

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.

WORKSHOP MEETING on **October 6, 2008**, Administration Building, One Crest Way, Aberdeen, New Jersey.

I. CALL TO ORDER

Board President Ms. Demarest called the Committee of the Whole Workshop Meeting to order at **7:04 PM**.

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: **Mr. Barbato, Ms. Demarest, Dr. Gambino, Ms. Rubino, Ms. Zavorskas, Mr. Ruprecht, Mr. Donaghue, Mr. Kenny, Mr. O’Connell**
Absent:
Also Present: **Dr. O’Malley, Mr. Glastein, Mr. Gross, Ms. Irons**

V. PURPOSE OF MEETING

- Committee of the Whole Meeting

VI. SUPERINTENDENT'S REPORT

Bonnie Barrington – Game Time Advertising, LLC

Dr. O'Malley introduced Ms. Barrington

- Game Time Advertising brings advertising to schools, specifically in athletics.
- Offering NBA-like official scoreboard that offers 16 panels of advertising to the district. This is done at no cost to the district.
- Based research on companies in the Midwest. Solicits advertising space on the scoreboard to local businesses. Ms. Barrington sells advertising to vendors that will appear on the board.
- The district will receive 40% of the net revenue from sales of sponsor advertising above the initial costs of the advertising sold.
- The scoreboard costs \$13,000. The fee for the sponsor solicitations is \$5,000 for a total cost of \$18,000. The scoreboard is free when that threshold is met.
- Three year contracts with the vendors who buy advertising space. In year 4, if the vendor decides to renew the contract, the cost goes up.
- There are no hidden costs and the scoreboard becomes school property.
- Ms. Barrington believes she can sell the required advertising space within one year.
- Requests if the Board of Education decides not to renew with Game Time Advertising, that the district would keep the advertising on the scoreboard for the life of the vendor's contract with them.
- The Athletic Director will be responsible for maintaining the scoreboard.

There were several questions and comments from members of the Board of Education:

- The district is receiving the scoring table. Utilized for all indoor athletics.
- Maintenance on the scoreboard. It has a twelve to fifteen year lifespan. If something on the scoreboard breaks the district is responsible to pay for its repair.

- The district will not receive the scoreboard until all of the advertising space has been sold.
- Game Time Advertising uses a different approach towards selling its advertising space. Will sell the advertising space to vendors by utilizing the emotional bond vendors have through community participation. The company currently has nine pending contracts for the scoreboard including Freehold Regional. The revenue from the advertising pays for the scoreboard.
- Only risk to the Board of Education is the cost of repairing the scoreboard.
- Board of Education members can view the scoreboard at Jackson Memorial.
- The advertisements are analog, not digital.
- Board of Education responsibility to the vendors who purchase advertising space. The district can simply show the advertisements on the scoreboard or they could also announce the vendors during the game it is up to the discretion of the Athletic Director. The duration of each advertisement is usually 15 to 20 seconds each for an average total of 7 ½ minutes of advertising time during the course of the event.
- Can the district be sued if the scoreboard breaks and the advertisements are not shown?
- Examples of advertisers include but are not limited to Orthopedic Surgeons, Surf Taco, Carpet places and Chiropractors.
- The \$5,000 fee for Sponsor solicitations is included in the \$18,000 threshold.
- If the scoreboard fails, the district would be out the \$18,000. Ms. Barrington said everybody would suffer. She relies on her company's reputation.
- The length of the contract will need to be changed. Currently it calls for a 10 year contract but it could go as low as 6 years.
- Installation is the responsibility of Game Time Advertising. The scoreboard comes off the truck and locks into place
- The scoreboard may be stored behind the bleachers, according to Mr. Martucci.
- The scoreboard should not be moved from school to school. It weighs over 400 pounds. The old scoreboard would be given to the Middle School.
- The number of fans who go to the games varies on how well the teams are performing, according to Mr. Martucci.
- How the excess funds from the sale of advertising space will be utilized by the district. It could possibly go back into the athletic program but it is the decision of the Board of Education.

- Corporate vendors could be used by Game Time Advertising; however it would be easy for fifteen or sixteen local vendors to pay \$1,000 per year.

VII. FACILITIES

THE SUPERINTENDENT RECOMMENDS:

- A. To approve the DOE submission, project application and the amendment of the District's Long Range Facility Plan by Frank Messineo, 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.

