

MISSION STATEMENT: We are committed to or exceeding the NJ Student Learning Standards at all grade levels in all areas, and providing a safe and supportive environment where all students are inspired, empowered, and encouraged to maximize their unique potential.

VISION STATEMENT: Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as valuable and contributing members of society.

WORKSHOP MEETING on November 14, 2016, Administration Building, 1 Crest Way, Aberdeen, NJ.

I. CALL TO ORDER

President, Ms. Esposito called the Regular Action Meeting to order at 7:00 pm.

II. PLEDGE OF ALLEGIANCE

III. STATEMENT OF ADEQUATE NOTICE

Ms. Esposito 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 advertised this meeting on December 19, 2015. This notice was sent to the Asbury Park Press, the Star Ledger, 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.”

IV. ROLL CALL

Present:	Ms. Anissa Esposito - President	Dr. Jeff Delaney - Vice President
	Mr. Kevin Ahearn	Mr. Weymouth Brittingham
	Ms. Allison Friedman	Ms. Kathleen Gentile

Absent: Mr. Kenneth Aitken, Ms. Tara Martinez, Ms. Joelle Nappi

Also Dr. Joseph Majka, Superintendent of Schools

Present: Dr. Karen Jones, Assistant Superintendent Curriculum and Instruction
Mr. Alex Ferreira, School Business Administrator/Board Secretary
Mr. Brian Walsh, Director of Personnel
Ms. Nelyda Perez, Director of Special Services

V. CURRICULUM AND INSTRUCTION

Dr. Jones reviewed the Curriculum and Instruction Agenda requesting that the Board take action this evening on Item A. The remainder of the items will be presented for action at the November 28, 2016 Regular Action Meeting.

A motion was moved by Dr. Delaney and seconded by Ms. Gentile.

Ms. Friedman had a question regarding the Community Outreach - Tree and Butterfly Garden.

B. OTHER

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the appointment of Debbie Gries to the District Evaluation Advisory Committee (DEAC) for the 2016-2017 school year. This is an addition to the appointments previously approved at the August 22, 2016 Board of Education Meeting.

Rationale: This resolution is a regulatory requirement (*N.J.A.C. 6A:10-2.2*), which requires each district board of education to establish a District Evaluation Advisory Committee to oversee and guide the planning and implementation of the school district board of education’s evaluation policies and procedures.

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Schillinger Educational Consultants to provide Rene T. Schillinger to the Matawan-Aberdeen Regional School District for five (5) full days of consulting services to establish two Clinical Classrooms of Best Practice at Lloyd Road School during the 2016 – 2017 academic year.

Rationale: Mr. Schillinger will work with two classroom teachers and the literacy coach at Lloyd Road and create two clinical classrooms. He will provide a sequence of support to the participating teachers and the literacy coach at the school in an effort to increase capacity among all participants around the proficiencies directly linked to student achievement.

Cost: \$9,000.00

Account #: 11-000-221-320-04-0000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following Grants from the Matawan-Aberdeen Educational Foundation for the 2016-2017 school year.

Title	Applicants	School	Amount Approved
Lego Wall	D. Lepre, L. Bauer & K. DiBrienza	CL/RD/ST	\$1,500.00
Community Outreach – Butterfly Habitat	D. Lasko	LR	\$400.00
Life/Daily Living Skills	D. Wilensky	MS	\$400.00
Finale Music Notation Software	L. Lorefice, & G. Wells	MS	\$350.00
Title	Applicants	School	Amount Approved
Sixth Grade Revolutionary Trunk Presentation	D. Miller & D. Tarrazzi	MS	\$1,500.00
Fit For the Future	N. Vasilenko	MS	\$1,739.00
The Influence of Temperature on the Production of Melanin Pigments in the Domestic Rabbit	R. Turley	HS	\$270.00
Electrical Conductivity Studies of the Human Body	P. Servidio, M.D.	HS	\$1,859.56
		TOTAL	\$8,018.56

C. SPECIAL SERVICES

1. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following student to attend the out of district placement for the 2016 – 2017 school year:

