

## REGULAR BUSINESS MEETING SEPTEMBER 12, 2012

### 1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, September 12, 2012 in the library of the W.R. Satz School, 24 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 8:00 p.m., by Mrs. Wetmore, Vice-President of the Board.

### 2a. Opening Statement

Statement is hereby made that adequate notice of this meeting was given by:

- Posting written notice prominently on the bulletin board in the Office of the Board of Education, 65 McCampbell Road, Holmdel, New Jersey, the District's website and sent to the four district schools.
- The mailing and/or hand delivery of said notice to the designated newspapers, Asbury Park Press, Independent, the PLG, PSG, PSA, PTSO, SAB presidents and student representatives to the Board.
- Filing with the Clerk of Holmdel Township, Police Headquarters and Public Library.

### 2b. Open Public Meetings Act

Meetings of the Board are open to the public and all members of the community should feel free to participate:

- There are two opportunities for the public to speak; the first is for agenda items only and the second is at the end of the meeting for other items.
- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

### 3a. Roll Call/Flag Salute

The following Board members were present: Mesdames: Wetmore, Liu, and Vander Woude and Messrs: Dr. Tai, DeSario, Pavlik and Sockol. Absent: Ms. Garrity and Mrs. Pascucci. Also present were Mrs. Barbara Duncan, Superintendent, Mr. Michael R. Petrizzo, CPA, Business Administrator/Board Secretary, Ms. Mary Beth Currie, Assistant Superintendent for Curriculum & Instruction and Mr. Martin Barger, Board Attorney. Ms. Isha Purang and Ms. Sara Stark, student representatives to the Board were present.

### 3b. Reading of Mission Statement

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all our students' efforts to meet and exceed the New Jersey Core Curriculum Content Standards, and to become responsible and resourceful citizens and life-long learners.

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- 4. Presentations – None
- 5. Approval of Minutes – None
- 6a. Questions from the Public (Agenda Items) – None
- 6b. Committee Reports(s)  
Dr. Tai-Curriculum & Instruction Committee
- 7a. Approval of Out-of-District Travel, District Personnel

Resolved: That the Board approve the Out-of-District Travel as authorized by the Superintendent under Policy 4233 Staff Member Expenses and in accordance with Regulation 4233 Staff Member Expenses, as listed below: [B]

**District Personnel**

| Date                   | Name          | Location                                    | Workshop/Meeting  | City/State        | Cost      |
|------------------------|---------------|---|---|-------------------|-----------|
| 01/24/13               | Axelrod, T.   | Administrator,<br>Indian Hill School        | Tenure Reform Staff<br>Accountability and Law   | Monroe Twp., NJ   | \$147.00  |
| 09/20/12               | Currie, M.    | Administrator,<br>District                  | NJEA/NJPSA Evaluation<br>Symposium  | West Windsor, NJ  | \$0.00    |
| 10/18/12 &<br>10/19/12 | Howard, A.    | Administrator,<br>W. R. Satz School         | Re-Thinking Leadership -<br>Coherence Matters   | Long Branch, NJ   | \$195.00  |
| 09/18/12-<br>09/25/12  | McCracken, J. | High School                                 | OSCE Election Mission<br>to Belarus   | Minsk, Belarus    | \$0.00    |
| 09/20/12               | Peart, M.     | Administrator,<br>District                  | NJEA/NJPSA Evaluation<br>Symposium  | West Windsor, NJ  | \$9.88    |
| 10/02/12               | Tosk, C.      | Social Worker,<br>W. R. Satz/Indian<br>Hill | Behavioral Interventions<br>for School Refusal:<br>Coordinated Interventions<br>for Family School and<br>Clinic | New Brunswick, NJ | *\$129.00 |
| 11/13/12               | Tosk, C.      | Social Worker,<br>W. R. Satz/Indian<br>Hill | Diagnostic Assessment<br>for Youth Anxiety &<br>Depressive Disorders  | Piscataway, NJ    | *\$129.00 |
| 10/17/12               | Wagner, B.    | Indian Hill School                          | 21st Annual American<br>Academy of Pediatrics<br>Conference   | Somerset, NJ      | \$195.00  |

\*Paid with NCLB Title II Funds, or IDEA

MOTION: Mr. Sockol SECOND: Mr. DeSario VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

- 7b. Approval of Student Trips

Resolved: That the Board approve the educational objectives, itinerary, rules and regulations regarding this trip are on file in the Office of the Superintendent of Schools and the appropriate Principal's Office.

