionist	\$200.00	Mathematics	3
CAROLINA RICCA	CL	Home Room Teacher	\$200.00	Mathematics	3
MARY ANN CACOPARDO	CL	Interventionist	\$200.00	Mathematics	3
BARBARA SPAFFORD	CL	Home Room Teacher	\$200.00	Mathematics	3
KATHLEEN VERGARETTI	CL	Interventionist	\$200.00	Mathematics	3
<b>STRATHMORE ELEMENTARY SCHOOL</b>					
WENDY ROBINSON	ST	Home Room Teacher	\$200.00	Language Arts	3
KATHRYN HAUSMANN	ST	Home Room Teacher	\$200.00	Language Arts/Math	3
MARY LOU VOGLER	ST	Interventionist	\$200.00	Language Arts/Math	3
WENDY ROBINSON	ST	Home Room Teacher	\$200.00	Mathematics	3
MARYANN CACAPARDO	ST	Interventionist	\$200.00	Mathematics	3
SUE DORF	ST	Home Room Teacher	\$200.00	Language Arts/Math	3
GILLIAN Mac DONALD	ST	Home Room Teacher	\$200.00	Language Arts/Math	3
DOLORES BLACK	ST	Interventionist	\$200.00	Language Arts/Math	3
MARCIA SILVERMAN	ST	Home Room Teacher	\$200.00	Language Arts	2
ERIN CAGNINA	ST	Home Room Teacher	\$200.00	Language Arts	2
LARISSA HOLYNSKYJ	ST	Home Room Teacher	\$200.00	Language Arts/Math	2
ELEANOR SAFCHIK	ST	Interventionist	\$200.00	Language Arts/Math	2
MELISSA CULLEN	ST	Home Room Teacher	\$200.00	Language Arts	2
YSSA TRIMBOLI	ST	Home Room Teacher	\$200.00	Language Arts	2
SUZANNE ARNONE	ST	Interventionist	\$200.00	Language Arts	2
MELISSA CULLEN	ST	Homeroom Teacher	\$200.00	Mathematics	1-2
ALYSSA TRIMBOLI	ST	Homeroom Teacher	\$200.00	Mathematics	1-2
ANN MOLINARI	ST	Interventionist	\$200.00	Mathematics	1-2
ERIN CAGNINA	ST	Home Room Teacher	\$200.00	Mathematics	1-2
MARCIA SILVERMAN	ST	Home Room Teacher	\$200.00	Mathematics	1-2
JOANNE TOOMEY	ST	Interventionist	\$200.00	Mathematics	1-2
<b>LLOYD ROAD ELEMENTARY SCHOOL</b>					
JESSICA ABEND	LR	Home Room Teacher	\$200.00	Language Arts/Math	4
CHRISTINA KUSHWARA	LR	Interventionist	\$200.00	Language Arts/Math	4
PAT COTTRELL	LR	Home Room Teacher	\$200.00	Language Arts/Math	4
CHRISTINA KUSHWARA	LR	Interventionist	\$200.00	Language Arts/Math	4
GAIL SCHNEIDERMAN	LR	Home Room Teacher	\$200.00	Language Arts/Math	4
CORI PATTERSON	LR	Interventionist	\$200.00	Language Arts/Math	4
LINDA FORGIE	LR	Home Room Teacher	\$200.00	Language Arts/Math	4
CAROL LAYMAN	LR	Interventionist	\$200.00	Language Arts/Math	4
TIFFANY BACHARDE	LR	Home Room Teacher	\$200.00	Language Arts/Math	4
AMY MAMMANO	LR	Interventionist	\$200.00	Language Arts/Math	4
MICHAEL HAUGHEY	LR	Home Room Teacher	\$200.00	Language Arts/Math	4
KIMBERLY GRIGOLI	LR	Interventionist	\$200.00	Language Arts/Math	4
JENNIFER DITRE	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
CORI PATTERSON	LR	Interventionist	\$200.00	Language Arts/Math	5
LINDA GRANT	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
CAROL LAYMAN	LR	Interventionist	\$200.00	Language Arts/Math	5

**ACTION MEETING – OCTOBER 20, 2008**

<b>TEACHER</b>	<b>SCHOOL</b>	<b>ASSIGNMENT</b>	<b>COST</b>	<b>SUBJECT</b>	<b>GR.</b>
ALYSSA NIKOLIC	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
AMY MAMMANO	LR	Interventionist	\$200.00	Language Arts/Math	5
EILEEN BROPHY	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
KIMBERLY GRIGOLI	LR	Interventionist	\$200.00	Language Arts/Math	5
JODI TURNER	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
SONALI ANDERSON	LR	Interventionist	\$200.00	Language Arts/Math	5
MARGARET WINTHER	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
SONALI ANDERSON	LR	Interventionist	\$200.00	Language Arts/Math	5
BONNIE Mc CULLOUGH	LR	Home Room Teacher	\$200.00	Language Arts/Math	5
BRENDA ADELSON	LR	Interventionist	\$200.00	Language Arts/Math	5

RATIONALE: RTI Teaching Pairs  
 COST: \$20.00/HOUR x 10 HOURS (\$200.00 Each)  
 EFFECTIVE: 2008/2009 School year

**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Attorelli, Ralph	LR	05/28/09	Eatontown, NJ	Co-Teaching & The Differentiation of Instruction in the Inclusive Classroom	X	X	X	X	X	\$0.00	YES	
Bergrin, Barbara	LR	12/02/08	Brick, NJ	Supporting Students w/Reading Disabilities Across the Curriculum	X	\$18.60	X	X	X	\$18.60	YES	
Cahill, Laura	MA	12/09/08	* Brookdale/Wall, NJ	Making Math Fun for Middle Grades	X	\$13.56	X	X	X	\$13.56	YES	
Carnovsky, Sharon	LR	11/19/08	New Egypt, NJ	Games Galore	\$5.00	\$13.52	\$0.70	X	X	\$19.22	YES	
Cassery, Kathleen	CL	11/13/08 & 11/20/08	MOESC/Eatontown, NJ	Using Applied Behavior Analysis in the Classroom	X	\$19.50	X	X	X	\$19.50	YES	
Caulfield, Janette	HS	03/07/09	Red Bank, NJ	AP Psychology/College Board	\$150.00	\$8.69	X	X	X	\$158.69	YES	
Chas, Barbara	CO	11/13/08	Rutgers University	Implementing Evidence Based Social, Emotional Development	X	\$18.60	X	X	X	\$18.60	NO	
Christophe, Marti	ST	11/13/08	East Brunswick, NJ	NJASL	\$85.00	X	X	X	X	\$85.00	YES	
Christophe, Marti	ST	05/01/09	Edison, NJ	Winners/100 Best Books for Children	\$179.00	X	X	X	X	\$179.00	YES	
Colburn, Kendra	HS	11/24/08	Newark, NJ	Best, Current Strategies for Increasing Student Learning/Algebra 2, Trig., Pre-Calc.	\$215.00	\$33.48	X	X	X	\$248.48	YES	



**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Dellert, Dee	HS	11/13/08	Somerset, NJ	CFLE Annual Sex-Ed Conference	\$110.00	\$12.58	X	X	X	\$122.58	YES	
DeSilvestri, Rosalie	CL	11/18/08	* Brookdale/Wall, NJ	Hands-on-Activities Using NJ Math Standards	X	X	X	X	X	\$0.00	YES	
DiLiberti, Lara	RD	11/17/08	Holiday Inn/Newark Airport	Differentiated Instruction Powerful Strategies for Struggling Readers	\$199.00	\$15.72	\$2.80	X	X	\$217.52	YES	
Dill-Oppito, Charlotte	CO	11/21/08	Mountainside, NJ	Psychiatric Illness in the School Setting	\$50.00	\$16.18	X	X	X	\$66.18	NO	
Doucette, Susan	HS	05/20/09	MOESC/Eatontown, NJ	Reaching the More Challenging Student	X	X	X	X	X	\$0.00	YES	
Festa, Paula	MA	11/13/08	Cherry Hill, NJ	Strategies to Maximize Learning/ Minimize Disruptive Behaviors/Asbergers/ Autism	\$199.00	\$39.55	X	X	X	\$238.55	YES	
Freundel, Myra	CL	11/18/08	* Brookdale/Wall, NJ	Hands-on-Activities Using NJ Math Standards	X	X	X	X	X	\$0.00	YES	
Fricovsky, Katy	HS	11/24/08	Newark, NJ	Best, Current Strategies for Increasing Student	\$215.00	\$33.48	X	X	X	\$248.48	YES	
Friedl, James	HS	12/10/08	MOESC/Eatontown, NJ	Behavioral Intervention for Middle & HS	X	\$9.30	X	X	X	\$9.30	YES	
Friedl, James	HS	06/10/09	MOESC/Eatontown, NJ	Passive Restraints	X	\$9.30	X	X	X	\$9.30	YES	

**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Frischia, Mary Jane	HS	12/10/08	MOESC/Eatontown, NJ	Passive Restraints	X	\$9.30	X	X	X	\$9.30	YES	
Frischia, Mary Jane	HS	06/10/09	MOESC/Eatontown, NJ	Behavioral Intervention for the HS Classroom	X	\$9.30	X	X	X	\$9.30	YES	
Geroni, Frances	CL	11/19/08	New Egypt, NJ	Games Galore	X	X	X	X	X	\$0.00	YES	
Geroni, Frances	CL	02/24/09	Long Branch, NJ	NJASPERD Convention	\$50.00	X	X	X	X	\$50.00	YES	
Goldstone, Chani	MA	12/09/08	* Brookdale/Wall, NJ	Making Math Fun for Middle Grades	X	\$13.56	X	X	X	\$13.56	YES	
Gorman, Rebecca	CL	02/20/09	East Brunswick, NJ	Music! Just Imagine/NJMEA	\$180.00	\$17.48	X	X	X	\$197.48	YES	
Greenspan, Nadine	MA	2/19-21/09	East Brunswick, NJ	Music! Just Imagine/NJMEA	\$180.00	\$41.54	X	X	X	\$221.54	YES	
Hawco, Meghan	MA	2/27/09 & 05/29/09	Brookdale/Wall, NJ	Integrating Current Events Into LA	\$129.00	\$27.12	X	X	X	\$156.12	YES	
Hollinger, Jessica	CO	10/29/08	MOESC/Eatontown, NJ	Teaching Social Skills in Classroom	X	\$9.98	X	X	X	\$9.98	NO	
Hollinger, Jessica	CO	11/19/08	MOESC/Eatontown, NJ	Unlocking Unfamiliar Words Gr. 5-8	X	X	X	X	X	\$0.00	NO	
Iozia, Diane	MA	12/09/08	* Brookdale/Wall, NJ	Making Math Fun for Middle Grades	X	\$13.56	X	X	X	\$13.56	YES	
Jenkins, Karen	MA	12/03/08	* Brookdale/Wall, NJ	CSI Science of Forensics	X	\$13.56	X	X	X	\$13.56	YES	

**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Joyce, Kathleen	MA	12/03/08	* Brookdale/Wall, NJ	CSI Science of Forensics	X	\$13.56	X	X	X	\$13.56	YES	
Kelly, Sara	CO	11/13/08 & 11/20/08	MOESC/Eatontown, NJ	Using ABA in the Classroom Part I & II	X	\$19.96	X	X	X	\$19.96	NO	
Kish, Sheryl	HS	01/21/09	* Brookdale/Wall, NJ	Interactive Math Games that Develop Higher Order Thinking	X	\$12.92	X	X	X	\$12.92	YES	
Lambert, Lynne	MA	12/09/08	* Brookdale/Wall, NJ	Making Math Fun for Middle School	X	\$13.56	X	X	X	\$13.56	YES	
Layton, Leah	MA	01/21/09	* Brookdale/Wall, NJ	Interactive Math Games that Develop Higher Order Thinking	X	X	X	X	X	\$0.00	YES	
Lazur, Margaret	LR	04/23/09	MOESC/Eatontown, NJ	Differentiated Instruction in Math & Science	X	\$9.92	X	X	X	\$9.92	YES	
Lenge, Tatiana	MA	10/24/08	Somerset, NJ	AMTNJ Conference	\$180.00	\$13.64	X	X	X	\$193.64	YES	
Lewis, Lyn	LR	02/20/09	East Brunswick, NJ	Music! Just Imagine/NJMEA	\$130.00	\$10.10	X	X	X	\$140.10	NO	
Lukenda, Elaine	CO	11/18/08	MOESC/Eatontown, NJ	Responding Effectively to Misbehavior in Classrooms	X	\$9.98	X	X	X	\$9.98	NO	
Main, Pamela	HS	11/14/08	Rutgers University	Fall Counselors Day	\$13.64	X	X	X	X	\$13.64	NO	
Mattern, Pattie	HS	12/10/08	MOESC/Eatontown, NJ	Behavioral Intervention for Middle & HS	X	\$9.30	X	X	X	\$9.30	YES	
Mattern, Pattie	HS	05/10/09	MOESC/Eatontown, NJ	Reaching the More Challenging Student	X	\$9.30	X	X	X	\$9.30	YES	

**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Meany, Karen	CL	2007-08	Lawrenceville, NJ	Reading Recovery	X	\$409.54	X	X	X	\$409.54	YES	
Montano, Maureen	MA	01/21/09	* Brookdale/Wall, NJ	Interactive Math Games that Develop Higher Order Thinking	X	X	X	X	X	\$0.00	YES	
Ninger, Ellen	HS	10/23/08	Edison, NJ	JP Stevens HS Challenge Day	X	\$20.46	X	X	X	\$20.46	NO	
Pappas, Laura	CL	2007-08	Lawrenceville, NJ	Reading Recovery	X	\$168.01	X	X	X	\$168.01	YES	
Petach, Trischele	HS	11/13/08	Somerset, NJ	CFLE Annual Sex-Ed Conference	\$110.00	X	X	X	X	\$110.00	YES	
Petilio, Jennifer	CO	06/10/09	MOESC/Eatontown, NJ	Passive Restraints	X	\$9.30	\$0.70	X	X	\$10.00	YES	
Politaro, George	MA	12/09/08	* Brookdale/Wall, NJ	Making Math Fun for Middle Grades	X	\$13.56	X	X	X	\$13.56	YES	
Provines, Effie	HS	01/12/09	Rutgers University	Algebra for All Students	\$195.00	\$24.05	X	X	X	\$219.05	YES	
Read, Christine	MA	03/19/09	Brookdale/Wall, NJ	Using Smart Board for Math Instruction	\$159.00	\$13.56	X	X	X	\$172.56	YES	
Redmond, Michael	MA	03/19/08	Brookdale/Wall, NJ	Using Smart Board for Math Instruction	\$159.00	\$13.56	X	X	X	\$172.56	YES	
Reigelsperger, Laura	CO	11/04/08	Monmouth University	Threat Assessment & Violence Prevention	X	X	X	X	X	\$0.00	NO	
Rogers, Kim	HS	10/21/08	County Office/Neptune, NJ	SRA Training	X	\$27.28	X	X	X	\$27.28	YES	
Russo, Susan	MA	12/03/08	Jamesburg, NJ	Preparing for Standards	\$150.00	\$16.56	X	X	X	\$166.56	YES	