Student	Class	School	Reason	Cost	Effective Dates
162375	Multiply Disabled	Lakeview School	Per IEP	\$94,029.60	9/14/16-6/30/17 (retroactive)
158001	Autistic	Windsor Learning Center	Per IEP	\$64,050.00	9/12/16-6/30/17 (retroactive)
156581	Multiply Disabled	The Center School	Per IEP	\$67,038.00	9/7/16-6/30/17 (retroactive)

2. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve bedside instruction for the following student:

Student	Provider	Cost	Effective Dates
155761	*Education Inc.	\$35.00/hr.	10/24/16-11/7/16 (retroactive)
157661	*Education Inc.	\$35.00/hr.	11/2/16-11/16/16 (retroactive)

*Department of Education approved provider

Cost: NTE: \$7,000.00 **Account #:** 11-150-100-320-09-0000-0

3. The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following vendor on an as needed basis for the remainder for 2016 – 2017 school year:

Provider	Type of Service	Cost
Brett DiVovi & Associates, L.L.C	Registered Behavior Technician (RBT)	\$45.00/hr.

Cost: NTE: \$60,000.00 **Account #:** 11-000-217-320-09-0000-0

VI. PERSONNEL

Mr. Walsh reviewed the Personnel Agenda requesting that the Board take action this evening on Action Items 1 and 2. The remainder of the items will be presented for action at the November 28, 2016 Regular Action Meeting.

A motion was moved by Ms. Gentile and seconded by Ms. Friedman.

Ms. Gentile had a question regarding the required transportation training for IEPs.

A. RESIGNATION/RETIREMENTS

Policy: 4121.1 Individual Contracts Certificated Staff
4212.1 Individual Contracts Non-Certificated Staff

Name	Loc	Position	Reason	Date of Hire	Effective Dates
Raymond, Diana M	CO	Transportation Assistant Part Time	Resignation	09/01/09	11/18/16 (Retroactive)

B. LEAVE OF ABSENCE

Policy: 4151 Attendance Patterns
4151.1 Personal Illness and Injury/Health and Hardship

Name	Loc	Position	Type of Leave	With/W/O Pay	Effective Dates
Griggs, Samantha	CO	Bus/Van Driver	Personal Leave	Without Pay	10/05/16-10/06/16 (Retroactive)

Name	Loc	Position	Type of Leave	With/W/O Pay	Effective Dates
Baker, Kristin	LR	School Social Worker	Maternity Leave Disability Phase	With Pay	1/9/17-1/20/17
			FMLA	Without Pay	1/23/17-4/14/17
			Personal Leave	Without Pay and Without Benefits	4/17/17-6/23/17
Hughes, Susanne	LR	Teacher of Music	Maternity Leave Disability Phase	With Pay	1/16/17-3/15/17
			FMLA	Without Pay	3/16/17-5/31/17
Di Brienza, Kerri	ST	Librarian/Media Specialist	Maternity Leave Disability Phase	With Pay	1/3/17-2/27/17
			FMLA	Without Pay	2/28/17-3/17/17
Lenge, Tatiana	MA	Teacher of Mathematics	Personal Leave	Without Pay	11/9/16 (Retroactive)
O'Mullan, Claudia	LR	Occupational Therapist	Personal Leave	Without Pay	1/4/17

C. APPOINTMENTS

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

1. Appointments

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
TBD	CO	Transportation Coordinator	TBD	TBD (Pro-rated)	TBD	Schwegler (Resignation)	TBD-6/30/17
TBD	CO	Transportation Dispatcher	TBD + \$2,185.00 Stipend	TBD (Pro-rated)	TBD	Kaerer (Interim Position)	TBD-6/30/17
TBD	CO	Bus/Van Driver Part Time	TBD	TBD (Pro-rated)	TBD	Duke (Transfer)	TBD-6/30/17
TBD	CO	Bus/Van Driver Part Time	TBD	TBD (Pro-rated)	TBD	Lara (Transfer)	TBD-6/30/17
TBD	CO	Transportation Assistant Part Time	Step-01	\$20.00/Hour	TBD	Raymond (Resignation)	TBD-6/30/17
TBD	CL	Title I Math Teacher Part Time	TBD	TBD (Pro-rated)	TBD	New Position	TBD-6/30/17
TBD	CP	Teacher of Preschool	TBD	TBD (Pro-rated)	TBD	New Position	TBD-6/30/17
TBD	LR	Teacher of Music Replacement Position	TBD	TBD (Pro-rated)	TBD	Hughes (Maternity Leave)	1/16/17-5/31/17
TBD	LR	School Social Worker Non Child Study Team Replacement Position	TBD	TBD (Pro-rated)	TBD	Baker (Maternity Leave)	1/3/17-6/30/17
TBD	LR	Instructional Assistant Special Education	TBD	TBD (Pro-rated)	TBD	New Position	TBD-6/30/17
TBD	MA	Teacher of Special Education LLD	TBD	TBD (Pro-rated)	TBD	Portelli (Resignation)	TBD-6/30/17
TBD	MA	Teacher of Special Education	TBD	TBD (Pro-rated)	TBD	New Position	TBD-6/30/17

