

## REGULAR BUSINESS MEETING – SEPTEMBER 7, 2011

### 1. Call to Order

The Board of Education, Township of Holmdel, met in Regular Business Meeting on Wednesday, September 7, 2011 in the library of the W.R. Satz School, 24 Crawfords Corner Road, Holmdel New Jersey. The meeting was called to order at 7:30 p.m., by Ms. Garrity, 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, Wetmore, Liu, Pascucci, and Vander Woude and Messrs: DeSario, Pavlik, and Sockol. Absent Dr. Tai. 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. Mr. Alexander Ching and Ms. Isha Purang 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.

### 4. Presentation- The "New" District Website – A. Gattini

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5e. Approval of Minutes- Regular Business Meeting – June 29, 2011

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

Regular Business Meeting – June 29, 2011

MOTION: Mrs. Wetmore SECOND: Mr. Pavlik VOTE: 7-0-1  
Absent: Dr. Tai  
Abstained: Mrs. Liu

6a. Questions from the Public (Agenda Items) - None

6b. Committee Reports(s)

Community Relations – Mrs. Liu

Buildings & Grounds – Mr. Pavlik

After the B&G report was completed, there was follow up discussion on the topic of bus aides and the fact that the three open positions would not be filled by the bus aides who held the position in 2010/2011. After much discussion among the Board regarding this matter, the following resolution was proposed / approved:

Resolved: That the Board temporarily covers the open bus aide positions utilizing contracted aides and post these three positions externally with the intent of hiring bus aides that are district employees.

MOTION: Mrs. Pascucci SECOND: Mr. Sockol VOTE: 8-0  
Absent: Dr. Tai

Curriculum & Instruction- Ms. Garrity

7. Committee of the Whole

7a. Approval of Submission of the Bilingual/ESL Three Year Program Plan

TABLED

Resolved: That the Board approve the submission of the Bilingual/ESL Three Year Program Plan, for 2011-2014, as on file in the Office of the Superintendent.

MOTION: Mrs. Vander Woude SECOND: Mr. Pavlik VOTE 0  
Absent: Dr. Tai

Roll Call vote to Table Resolution:

MOTION: Mrs. Vander Woude SECOND: Mr. Pavlik VOTE 8-0  
Absent: Dr. Tai

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Date	Name	Location	Workshop/Meeting	City/State	Cost
10/27/11	Bligh, L.	Village School	Executive Function Skills	Lawrenceville, NJ	\$0.00
10/12/11	Bradley, K.	Indian Hill School	NJ Science Convention	Somerset, NJ	\$125.00
11/03/11 11/05/11	Currie, M. B.	Administrator Central Office	Leave Nothing to Chance 2011 National Conference Education Trust	Arlington, Va.	\$375.00
09/23/11	Currie, M. B.	Administrator Central Office	New Jersey Assn. Federal Program Admin. (NJAFPA)	Eatontown, NJ	\$0.00
09/01/11	Deak, W.	HVAC/ Maintenance	Pested Control On-line Course	South Amboy, NJ	\$60.00
10/20/11	Deak, W.	HVAC/Maintenanc e	Ambient Water Treatment for Cooling Towers	New Brunswick, NJ	\$195.00
10/05/11	Graham, B.	Maintenance	Electrical Course	Toms River, NJ	\$385.00
09/16/11	Harris, L.	Central Office	Review and Update of the New Pension Law	New Brunswick, NJ	\$99.00
10/06/11 10/07/11 01/13/12	Hughes, D. A.	W. R. Satz School	Post Traumatic Stress Management (PTSM) Training for School and Community-Based Responders	South Plainfield, NJ	*\$155.00
10/03/11	King, D.	W. R. Satz School	AENJ Conference The Power of Art	New Brunswick, NJ	\$183.56
10/21/11	Kousoulis, M.	High School	Teaching About Asia Workshop for K-12 Teachers	Princeton, NJ	\$15.00
10/03/11	Lazar, A.	High School	AENJ Conference The Power of Art	New Brunswick, NJ	\$183.64
10/13/11 10/14/11	Lieberman, B.	Village School	Autism New Jersey Annual Conference	Atlantic City, NJ	*\$365.00
10/06/11 10/07/11 01/13/12	Moran-Kudisch, C.	High School	PTSM Training & Psychological First Aid	South Plainfield, NJ	*\$155.00
09/16/11	Panepinto, J.	Central Office	Review and Update of the New Pension Law	New Brunswick, NJ	\$99.00
09/15/11	Swensen, E.	Administrator High School	HSPA District Testing Coordinator Training	Maple Shade, NJ	\$0.00
10/06/11 10/07/11 01/13/11	Tosk, C.	W. R. Satz School	Post Traumatic Stress Management (PTSM) Training for School and Community-Based Responders	South Plainfield, NJ	*\$155.00
10/26/11	Wagner, B.	Indian Hill School	20th Annual APP/NJ School Health Conference	Somerset, NJ	\$175.00

\*Paid with Title II Funds or ARRA, IDEA Grants

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MOTION: Mrs. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

7i. Approval of Amended Job Description to Lead Teacher

Resolved: That the Board approve the amended job description from Teacher in Charge, Indian Hill, to Lead Teacher. As per attachment 7i.

Discussion: Mrs. Duncan provided an overview regarding the rationale for this job description/position. Mrs. Vander Woude asked for clarity regarding certain criteria within the job description and also inquired as to the cost of the position. Mrs. Duncan responded accordingly.

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

8a. Report of the Superintendent

Dear Members of the Holmdel School Community:

The final preparations for the new school year are complete, the buildings sparkle, educators put the final touches on new curriculum guides and the youngsters are beginning to prepare for a year filled with new activities, new learning goals, and new friendships.

To help you plan your activities for the 2011/12 school year, the district 12 month calendar can be found on our web page and will be mailed home shortly.

Back to School Nights are as follows:

Indian Hill

Monday, September 12<sup>th</sup> - 7:00 – Gr. 4

Monday, September 19<sup>th</sup> - 7:00 – Gr. 5

Monday, September 26<sup>th</sup> - 7:00 – Gr. 6

Village

Thursday, September 15 – 7:00 – Gr. Pre-K, K & 1

Tuesday, September 20 – 7:00 – Gr. 2 & 3

WRS

Thursday, September 22 – 7:00

HHS

Tuesday, September 27 – 7:00

The District Goals listed below, along with their related points of emphasis, have been chosen with the overarching goal of improving student achievement.

**World Language** – Review and study the effectiveness of programming, Grades 1-12.

**Progress toward this goal includes, but is not limited to, the following:**

- Schedule a public presentation of findings for the World Language program,

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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 Both Reports – All Approved  
Absent: Dr. Tai

8b. Personnel

8b.-1 Acceptance of Resignation, Assistant Principal, Indian Hill School

Resolved: That the Board accept with regret, the resignation of Donato J. Saponaro, Jr., Assistant Principal, Indian Hill School, effective retroactive to August 19, 2011.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-2 Acceptance of Resignation, Lunchroom/Playground Aide, Village School

Resolved: That the Board accept the resignation of Diane DeMarco, Lunchroom/Playground Aide, Village School, effective retroactive to September 1, 2011.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-3 Approval of Amendment to the Appointment of Special Education Teacher, Indian Hill

Resolved: That the Board approve an amendment to the appointment of Elizabeth Sheehy, from (.5) Special Education Teacher, Indian Hill School to (.8) Special Education Teacher, Indian Hill School and W. R. Satz School, effective retroactive to September 1, 2011 through June 30, 2012. [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-4 Approval of Amendment to the Appointment of Special Education Teacher, Holmdel High School

Resolved: That the Board approve an amendment to the appointment of Claudine Sportelli, from (.4) Special Education Teacher, Holmdel High School to (.6) Special Education Teacher, Holmdel High School, effective retroactive to September 1, 2011 through June 30, 2012. [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

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8b.-9 Rescind the Appointment of Schedule B Position, Assistant Cross Country Coach, Holmdel High School

Resolved: That the Board approve to rescind the appointment of Thomas Herman as the Schedule B position of Assistant Cross Country Coach, Holmdel High School, for the 2011/2012 school year. [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-10 Approval of Adjustments in Increment Level

Resolved: That the Board approve the following adjustments in increment level:

Employee	From	TO: Effective 9/1/2011
Carol Dempsey	8MA+15	8MA+30
David Kaiserman	5MA+15	5MA+30
Melinda Brenner	12MA	12MA+15

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-11 Approval of Staff Accountant, Central Office

Resolved: That the Board approve the appointment of Joyce Murphy as Staff Accountant, at a salary of \$50,000 (prorated), Central Office, effective September 12, 2011 through June 30, 2012, (pending criminal history review). [P. Rispoli - Transfer] [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-12 Appointment of Prime Time Director