The Long Range Facility Plan and the hiring of new district Architects was discussed by Ms. Irons and members of the Board of Education:

- The possibility the district can sue the State of New Jersey to get reimbursed for ADA funds already spent on prior projects. Ms. Irons stated she was told we can not get reimbursed for prior work.
- The original Architects were Buck Simperts & Associates. USA specializes in State grants.
- The hiring of USA as opposed to another firm. Dr. O'Malley stated he has had prior success with them in the past with his former district.
- The district's current LRFP has not been approved. The plan was not submitted by the architect. Ms. Irons stated the State used the previous LRFP.
- There was a discussion regarding the possibility that the State could have lost or misplaced the district's LRFP. The architect stated they had submitted the report to the State.
- Buck Simperts & Associates is resubmitting the LRFP to the State of New Jersey.
- Availability of a checklist to verify approval of all documents.
- Replacement of boilers within the ADA work. Roofs are not included in the ADA projects.

XIII. FINANCE / TRANSPORTATION

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		(Before Mtg.)
TOTAL:		\$

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

WHEREAS NJAC 6:20-2.13 “Over expenditure of Funds” states “a district Board of Education shall not incur any obligation or approve any payment in excess of the amount appropriated by the district Board of Education in the line item pursuant to NJAC 18A:22-8.1”.

NOW THEREFORE BE IT RESOLVED that the attached line item transfer be approved:

- 3. **The Report of the Treasurer** (Month ending **August 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 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, 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**; 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.

- The truck will be equipped with a plow and will be used to transport various items as well.

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.

A discussion took place regarding the School Resource Officer:

- The agreement does not specify the name of the Officer. Have had issues with the current Officer.
- A benefit of the agreement is that the district does not have to pay benefits.
- Mr. Gross stated he believed the contract was drawn up by a PBA attorney.
- The district should alter the terms of the agreement. Instead of paying \$25,000 or half the contract amount after six months, the district should pay \$20,000 or 40% after four months, with the \$30,000 balance to be paid in June. The district should also change the amount of time needed to get a substitute if the SRO is absent. Currently, the district receives a substitute if the SRO is out after five days. The district should request input in determining who the SRO is as well.
- Concern about students being questioned without a parent present.
- The need for the SRO at athletic events also.
- Who issues the performance review of the SRO?
- Mr. Gross stated that section 2.4 should be negotiated and modified to allow the district to have input. Section 2.3 should also be modified to reflect the district receiving a substitute after 3 days if the SRO is absent.
- The SRO is located at a desk in a security office in the high school and is equipped with a computer.
- If the town would be paying the SRO's salary anyway, why should the district be burdened with the cost. It lowers the tax rate of the town.

- The contract is a 5 year contract but the price of the SRO is frozen. Mr. Gross stated that the contract should be renewable every year and that the cost should stay the same.

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 School	5,800.00	17
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

- The costs listed above is for each student.

8. Acceptance of 2007-2008 CAFR

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

IX. PERSONNEL

THE SUPERINTENDENT RECOMMENDS:

A. 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 th Grade	Maternity Disability Phase	With	1/5/09 – 2/18/09
MONRO, CHRISTINE	MAMS	Language Arts Teacher 7 th Grade	Maternity Disability Phase	With	1/5/09 – 3/24/09
			FMLA	Without	3/25/09 – 5/15/09
AMENDOLA, KATHLEEN	HS	Hallway Safety & Security Monitor	Personal	Without	11/3/08 – 11/5/08
MAMMANO, 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

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. APPOINTMENTS

NAME	SCH	POSITION	No. Demo Lesson	STEP	SALARY/ STIPEND	# INT	REPLACE REASON	EFF. DATE
TBD	CO	Bus/Van Driver	N/A	TBD	TBD (Pro-rated)	TBD	Lamberth (Retirement)	10/21/08 – 6/30/09

RATIONALE: As indicated above.
 COST: Per MRTA Contract
 ACCOUNT: Contractual salaries.
 EFFECTIVE DATE: 2008/2009 School year.

- Ms. Gardner will be interviewing for the new driver.

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

NAME	COLLEGE/UNIVERSITY	COOPERATING TEACHER/ ADMINISTRATOR	SCHOOL/AREA
TBD			

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

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

- The increase in salary is due to the teacher going from a Bachelor’s degree to a Master’s degree.

4. HSPA PREPARATION

NAME	ACTIVITY	SUBJECT	COST/HOUR	TOTAL
TBD	HSPA PREP	MATHEMATICS (5 hours Curriculum Writing)	\$20.00/5 Hours	\$100.00
TBD	HSPA PREP Student Contact	LANGUAGE ARTS	\$25.00/36 Hours	\$900.00

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

COST: As indicated above

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

- The candidates will be recommended by Margaret Deluca.
- This group of HSPA preparation teachers differs from the prior approval for the other HSPA preparation classes. These preparation classes are for students who are presently Juniors.
- Concerns regarding the number of teachers who will be working at the HSPA preparation classes. Classes will be held on Tuesday, Thursday and Saturday. There will be one teacher each day. The possibility exists that the same teacher

could teach at each class or there could be different teachers. The teachers share the \$100.00 that will be board approved.

- The five hours offered for the HSPA preparation is not sufficient.

5. ESL – ADULT EVENING SCHOOL

NAME	ACTIVITY	COST/HOUR	TOTAL
TBD	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
TBD	ESL – TEACHER AIDE	\$20.00/Hour 1 Day/Week 1 Hour (25 Days)	\$500.00

- Funds for the ESL teacher and teacher’s aides is coming from Title III funds in the NCLB grant.
- These funds should be used for the students of the district, not adults. Taxpayers should not bare the burden of the cost. This program could help parents teach their children English which could lead to improvement in the classroom.

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

COST: As indicated above

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

6. MOST PROGRAM (Mentoring Our Students Together)

NAME	POSITION	ACTIVITY	RATE/HOUR
TBD	ELEMENTARY TEACHER	TUTOR/MENTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
TBD	MIDDLE SCHOOL MATHEMATICS	TUTOR/MENTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
TBD	MIDDLE SCHOOL SCIENCE	TUTOR/MENTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
TBD	HIGH SCHOOL	TUTOR/MENTOR	\$25.00/Hour (62

NAME	POSITION	ACTIVITY	RATE/HOUR
	LANGUAGE ARTS		Hours) 31 Days – 2 Hours/Day \$1550.00
TBD	HIGH SCHOOL MATHEMATICS	TUTOR/MENTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00
TBD	HIGH SCHOOL SCIENCE	TUTOR/MENTOR	\$25.00/Hour (62 Hours) 31 Days – 2 Hours/Day \$1550.00

RATIONALE: As indicated above

COST: As indicated above

EFFECTIVE DATE: 10/21/08 – 6/10/09 (2008/2009 School year)

- This is the mentoring/tutoring program introduced at the September 22 Action meeting. Mr. Glastein should illustrate that these funds are coming from Title I of the NCLB grant.
- Concerns that these funds should go towards the instruction of district students as well. This program could be a way of attracting students in a certain targeted group to study and lead to better test scores and grades. Students do not attend tutoring sessions now.
- Many questions about the program still remain. A game plan has not been formed. A location where to host the program still has not been decided.
- The plans for the program are further along. The teachers have been selected but the district is still looking for a location. The thought was to select the teachers first then bring the program to the students.
- Dr. O’Malley will put in writing how the current tutoring program will differ from the MOST program.

7. VOLUNTEERS – CLIFFWOOD ELEMENTARY SCHOOL (PARENT)

NAME	ACTIVITY
MAITOGLOU, BOBBIE	LIBRARY

RATIONALE: As indicted above

COST: None

EFFECTIVE DATE: 2008/2009 School year

8. VOLUNTEER – STRATHMORE ELEMENTARY SCHOOL (PARENTS)

NAME	ACTIVITY
KAREN Mc FADDEN	LIBRARY
GERALDINE CROCKET	LIBRARY
REBECCA LONIEWSKI	LIBRARY
JACQUELINE FARRELL	LIBRARY
DEBRA PINTO	LIBRARY
CHRISTINE DEVINE-BURGI	LIBRARY

RATIONALE: As indicted 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	ASHUINI VENKERDRAMAN
MIKAYLAA PETRILLA	JESSICA YOUNG
JOSH YOUNG	TESS LE MOIREY
TYLER BICKET	CAROLYN ALBANO
STEVEN LAUGHLIN	

- There may be an error as to the spelling of Carolyn Albano’s name.
- Volunteers are approved by the Board of Education because it has been the tradition of the district in the past to do so.