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
TBD	ST	Teacher of Music	TBD	TBD (Pro-rated)	TBD	Zomro (Retirement)	1/3/17-6/30/17
TBD	ST	School Librarian Media Specialist Replacement Position	TBD	TBD (Pro-rated)	TBD	Di Brienza (Maternity Leave)	1/3/17-3/17/17
TBD	TBD	Instructional Assistant Special Education	TBD	TBD (Pro-rated)	TBD	New Position	TBD-6/30/17

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

2. MARSD District Substitute

Category	Account Number
Transportation	11-000-270-160-11-0000-9
Matthews, Helen	Transportation Assistant

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

3. Practice SAT Proctors

Name	Position	Staff	Activity	Max Hours	Cost/ Hour	Total Cost	Location
1. TBD 2. TBD 3. TBD 4. TBD 5. TBD 6. TBD 7. TBD	Practice SAT Proctors	7	Proctors to support the Practice SAT Assessment being administered on Saturday November 19, 2016 from 7:30 AM – 11:30 AM at Matawan Regional High School.	28 (4-hours each)	\$35	\$980	CO

Account #:11-000-218-610-30-2103-0

4. College Student Observer/Teacher(s) 2016/2017 School Year

Name	College	Cooperating Teacher and/or Administrator	School/Area
Zelishovsky, Hannah	Western Governors University	Maiello, Regina	CL – Elementary All Subjects Student Teacher Fall 2016 Semester

Rationale: Student will be able to complete course work requirements toward degree and certification.

Cost: None to the Board

Effective Date: 2016/2017 School Year

5. Home Instruction

ID	Subject	School	Classroom Teacher	Home Instruction Teacher	Hours Per Week	No. of Weeks	Total Hours Per Subject/Class	Effective Dates
157607	Science	MAMS	Towle, Catherine	Towle, Catherine	2.5	2	5	11/1/16-11/16/16 (Retroactive)
157607	Social Studies	MAMS	Bebel, Helen	Bebel, Helen	2.5	2	5	11/1/16-11/16/16 (Retroactive)
157607	Math	MAMS	Wangen, Georgette	Wietecha, Corinne	2.5	2	5	11/1/16-11/16/16 (Retroactive)
157607	Language Arts	MAMS	Spafford, Dana	Greenman, Jessica	2.5	2	5	11/1/16-11/16/16 (Retroactive)

Account # 11-150-100-101-11-0000-1

6. Curriculum & Instruction Committee - Revisions

Name	Position	Staff	Activity	Max Hours	Cost/ Hour	Total Cost	Loc
1	K-12 World Language Curriculum Committee	8 World Language Teachers	Evaluate the district’s curricular revisions, program framework, and instructional resources. The guided professional development work sessions will take place at Central Office	6 hours maximum each	\$30	\$1,440	CO
2	K-5 English Language Arts Committee	14 12 Teachers (2 per grade level) and 2 literacy coaches	Evaluate the K-5 ELA curricular revisions, program framework, and instructional resources; take part in data analysis; conduct independent research as needed; may include development and delivering a BOE presentation. The guided professional development work sessions will take place at Central Office	9 hours maximum each	\$30	\$3,780	CO
3	K-5 Basic Skills Committee	14 12 Teachers (2 per grade level) and 2 literacy coaches	Evaluate the K-5 ELA basic skills program; may require data analysis; conduct independent research as needed; may include development and delivering a BOE presentation. The guided professional development work sessions will take place at Central Office	9 hours maximum each	\$30	\$3,780	CO
4	DRA-2 Committee	14 12 Teachers (2 per grade level) and 2 literacy coaches	Develop an online assessment resource for the district to aid in the scoring of DRA by identifying DRA exemplars from district responses	6 hours maximum each	\$30	\$2,520	CO

Account # 11-000-221-104-0000-2

7. Extra-Curricular/Hourly Activities - 2016/2017 School Year

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
Extra-Curricular Activities					
Solomon, Phillip	HS	Choreographer Spring Musical 11-401-100-100-11-0000-2	Co-Advisor	\$1,485.00	2016/2017 School Year
Pickell, Lee D’Agostino, Nicole	HS	Peer Buddy 11-401-100-100-11-0000-2	Co-Advisors	\$915.00 Each	2016/2017 School Year
TBD (Maternity Replacement for S. Hughes)	MA	Intra-Mural Bowling 11-402-100-100-11-0000-3	Coach	\$1045.00	2016/2017 School Year
Wilensky, Daniel D’Agostino, Nicole	MA	Peer Buddy 11-402-100-100-11-0000-3	Co -Advisor	\$915.00 Each	2016/2017 School Year
Hourly Activities					
Coccio, Isabelle	HS	Instructional Assistant One To One 11-401-100-100-11-0000-2	Aide	Per Diem	2016/2017 School Year
Mackey, Latieffa	HS	Instructional Assistant One To One 11-401-100-100-11-0000-2	Aide	Per Diem	2016/2017 School Year

8. Volunteers – Activities 2016/2017 School Year

Name	Location	Activity	Effective Date
Mellock, Megan	HS	Spring Track Winter Track	2016/2017 School Year

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

9. Staff Array Changes – 2016/2017 School Year

Name	Loc	Assignment	Loc	Assignment	Effective Date

10. Other

Nursing Services Plan 2016/2017 Preschool through Grade 12

Rationale: The Nursing Services Plan describes in detail the nursing services to be provided throughout the school district based on the needs of its students, potential emergency situations, basic nursing services requirements, and the assignment of medical staff to provide the services. Once the plan is developed, each district board of education shall annually adopt the school district’s Nursing Services Plan at a regular meeting pursuant to NJAC 6A:16-2.1

VII. POLICY

Mr. Walsh reviewed the Policy Agenda requesting the Board approve the first reading of the listed policies.

A motion was moved by Ms. Gentile and seconded by Ms. Friedman.

Ms. Gentile had questions on the Policy Agenda. Ms. Esposito had questions on language of linking two policies.

VIII. FINANCE/TRANSPORTATION

Mr. Ferreira reviewed the Finance Agenda requesting that the Board take action this evening on Item 1. The remainder of the items will be presented for action at the November 28, 2016 Regular Action Meeting.

A motion was moved by Ms. Friedman and seconded by Mr. Brittingham.

A. BUSINESS OPERATIONS

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

2. Payroll for October 2016 and Bills List for November 2016 (Available for review in Board Secretary’s Office)

Policy #6470 Payment of Claims

October 2016, Payroll	\$3,640,387.47
November 2016, Bills List	\$
TOTAL	\$

3. Transfer of Funds for October 2016 (Available for review in Board Secretary’s Office)

Policy # 6422 Budget Transfers

WHEREAS, N.J.A.C. 6A:23A-16.10(a)1 prohibits a district Board of Education from approving an encumbrance or expenditure that, when added to the total of existing encumbrances and expenditures, does not exceed the amount appropriated by the district board of education in the applicable line item account established pursuant to N.J.A.C. 18A:22-8.1., and

WHEREAS, N.J.A.C. 6A:23A-16.10(c)1 requires presentation of a report showing all transfers between line item accounts at every regular district board of education meeting,

NOW, THEREFORE BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the report of line item transfers for **October 2016** as presented.

4. S-1701 Reporting for October 2016
Board Secretary Report for **October 2016**

BE IT RESOLVED, that the Report of the Secretary to the Board of Education and the Report of the Treasurer of School Monies for **October 2016**, which are in agreement, be accepted as submitted and attached to and made part of the minutes of this meeting.

BE IT FURTHER RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education, pursuant to N.J.A.C. 6A:23A-16.10(c)4, certify that as of **October 31, 2016**, after review of the Board Secretary’s monthly financial reports (appropriations section) and Treasurer’s Report, and upon consultation with appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Alex Ferreira
Board Secretary

November 28, 2016
Date

5. Acceptance of Non-Public Security Aid Allocation

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept the 2016-2017 New Jersey Nonpublic School Security Aid Program allocation in the District total amount of \$9,000.00 with the nonpublic school allocation as follows:

Home Away From Home Academy	\$9,000.00
DISTRICT TOTAL	\$9,000.00

NONPUBLIC SCHOOL REQUEST(S) FOR SECURITY UNDER THE NJ NONPUBLIC SECURITY AID PROGRAM

WHEREAS, the Matawan-Aberdeen Regional School District has consulted with the administrator of each of the participating nonpublic school(s) located within the Public School District; and

WHEREAS, the Matawan-Aberdeen Regional School District has advised the nonpublic school(s) regarding the limit of funds available for the provision of security for the full-time pupils enrolled in the nonpublic school(s); and

WHEREAS, the Matawan-Aberdeen Regional School District is in agreement with the security services to be provided to the nonpublic school(s) within the limit of the funds that are available;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education approves the NJ Nonpublic School Security Aid Program Request Form(s) from the following nonpublic school(s):

Home Away From Home Academy	\$9,000.00
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AND BE IT FURTHER RESOLVED that the Board of Education approves the NJ Nonpublic School Security Aid Program Agreement will forward Certified Minutes of this Resolution with the Program Agreement to the Monmouth County Superintendent of Schools within the timelines set by the State DOE.

6. Acceptance of 2015-2016 Annual Audit and Related Corrective Action Plan

The Superintendent recommends the Matawan-Aberdeen Regional School District Board of Education accept the Audit Report for the 2015-2016 school year prepared by Suplee, Clooney & Company dated October 28, 2016 with 1 recommendation 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, with any corrective actions to be taken with respect to the recommendations contained in the Audit Report as submitted.

7. Change Order 1 – Select Exterior Door Replacement at MRHS

Contract	Select Exterior Door Replacement at MRHS - FVHD 4876	
Contractor	C&M Door Controls, Inc.	
Change Order Number	1	
Amount	-\$1,000.00	
Description	Credit for unused allowance	-\$1,000.00
	Total for Change Order # 1	-\$1,000.00

8. Receipt of Bids and Award of Contract for FVHD# 4804A/B/C/F – HVAC System Replacement at Four District Schools – Lloyd Road, Cliffwood, Cambridge Park and Ravine Drive Elementary Schools for the 2016-2017 School Year

WHEREAS, on November 15, 2016, the Matawan-Aberdeen Regional School District Board of Education (the “Board”) solicited bids for HVAC System Replacement at Four District Schools for the 2016-2017 school year (“the Work”); and

WHEREAS, on November 15, 2016, the following bid proposals were received and publicly read:

Lloyd Road Elementary School

Contract 1A – General Construction	TBD
Contract 1B – HVACR Work	
Contract 1C- Electrical Work	
Contract 1D – Single Overall	

Cliffwood Elementary School

Contract 2A – General Construction	TBD
Contract 2B – HVACR Work	
Contract 2C – Electrical Work	
Contract 2D – Single Overall	

Cambridge Park Elementary School & Ravine Drive Elementary School

Contract 3A – General Construction	TBD
Contract 3B – HVACR Work	
Contract 3C – Electrical Work	
Contract 3D – Single Overall	

Combined Single Overall for all Four Schools

Contract 4A – General Construction	TBD
Contract 4B – HVACR Work	
Contract 4C – Electrical Work	
Combined Single Overall Contract	

WHEREAS, after a full and comprehensive review of the project and the bids received, and upon recommendation by the Architect of Record Fraytak, Veisz, Hopkins, Duthie, PC and the Board Attorney the Board has determined that the lowest responsive and responsible bidder for the Work is **TBD**.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education hereby awards the Contract for Work in the above-referenced values and amounts to **TBD**, with principal offices located at **TBD**.

