

SPECIAL BUSINESS MEETING MARCH 2, 2011

1. Call to Order

The Board of Education, Township of Holmdel, met in Special Business Meeting on Wednesday, March 2, 2011, in the library, Wm. R. Satz School 24 Crawfords Corner Road, Holmdel, New Jersey. The meeting was called to order at 8:04 p.m., prevailing time, by Dr. Ray M. Tai, 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, 4 Crawfords Corner 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: Garrity, Liu, Pascucci, Vander Woude and Wetmore and Messrs: Tai, Pavlik and Sockol. Absent: Mr. Collins. 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. Niriksha Kannan and Mr. Alexander Ching student representatives to the Board were present (both left at 9:16 p.m.).

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.

4. Presentation(s) State Testing Report – Ms. Currie

There were general questions from the Board regarding the presentation. Ms. Currie responded accordingly.

Once the discussion ended among the Board, Dr. Tai recognized comments from the public.

Mr. Lipman thanked Ms. Currie for the presentation and commented how well the District was performing.

5a. Approval of Minutes

Resolved: That the Board approve the minutes of the following meeting:

Closed Executive Session Meeting – February 2, 2011

MOTION: Ms. Garrity SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Collins

5b. Approval of Minutes

Resolved: That the Board approve the minutes of the following meeting:

Special Business Meeting/Board Retreat – February 2, 2011

MOTION: Ms. Garrity SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Collins

5c. Approval of Minutes

Resolved: That the Board approve the minutes of the following meeting:

Special Closed Executive Session Meeting – February 9, 2011

MOTION: Ms. Garrity SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Collins

5d. Approval of Minutes

Resolved: That the Board approve the minutes of the following meeting:

Closed Executive Session Meeting – February 9, 2011

MOTION: Ms. Garrity SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Collins

5e. Approval of Minutes

Resolved: That the Board approve the minutes of the following meeting:

Regular Business Meeting – February 9, 2011

MOTION: Ms. Garrity SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Collins

6a. Questions from the Public (Agenda Items)

Dr. Shelton thanked the Board for listing items under Old and New Business.

6b. Committee Reports(s)

The following committee report was given:

Curriculum & Instruction Committee Mrs. Pascucci

Discussion: Mr. Sockol inquired what the financial impact would be if the applicable students could not pass the exam and had to retake classes. He also asked how many students are talking algebra.

7. Committee of the Whole

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	City/State	Cost/Mileage
04/09/11 - 04/14/11	Acquaviva, M.	Building & Grounds	School Dudes University	Myrtle Beach, SC	\$1,493.20

Discussion: Mr. Sockol stated that although this conference has been attended/approved in the past, and at a greater expense, he still has not been provided with an explanation as to why this training is required and there is no other options.

Mrs. Vander Woude also stated that she is concerned with the cost and that she researched the training classes offered by School Dudes and stated there are other options (like webinars).

Mrs. Duncan provided a response as to why she supported /approved this item.

Mrs. Vander Woude referenced her concerns with the applicable policy/regulation for professional development/travel and stated the goal is to attend training as close to the District as possible.

Dr. Tai explained his rational as to why he was comfortable with approving this item.

Mrs. Pascucci expressed her concerns with this item based on the location and cost of the conference.

Mrs. Wetmore explained her rational why she was comfortable approving this item.

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 4-4
Absent: Mr. Collins

The following roll call vote was taken:

AYES: Dr. Tai, Ms. Garrity, Mrs. Wetmore and Mrs. Liu
 NAYS: Mrs. Vander Woude, Mrs. Pascucci, Mr. Sockol and Mr. Pavlik
 ABSENT: Mr. Collins

Motion did not pass

The following roll call vote was taken to approve Out-of-District Travel – District Personnel

District Personnel

Date	Name	Location	Workshop	City/State	Cost/Mileage
03/07/11	White, W.	Building & Grounds	Rutgers University Central Jersey Turf & Ornamental Institute	Manalapan, NJ	\$45.00

MOTION: Ms. Garrity SECOND: Mr. Sockol VOTE: 8-0
 Absent: Mr. Collins

7b. Approval of 2011 Summer Sports Camps

Resolved: That the Board approve the 2011 Summer Sports Camps from June 27, 2011 through August 4, 2011, Monday through Thursday, in accordance with the program brochure for students, at no cost to the Board.