**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Saeed, Zebunnisa	HS	01/12/09	Rutgers University	Algebra for All Students	\$195.00	\$24.05	X	X	X	\$219.05	YES	
Saeed, Zebunnisa	HS	01/15/09	Rutgers University	Mathematics for Special Needs Students	\$195.00	\$24.05	X	X	X	\$219.05	YES	
Saeed, Zebunnisa	HS	03/10/09	Rutgers University	Using the T183/T184 Graphing Calculator Gr. 7-12	\$195.00	\$24.05	X	X	X	\$219.05	YES	
Scesnay, Deborah	HS	11/12/08	Tinton Falls, NJ	The Rights of School & Police: Managing School Environment	\$198.00	X	X	X	X	\$198.00	NO	
Siegel, Barbi	HS	10/21/08	Cty. Office/Neptune, NJ	SRA Training	\$27.28	X	X	X	X	\$27.28	NO	
Siegel, Barbi	HS	10/23/08	Edison, NJ	JP Stevens HS Challenge Day	X	\$20.46	X	X	X	\$20.46	NO	
Stein, Cynthia	CL	2007-08	Lawrenceville, NJ	Reading Recovery	X	\$127.75	X	X	X	\$127.75	YES	
Uglialoro, Joseph	MA	11/12/08	Tinton Falls, NJ	Managing Your School Environment	\$198.00	X	X	X	X	\$198.00	NO	
Vergaretti, Kathy	CL	2007-08	Lawrenceville, NJ	Reading Recovery	X	\$210.97	X	X	X	\$210.97	YES	
Walliczek, Terri	MA	2/20-21/09	New Brunswick, NJ	Music! Just Imagine/NJMEA	X	X	X	X	X	\$0.00	YES	
Weissman, Michael	CO	11/13/08	Rutgers University	Implementing Evidence Based Social, Emotional Development	X	\$18.60	X	X	X	\$18.60	NO	

**APPROVED STAFF TRAVEL  
OCTOBER 20, 2008**

NAME	BUILD	DATES	LOCATION	TITLE	REGIS. FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS	TOTAL	SUB YES/NO	REPORT
Wells, Gerald	MA	2/19-21/09	East Brunswick, NJ	Music! Just Imagine/NJMEA	\$180.00	\$41.54	X	X	X	\$221.54	YES	
Zeppilli, Liz	HS	05/20/09	Eatontown, NJ	I'd Rather Be Bad Than Look Dumb	X	\$9.30	X	X	X	\$9.30	YES	
Zimmer, Theresa	LR	05/28/09	MOESC/Eatontown, NJ	Differentiation of Instruction in the Inclusive Classroom	X	\$9.60	X	X	X	\$9.60	YES	
* 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.												

**POLICY**

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

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

**A. NEW POLICIES (ATTACHMENT #1)**

Policy Number	Description
0142.1	Nepotism
0174	Legal Services
0177	Professional Services
1570	Internal Controls
1620	Administrative Employment Contracts
6111	Special Education Medicaid Initiative (SEMD) Program
6320	Purchases Subject to Bid
6360	Political Contributions
6362	Contributions to board members and contract awards
6423	Expenditures for non-employee activities, meals and refreshments
6470	Payment of claims
6510	Payroll authorization
6831	Withholding or recovering state aid
7410	Maintenance and repair
7650	School vehicle assignment, use, tracking, maintenance and accounting
9120	Public relations program

Effective Date: October 21, 2008

# BYLAWS

## MATAWAN-ABERDEEN BOARD OF EDUCATION

BYLAWS

0142.1/page 1 of 2

Nepotism

M

### 0142.1 NEPOTISM

The Board of Education adopts this Nepotism Policy as a condition of receiving State aid pursuant to N.J.A.C. 6A:23A-6.2.

For the purposes of this Policy, "relative" means an individual's spouse, by marriage or civil union pursuant to N.J.S.A. 37:1-33, domestic partner as defined in N.J.S.A. 26:8A-3, or the individual's or spouse's parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.

No relative of a Board member or the Superintendent of Schools shall be employed in an office or position in this school district except that a person employed by the school district on the effective date of the Policy or the date a relative becomes a Board member or Superintendent shall not be prohibited from continuing to be employed in the person's current position or, in the case of a reduction in force, in any position to which that person has a legal entitlement.

A school district administrator shall be prohibited from supervising or exercising authority with regard to personnel actions over his/her relative.

A school district administrator who has an immediate family member who is a member of the bargaining unit shall be prohibited from discussing or voting on the proposed collective bargaining agreement with that unit or from participating in any way in negotiations, including, but not limited to, being a member of the negotiating team; nor should that school district administrator be present with the Board in closed session when negotiation strategies are being discussed.

A school district administrator who has an immediate family member who is a member of the same Statewide union in another school district shall be prohibited from participating in any way in negotiations, including but not limited to, being a member of the negotiating team or being present with the Board of Education in closed sessions when negotiation strategies are being discussed, prior to the Board of Education attaining a Tentative Memorandum of Agreement with the bargaining unit. Once the Tentative Memorandum of Agreement is established, a school district administrator with an immediate family member who is a member of the same State-wide union in another school district may fully participate in the process, absent other conflicts.

Adopted:

N.J.A.C. 6A:23A-6.2





# BYLAWS

## MATAWAN-ABERDEEN BOARD OF EDUCATION

BYLAWS

0174/page 1 of 2

Legal Services

M

### 0174 LEGAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to ensure the use of legal services by employees and the Board of Education members and the tracking of the use of legal services.

The Board of Education authorizes the Board President and the Superintendent of Schools, as designated contact person(s) to request services or advice from contracted legal counsel.

The Board of Education authorizes the establishment of the following procedures to guide such solicitation of legal advice:

1. The designated contact person(s) shall ensure that contracted legal counsel is not contacted unnecessarily for management decisions or readily available information contained in district materials such as Board policies, administrative regulations, or guidance available through professional source materials.
2. All requests for legal advice shall be made to the designated contact person(s) in writing and shall be maintained on file in the district offices. The designated contact person shall determine whether the request warrants legal advice or if legal advice is necessary. The designated contact person shall refer the request to the appropriate school/department administrator in the event the designated contact person deems legal advice is unwarranted or unnecessary.
3. The designated contact person(s) shall maintain a log of all legal counsel contact including the name of the legal counsel contacted, date of the contact, issue discussed, and length of contact.
4. All written requests for legal advice and logs of legal counsel contacts shall be forwarded to the Superintendent of Schools, who shall be responsible to compare all legal bills to the contact logs and to investigate and resolve any variances.

Any professional services contract(s) for legal services shall prohibit advance payments. Services to be provided shall be described in detail in the contract and invoices for payment shall itemize the services provided for the billing period. Payments to legal counsel(s) shall only be for services actually provided.



# BYLAWS

## MATAWAN-ABERDEEN BOARD OF EDUCATION

BYLAWS  
0174/page 2 of 2  
Legal Services

School districts and vocational school districts are prohibited from contracting with legal counsel or using in-house legal counsel to pursue any affirmative claim or cause of action on behalf of district administrators and/or any individual Board members or pursuing any claim or cause of action for which the damages to be awarded would benefit an individual rather than the school district as a whole.

The Board of Education will annually establish prior to budget preparation, a maximum dollar limit for each type of professional service, including legal services. In the event it becomes necessary to exceed the established maximum dollar limit for the professional service, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for legal services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for legal services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

N.J.A.C. 6A:23A-5.2

Adopted:



# BYLAWS

## MATAWAN-ABERDEEN BOARD OF EDUCATION

BYLAWS

0177/page 1 of 1

Professional Services

M

### 0177 PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Board of Education adopts this Policy and its strategies to minimize the cost of professional services.

The Board of Education will establish annually prior to budget preparation a maximum dollar limit for each type of professional service. In the event it becomes necessary to exceed the established maximum dollar limit for the professional services, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount. Any increase in the maximum dollar amount shall require formal Board action.

Contracts for professional services will be issued by the Board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

Nothing in this Policy or N.J.A.C. 6A:23A-5.2 shall preclude the Board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

N.J.A.C. 6A:23A-5.2

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

ADMINISTRATION  
1570/page 1 of 2  
Internal Controls

M

### 1570 INTERNAL CONTROLS

As a condition of receiving State aid, the school district shall establish specific policies and procedures on internal controls designed to provide management with reasonable assurance that the district's goals and objectives will be met and that meet the requirements of N.J.A.C. 6A:23A-6.5 through N.J.A.C. 6A:23A-6.13. Internal controls shall promote operational efficiency and effectiveness, provide reliable financial information, safeguard assets and records, encourage adherence to prescribed policies, and comply with law and regulation.

The specific internal controls contained in N.J.A.C. 6A:23A-6 shall be established together with other internal controls contained in N.J.A.C. 6A and other law and regulations, required by professional standards and as deemed necessary and appropriate by district management. The district may submit a written request to the Commissioner to approve an alternative system, approach, or process for implementing the internal controls required in N.J.C.A. 6A:23A-6. The application must include documented evidence that includes, but is not limited to, an independent, third-party written assessment that the alternative system, approach or process will achieve the same safeguards, efficiency, and other purposes as the specified internal control requirement(s).

The school district shall evaluate business processes annually and allocate available resources appropriately in an effort to establish a strong control environment pursuant to the requirements of N.J.A.C. 6A:23A-6.5. In accordance with the provisions of N.J.A.C. 6A:23A-6.5(b), the School Business Administrator/Board Secretary shall identify processes that, when performed by the same individuals, are a violation of sound segregation of duties and shall segregate the duties of all such processes among Business office staff based on available district resources, assessed vulnerability, and associated cost-benefit. The district shall include in the Comprehensive Annual Financial Report (CAFR) a detailed organizational chart for the Central office that tie to the district's position control logs, including but not limited to, the business, human resources, and information management functions.

The school district shall establish Standard Operating Procedures (SOPs) for each task or function of the business operations of the district by July 1, 2009. The SOP Manual shall include sections on each routine task or function as outlined in N.J.A.C. 6A:23A-6.6(b) and 6A:23A-6.6(c). A standard operating procedure shall be established that ensures office supplies are ordered in appropriate quantities, maintained in appropriate storage facilities, and monitored to keep track of inventory.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

ADMINISTRATION  
1570/page 2 of 2  
Internal Controls

School districts with budgets in excess of \$25,000,000 or with more than three hundred employees shall maintain an Enterprise Resource Planning (ERP) System which integrates all data and processes of the school district into a unified system. The ERP system shall use multiple components of computer software and hardware and a unified database to store data for the various system modules to achieve the integration. Districts required to maintain an ERP System that do not have an ERP System in place on July 1, 2008 shall fully implement an ERP System by the 2010-2011 school year and maintain both the existing system(s) and run a beta test ERP System during the 2009-2010 school year. Whenever considering financial systems or the automation of other services or functions, the Superintendent of Schools or School Business Administrator/Board Secretary shall notify the Executive County Superintendent in writing to see if opportunities for a shared service system exist. Access controls shall be established for key elements of financial systems to ensure that a single person does not have the ability to make system edits that would violate segregation of duties controls.

The school district shall maintain an accurate, complete, and up-to-date automated position control roster to track the actual number and category of employees and the detailed information for each. Districts are required to maintain a position control roster by July 1, 2009. The position control roster shall share a common database and be integrated with the district's payroll system, agree to the account codes in the budget software, and ensure that the data within the position control roster system includes, at a minimum, the required information as required in N.J.A.C. 6A:23A-6.8(a)3.

N.J.A.C. 6A:23A-6.4; 6A:23A-6.5; 6A:23A-6.6;  
6A:23A-6.7; 6A:23A-6.8

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

### ADMINISTRATION

1620/page 1 of 4

Administrative Employment Contracts

### 1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS

The Executive County Superintendent shall review and approve for all Superintendents, Deputy Superintendents, Assistant Superintendents, and School Business Administrators in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent or Acting Executive County Superintendent, the Assistant Commissioner for Field Services shall review and approve all above contracts.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board approval and execution of those contracts to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is applicable to a Board that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with the Superintendent of Schools, Deputy Superintendent, Assistant Superintendents, or School Business Administrator.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

### ADMINISTRATION

1620/page 2 of 4

Administrative Employment Contracts

Although the public notice and public hearing requirements of N.J.S.A. 18A:11-11 do not apply to new contracts and contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured, the Board may issue a public notice and/or hold a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits and all other emoluments.

The review and approval shall be consistent with the following additional standards:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superceded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the district with other teaching staff members, such as payment of the employee's State or federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.
4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ration for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

ADMINISTRATION

1620/page 3 of 4

Administrative Employment Contracts

5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.
8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.
9. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives, and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
10. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized above.





# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

### ADMINISTRATION

1620/page 4 of 4

Administrative Employment Contracts

11. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance cannot exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and NJOMB circulars. If such allowance is included, the employee cannot be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract can include a provision of a dedicated driver or chauffeur.

12. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-51 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23-3.1 and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3.

N.J.A.C. 6A:23A-3.1

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES

61111/page 1 of 2

Special Education Medicaid Initiative (SEMI) Program

M

### 6111 SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM

Every New Jersey school district, with the exception of any district that obtains a waiver of the requirements of N.J.A.C. 6A:23A-5.3 pursuant to the procedures set forth at N.J.A.C. 6A:23A-5.3(b), shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) Program by following policies and procedures to maximize participation in the program as set forth in N.J.A.C. 6A:23A-5.3(d) and to comply with all program requirements as set forth in N.J.A.C. 6A:23A-5.3(e).

The school district may seek, in the prebudget year, a waiver of the requirements of N.J.A.C. 6A:23A-5.3 in accordance with the procedures as outlined in N.J.A.C. 6A:23A-5.3(b). As part of the annual budget information, the Department of Education shall provide each school district with a projection of available SEMI reimbursement for the budget year, as determined by the State Department of Treasury's third party administrator for SEMI.

Beginning with the 2009-2010 school year, the school district shall recognize as revenue in its annual school district budget no less than ninety percent of the projection provided by the Department of Education. The district may seek approval from the Executive County Superintendent to use its own projection of SEMI reimbursement upon demonstration that the numbers it used in calculating the projection are more accurate than the projection provided.

The school district shall strive to achieve maximum participation in the SEMI program. "Maximum participation" means obtaining a ninety percent return rate of parental consent forms for all SEMI eligible pupils. Districts shall enter all pupils following their evaluations into the third-party system to identify the district's universe of eligible pupils. This can be done without parental consent.

Districts participating in the SEMI reimbursement program shall comply with program requirements as outlined in N.J.A.C. 6A:23A-5.3(e).

Each school district that has less than ninety percent participation of SEMI eligible pupils in the 2007-2008 school year or has failed to comply with all program requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall demonstrate a good faith effort to achieve maximum participation and to maximize available SEMI revenue during the 2008-2009 school year by submitting a SEMI action plan to the Executive County Superintendent for review and approval by September 1, 2008. In subsequent years, each school district that has less than ninety percent participation of SEMI eligible pupils in the prebudget year or that has failed to comply with all program



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES

61111/page 2 of 2

Special Education Medicaid Initiative (SEMI) Program

requirements set forth in N.J.A.C. 6A:23A-5.3(e) shall submit a SEMI action plan to the Executive County Superintendent for review and approval as part of the school district's proposed budget submission. The district's SEMI action plan shall include the components as outlined in N.J.A.C. 6A:23A:5.3(g).

Districts that did not achieve ninety percent participation or achieve their approved benchmarks in the SEMI program for a given budget year and cannot demonstrate that they fully implemented their Department of Education approved SEMI action plan, shall be subject to review for the withholding of State aid by the Commissioner pursuant to N.J.S.A. 18A:55-3 in an amount equal to the SEMI revenue projection based on their approved benchmark for the budget year, if applicable, less actual SEMI reimbursements for the budget year. The State aid deduction shall be made in the second subsequent year after the budget year.

N.J.A.C. 6A:23A-5.3

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES  
6320/page 1 of 2  
Purchases Subject to Bid

### 6320 PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such a contract within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A:34-1 shall not require the further adoption of a resolution for purchase.

Bid specifications will be prepared and/or are coordinated by the Business Administrator/Board Secretary. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and readvertise. The Business Administrator/Board Secretary is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept in detail sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly by the Business Administrator/Board Secretary before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to readvertise, or to purchase under a State contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he or she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he or she exercised reasonable care in the examination of the specifications and preparation of the bid. Any bidder who withdraws an opened bid shall forfeit any bid security deposited with the bid in accordance with law.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

### FINANCES

6320/page 2 of 2

Purchases Subject to Bid

In accordance with the provisions of N.J.A.C. 6A:23A-5.4, pursuant to the authority granted the Commissioner of Education under N.J.S.A. 18A:55-2 and N.J.S.A. 18A:7F-60, the Commissioner shall subject to review for the withholding of State funds any school district that fails to obey the provisions of the Public Contract law, N.J.S.A. 18A:18A-1 et seq. The amount of funds to be withheld shall equal the amount of the contract awarded in violation of the provisions of N.J.S.A. 18A:18A-1 et seq. except for violations related to the award of contracts under the extraordinary unspecifiable services (EUS) provision which shall be governed by the provisions of N.J.S.A. 18A:18A-46.1.

N.J.S.A. 18A:18A-1 et seq.

N.J.A.C. 6A:23A-5.4; 6A:27-9.1 et seq.

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCE  
6360/page 1 of 2  
Political Contributions  
M

### 6360 POLITICAL CONTRIBUTIONS

#### Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a “non-fair and open” contract to any business entity receiving a contract with an anticipated value in excess of \$10,000.00:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

A “non-fair and open” procurement process is one that does not meet the standards defined in N.J.S.A. 19:44A-20.7 as a “fair and open process.” “Fair and open” is defined as being:

1. Publicly advertised (either conventionally in newspapers or posted on the district website) in sufficient time (at least ten calendar days) to give notice in advance of the contract, and
2. Awarded under “a process that provides for public solicitation or proposals or qualifications,” and
3. Awarded under criteria established in writing by the Board prior to the solicitation of proposals or qualifications, and
4. Publicly opened and announced when awarded.

A PCD form is not required to be submitted by a business entity if the contract is awarded under a “fair and open” process as outlined above. Public bidding and competitive contracting models meet the requirements of a “fair and open” process.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCE  
6360/page 2 of 2  
Political Contributions

The \$10,000.00 contract amount is not related to the Board's bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes. The \$10,000.00 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a "public emergency" that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, boards of directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for Board of Education contracts with a New Jersey Department of Education "Approved In-State Private School for the Disabled." PCD forms are not required for membership to the New Jersey School Boards Association.

N.J.S.A. 19:44A-1 et seq.

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES

6362/page 1 of 2

Contributions to Board Members and Contract Awards

M

### 6362 CONTRIBUTIONS TO BOARD MEMBERS AND CONTRACT AWARDS

As a condition of receiving State aid, the school district shall comply with the provisions of N.J.A.C. 6A:23A-6.3 to ensure the school district maintains honest and ethical relations with vendors and shall guard against favoritism, improvidence, extravagance, and corruption in its contracting processes and practices.

For the purposes of this Policy, "business" means any corporation, partnership, firm, enterprise, franchise, trust, association, sole proprietorship, union, political organization, or other legal entity but shall not include a local public school district or any other public entity. "Business entity" means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction. "Interest" means the ownership or control of more than ten percent of the profits or assets of a business entity or ten percent of the stock in the case of a business entity that is a corporation for profit, as appropriate.

In accordance with the provisions of N.J.A.C. 6A:23A-6.3:

1. No Board of Education will vote upon or award any contract in the amount of \$10,000 or greater to any business entity which has made a contribution reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one-year period.
2. Contributions reportable by the recipient under P.L. 1973, c. 83 (N.J.S.A. 19:44A-1 et seq.) to any member of the Board of Education from any business entity doing business with the school district are prohibited during the term of a contract.
3. When a business entity referred to in 2. above is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.
4. The disclosure requirement set forth in section 2 of P.L. 2005, c. 271 (N.J.S.A. 19:44A-20.26) also shall apply when the contract is required by law to be publicly advertised for bids.





# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES

6362/page 2 of 2

Contributions to Board Members and Contract Awards

The requirements of N.J.A.C. 6A:23A-6.3 shall not apply to a contract when a district emergency requires the immediate delivery of goods or services. With the exception of districts previously subject to the requirements of N.J.A.C. 6A:10-2.1(e), N.J.A.C. 6A:23A-6.3 shall not apply to contributions made prior to its effective date.

N.J.A.C. 6A:23A-6.3

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES

6423/page 1 of 2

Expenditures for Non-Employee Activities, Meals  
and Refreshments

### 6423 EXPENDITURES FOR NON-EMPLOYEE ACTIVITIES, MEALS AND REFRESHMENTS

There may be school district activities where expenditures for non-employee activities, meals, and refreshments may occur. Expenditures for non-employee activities, meals, and refreshments for school district activities are allowed provided the expenses are in accordance with the provisions of N.J.A.C. 6A:23A-5.8. For the purposes of this Policy, unless the context clearly indicates otherwise, "activities" means events or functions provided or held for the benefit of pupils, dignitaries, and other "non-district" employees (e.g. parents) which are paid from public funds. "Dignitary" means a notable or prominent public figure; a high level official; or one who holds a position of honor. A dignitary, for purposes of this Policy, is not a school district employee or Board of Education member.

Allowable expenditures for non-employee school district activities shall include:

1. All reasonable costs, including light meals and refreshments, directly related to activities that benefit pupils and are part of the instructional program including expenditures for field trips and extracurricular programs that are not solely for entertainment. Nothing in this Policy or N.J.A.C. 6A:23A-5.8 shall preclude the district from using student activity funds or accepting donations to support pupil activities that are solely for pupil entertainment;
2. All reasonable costs directly related to activities of dignitaries and other "non-district" employees (e.g. parents), including light meals and refreshments and any other directly related expense. Expenditures for this purpose shall be minimal and infrequent;
3. All reasonable costs of commencement and convocation activities for pupils; and
4. Expenditures related to district employees to the extent such employees are essential to the conduct of the activity.

The Board shall, at a minimum, take actions regarding pupil activities as follows:

1. Pre-approve field trip destinations;



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

### FINANCES

6423/page 2 of 2

Expenditures for Non-Employee Activities, Meals  
and Refreshments

2. Establish dollar thresholds for awards to recognize special accomplishments; and
3. Establish a not-to-exceed budget for each category of activity in a non-discriminatory manner.

Pursuant to N.J.S.A. 18A:11-12 and State of New Jersey Department of Treasury, Office of Management and Budget Circular 08-19-OMB and 06-14-OMB, the following costs shall not be permitted using public funding:

1. Receptions, dinners, or other social functions held for or honoring any employee or group of employees of the district (retirement, awards, appointments, recognition, etc.);
2. Meals or refreshments served to guests at any athletic event or other games or contests; and/or
3. Expenses for alcoholic beverages.

The School Business Administrator/Board Secretary and/or designee shall maintain documentation to support activities, meals, and refreshments at district events. The documentation shall include a description of the activity, the purpose/justification of the activity, expressed in terms of the goal(s) or objective(s) of the district, the make-up of the group participating in the activity, and the names and titles of Board members or employees included in the group.

N.J.A.C. 6A:23A-5.8

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES  
6470/page 1 of 2  
Payment of Claims  
M

### 6470 PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

In the event the invoice exceeds the purchase order amount, a new purchase order must be issued in accordance with the provisions of the Public Schools Contracts Law and the original purchase order shall be voided.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;



# POLICY

## MATWAN-ABERDEEN BOARD OF EDUCATION

FINANCES  
6470/page 2 of 2  
Payment of Claims

5. Reject duplicate purchase order numbers;
6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy No. 6422.

The Board must approve all claims for payment, except, in accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary and the Superintendent of Schools are authorized to approve payment of claims not greater than \$4,350, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the Board, and warrants to cover approved payrolls and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

All claims will be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. The list of claims must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this policy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants must be signed by the President, Board Secretary, and Treasurer of School Money's.

N.J.S.A. 18A:17-36; 18A:19-1 et seq.; 18A:22-8.1  
N.J.A.C. 6A:23A-6.10

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES  
6510/page 1 of 2  
Payroll Authorization  
M

### 6510 PAYROLL AUTHORIZATION

The most substantial allocation of public funds for the operation of the school district is that made to the employees of the Board of Education for their services. Compensation will be tendered only to persons duly employed by this Board and only for services rendered.

Each Board resolution to employ or reemploy a person will include the person's name, position, and tenure status; the salary or rate of pay the person is to receive, the method of payment, the wage guide from which wages are derived, and the budget category to which the wages are to be charged; the period of time for which employment is authorized; and the school, grade, class or special assignment, as appropriate.

No person may be assigned duties as a substitute employee whose employment has not been approved by the Board. The list to be approved by the Board will include the names of recommended substitutes, the duties to which each may be assigned, and the rate of pay. Substitute authorization will ordinarily be valid for one school year.

The minutes of Board meetings will record personnel actions of the Board, to include, but not limited to, the appointment, promotion, resignation, retirement, death, discharge, compensation, or leave of absence for each employee. The minutes will also include effective dates for personnel action.

Certain categories of staff members designated by the Superintendent of Schools, shall be required to use a time clock or sign in and out of work daily in order to verify days and hours worked. The service of extra-duty personnel must be certified by the appropriate supervisor before payment can be made.

The Business Administrator/Board Secretary is authorized to withhold salary or wages for services not rendered, in accordance with Board policy.

Staff members shall be paid in accordance with the provisions in their collective bargaining agreement and/or in accordance with a schedule provided to all employees prior to the beginning of the contract or school year.

In accordance with N.J.A.C. 6A:23A-5.7, beginning with the 2008-2009 school year, at least once every three years, between the months of October through May, the Superintendent of Schools shall require each district employee to report to the Central office and produce picture identification and sign for release of his or her paycheck or direct deposit voucher. The accepted picture identification shall be in the form of a district-issued identification card, valid drivers' license, official passport, or other picture identification issued by a State, county, or other local government agency.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES  
6510/page 2 of 2  
Payroll Authorization

The Superintendent of Schools shall designate an appropriately qualified staff member to match the picture identification to the position control roster maintained by the office of personnel or human resources prior to release of the pay check or direct deposit voucher. Where no appropriate identification can be produced, the School Business Administrator/Board Secretary shall withhold paychecks or stop direct deposits until such time the payee/district employee can produce appropriate identification or until an investigation and corrective action is concluded, as appropriate to the circumstances.

Upon completion of the payroll check distribution verification procedures set forth in this Policy and N.J.A.C. 6A:23A-5.7, the Superintendent of Schools shall submit a certification of compliance, in a form prescribed by the Department of Education, to the Executive County Superintendent. Verification of the district's compliance with the provisions of N.J.A.C. 6A:23A-5.7 will be required as part of the annual audit.

The payroll journal will be certified by the Secretary, the President of the Board, and approved by the Superintendent.

N.J.S.A. 18A:17-35; 18A:19-9 et seq.  
N.J.A.C. 6A:23A-5.7

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

FINANCES

6831/|page 1 of 1

Withholding or Recovering State Aid

### 6831 WITHHOLDING OR RECOVERING STATE AID

In the event the New Jersey Department of Education identifies ineffective or inefficient expenditure(s) by any school district, including, but not limited to the practices prohibited in N.J.A.C. 6A:23A-5.2 through 5.9, the Commissioner shall, except as otherwise provided in N.J.A.C. 6A:23A-5.1(h) provide the school district the opportunity to be heard as to why the amount of the ineffective or inefficient expenditure(s) shall not be withheld from State aid or refunded to the Department of Education.

The proceeding shall be instituted by an Order to Show Cause filed by the petitioner. The filing shall include a statement of factual findings along with a letter memorandum setting forth the basis for the position that the expenditure(s) was ineffective or inefficient. The respondent(s) to whom the order is directed shall file, within fifteen days, a response to the letter memorandum and an answer that meets the filing, service, and format requirements for answers as set forth in N.J.A.C. 6A:3, Controversies and Disputes. The petitioner may file a reply to the response within ten days.

Upon review of the filings, the Commissioner may decide to hear the matter directly pursuant to N.J.S.A. 52:14F-8 or refer the matter to the Office of Administrative Law. If the Commissioner decides to transmit the matter to the Office of Administrative Law, such transmission shall be done on an expedited basis. If the Commissioner is hearing the matter directly, upon receipt of the filings set forth above, or upon expiration of the time for their submission, the Commissioner shall review the total record before him or her and render a written decision. The Commissioner's decision shall include a determination of whether the expenditure was ineffective or inefficient and, if so, the amount of funds to be withheld from State aid or refunded by the district.

Nothing shall preclude the Commissioner from immediately and summarily withholding State aid, consistent with N.J.S.A. 18A:55-2, if, at any time, it is determined that the fiscal practices, actions, or expenditures of a school official, Board member, Board, or any other party under the Commissioner's jurisdiction are in violation of any statute, regulation, rule, or directive of the State Board of Education or Commissioner of Education.

N.J.A.C. 6A:23A-5.1

Adopted:





# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

PROPERTY

7410/page 1 of 1

Maintenance and Repair

M

### 7410 MAINTENANCE AND REPAIR

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

The Board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26A-3.1 and 6A:26A-3.2. A “comprehensive maintenance plan” means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A-4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A-4.1(c), may not approve the school district’s budget if the required annual maintenance budget is not included in the budget certified for taxes.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01

N.J.S.A. 18A:18A-43; 18A:21-1

N.J.A.C. 6A:26A-1.1 et seq.; 6A:23A-6.9

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

PROPERTY  
7650/page 1 of 2  
School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting  
M

### 7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING

The Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12. For the purposes of this Policy, a "school district vehicle" means a vehicle purchased, leased, lease-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

A school district vehicle shall only be used for business purposes and incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

If a school district vehicle is misused the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate. The Board shall establish and implement a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary in the event it is determined a staff member misused a school vehicle.



# POLICY

## MATWAN-ABERDEEN BOARD OF EDUCATION

PROPERTY  
7650/page 2 of 2  
School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

The Board designates the Business Administrator/Board Secretary or designee as the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1, driving records of operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2, and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.

N.J.A.C. 6A:23A-6.11; 6A:23A-6.12

Adopted:



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

COMMUNITY

9120/page 1 of 3

Public Relations Program

M

### 9120 PUBLIC RELATIONS PROGRAM

The Board of Education believes all reasonable means should be employed to keep the community served by the school district informed on matters of importance regarding district programs, finances, personnel, policies, and operations.

The Board will determine which of its official actions have sufficient community impact and interest to warrant special release; the Board alone will release to the news media information about those matters of importance. The Board President may release information regarding Board actions of lesser importance as they have been recorded in the minutes of the Board meetings and upon the request of media representatives. The release of all other publications, photographs, and documents depicting the accomplishments of the pupils and staff of the district shall be approved by the Superintendent of Schools or designee.

The school district will not release or publish photographs or release other personal identifying information of an individual district pupil without the prior written permission of the parent(s) or legal guardian(s) or from the adult pupil. Written permission slips for such release from each parent(s) or legal guardian(s) or adult pupil will be obtained by the Principal or designee for the pupils in their school building or by the Program Administrator for pupils in programs where a Principal is not assigned. These written permission forms shall be maintained by the Principal or Program Administrator. Group photographs may be released by the district without permission, but in no event will an individual pupil in a group photograph be identified by name and/or by other personal identifier without written permission from the parent(s) or legal guardian(s) or adult pupil.

The Superintendent of Schools shall direct an information program designed to acquaint residents of the community and the public generally with the achievements and the needs of the schools. As a minimum, information shall be disseminated regarding the district's educational goals; the district's guarantee of equal educational opportunity; the district's programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. Every effort shall be made to foresee and avoid problems caused by misunderstanding or lack of information.

The public information program may include the publication and distribution of a district newsletter, meetings with parent(s) or legal guardian(s) and interested residents, a presentation and interpretation of the proposed annual budget, periodically distributed calendars and notices of events, the Superintendent's annual report, and a pupil handbook, as well as the release of news and photographs of school activities for publication. Notices, publications, and other written materials may be prepared in languages other than English when necessary and appropriate for understanding.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

COMMUNITY  
9120/page 2 of 3  
Public Relations Program

The Board of Education adopts the following strategies to minimize the cost of public relations as defined in N.J.A.C. 6A:23A-9.3(c)14 in accordance with N.J.A.C. 6A:23A-5.2.

School district publications shall be produced and distributed in the most cost-efficient manner possible that will enable the school district to inform and educate the target community. The use of expensive materials or production techniques where lower cost methods are available, such as the use of multi-color glossy publications instead of suitable, less expensive alternatives, is prohibited.

The school district will not distribute, via mass mailings or other means to the district community at large, publications that include the picture(s) of any members of the Board of Education within ninety days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district. Any publication(s) distributed by the Board via mass mailings or other means to the district community at large within sixty days before any election in which any Board member is seeking any elective office or any election relating to school district operations held in the district must be submitted to the Executive County Superintendent for review prior to distribution to ensure that the public funds are being expended in a reasonable and cost-effective manner.

Public relations activities, such as booths at Statewide conferences, marketing activities and celebrations for opening schools and community events, and TV productions that are not part of the instructional program or do not provide information about district or Board operations to the public, that are excessive in nature are prohibited. All activities involving promotional efforts to advance a particular position on school elections or any referenda are prohibited.

Nothing in N.J.A.C. 6A:23A-5.2 and this Policy shall preclude the school district from accepting donations or volunteer services from community members, local private education foundations and local business owners to conduct or assist in public relations services. Examples include, but are not limited to: providing school district flyers, newsletters, or other materials containing school-related information of public concern to local businesses, public meeting places, or other local organizations to display or make available for dissemination; making school district related information of public concern available to local newspapers to publish related articles; and utilizing volunteered services of local community members, district employees, members of parent organizations or local businesses with expertise in related areas such as printing, advertising, publishing, or journalism.



# POLICY

## MATAWAN-ABERDEEN BOARD OF EDUCATION

COMMUNITY  
9120/page 3 of 3  
Public Relations Program

The Board of Education will establish annually prior to budget preparation, a maximum dollar limit for public relation, as defined in N.J.A.C. 6A:23A-9.3(c)14. In the event it becomes necessary to exceed the established maximum dollar limit for public relations, the Superintendent of Schools shall recommend to the Board of Education an increase in the maximum dollar amount for public. Any increase in the maximum dollar amount shall require formal Board action.

N.J.A.C. 6A:23A-5.2

Adopted:





STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Archived Data of the Electronic Violence and Vandalism Reporting System

» [NIDOE Home](#)

[Reports](#) | [Incident Definitions](#) | [Verification Form](#) | [Logout](#)

Year **2007-2008** | District **(3040)** | **MATAWAN-ABERDEEN REGIONAL** [Back](#)

**Incident Category Totals by School**

(A count of the number of incidents by category, i.e., violence, vandalism, weapons and substance abuse, in each school)

[Click here for District Incident Category Details](#)

School Name <small>(click on School name for Incident summary)</small>	Violence	Vandalism	Weapons	Substance Abuse
1 ADULT HIGH	0	0	0	0
2 CAMBRIDGE PARK	0	0	0	0
3 CLIFWOOD AVE SCHOOL	0	0	0	0
4 LLOYD ROAD	1	0	1	0
5 MATAWAN REG HIGH	16	2	3	2
6 MATAWAN-ABERDEEN MID SCH	9	3	3	1
7 RAVINE DRIVE	0	0	0	0
8 STRATHMORE	0	1	0	0
<b>Total</b>	<b>26</b>	<b>6</b>	<b>7</b>	<b>3</b>





STATE OF NEW JERSEY  
DEPARTMENT OF EDUCATION

Archived Data of the Electronic Violence and Vandalism Reporting System

» NJDOE Home

Reports: Incident Definitions Verification Form Logout

Year: 2/07-2008 District (3040) MATAWAN-ABERDEEN REGIONAL

Incident Listing

School Name	Incident Date	Incident #	Incident Category	Incident Detail	Location	Blas	Police Notification	Gang Related
LLOYD R JAD	02/28/2008	18631	Violence Weapon	Simple Assault Pin	cafeteria	No	police notified, no complaint filed	No
MATAWAN/ N REG HIGH	06/11/2008	34719	Violence	Simple Assault	classroom	No	police notified, complaint filed	No
	05/02/2008	24294	Violence	Harassment, Intimidation, Bullying, Threat	classroom	No	police notified, no complaint filed	No
	04/24/2008	22654	Violence	Simple Assault	corridor	No	police notified, complaint filed	No
	04/01/2008	18549	Weapon	Possess. other Weapon Knife	other inside school	No	police notified, complaint filed	No
	03/19/2008	50052	Substance Abuse	Suspected use confirmed Marijuana	school grounds	No	None	No
	03/18/2008	18301	Weapon	Possess. other Weapon Knife	classroom	No	police notified, complaint filed	No
	03/17/2008	18544	Vandalism	Theft	other inside school	No	police notified, complaint filed	No
	01/28/2008	11886	Violence	Simple Assault	corridor	No	police notified, no complaint filed	No
	01/28/2008	11454	Violence	Simple Assault	corridor	No	police notified, no complaint filed	No
	01/24/2008	11461	Violence	Fight	corridor	No	None	No
	01/24/2008	8657	Violence	Fight	corridor	No	None	No
	12/19/2007	5939	Substance Abuse	Suspected use confirmed Possession Marijuana	classroom	No	police notified, no complaint filed	No
	12/18/2007	6626	Violence	Harassment, Intimidation, Bullying, Threat	cafeteria	No	police notified, complaint filed	No
	10/17/2007	2269	Violence	Harassment, Intimidation, Bullying, Threat	cafeteria	No	police notified, no complaint filed	No
	10/16/2007	2268	Violence	Harassment, Intimidation, Bullying, Threat	classroom	No	None	No
	10/15/2007	2259	Violence	Harassment, Intimidation, Bullying, Threat	cafeteria	No	police notified, no complaint filed	No
	10/15/2007	2265	Weapon	Assault with other Weapon Knife	classroom	No	police notified, complaint filed	No