10. VOLUNTEER – HIGH SCHOOL STUDENTS (Community Service)

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

RATIONALE: As indicted above

COST: None

EFFECTIVE DATE: 2008/2009 School year

11. EXTRA CURRICULAR ACTIVITIES

NAME	LOC	ACTIVITY	POSITION	STIPEND
JUSTIN RYAN	HS	SPRING MUSICAL	VOCAL DIRECTOR	\$3,050.00
TBD <i>Replacing:</i>	MA	7 TH GRADE CLASS	ADVISOR	\$1,160.00

NAME	LOC	ACTIVITY	POSITION	STIPEND
<i>Christine Sikora</i>				
HOURLY ACTIVITIES				
ZEBUNNISIA, SAEED <i>Replacing: Neil Jackman</i>	HS	MATHEMATICS TUTORIAL PROGRAM	INSTRUCTOR	\$25.00/HOUR
TBD	HS	PUPIL ASSISTANCE COMMITTEE/PAC	MEMBER	\$25.00/HOUR
TBD	RD	ESL TUTORIAL PROGRAM	INSTRUCTOR	\$25.00/HOUR

RATIONALE: As indicated above
 Cost: As indicated above
 EFFECTIVE DATE: 2008/2009 School year

- The reason behind Neil Jackman’s resignation.

12. ADMINISTRATIVE INTERNSHIP (OBSERVER)

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

RATIONALE: Observation (Shadowing) needed for Internship
 COST: None
 EFFECTIVE DATE: 2008/2009 School year

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 0.40 0.20 0.20 0.20 .08	SPECIAL EDUCATION English 1 Resource Center English I In Class Support Biology In Class Support Marine Biology In Class Support Lab Science O/L	HS – 1.00 0.40 0.20 0.20 0.20 .08 O/L .06 O/L	SPECIAL EDUCATION English 1 Resource Center English I In Class Support Biology In Class Support Marine Biology In Class Support Lab Science O/L Writing Skills (IEP)	9/1/5/08 – 6/30/09 (Retroactive)
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 (Retroactive)

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

- The overload is for the remainder of the year.

X. PROGRAM

THE SUPERINTENDENT RECOMMENDS:

A. TRAVEL

1. The Board of Education approve 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.

POLICY: 4033 Travel/Reimbursable Expenses

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

B. OTHER

- The mileage between schools is different coming and going because different entrances and exits are utilized.
1. The Matawan-Aberdeen Regional Board of Education 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 Board of Education approve 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 Board of Education approve the 2008-2009 Emergency Management Plan for the Matawan-Aberdeen Regional School District.

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

- The Emergency Management Plan is a confidential document that should be approved every year.

4. The Board of Education approve 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 Board of Education approve 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.

- A sexual abuse policy will be signed by The Police Chiefs of Matawan and Aberdeen, Dr. O'Malley and the County prosecutor.

6. The Board of Education approve a 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.

- Presently there is a school nurse in every building but a part-time nurse from 10:00AM to 12:00PM, mainly in Middle School and High School. The district only employs four substitute nurses. Bayada will provide another layer of substitute services for the district.

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.

C. SPECIAL SERVICES

1. The Board of Education approve the following contracts for the 2008-2009 school year provided by Bayshore Jointure Commission for services in Physical Therapy & Occupational Therapy.

Contracts available in Business Office

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

LLC Marietta S. Nelson, PT		
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2. The Board of Education approve 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

- An actual contract should be maintained on file for the OT and PT Therapists. These therapists are currently utilized by the district but this will allow the district to have a contract with them.
- Mr. Gross stated it was important to delineate the therapists as employees of district or outside contractors which is what they are.

XI. POLICY

The Board of Education discussed the updated policies of the district:

- The policies of the district will not be updated by October 1. Strauss Esmay sent over the policies which are mandated by the State. The district had no input into these policies.
- Mr. Gross stated some of the policies sent were simply a regurgitation of State laws verbatim. Some may be changed however.
- Dr. O’Malley recommended that the Board of Education go through and adjust the policies as needed to fit the needs of the district as they will have to be approved at the next Board of Education meeting.
- The district may want the Nepotism policy to include the optional provision on page one of one of the bylaws. Also, the term Board Members may be included with district administrators within the nepotism policy regarding negotiations for an immediate family member who is a member of a Statewide union, on page two of two of the bylaws.
- The new nepotism policy will be very restrictive.

- The problem regarding preclusion of students from the work study program because a parent may be a member of the Board of Education.
- Legal Services Bylaw – Select the Superintendent as the district’s designee along with the Board President. A discussion arose as to who the designee of the district should be. Unsolicited contact with the attorney was also discussed. It should only be the Superintendent and the Board President.
- Internal Control Policy - Concerns with the Enterprise Resource Planning of the district. The technology department should not handle this process. The district should utilize an outside vendor. Specific guidelines of implementation should be put into place. Possible vendors that supply the software.
- Administrative Employment Contracts – The Board of Education selected option two which will have a public hearing on the new contracts of administrators even though it is not necessary for new contracts of existing employees.
- Policy #6320 for Purchases subject to bids. The Business Administrator will handle all of the duties required for public bids.
- Policy #6360 for Political Contributions. Political Contribution forms must be received from district vendors ten days prior to Board of Education approval for bills.
- Policy # 6362 for Contributions to Board Members and Contract Awards. Currently purchase orders/contracts that exceed \$17,500 must be approved by the Board of Education. This amount will be reduced to \$10,000.
- Policy #6470 for the Payment of Claims. A change in the purchase order amount will require a new purchase order to be done. Approval of claims may be done by the Business Administrator/Board Secretary, the Superintendent or his designee that do not exceed \$4,350.
- Policy #6510 for Payroll Authorization. Mr. Gross believes it may be illegal to withhold the salary or wages of an employee for services not rendered.
- Policy #6831 for the Withholding or Recovering of State Aid. There is not a clear cut benefit to this policy but it is put in place to provide the district some guidelines to follow.
- Policy #7410 for Maintenance and Repair. The Board of Education selected option two for district with three or more buildings.
- Policy #7650 for School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting. School vehicles should only be utilized for district business, option

one. The Board of Education designated the Business Administrator as the school vehicle coordinator.

- Policy #9120 for a Public Relations Program. The district can send out budget information if it has the prior approval of the County Superintendent.
- A concern regarding paragraph six of Policy #1620, page three of four, due to the current MRAA contract. A problem does not exist.

XII. COMMENTS AND QUESTIONS FROM THE 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. Glastein, Mr. Gross and Ms. Irons responded.

Mr. Marinella, Lloyd Road, Aberdeen

- Pleased that the district will have a contract with the town for the SRO. Believes the contract is one sided to benefit the town. The district should look into changing his responsibilities. The township not applying for a grant that would for to pay for the officer because the district is paying.
- In light of the current economic conditions, the ESL grant funds should not be used to teach foreign people at the expense of the district.

Ms. Porter, Aberdeen

- Questions regarding Special Services on page 2 of the Program Agenda. The length of time that Power Play has been in the district. Power Play was used last year by the district.
- A time log is kept to keep track of the time that the O/T and P/T Therapists work.
- If Bernadette Racioppi is becoming a fulltime employee? She is not an employee of the district, this simply enters the district into a contract with the Therapists.

Mr. Aitken, 65 Juniper Place

- The quality of sound of the Board of Education meetings is poor. Concerned that a lot of money was spent on new equipment. The podcasts are good,

but the video of the last meeting was not good. The possibility exists that the microphones in the board room can be taken on the road. Mr. Marinella spoke from the audience that the audio should be piped into the camera while recording. He also stated that the person who currently records the board meetings does not have the proper training to produce the video and sound for the meetings.

XIII. OLD BUSINESS

- Mr. Donaghue inquired about the total number of students at each school that are in the RTI program and if the district has updated statistics on their results. Dr. O'Malley stated updated information was not available yet and it could change every six weeks.

XIV. NEW BUSINESS

- Ms. Rubino discussed custodial issues. There were problems with the coverage at certain schools. Ms. Irons stated that due to the budget cuts that various schedule changes will go into effect next week. Lloyd Road and Ravine Drive were two of the schools involved. Other concerns about employees calling Board members directly. There should be a chain of command with Dr. O'Malley being contacted first.
- Mr. Barbato questioned the health benefits increase of seven percent for the State's calendar year which runs January 1 through December 31st. Ms. Irons put enough funds into the budget to cover the increase.
- Ms. Demarest stated if the State did not coincide their budgets with those of the districts, there could be a surprise if schools do not budget for the increase in health benefits cost.

There was an exchange between Board members regarding several topics.

XV. EXECUTIVE SESSION MOTION

None

XVI. ADJOURNMENT

Motion by Mr. Barbato, seconded by Ms. Zavorskas.

RECOMMEND: That the meeting be adjourned. The public portion of the Regular Action meeting adjourned at **9:55PM**.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9			

Respectfully submitted,

Susan A. Irons
Business Administrator/Board Secretary