| Date of Trip | School | Teacher/ Advisor | Class/Club/ Group | Destination City/State | Time        | Total Students | Total Chaperones | Total Cost |
|--------------|--------|------------------|-------------------|------------------------|-------------|----------------|------------------|------------|
| 09/24/12     | High   | Lewis, J.        | Shore Math        | Marlboro HS            | 2:40 p.m. – | 12             | 1 Teacher        | \$115.00   |

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|          |             |                |                    |                                    |                       |    |              |         |
|----------|-------------|----------------|--------------------|------------------------------------|-----------------------|----|--------------|---------|
|          | School      |                | League             | Marlboro, NJ                       | 5:05 p.m.             |    |              |         |
| 09/22/12 | High School | McCafferty, S. | Boys Cross Country | Wappingers Falls, Bowdoin Park, NY | 6:00 a.m. – 4:00 p.m. | 14 | 2 Chaperones | \$80.00 |

MOTION: Mr. Sockol SECOND: Mr. DeSario VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

7c. Approval of Staff Members as Presenters for Professional Development

Resolved: That the Board approve the following Staff Members as Presenters for Professional Development, retroactive from September 4, 2012.  
(Total cost to be paid by NCLB Grant).

| Staff Member     | Workshop   | Hours | Cost Per Hour |
|------------------|--|-------|---------------|
| Amanda Colannino | Handle with Care   | 3     | \$75.00       |
| Elizabeth Sheehy | Training for Monitors Assigned to Students with Vision Needs | 2.5   | \$75.00       |
| Michael Welter   | Handle with Care   | 3     | \$75.00       |

MOTION: Mr. Sockol SECOND: Mr. DeSario VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

7d. Acceptance of Non-Monetary Donation from the Holmdel Foundation for Educational Excellence

Resolved: That the Board accept with gratitude, a Non-Monetary Donation in the amount of \$52,000., from the Holmdel Foundation for Educational Excellence to purchase and install the following items for a digital surround sound system for the High School Auditorium. [D]:

- Yamaha All-Digital LS932 Mixing Board – (the “heart” of the system, the new soundboard moves us to a digital format.)
- Ethersound Digital Network Stagebox – (this will connect the sub-woofer speaker to the mixing board and will allow for fuller bass sound in auditorium.)
- 12 Space Wall Rack with Back Door with Plexi – (this is for eight new wireless microphone receivers – it will be installed next to the soundboard.)
- Two Speakers and a Sub-Woofer – (this is for the “surround sound” and will be mounted on the walls and the stage of the auditorium.)
- Bodypack Transmitters and Handheld Microphones – (these are eight new wireless microphones, handheld and body for the students to use during a show.)

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

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### 8a. Report of the Superintendent

#### **District:**

The first Back to School Night was held on Monday September 10, 2012 at Village School. Many families took advantage of the opportunity to sign up for E-Alert. We now have over 1,100 people signed up for the E-Alert program!

The Buildings and Grounds and the Custodial Crew did a tremendous job in preparing the buildings and school grounds for a very successful school opening.

#### **Village School:**

Village School had a great opening for the children. A huge thank you to the parents for assisting with arrival procedures for the first three days. Additionally, a huge thank you to our amazing staff for doing such a nice job helping our students feel comfortable as they begin a great year at Village School!

#### **Indian Hill School:**

Indian Hill students enjoyed a successful first week of school. Students were excited to meet their new teachers and settle in with their peers. All three grade levels attended a class meeting with Mrs. Axelrod and Mr. Ferrarese to welcome students and set the tone for a successful new year while reviewing the expectations for Indian Hill School.

Indian Hill School literacy teachers will participate in an upcoming Writers Workshop kickoff. This event will guide our teachers as they infuse the new writing initiative into their classroom programs. This will be the first of several workshops that will take place throughout the year.

Indian Hill's band and chorus programs begin next week. All new and returning students will be joining Mrs. Thomas' chorus and Mrs. McCarthy's band for a musical new school year.

#### **Satz School:**

In keeping with the District Character Education Goal and to help promote positive behavior, Satz School is participating in an initiative called, "Catch You Being Good." The basic idea is that anytime a staff member sees one of our students doing something good, they get a "Catch You Being Good" coupon. The coupons are brought to the main office, where the students will have their pictures taken and placed on our "Wall of Fame" for the month. Every Friday, all students who have earned a coupon that week will also get their names announced over the PA system. At the end of each month, each student who has earned a coupon for that month will be eligible to have his/her name placed in a raffle to win four movie passes to the Rave Theater in Hazlet. Students can take three of their friends or their family out to a night at the movies free.

#### **High School:**

Holmdel High School enjoyed an extremely successful opening of school last week and welcomed its 40<sup>th</sup> senior class, the Class of 2013! The "spirit" in the school was positive and very up-beat!

We welcomed the freshman class to HHS last week and today, they had their first Outreach Meeting on Wednesday, September 12, 2012 with Transitions Leaders.

We welcomed the new Assistant Principals, Mr. Bonner and Ms. England. They both have assimilated well to Holmdel and have made a positive impression on students, parents, and staff alike.

#### **Sports:**

Congratulations to the many Fall Sports teams that have gotten off to strong starts. Several of the teams have garnered local and state recognition, including Girls Tennis, Boys and Girls Cross Country, Boys

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Soccer, Field Hockey and Gymnastics. The Football team scored the “upset of the week” when they defeated Barnegat (21-0) to open their season last Friday, September 7, 2012.

The Superintendent reported on the following current student enrollment: 3,081

|                             |                           |
|-----------------------------|---------------------------|
| Village School.....822      | W.R. Satz School .....506 |
| Indian Hill School .....732 | High School.....1,021     |

8a-1. Report of Student Representatives to the Board

Both Student Representatives reported out on student matters.

Resolved: That the Report of the Superintendent and Student Representatives are hereby accepted and filed by the Board Secretary.

MOTION: Show of Hands to Accept – All Approved  
Absent: Ms. Garrity & Mrs. Pascucci

8b. Personnel

8b-1. Approval of Appointment of Teachers as Mentors for Provisional Staff

Resolved: The Board approve the appointment of the following Teachers as Mentors for Provisional Staff Members at the State recommended rate shown below, for the 2012/2013 School Year (mentor fees paid by provisional teacher and if necessary are prorated).

| Mentor            | Novice Payment | Novice Teacher     | Location            |
|-------------------|----------------|--------------------|---------------------|
| Michelle Davidson | \$550          | Bryan DeNovellis   | Holmdel High School |
| Elliot Cohen      | \$275          | Karin Swan         | Holmdel High School |
| Regina Bandini    | \$550          | Melissa Murphy     | Holmdel High School |
| Regina Bandini    | \$220          | Claudine Sportelli | Holmdel High School |
| Marianne Connelly | \$440          | Nora Bosmans       | Holmdel High School |
| Maria Farinella   | \$275          | Denise Yonezuka    | Indian Hill School  |
| Kevin McCarthy    | \$220          | Rachel Rubinstein  | Indian Hill School  |

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8b-2. Approval of Leave of Absence Lunchroom/Playground Aide and Bus Monitor, Indian Hill School

Resolved: That the Board approve a Leave of Absence for Elma Hoganson, Lunchroom/Playground Aide and Bus Monitor, at Indian Hill School, without benefits, as follows:

- Effective September 18, 2012 through September 28, 2012 using 8 sick days
- Medical Leave effective October 1, 2012 through October 21, 2012 without pay

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

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8b-3. Approval of Volunteer, Boys Soccer Team, Holmdel High School

Resolved: That the Board approve Eric Hinds as a Volunteer for the Boys Soccer Team, Holmdel High School, for the Fall 2012 season.

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8b-4. Approval of Volunteer, Boys Cross Country Team, Holmdel High School

Resolved: That the Board approve Alan McCafferty as a Volunteer for the Boys Cross Country Team, Holmdel High School, for the Fall 2012 season, pending criminal history review.

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8b-5. Appointment of Day-To-Day Substitute Clerical Personnel

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Clerical Personnel effective September 13, 2012 through June 30, 2013. [B]

Sharon Beagan

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8b-6. Appointment of Day-To-Day Substitute Clerical and Substitute Lunchroom/Playground Aide

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Clerical and Substitute Lunchroom/Playground Aide effective September 13, 2012 through June 30, 2013. [B]

Sara Lepore

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8b-7. Appointment of Day-To-Day Substitute Special Education Monitor

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Special Education Monitor effective September 13, 2012 through June 30, 2013. [B]

Mallory Bartlett

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

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8b-8. Appointment of Day-To-Day Substitute Bus Monitor

Resolved: That the Board approve the appointment of the following as a Day-to-Day Substitute Bus Monitor effective September 13, 2012 through June 30, 2013. [B]

Barbara Lynch

MOTION: Dr. Tai SECOND: Mr. Sockol VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8c. Student Matters

8c-1. Acceptance of Harassment, Intimidation and Bullying Report

Resolved: That the Board move to accept the Superintendent's Report on Harassment, Intimidation and Bullying (from prior month).