Resolved: That the Board approve the appointment of Michael Braun as Prime Time Director at a rate of \$36.00 per hour for the 2011/2012 school year. [B] [The Prime Time Program is completely funded by tuition and operates at no cost to the Board of Education.]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-13 Approval of Consultant, Interim Supervisor of Math and Science

Resolved: That the Board approve Dr. Antonia Martinez as the Interim Supervisor of Math and Science, as a consultant, at a per diem rate of \$405.00, effective September 12, 2011 until further notice, (pending criminal history review). [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

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8b.-18 Appointment of Reading Specialist, Indian Hill School

Resolved: That the Board approve the appointment of Lori Hawksby as, Reading Specialist, step 8 MA+15, at a salary of \$64,595, Indian Hill School, effective September 1, 2011 through June 30, 2012, pending criminal history. [New Position] [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-19 Approval to Amend the Appointment of Special Education Teacher/Middle School Mathematics, W. R. Satz School

Resolved: That the Board approve to amend the appointment of Lauren Hartigan, from (.6) Special Education/Middle School Mathematics Teacher, step 3 BA, at a salary of \$49,055 (prorated), W. R. Satz School, effective September 1, 2011 through June 30, 2012, to (1.0) Special Education /Middle School Mathematics Teacher, step 3 BA, at a salary of \$49,055, W. R. Satz School, effective retroactive to September 1, 2011 through June 30, 2012. [New Position] [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-20 Rescind the Appointment of Part-time Special Education Monitor, W. R. Satz School

Resolved: That the Board approve to rescind the appointment of Lauren Hartigan as a part-time Special Education Monitor, W. R. Satz School, at a salary of \$27.17 per hour, effective retroactive to September 1, 2011 through June 30, 2012, pending criminal history review. [C. Sportelli – reduction from full-time to part-time] [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-21 Appointment of Nurse Assistant, District-wide

Resolved That the Board approve Deborah Gross as a Nurse Assistant, on an as needed basis, for the 2011/2012 school year, effective retroactive to September 1, 2011 through June 30, 2012, at a salary of \$38.38 per hour. [B]

Discussion: Mrs. Vander Woude requested clarification regarding the “as needed basis” statement and how that applies to the new 0.4 nurse position. Mrs. Duncan explained that is a nurse assistant position and not the new 0.4 nurse position.

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

8b.-22 Approval of Transfers for Custodians

Resolved: That the Board approve the following transfers, effective retroactive to September 6, 2011:

Employee Name	From	To
Donna Souraev	Night Shift, Indian Hill School	Night Shift, Holmdel High School

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8b.-27 Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve David Berrios for field experience in the area of Music at Holmdel High School from September 7, 2011 through October 28, 2011. Cooperating teacher will be John Koryat.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-28 Approval of Student Teacher/Field Experience/Classroom Observation

Resolved: That the Board approve Mallory Bartlett for an Internship from effective retroactive to September 1, 2011 through June 15, 2012 in the area of School Psychologist at the Indian Hill and W. R. Satz School. Cooperating teacher will be Denise A. Hughes.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-29 Appointment of Day-To-Day Substitute Personnel

Resolved: That the Board approve the appointment of the attached as day-to-day substitute personnel, effective retroactive to September 1, 2011 through June 30, 2012, for the 2011/2012 school year, as per attachment # 8b.-29. [B]

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-30 Approval of Special Education Monitors and Nurse Assistants to Accompany Special Education Students for Extracurricular Activities

Resolved: That the Board approve all Special Education Monitors and Nurse Assistants to accompany Special Education Students, as needed, for extracurricular activities during the 2011/2012 school year.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai

8b.-31 Acceptance of Resignation of Part-time Nurse Assistant, Village School

Resolved: That the Board accept the resignation of Denise Juarez, Part-time Nurse Assistant, Village School, effective September 7, 2011.

MOTION: Mr. Sockol SECOND: Mr. Pavlik VOTE: 8-0  
Absent: Dr. Tai



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9b. Acceptance/Approval of Entitlement Funds for Nonpublic School Nursing Aid

Resolved: That the Board accept/approve entitlement funds from the New Jersey Department of Education, Division of Finance, Nonpublic School Nursing Aid, for the 2011/2012 school year as listed below. On file in the office of the Business Administrator/Board Secretary

St. John Vianney High School	\$ 70,658.00
New School of Monmouth County	\$ 2,863.00
St. Benedict School	\$ 35,748.00
The Community YMCA	\$ 4,189.00
Total	\$113,458.00

MOTION: Mrs. Wetmore SECOND: Mr. DeSario VOTE: 8-0  
Absent: Dr. Tai

9c. Approval/Submission of the No Child Left Behind (NCLB) Grant Award 2011/2012

Resolved: That the Board approve the submission of the No Child Left Behind (NCLB) Grant Award/Application for FY 12, in a consortium with St. John Vianney, St. Benedict's, and The New School of Monmouth County for a total amount of \$71,112.00 for the 2011/2012 school year as listed below:

Title	Holmdel Township School District	St. John Vianney Regional High School	New School of Monmouth County	St. Benedict School	YMCA	Total Entitlement Allocation per Sub-Grant
Title II, Part A	\$45,283.00	\$13,610.00	\$581.00	\$7,251.00	\$852.00	\$67,577.00
Title III	\$3,535.00	\$0	\$0	\$0	\$0	\$3,535.00
Grand Total						\$71,112.00

*Note: The District is declining Title III \$3,535.00*

MOTION: Mrs. Wetmore SECOND: Mr. DeSario VOTE: 8-0  
Absent: Dr. Tai

9d. Approval Of Request For Proposal For Solar PPA Companies To Submit Bids To Design, Build, Operate, And Maintain A Solar (Photovoltaic) Array At Both District And Township Facilities.

**WHEREAS** the Holmdel Township Board of Education, in conformance with the competitive contracting requirements of the NJ School Public Contracts Law, desires to create a Request for Proposal (RFP) to solicit bids from Power Purchase Agreement (PPA) Companies to design, build, operate, and maintain a Solar (Photovoltaic) Array at all four (4) district schools and

**WHEREAS** the Holmdel Township Board of Education, in the spirit of shared services in order to provide maximum benefit to the taxpayers of the Township of Holmdel desires to create one (1) Request for Proposal (RFP) jointly with the Township of Holmdel and

**WHEREAS** the Township of Holmdel, at their public meeting on August 18, 2011, voted unanimously to accept the proposal from BSA+A Architects, the Township Architect of Record, to prepare a Request for Proposal (RFP) for Power Purchase Agreement (PPA) Companies to submit bids to design, build, operate, and maintain a Solar (Photovoltaic) Array at select Township

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9h. Approval of Jointure with the Union Beach Board of Education

That the Board approve a Jointure Route #SSFC1 with the Union Beach Board of Education on our Route SSFC with Keyport Autos, Inc., Keansburg, NJ to transport one special education student to The Hawkswood School, Eatontown, NJ for the extended school year, from July 5, 2011 – August 15, 2011 at a total cost of \$1,098.00 (\$36.60 per diem X 30 days).

MOTION: Mrs. Wetmore SECOND: Mr. DeSario VOTE: 8-0  
Absent: Dr. Tai

9i. Approval of Jointure with the Union Beach Board of Education

Resolved: That the Board approve a Jointure Route #SFC1 with the Union Beach Board of Education on our Route SFC with Keyport Autos, Inc., Keansburg, NJ to transport one special education student to The Hawkswood School, Eatontown, NJ for the 2011-2012 school year, from September 7, 2011 – June 13, 2012 at a total cost of \$15,273.00 (\$84.85 per diem x 180 days).

MOTION: Mrs. Wetmore SECOND: Mr. DeSario VOTE: 8-0  
Absent: Dr. Tai

9j. Approval of Monthly Certification June 30, 2011

Resolved: That pursuant to N.J.A.C.6A:23-2.11(e), we certify that as of June 30, 2011 after review of the Secretary's Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 (b); that no line item account has encumbrance and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23.11 (1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: Mrs. Wetmore SECOND: Mr. DeSario VOTE: 8-0  
Absent: Dr. Tai

9k. Approval of Business Administrator/Board Secretary's Financial Report, June 30, 2011

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending June 30, 2011, is hereby approved and the Business Administrator/Board Secretary is instructed to file same.

MOTION: Mrs. Wetmore SECOND: Mr. DeSario VOTE: 8-0  
Absent: Dr. Tai

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11. New Business

- Mrs. Vander Woude asked for clarification regarding the letter Mr. Howard sent to the W.R. Satz School parents which referenced that as a result of budget cuts, the student planners would no longer be provided. Mr. Petrizzo stated that this was a building decision made by Mr. Howard in order to realize the goal of reducing building/departmental budgets by 10%.

12. Questions from Public

- Mr. Marino, HTEA Vice President, thanked the Board for recognizing all the efforts of the Buildings and Grounds department during the state of emergency.

13. Executive Session (if required) – N/A

14. Adjournment

By a unanimous voice vote the meeting adjourned at 10:48 p.m.

Respectfully Submitted,



Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary