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 8-0
 Absent: Mr. Collins

8a. Report of the Superintendent - None

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

Both student representatives reported out on student matters.

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

MOTION: Show of Hands to Accept – All approved
 ABSENT: Mr. Collins

8b. Personnel

8b-1. Approval of Appointment of Temporary Leave Replacement, Special Education Teacher, Holmdel High School

Resolved: That the Board approve the appointment of Tara Goldheimer, to the position of Temporary Leave Replacement, Special Education Teacher, Holmdel High School, effective retroactive to February 7, 2011 through June 30, 2011, Step 1 BA, at a salary of \$48,555 (prorated). [S. Soldi - Leave] - [B]

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 8-0
 Absent: Mr. Collins

8b-2. Approval to Rescind Appointment, Lacrosse Assistant Girls Coach, Holmdel High School

Resolved: That the Board approve to rescind the appointment of Megan Sweeney, as Lacrosse Assistant Girls Coach, Holmdel High School, for the 2010/2011 school year.

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 8-0
Absent: Mr. Collins

8c. Student Matters - None

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

9a. Approval of Travel and Related Expense Reimbursement 2011/2012

WHEREAS, the Holmdel Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$70,850 for all staff and board members.

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 8-0
Absent: Mr. Collins

9b. Adoption of Tentative Budget 2011/2012

BE IT RESOLVED that the tentative budget be approved for the 2011/2012 School Year using the 2011/2012 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL	SPECIAL	DEBT	
	<u>FUND</u>	<u>REVENUES</u>	<u>SERVICE</u>	<u>TOTAL</u>
2011-12 Total Expenditures	\$50,969,575	\$1,441,403	\$3,113,858	\$55,524,836
Less: Anticipated Revenues	<u>3,081,498</u>	<u>1,441,403</u>	=	<u>4,522,901</u>
Taxes to be Raised	\$47,888,077	\$ -	\$3,113,858	\$51,001,935

And to advertise said tentative budget in the Asbury Park Press, in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held in, Holmdel, New Jersey on March 29, 2011 at 8:00 PM, for the purpose of conducting a public hearing on the budget for the 2011/2012 school year.

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 8-0
Absent: Mr. Collins

9c. Approval of Machine Ballot Question 2011/2012

Resolved: That there should be raised for General Funds \$47,888,077 for the ensuing School Year (2011/2012)

MOTION: Mrs. Wetmore SECOND: Ms. Garrity VOTE: 8-0
Absent: Mr. Collins

9d. Drawing for Ballot Position

Recommend the Holmdel Township Board of Education hold the drawing for Ballot Positions for the April 27, 2011, Annual School Board Election, on Thursday, March 17, 2011, at 3:00 p.m., prevailing time, in the Office of the Board Secretary, 4 Crawford's Corner Road, Holmdel, New Jersey.

MOTION: Mrs. Wetmore SECOND: Mr. Sockol VOTE: 8-0
Absent: Mr. Collins

10. Old Business –

- State of the District

Mr. Sockol stated he is collecting information from the applicable Board members for the slides they were assigned.

Ms. Garrity proposed a revision to the Budget Goal and suggested that more material be placed on the slides for people who may not attend the State of the District presentation, but wish to read more detail about the event.

Mr. Sockol stated that the revision sounds good, but his concern is that it is too long. He recommended that we post notes at the bottom of the slide. He also stated, we can add audio notes with the presentation.

Mrs. Liu/Mrs. Duncan asked for confirmation on the State of the District flyer. The Board approved moving forward with the flyer.

- Board Self Evaluation

Dr. Tai asked if there are any requests/changes to the form used for the evaluation. There were none, therefore, the Board will use the same evaluation form.

11. New Business –

- Transportation Report

Mr. Petrizzo stated the following;

At the September 29, 2010 Board Meeting, the Board approved Transportation Advisory Services (TAS) to perform a student transportation efficiency study for the district. TAS was hired to perform this study because of their 24 years of experience in providing these services for over 400 school districts throughout 19 states.

TAS was notified of the District's acceptance of their proposal in September, 2010. Subsequent to this acceptance the following activities were undertaken as part of the analysis;

1. TAS submitted to the District a detailed request for background information and program specifics in order to form a basis for the review.
2. The on-site visit was scheduled to conduct interviews with stakeholders, and to follow-up with any questions that arose during TAS's review of the data submitted.
3. On October 27th-28th, the TAS Project Consultant was in the District conducting the following meetings/interviews;
 - a. A meeting with the Business Administrator. This meeting was designed to provide TAS with a greater understanding of the scope of the engagement, while also allowing TAS an opportunity to discuss various options available to the District. TAS also met the Superintendent, who expressed her support of the engagement.
 - b. A meeting was then held with the Assistant to the Director of Plant, Operations and Maintenance who is responsible for transportation, followed by a tour of the office/garage and a discussion with the Mechanic. TAS met the next day with the Director of Plant Operations and Maintenance, who oversees the transportation program.
 - c. TAS met the Mechanic and office staff, and interviewed the Drivers that were available prior to their afternoon runs, to gather their input about the operations.
 - d. TAS met with the Athletic Director and the Special Services Director to gain their perspectives about the services provided to their departments.

- e. A meeting was held with the contractors that serve the District; phone calls were made to those that could not attend.
 - f. Follow up meetings were held with the Assistant to the Director of Plant, Operations and Maintenance to review notes and clarify information provided.
4. Numerous additional documents and analyses were provided by the District in response to questions raised during the analysis process. Throughout this review numerous items were discussed or provided through the use of telephone conversations, or email.
 5. The TAS report is intended to serve as an advisory document and resource for the District, and as such it should be reviewed and evaluated by the District for its applicability to the circumstances at the time of review.

Based upon the findings of the report, TAS' recommendation is to fully contract out the remaining 40% of the District's transportation operations. The District would sell the rest of the fleet and terminate employment with the affected staff members. The contractors would be responsible for providing a fleet, facility, and staff (consistent with what is currently being done for 60% of the District's transportation services provided).

Actual savings cannot be determined until vendors submit bids, but allowing for differences in actual route bids submitted, the District could expect savings of \$455,000 for the current 13 route buses being operated by the District.

The District will also receive a one-time cash infusion from the sale of the fleet.

Mr. Petrizzo also stated that the TAS review has been discussed many times at the B&G and B&F committee meetings and reported out accordingly. He then opened the discussion up to the board for comments.

There were no Board comments.

On motion of Mrs. Wetmore and seconded by Mr. Pavlik the following roll call vote was taken to accept the transportation report prepared by TAS.

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 8-0
Absent: Mr. Collins

- School Voucher Bill

Dr. Tai explained that he was contacted directly by Ms. King, HTEA President, to pass a resolution opposing the school voucher bill. However, since there was no details provided and administration was not aware of the request, the Board needed more information on the applicable bill Ms. King was referencing. Dr. Tai said he would respond to Ms. King and request additional information regarding this matter.

- Reach Across America

Mr. Sockol spoke about the positive experience he had being able to come with the school and interact with the children. He stated that it was a very positive/inspiring experience.

Mrs. Wetmore updated the Board that Community Day will be on April 30, 2011.

Mrs. Vander Woude inquired as to what was the status with Vonage and their interest in working with the District to raise funds for books.

12. Questions from the Public

Mr. Lipman spoke about the school voucher bill and recommended that the District not take any action with this bill since it has no impact on this District.

Dr. Shelton recommended that we review the feedback from the staff who attended the prior year conference to assess how effective the training was.

Dr. Shelton stated that he feels the annual cost of the taxes (as it relates to the school district) should also be shown in total and not only the increase.

Dr. Shelton also commented that he was glad to hear of the positive experiences the Board members expressed regarding the school visit.

13. Executive Session (if required) None

14. Adjournment

By a unanimous voice vote the meeting adjourned at 9:58 p.m.

Respectfully submitted,

Michael R. Petrizzo, CPA
Business Administrator/Board Secretary