Mrs. Duncan reported the following (8/29/2012 – present):

| School              | # of Incidents | Notes |
|---------------------|----------------|-------|
| Village School      | 0              |       |
| Indian Hill School  | 0              |       |
| W.R. Satz School    | 0              |       |
| Holmdel High School | 0              |       |

MOTION: Dr. Tai SECOND: Mr. Pavlik VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

8c-2. Approval of Student Placements

Resolved: That the Board approve the placements for the following students:

Department of Special Services  
Out-of-District Placements

| Student ID | Services        | Classification | Cost   |
|------------|-----------------|----------------|--|
| 4978903864 | Out-of-District | AT             | \$58,946.04  |
| 6103518540 | Out-of-District | AT             | \$58,946.04 plus<br>\$28,470.00 for extraordinary services |
| 2779674316 | Out-of-District | MD             | \$58,946.04  |
| 9380196952 | Out-of-District | MD             | \$58,946.04 plus<br>\$28,470.00 for extraordinary services |
| 3566300328 | Out-of-District | ED             | \$26,239.00  |

MOTION: Dr. Tai SECOND: Mrs. Liu VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

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9. Business Administrator/Board Secretary's Report and Recommendations

9a. Approval of Discarding Textbooks – Village School

Resolved: That the Board approve the discarding of outdated Textbooks no longer in use at the Village School.

| Title                            | Grade Level | Publisher                    | Copyright | Total # | Reason   |
|----------------------------------|-------------|------------------------------|-----------|---------|----------|
| Start Smart Activity Book        | First       | MacMillan-McGraw Hill        | 2007      | 55      | Outdated |
| Treasures Practice Book A        | First       | MacMillan-McGraw Hill        | 2007      | 100     | Outdated |
| Treasures Spelling Book          | Third       | MacMillan -McGraw Hill       | 2007      | 31      | Outdated |
| Treasures Spelling Practice Book | First       | MacMillan-McGraw Hill        | 2007      | 11      | Outdated |
| Treasures Grammar Practice Book  | First       | MacMillan-McGraw Hill        | 2007      | 12      | Outdated |
| Treasures Practice Book B        | First       | MacMillan-McGraw Hill        | 2007      | 69      | Outdated |
| Treasures Practice Book O        | Second      | MacMillan-McGraw Hill        | 2007      | 52      | Outdated |
| Treasures Spelling Practice Book | Second      | MacMillan-McGraw Hill        | 2007      | 22      | Outdated |
| Treasures Grammar Practice Book  | Second      | MacMillan-McGraw Hill        | 2007      | 20      | Outdated |
| Wordly Wise 3000 Book 3          | Third       | Educators Publishing Service | 2007      | 67      | Outdated |
| Math in Focus 2A-1               | Second      | Marshall Cavendish Education | 2009      | 1       | Outdated |

MOTION: Mr. Sockol SECOND: Mr. DeSario \_VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

9b. Approval of Budget Transfers- 2012/2013

Resolved: That the Board approve the 2012/2013 Budget Transfers as listed on attachment T-13-04.

MOTION: Mr. Sockol SECOND: Mr. DeSario \_VOTE: 7-0  
Absent: Ms. Garrity & Mrs. Pascucci

10. Old Business

- Board Goals 2012/2013  
Mrs. Wetmore inquired if the Board has any questions/comments regarding the 2012/2013 Board goals. Mr. Sockol requested a copy of the revised version for final review. Mrs. Wetmore stated that she would speak with Ms. Garrity and they will send another copy to the Board for final review/discussion at the next Board meeting.
- Mrs. Wetmore reported out to the Board the information she obtained from the Monmouth County School Boards meeting she attended last week. She provided an overview of the following topics discussed; Regional Achievement Centers (RAC), Evaluation Process, HIB, QSAC and the new windows based budget software (for the 13/14 budget).



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### 11. New Business

- Policies for discussion:
  - #2363 Pupil Use of Privately - Owned Technology
  - #3282 Teaching Staff Members, Use of Social Networking Sites
  - #4282 Support Staff Members, Use of Social Networking Sites

It was agreed that this topic will be discussed at the next Board meeting

- Hiring Process for Schedule B's and Volunteers – Concerns  
Mrs. Duncan provided an overview as to why it was important to discuss this topic. She then requested Mrs. Peart to provide the details for this matter. Mrs. Peart explained the specific concerns that have materialized since the district implemented the change in the hiring process. After much discussion among the Board and Administration regarding this matter, the group consensus was the following;
  - Full Year Schedule B's – To be appointed in June (August the latest)
  - Fall & Winter Schedule B's – To be appointed in June
  - Spring Schedule B's – To be appointed in September
- Mr. Pavlik spoke positively regarding his experience serving as the greeter for kindergarten students. He thanked the Teachers, Administration and Mrs. Collins/ Transportation Department for an excellent start to the school year.

### 12. Questions from the Public - None

### 13. Executive Session (if required) - None

### 14. Adjournment

By a unanimous voice vote the meeting adjourned at 9:16 p.m.

Respectfully Submitted,

Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary