

MISSION STATEMENT: To foster a safe and equitable learning environment that celebrates our diverse learners, and provides the necessary resources and supports to prioritize the social-emotional and academic development of all students.

COMMITTEE OF THE WHOLE MEETING on January 2, 2025, Cambridge Park Elementary School, 1 Crest Way, Aberdeen, NJ.

I. CALL TO ORDER

President, Ms. Werneke called the Committee of the Whole Meeting to order at 6:11 pm.

II. STATEMENT OF ADEQUATE NOTICE

Ms. Werneke read the following statement:

“The New Jersey Open Public Meeting Law was enacted to ensure 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 advertised this meeting on December 18, 2024 in the Asbury Park Press and the Star Ledger. This notice was sent to the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Matawan-Aberdeen Joint Free Public Library. The notice was also placed on the district’s web site.”

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Present:	Ms. Werneke, President	Ms. Martinez, Vice President
	Ms. Ascoli	Ms. Feiles
	Ms. Pell	Ms. Skop
	Ms. Spruell	

Absent: Mr. McGovern, Mr. Montone

Also Ms. Perez, Superintendent of Schools

Present: Ms. Case, School Business Administrator/Board Secretary
 Mr. Liebmann, Assistant Superintendent for School Administration PreK-12
 Dr. Elford Rawls-Dill, Director of Personnel

V. MINUTES - None

VI. EXECUTIVE SESSION I - None

VII. CORRESPONDENCE TO THE BOARD

Motion by Ms. Ascoli, seconded by Ms. Martinez to accept the following correspondence:

Email received, Dec 8, 2024, tiffanyjstevenson@outlook.com, regarding “Parent Organization Policy”
 Email received, Dec 19, 2024, helenhluu@gmail.com, regarding “Report of Incident Involving Crossing Guard at Strathmore Elementary”

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Ascoli	X				
Ms. Feiles	X				
Mr. McGovern				X	
Mr. Montone				X	
Ms. Pell	X				

Ms. Skop	X				
Ms. Spruell	X				
Ms. Martinez	X				
Ms. Werneke	X				

On a roll call vote, seven (7) members voted yes, zero (0) members voted no, and two (2) members were absent

VIII. BOARD PRESIDENT’S REPORT – Ms. Werneke

- Happy New Year!
- Thanks for service to Ms. Pell and Ms. Ascoli and all the milestones
- Congrats to Ms. Martinez for board leadership and to 10 years of service. Review goals for 2025

IX. SUPERINTENDENT’S REPORT – Ms. Perez - None

X. STUDENT REPRESENTATIVE’S REPORT - None

XI. CURRICULUM AND INSTRUCTION

Mr. Liebmann reviewed the Curriculum & Instruction Agenda requesting the Board take action on Item A. The remainder of the items will be presented for action at the September 26, 2024 Regular Action Meeting.

B. OTHER

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the Corrective Action Plan - Addressing Student Chronic Absenteeism Pursuant to N.J.S.A. 18A:38-25.1, in the event that 10 percent or more of the students enrolled in a public school are chronically absent, the school(s) shall develop a corrective action plan to improve absenteeism rates. A student is considered chronically absent if the student misses 10 percent or more of the school days in session for which the student was enrolled. Utilizing attendance data from SY23-24, the following schools are on a corrective action plan for SY24-25.

Matawan Regional High School, Matawan Aberdeen Middle School, Cliffwood Elementary, Ravine Drive Elementary, and Strathmore Elementary.

4. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following field trips for the 2024-2025 school year.

Location	Date(s)	School/Grade	Purpose	Funding
NEW - Grounds for Sculpture, Hamilton Twp., NJ	June 3, 2025 (new date)	HS Gr. 9-12 Students & Staff of the Latin Club	View works of art that coincide with their unit on Roman art	Club Funds
NEW - Wayne Hills HS, Wayne, NJ	January 25, 2025 (new date)	HS Gr. 9-12 Physics Clubs Students & Staff	Physics Olympics - Competition	School Budget
NEW - Rutgers University, Piscataway, NJ	February 26, 2025 (new date)	HS Gr. 9-12 Entrepreneurship Classes & Staff	Students will pitch their startups at the Diamond Challenge Competition, an international HS entrepreneurship pitch competition.	School Budget

XII. STUDENT SERVICES – None

XIII. PERSONNEL

Dr. Rawls-Dill reviewed the Personnel Agenda on which the Board will take action at the January 23, 2025 Regular Action Meeting.

A. Resignations/Retirements - 2024/2025 School Year

Name	Loc	Position	Reason	Hire Date	Effective Date

B. Leave of Absence - 2024/2025 School Year

Name	Loc	Position	Type of Leave	With/Without Pay	Effective Dates
Tyburczy, Philip	MS	Assistant Principal	Medical	With Pay	1/24/25 -

C. Appointments - 2024/2025 School Year

1. New Hires

Name	Loc	Position	Step	Salary/Stipend	Replace/Reason	Effective Dates
Paone-Hurd, Krysten	MS	Acting Assistant Principal	N/A	\$300/Per Diem	Tyburczy LOA	1/24/25 -
Sandner, Nicole	CO	LDTIC				

Note: The law on background checks requires ultimate clearance prior to any employment becoming final, in addition to pre-employment paperwork.

2. Extra-Curricular Activities - 2024/2025 School Year

Name	Loc	Activity	Position	Step/Stipend	Effective Date
Athletic Activities					
Non-Athletic Activities					
Hourly Activities					

3. Instructional Assistants as Substitute Teachers - 2024/2025 School Year

Name	Position	Loc	Salary	Account #	Effective Dates

*IA as Substitute Teacher - \$114.00 Full-Day Rate; \$57.00 Half-Day Rate; \$16.29 Hourly Rate per MAREA Contract

4. Home Instruction - 2024/2025 School Year

Student ID	Subject/Class	Loc	Home Instruction Teacher	Hrs/per Week	# of Weeks	Total Hrs/per Subject	Effective Dates

5. Staff Array Changes - 2024/2025 School Year

Name	Loc/Fte	Current Assignments	Loc/Fte/O/L	New Assignment	Effective Dates/Reason

6. College Student Observers/Teachers/Interns - 2024/2025 School Year

Name	Cooperating Staff Member	Assignment

7. Volunteers - 2024/2025 School Year

Name	Location	Activity	Effective Date

D. Other

1. HIB - 2024/2025 School Year

- The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) Report as reported during the Executive Session of the Matawan-Aberdeen Board of Education Meeting of December 19, 2024

Incidents Reported	Confirmed Incidents
5	3

2. Nursing Services Plan - 2024/2025 School Year

- Nursing Services Plan Preschool through Grade 12

XIV. POLICY

Dr. Rawls-Dill reviewed the first reading of the Policy Agenda.

Motion by Ms. Feiles, seconded by Ms. Spruell to accept the first reading of the following policies and the approval and adopt the second reading of the following policies:

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the first reading of the following:

1. First Reading

Series	Category	Policy/ Regulation	Title	First Reading
2000	Program	P 2417 (M)	Student Intervention and Referral Services	January 2, 2025
9000	Community	P & R 9320 (M)	Cooperation with Law Enforcement Agencies	January 2, 2025
9000	Community	P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants	January 2, 2025
6000	Finances	P 6220 (M)	Budget Preparation	January 2, 2025

2. Second Reading-Approval and Adoption

Series	Category	Policy/ Regulation	Title	Second Reading
7000	Property	P 7410 (M)	Maintenance and Repair	January 2, 2025
0000	Bylaws	0131	Bylaws, Policies, and Regulations	January 2, 2025
4000	Support Staff	P 4125 (M)	Employment of Support Staff Members	January 2, 2025
5000	Students	P&R 5320	Immunizations	January 2, 2025
8000	Operations	R 8420.1 (M)	Fire and Fire Drills	January 2, 2025

(M) indicates mandated by state law

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Ascoli	X				
Ms. Feiles	X				
Mr. McGovern				X	
Mr. Montone				X	
Ms. Pell	X				
Ms. Skop	X				
Ms. Spruell	X				
Ms. Martinez	X				
Ms. Werneke	X				

On a roll call vote, seven (7) members voted yes, zero (0) members voted no, and two (2) members were absent

XV. FINANCE

Ms. Case reviewed the Finance Agenda on which the Board will take action at the January 23, 2025 Regular Action Meeting.

Board Secretary’s Monthly Certification – December 2024

PURSUANT TO NJAC 6A:20-2.13(D), we certify that as of November 30, 2024, after review of the Secretary’s monthly financial report (appropriation section), and open consultation with appropriate district officials, that to the best of our knowledge no major account fund has been over expended in violation of NJAC 6A:20-2(B), and that sufficient funds are available to meet the district’s financial obligations for the remainder of the school year.

I, Lindsey Case, School Business Administrator/Board Secretary certifies that for the month of November 2024 no line item has been over expended in violation of N.J.A.C. 6A:23A-16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.”



School Business Admin/Board Secretary

Payroll Certification

The School Business Administrator/Board Secretary reported, in compliance with N.J.S.A. 18A:19-1B, has certified the December 13, 2024 in the amount of \$2,271,968.16 and the December 20, 2024 in the amount of \$2,240,980.76.

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following:

1. Receipt and Acceptance of December 2024 Board Secretary’s Report

Recommend the receipt of the Board Secretary Financial Reports as of December 31, 2024, be accepted as filed, and

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10@3 that no major account of Fund has been over expended as of December 31, 2024 based upon the Board Secretary’s Certification and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

2. Treasurer’s Report – December 2024

PURSUANT TO NJAC 6A:23A-16.10 (c) 3, approve the Treasurer’s Report for the month of December 2024.

3. Approve Appropriation Transfers

Recommend that the Board of Education approve the transfers attached.

4. Approve Bills

Recommend that the Board of Education approve the bills paid and checks issued at the Board meeting in the amount of \$XXXXXX.

5. Acceptance of 2023-2024 Annual Audit and Approval of Related Corrective Action Plan

The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education accept the Audit Report for the 2023-2024 school year prepared by Suplee, Clooney & Company with no findings per the Comprehensive Annual Financial Report (CAFR) and the Auditor’s Management Report (AMR), and

BE IT FURTHER RESOLVED that a copy of the audit is to be forwarded to the Monmouth County Executive County Superintendent.

6. School Board Recognition Month in New Jersey January 2025

WHEREAS, The New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Matawan-Aberdeen Regional School District Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Matawan-Aberdeen Regional School District Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Matawan-Aberdeen Regional School District Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2025 as School Board Recognition month; and be it further

RESOLVED, That the Matawan-Aberdeen Regional School District Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

7. Fire and Evacuation Drills

The following Fire and Evacuation Drills occurred during **December 2024**:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Lockdown	12/11/24 @ 9:50 am
Cambridge Park Pre-school	Fire Drill	12/12/24 @ 9:03 am
Cliffwood Elementary School	Lockdown	12/11/24 @ 10:30 am
Cliffwood Elementary School	Fire Drill	12/17/24 @ 11:05 am
Matawan Regional High School	Fire Drill	12/9/24 @ 7:45 am
Matawan Regional High School	Active Shooter	12/18/24 @ 9:20 am
Lloyd Road Elementary School	Fire Drill	12/12/24 @ 1:38 pm
Lloyd Road Elementary School	Lockdown	12/19/24 @ 10:10 am
Matawan-Aberdeen Middle School	Active Shooter/Lockdown	12/5/24 @ 8:58 am
Matawan-Aberdeen Middle School	Fire Drill	12/12/24 @ 9:00 am
Ravine Drive Elementary School	Fire Drill	12/12/24 @ 9:50 am
Ravine Drive Elementary School	Lockdown	12/13/24 @ 2:50 pm
Strathmore Elementary School	Fire Drill	12/2/24 @ 9:55 am
Strathmore Elementary School	Lockdown	12/16/24 @ 9:45 am

XVI. PUBLIC COMMENTS RELATING TO AGENDA ITEMS & ADDITIONAL ITEMS

6:29 pm

- Mr. Barilka – congratulations to BOE leadership. Do we know when the makeup day will be for the middle school day?
- Ms. Case – We are waiting to see how many potential snow days will be utilized before we determine a make up day.

6:35 pm

XVII. VOTE/ROLL CALL ON AGENDA ITEMS

CURRICULUM AND INSTRUCTION

Motion by Ms. Ascoli, seconded by Ms. Martinez to approve the following resolution(s):

A. TRAVEL

Pursuant to travel policy #6471, the following staff is approved for travel related to training and workshops. 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. [\(Curriculum & Instruction Attachment #1\)](#)

Policy: #6471 Travel/Reimbursable Expenses

Rationale: Required estimates to abide by law and policy

B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the participation of twenty attendees, which include student representatives, administration, building staff, and board of education members to attend the YMCA 36th Annual Dr. Martin Luther King, Jr. Commemorative Breakfast on Friday, January 17, 2025 in Long Branch, NJ.

Cost: \$800.00 (Registration)

Account #: 11-000-230-890-01-0000-0

Cost: NTE \$1400.00 (Transportation)

Account #: 11-000-270-100-11-0000-0

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the submission of the NJ Department of Education Equivalency Application.

Rationale: MARS D is requesting to utilize the revised QSAC I&P student performance Indicators 1-7. The district believes it is in the best interest of students and the community to measure the District's effectiveness educating all students using the proposed weights at I&P Indicators 1-7 to ensure the school district is evaluated in an equitable means to school districts in NJQSAC Cohort 1 and 2 that will be monitored and evaluated in the 2025-2026 school year and beyond.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Ascoli	X				
Ms. Feiles	X				
Mr. McGovern				X	
Mr. Montone				X	
Ms. Pell	X				
Ms. Skop	X				
Ms. Spruell	X				
Ms. Martinez	X				
Ms. Werneke	X				

On a roll call vote, seven (7) members voted yes, zero (0) members voted no, and two (2) members were absent

POLICY

Motion by Ms. Feiles, seconded by Ms. Spruell to approve and adopt the second reading of the following policies:

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept and adopt the second reading of the following:

Second Reading-Approval and Adoption

Series	Category	Policy/Regulation	Title	Second Reading
7000	Property	P 7410 (M)	Maintenance and Repair	January 2, 2025
0000	Bylaws	0131	Bylaws, Policies, and Regulations	January 2, 2025
4000	Support Staff	P 4125 (M)	Employment of Support Staff Members	January 2, 2025
5000	Students	P&R 5320	Immunizations	January 2, 2025
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	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Ms. Ascoli	X				
Ms. Feiles	X				
Mr. McGovern				X	
Mr. Montone				X	
Ms. Pell	X				
Ms. Skop	X				
Ms. Spruell	X				
Ms. Martinez	X				
Ms. Werneke	X				

On a roll call vote, seven (7) members voted yes, zero (0) members voted no, and two (2) members were absent

XVIII. UNFINISHED BUSINESS - None

XIX. NEW BUSINESS

- Ms. Pell – Thank you for all your support and congratulations to the new board leadership.
- Ms. Pell – reviewed the delegate position and what it entails
- Ms. Ascoli – Thank you all for our progress and here for guidance.

XX. EXECUTIVE SESSION II - None

XXI. ADJOURNMENT

On a motion by Ms. Martinez seconded by Ms. Feiles and a unanimous roll call vote the Board adjourned the meeting at 6:34 pm.