BE IT FURTHER RESOLVED, that the District professional staff take any and all action necessary to effectuate the purpose of the Resolution.

Account: TBD

9. Adoption of 2017-2018 Budget Calendar

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the Board of Education Calendar for the 2017-2018 School year. (**Finance Attachment #1**)

10. Adoption of the Matawan-Aberdeen Regional School District Purchasing Manual

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education adopt the 2016-2017 Matawan-Aberdeen Regional School District Purchasing Manual.

Rationale: The annually updated Purchasing Manual is provided to assist all Board of Education employees in the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contract Laws Title 18A:18A, et seq.;
- New Jersey Administrative Code N.J.A.C. 5:34 et seq.;
- Board of Education Policy;
- NJ QSAC;
- Local Finance Notices (NJ Division of Local Government Services); and
- Other federal and state laws and codes.

It has been designed to achieve three goals:

- Follow the law and Board policy on purchasing;
- Promote efficiency in the purchasing practices; and
- Achieve savings of money through proper purchasing practices.

11. Venue for Graduation 2017

The Superintendent recommends that the Matawan-Aberdeen Middle School and the Matawan Regional High School graduating classes of 2017 commencement exercises be held at the Recreation and Events Center located at Brookdale Community College, Lincroft, NJ.

12. Approval of use of Lloyd Road Elementary School as an Emergency Shelter

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve Home Away From Home Academy to use Lloyd Road School as their emergency shelter for the 2016-2017 school year, per State School Safety requirements.

13. Acceptance of Donation from a Matawan-Aberdeen Middle School Parent

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education accept a donation in the amount of \$2,000.00 from a Matawan-Aberdeen Middle School Parent, to support the Elevate Program for seventh grade students.

14. Routine Business Travel 2016-2017

Policy: # 6471 School District Travel

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education pursuant to Travel policy # 6471, approve the following staff for travel related to routine business for the 2016-2017 school year:

Name	Position	Total
Margaret Lazur	Interim Assistant Director of Special Services and Autism Programs	\$1500.00
Kim Cardinoza	Behaviorist	\$650.00

15. Fire and Evacuation Drills

The following Fire and Evacuation Drills occurred during October 2016:

School Name	Security Drill Type	Date & Time
Cambridge Park Pre-school	Fire Drill	10/7/16 @ 2:10 pm
Cambridge Park Pre-school	Evacuation	10/19/16 @ 1:16 pm
Strathmore Elementary School	Fire Drill	10/5/16 @ 10:00 am
Strathmore Elementary School	Evacuation	10/11/16 @ 10:00 am
Cliffwood Elementary School	Fire Drill	10/7/16 @ 11:05 am
Cliffwood Elementary School	Lockdown	10/24/16 @ 2:15 pm
Lloyd Road Elementary School	Fire Drill	10/24/16 @ 10:00 am
Lloyd Road Elementary School	Lockdown	10/27/16 @ 1:45 pm
Matawan-Aberdeen Middle School	Fire Drill	10/5/16 @ 1:40 pm
Matawan-Aberdeen Middle School	Bomb Threat	10/7/16 @ 8:45 am
Ravine Drive Elementary School	Fire Drill	10/7/16 @ 10:46 am
Ravine Drive Elementary School	Evacuation	10/11/16 @ 2:30 pm
Matawan Regional High School	Fire Drill	10/14/16 @ 8:25 am
Matawan Regional High School	Evacuation	10/16/16 @ 1:24 pm

IX. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS

There were none

X. ACTION ON AGENDA ITEMS

CURRICULUM AND INSTRUCTION

The following item was then approved by a unanimous roll call vote.

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

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.

PERSONNEL

Mr. Ahearn and Ms. Friedman abstained from Action Item # 1, HIB Report, therefore Item # 1 did not get approved.

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

1. HIB Report

The Superintendent recommends the approval of the Harassment, Intimidation and Bullying (HIB) Report as reported during Executive Session of the Matawan Aberdeen Board of Education Meeting of October 24, 2016.

Incidents Reported	Confirmed HIB Incidents
3	1

The following items were then approved by a unanimous roll call vote.

2. Appointments

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

Name	Loc	Position	Step	Salary/ Stipend	# Int	Replace Reason	Effective Dates
Greco, Dawn	LR	Instructional Assistant Special Education	Step-02	\$20,515.00 + \$1,485.00 BA Stipend = \$22,000.00 (Pro-rated)	6	New Position	11/28/16-6/30/17

Extra-Curricular – 2016/2017 School Year

Name	School	Activity	Position	2016/2017 Step/Stipend	Effective Date
Bowman, Jennifer (Replacing: J. Gallo resignation from position)	HS	Girls Basketball 11-402-100-100-11-0000-2	Assistant Coach	Step-01 \$6,310.00	2016/2017 School Year

POLICY

The following items were then approved by a unanimous roll call vote.

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

M indicates mandated by State law

Policy/Regulation #	Title
P 2415.30	Title I – Educational Stability for Children in Foster Care - New (M)
P 5305	Health Services Personnel (M)
R 5330	Administration of Medication – Revised (M)
P 8630	Bus Driver/Aide Responsibilities (M)
R 8630	Emergency School Bus Procedures (M)

FINANACE

A. BUSINESS OPERATIONS

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

1. Submission of the Annual Comprehensive Maintenance Plan and Form M-1

WHEREAS, the Department of Education requires New Jersey School Districts to submit a three-year Comprehensive Maintenance Plan and Form M-1 documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached documents 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 Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan and Form M-1 for the Matawan-Aberdeen Regional School District in compliance with Department of Education requirements.

XI. UNFINISHED BUSINESS

The Aberdeen Town will be working with the principals to find a location for the Tree and Butterfly Garden.

XII. NEW BUSINESS

Ms. Friedman inquired about training for grief counseling due to the recent death of a parent from our district.

The Board was given information about window painting similar to Freehold. This will be reviewed with the Strategic Plan Committee.

Ms. Esposito commented about the success of the open house for High School Academies.

XIII. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS

There were none.

XIV. EXECUTIVE SESSION

Be It Resolved, that a closed session be convened for the purpose of discussing Confidential Student Matters - HIB Report and Confidential Personnel Matters - Transportation. The subject matter of these discussions will be disclosed to the public when the reason for confidentiality subsides. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 5 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

It was moved by Ms. Friedman seconded by Ms. Gentile that the Board convene in Executive Session and approved by a unanimous voice vote at 7:28 pm.

The Board returned to Open Session at 7:50 pm.

XV. ADJOURNMENT

On a motion by Ms. Friedman seconded by Ms. Gentile and a unanimous roll call vote the Board adjourned the meeting at 7:51 pm.

Respectfully submitted,



Alex Ferreira
School Business Administrator/
Board Secretary

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING
NOVEMBER 14, 2016**

Curriculum and Instruction Attachment #1

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS- PARK	LODGING	MEALS/ MISC.	TOTAL	SUB YES/NO
Fallon, Curran	CL	11/21/2016	FEA Center Monroe Twp., NJ	Legally Compliant IEP's	\$150.00**	\$7.06**	\$0.00	\$0.00	\$0.00	\$157.06**	NO
Gallo, Maria	HS	11/21/2016	FEA Center Monroe Twp., NJ	Legally Compliant IEP's	\$150.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00**	NO
Kelly, Lauren	LR	11/21/2016	FEA Center Monroe Twp., NJ	Legally Compliant IEP's	\$150.00**	\$18.04**	\$0.00	\$0.00	\$0.00	\$168.04**	NO
Reinecke, Taylor	MS	11/21/2016	FEA Center Monroe Twp., NJ	Legally Compliant IEP's	\$150.00**	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00**	YES
Zibbell, Jamie	MS	11/21/2016	FEA Center Monroe Twp., NJ	Legally Compliant IEP's	\$150.00**	\$9.30**	\$0.00	\$0.00	\$0.00	\$159.30**	NO
Zeppilli, Elizabeth	HS	11/21/2016	FEA Center Monroe Twp., NJ	Legally Compliant IEP's	\$150.00**	\$8.55**	\$0.00	\$0.00	\$0.00	\$158.55**	YES
DiDio, Blair	MS	11/30/2016	FEA Center Monroe Twp., NJ	Crisis Response and Beyond The Role of the SAC	\$150.00*	\$5.35*	\$0.00	\$0.00	\$0.00	\$155.35*	NO
Caldwell, Shelia	CP	11/30/2016	Pine Manor Edison, NJ	Rutgers University Continuing Education Building a Culture of Health in New Jersey	\$85.00*	\$6.88*	\$0.00	\$0.00	\$0.00	\$91.88*	YES
Esposito, Anissa	CO	12/2/2016	Trenton, NJ	NJSBA Bargaining at the Table	\$149.00****	\$33.29****	\$0.00	\$0.00	\$0.00	\$182.29****	NO

**MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION COMMITTEE OF THE WHOLE MEETING
NOVEMBER 14, 2016**

NAME	BLDG	DATES	LOCATION	TITLE	REGIS FEE	MILEAGE MAX	TOLLS-PARK	LODGING	MEALS/MISC.	TOTAL	SUB YES/NO
Gentile, Kathleen	CO	12/2/2016	Trenton, NJ	NJSBA Bargaining at the Table	\$149.00****	\$25.97****	\$0.00	\$0.00	\$0.00	\$174.97****	NO
Nunziante, Marybeth	HS	12/5/2016	Monmouth Mall Eatontown, NJ	Regional Professional Development Academy Addressing Challenging Behaviors in the Classroom: The Importance of Motivational Strategies & High Interest Curriculum	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES
Ripple, Susan	CP	12/7/2016	Sheraton Eatontown, NJ	Summit Professional Education Recognizing the Warning Signs of Social Emotional Difficulties in Language Impaired Preschoolers	\$199.00*	\$0.00	\$0.00	\$0.00	\$0.00	\$199.00*	YES
Badalamenti, Elaine	CO	12/8/2016	Doubletree Inn Mount Laurel, NJ	NJASBO Chart of Accounts & Artemis Records Retention	\$75.00***	\$19.34***	\$0.00	\$0.00	\$0.00	\$94.34***	NO
Murphy, Tara	RD	12/9/2016	Crowne Plaza Monroe Twp., NJ	New Jersey Association of School Psychologists Winter Conference	\$175.00**	\$17.36**	\$0.00	\$0.00	\$0.00	\$192.36**	NO
Ferreira, Alex	CO	12/13/2016	Hilton Garden Rockaway, NJ	NJASBO Chart of Accounts & Artemis Records Retention	\$75.00***	\$4.34***	\$0.00	\$0.00	\$0.00	\$79.34***	NO
									TOTAL	\$2,112.48	

*Amount being charged to Account #20-270-200-500-0000-0

**Amount being charged to Account #20-250-100-890-09-0000-0

***Amount being charged to Account #11-000-251-580-11-0000-0

****Amount being charged to Account #11-000-230-585-11-0000-0

Substitutes costs will vary as follows: BA with Certification - \$118.50 per day; BA only - \$104.56 per day, NTE: \$592.50

REQUIRED ESTIMATES TO ABIDE BY LAW AND POLICY. ALL AMOUNTS ARE NOT TO EXCEED.



Matawan-Aberdeen Regional School District
Office of the School Business Administrator/Board Secretary

1 Crest Way, Aberdeen, New Jersey 07747
732-705-4016 ∞ 732-290-0553

Joseph G. Majka, J.D.
Superintendent of Schools

Alex Ferreira
School Business Administrator/
Board Secretary

2017/18 BUDGET CALENDAR

Month	Task
November	Review of Budget goals with Superintendent and Board of Education and approval of Budget calendar
	Admin Council 'concept' meeting
	Principals meet with staff and district administration to perform needs assessment
	Business Office begins review of contractual needs and projections
December	Principals and Department Supervisors submit budget figures to Business Office
January	Board of Education reorganization meeting
	District administration meetings with Budget managers
	District administration reviews draft budget
February	District administration reviews draft budget
	Discussion of tentative Budget with Board
	Governor's budget address and release of state aid
March	District administration reviews draft budget
	Discussion and adoption of tentative Budget with Board
	Submission of tentative Budget to the NJDOE County Office
April	NJDOE County Office
	Advertise budget for public hearing
	Public hearing and final Budget adoption by Board of Education
	Posting of user friendly budget
May	Certification of tax levy
	Final budget submission to the NJDOE County Office