Back



	9)	10/10/2007	3336	Violence	Fight	cafeteria	No	no complaint filed	No	
	3)	10/09/2007	2240	Violence	Simple Assault	cafeteria	No	police notified, no complaint filed	No	
	2)	09/26/2007	2733	Violence	Fight	classroom	No	None	No	
	1)	09/26/2007	2292	Vandalism	Theft	other inside school	No	police notified, no complaint filed	No	
	2)	09/17/2007	1072	Violence	Criminal threat	classroom	No	police notified, complaint filed	No	
	2)	09/12/2007	1069	Violence	Harassment, Intimidation, Bullying, Threats	other inside school	No	police notified, complaint filed	No	
<b>MATAWU/ N-ABERDEEN MID SCH</b>										
	3)	06/04/2008	33903	Weapon	Possess. other Weapon Knife	corridor	No	police notified, complaint filed	No	
	2)	05/20/2008	25936	Weapon	Possess. other Weapon Knife	school grounds	No	police notified, complaint filed	No	
	2)	05/15/2008	27096	Weapon	Possess. other Weapon Knife	school grounds	No	police notified, complaint filed	No	
	2)	04/30/2008	23730	Violence	Simple Assault	classroom	No	None	No	
	2)	03/18/2008	51675	Vandalism	Damage to Property Bomb threat (no bomb found)	other inside school	No	police notified, no complaint filed	No	
	2)	03/06/2008	23722	Violence	Criminal threat	classroom	No	police notified, no complaint filed	No	
	2)	02/25/2008	23723	Violence	Fight	cafeteria	No	None	No	
	2)	02/20/2008	23705	Substance Abuse	Possession Marijuana	classroom	No	police notified, no complaint filed	No	
	2)	02/05/2008	23694	Violence	Simple Assault	other outside	No	police notified, no complaint filed	No	
	1)	01/24/2008	23648	Violence	Simple Assault	cafeteria	No	None	No	
	1)	11/27/2007	2225	Violence	Fight	corridor	No	police notified, no complaint filed	No	
	1)	11/15/2007	2223	Vandalism	Bomb threat (no bomb found)	bus	No	police notified, no complaint filed	No	
	1)	10/15/2007	2216	Violence	Criminal threat	classroom	No	police notified, no complaint filed	No	
	1)	10/05/2007	2210	Violence	Simple Assault Harassment, Intimidation, Bullying, Threats	corridor	No	None	No	
	1)	09/28/2007	2202	Violence	Simple Assault	other inside school	No	police notified, no complaint filed	No	
<b>STRATHMORE</b>										
	1)	12/21/2007	9909	Vandalism	Damage to Property	bus	No	None	No	

## PLANNED SCHOOL VIOLENCE AWARENESS ACTIVITIES

### Cliffwood School

- CAP parent workshop Oct 14, 2008 at 7:00 Ravine Drive School
- CAP grades K & 3 and new students October 20 & 21
- Kindergarten - Lets Find Out Newsletter from Scholastic
- Grades K -- 3 Teachers will read stories (books, articles, plays etc...) and complete activities which address the importance of being safe strong and free.
- All students in Physical education classes will play harmoniously
- Students will listen to music during music classes and identify moods and feelings associated with melodic tones.
- Students will create artwork to express feelings and emotions about being safe strong and free.
- Teachers will explore the internet and use United Streaming videos.

### Strathmore School

- Fire Department Assembly
- Red Ribbon Week
- CAP Program

### Ravine Drive School

- We will be distributing a school wide pledge to all students. We will recite it one morning during the Pledge. Then we will hang a big banner and all classes would sign it throughout the week and post it in the hallway.
- Read and discuss books all week on manners and good behavior.
- Read, discuss and color our Manners Matter mini-book
- Read and recite the violence pledge
- Talk about warm fuzzy words vs. hateful words
- Recognize good behavior
- Continue to implement Manners Matter program
- Children will read the book Stop Picking on Me: a First Look at Bullying by Thomas. We will discuss and begin to understand the rules for social behavior.
- Establish that teasing and bullying behavior will not be tolerated. We will create and sign a Classroom Pledge.
- Students will write about how they can be a good friend.
- Read the book, If You're Angry and You Know It! Using new lyrics to this favorite tune, the children will learn ways to resolve their anger while singing along...If you're angry and you know it, tell a friend. We will also sing a song that I learned years ago during a CAP session, "I Have Three Special Rights"....to be safe, strong, free.
- Red Don't Talk to Strangers by Christine Mehlhoff. The subject is staying safe, not talking to a bully. We are also singing "Safe, Strong, Free...Three Special Rights for Me".
- Using an interactive website to address bullying with the students. We will go over our classroom rules and discuss the importance of respecting ourselves and others. The students will color a coloring sheet that was downloaded from the website.
- Read The Meanest Thing to Say by Bill Cosby.

- Continue with our ongoing discussion about bullying, using our words to solve problems, keeping our hands to ourselves and practicing those things in class.

#### Lloyd Road School

- Read and acted out Reader's Theater Play, Dan the Bully.
- Read and discussed, "The Legend of Spookley the Square Pumpkin."
- Made anti-bullying posters during computer lab lessons.
- Wrote, edited and illustrated friendship recipe books.
- Read, sang and discussed song, "Don't Laugh at Me" in music classes.
- Established "Ridicule Free Zones" in special subject classes.
- Viewed *United Streaming* video about bullying.

#### Matawan-Aberdeen Middle School

- The Megans Pledge will be read and discussed in grade 6 with students reciting the pledge and signing a banner, black and white ribbon lanyards will be worn in support of the pledge
- Website information has been distributed by our media specialist and by a Social Studies teacher
- Math classes will complete a survey and develop statistics related to violence in schools and on internet safety as it relates to violence
- Language Arts classes will address The Challenge of School Violence:  
Conducting a Civil Conversation
- Peer Leadership Club will create a project/ skits on violence
- World Language teachers will discuss violence awareness as it relates to bullying of immigrants in our schools and society
- Daily announcements will be included each morning to raise student awareness

#### Matawan High School

To "kick off" VAW, on October 20, statistics concerning violence against and by teenagers will be read aloud on the intercom, during morning announcements and several other times during the morning (end of period). Students and faculty will be asked to pick up red armbands during their lunch period, if they were personally affected or knew someone one who was affected by that specific type of violence mentioned.

Academy Award winning, documentary film "The Children's March", shown to 9<sup>th</sup> graders. The film tells the story of how the young people of Birmingham, Alamba, braved fires hoses and police dogs in 1963 and brought segregation to its knees.

This powerful film helps young people realize that they are well situated to be a catalyst for positive social change.

Assembly: Positive Impact Ensemble, Rosa Parks School of Fine and Performing Arts  
The group performs a dramatic presentation with a strong anti-bias, anti-bullying message. The play consists of 22 vignettes demonstrating the effect of bias on its victims and how bias can be cyclical in nature i.e., by one group belittling another  
The assembly will be presented to our freshman and senior classes.

"No Dissing" Day. Students and faculty will **TRY** not to say anything negative about themselves or others on that day.